

Install and set up Microsoft Authenticator

- Find and download the "Microsoft Authenticator" app in Appstore (iPhone) or Google Play (Android). Apple iOS: <u>Microsoft Authenticator on the App Store (apple.com)</u> Android: <u>Microsoft Authenticator - Apps on Google Play</u>
- 2. Log in to the webpage https://aka.ms/mfasetup from your desktop computer or laptop and log into your school account.
- 3. Select the checkbox next to 'Receive notifications for verification'. Click the blue button 'Set up'.

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 1: How should we contact you?

Mobile app		\checkmark
How do you want to use the mobile app?		
O Receive notifications for verification		
To use these verification methods, you must set up the Microsoft Authenticator app.		
Set u	p Please co	onfigure the mobile app.

Next

4. You will now see a QR-code. You will need to scan the code in the Microsoft Authenticator App.



5. Open Microsoft Authenticator on your smart phone and choose Add an account. Choose Work or school account and then Scan a QR Code. The camera on your phone will now activate scan the QR-code on the webpage with your smartphone.



- 6. When you have scanned the code, press **Next** on your computer.
- 7. On your computer, you will see that the webpage is checking your activation status. When it is done, you will get the following message: "*Mobile app has been configured for notifications and verification codes*".
- 8. Click Save and you are done. You can now close the webpage.

From now on, when you log in to any Office 365 service like Teams you will need to approve the sing-in that shows up in the Microsoft Authenticator app on your phone.