

Two-factor Authentication using Microsoft Authenticator

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>

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

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This **downloads** the app

Which can now be **installed**

Installing the Microsoft Authenticator App

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



Follow these steps

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

Contoso	My Profile	,∕⊃ Search
A Overview	Secu	irity info
$\mathcal{P}_{\mathscr{P}}$ Security info	These are	e the methods you use to sign into your account or reset your password.
🖻 Organizations	+ Add	d method
🖵 Devices	No it	ems to display.
🔒 Privacy		

Click on "Add method" and select "Authenticator app"

Add a method Which method would you like to add?	×
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Authenticator app	
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Office phone	

Select "Authenticator App"

Microsoft	Authenticator
Ô	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
	Cancel Next

Microsoft Authenticator				
	Set up your accou When prompted, allow no account, and select "Work	unt otifications. Th or school".	en add an	
		Back	Next	



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

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

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



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

Microsc	oft Authenticator
	Let's try it out
_	Approve the notification we're sending to your app by entering the number shown below.
	Back Next

A confirmation code **appears** on your screen

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

Are you trying to sign in?			
Enter number here 84			
YES NO, IT'S NOT ME I CAN'T SEE THE NUMBER Authenticator locked			
1	2 480	2 055	
-	ZADC	3 DEF	
4 GHI	5 JKL	6 MNO	
7 PQRS	8 TUV	9 wxyz	
\bigotimes	0	Done	
	0	~	

Enter the number displayed on your mobile device.



An approval notification will be **displayed** on your PC or tablet.

::: Mis inicios de sesión \vee	My Sign-Ins	?
A Overview	Security info	
℅ Security info	These are the methods you use to sign into your account or reset your password.	
Organizations	Add method	
🖵 Devices	Authenticator app	Delete
🔒 Privacy	Lost device? Sign out everywhere	

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: <u>https://mysignins.microsoft.com/security-info</u>

Establish Microsoft Authenticator

as your default two-factor authentication method

Click on **Change**, preceded by

Predetermined session start method:

Security info These are the methods you use to sig	in into your account or reset your password.		
+ Add method			
& Phone	+1 tilstofactobil	Change	Delete
Lost device? Sign out everywhere	Add a method Which method would you like to add? Authenticator app	Cancel Add	

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.