

How to Set Up Multi-Factor Authentication with the Microsoft Authenticator App

Overview:

To enable authenticator on your phone, please follow these steps:

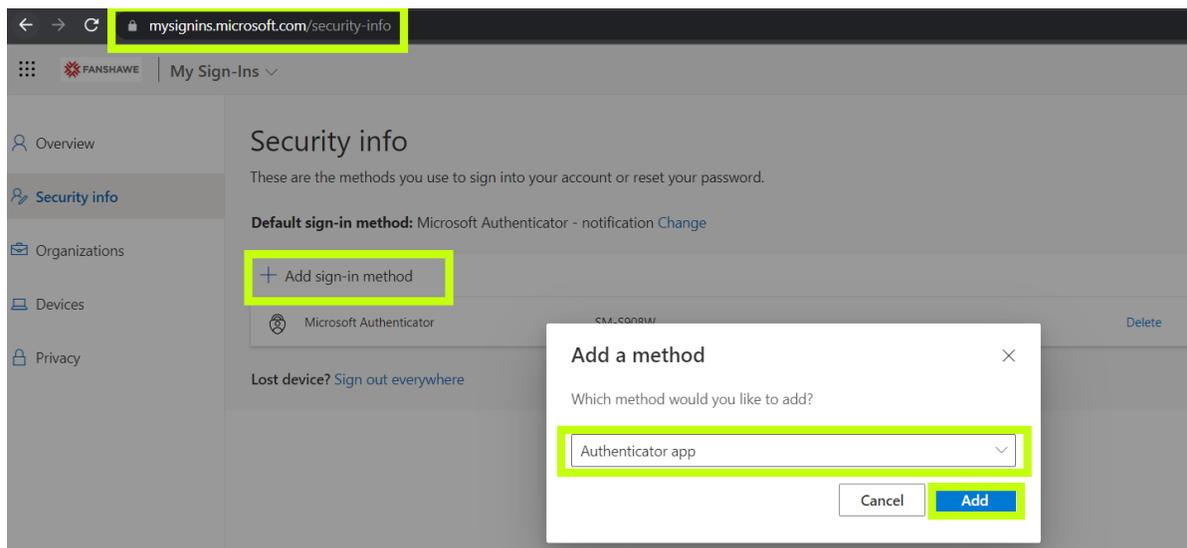
- Download the MS Authenticator App on your phone
- Login to your Office 365 account and add a new sign-in method: “Authenticator”
- Use the QR code to register and configure the Authenticator App on a phone or tablet

Instructions

Step 1 – on your computer

Set up your authentication method on your office 365 account:

- Go to [My Sign-Ins | Security Info | Microsoft.com](https://mysignins.microsoft.com/security-info), using your fanshawec.ca credentials
- Click **Add sign-in method**, choose **Authenticator app**, click **Add**



Step 2 – on your phone

Download Microsoft Authenticator App  on your new phone:

Note: If you have MS Authenticator already installed on your phone (configured with other accounts). Please go to **Step 4b**.

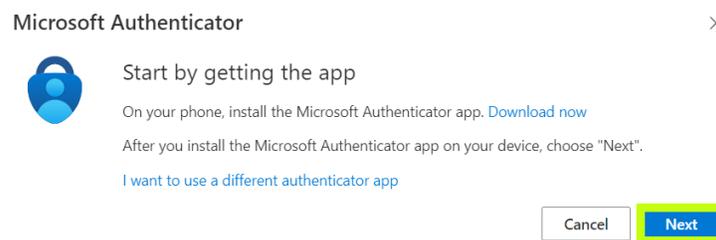
- Download and install the [Microsoft Authenticator App](https://www.microsoft.com/en-us/security/mobile-authenticator-app) 
(<https://www.microsoft.com/en-us/security/mobile-authenticator-app>)



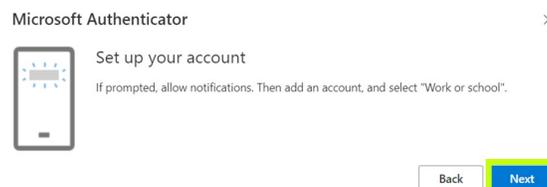
Step 3 – on your computer

Configure Authenticator account:

- At this point you should already have the MS Authenticator App installed on your device. If you don't, please go back to step 2.
- Once the App has been downloaded, click **Next**



- If prompted, allow notifications. Click **Next**.



- A new screen showing a QR code will be presented. **DO NOT** click Next until you have scanned the QR code on your mobile device.

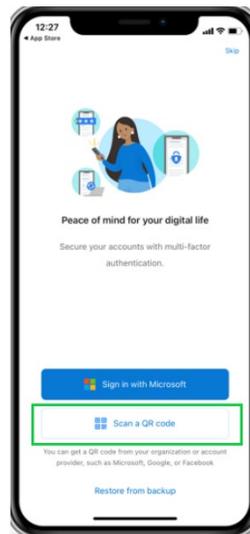


Step 4a – on your phone

For first time Authenticator App set-up. If you have MS Authenticator already installed on your phone (configured with other accounts). Please go to **Step 4b**.

Scan QR code on your mobile device to add the account to MS Authenticator:

- On your mobile device, open the Authenticator App and press **Scan a QR code**



- Point your device camera at your computer screen to scan the QR code (you might need to allow the App permission to use the camera). If prompted, allow notifications. This step will finish the authentication setup on your mobile device.

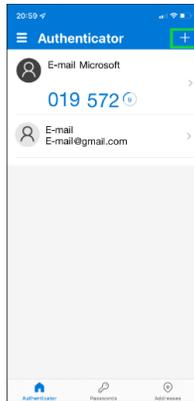
Go to **Step 5**

Step 4b – on your phone

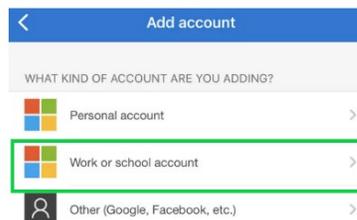
Add an account to an already configured Authenticator App.

Only follow these steps if you are already an MS Authenticator user for other accounts, and you only need to add your Fanshawe account to it.

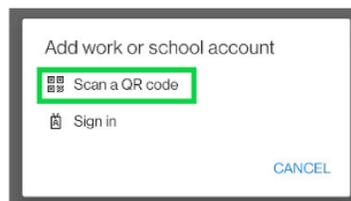
- On your mobile device, open the Authenticator App and tap on the **plus sign** () to add a new account



- Select **Work or School account**



- Tap on **Scan a QR code**

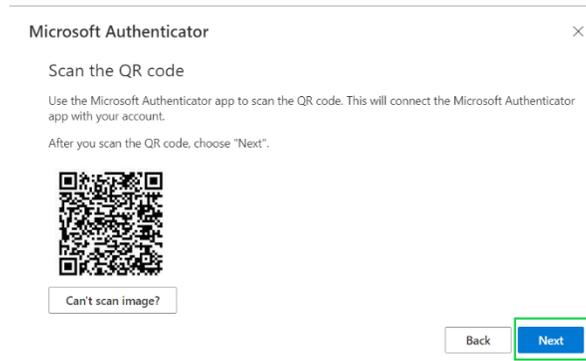


- Point your device camera at your computer screen to scan the QR code (you might need to allow the App permission to use the camera). If prompted, allow notifications. This step will finish the authentication setup on your mobile device.

Step 5 – on your computer

Finish Authenticator configuration on your computer:

- After scanning the QR code with your mobile device, click **Next** on the page that is showing the QR code.



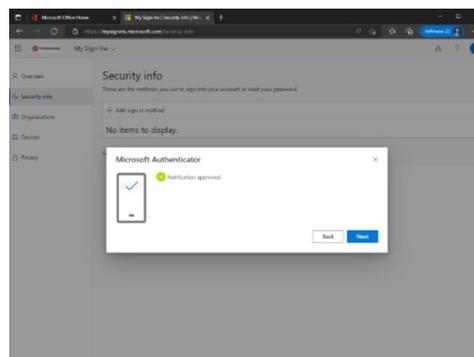
Step 6 – on your phone

Finish authenticator app configuration on your device:

- A notification will be sent to your mobile device. Approve the authentication on your mobile device to finish the setup.

Note: to approve the notification you might be required to input your mobile pin number, fingerprint, or 2-digit code shown on the computer.

After approving the notification, you will receive a confirmation saying “Notification Approved”



At this point, you have successfully registered a new authenticator method on your phone.