



Reference guide for setting up the Microsoft Authenticator app for Multi-Factor Authentication (MFA)

This document will highlight how to download and set up the Microsoft Authenticator application if you already have MFA enabled for your account but want to change the way you currently receive your code (i.e.: if you currently receive your MFA code via text message or phone call).

Why would I want to change to the Authenticator application method?

Using the Authenticator app to receive your MFA code is handy if you plan on travelling outside of the country. If you need to log in to your account while overseas, you can continue to receive your MFA codes through the Authenticator app (while being connected to Wi-Fi), without needing to active roaming and incur charges on your phone bill.

Follow the steps outlined below to set up the Microsoft Authenticator app for your account:



1. Go link to update your MFA preferences: <https://aka.ms/mfasetup>.
2. Click on the “Add sign-in method” box highlighted in the red box below:

Security info

These are the methods you use to sign into your account or reset your password.

You're using the most advisable sign-in method where it applies.

Sign-in method when most advisable is unavailable: Microsoft Authenticator - notification [Change](#)


+ Add sign-in method		
 Phone	Change	Delete
 Password	Last updated: a month ago Change	


3. Select the “Microsoft Authenticator app” option:




Add a sign-in method



**Microsoft Authenticator**
Approve sign-in requests or use one-time codes

**Hardware token**
Sign in with a code from a hardware token

**Security questions**
Answer these to reset your password

4. Follow the prompt to download the Authenticator app on your phone by clicking "Download now".

Microsoft Authenticator



Start by getting the app

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

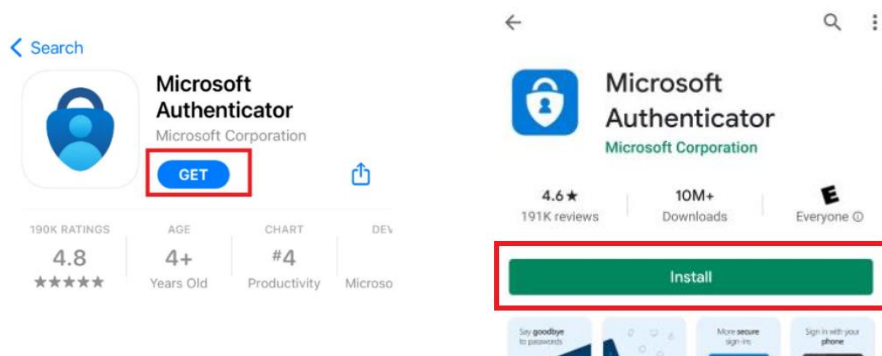
After you install the Microsoft Authenticator app on your device, choose "Next".

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

Cancel

Next

You can also search for the app in your app store by searching for the "Microsoft Authenticator app" and looking for the following icons:





5. After you've downloaded the app, click "next" on the prompt telling you to download the app:

Microsoft Authenticator



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

Follow the steps that appear afterwards to finish setting up the app. You may also follow along the how-to video available [here](#), at the 00:50 second mark. (The password to view the video is MFAhowtovideos).

If you have any problems with any of the above steps, please contact the IT Service Desk at 1-866-274-5444.