



Microsoft Authenticator setup

This guide provides a detailed, step-by-step walk through for setting up **Microsoft Multi-Factor Authentication (MFA)** using the Microsoft Authenticator app. Following these steps ensures your account remains secure with a second layer of verification.

Part 0: Authenticator app installation

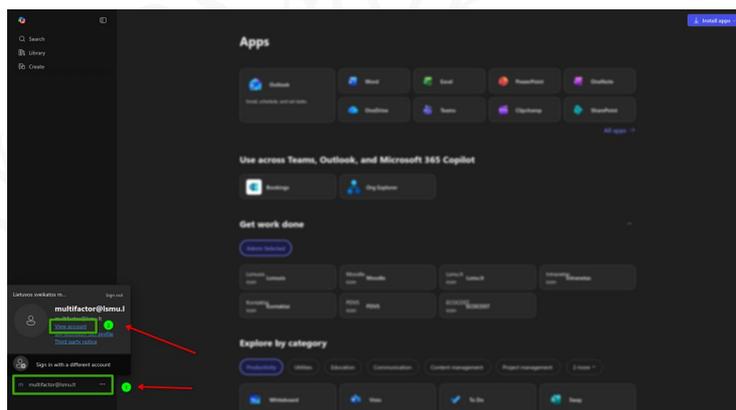
- **Install the App:** If you haven't already, download the Microsoft Authenticator app on your mobile device from the Google Play Store or Apple App Store, or use this link: [Get the Microsoft Authenticator app](#)

Part 1: Accessing Your Security Settings

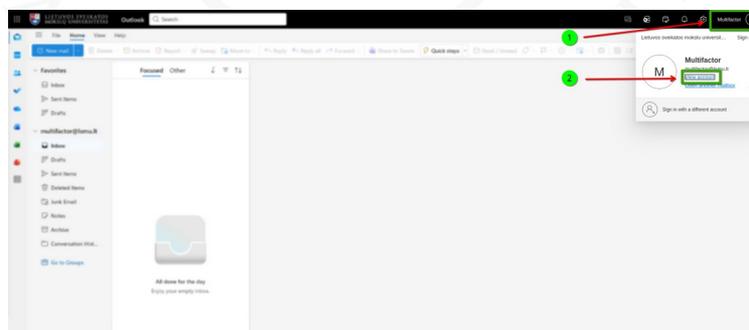
Step 1: Open Your Account Profile

You can access your account settings from the Microsoft 365 home page or any web-based Office app.

- **Option A:** Go to <https://m365.cloud.microsoft>. On the home page, look at the bottom-left corner of the navigation panel.



- **Option B:** Open any online app, such as Outlook. Click on your Profile Picture/Initials in the top-right corner.

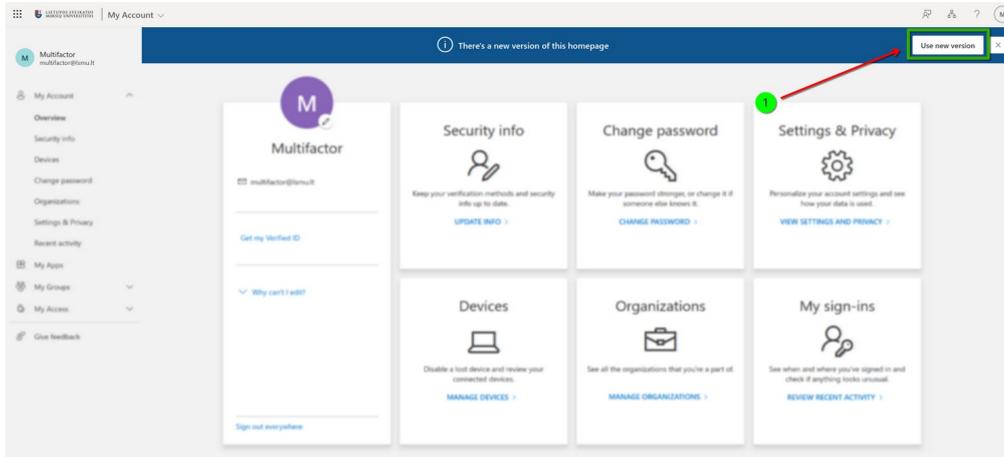


From either location, select **View Account**.

Step 2: Switch to the New Experience

To ensure your screen matches this guide, ensure you are using the latest version of the Account dashboard.

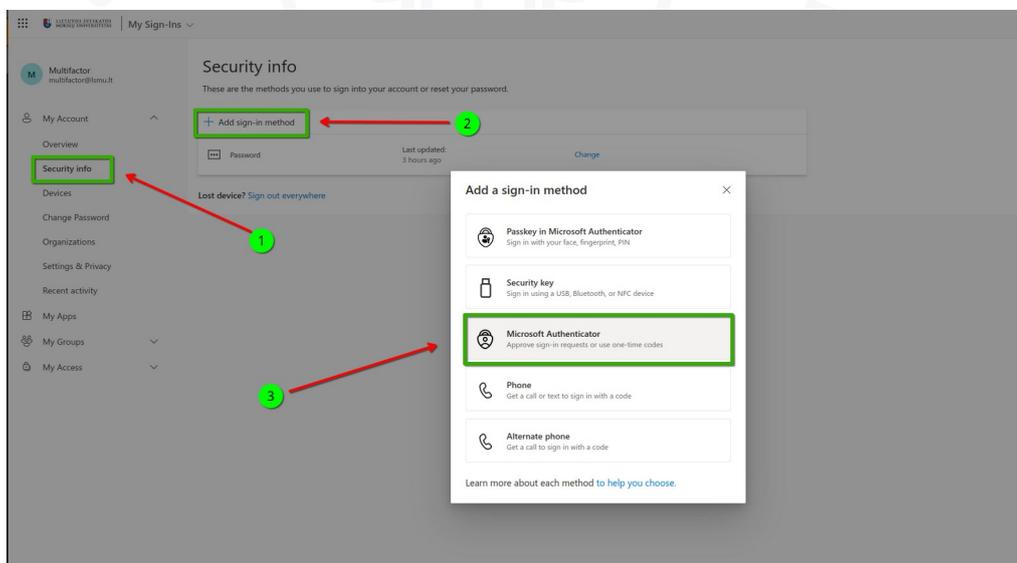
- If you see a blue banner at the top, click **Use new version**.



Part 2: Configuring Microsoft Authenticator

Step 3: Add the Authentication Method

- Select **Security info** from the left-hand menu or the dashboard tile.
- Click the **+ Add sign-in method** button.
- In the pop-up window, choose **Microsoft Authenticator**.

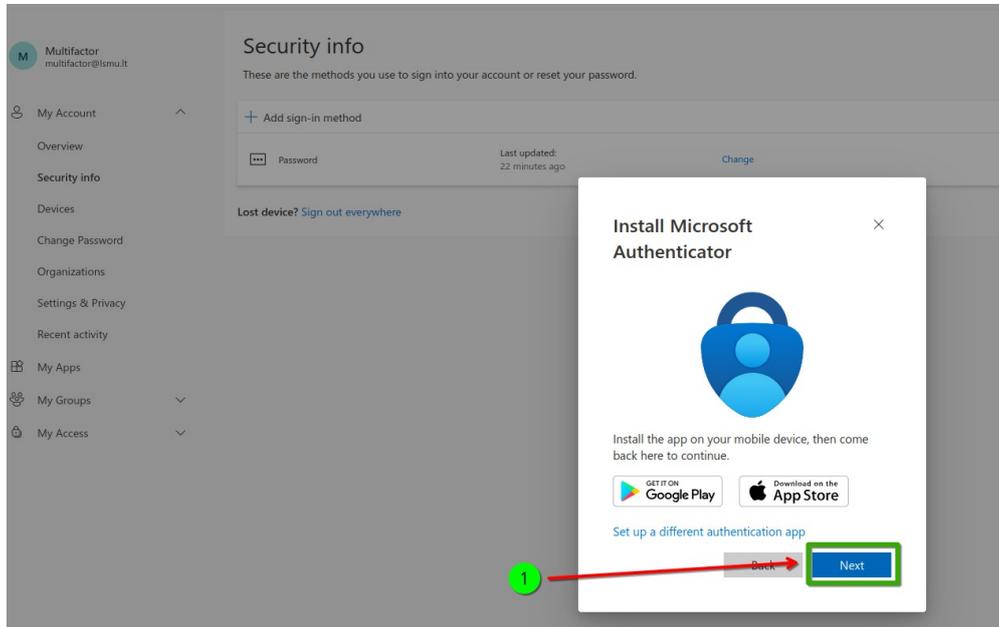


Step 4: Start the Setup Process

*If you haven't already, download the Microsoft Authenticator app on your mobile device from the Google Play Store or Apple App Store, or use this link: [Get the Microsoft Authenticator app](#)

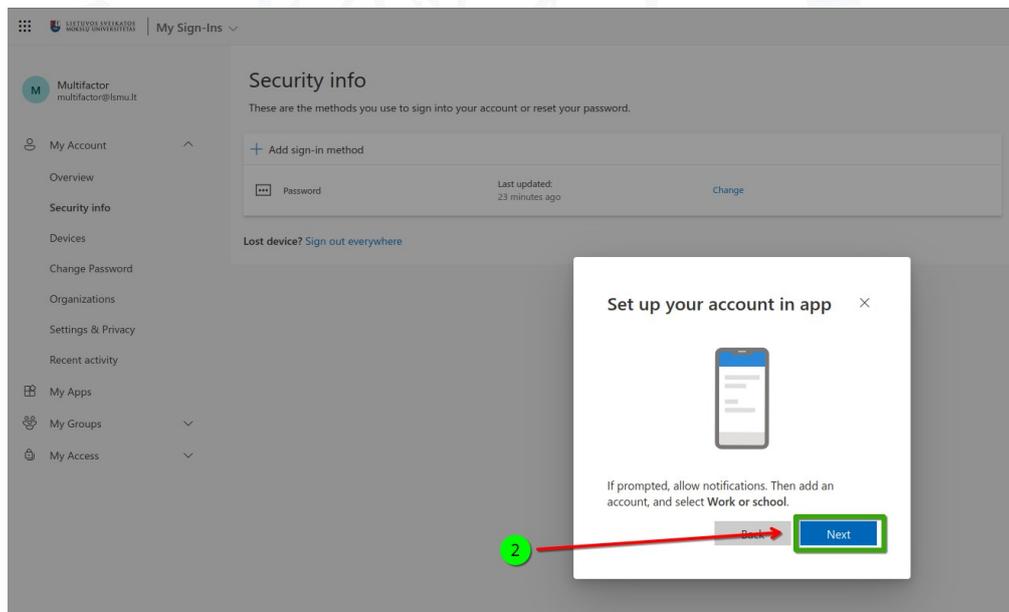
Note: If prompted on your mobile phone, allow notifications.

- In the "Install Microsoft Authenticator" window on your computer, click **Next**.



Step 5: Prepare the Mobile App

- On your computer, click **Next** in the "Set up your account" window.



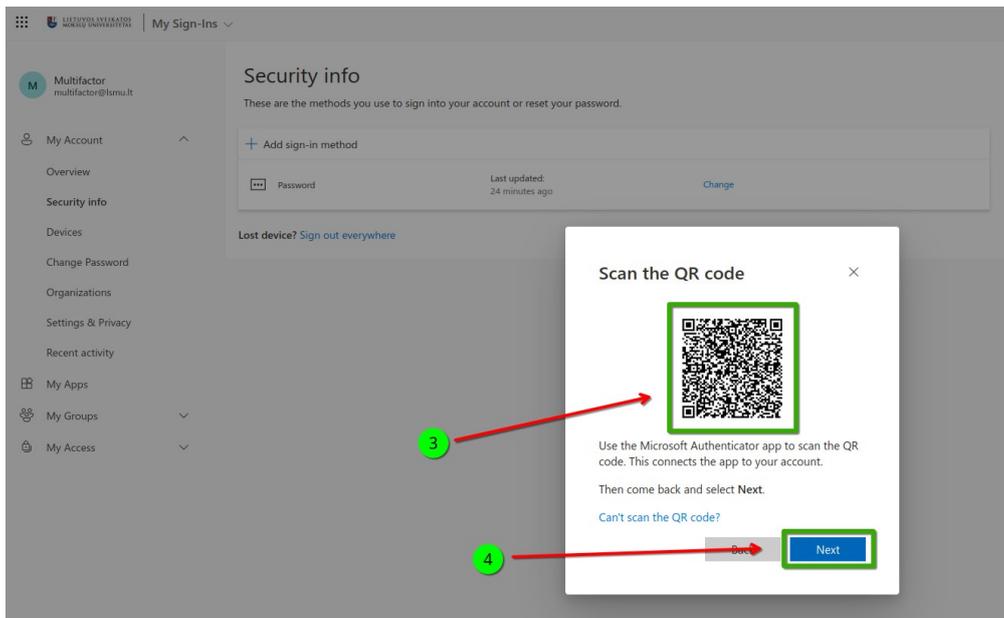
Step 6: Scan the QR Code

- Your computer will display a unique **QR code**.
- Use your phone's Authenticator app to **scan the code**.

Option A: In the app, select **+ Add account**, then **Work or school** and then select **Scan QR code**.

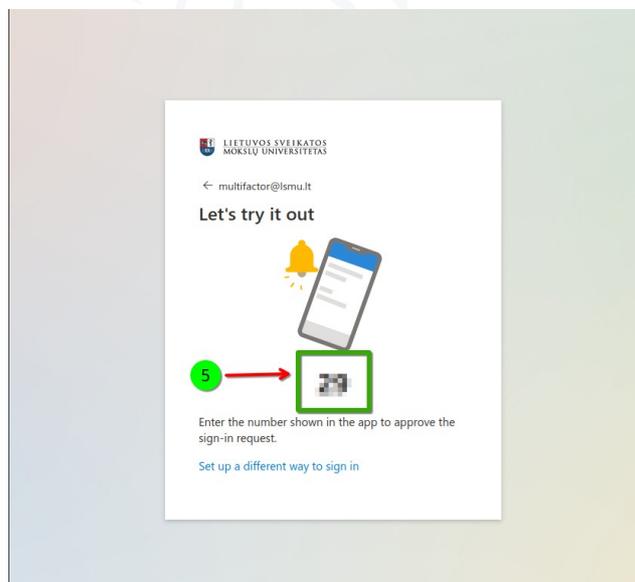
Option B: In the app home screen, select **QR code** icon.

- Once the app is connected, click **Next** on your computer screen.



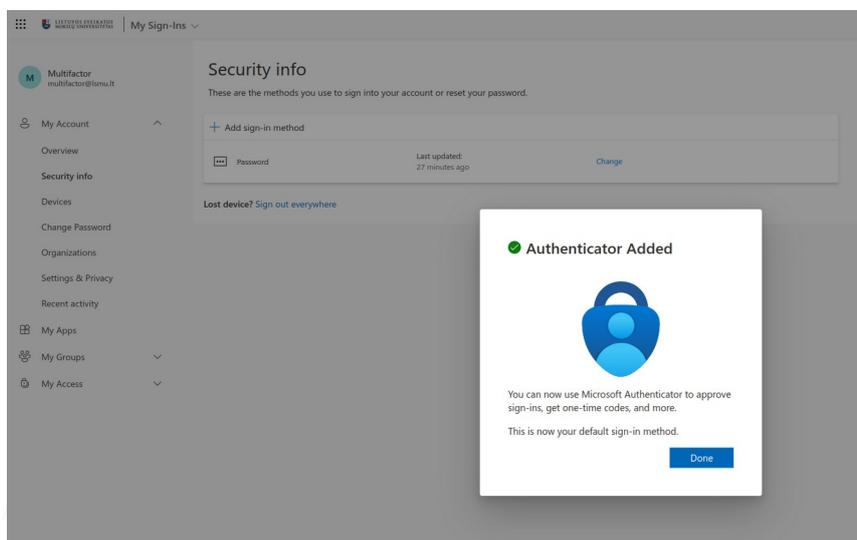
Step 7: Test the Connection

- Microsoft will send a test notification to your phone.
- **On your phone:** Enter the **2-digit number** displayed on your computer screen into the app to approve the request.



Step 8: Finalize Setup

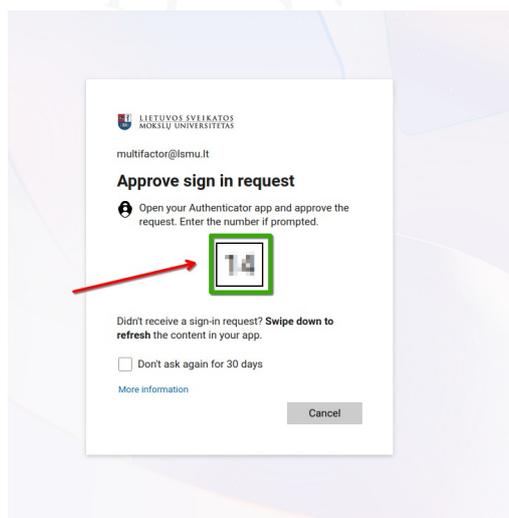
- Once you see the  **Authenticator Added** message, your setup is complete.
- Click **Done** to finish.



Part 3: Logging In with MFA

Once configured, the login process will include an extra security step:

1. Enter your **username** and **password** as usual.
2. An **Approve sign in request**
3. window will appear on your computer showing a number.
4. Open the **Authenticator app** on your phone and enter that same number to complete the login.



Note: If you do not receive a push notification automatically, open the Authenticator app manually and **swipe down** from the top of the screen to refresh and pull the incoming request.