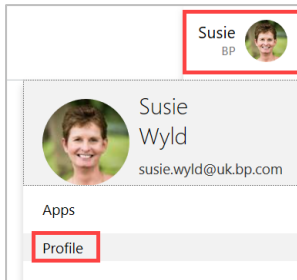


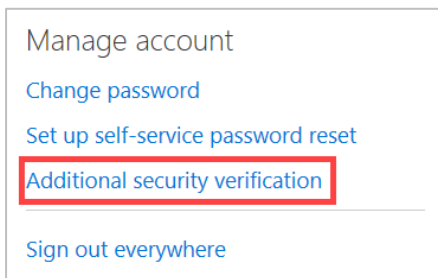
Changing your MFA authentication method to the Microsoft Authenticator app

First install the Microsoft Authenticator app on your phone or tablet which is available for [Windows Phone](#), [Android](#) and [iOS](#).

1. On your computer, go to <https://myapps.microsoft.com> and sign in if requested
2. Select your account name in the top right, then select **Profile**



3. Select **Additional security verification**



4. The Additional security verification page loads with your settings

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in to your account. [View video to know how to secure your account](#)

what's your preferred option?
We'll use this verification option by default.

Text code to my authentication p

how would you like to respond?
Set up one or more of these options. [Learn more](#)

<input checked="" type="checkbox"/> Authentication phone	United Kingdom (+44)	07
<input type="checkbox"/> Office phone	United Kingdom (+44)	07
<input type="checkbox"/> Alternative authentication phone	Select your country or region	
<input checked="" type="checkbox"/> Authenticator app	Configure	Mobile app has been configured.

[Save](#) [Cancel](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.


- Click the drop-down arrow under *what's your preferred option?*

Additional security verification

When you sign in with your password, you are also required to respond from
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Text code to my authentication phone 

- Change your preferred option from the drop down list to **Notify me through the app**

what's your preferred option?

We'll use this verification option by default.

- Call my authentication phone number
- Text code to my authentication phone number
- Call my office phone number
- Notify me through app**
- Use verification code from app

- Click **Save**

If you are choosing to change to use the mobile authenticator app for the first time, you will need to configure it from the same screen.

- Tick the **Authenticator app** box under the *how would you like to respond* section, and then click '**Configure**'.

how would you like to respond?

Set up one or more of these options. [Learn more](#)

<input checked="" type="checkbox"/>	Authentication phone	United Kingdom (+44)	07 [redacted]
<input type="checkbox"/>	Office phone	United Kingdom (+44)	07 [redacted] Extension [redacted]
<input type="checkbox"/>	Alternative authentication phone	Select your country or region	[redacted]
<input checked="" type="checkbox"/>	Authenticator app	Configure	Mobile app has been configured.

Save Cancel


Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

9. The 'Configure mobile app' window will open and provide you with instructions

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for **Windows Phone, Android** or **iOS**.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

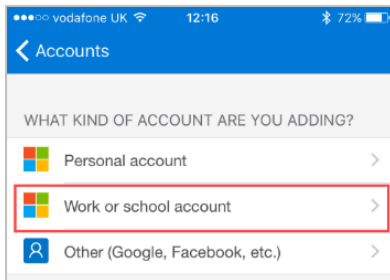


[Configure app without notifications](#)

If you are unable to scan the image, enter the following information in your app.
Code: 434 177 098
URL: <https://cys01pfpad09.phonefactor.net/pad/725720163>

If the app displays a six-digit code, choose "Next".

10. On your smartphone, install the Microsoft Authenticator app if you haven't done so already (you can do this from your relevant app store). Note: if prompted, make sure you "allow notifications" in the app.
11. Open the Microsoft Authenticator app on your smartphone. On the **accounts** screen, select **+**, and then specify that you want to add a **Work or school account**.




12. A pop-up will appear on your phone saying 'Authenticator would like to access the camera', this is so that the app can scan a QR code. Click **OK**
13. Scan the image (QR code) displayed on your computer screen. If your camera is not working properly, you can enter the QR code and URL manually.

Configure mobile app

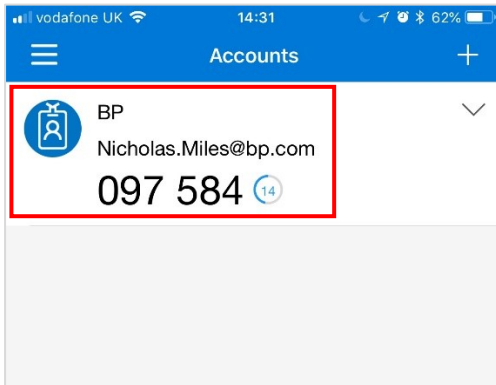
Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for **Windows Phone, Android** or **iOS**.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.
Code: 447 339 768
URL: <https://co1pfpad15.phonefactor.net/pad/323645443>

14. When the app shows your account name with a six-digit code underneath it, it's setup.



15. On your computer, select **Done** to close the pop-up window.
16. You should then see the text 'Mobile app has been configured'. To finish, click **Save**

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in to your account. [View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

how would you like to respond?

Set up one or more of these options. [Learn more](#)

<input checked="" type="checkbox"/>	Authentication phone	<input type="text" value="United Kingdom (+44)"/>	<input type="text" value="07588185558"/>
<input type="checkbox"/>	Office phone	<input type="text" value="United Kingdom (+44)"/>	<input type="text" value="07588185558"/> Extension <input type="text"/>
<input type="checkbox"/>	Alternative authentication phone	<input type="text" value="Select your country or region"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Authenticator app	<input type="button" value="Configure"/>	<input type="text" value="Mobile app has been configured."/>

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

Note: Additional guidance from Microsoft can be found [here](#).