

**HOW TO:**

# **SET 2 FACTOR AUTHENTICATION ON YOUR DEVICE**

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**HOW TO:**

# GET THE APP

## APPLE APP STORE

[https://apps.apple.com/us/app/microsoft-authenticator/  
id983156458](https://apps.apple.com/us/app/microsoft-authenticator/id983156458)



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# GET THE APP

## GOOGLE PLAY STORE


<https://play.google.com/store/apps/details?id=com.azure.authenticator>



# SETUP 2 FACTOR FOR THE FIRST TIME.

Once you have entered your login name and new password at <https://portal.office.com/>

You will be asked for more information.

 Microsoft

staff177@st-thomas-more.net

**More information required**


Your organisation needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

please make sure you select the options below and click setup.

 Microsoft

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 1: How should we contact you?**

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

[Set up](#) Please configure the mobile app.

[Next](#)

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Once you have done this you will see a pop up box with your QR code to scan using the app on your mobile phone.

## 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: 115 606 996

URL: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/259227353>

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

Next

Cancel

Once you have scanned the QR code click Next and then Next on the other page.

You will then be asked to approve the app on your mobile device, click approve.

Once you have done this please select +44 from the drop down list and enter your mobile number excluding the zero at the beginning and click finish.