



How to Set Up the Microsoft Authenticator App - iPhone

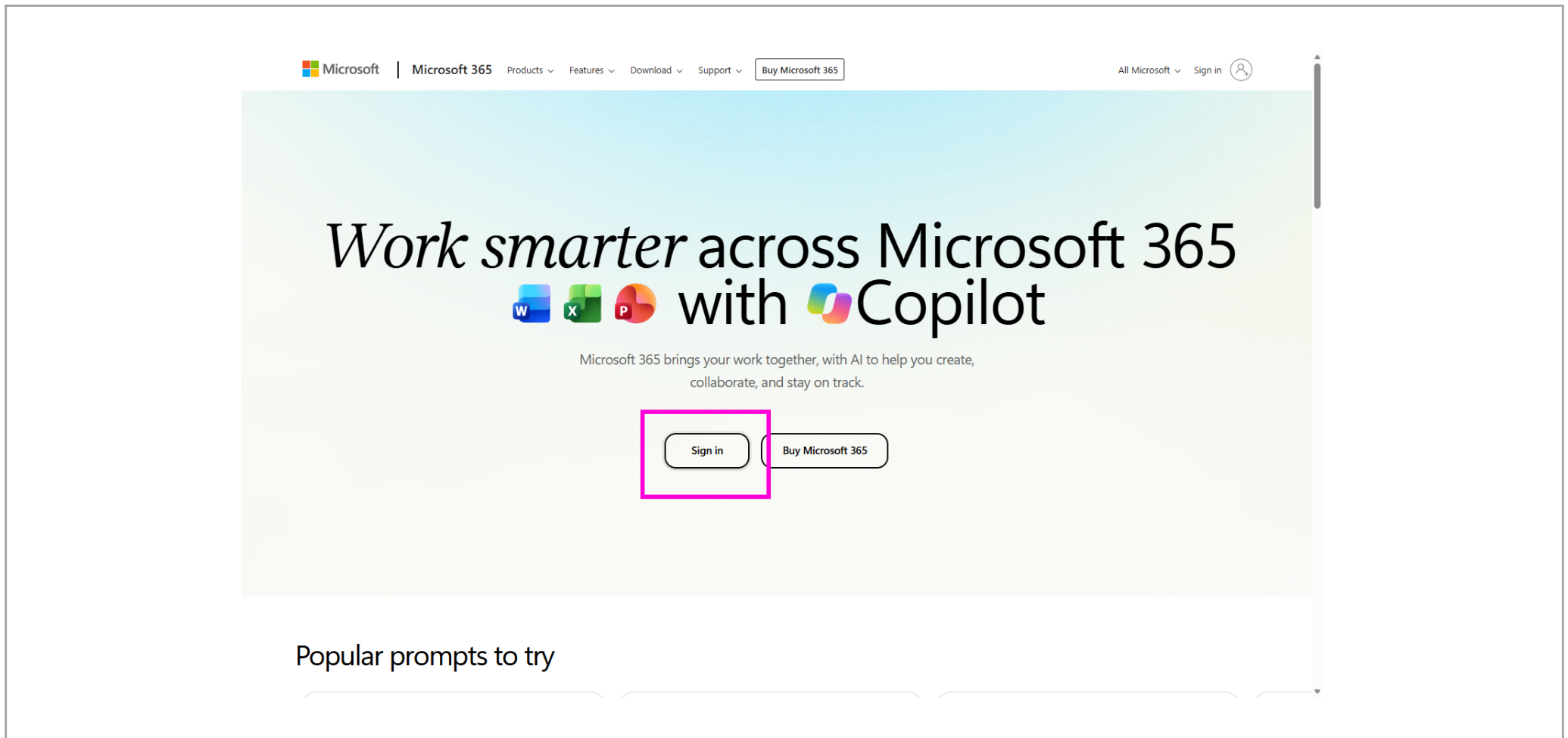


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1.



On the computer, open an Internet browser such as Edge or Chrome and visit office.com. Click Sign in the center of the page and login with your Office 365 account.





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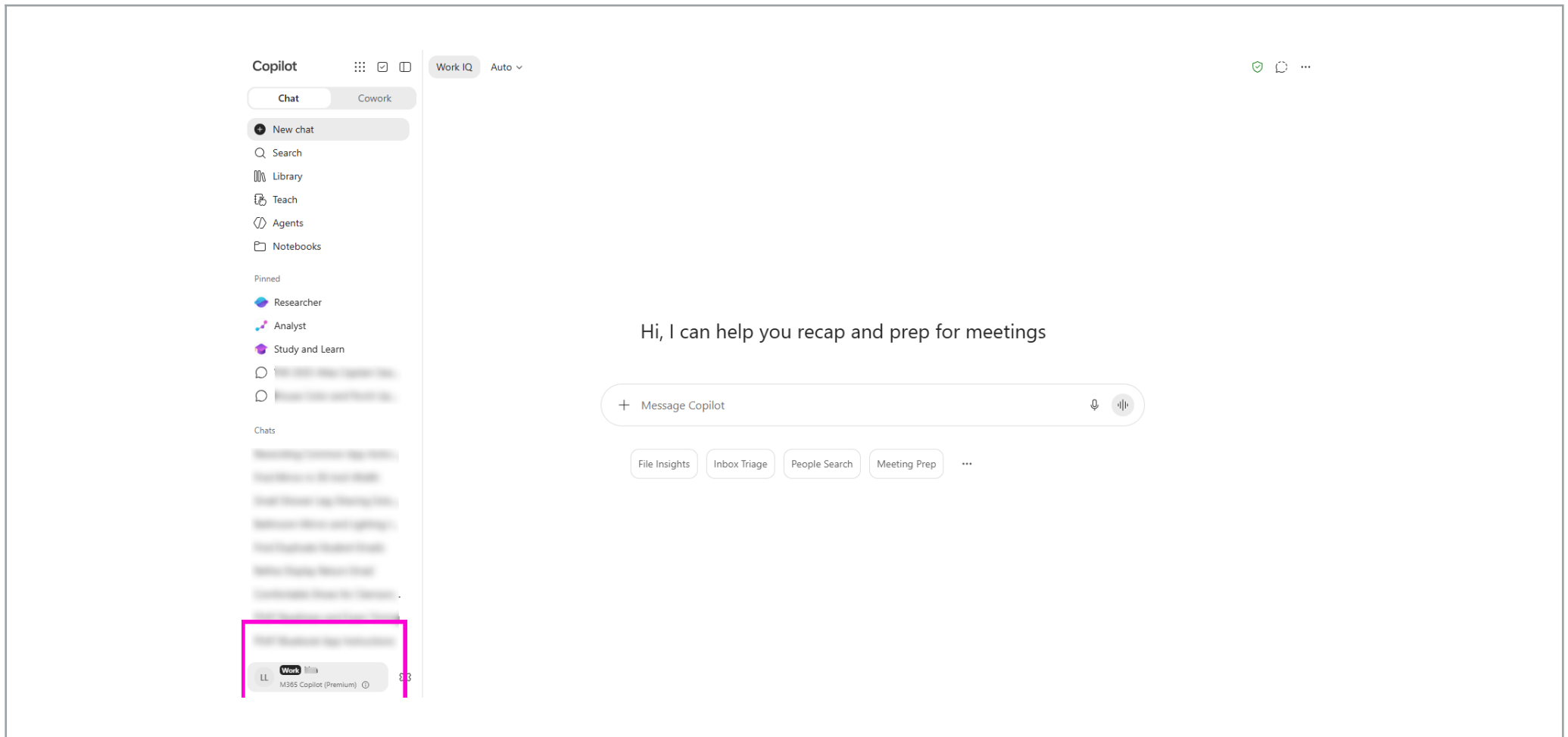


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2.



In the bottom, left corner of the screen, click on your **Account Profile Icon**.





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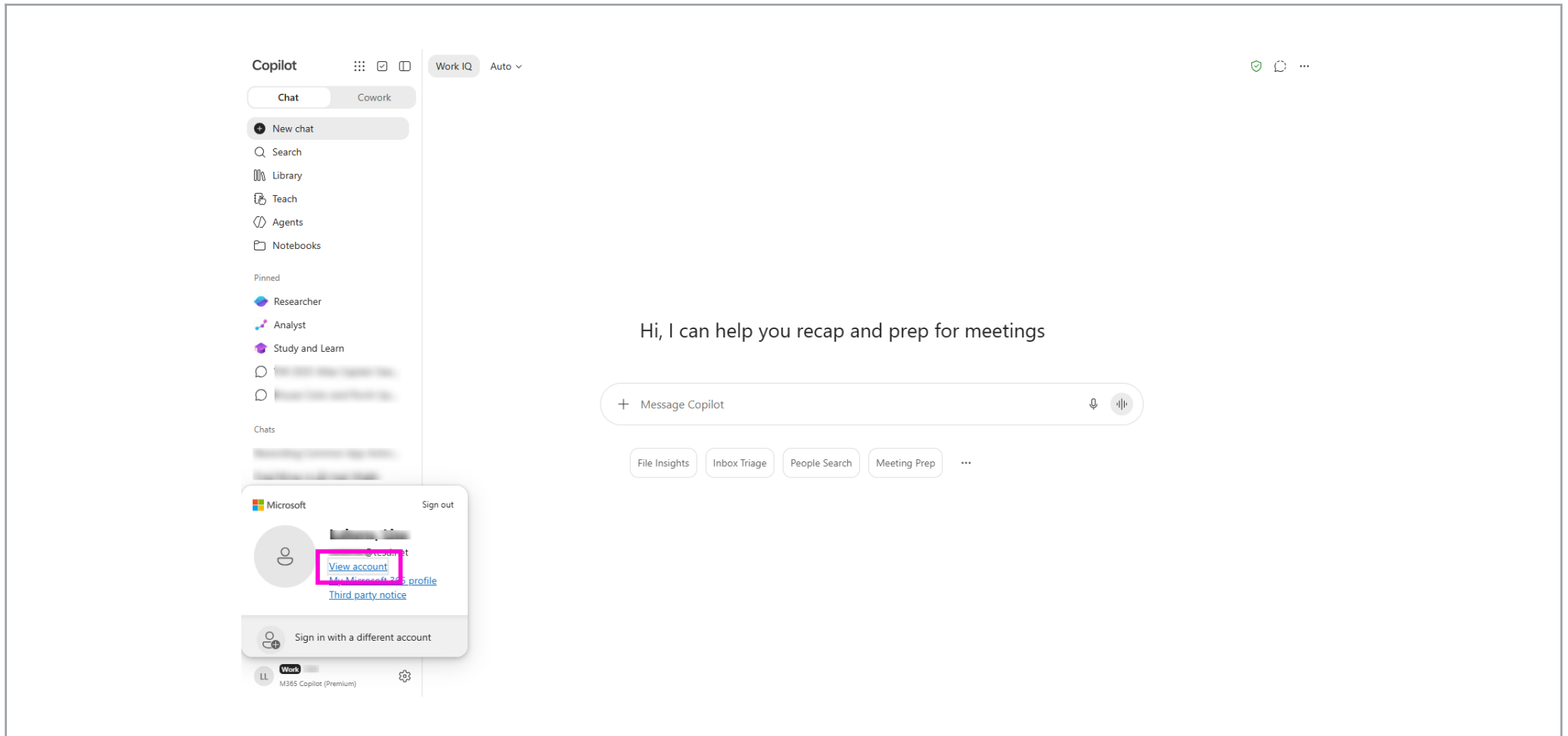


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3.



Click **View Account** in the pop-up window.





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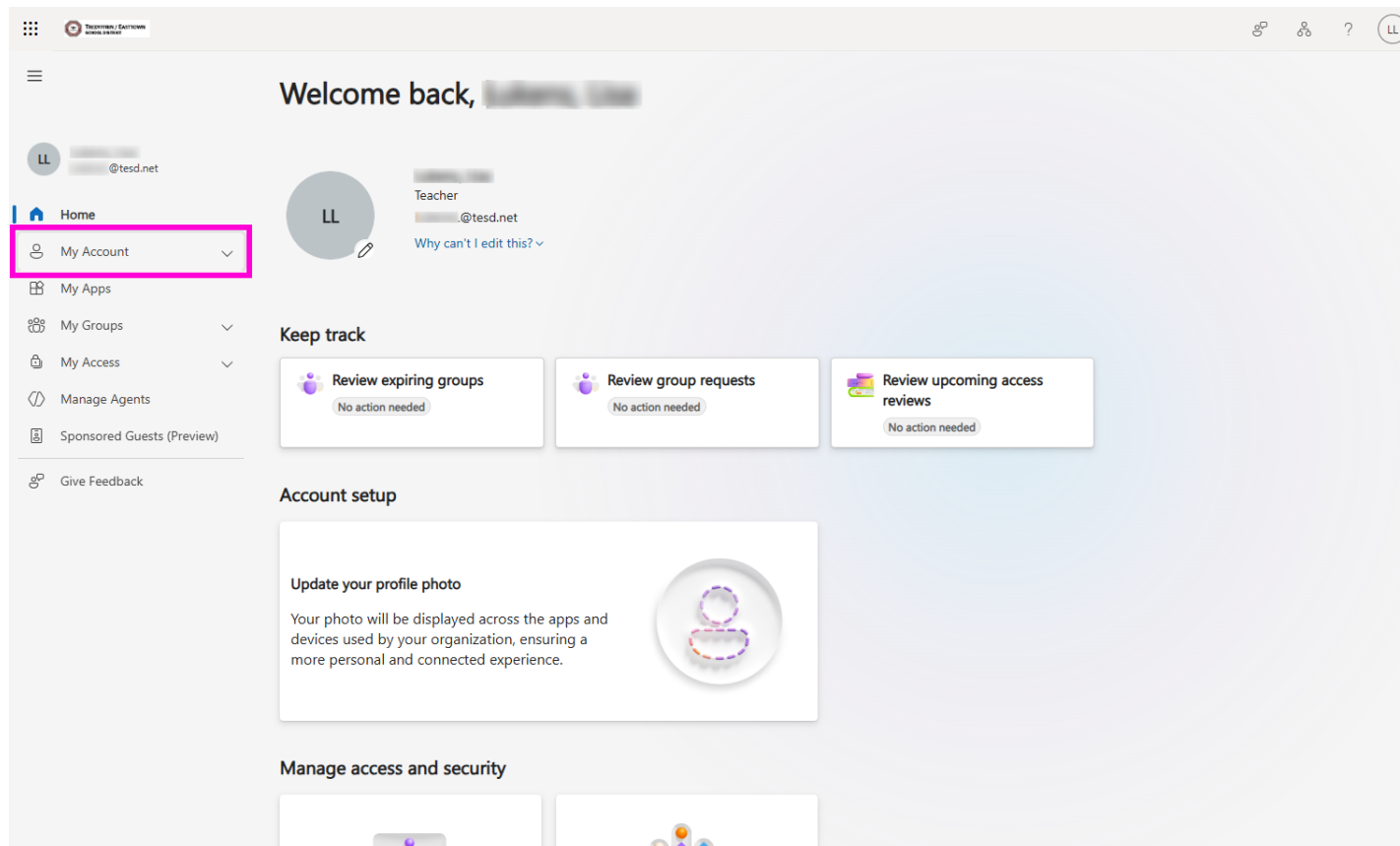


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4.



In the left Navigation menu, click on **My Account**.





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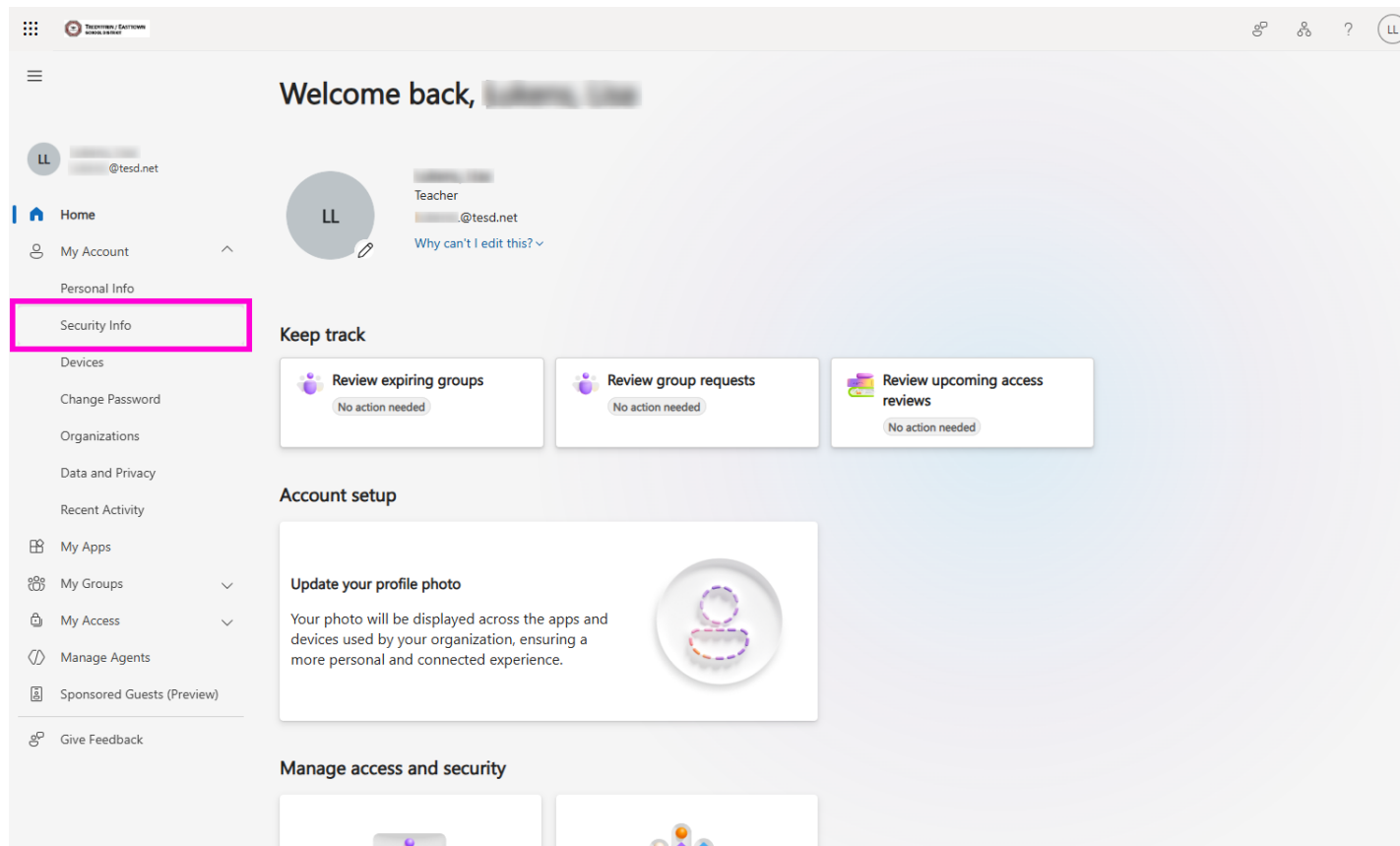


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5.



Click **Security Info**.



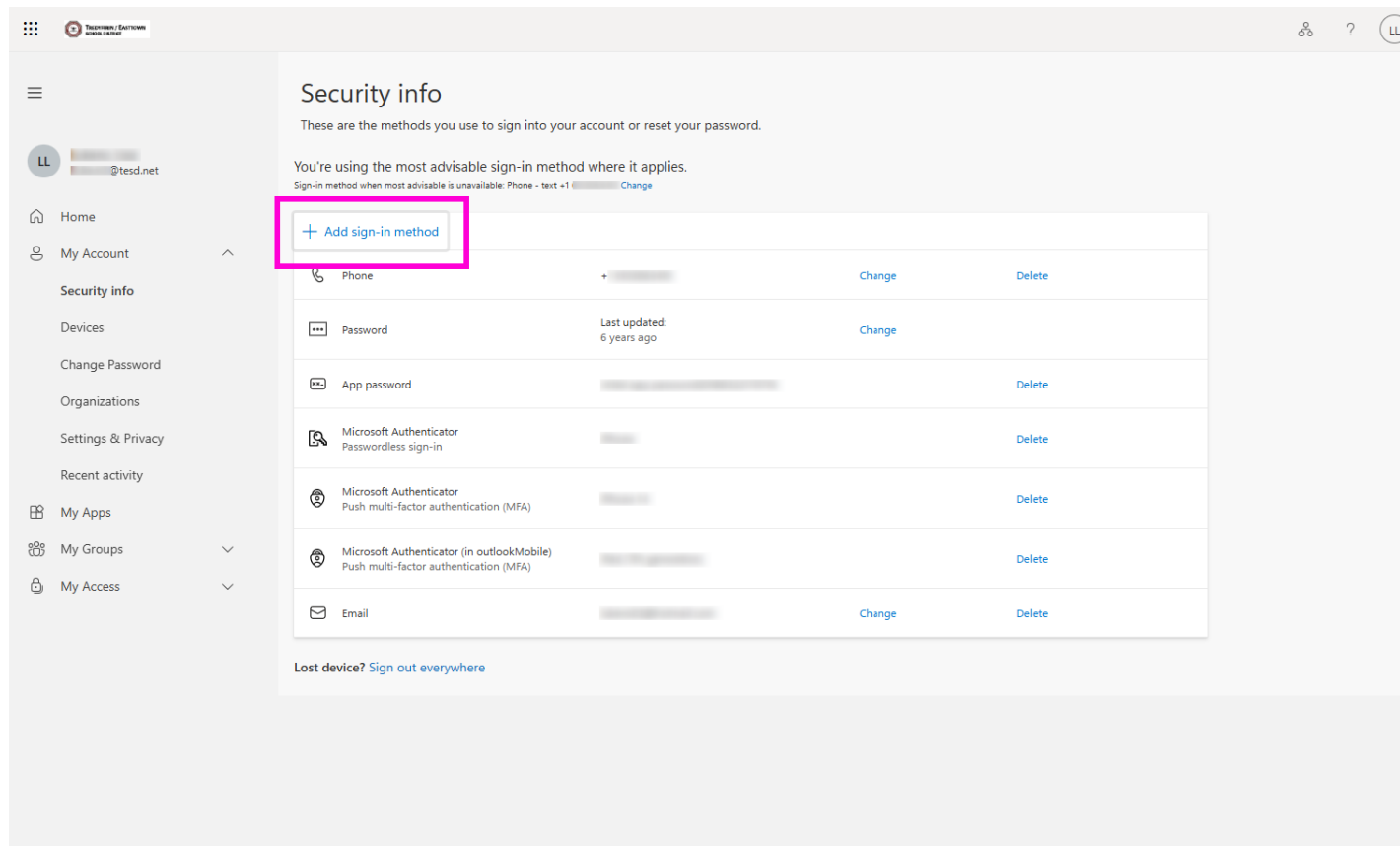


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6. In the center of the page, click **Add sign-in method**.





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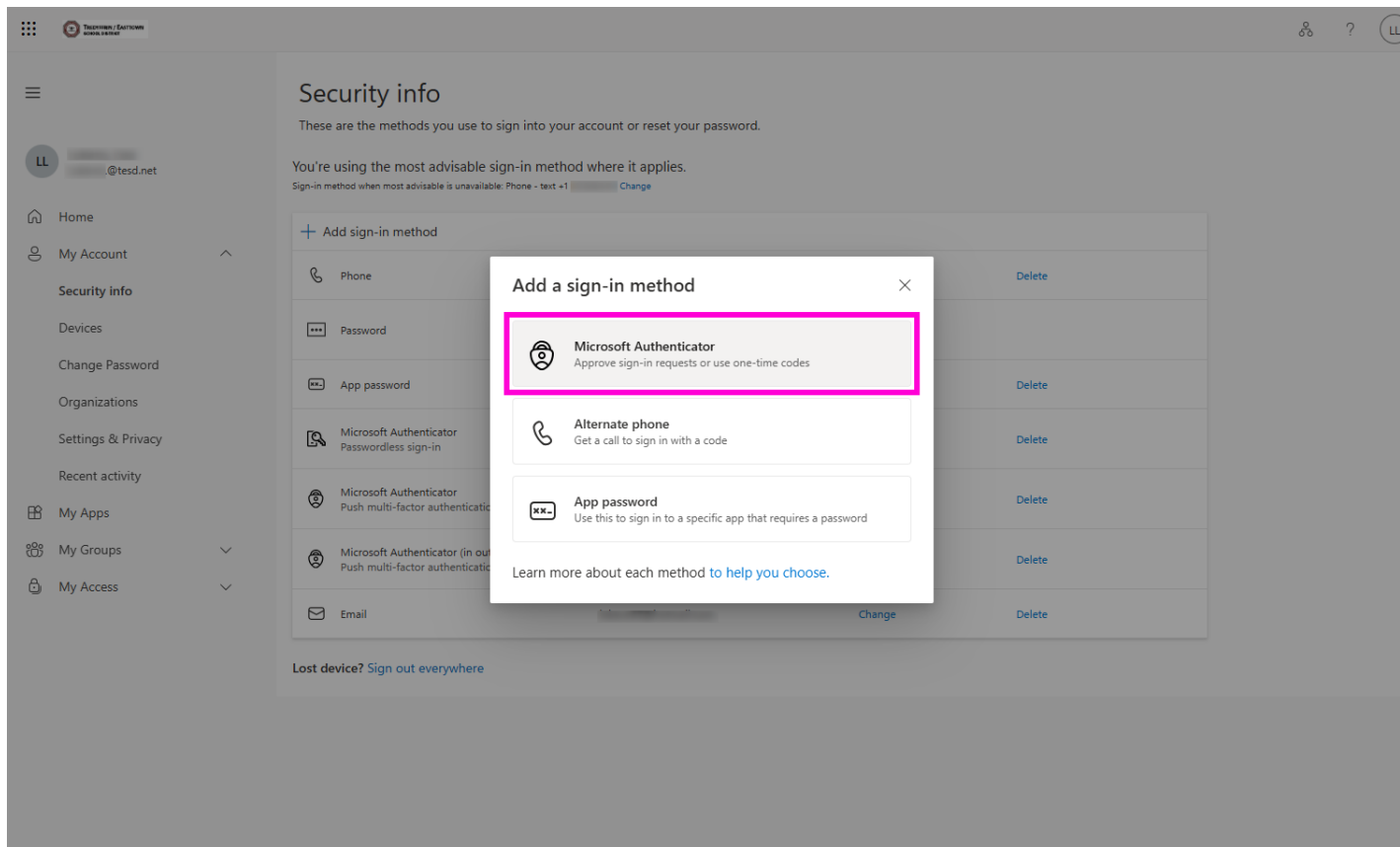


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7.



In the "Add a sign-in method" window, choose **Microsoft Authenticator**.





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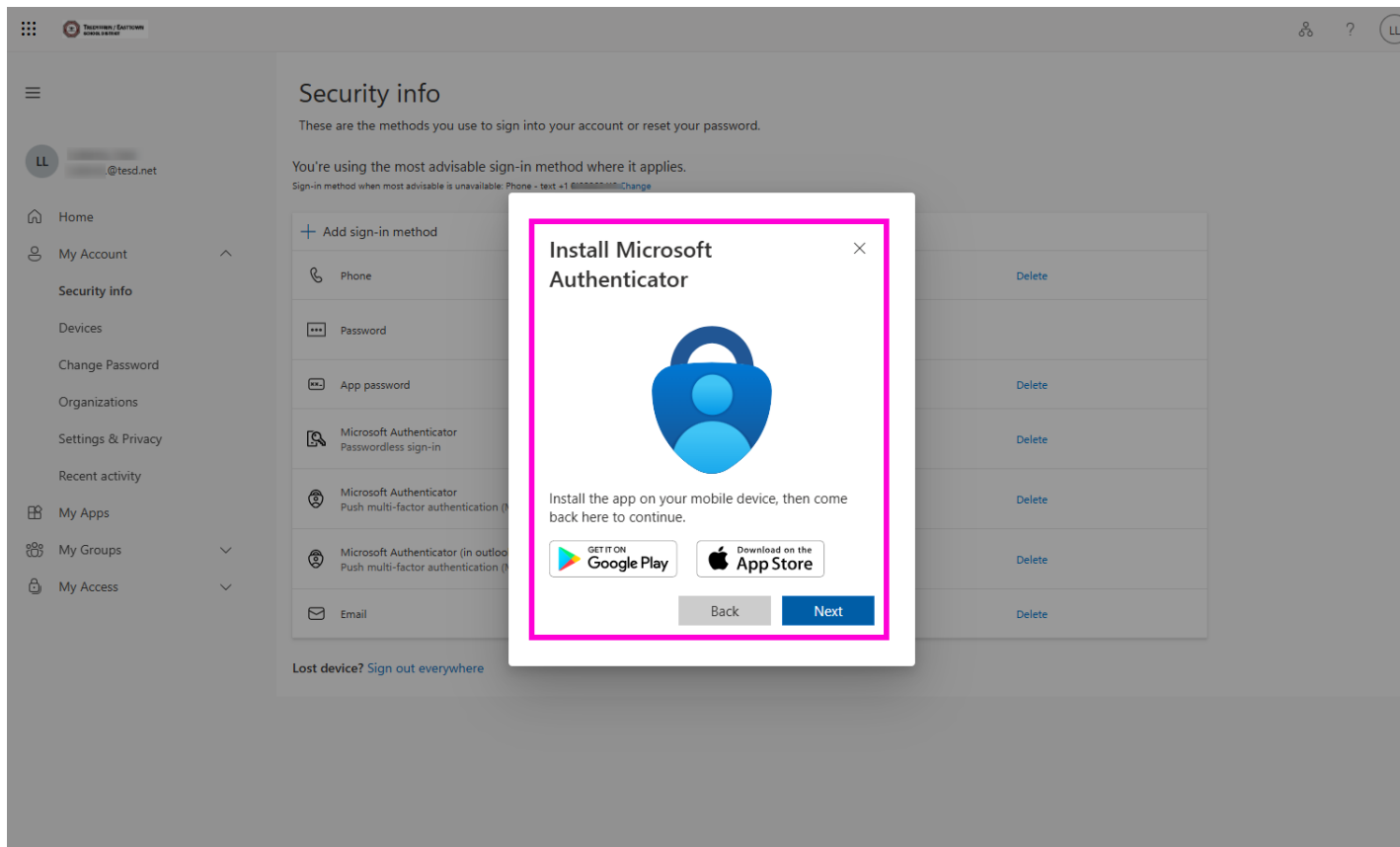


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8.



On your mobile phone, search for and install the Microsoft Authenticator app from the Apple App Store or the Google Play Store. Once completed, open the Authenticator app and click **Next** on your computer screen.





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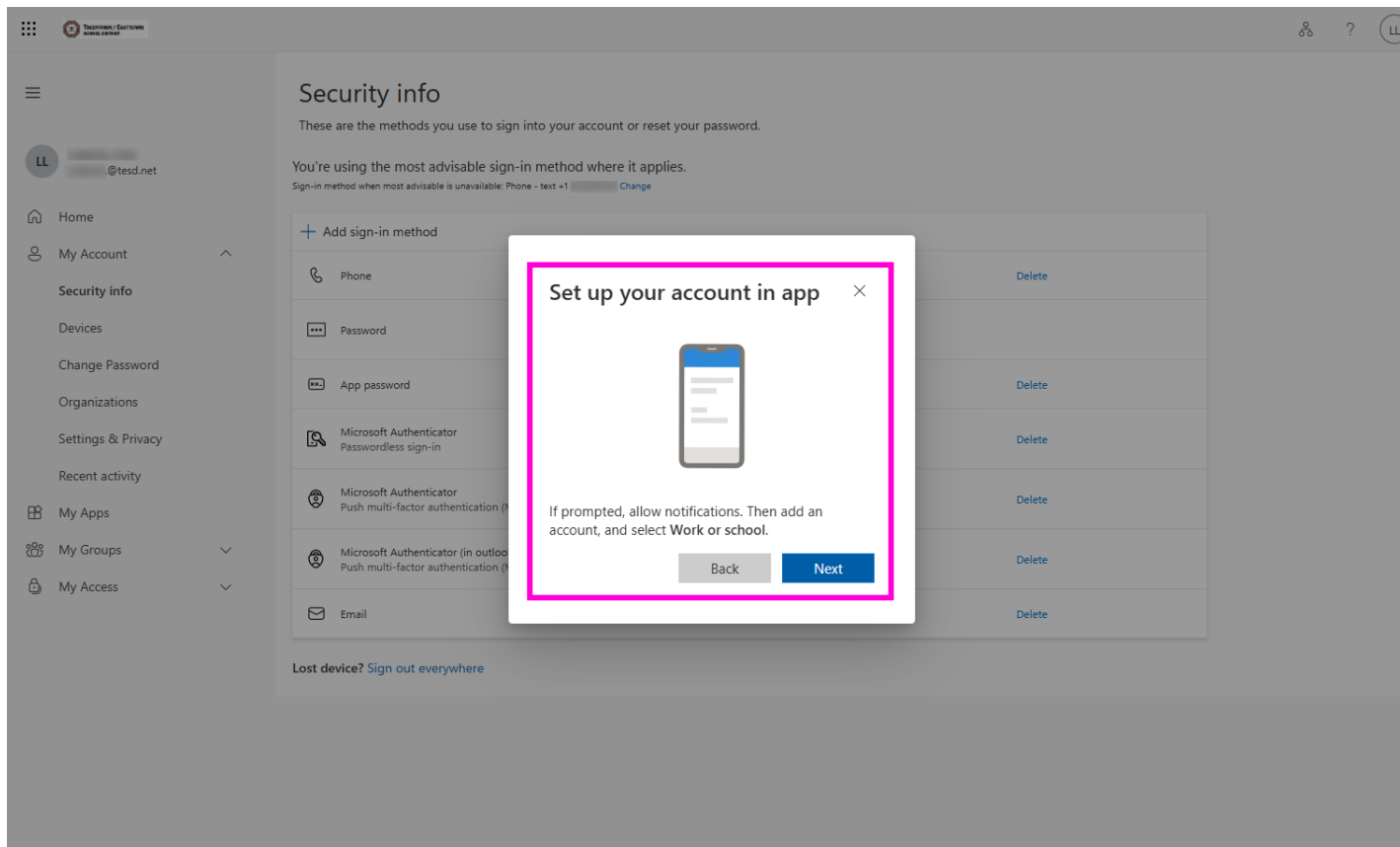


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9.



You will now setup the app on your phone. Click **Next**. Keep the QR Code displayed on your computer screen until you reach that step in the mobile phone setup. The next steps will display screenshots of your mobile phone instructions.





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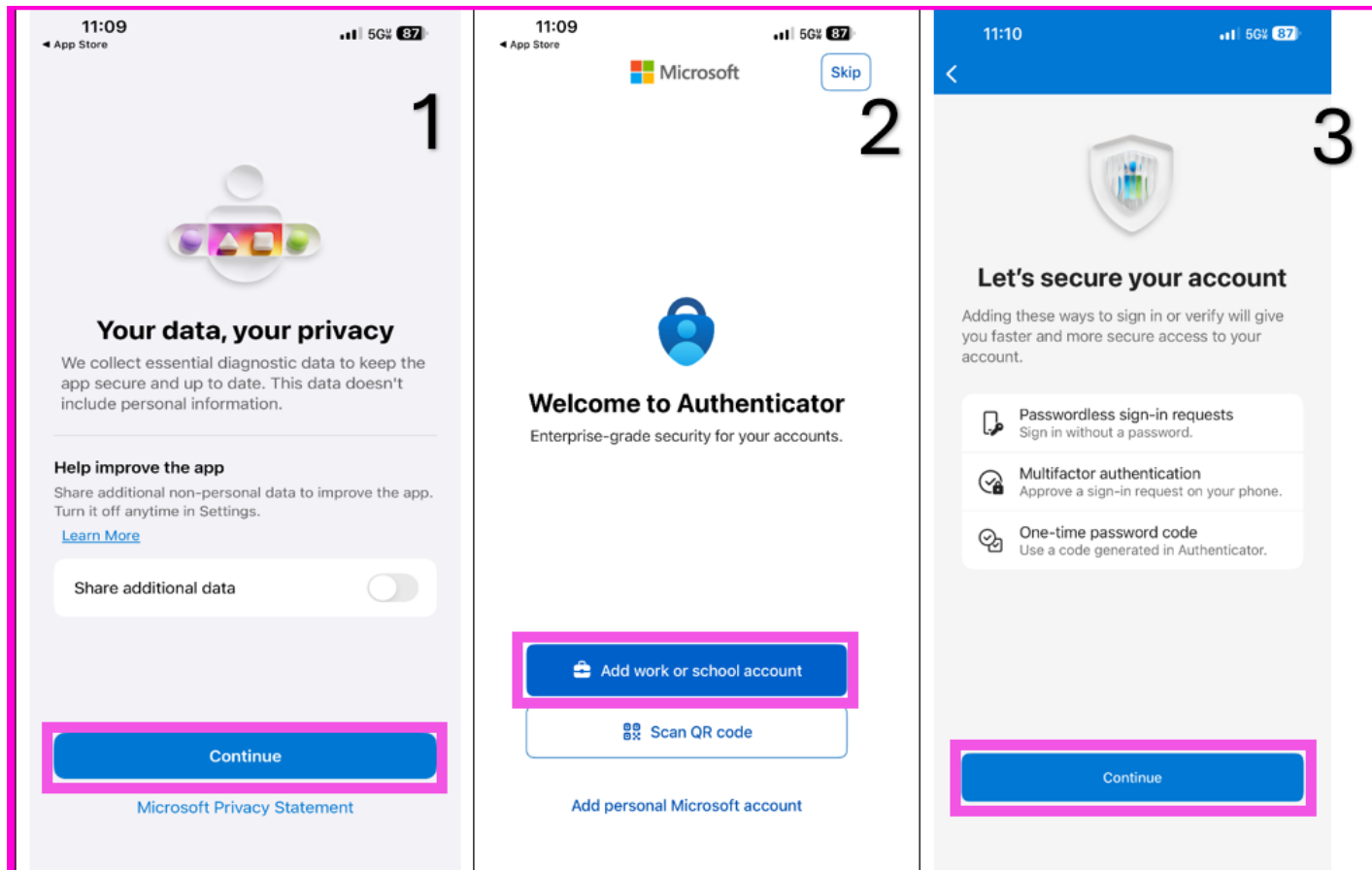


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10.



Screen 1: Keep "Share additional data" swiped off. Click **Continue**. Screen 2: Tap **Add work or school account**. Screen 3: Tap **Continue**.





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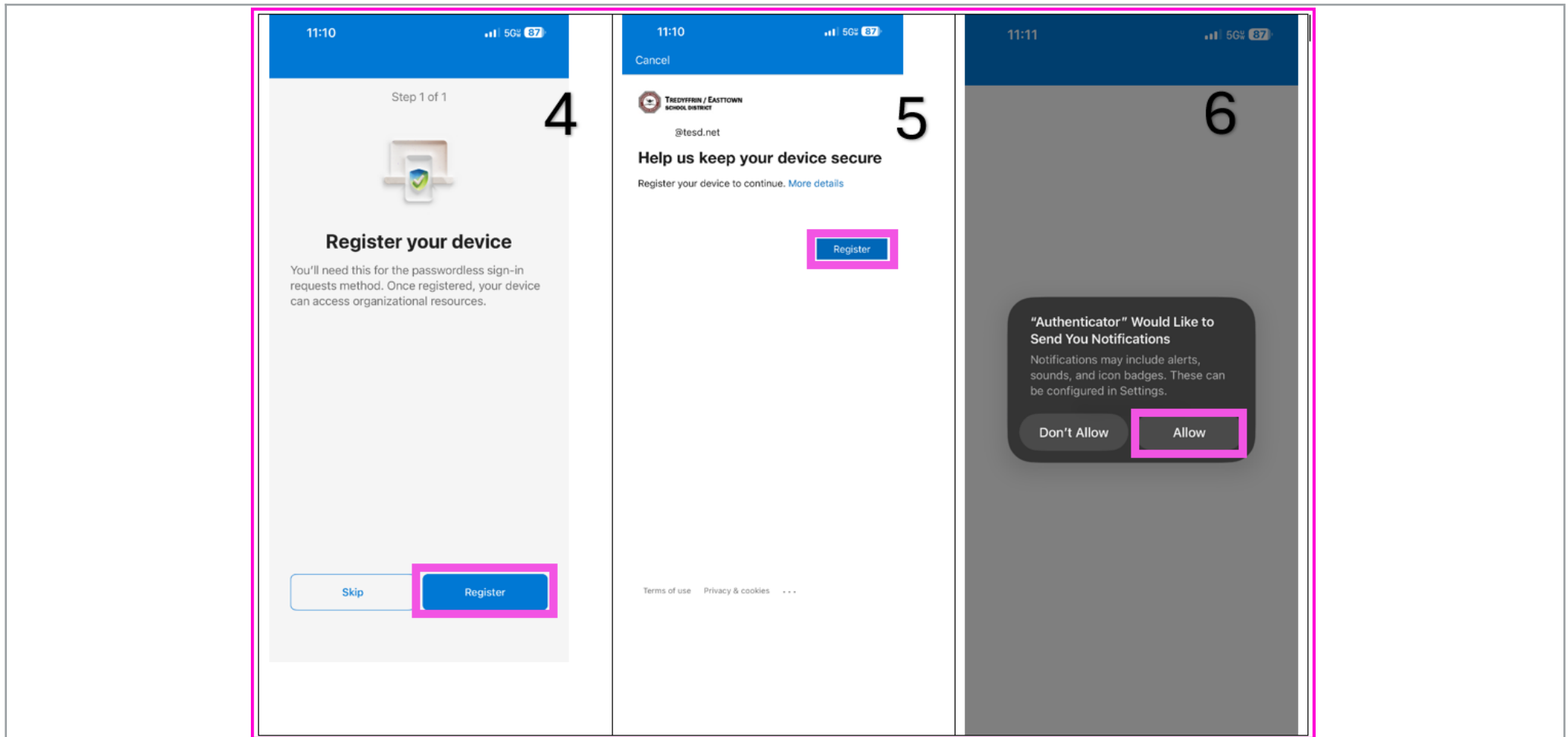


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11.



Screen 4: Tap **Register**. Screen 5: Tap **Register**. Login if prompted. Screen 6: Tap **Allow** on "Authenticator would like to send you notifications."





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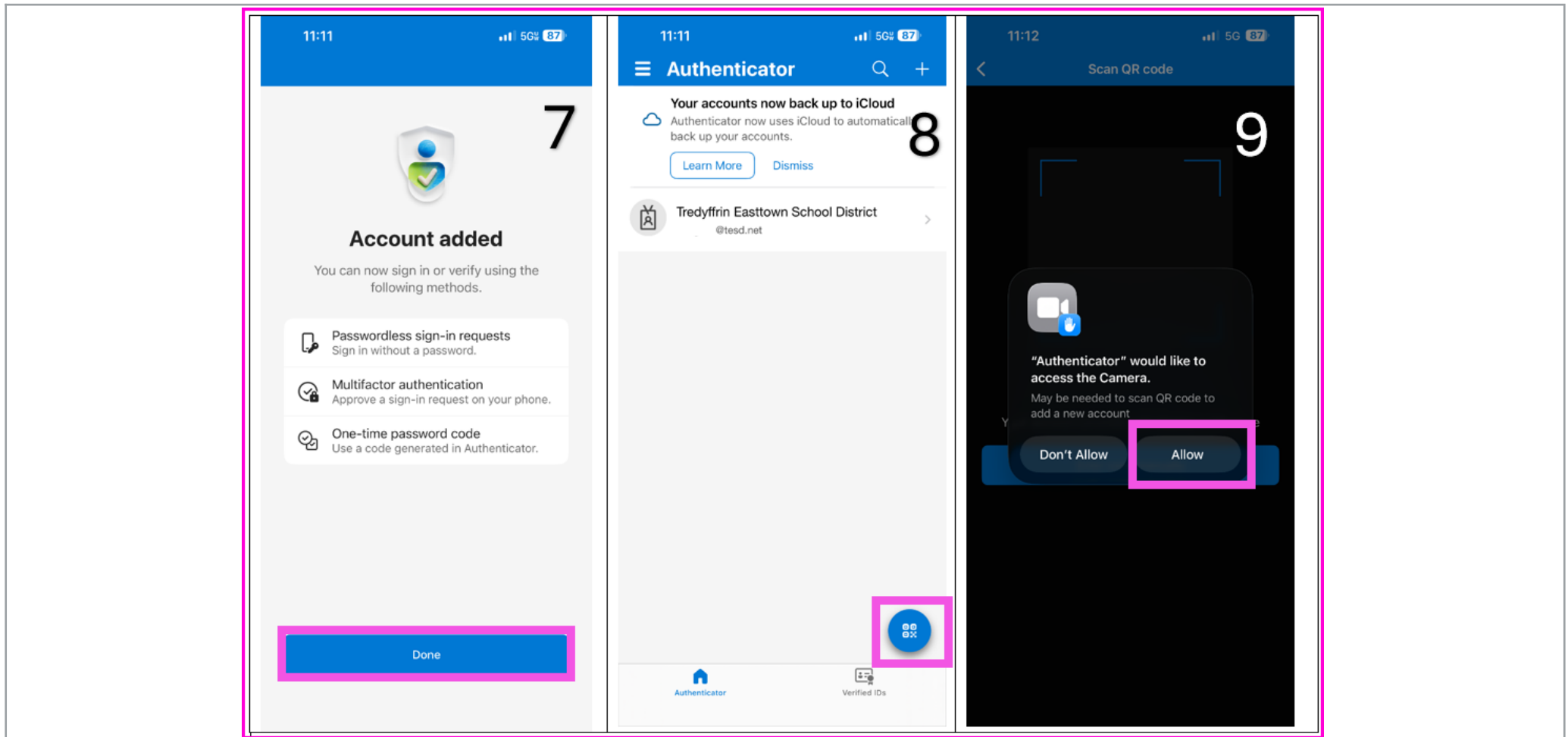


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12.



Screen 7: Tap **Done**. Screen 8: Tap the **QR Code icon** in the bottom, right corner of the screen. Screen 9: Tap **Allow** on "Authenticator would like to access the Camera."





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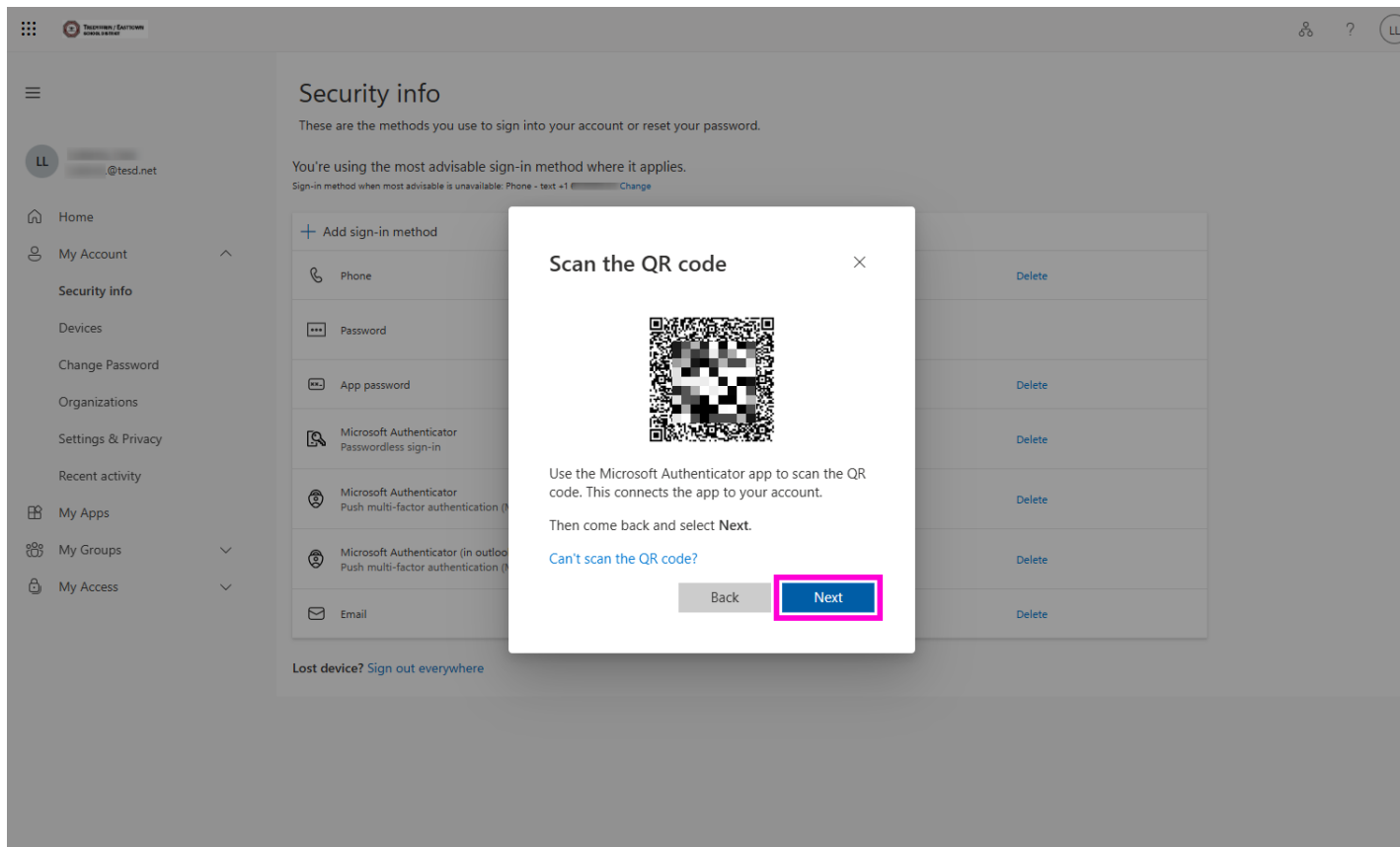


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13.



Open your phone's camera app and point it at the QR code displayed on your computer screen. This will connect the app to your account. If your camera cannot scan the QR code, select "Can't scan the QR code?" and manually enter it. Click **Next**.





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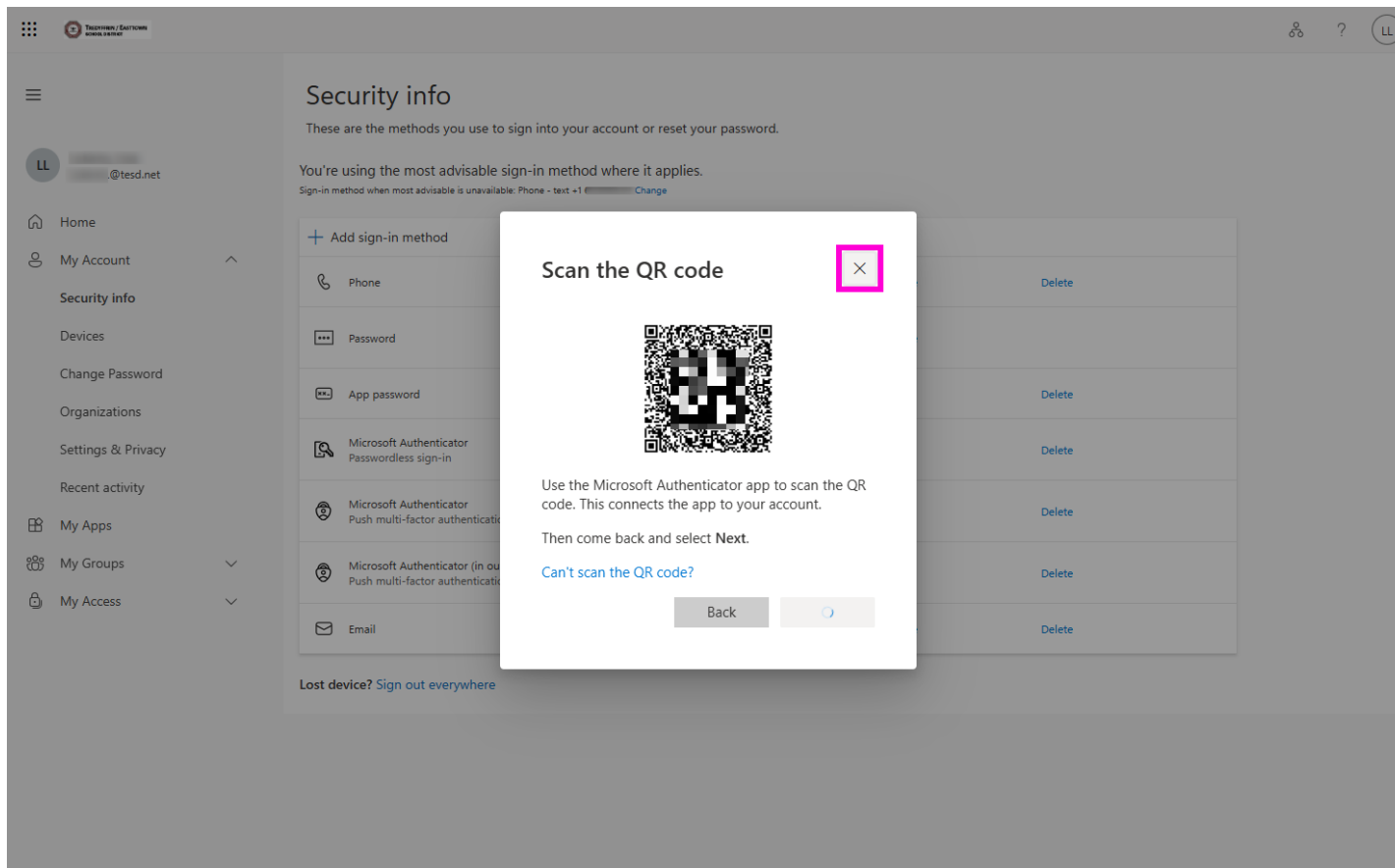


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14.



The app will now generate a test verification code. You will approve the notification and enter the verification code displayed on your screen. This will be the process for any future verifications.





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15.



That's it! You have successfully installed the Microsoft Authenticator app. You may **close** the screen.

