



# AUTHENTICATOR GUIDE

Sign-in request

Microsoft Authenticator app and  
*approve the request to sign in.*

*I can't use my Microsoft Authenticator app right now*

# STEP ONE

## Get the app on your phone\*

Scan the QR code with your Android or IOS mobile device.



Google Play



App Store

**Download the  
Microsoft  
Authenticator  
App on your  
mobile device.**

# STEP TWO

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

App 2 Phone

### Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

**The first time logging onto your outlook account, this page should appear. Select `Next`.**

# STEP THREE

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

App Phone

## Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



[Can't scan image?](#)

Back Next

**Use the authenticator app to scan the QR Code. Once complete, press next.**

# STEP FOUR

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

App Phone

Microsoft Authenticator

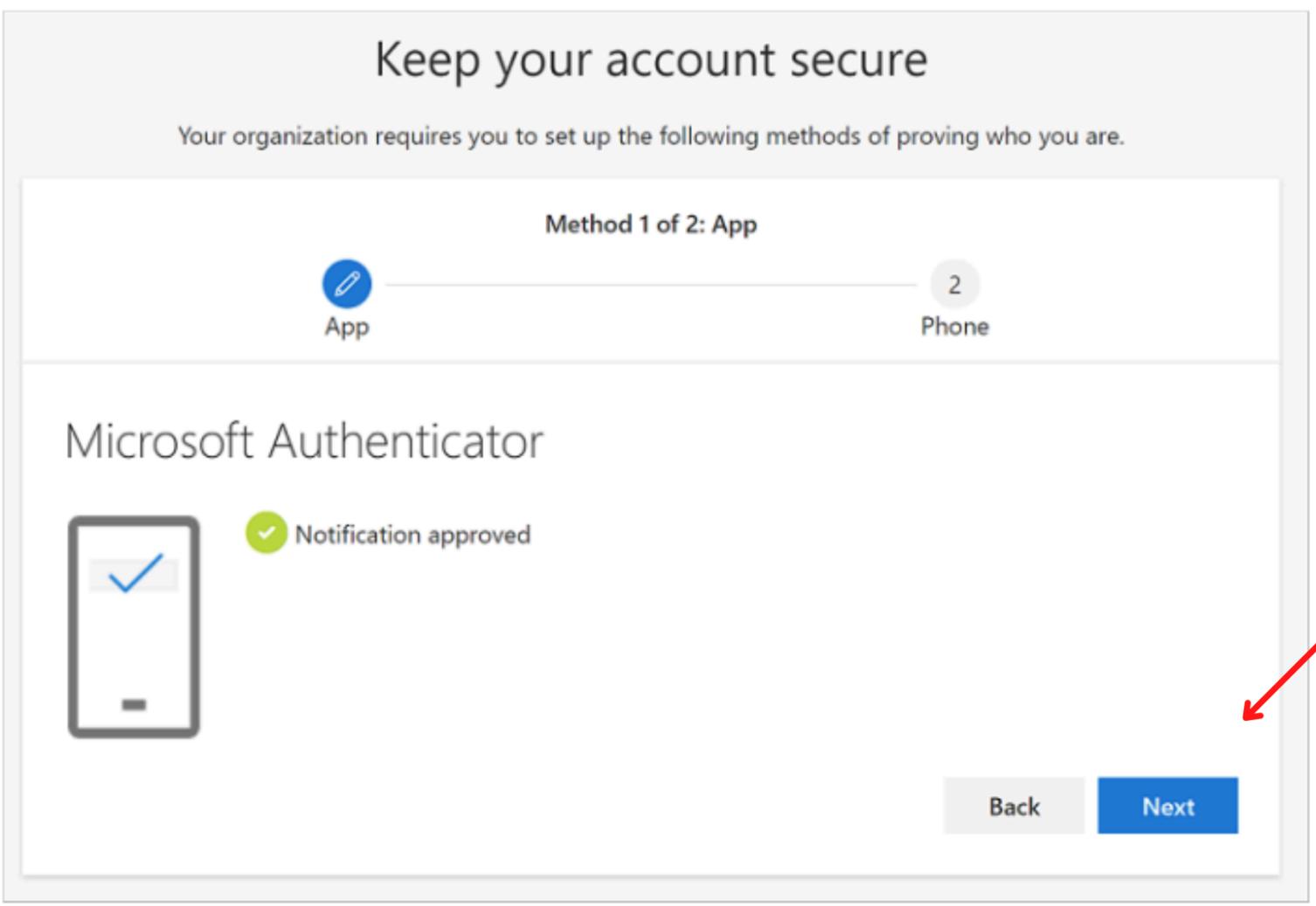
Let's try it out

Approve the notification we're sending to your app.

Back Next

**When this page appears, go to the authenticator app and approve the sign in.**

# STEP FIVE



**Once you have approved the sign in through the authenticator app, you will be presented with this screen. Click next.**

# STEP SIX

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App Phone

## Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Text me a code  
 Call me

Message and data rates may apply.

[Next](#)

[I want to set up a different method](#)

Now set up your phone as a security method.

Select the UK from the drop down menu of area codes (+44) and then add your number into the section next to it. Once you have entered your details, select 'Text me a code' and then click next.

Remember: if you do not have a UK number you will not be able to complete this section.

# STEP SEVEN

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App  Phone

Phone

We just sent a 6 digit code to [REDACTED] Enter the code below.

Enter code

[Resend code](#)

[I want to set up a different method](#)

**You must enter the code exactly as it appears.**

**If the code hasn't been sent you can click `Resend code` to be sent a new code.**

**Remember: ensure your details are correct and if you click resend code, always enter the most up to date code you have been sent.**

# STEP EIGHT

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone



App



Phone

### Phone



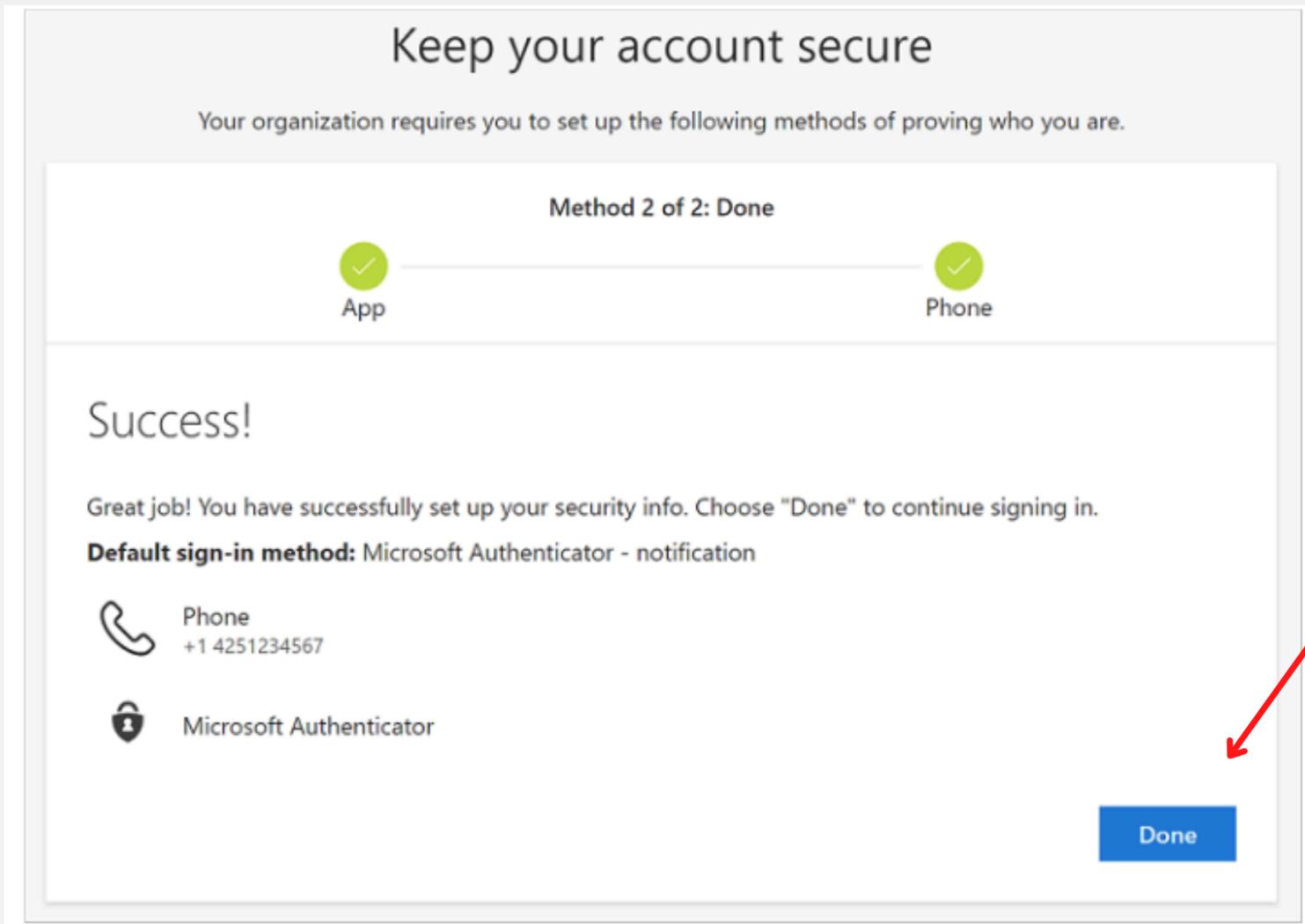
SMS verified. Your phone was registered successfully

Next

Once you have entered the code sent to you by text, this screen should appear.

Click next to move onto the next stage.

# STEP NINE



After everything is complete this should be the final screen to pop up.

Now you just need to click done and then sign back into Outlook.

Remember: when you sign back into Outlook you will be asked to verify this through your primary authentication method - this is the method you have just set up.