

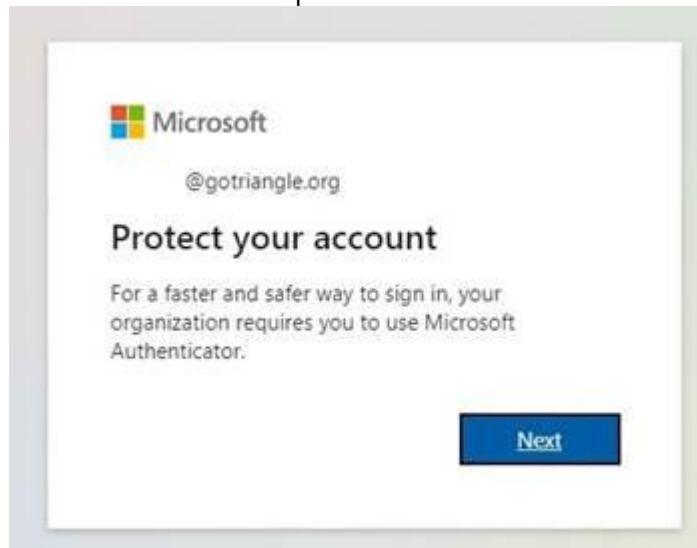
Microsoft Authenticator Instructions

Explanation:

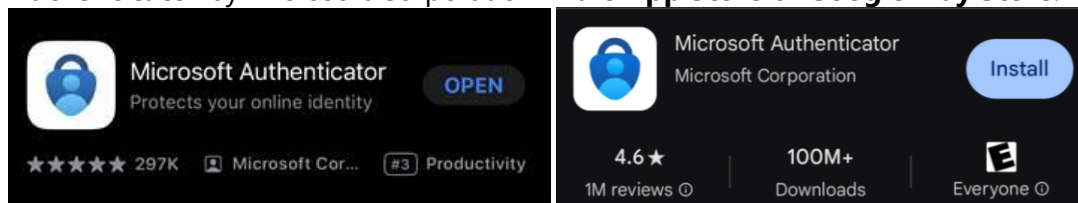
Microsoft has started to roll out their new method of authentication using the Microsoft Authenticator app. This replaces the SMS text code method as part of their ongoing efforts to improve security. In coming weeks, you may find that Microsoft says to use Microsoft Authenticator to Protect your account after signing in. The screen you will see will look like the one in step one.

Setting up Microsoft Authenticator:

1. Click **Next** on the computer.

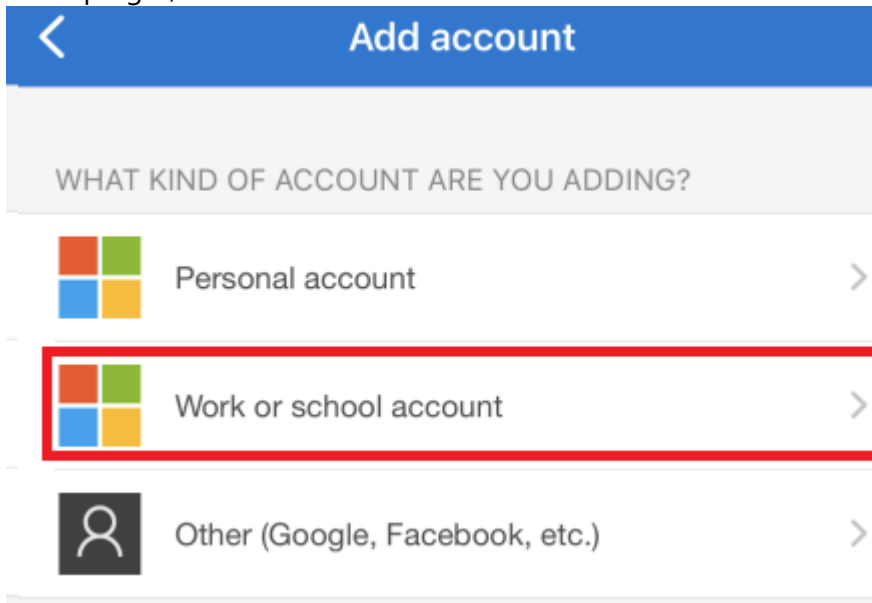


2. To continue to your app and start using Microsoft's new system, find **Microsoft Authenticator** by Microsoft Corporation in the **App Store** or **Google Play Store**.



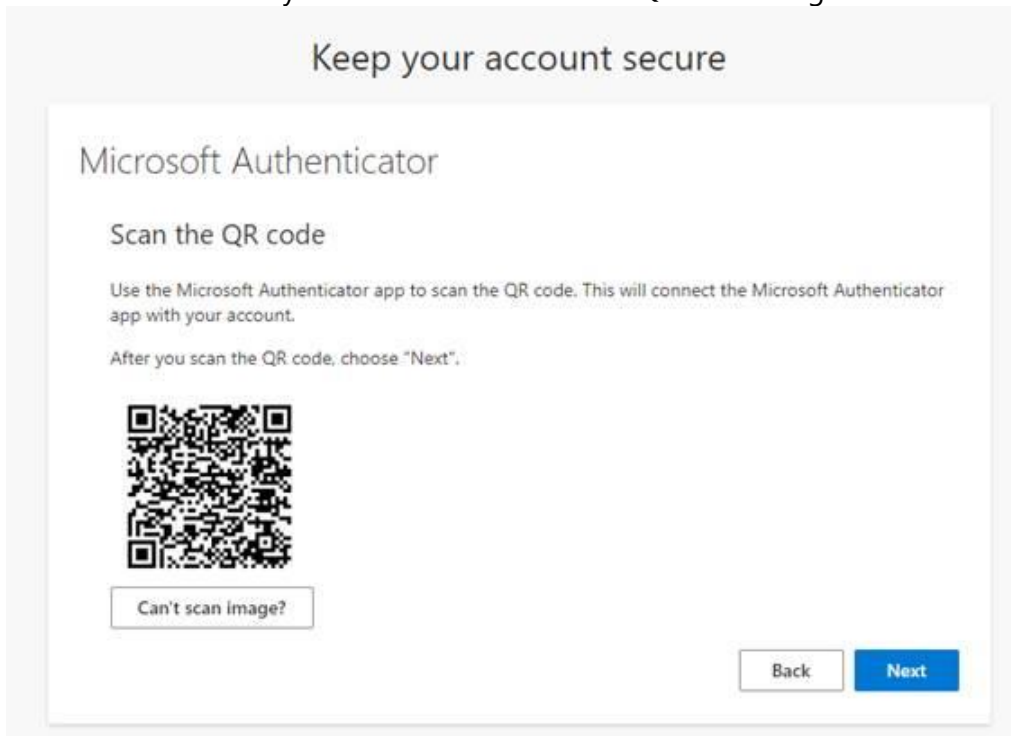
3. After installing the app click **Next** on the computer.

4. If prompted, **allow notifications**. Then add an account, and select **Work or school** account. If you have already signed in on the Authenticator app press the + symbol in the top right, then select **Work or school account**.

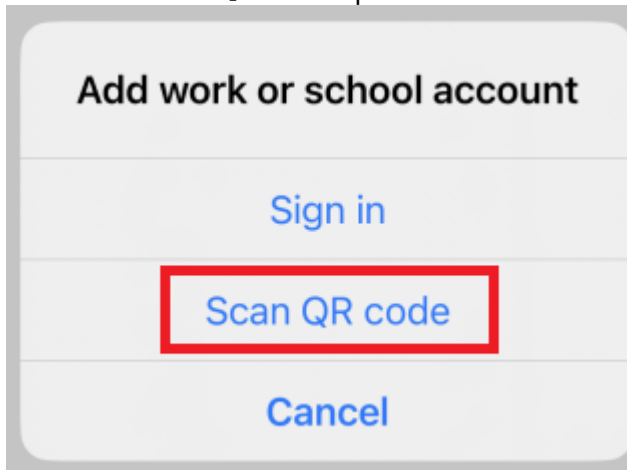


5. Click **Next** on the computer.

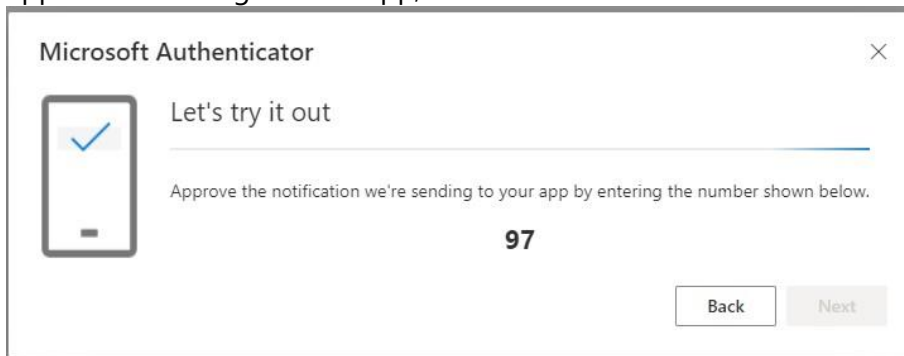
On the fourth screen you will be asked to scan a QR code using the Authenticator app.



6. Inside of the Authenticator app, you will see two options Sign in and Scan QR code. Select the **Scan QR code** option and then scan the QR code.



7. Click **Next** on the computer.
8. The screen will give you a two digit number to enter in your phone in the Authenticator app. After entering it in the app, select **Yes**.



9. After a final **Next**, you have setup Authenticator and It will allow you into the app you were trying to open.

