



Setting up the Microsoft Authenticator app as a Contact Method

1. Download the “Microsoft Authenticator” app on your phone or tablet
 1. App Store (iPhone)
 2. Play Store (Android)
2. Go to the “**Additional security verification**” page using the following link:
<https://aka.ms/MFASetup>
3. Select “Notify me through app” or “Use verification code from app or token” as your verification option (see further details on each option below):
 - Choose “Notify me through app” to receive notifications for verification – pushes notification to authenticator app on mobile device. Select Authenticate in the app.
 - Choose “Use verification code from app or token” to use a verification code as your second factor in authenticating – generates a verification code that updates every 30 seconds. Enter the most current verification code in the sign-in interface.
4. Check the “Authenticator app or Token” box and click on the “Set Up Authenticator app” button.



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Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. [View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Use verification code from app or token **Use verification code from app or token**

Call my authentication phone

Text code to my authentication phone

Call my office phone

Notify me through app

Authentication phone United States (+1)

Office phone Select your country or region

Alternate authentication phone Select your country or region Extension

Authenticator app or Token

Authenticator app - iPhone (2)

restore multi-factor authentication on previously trusted devices

5. The following “Configure mobile app” screen will appear with a QR code



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Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



Configure app without notifications

If you are unable to scan the image, enter the following information in your app.

Code: 606 253 791

Url: <https://bn1pfpad03.phonefactor.net/pad/513840955>

If the app displays a six-digit code, choose "Next".

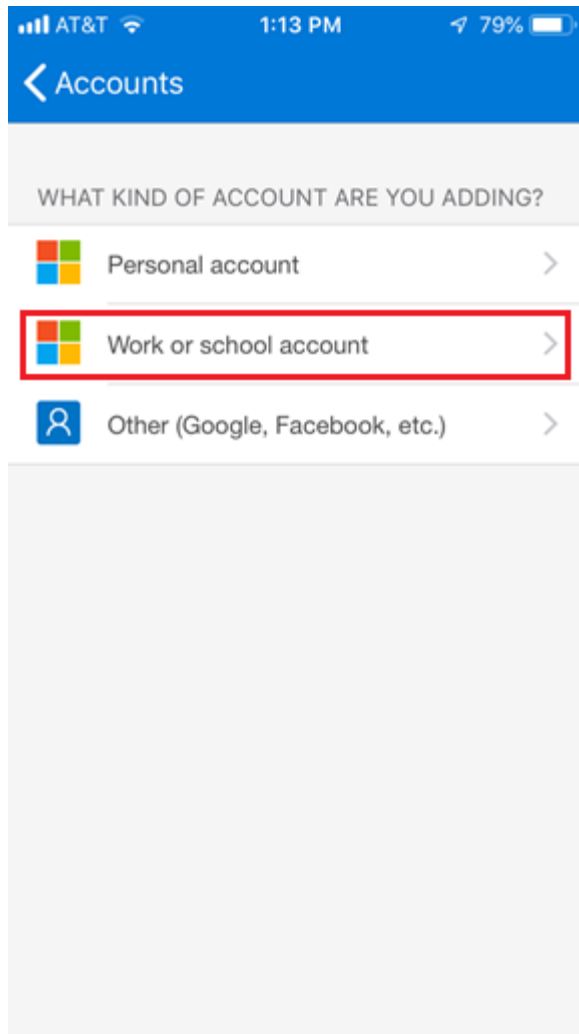
Next

cancel

1. On your phone or tablet, open the Microsoft Authenticator app and select + to add an account. (On Android devices, select the three dots, then **Add account**.)
2. Specify that you want to add a work or school account.



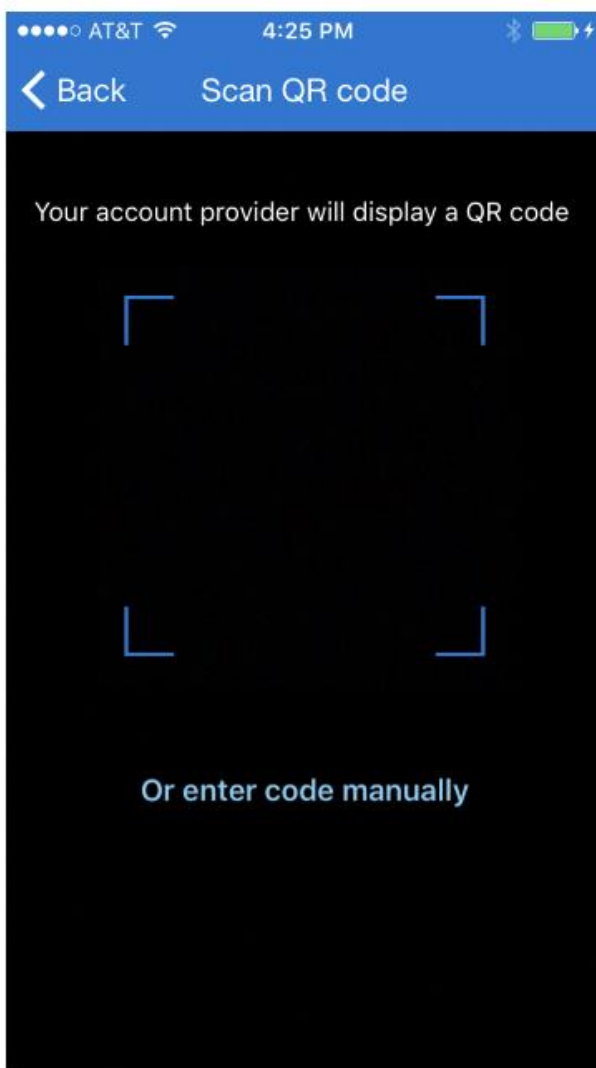
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3. The QR code scanner on your phone opens. If your camera is not working properly, you can select to enter your company information manually. For more information, see [Add an account manually](#).



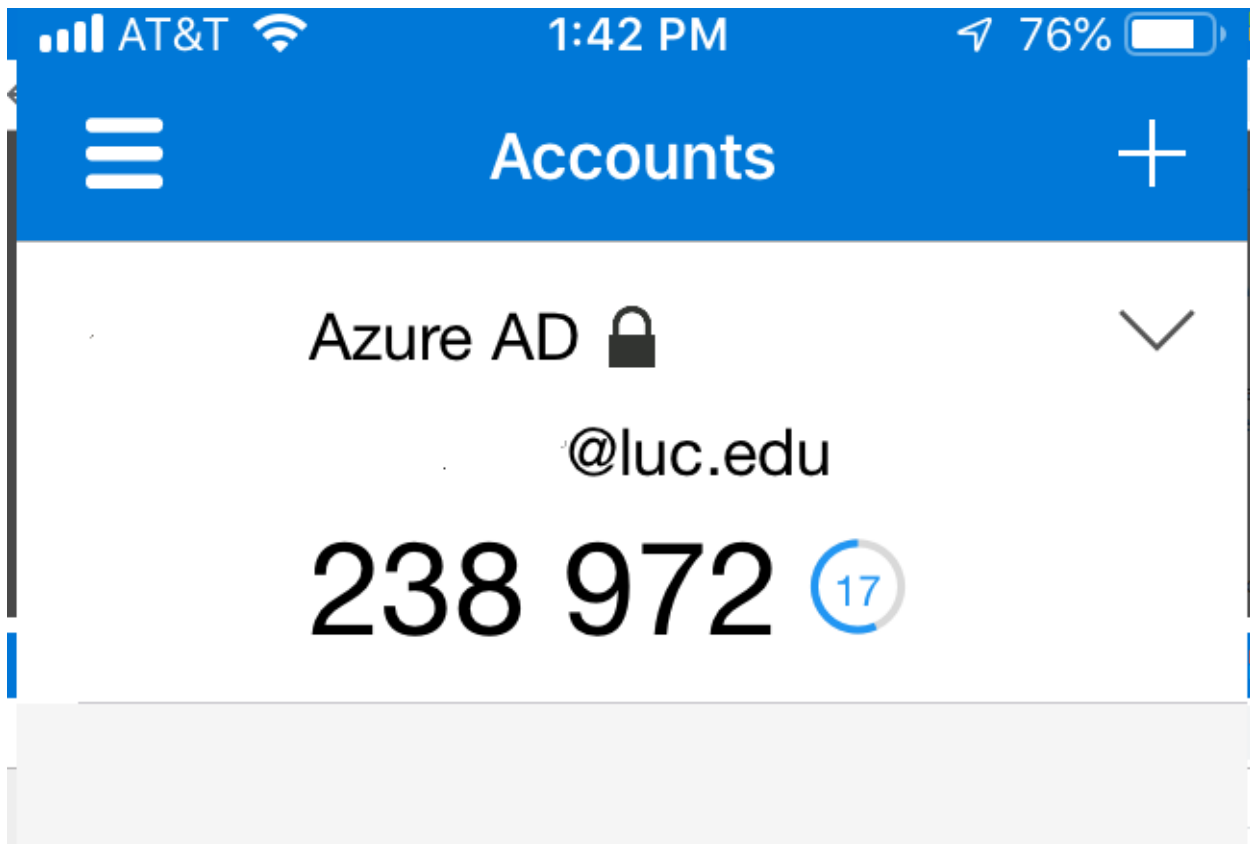
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4. Scan the QR code picture that appeared on the “Configure Mobile App” page
5. Select **Done** to close the QR code screen.
6. If you selected “Use verification code from app or token” as your verification option you will receive a new entry in the Microsoft Authenticator app with your email address and a 6-digit code below it:



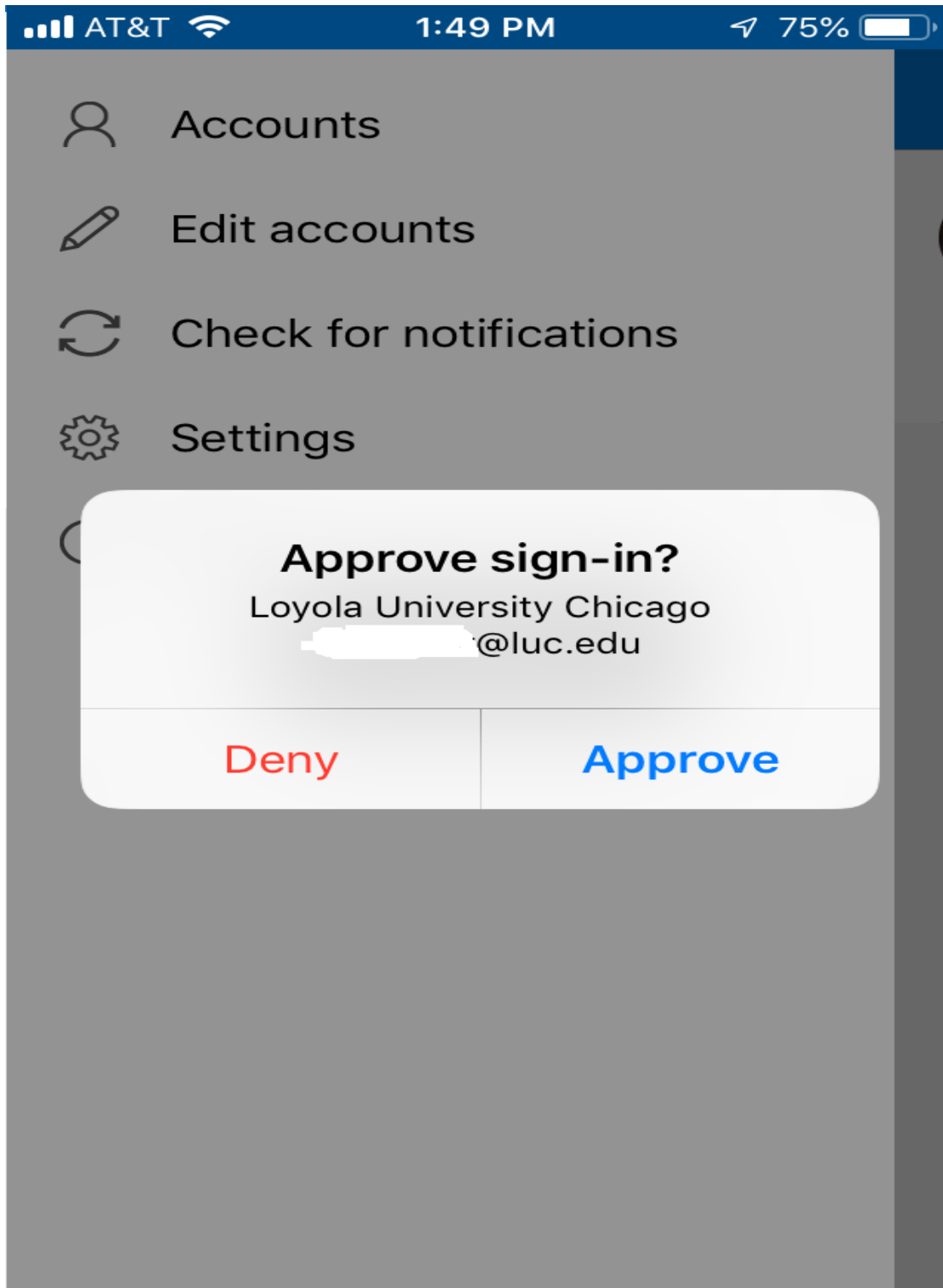
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7. If you selected “Notify me through app code”, you will receive the following push notification after you login to the application that uses multi-factor authentication with your UVID and password:



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8. Select “Approve” to complete authentication and to be able to access the application you are logging into.