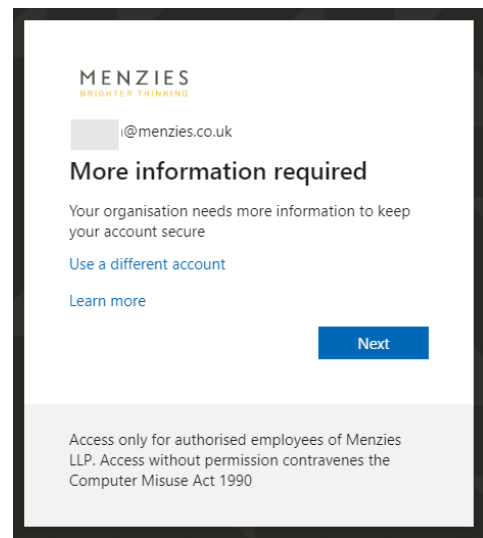
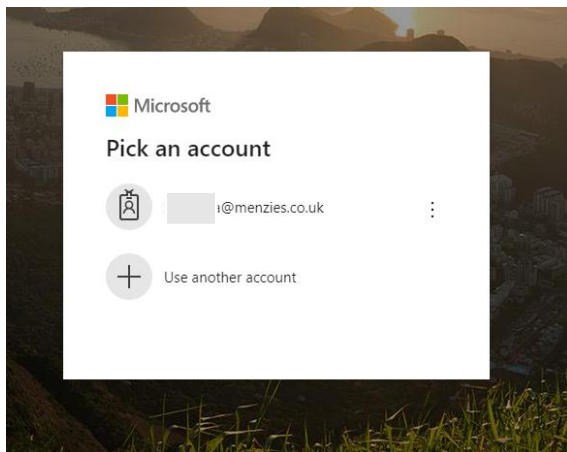


# Two Factor Authentication App Setup

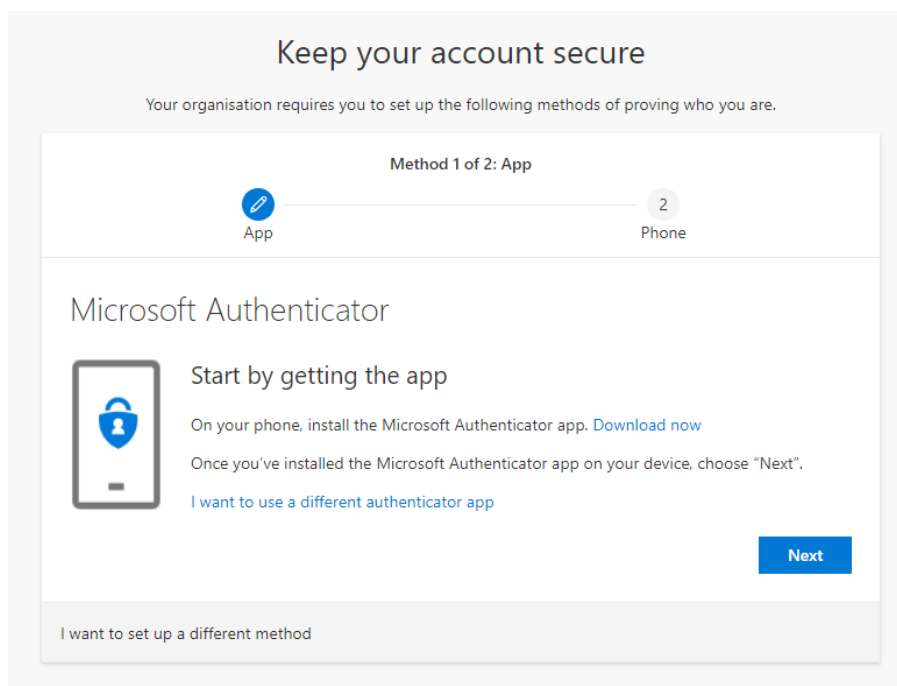
**Microsoft Authenticator** is a multifactor app for mobile devices.

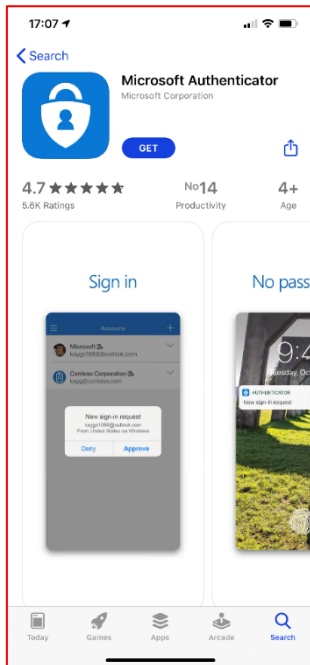
Go to <https://aka.ms/mfasetup> from your work laptop in the office.

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'

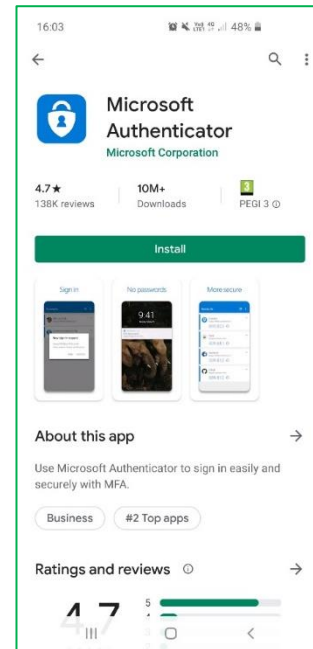




**FOR IPHONE PLEASE  
FOLLOW THE LEFT SIDE  
GOING DOWN**

**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:


### Keep your account secure

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

Method 1 of 2: App

1 App

2 Phone



#### Microsoft Authenticator

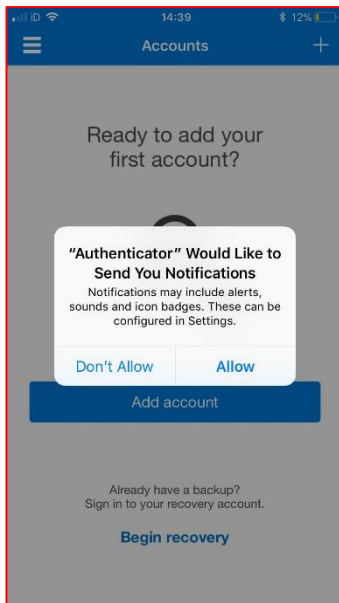
#### Set up your account

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

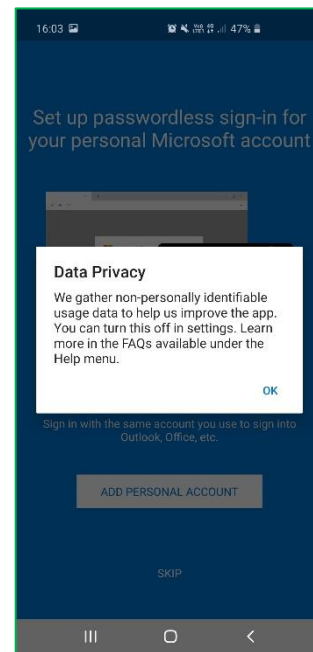
Back

Next

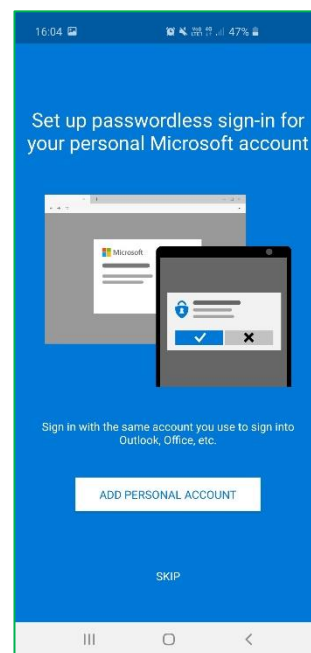
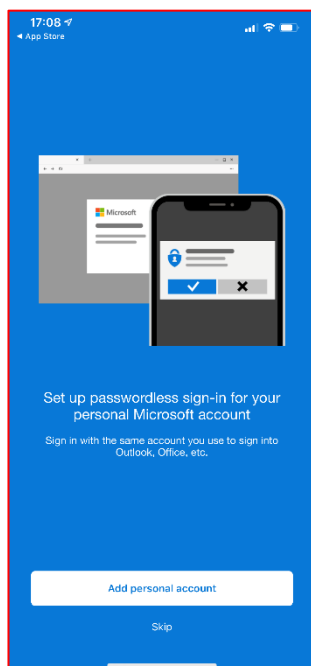
[I want to set up a different method](#)

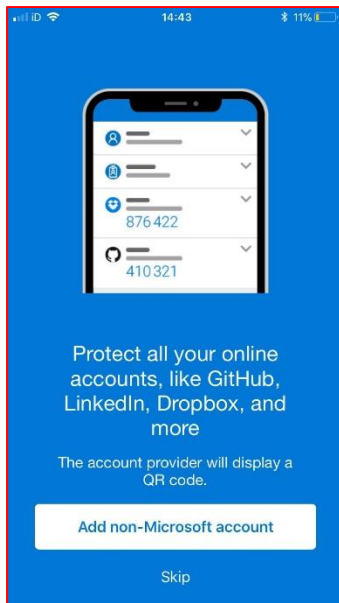


**Apple iPhone:**  
Press 'Allow', and then 'Add account'.

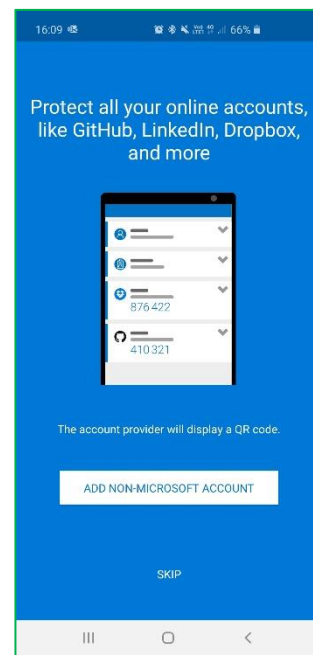


**Android Device:**  
Press 'OK', and then 'Skip'.

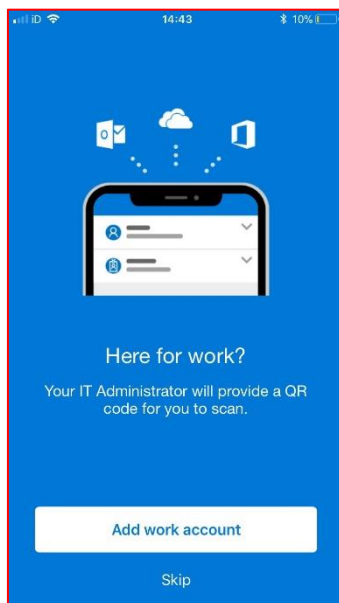




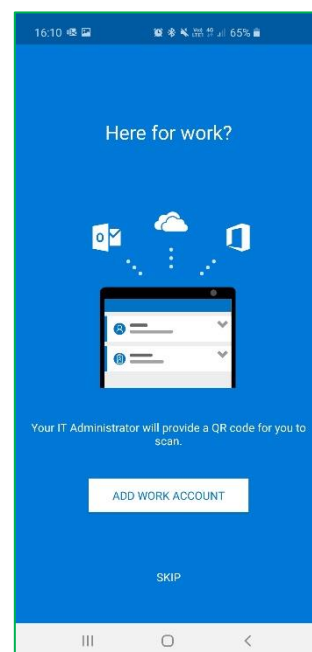
**Apple iPhone:**  
Press 'Skip'.



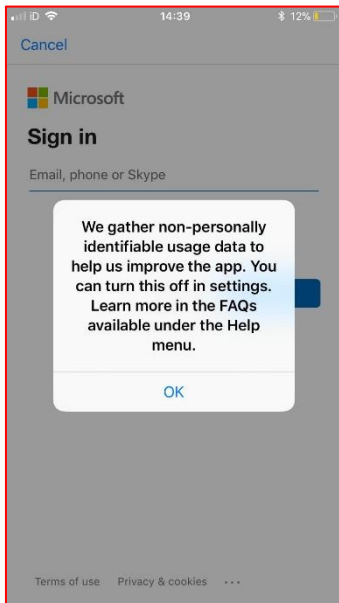
**Android Device:**  
Press 'Skip'.



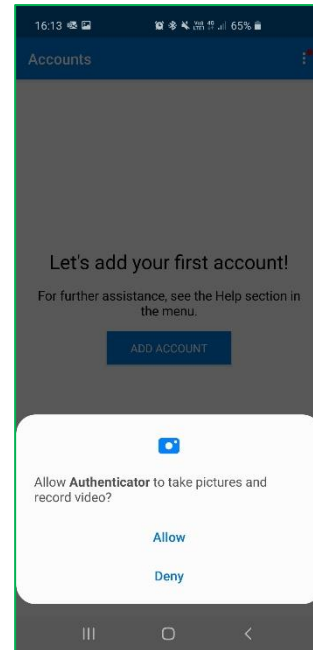
**Apple iPhone:**  
Press 'Skip'.



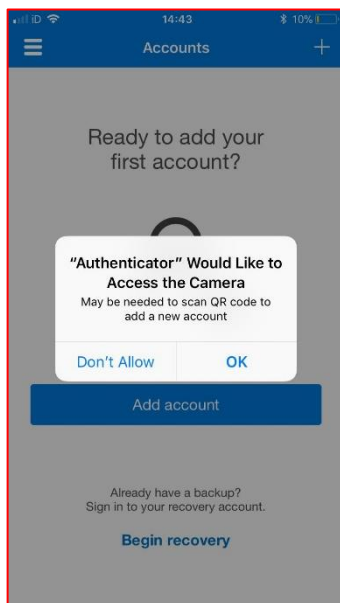
**Android Device:**  
Press 'Skip'.



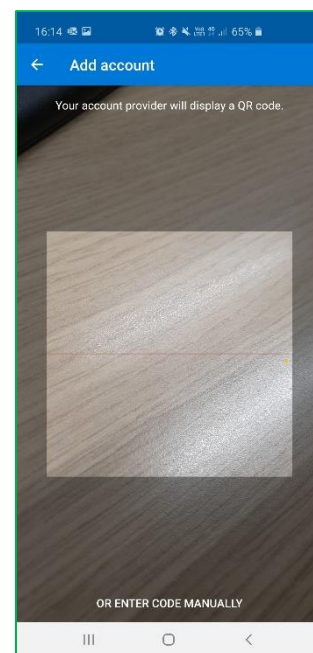
**Apple iPhone:**  
Press 'OK' and type in your work email.



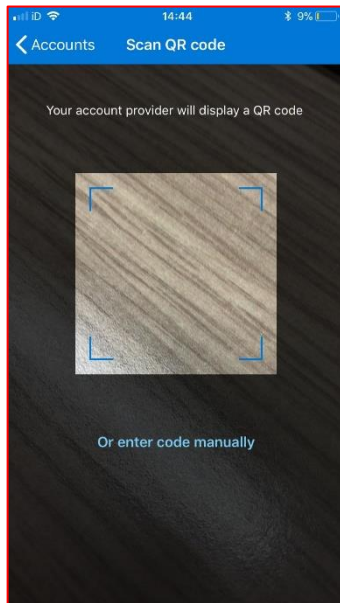
**Android Device:**  
Press 'Allow'.



**Apple iPhone:**  
Press 'OK'.



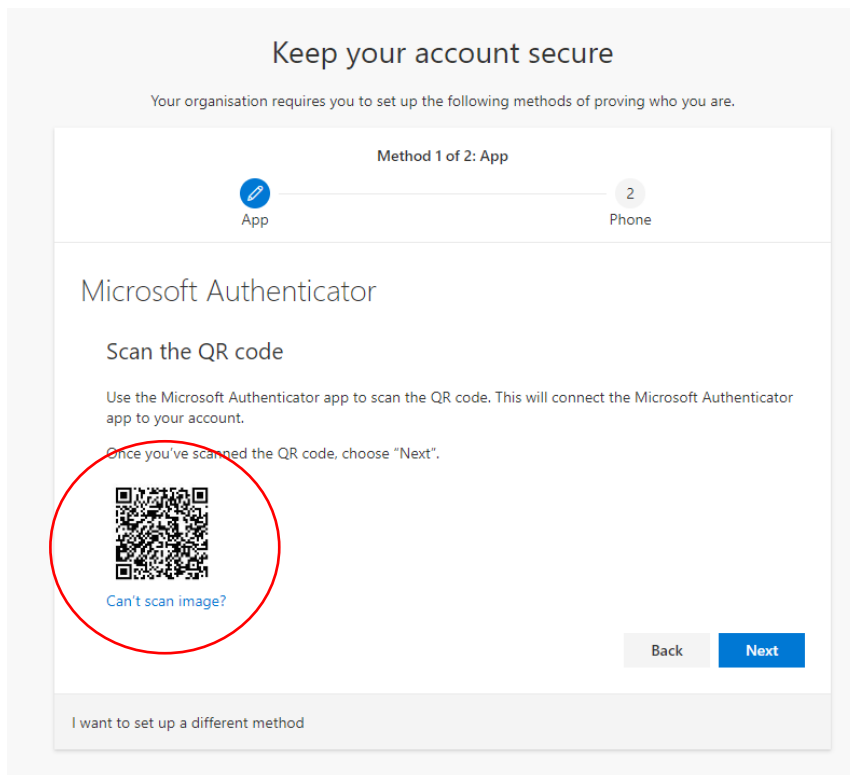
**Android Device:**  
You phone is in Camera mode ready to scan a QR code. Press 'Next' on your computer screen, and it should look like the below screenshot.



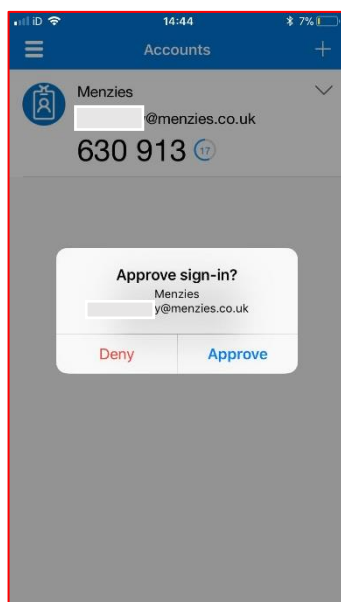
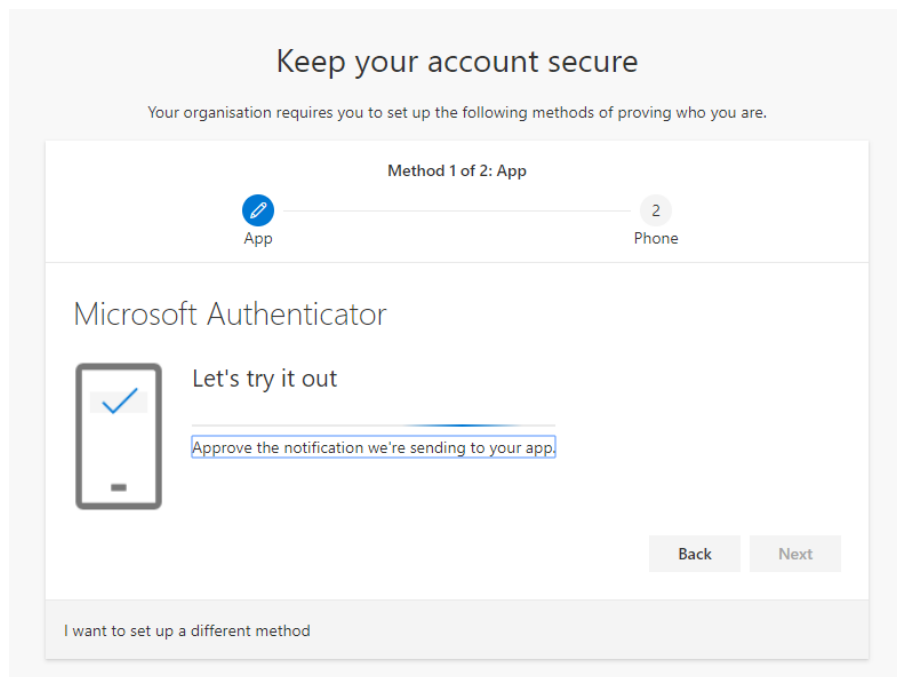
**Apple iPhone:**

You 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:

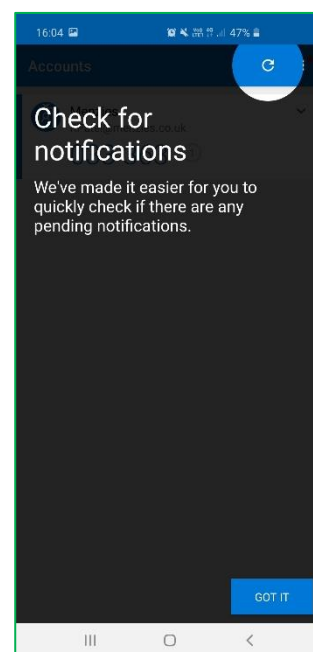


You will then be asked to test out the Authenticator app with a notification sent to your phone:



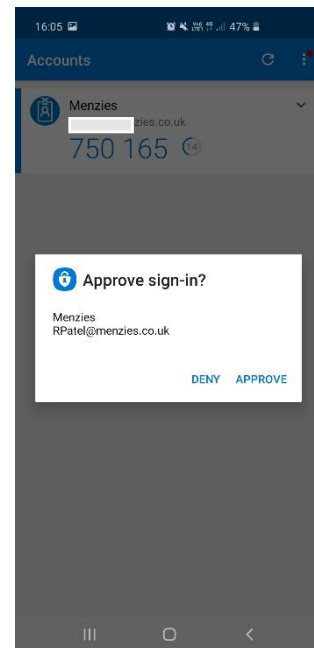
**Apple iPhone:**

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':





Keep your account secure

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

Method 1 of 2: App

App Phone

Microsoft Authenticator

  Notification approved

Back Next

I want to set up a different method

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

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 Kingdom (+44)

☒ Text me a code  
☐ Call me

Message and data rates may apply.

Next

I want to set up a different method

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 . 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

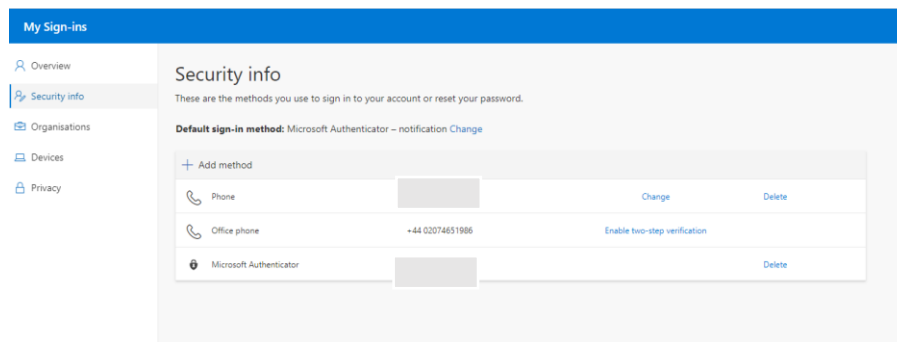
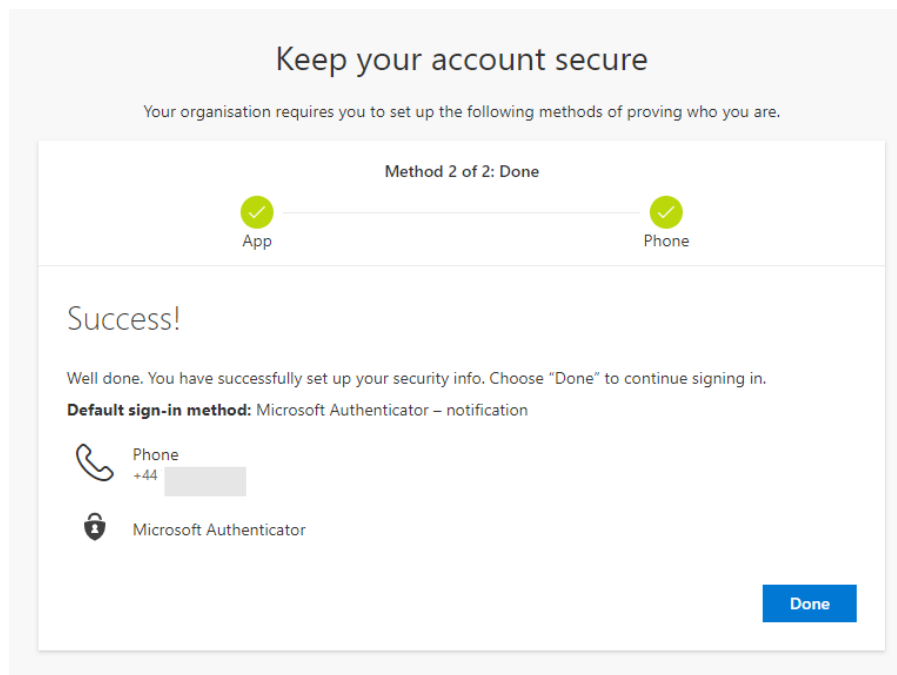
✗  
Phone

### Phone

✓ SMS verified. Your phone was registered successfully

Next

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



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

