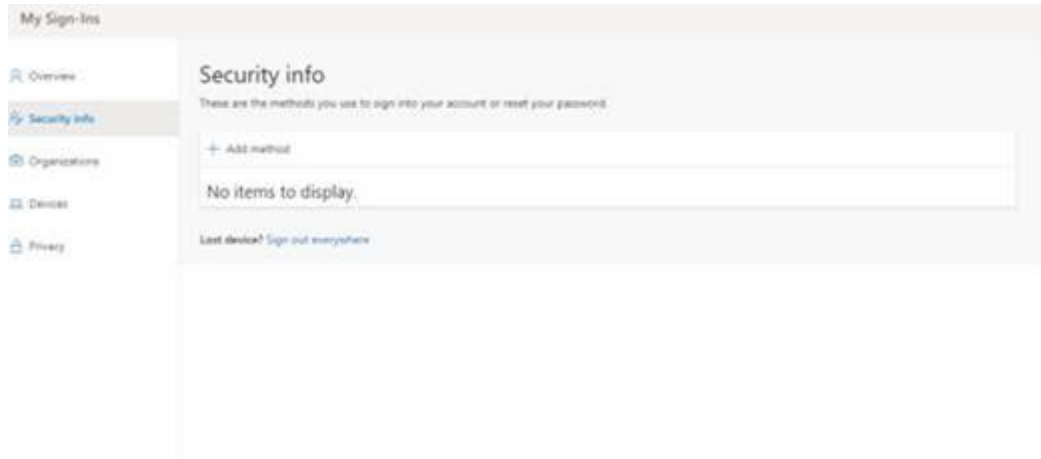


- 1) Install the Microsoft Authenticator application from the [Google Play](#) or the [Apple Store](#) (The links will only work from your Apple or Android device.)
- 2) Go to URL <https://aka.ms/setupsecurityinfo> on a computer
- 3) Login with your email address and password
- 4) Select Add Method



- 5) Under Choose a method select Phone

Add a method ×

Which method would you like to add?

Phone ▼

a. _____

- 5) Enter in your phone number, select united states, and ensure Text me a code is selected
-

Phone



You can prove who you are by texting a code to your phone.

What phone number would you like to use?

United States (+1)

Text me a code

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

Cancel

Next

a.

- 6) Enter in the code sent to your device. If its rejected or not sent use the Resend code option

Phone



We just sent a 6 digit code to +1 6144776601. Enter the code below.

[Resend code](#)

Back

Next

a.

- 7) You will get a success message
8) Back on the Security info screen select Add Method again and in the drop down select Authenticator App

Add a method



Which method would you like to add?

Authenticator app

Cancel

Add

a.

- 9) You will be prompted to download the “Microsoft Authenticator app” from your IOS or Android app store. Hit Next

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose “N

[I want to use a different authenticator app](#)

Cancel

a.

- 10) Download and install the Microsoft Authenticator App to your device

- 11) On the setup your account page hit next
-

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select “Work or

Back

a.

- 12) You will see a QR code show up on your computer monitor. At this point you can open the Authenticator app on your device
-

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back

a.

- 13) From your Microsoft Authenticator app on your device, select Add account option. Select work or School Account, and then select scan a QR code
- 14) Scan the QR code using your mobile device
- 15) On your desktop you will then see that it sends a notification to your authenticator app on your device. Select Approve from your device. If the authenticator app prompts for a PIN code it is the pin code on your phone.

Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app.

Back

a.

- 16) You will then see the approved notification. Hit next to go back to the Security Info page

Microsoft Authenticator



✔ Notification approved

Back

a.
