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, using your fanshawec.ca credentials
- Click Add sign-in method, choose Authenticator app, click Add

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I Devices	+ Add sign-in method	CK4,CONRU/	Delete
A Privacy	Lost device? Sign out everywhere	Add a method Which method would you like to add?	×
		Authenticator app	:el 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)



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

Microsoft	Authen	ticator		×		
	Start k	by getting the app				
	On your phone, install the Microsoft Authenticator app. Download now					
	After you	install the Microsoft Authenticator app on your device, choose "Ne	xt".			
I want to use a different authenticator app						
		Cancel	Next			
If prompted, allow not	tificati	ons. Click Next .				
Μ	Aicrosoft A	uthenticator	×			
	× 1 7 .	Set up your account				
	-	If prompted, allow notifications. Then add an account, and select "Work or school".				

Back

• 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.

Microsoft Authenticator	×
Scan the QR code	
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Aut app with your account.	henticator
After you scan the QR code, choose "Next".	
Can't scan image?	
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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 <u>at your computer screen</u> 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 l

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

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1	ă	Sign in	
			CANCEL

• Point your device camera <u>at your computer screen</u> 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.

Scan the QR coo	de
Use the Microsoft Authe app with your account.	enticator app to scan the QR code. This will connect the Microsoft Authenticator
After you scan the QR o	ode, choose "Next".
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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"

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