

Office 365 MFA Quick Start Guide

Prerequisites:

Please make sure you have the **Microsoft Authenticator App** installed on your mobile device. The QR Codes below will take you directly to your device app store for Android and Apple.

Android



Apple



Instructions:

1. When you sign in to <https://office.com>, you'll see the **More information required** prompt. Choose **Next**.
2. Under **Step 1**, choose **Mobile app** from the **Authentication phone** drop-down list.
3. Under How do you want to use the mobile app?, select the method you want to use to sign in:
 - Select **Receive notifications for verification** to authenticate directly from your mobile app, which may include fingerprint authentication. (Recommended)
 - Select **Use verification code** to enter a new verification code each time you authenticate.
4. Choose **Set up**.
5. Leave the **Configure mobile app** window open on your computer.
6. On your mobile device, go to the app store, search for "**Microsoft Authenticator**," select it, install it, and open it.
7. In Authenticator, follow the prompts to complete the wizard, and then choose the plus (+) sign to add your account.
8. Choose **Work or school account**, choose **Allow** when prompted for permission to take pictures and record video, and then follow the instructions to scan the QR code in the open window on your computer.
9. After the account has been added, choose **Got It**.
10. On your computer, choose **Next**, and then choose **Next** again.
11. Make a note of the code that appears on your mobile device, enter the code on your computer in the box under **Step 2**, and then choose **Verify**.
12. In the boxes under **Step 3**, enter a backup phone number, such as your office number, choose **Next**, and then choose **Done**.