

# Set up MFA with Microsoft Authenticator App

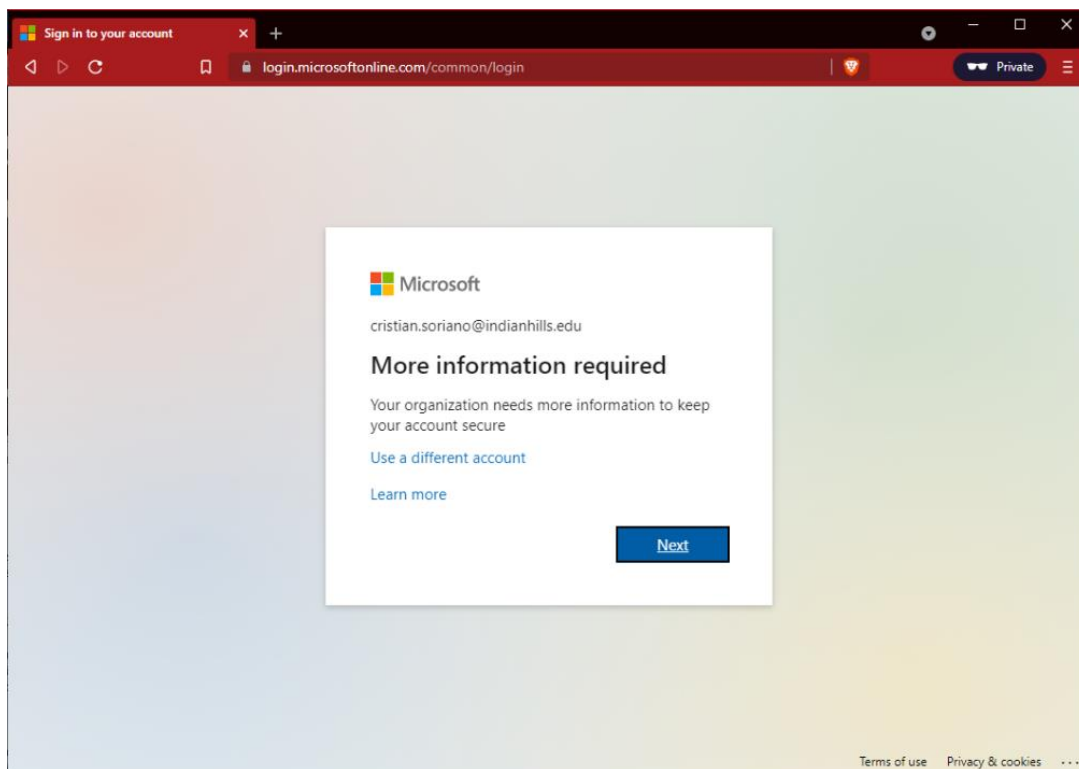
Follow these instructions to complete mandatory registration for Multi-Factor Authentication with the Microsoft Authenticator App.

## Download and install the Microsoft Authenticator App

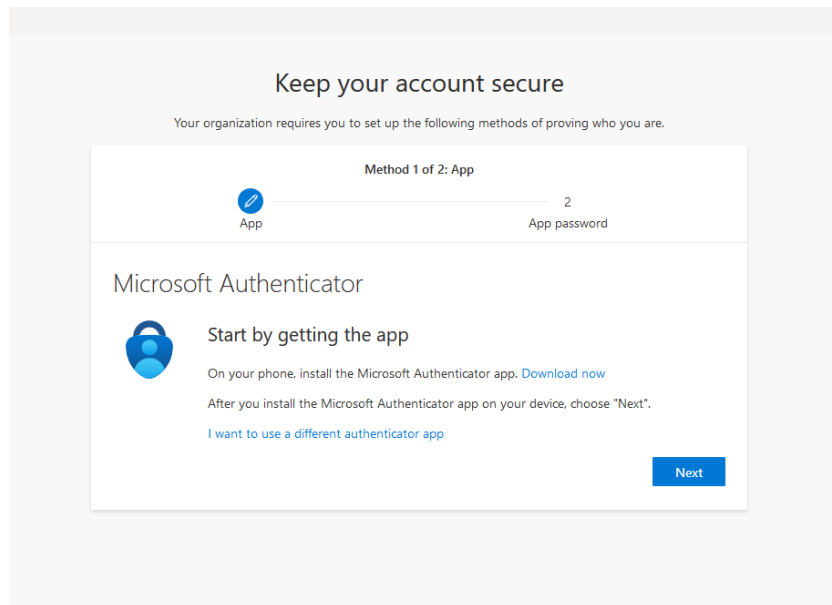
1. On your mobile device, install the latest version of the Microsoft Authenticator App. Follow the correct link for your mobile device to view the App. If for some reason you can't use your device with Microsoft Authenticator, contact the IT dept to be issued an alternative authentication factor.
  - a. **Google Android.** On your Android device, go to Google Play to [download and install the Microsoft Authenticator app](#)
  - b. **Apple iOS.** On your Apple iOS device, go to the App Store to [download and install the Microsoft Authenticator app](#)

## Set Up Multi-Factor Authentication

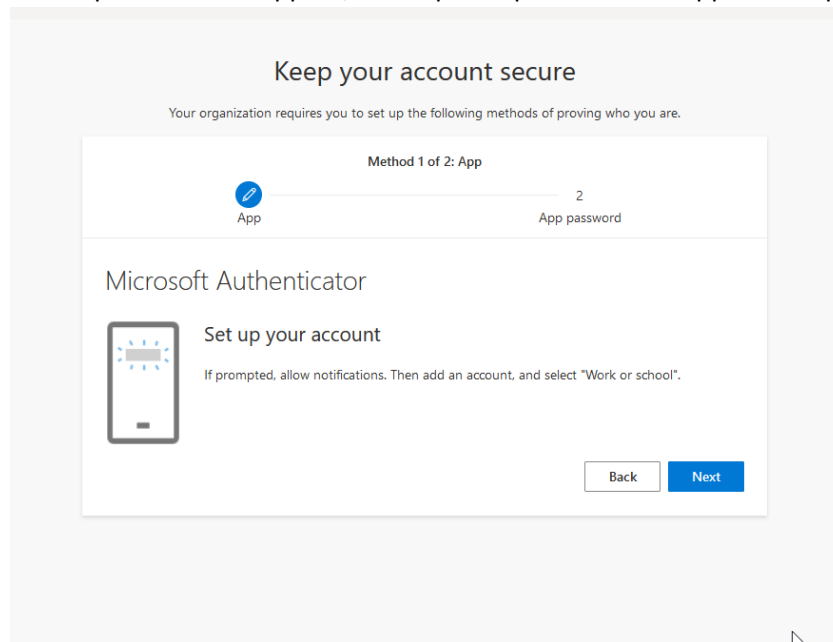
1. On a computer or another separate device from your mobile device, go to <https://aka.ms/mfasetup> or attempt to sign into your email via the Outlook App or online Webmail and sign in with your username and password. After signing in you'll be prompted to enter additional verification information. Press **Next**.



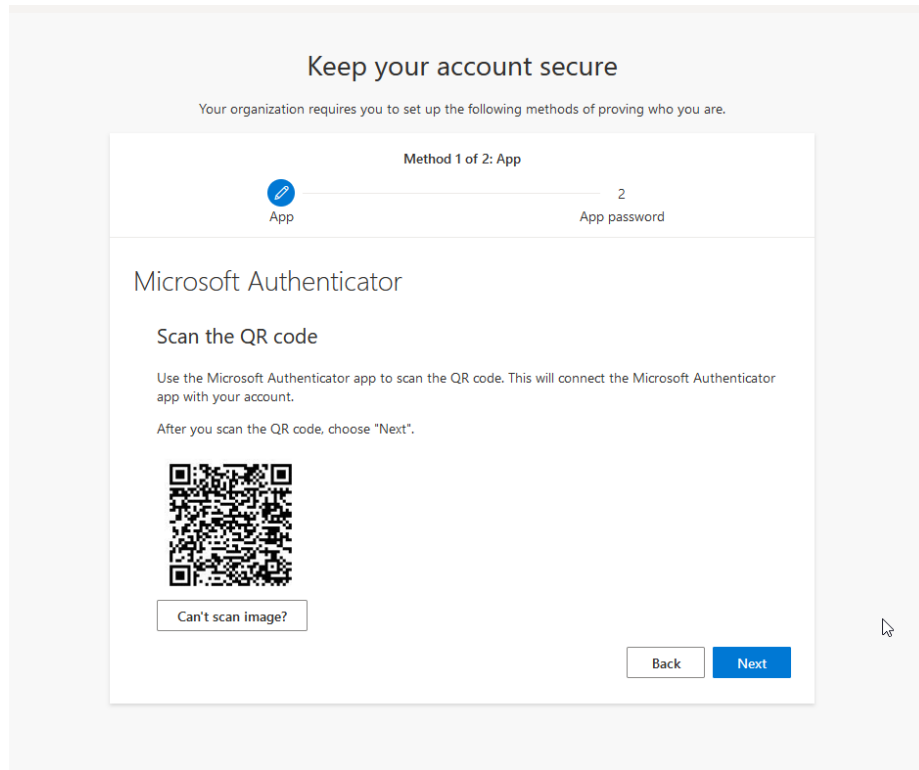
2. On this next page, click **Next** in the bottom right one you have successfully installed the Microsoft Authenticator App on your mobile device.



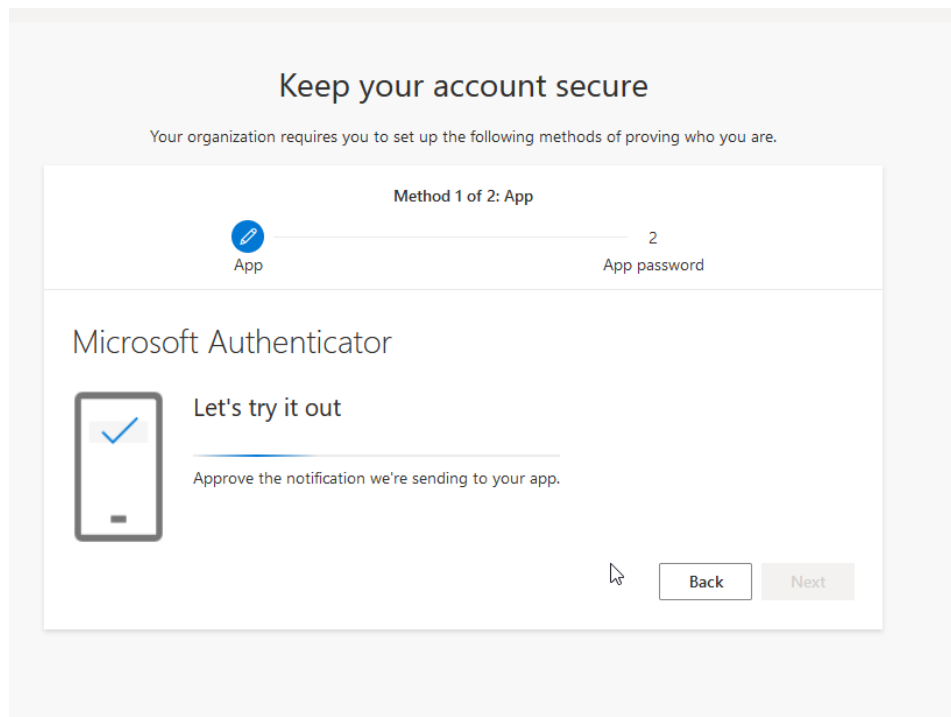
3. Open the Authenticator App on your mobile and allow notifications if prompted, then add an account
  - a. For apple iOS users, tap the + icon in the top right-hand side of the screen to add an account
  - b. For Android users, tap the three dots icon in the top right-hand side of the screen and select add account from the drop-down menu
  - c. When asked what kind of account you are adding, select **work or school account**
  - d. Select the option to **Scan a QR Code** then click **Next** on the computer. (If the **Scan a QR Code** option doesn't appear, back up a step or close the app and reopen it.)



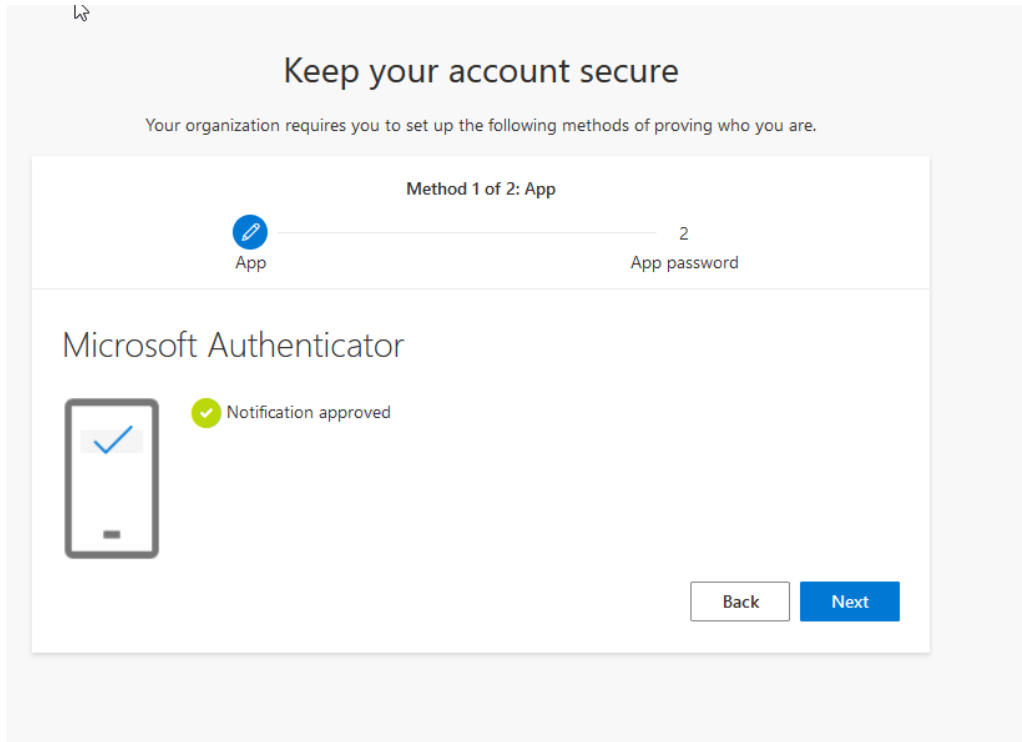
4. Use your device's camera, that was just opened by the Authenticator App, to scan the QR Code displayed on your computer screen. After scanning the QR code, press **Next** on your computer.



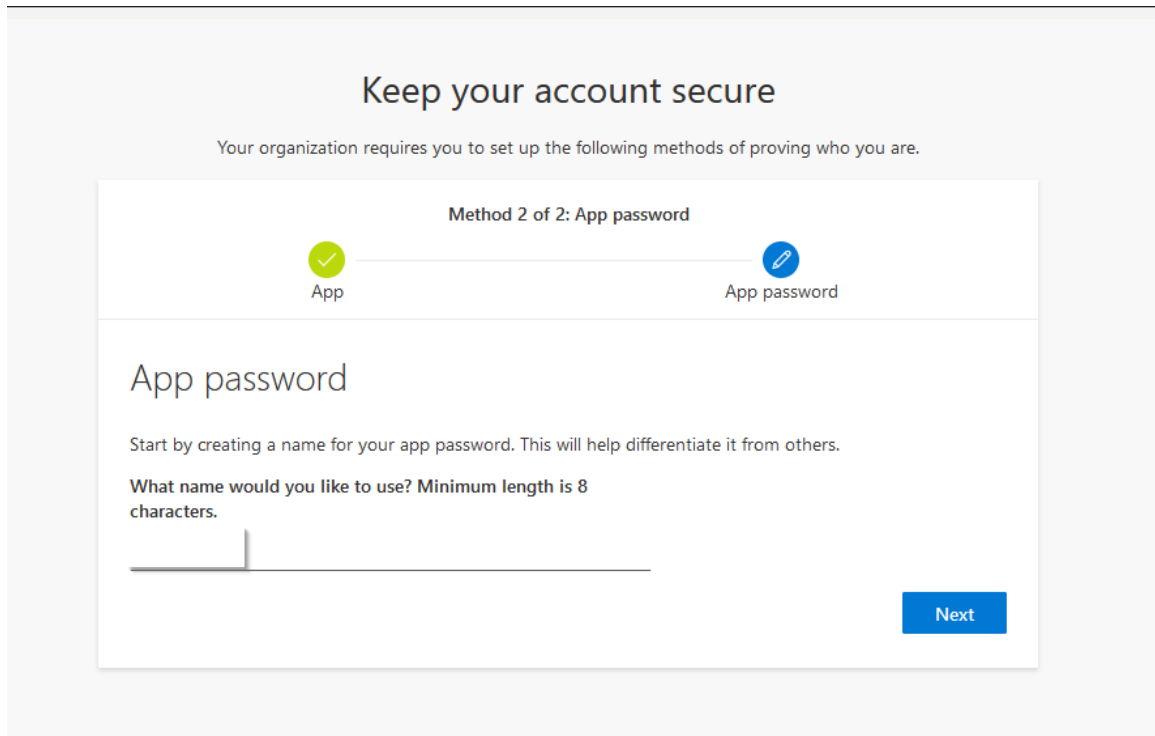
5. Now you will test your Authenticator App to make sure it works. Check your device for a notification and approve the sign in.



6. After approving the sign in, you will see **Notification Approved** appear on the computer screen. Click **Next** to continue.



7. You are now finished. You will then see the page below, but you do not need to configure an App Password. Go ahead and close out of this browser page.



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After following these steps, you should have successfully configured MFA with Microsoft Authenticator App. If you ran into any problems during setup or have any other concerns, please contact the helpdesk at [helpdesk@indianhills.edu](mailto:helpdesk@indianhills.edu) or 641-683-5333.