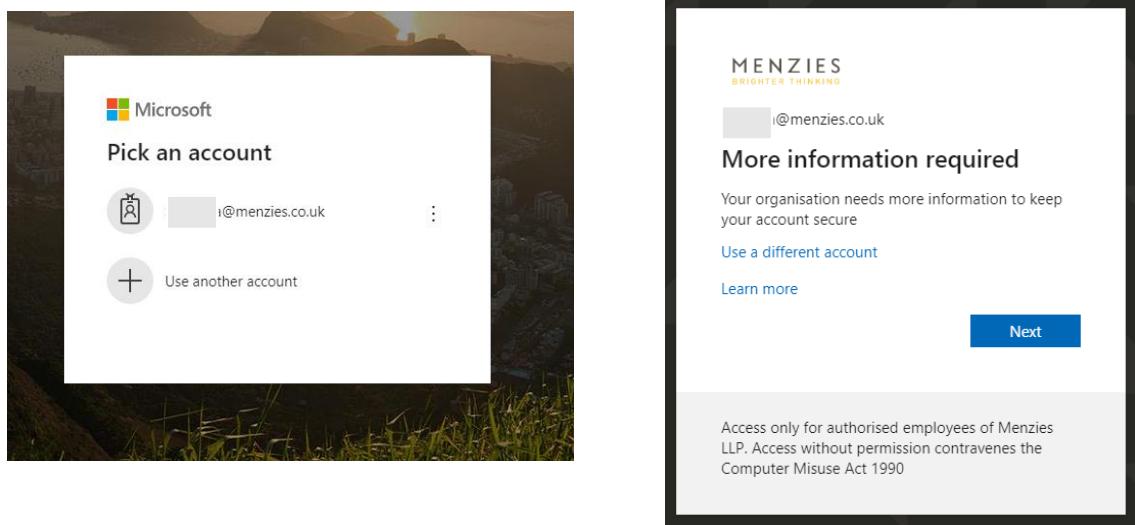


Two Factor Authentication App Setup

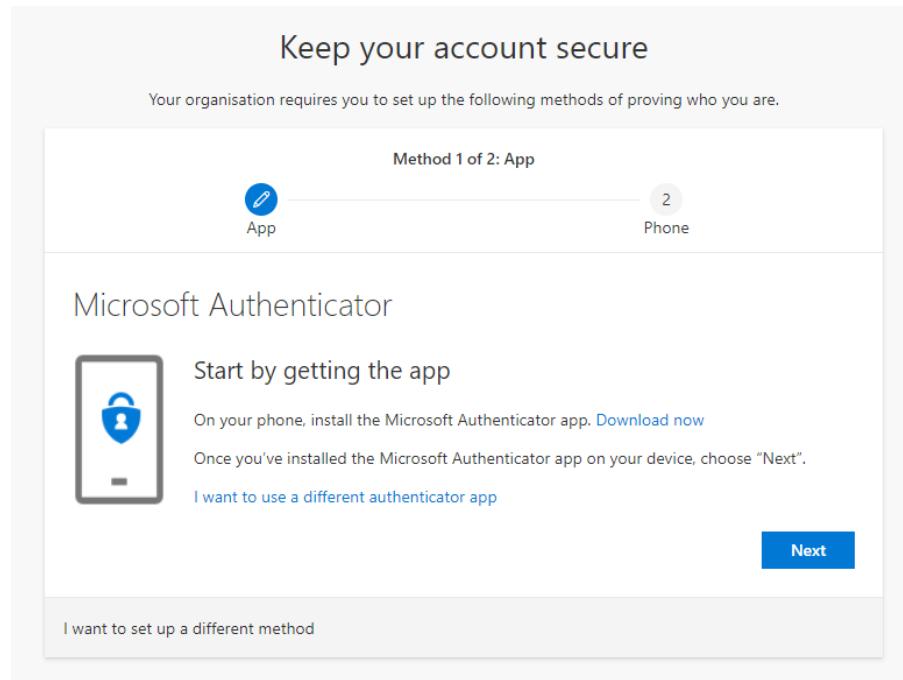
Microsoft Authenticator is a multifactor app for mobile devices.

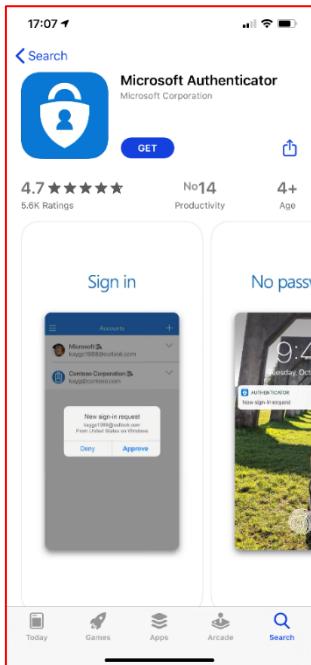
Go to <https://aka.ms/mfasetup> from your work laptop in the office.

Select your email address or type it in and login with your usual password.



Follow the on-screen instructions and download the **Microsoft Authenticator** app on your phone. Or use the links below. And then press 'Next'

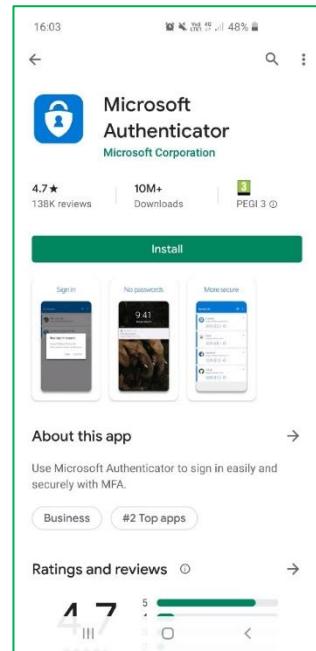




**FOR iPhone PLEASE
FOLLOW THE LEFT SIDE
GOING DOWN**

**FOR ANDROID PLEASE
FOLLOW THE RIGHT SIDE
GOING DOWN**

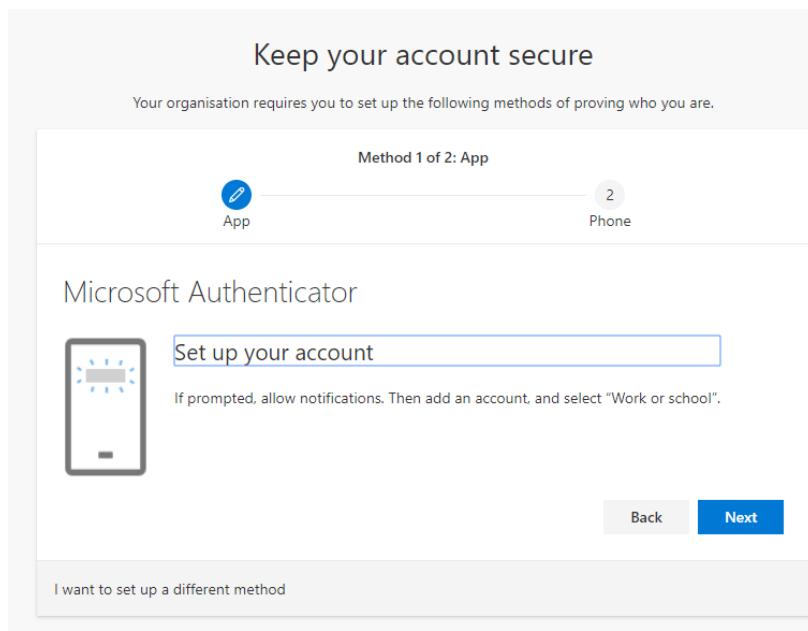
*The screenshots may vary
depending on your phones
model.*

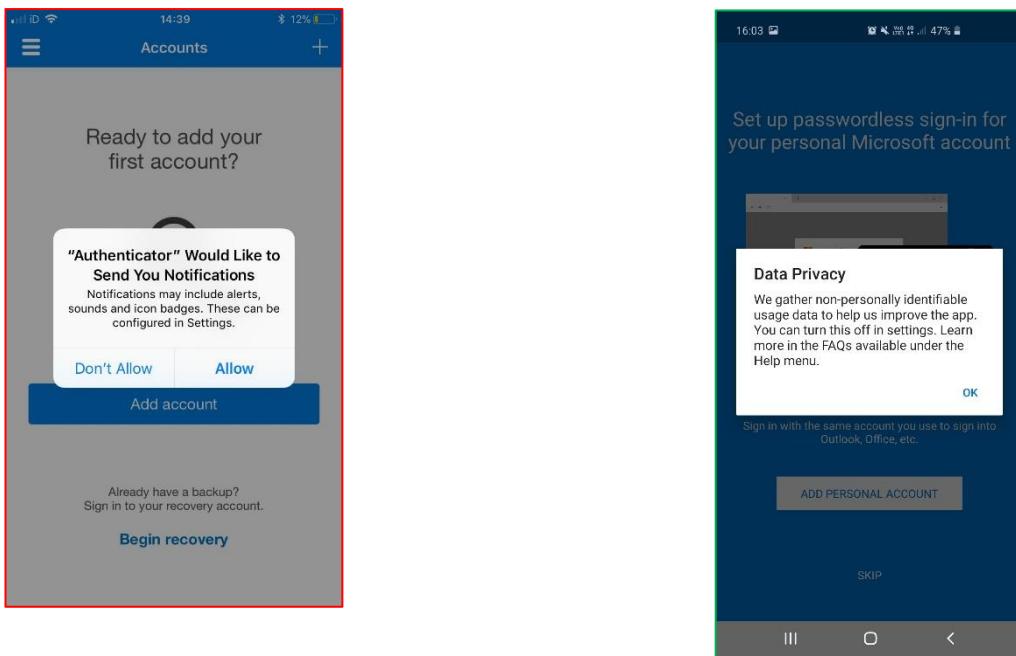


Apple iPhone:
Download Authenticator from the
App store.

Android Device:
Download Authenticator from
the Play store.

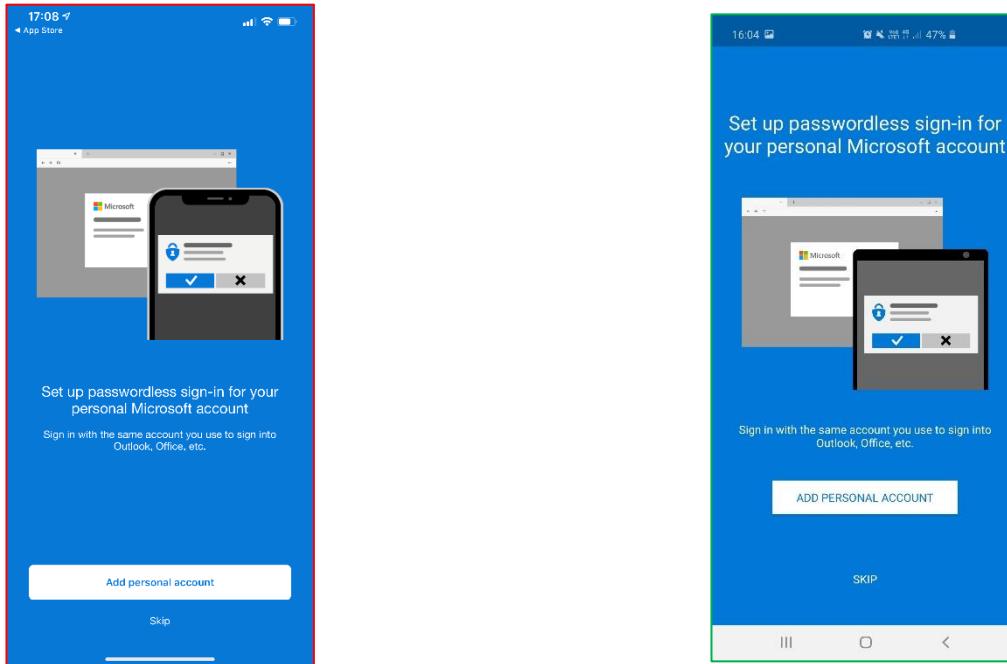
You should then see the below on your computer, before pressing 'Next' follow the steps on your phone:

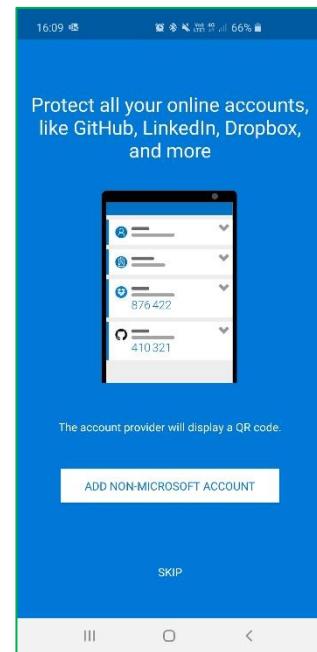
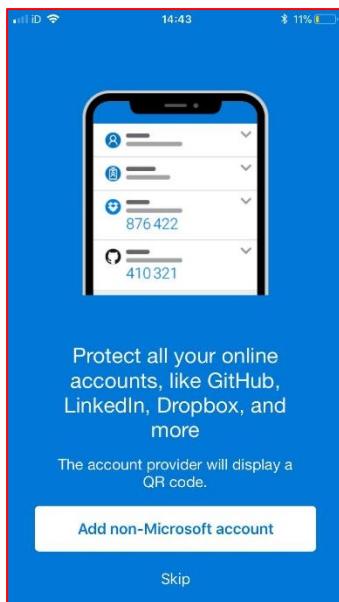




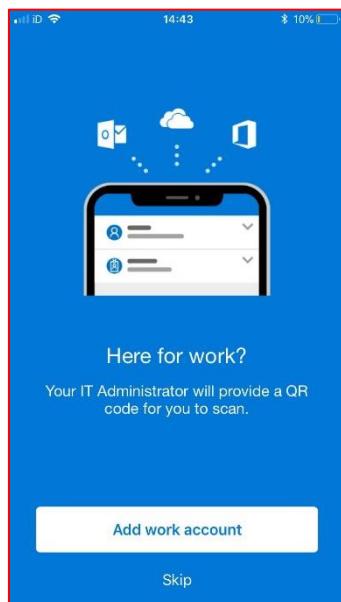
Apple iPhone:
Press 'Allow', and then 'Add account'.

Android Device:
Press 'OK', and then 'Skip'.

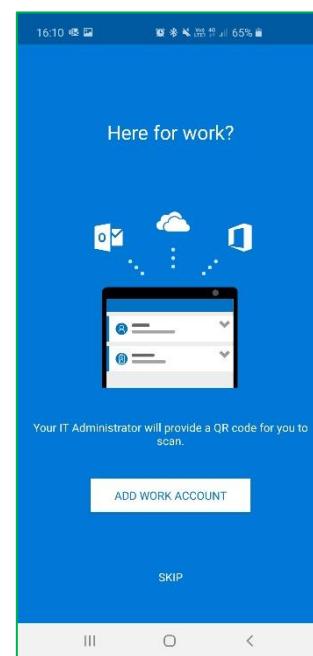




Apple iPhone:
Press 'Skip'.

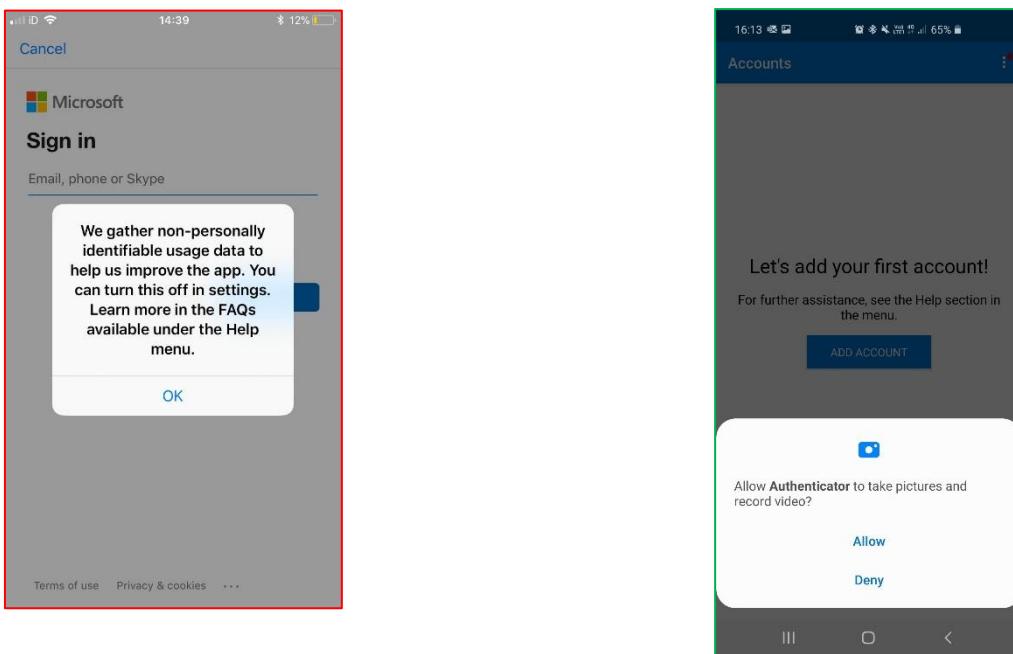


Android Device:
Press 'Skip'.



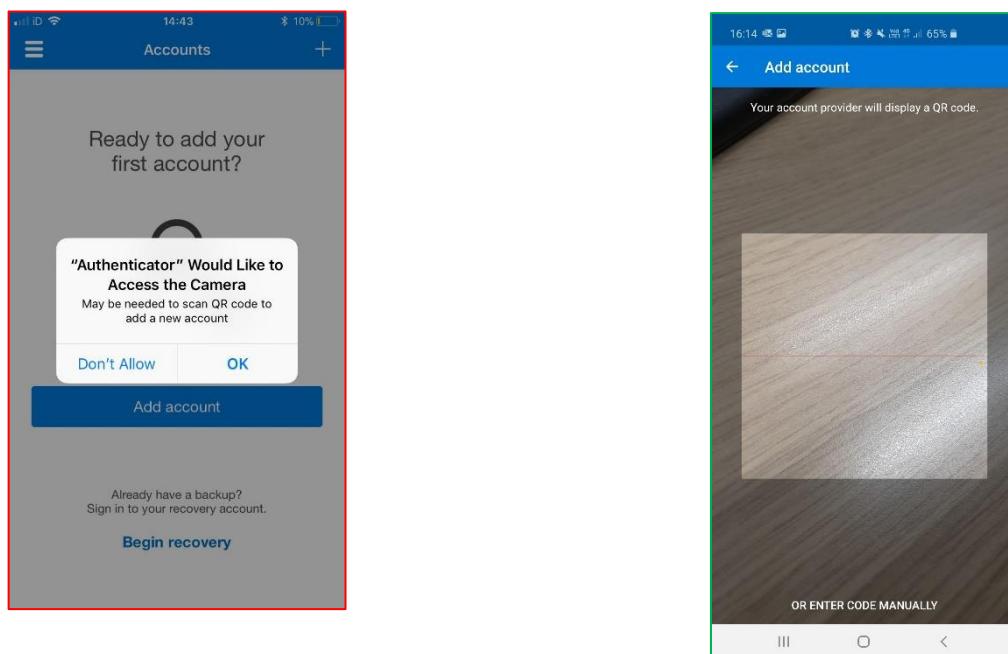
Apple iPhone:
Press 'Skip'.

Android Device:
Press 'Skip'.



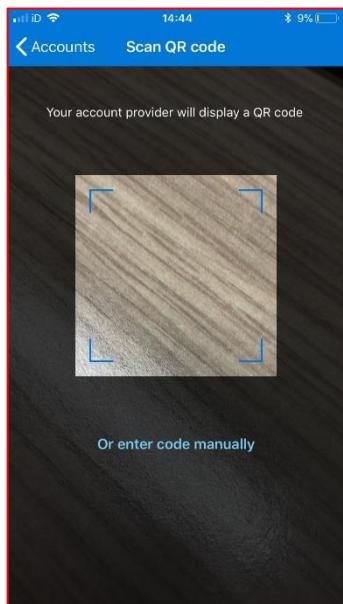
Apple iPhone:
Press 'OK' and type in your work email.

Android Device:
Press 'Allow'.



Apple iPhone:
Press 'OK'.

Android Device:
Your phone is in Camera mode ready to scan a QR code. **Press 'Next' on your computer screen, and it should look like the below screenshot.**

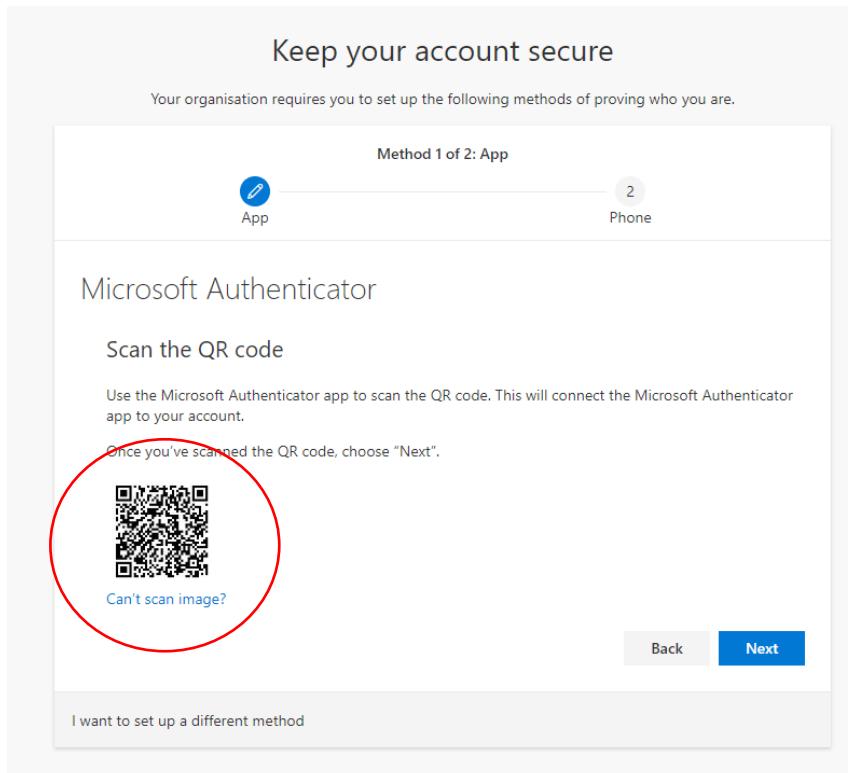


Apple iPhone:

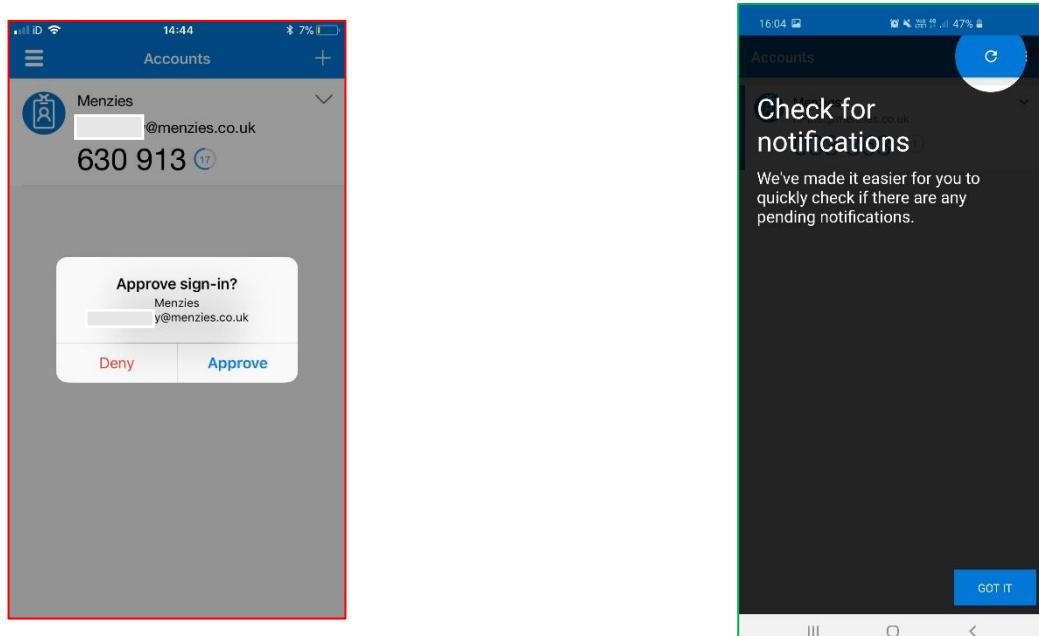
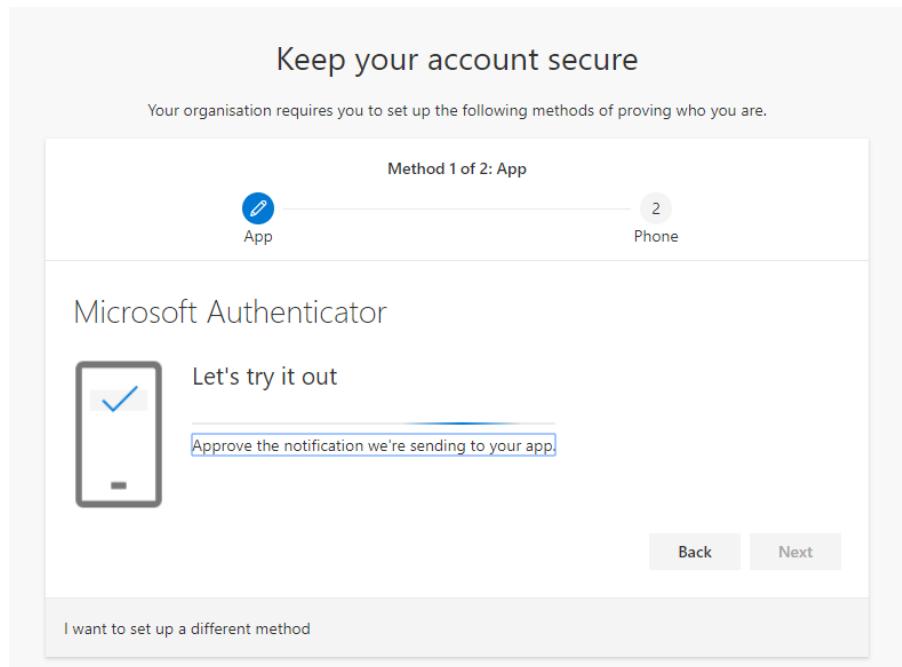
Your phone is in Camera mode ready to scan a QR code. **Press 'Next' on your computer screen, and it should look like the below screenshot.**



Your phone should be in camera mode ready to scan a QR code. Point it towards your screen and it should capture the QR code circled:

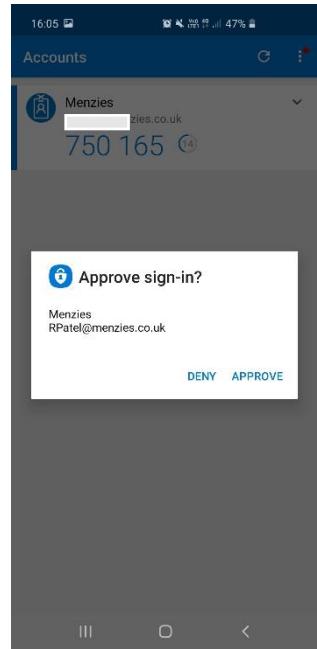


You will then be asked to test out the Authenticator app with a notification sent to your phone:



Apple iPhone:
Press 'Approve' and feel like a boss!
Continue the next step on the computer.
Scroll down for screenshots.

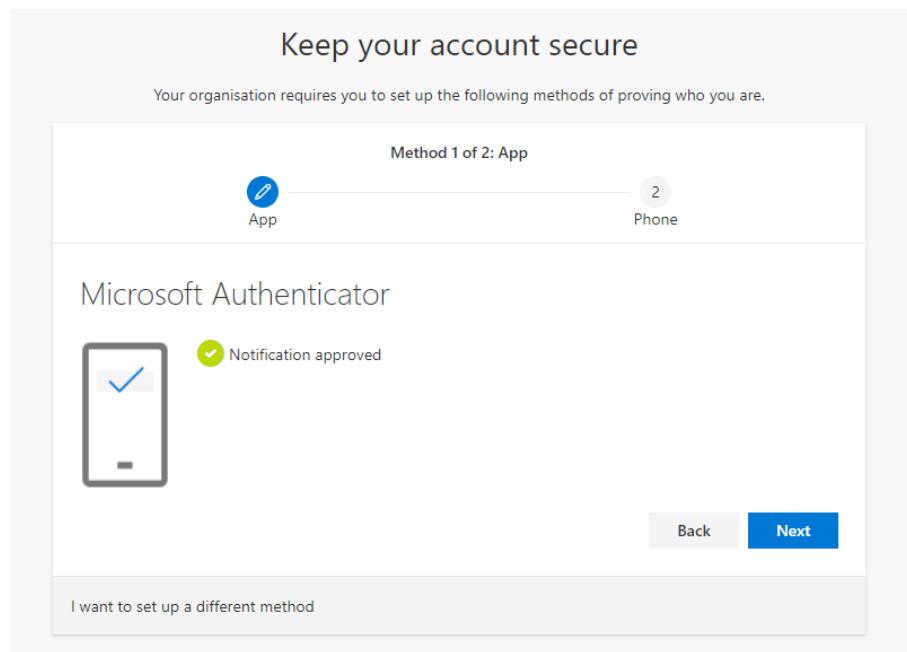
Android Device:
Press 'Got it'. And 'Next' on
the computer.



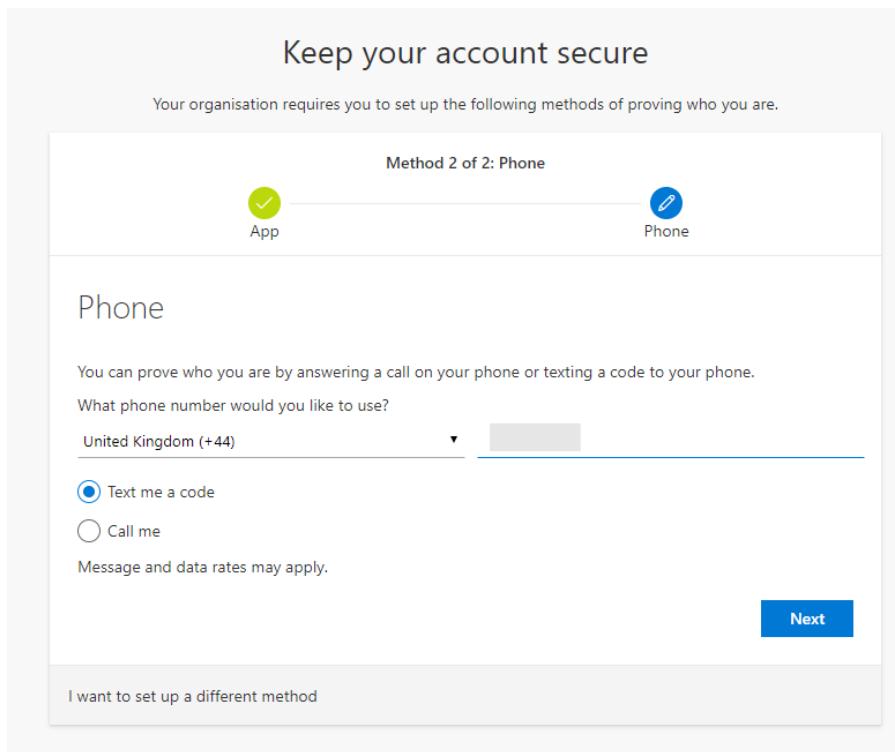
Android Device:

Press 'Approve' and feel like a boss!
Continue the next step on the computer.

Once you have Approved the test notification, please press 'Next':



Select 'United Kingdom' and then type in your mobile number without the 0, and press 'Next':



Type in the code you receive as a text message, and press 'Next':

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone



App



Phone

Phone

We just sent a 6-digit code to +44 [REDACTED]. Enter the code below.



Resend code

Back

Next

[I want to set up a different method](#)

Press 'Next' again:

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone



App



Phone

Phone

 SMS verified. Your phone was registered successfully

Next

You then should see the Success window like this. Press 'Done':

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.


App


Phone

Success!

Well done. You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method: Microsoft Authenticator – notification


Phone
+44 [REDACTED]


Microsoft Authenticator

Done

My Sign-ins

- [Overview](#)
- [Security info](#)
- [Organisations](#)
- [Devices](#)
- [Privacy](#)

Security info

These are the methods you use to sign in to your account or reset your password.

Default sign-in method: Microsoft Authenticator – notification [Change](#)

| Add method | | Change | Delete |
|---|-------------------------|-----------------|--|
|  | Phone | [REDACTED] | Delete |
|  | Office phone | +44 02074651986 | Enable two-step verification |
|  | Microsoft Authenticator | [REDACTED] | Delete |

If you click 'Overview' on the left, it will take you to your account page where you can reset your password, amongst other things:

My Account

- [Overview](#)
- [Security info](#)
- [Devices](#)
- [Password](#)
- [Organisations](#)
- [Privacy](#)
- [My sign-ins \(preview\)](#)
- [Office apps](#)
- [Subscriptions](#)



Security info

Keep your verification methods and security info up to date.

[UPDATE INFO >](#)

Devices

Disable a lost device and review your connected devices.

[MANAGE DEVICES >](#)

Password

Make your password stronger, or change it if someone else knows it.

[CHANGE PASSWORD >](#)

Organisations

See all of the organisations that you're part of.

[MANAGE ORGANISATIONS >](#)

Privacy

See how your organisation and services are handling your data.

[REVIEW PRIVACY >](#)

My sign-ins (preview)

See when and where you've signed in and check if anything looks unusual.

[REVIEW RECENT ACTIVITY >](#)

Office apps

Install and manage Office applications

[MANAGE >](#)

Subscriptions

Licences assigned to you

[VIEW >](#)

[Sign out everywhere](#)