Setting up Authenticator for your Microsoft Account

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The below steps will guide you through the setup of the Authenticator App for Two Factor Authentication

   1. The first time you attempt to access a Microsoft resource that requires Two Factor authentication, you will prompted with "More information required". Here, click Next to continue.

Note - If you are not prompted to start the Two Factor configuration, or if you need to make changes to your current security settings, visit the website office.com. Once there you can access the applet by clicking on your initials in the upper right corner, View Account. Then under Security info, click Update info. Once there you can choose "Add sign-in method".

   2. If you do not already have the Authenticator app installed on your phone, click Download Now and follow the prompts. Once done, click Next.

   3. On your phone, open the Authenticator app and add an account by clicking the plus (+) sign in the upper right corner.

   4. On the Add Account page, choose Other

   5. Now you should be prompted, on your phone, to scan the QR code.

   6. Go back to the computer and click Next

   7. It will bring up a QR code for you to scan with your phone. Once done, on your phone

click Next