

## Setting up MFA with Microsoft Authenticator App for Windows Users

1. On your computer, go to **outlook.office365.com**
2. Type in your email address, click **Next**.
3. Choose Work or School Account, click **Next**.
4. Click **Next** at “**More Information is Required**”.
5. You will be prompted to download the Microsoft Authenticator App on the cell phone. Do this now. Once downloaded, stop, and go back to the computer.
6. Click **Next** on the **Microsoft Authenticator** message.
7. Click **Next** on the **Keep Your Account Secure** message.
8. The next screen pops up a QR Code for you to scan. Switch to the cell phone.
9. On the cell phone:
  - a. Open the Microsoft Authenticator App, choose **Scan a QR Code**
  - b. Hold the phone up to the computer screen and scan the code
  - c. If asked to Allow Authenticator to take pictures and record video, choose **While Using This App**
  - d. Tap **OK** to the **App Lock Enabled** message
10. On the computer screen, Click **Next**
11. On the phone, the App will ask you to **Approve the Sign in**. Approve it.
12. On the computer screen, it tells you the notification has been approved. Click **Next**.
13. On the computer screen, you should get a Success! Click **Done!**