



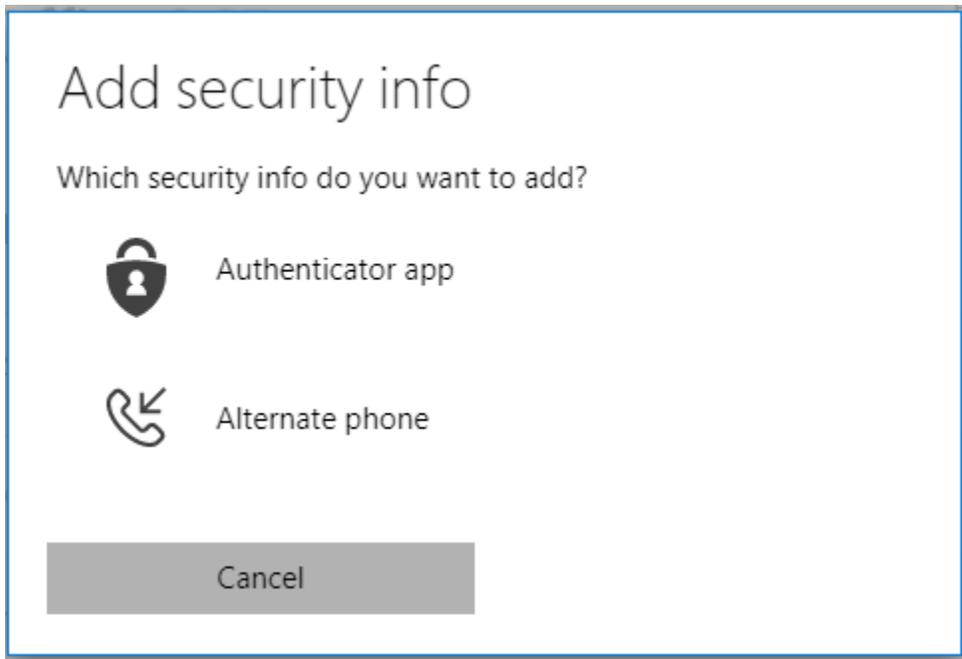
How To Set-Up MFA With the Microsoft Authenticator App

SalveRegina University Information Technology
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How To Set-Up MFA With the Microsoft Authenticator App

The following instructions are helpful to those who have already authenticated and are able to access their email, and who want to add the **Microsoft Authenticator App**.

You may need to log back into <https://aka.ms/setupsecurityinfo>. Once logged in, click on “**Add security info**” from the bottom of the page. Select “**Authenticator app**” from the list.



You will see the following screen and at this point you will need to add the Microsoft Authenticator app to your smart phone

Keep your account secure

Sometimes your organization needs more info to make sure it's you. Set up the security info below so you can prove who you are.

^ Authenticator app
Set up your mobile app and approve a notification

Set up

[Choose security info](#)

[Get help](#)

[Cancel](#)

Adding the Microsoft Authenticator app to your smart phone

Adding and configuring the Microsoft Authenticator app is a multi step process and is another way to authenticate your Salve email. A smart phone with a data plan or wifi access will be required to setup the app. The steps have been broken out to assist you with the setup.

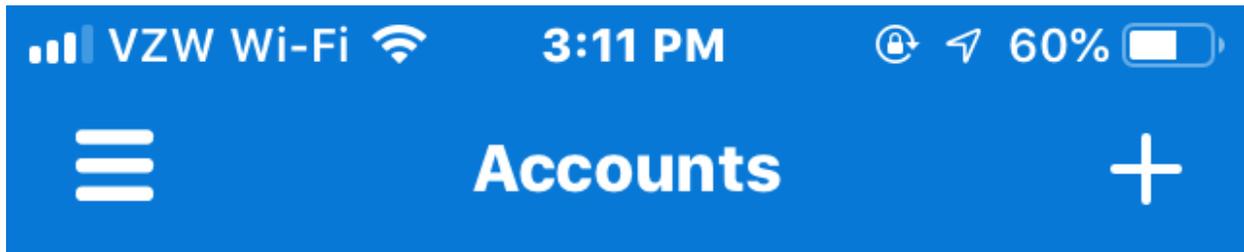
Download and install the Microsoft Authenticator App to your cell phone:

1. On your smart phone, access the **App Store** (If you have an Apple iPhone) or the **Google Play Store** (If you have an Android based phone) and search for "**Microsoft Authenticator**". The app icon will look like this:

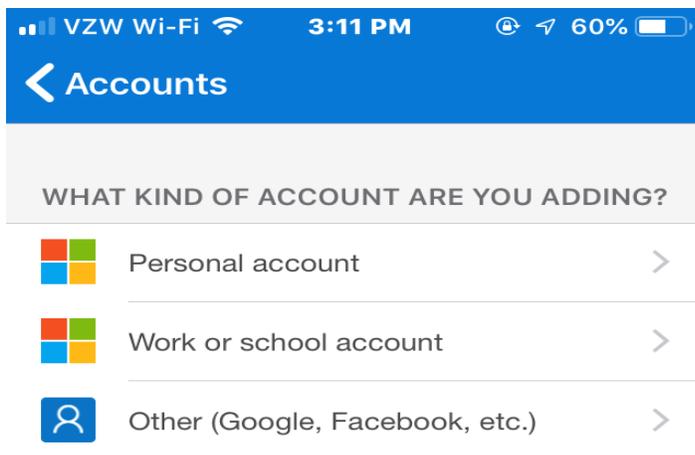


2. Download and Install the app to your device.

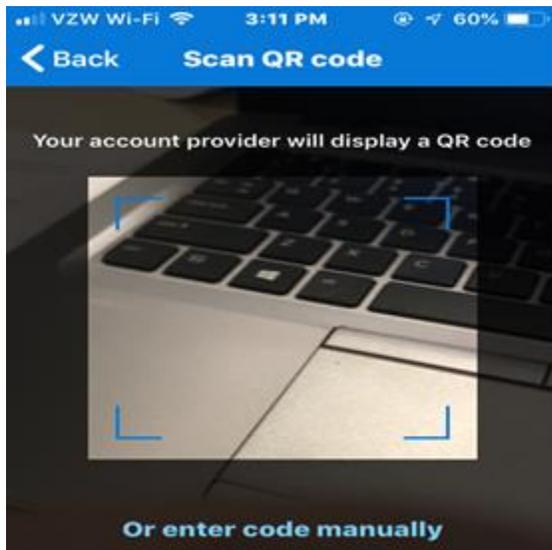
3. Launch the app and click on the plus symbol “+” in the upper right hand corner to add an account.



4. Choose “**Work or School account**” from the list.



5. Your phone will now be at a screen that wants you to scan a QR code. Set your phone aside and return to your computer.



****Now, please return to your computer.** If you have not already done so, **press “Set Up.”**

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Set up your mobile app and approve a notification

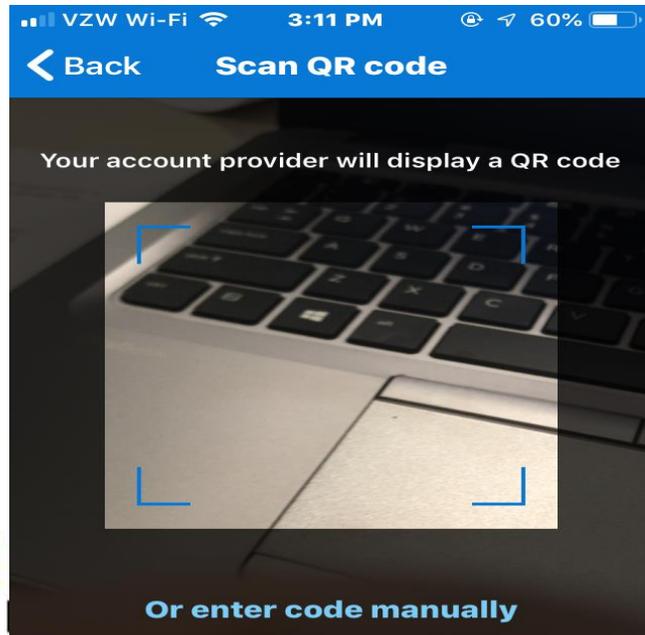
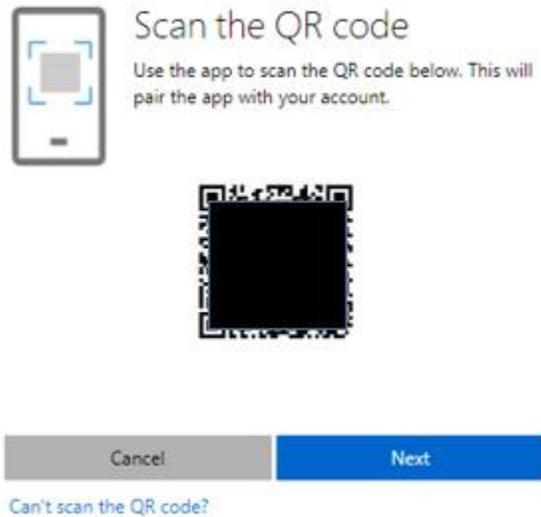
Set up

[Choose security info](#)

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[Cancel](#)

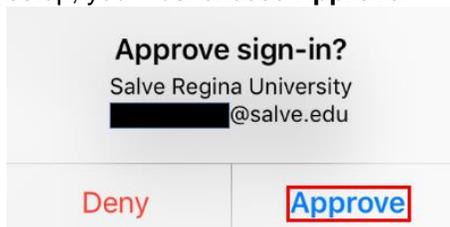
1. Choose **“Next”** again on the **“Set up your account”** dialog box.
2. You are now prompted to scan a QR code. Wake up your smart phone if the screen has fallen asleep and select the Microsoft Authenticator app. It should be on a screen where it's prompting you to scan a QR code. Raise your phone to your computer screen as if you're taking a picture. Scan the QR code on your computer screen with your phone.



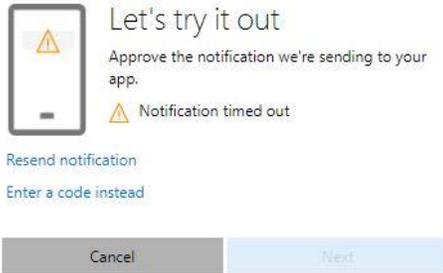
3. After scanning the QR code, you should now see your Salve email address listed under the Accounts in the app on your phone.



4. Click “**Next**” after scanning the code with your phone.
5. Microsoft will now attempt to send you a notification via the Microsoft Authenticator app. A dialog box should appear on your smartphone asking to **Approve** or **Deny** the request. To complete the setup, you must choose **Approve**.



*note: If you receive the following warning stating the request has timed out, try clicking on “**Resend Notification**”. Microsoft will attempt to send you another notification prompt like the one seen above.



6. Click **Done** after the Microsoft authenticator app has successfully been setup on your phone. You should now see the authenticator app listed as on of the verification security options on your profile.

