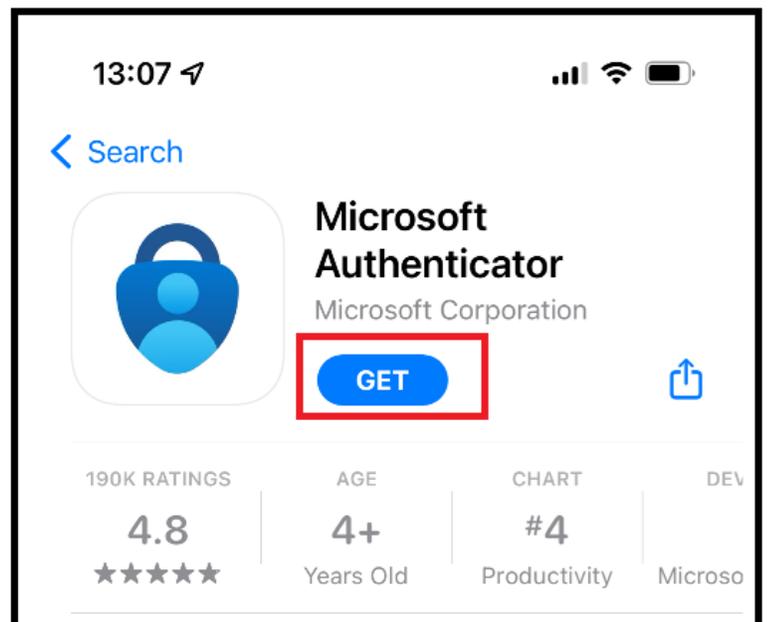
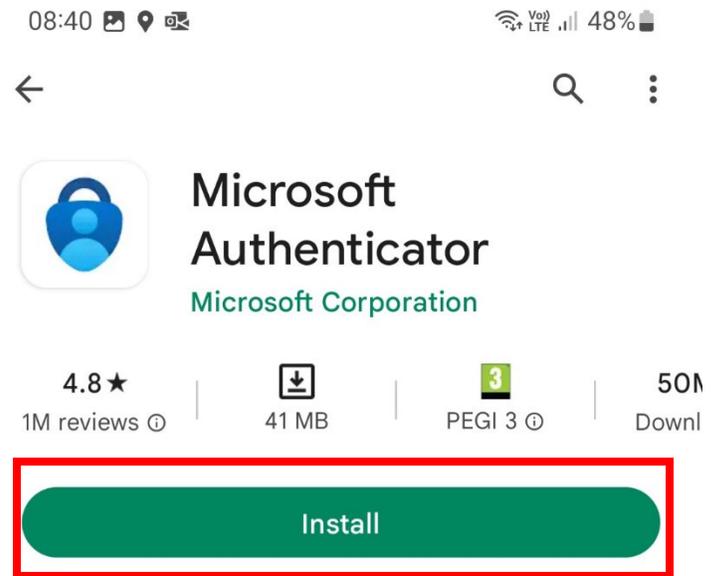
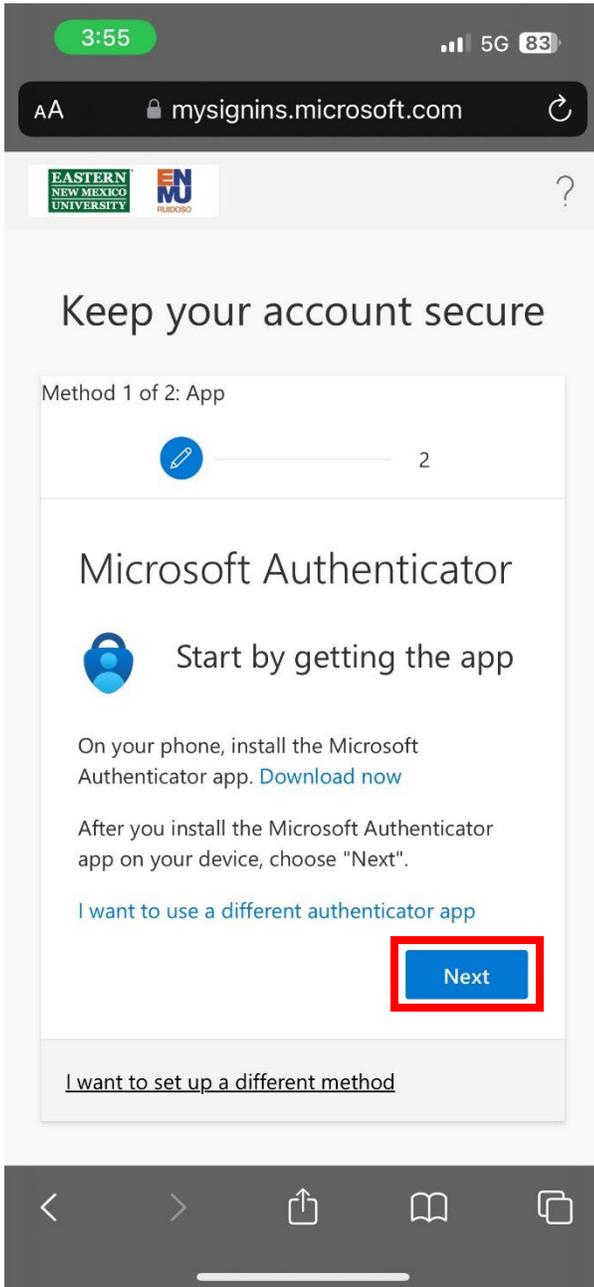
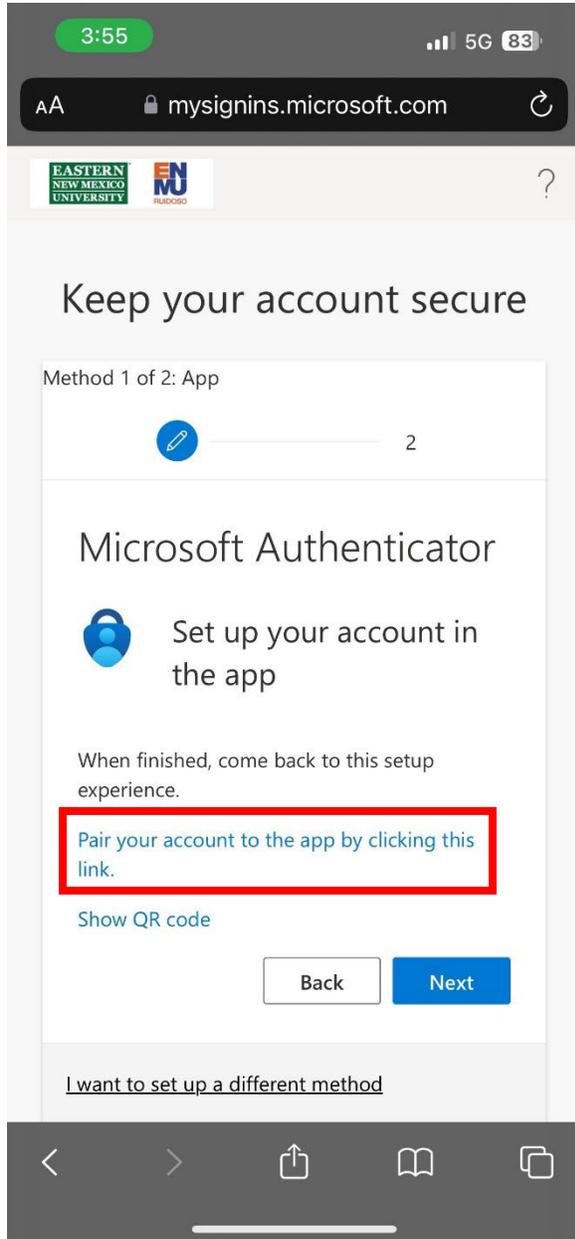


Step 1: On your phone browser go to <https://aka.ms/mfasetup>

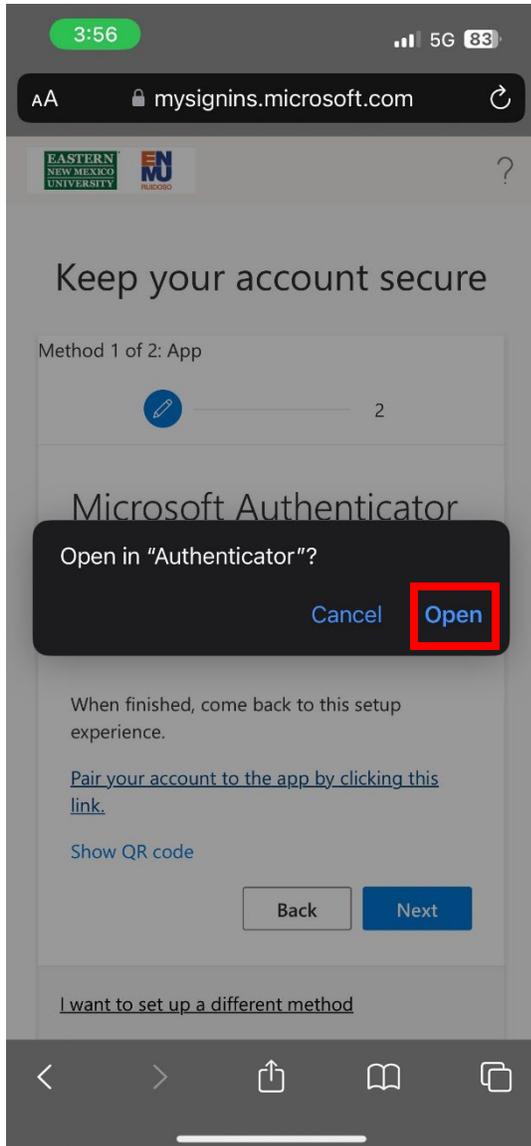
Step 2: You will then be asked to install the Microsoft Authenticator App. If you are on Android go to the Google Play Store and if you are on an Iphone head to the App Store and install the Microsoft Authenticator App. Then select **'Next'**.



Step 3: In the next step you will select **'Pair your account to the app by clicking this link.'**



Step 4: Once selected you will be asked to **'Open in Authenticator'**. Select **'Open'**.



Step 5: After selecting open you will be redirected to your Microsoft Authenticator app. Once inside the app, you will need to select **'Unlock'**.

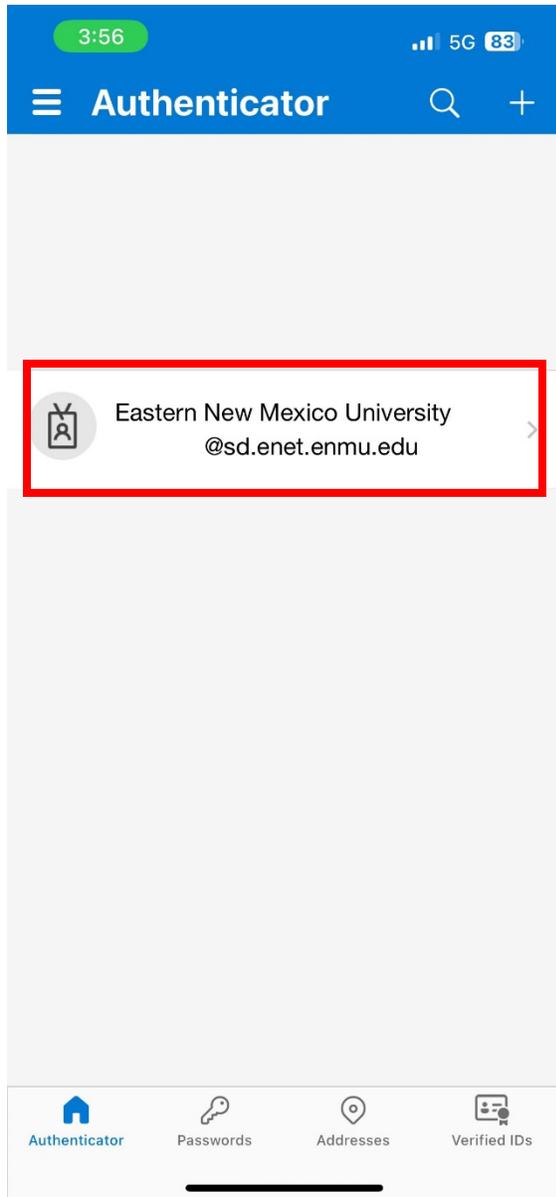
3:56



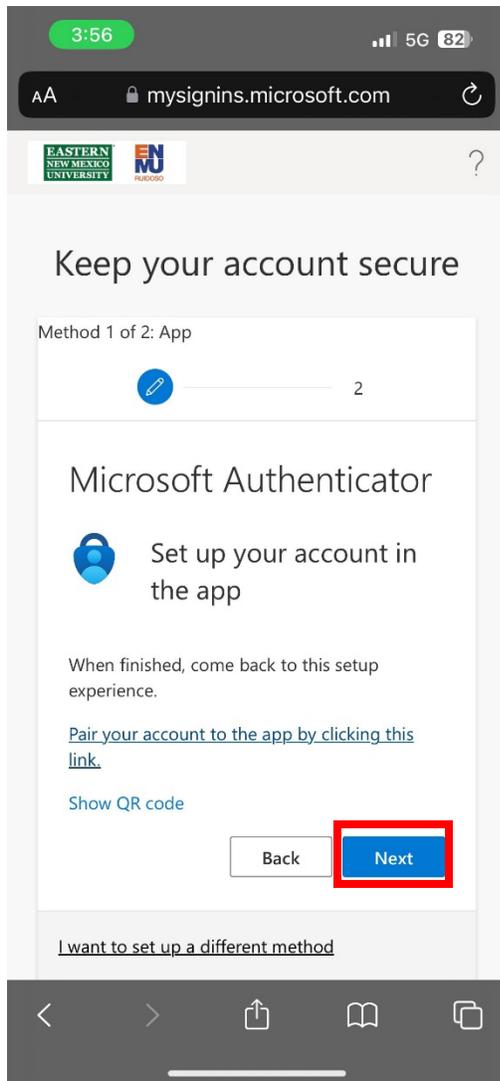
Authenticator locked



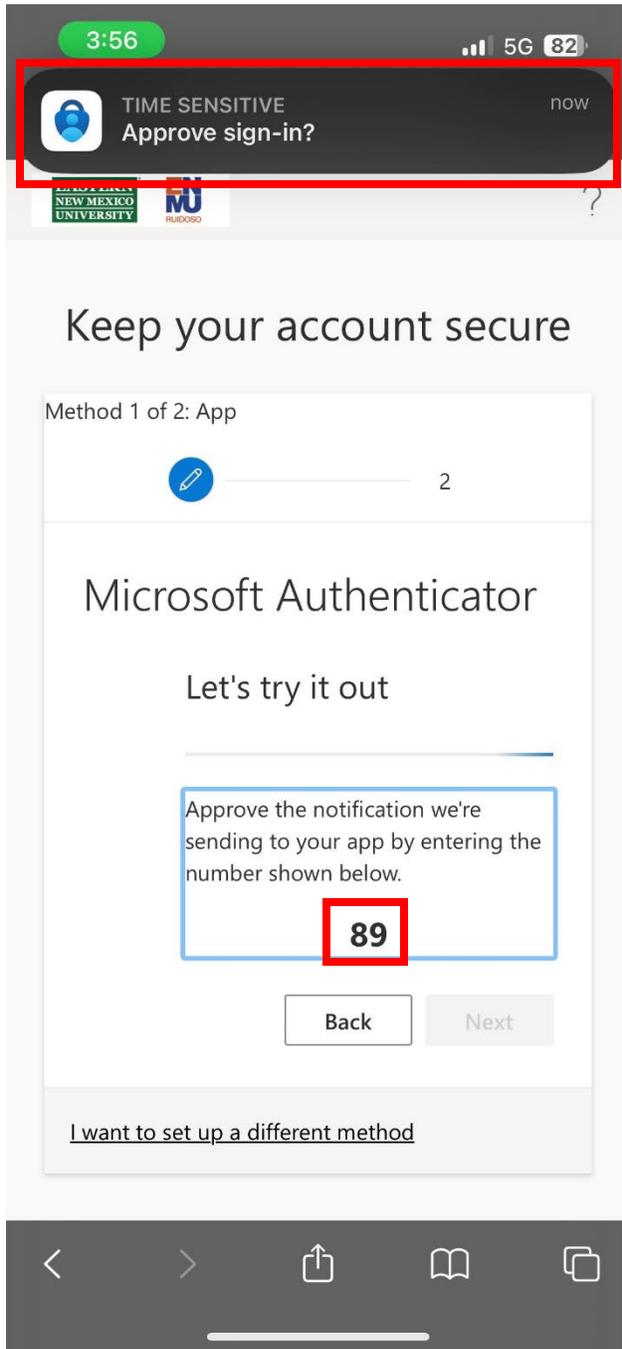
Step 6: Inside the app you now see your account added to the app. See below for example.



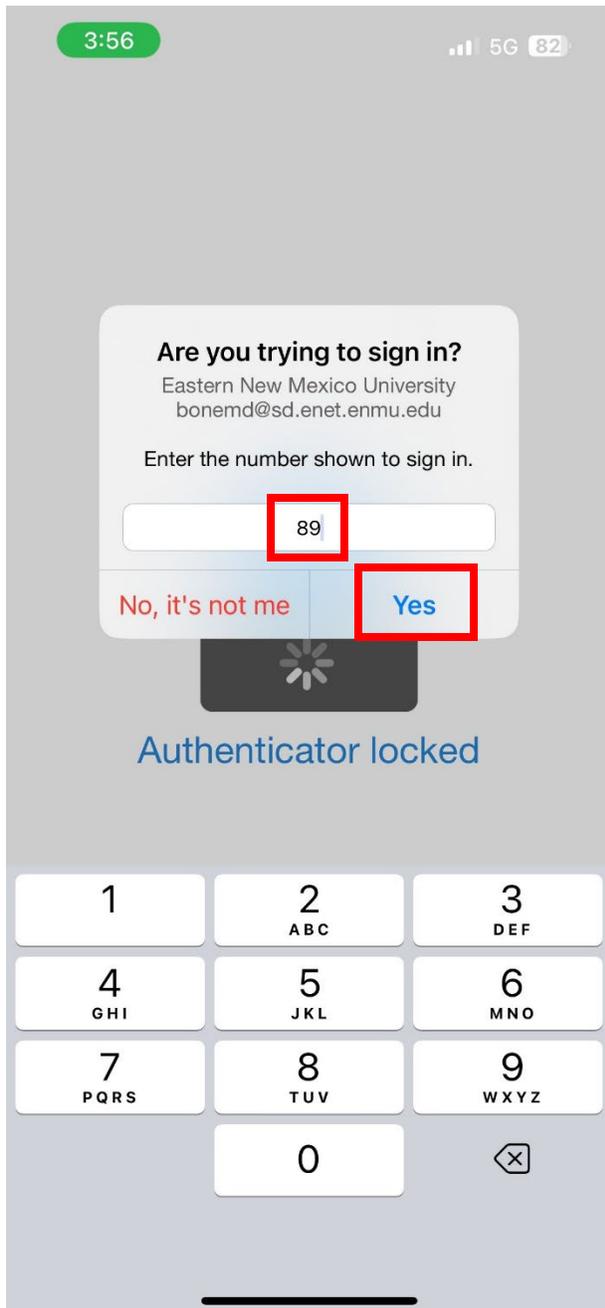
Step 7: Once you see your account inside the app you will then return to your browser and select ‘Next’.



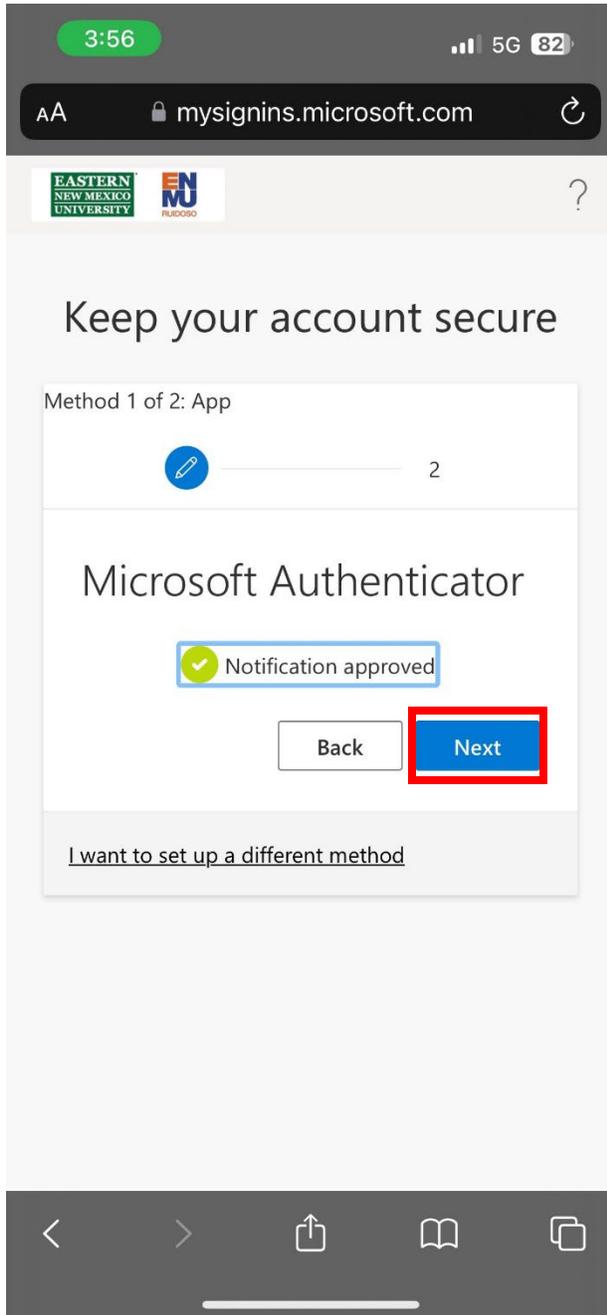
Step 8: On the next page, you will receive a 2-digit number (make note of this number) and you will be asked to **'Approve sign-in?'**. Be sure to pay attention to when this notification pops up as it may show differently depending on your phone. Once you see the notification, click on it, and you will be redirected to your authenticator app.



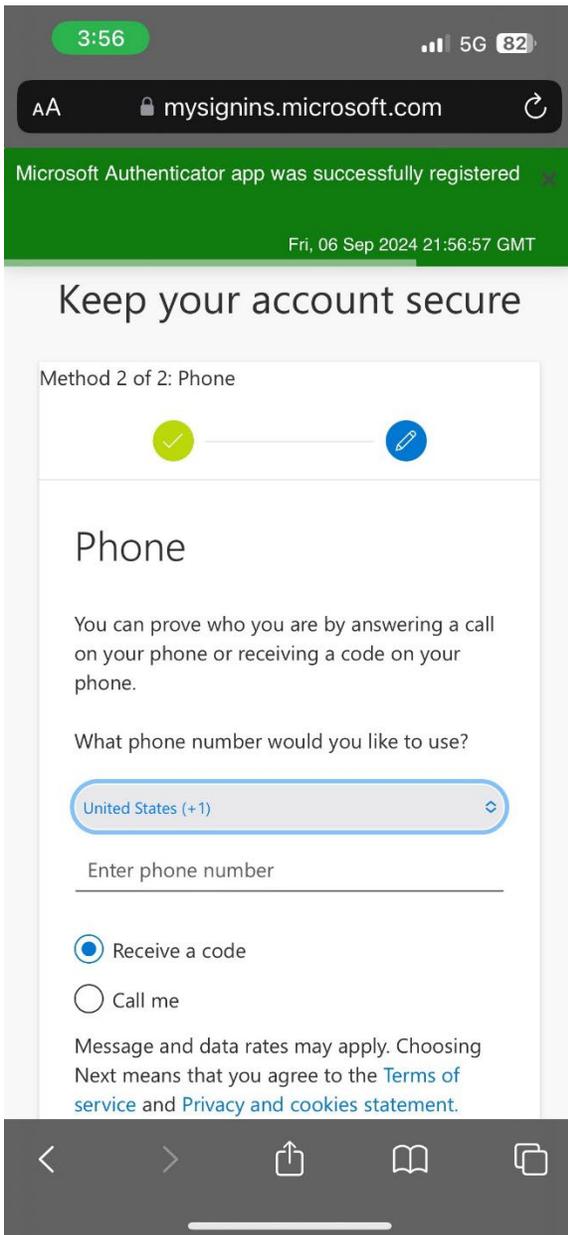
Step 9: After being redirected to the app you will then input the number you were provided with and select 'Yes'.



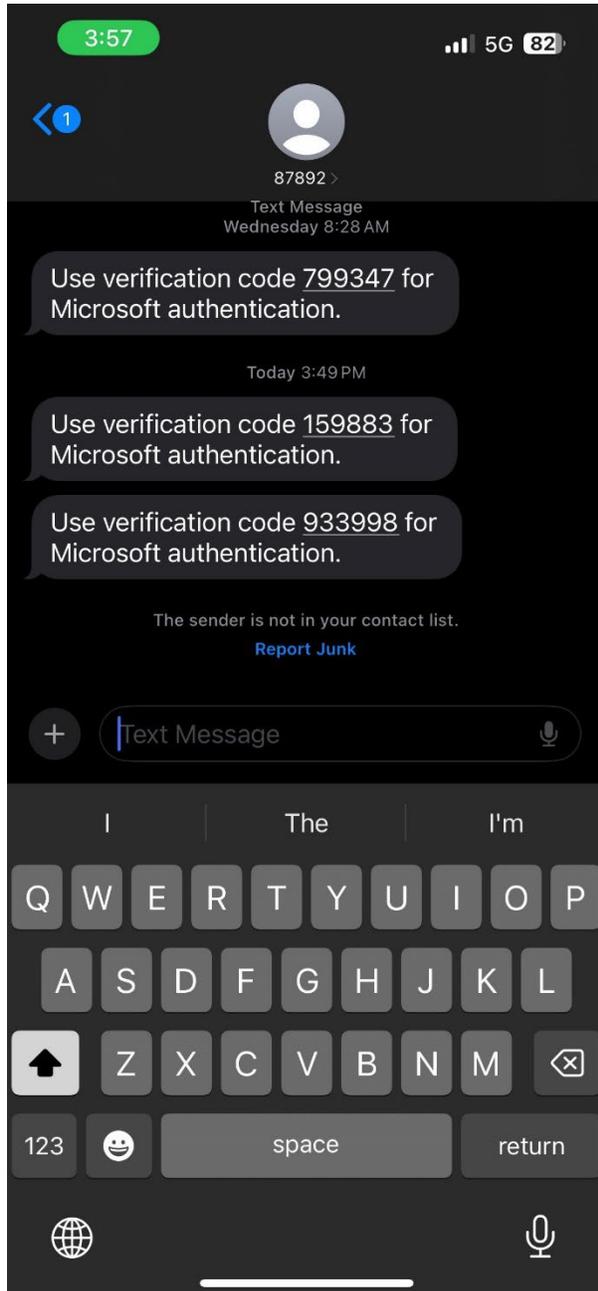
Step 10: If you did the previous step correctly you will receive a notification that your notification was approved. You will then select **'Next'**.



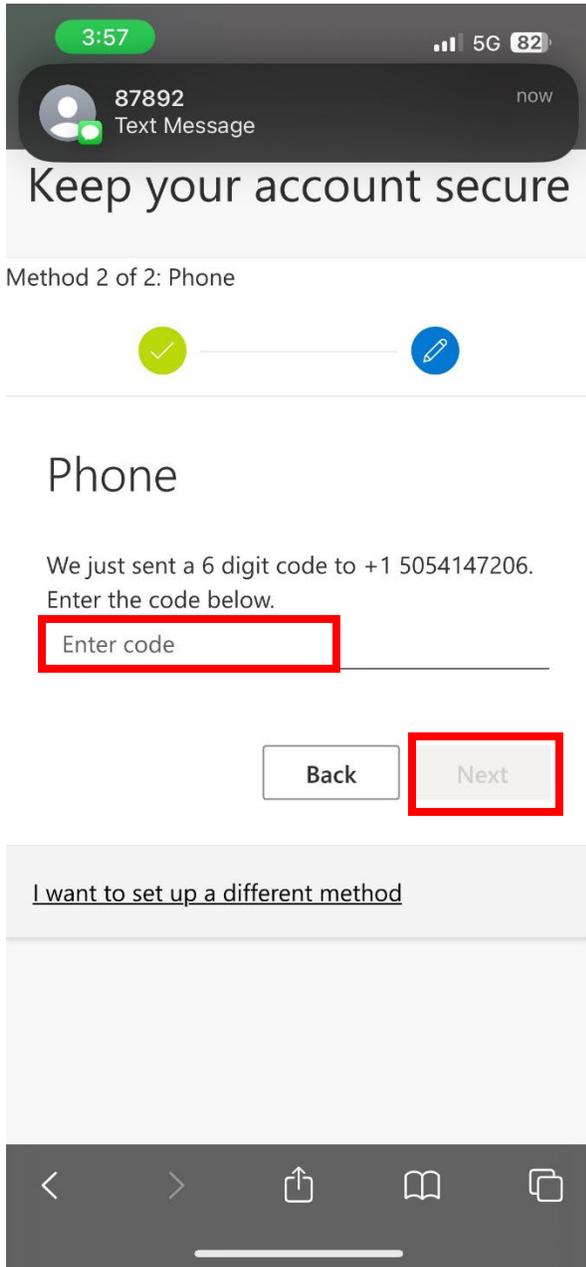
Step 11: On the next screen, you will need to input your phone number, as Microsoft requires 2 forms of authentication. Once you input your phone you will need to authenticate by selecting to receive your code via text or call.



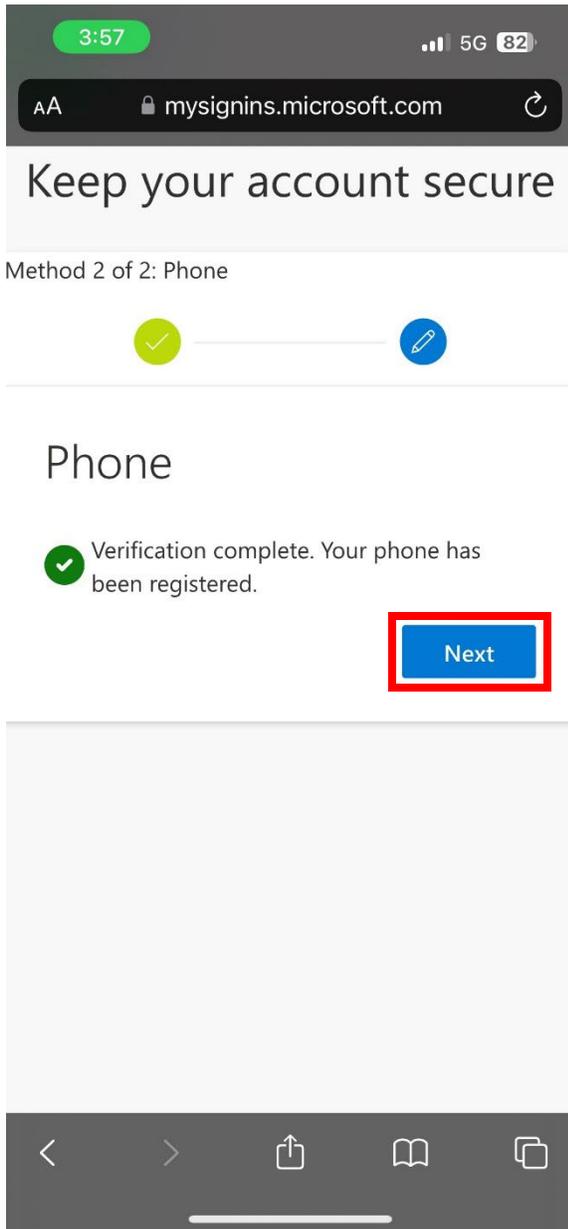
Step 12: You should then receive a code that consists of a series of numbers through whichever option you chose on the option prior. (see below for text option).



Step 13: Once you receive your code go back to your browser and input the code into the box labeled **'Enter code'**. After you enter the code select **'Next'**.



Step 14: Once you register your phone you will receive a notification that your phone has been registered. Select **'Next'**.



Step 15: Success! You have now completed setting up your authentication methods. Select **'Done'** and you will then be directed to your email.

