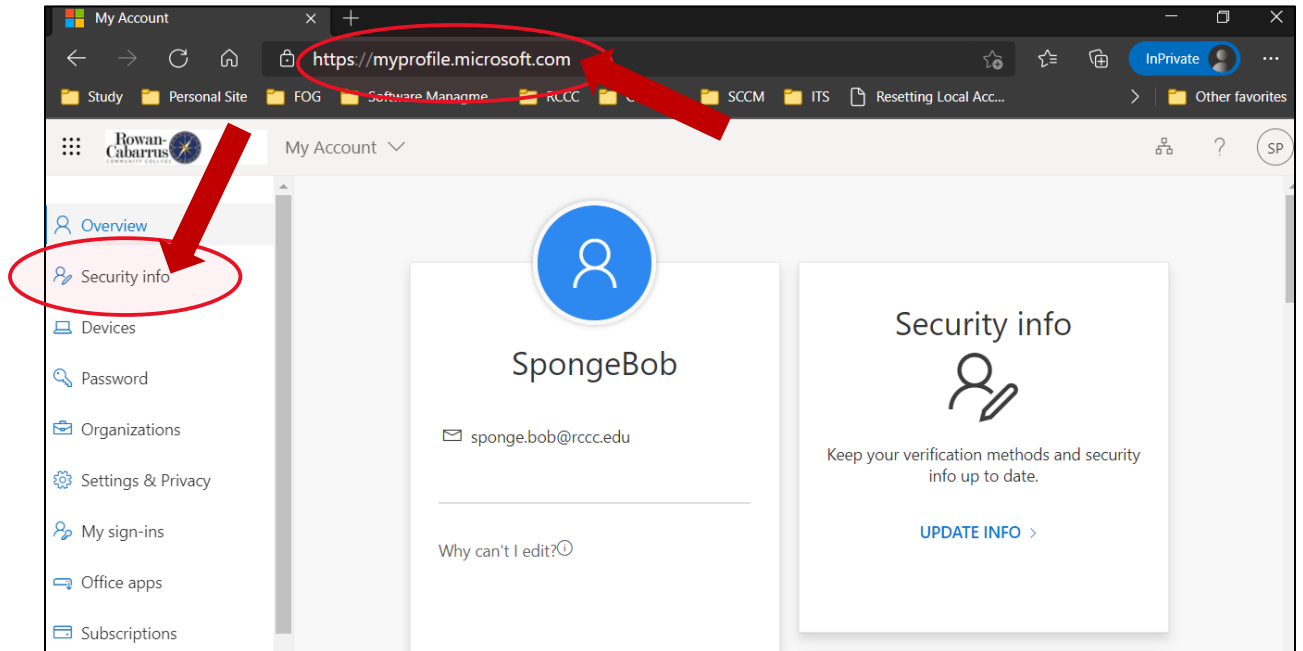
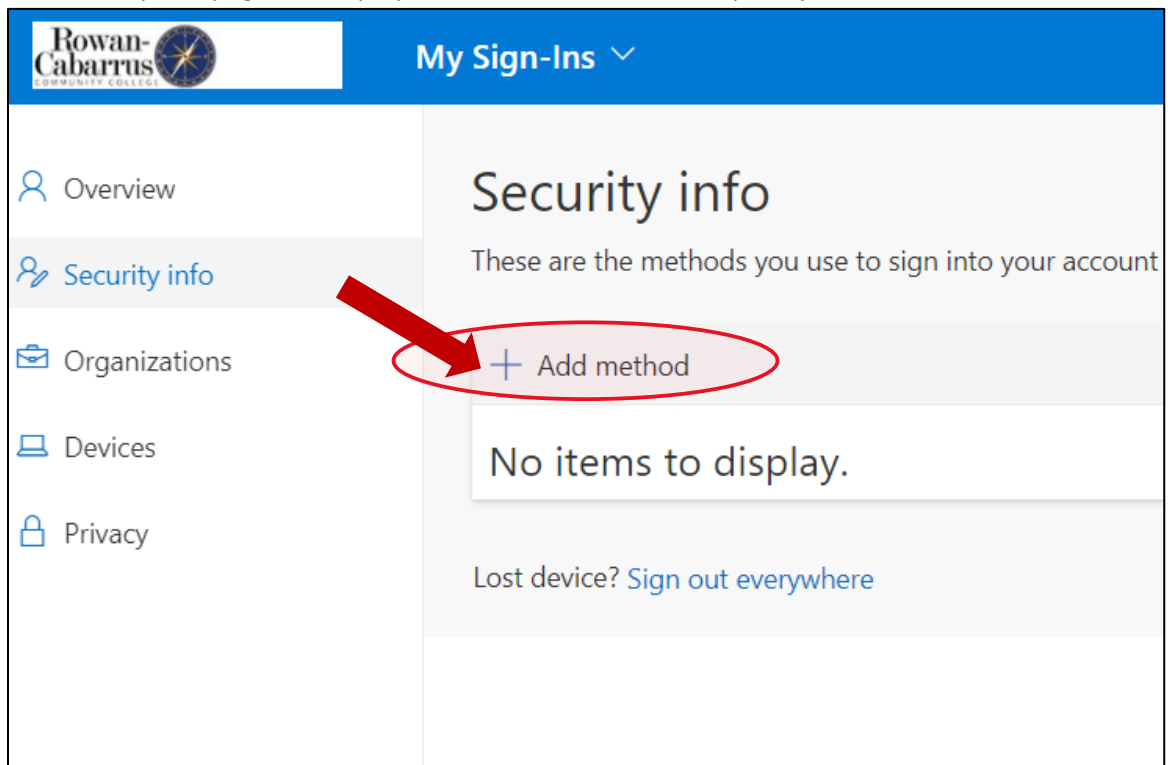


How to Setup the Microsoft Authenticator App:

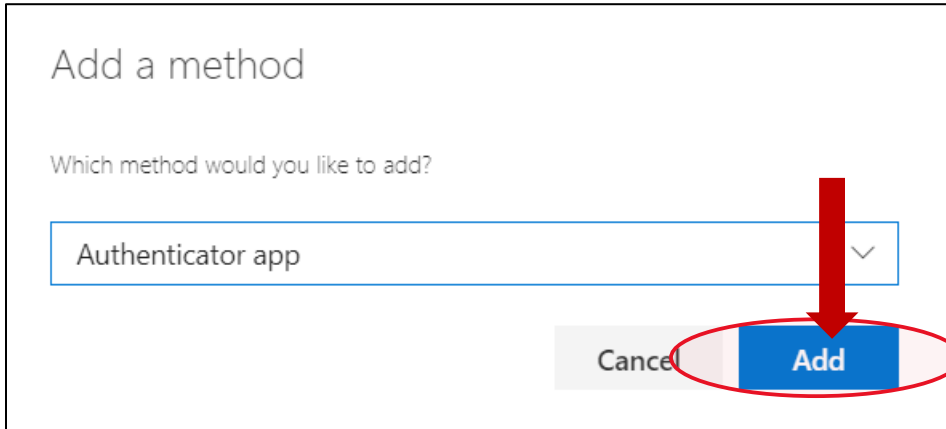
1. Open a web browser and type <https://myprofile.microsoft.com> in the address bar, then press enter. Type your email username and password, then select the "Sign in" button. Select the "Security Info" tab located in the navigation menu on left.



2. The Security info page will display in the window. Select the "plus symbol" next to Add method.

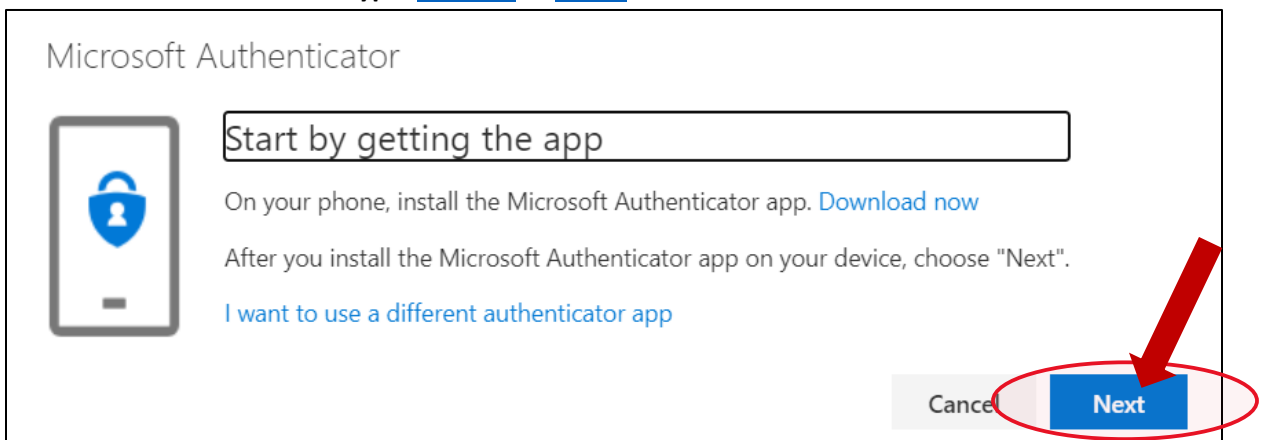


3. A pop-up window will display asking you which method would you like to add. If you have a smart phone and are using the Microsoft Authenticator app, then make sure you choose the “*Authenticator app*” option from the drop-down menu. Select the “*Add*” button. If you rather have a code texted to your phone, then go to step 4. If you do not have a smart phone, then go to step 5.

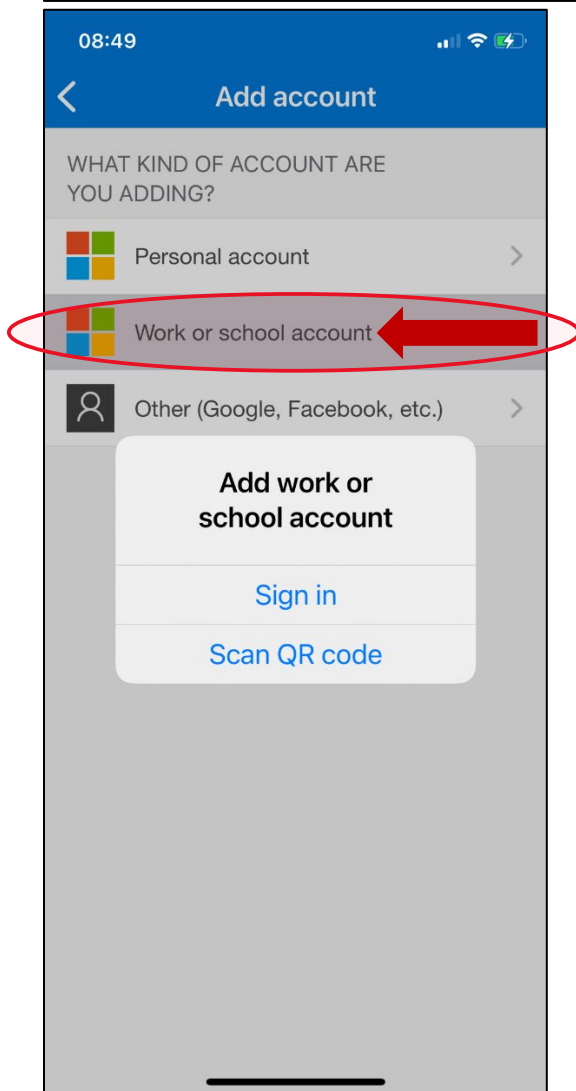
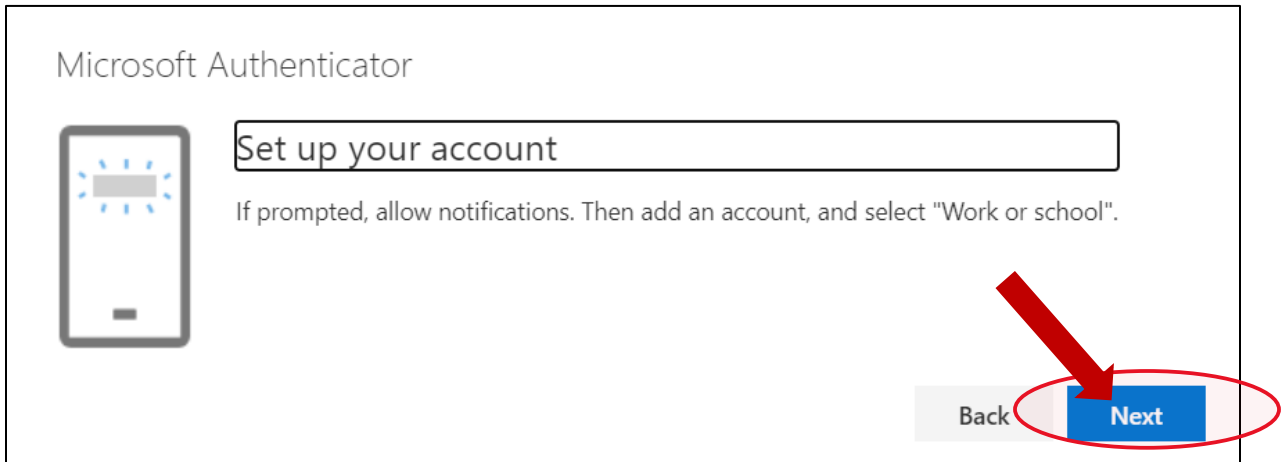


You will be prompted to download the “*Microsoft Authenticator*” app on your phone. Once you have the application installed, select the “*Next*” button.

Note: Links based on device type: [Android](#) or [Apple](#)

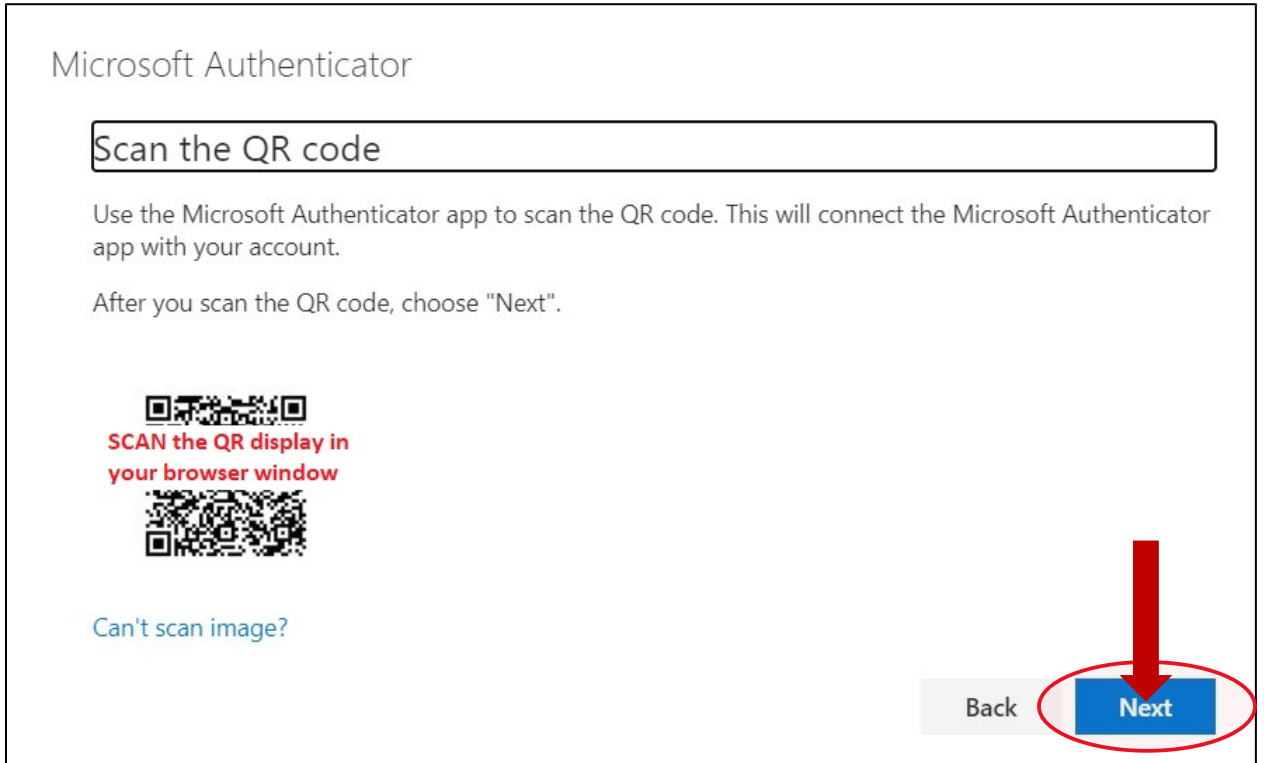


Open the Microsoft Authenticator app on your phone. You may be prompted to allow application usage and notifications, then choose "add account". Select the "Work or school account" option, then select the "Next" button on your computer.

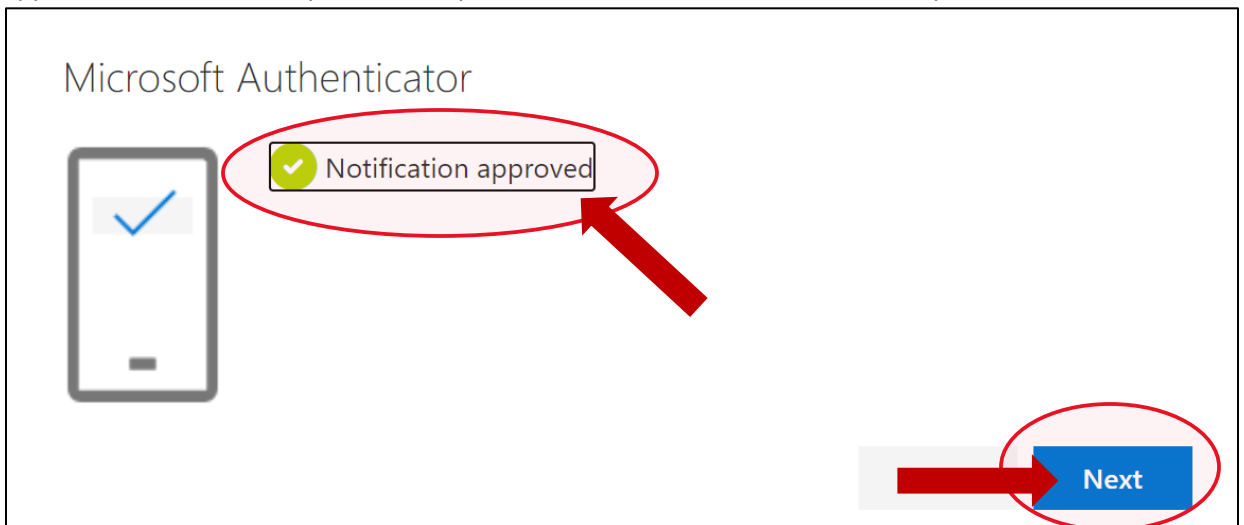


The phone application may ask you for permission to use your camera. The next screen on your computer will give you a QR code to scan with your phone. After you scan the QR code, select the "Next" button.

Note: Do not scan the QR code in the picture below. Scan the QR code that is displayed in your browser window.



The Microsoft Authenticator notification approval window will display letting you know the application has been setup successfully. Select the "Next" button to finish the process.



4. If you have a smart phone and would like to have a code texted to you, then make sure you choose "Phone" as the option under the drop-down menu. Select the "Add" button.

Add a method

Which method would you like to add?

Phone

Cancel Add

Enter your cell phone number. Make sure the option next to Text me a code is selected, then select the "Next" button.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1) XXX-XXX-XXXX

Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)

Cancel Next

Enter the code that was sent to your cell phone, then select the "Next" button.

Note: The registration process will expire within 30 seconds, so start again if it times out.

Phone

We just sent a 6 digit code to XXX-XXX-XXXX. Enter the code below.

XXXXXX

[Resend code](#)

Back Next

The SMS verified window will display letting you know your phone has been registered successfully. Select the "Done" button.

Phone

✓ SMS verified. Your phone was registered successfully.

Done

5. If you do not have a smart phone and would like to receive a phone call, then make sure you choose "Phone" as the option under the drop-down menu. Select the "Add" button.

Add a method

Which method would you like to add?

Phone

Cancel Add

Enter your cell phone number. Make sure the option next to Call me is selected, then select the "Next" button.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1) XXX-XXX-XXXX

Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Cancel Next

“We’re calling xxx-xxx-xxxx now” message will appear on your computer. After you answer your phone, you will be prompted to press the # key to verify. After you press this key, you will hear the message that “Your sign in was successfully verified goodbye.”

Note: The registration process will expire within 30 seconds, so start again if it times out.



The call answered window will display letting you know your phone was registered successfully. Select the “Done” button.

