Microsoft Authenticator App

1. When signing into or entering your Outlook username and/or password, do you see this?

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

App — Phone

Microsoft Authenticator

Start 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 "Next".

I want to use a different authenticator app

Next

2. Microsoft, the company that owns the Outlook program, has required all users to eventually download their 'Authenticator mobile App' as an added step for keeping our accounts safe and secure.

3. On your mobile phone, regardless if it's an iPhone or Android, look for the '**Microsoft Authenticator App**,' which should appear as a blue lock icon with the silhouette of a 'user' image inside it.

4. Make sure you download the correct app from your app store. VERIFY that it is in fact the <u>MICROSOFT Authenticator App</u>.

Make sure it is in fact from the Microsoft Corporation; there are apps that appear similar that are not legitimate apps and will try to gather your information.

5. Once added to your mobile device, open the app and tap 'Add work or school account.'

Peace of mind for your digital life

Secure your accounts with multi factor authentication

Select 'Scan a QR Code'

Then scan the QR code displayed on your computer screen.

Tap 'Approve' to finish the setup for your account.

Approve the 'notification' that appears on your mobile phone/app.

Approve sign-in?

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DENY   APPROVE

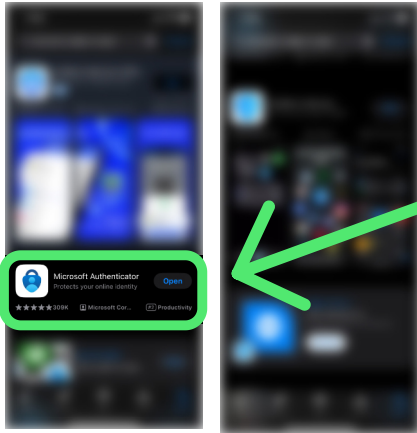**6.** The app should now be set up and you will be able to sign back into your account.

Going forward, you should only need to set up this app once.

If you still have questions or concerns, feel free to ask an associate at the Service Desk by calling extension 1429!
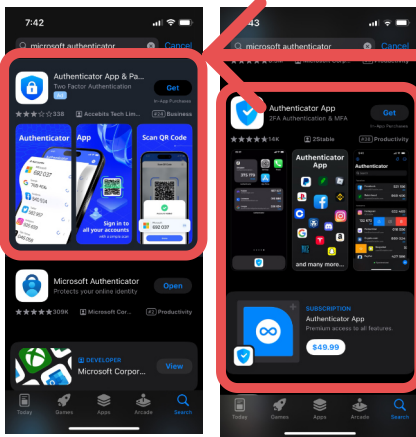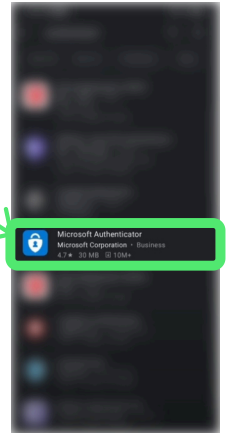
Microsoft Authenticator App FYI Page

Pictured below are examples of how to recognize the correct app from your specific app store (Samsung/Google Play/Apple App Store)

Correct App

Incorrect/Scam Apps