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HOW TO

# SET UP AND USE THE MICROSOFT

**AUTHENTICATOR APP** 

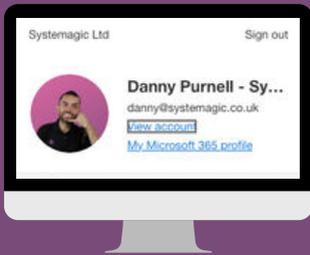


# What Is The Microsoft Authenticator App?

The Microsoft Authenticator App helps you to sign in to your accounts that use 2-Factor Authentication.

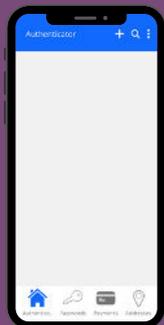
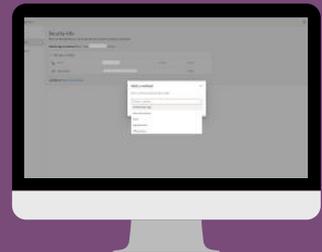
Instead of receiving an SMS or call with a code, you will be asked to approve sign-ins via the app instead, which generates a 'one-time password' every 30 seconds.

## How To Set It Up



1. Log into [www.office.com](http://www.office.com) on your web browser, and sign in with your email address and password.
2. Once you're in, click on your user icon at the top right of the screen, and then view account (it should look like the opposite image).

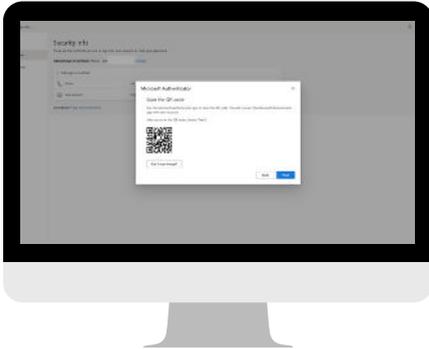
3. Next, click the 'Security Info' button located on the left-hand side of the screen. This will show you all of the current sign-in methods activated on your account.
4. Click 'Add Sign-In Method' and select 'Authenticator App' from the list.



5. Once you have done this, you will be prompted to download the Authenticator App on your phone.
6. Once downloaded, open the app and click 'Add Account' (white cross at the top of the screen).
7. Now click 'Work or School Account'



8. Back on office.com, click 'Next' and 'Next' again.
9. A QR code will now appear on your screen.
10. On your phone, click 'Scan a QR Code'.
11. Now scan the QR code with your phone.
12. If the code scanned successfully, you can skip the next few steps.



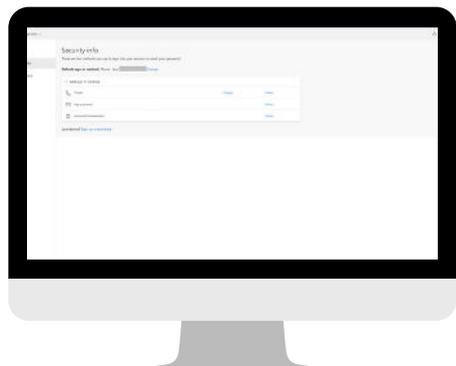
## What If The Code Didn't Scan?

13. If the code didn't scan, you can enter it manually by tapping 'Enter Code Manually' on your mobile and 'Can Scan Image' on your desktop.
14. Enter the code and URL displayed on the screen and click 'Finish'.

## Well Done on Setting Up Authenticator

Congratulations on setting up the Authenticator App! We hope you found this guide useful.

Now that your Authenticator App is set up, you should be able to see it in your security info settings on office.com.



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