

Two Factor Setup using the Microsoft Authenticator App

August 2021



The College is taking extra steps to confirm your identity when you sign into the College Microsoft 365 Services. This extra security verification is also known as two-factor verification. It consists of a combination of your username, password, and a mobile device or phone.

Two-factor verification is more secure than just a password because it relies on two forms of authentication:

- Something you know, like your password.
- Something you have, like a phone or other device that you carry.

Two-factor verification can help stop malicious hackers from pretending to be you. Even if they have your password, the odds are that they don't have your device, too.

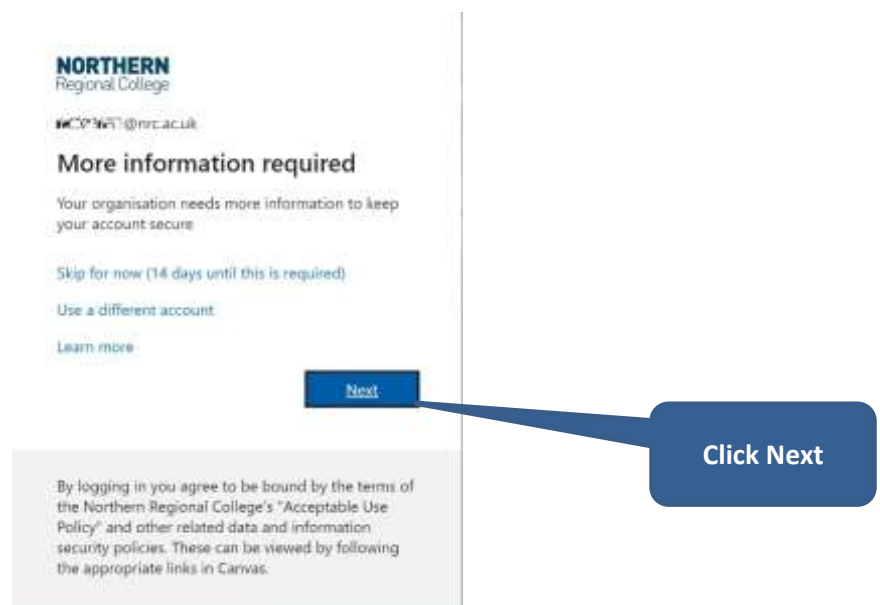
This guide assists you in setting up the Microsoft Authenticator App to send a notification to your mobile device or to send you a verification code as your security verification method.

Before beginning, download the Microsoft Authenticator App based on your operating system and ensure you are connected to a mobile network with available data or connected to a Wi-Fi network:

- **Google Android.** On your Android device, go to Google Play to [download and install the Microsoft Authenticator app](#).
- **Apple iOS.** On your Apple iOS device, go to the App Store to [download and install the Microsoft Authenticator app](#).

Set up the Microsoft Authenticator app to send notifications

1. Go to www.office.com in the browser on the PC and sign in with your College email address and password.
2. On the More Information required click Next.



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3. If you haven't already done so download and install the Microsoft Authenticator App on your mobile device and click Next.

Microsoft Authenticator

Start by getting the app

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

Once you've installed the Microsoft Authenticator app on your device, choose "Next".

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

Cancel **Next**

Click Next

4. Click Next to setup your account.

Microsoft Authenticator

Set up your account

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

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

Back **Next**


Click Next

5. This opens a page with a unique QR Code. **DO NOT CLICK ON NEXT AT THIS STAGE BUT LEAVE THIS WINDOW OPEN.**

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**

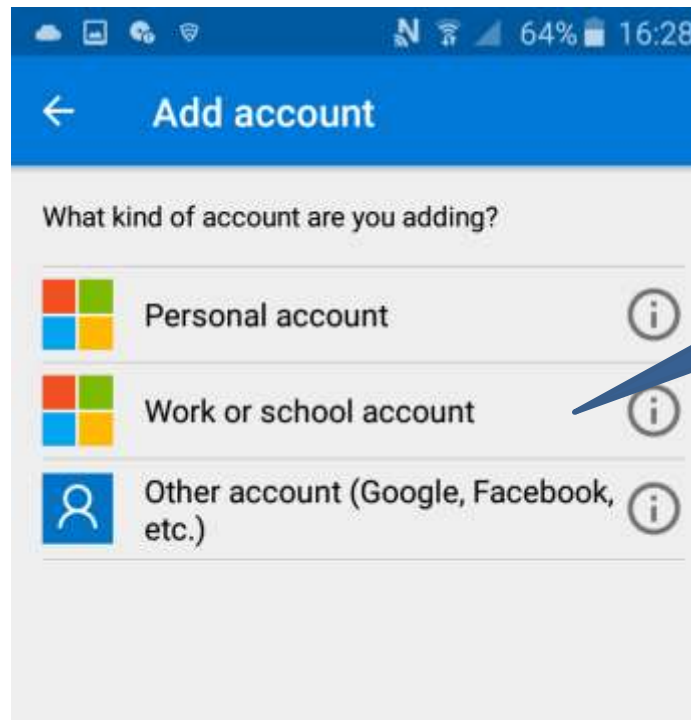
[I want to set up a different method](#)

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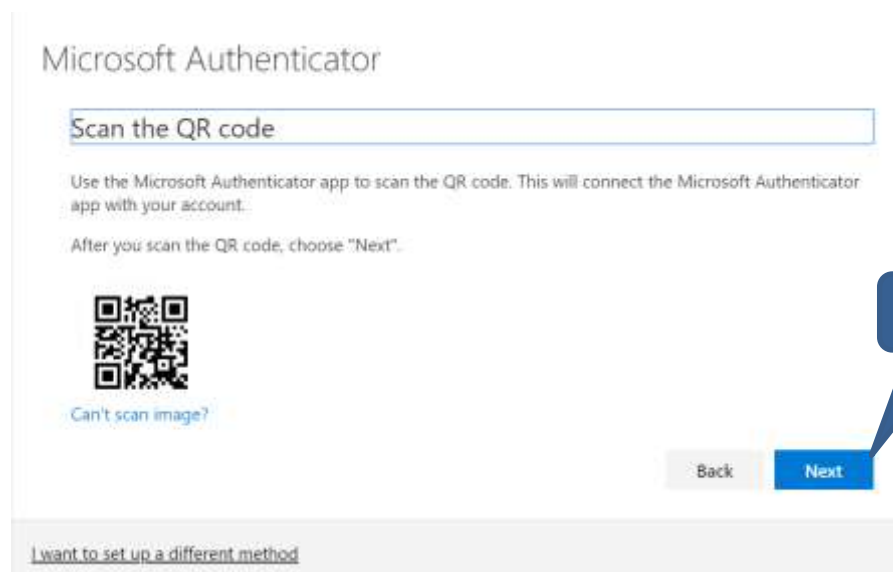
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6. Open the Microsoft Authenticator App on your mobile device and click the three dots/ellipsis in the top right corner and select Add account.
7. In the Add Account window select Work or school account.



8. A QR Code scanner window will open. Scan the QR code displayed in your browser window and click Next.

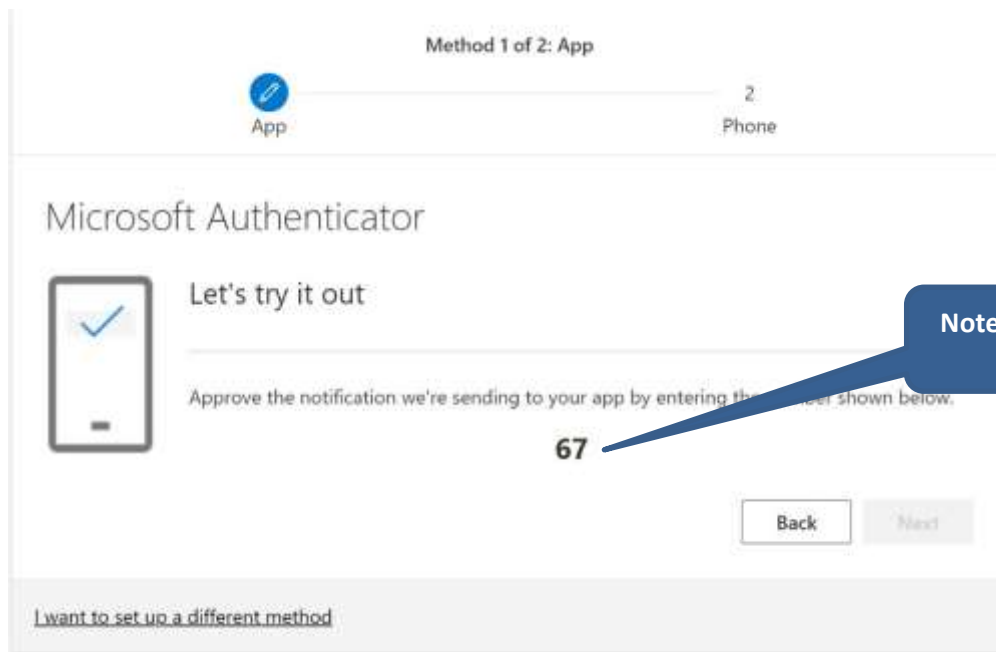


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9. A verification will be sent to the Microsoft Authenticator App on your mobile device. You will need the number displayed in this window.



10. On your mobile device enter the number from the step above and click on Yes to complete the verification.

 Are you trying to sign in?

Northern Regional College



App

OfficeHome

Enter the number shown to sign in.

Enter number here

1. Enter the number

2. Click Yes

YES

NO, IT'S NOT ME

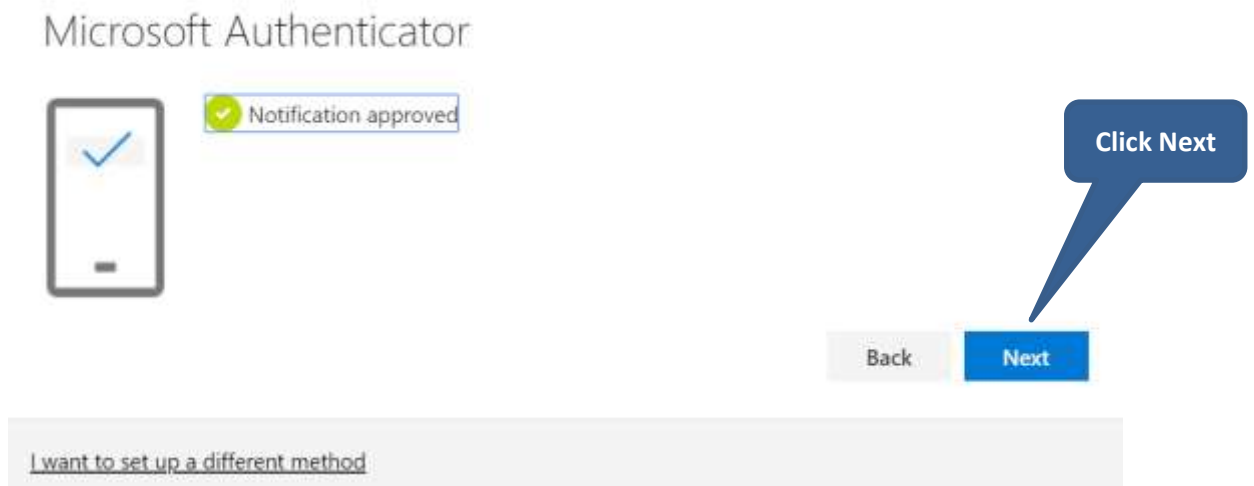
I CAN'T SEE THE NUMBER

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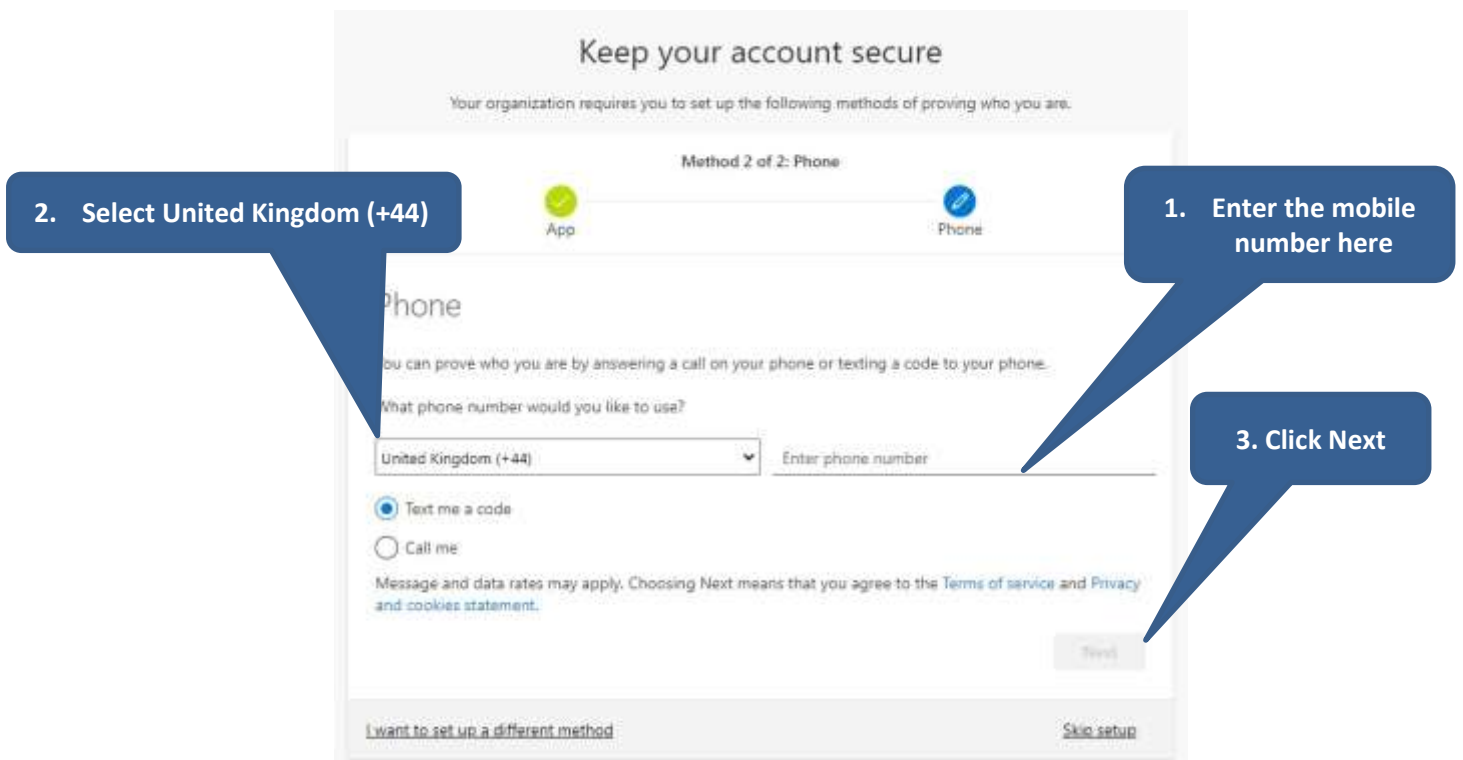
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11. On the Notification approved window click Next.



12. Now set the **required** second authentication method by completing the screen below



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13. Enter the code received on your mobile device.

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 +44 7754115471. Enter the code here.

Enter code

Resend code

Back Next

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

1. Enter the received code here

2. Click Next

14. On the SMS verified screen click Next.

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

Skip setup

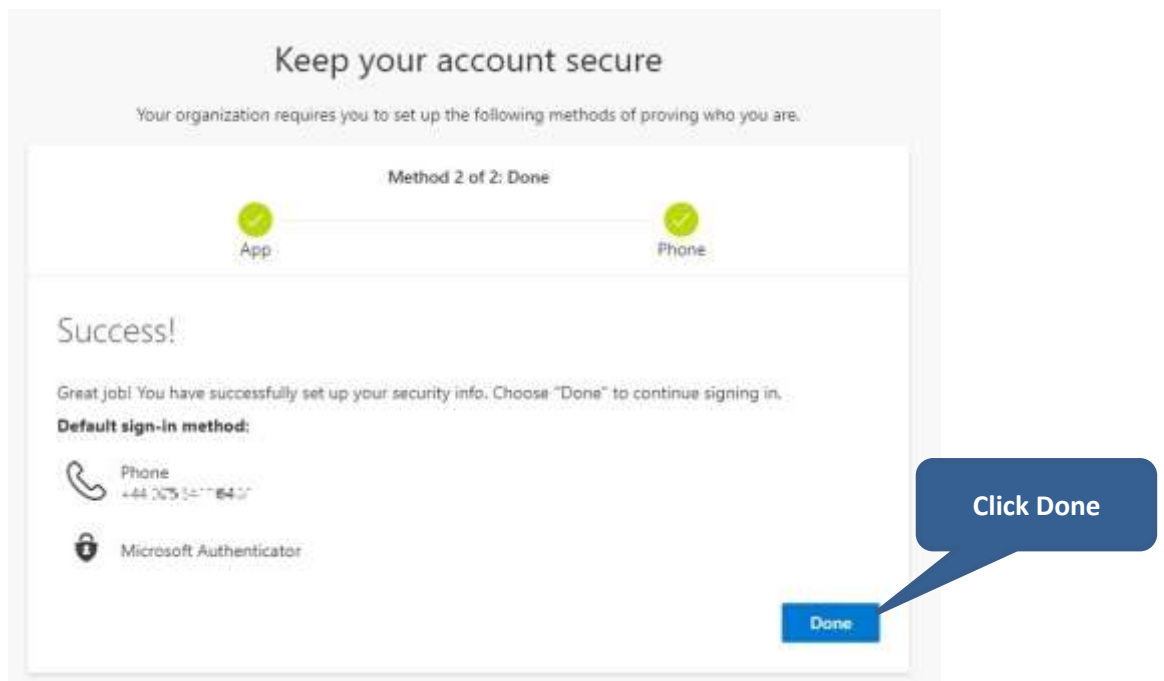
Click Next

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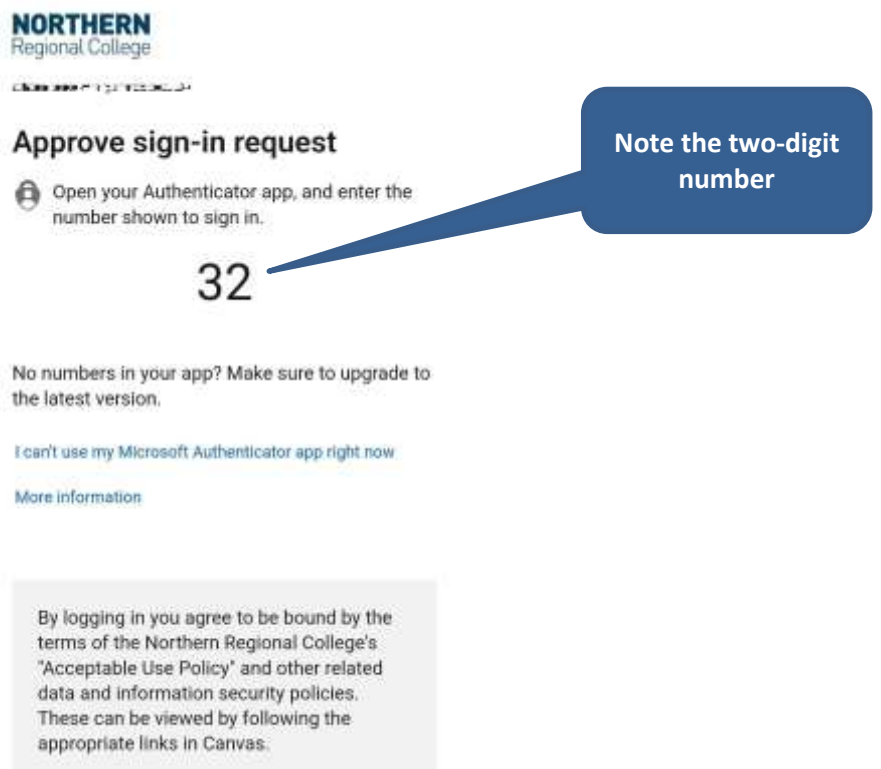
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15. Click Done.



16. The next time you login into a Microsoft 365 Service after entering your username and password the following window will be shown with a two-digit number.



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17. An approve message will be sent to your mobile device. Enter the number from the step above and click on Yes to complete the approval.

The screenshot shows a sign-in approval screen. At the top, there is a blue padlock icon followed by the question "Are you trying to sign in?". Below this, the text "Northern Regional College" is displayed. Underneath, there is a blurred area representing a user's name. The word "App" is followed by "OfficeHome". A text prompt says "Enter the number shown to sign in." Below this is a text input field with the placeholder text "Enter number here". To the right of the input field, a blue callout box contains the text "1. Enter the number". Below the input field, there are three buttons: "YES", "NO, IT'S NOT ME", and "I CAN'T SEE THE NUMBER". A second blue callout box with the text "2. Click Yes" points to the "YES" button.

NOTE: If you receive an Approve Sign-in message on your mobile device and you are not signing into a Microsoft 365 Service click on NO, IT'S NOT Me.