Two-factor Authentication using Microsoft Authenticator

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We recommend using two-factor authentication via the Microsoft Authenticator app, which is the most practical method for doing so.

The app will ask for 2 digits, which then appear on the screen of your PC or tablet.

If needed, the app can be set up to serve a limitless number of generic users and accounts.

If you have any doubts regarding how to activate your two-factor authentication, you can ask for the help of the STIC: <u>here</u>

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Installing the Microsoft Authenticator App
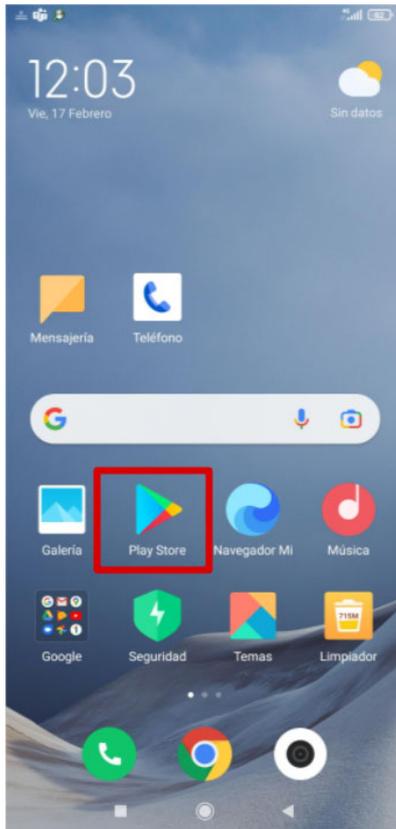
Open **Play Store**
for Android mobile devices
or
the **App Store**
for Apple mobile devices
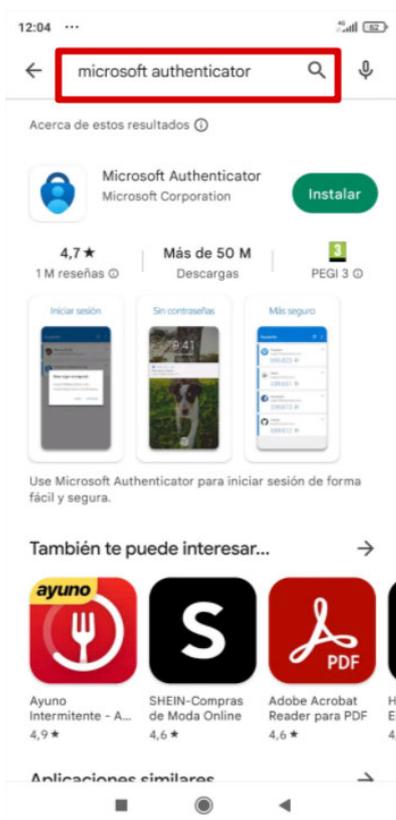
Search for
Microsoft Authenticator
and
Press on Install

Installing the Microsoft Authenticator App
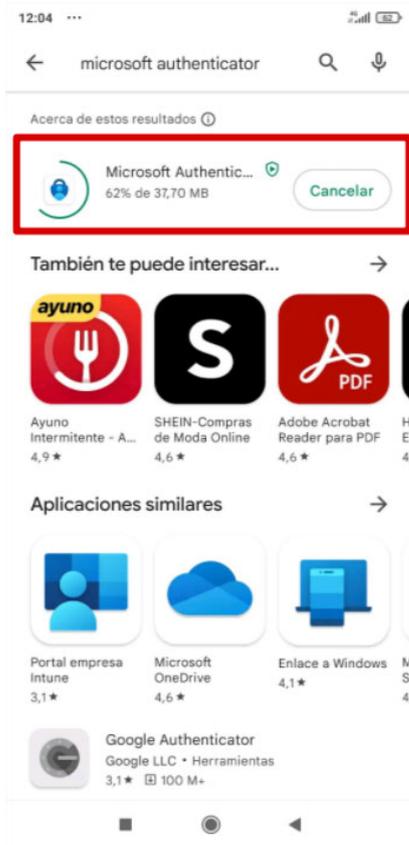
This **downloads** the app

Which can now be **installed**

Installing the Microsoft Authenticator App
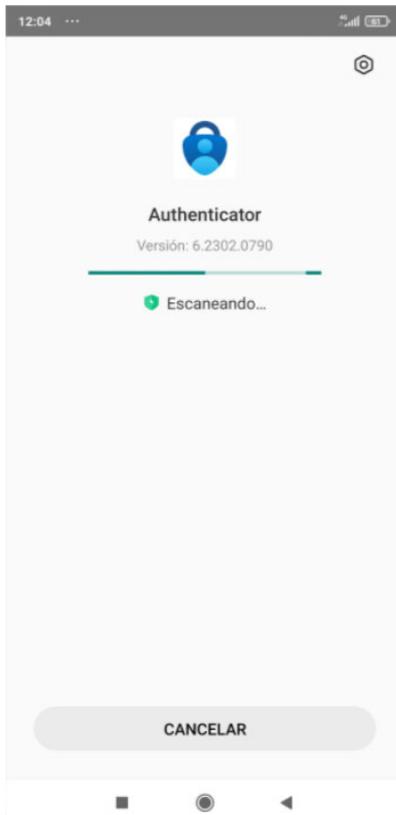
Once the app is installed, **open** it in your mobile device using the following icon:

Authenticator
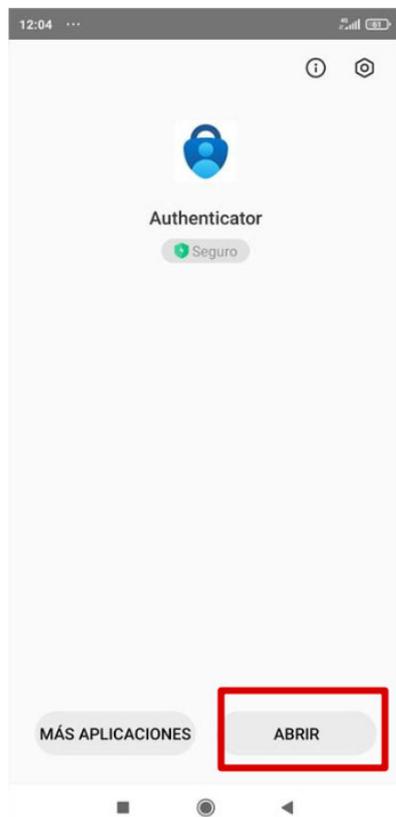
Follow these steps

Steps for Setting up Two-factor Authentication On your PC

Once a session has been started on your computer or tablet, two-factor authentication can be activated by accessing the security information.

This must be done from a device that is not a phone as the QR code will have to be scanned in.

https://mysignins.microsoft.com/security-info
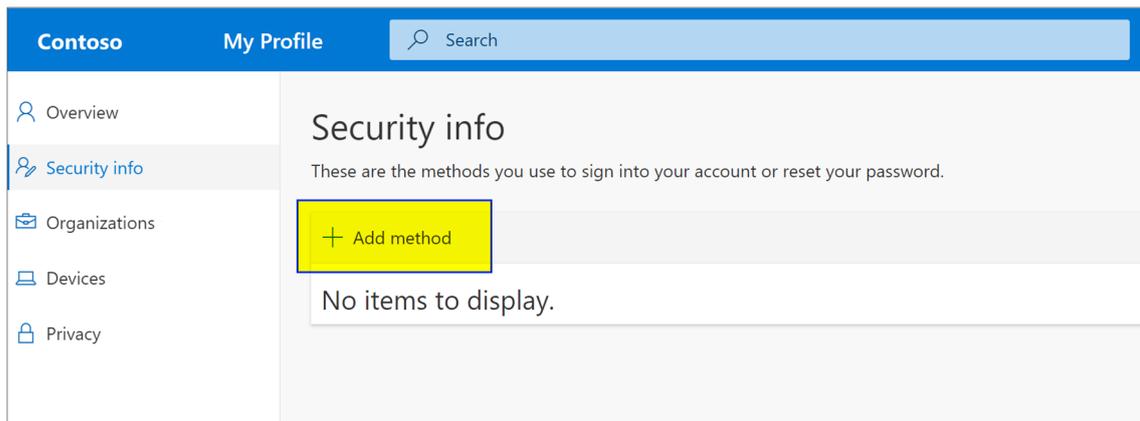
Click on "Add method" and select "Authenticator app"
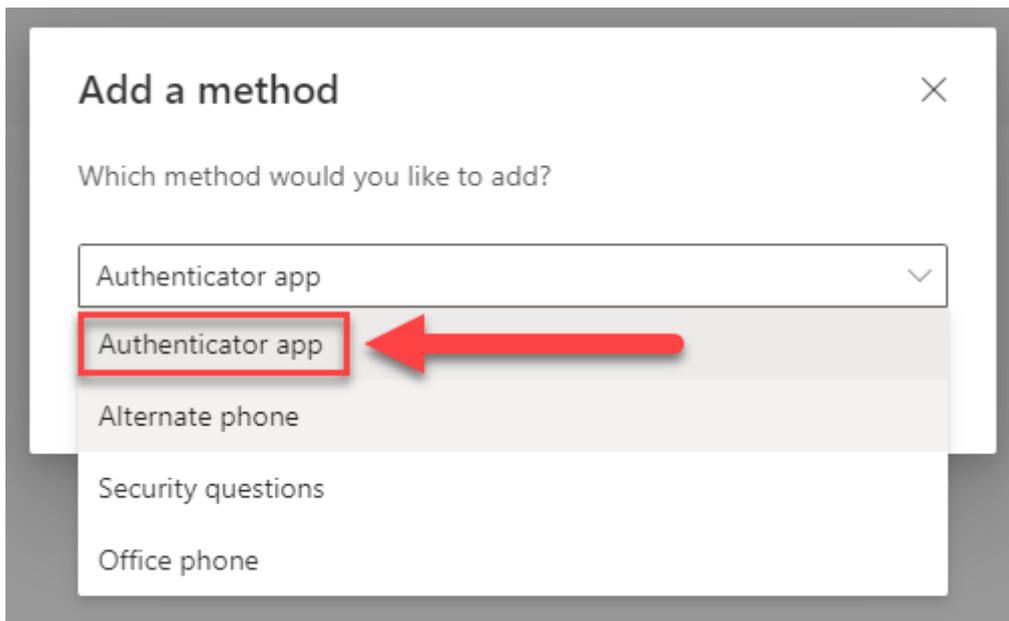
Steps for Setting up Two-factor Authentication On your PC

Select "Authenticator App"
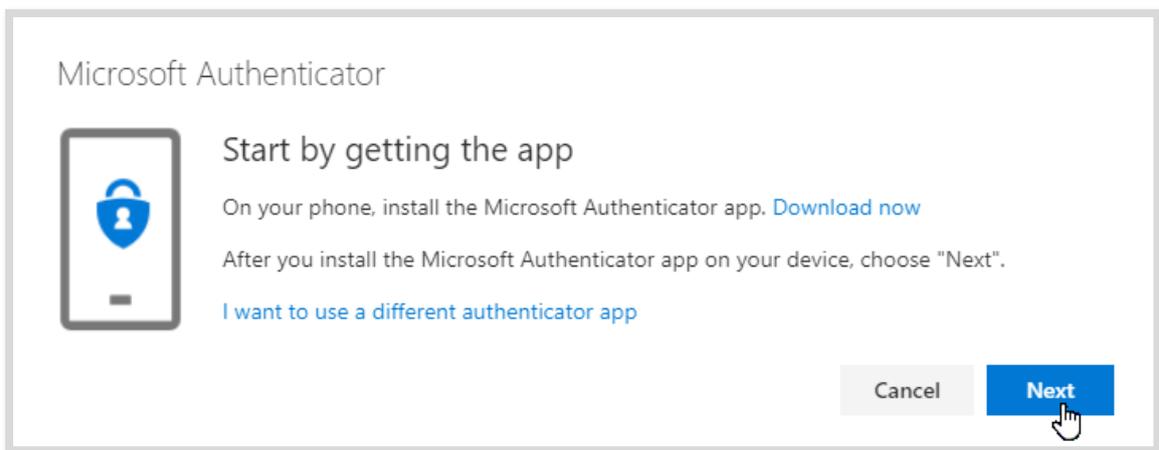
Steps for Setting up Two-factor Authentication On your PC

Microsoft Authenticator

Set up your account

When prompted, allow notifications. Then add an account, and select "Work or school".

Back   **Next**

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.

QR Example   Can't scan image?

Back   **Next**

Remain in this phase until the QR code can be scanned, using your mobile phone in the following phases.

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Steps for Setting up Two-factor Authentication
On your mobile device
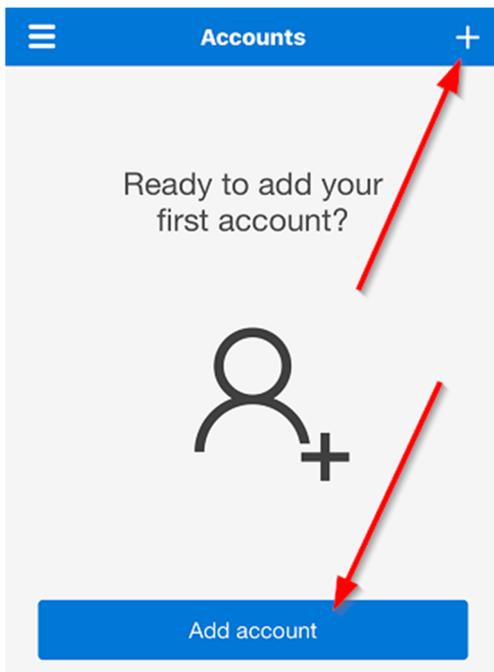
Add
a new account
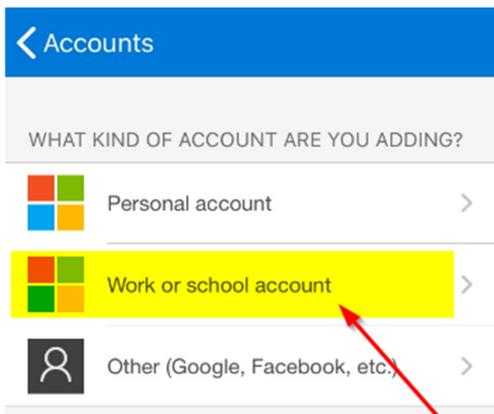
Select
Work or school account
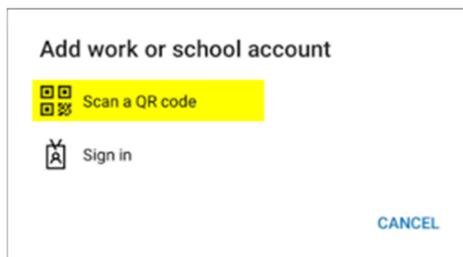
Select
Scan a QR code

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Steps for Setting up Two-factor Authentication On your mobile device

Scan the QR code displayed on the screen of your PC or tablet.

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Steps for Setting up Two-factor Authentication On your PC

Microsoft Authenticator

Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

84

Back   Next

A confirmation code **appears** on your screen

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Steps for Setting up Two-factor Authentication
On your mobile device
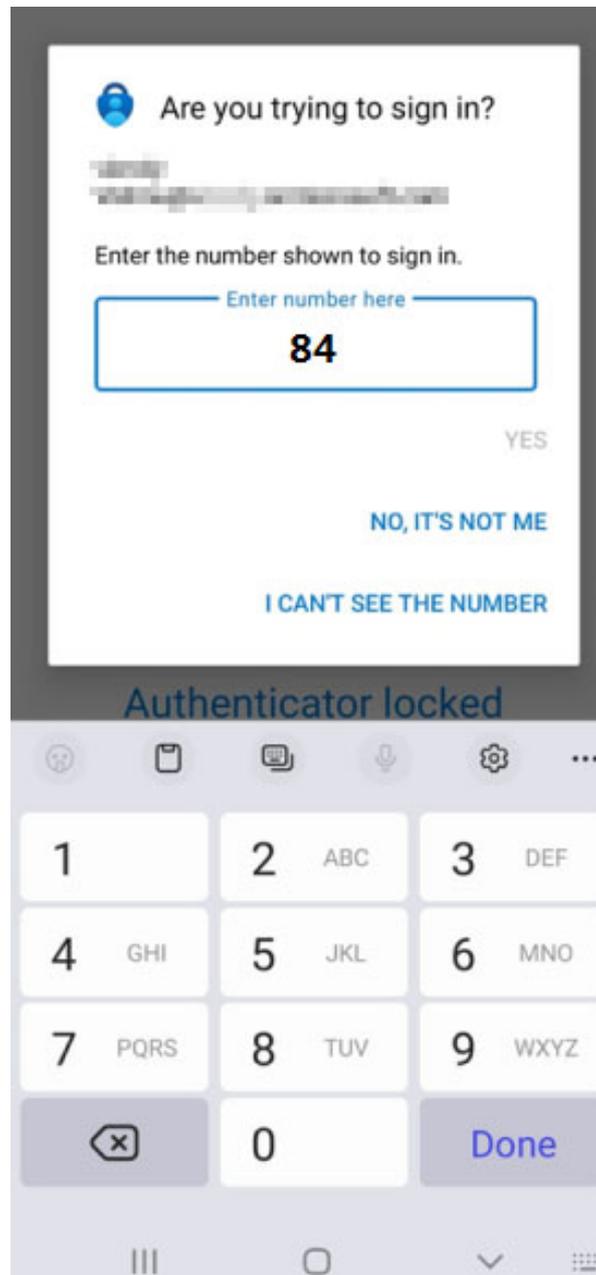
Enter the number displayed on your mobile device.

Steps for Setting up Two-factor Authentication On your PC
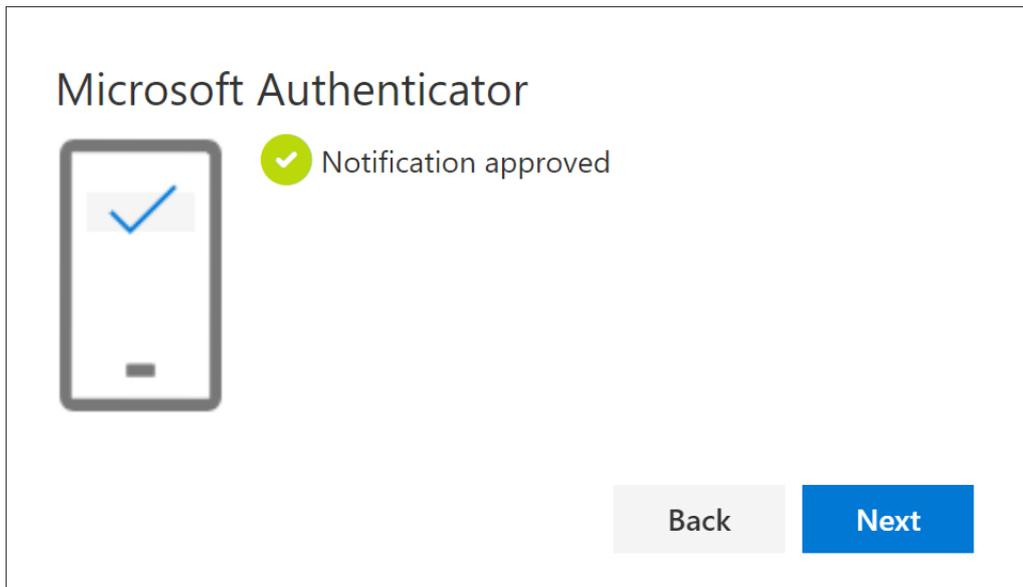
An approval notification will be **displayed** on your PC or tablet.

Steps for Setting up Two-factor Authentication On your PC
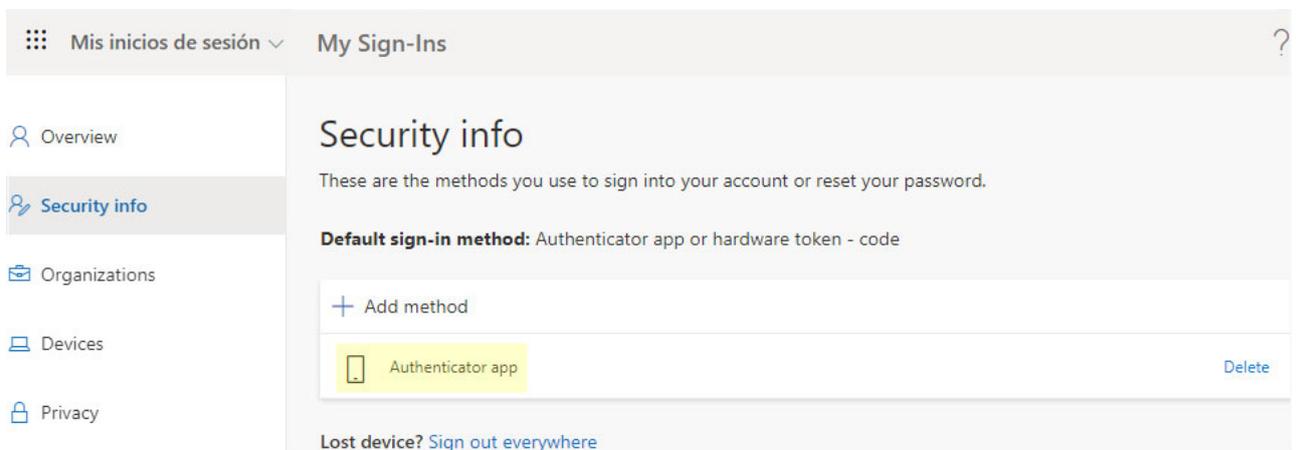
The new two-factor authentication appears in the security info manager.

Setting to define a preferred 2FA method

On your PC

If you have more than one two-factor authentication validation method, you can define a preferred method from your account set up:
https://mysignins.microsoft.com/security-info

Establish *Microsoft Authenticator*

as your default two-factor authentication method

Click on **Change**, preceded by

Predetermined session start method:
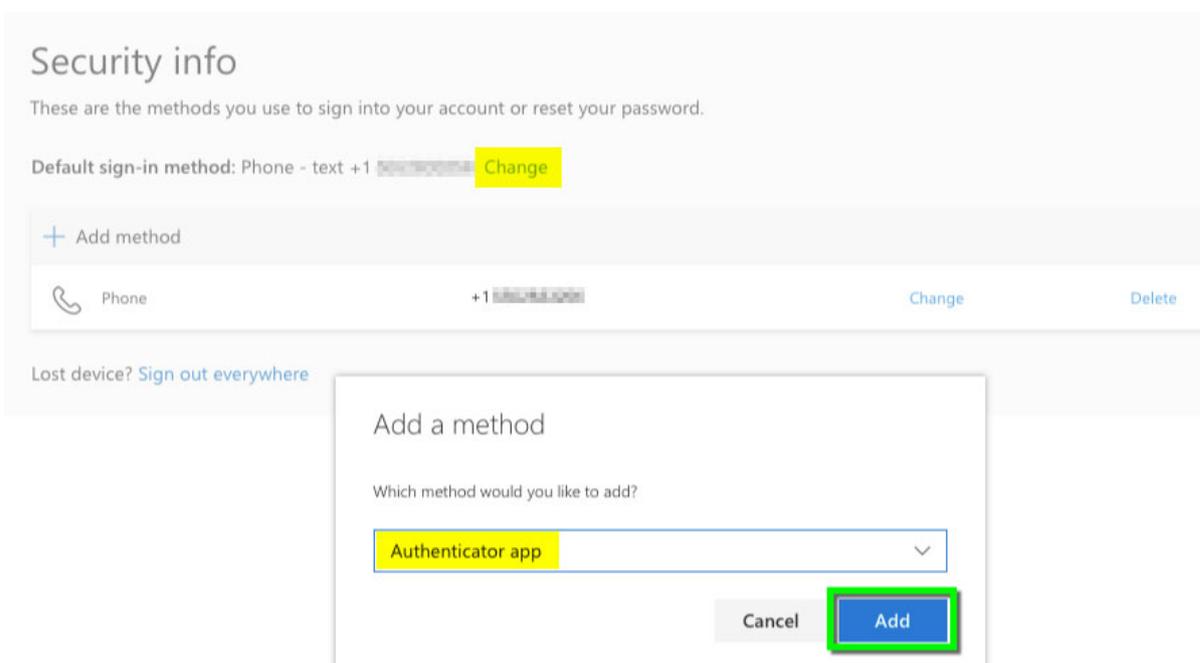
Steps for Setting up Two-factor Authentication Finalised
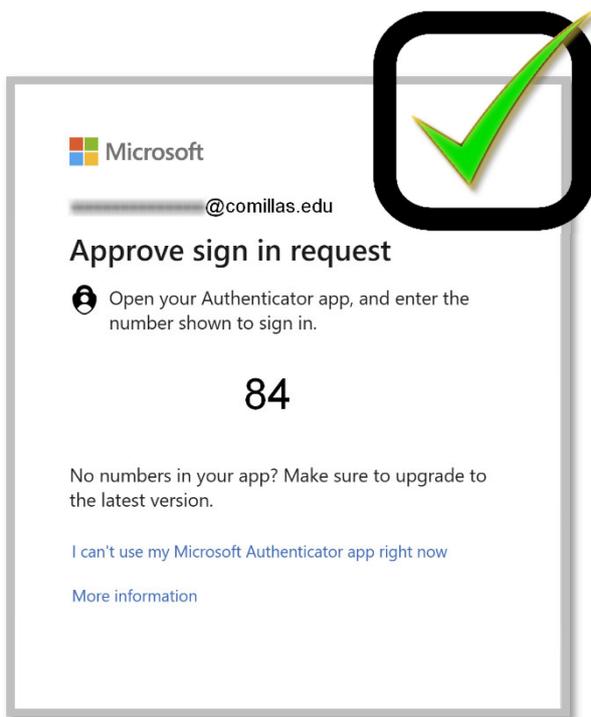
Once your mail account has been linked to Microsoft Authenticator, deleting the app will also delete the link to your mail account.

Therefore, you can no longer start a session using this method, even if you reinstall and reconfigure.