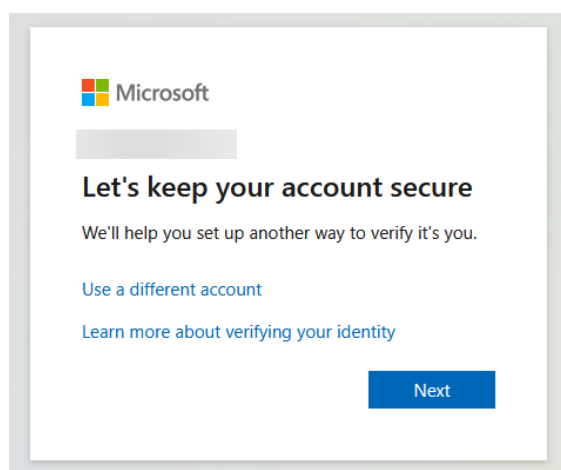


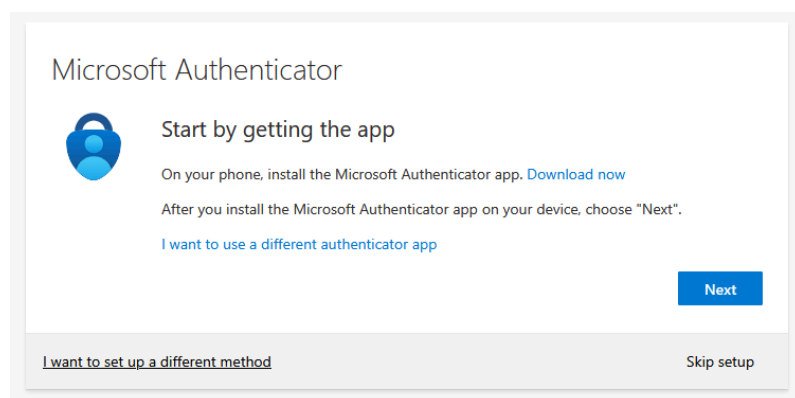
How to Set Up Multi-Factor Authentication (MFA) for Microsoft

What is MFA? Multi-Factor Authentication (MFA) is a security policy that requires everybody to provide a second form of authentication when signing into your account. Common examples of MFA are entering your password + getting a one-time code sent to your email, or as a text to your cell phone. Then you would need to enter that code into Microsoft or whatever you're signing into. One of the newer forms of MFA authentication is with the "Microsoft Authenticator" app on your phone, available on either Android or iPhones. Microsoft Authenticator is an official app from Microsoft and is free to download.

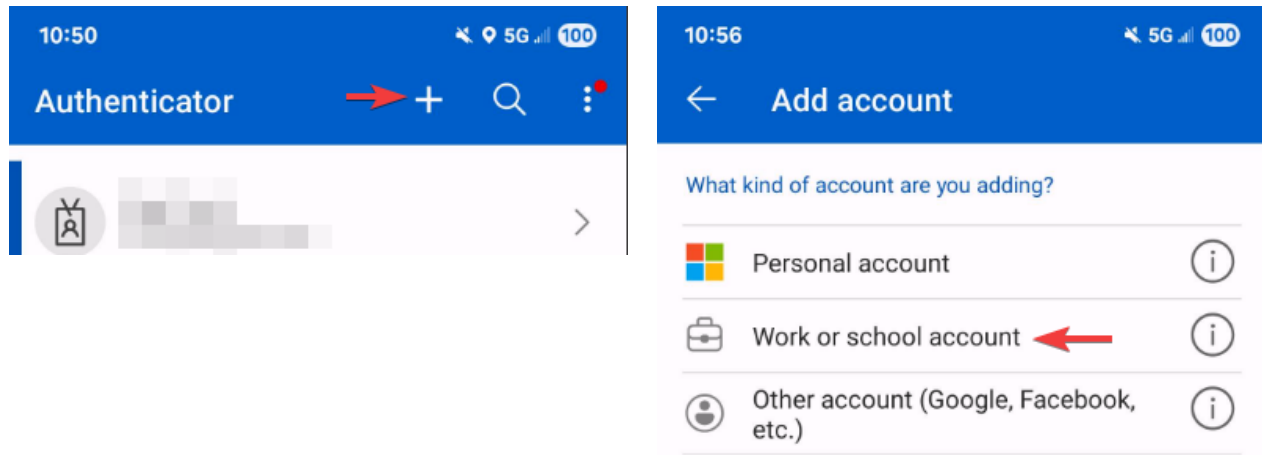
How do I set up Microsoft Authenticator? The first time you log into a Microsoft service like Outlook, for example, the sign-in page will prompt you to set up the Microsoft Authenticator app. The first screen you see will look like this:



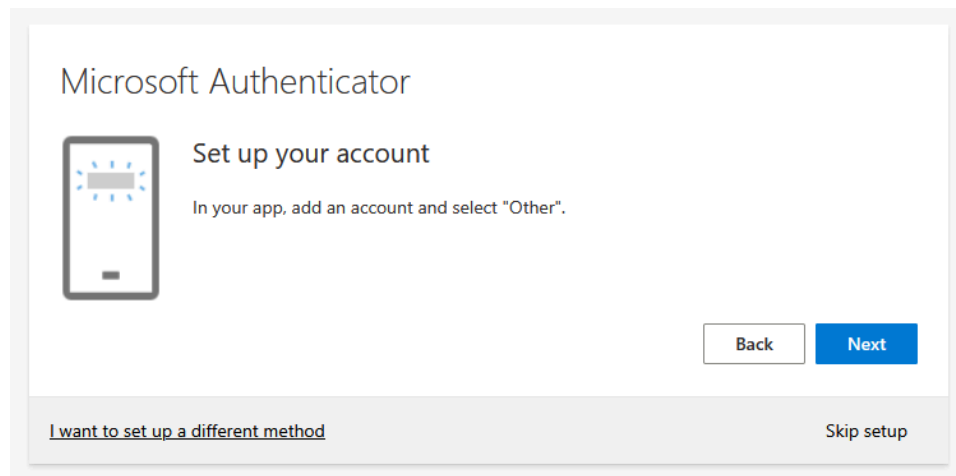
Click 'Next', and then you will see this screen. You will need to download the app on your phone from the App Store or the Play Store on Android. You can do this on your own now, or on the sign-in screen below, click the 'Download Now' link, and it will take you to a QR code that you can scan on your phone that will take you to the App Store download page. Once you have the app downloaded to your phone, click the blue 'Next' button.



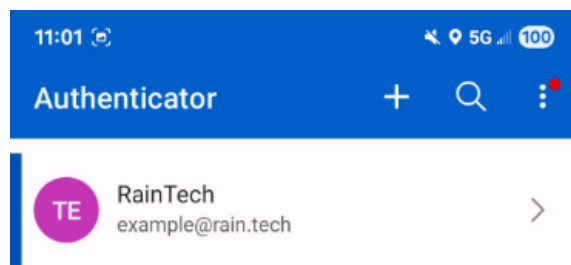
Open the Microsoft Authenticator app on your phone. In the top right corner, click the Plus sign to add a new account. Select either 'Work or School Account' or 'Other'. Do not select 'Personal Account'. Then select 'Scan a QR Code'



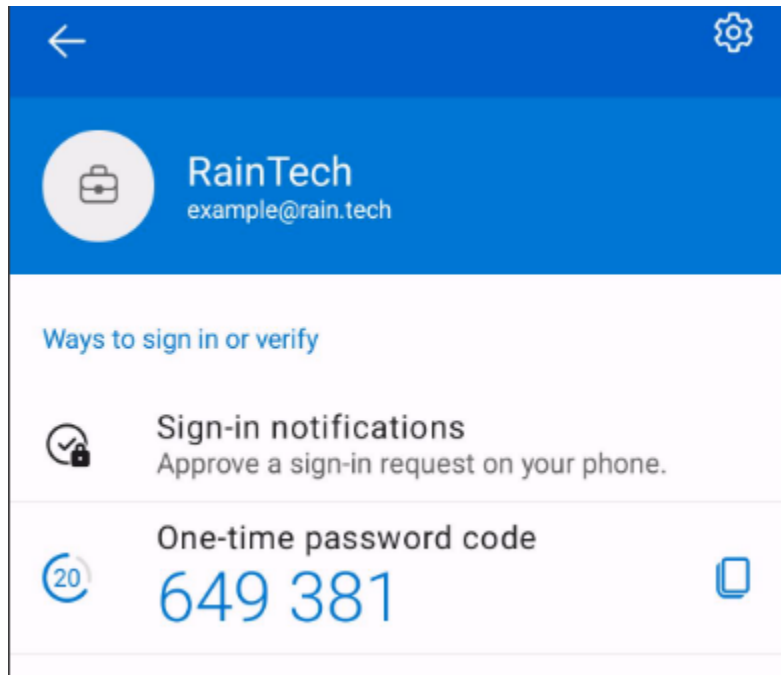
This will open the camera on your phone, with a box to scan the QR code. Back to the Microsoft sign-in page on the computer, click the 'Next' button on this page:



The next page displays a QR code. Point your phone camera at the QR code on the screen. You will see text flash on the screen saying, 'Account successfully added.' Then you will see your account in the main window of the Microsoft Authenticator app, like this:



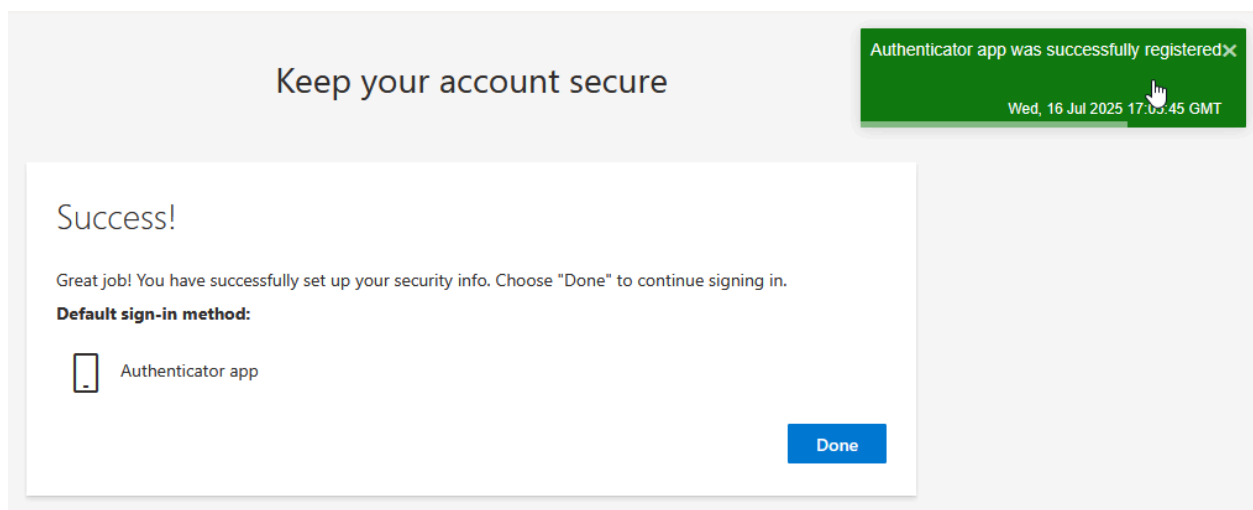
Click your account in the Microsoft Authenticator app, and it should display a 6-digit code.



Back on the Microsoft sign-in page, enter that code and click the 'Next' button.

NOTE: The 6-digit codes change every 30 seconds. It won't be the same code every time. This is expected. If you do not finish entering the code by the time it changes, you will need to enter the new code it has changed to.

After entering the correct code, you should now see this screen:



Click 'Done,' and Microsoft Authenticator is now set up and complete!