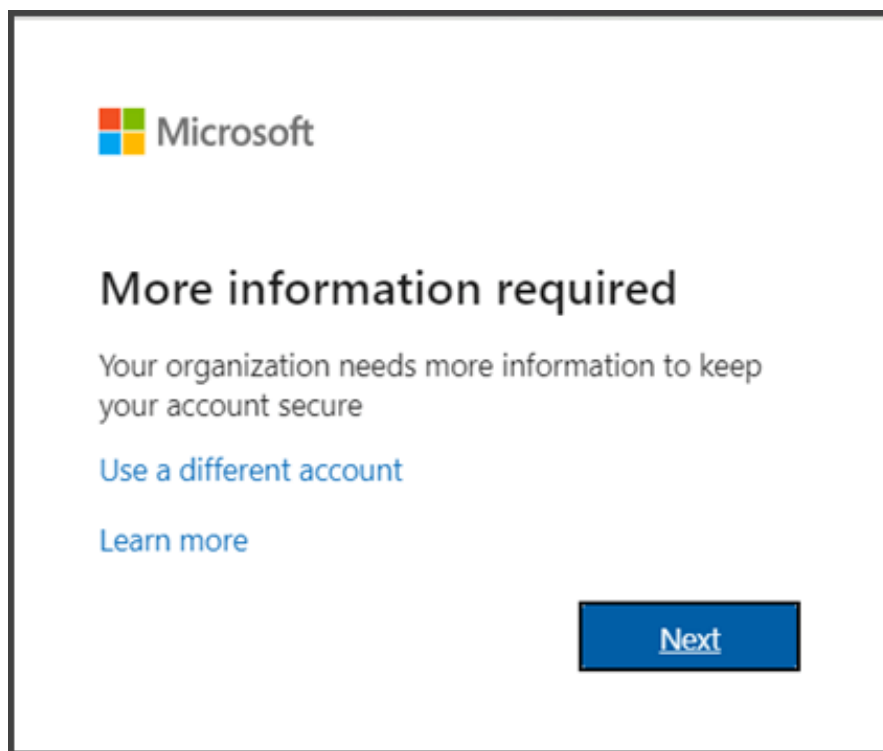**ITS HOW-TO GUIDE**

How to Setup Your Microsoft Multifactor Authentication

1.) When you log in to your Microsoft account, you will be presented a box that says "**More information required**". This is intended and will only appear the first time you set up the app. Select "**Next**".

2.) A new message will appear, and you will be told to download the Microsoft Authenticator App. This must be done on your phone. You can do this manually by opening the App Store (on iPhone) or Google Play Store (on Android) and searching for "**Microsoft Authenticator**". Ensure you are getting the correct application by comparing it to the photos below. The correct application has a silhouette of a person inside of a padlock pictured below. After installing the **Microsoft Authenticator App**, click "**Next**".
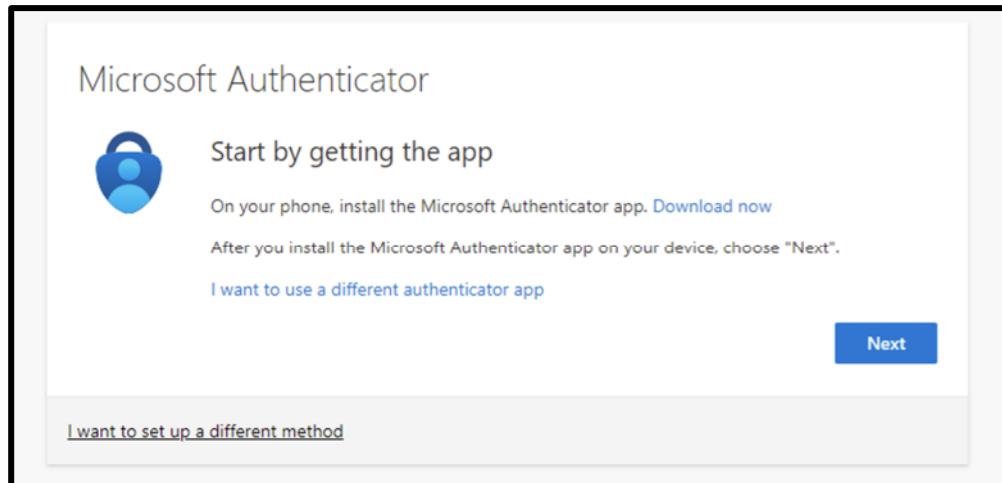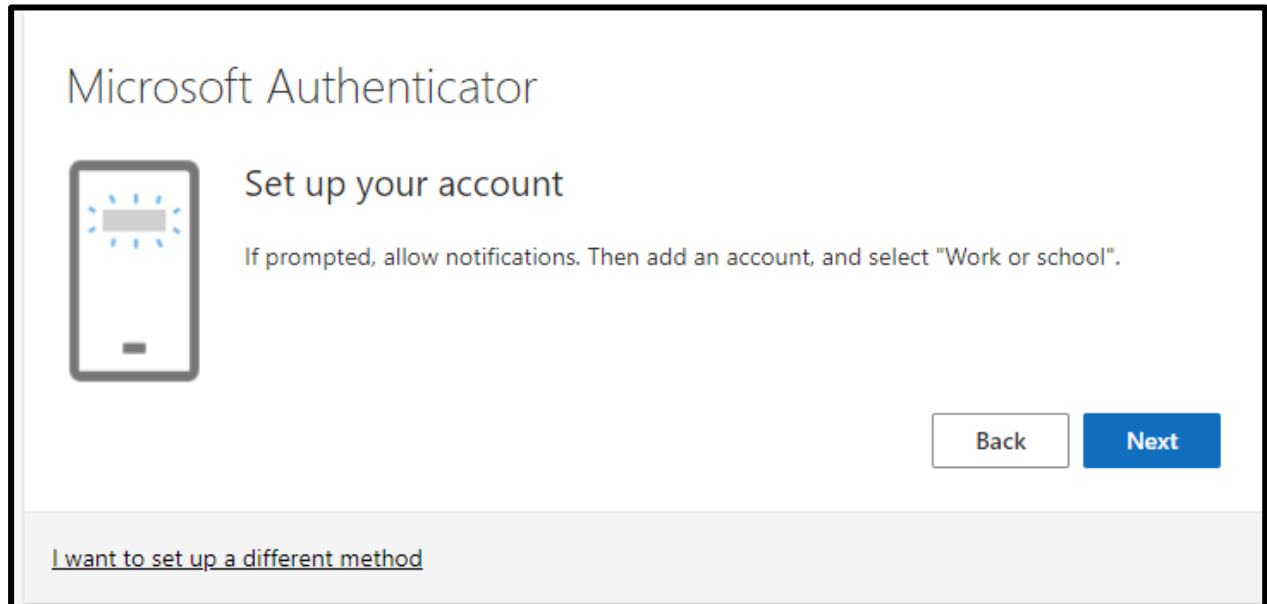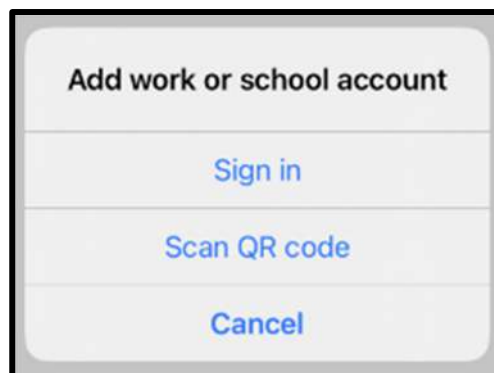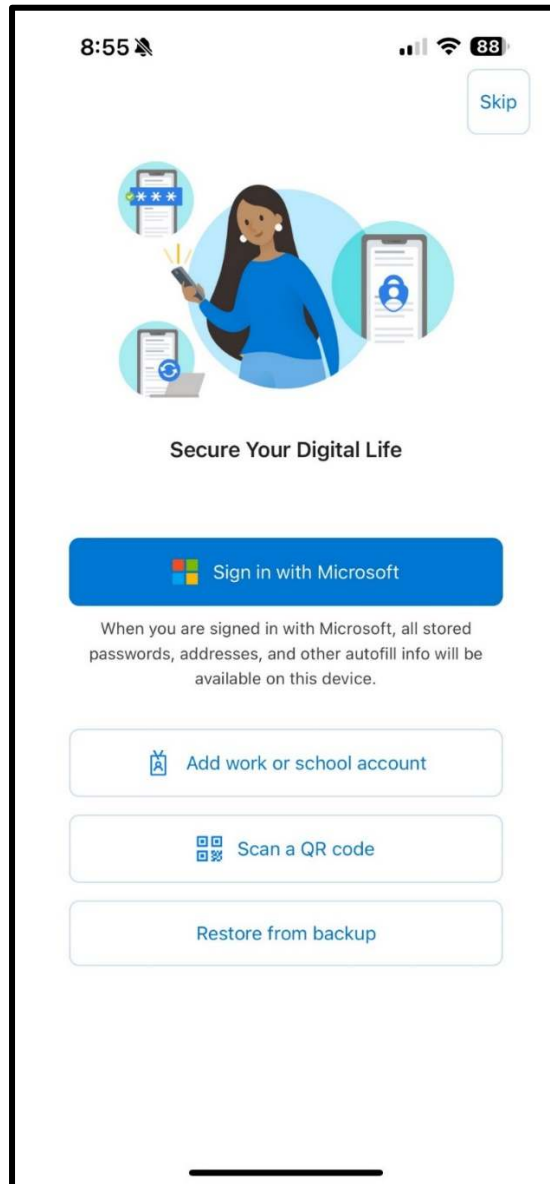

iPhone:
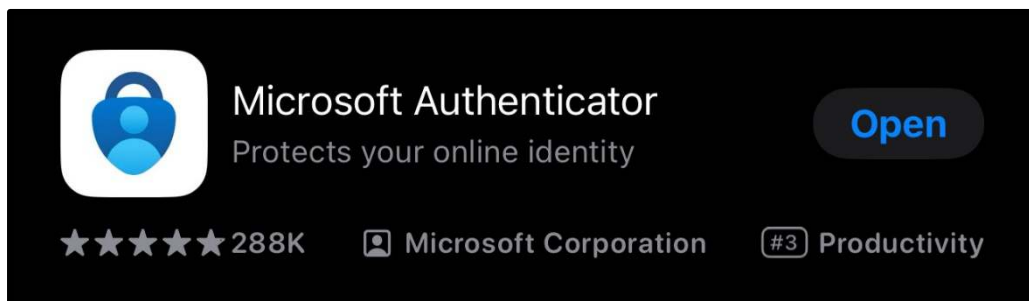
Android:
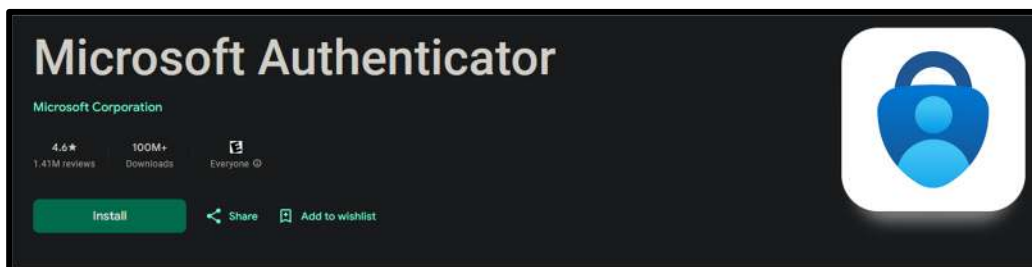
3.) Open the **Microsoft Authenticator App** and click "**Next**" on the prompt below.

4.) On your phone, tap on "**Add work or school account**" (picture 1). This will bring up a pop-up message where you will select "**Scan QR code**" (picture 2).

5.) Return to your computer and it will show the **QR code** you are meant to scan. Scan the **QR code** with your **Microsoft Authenticator App**.

6.) It will then have you perform a test authentication. A number will be shown on your computer and you will be required to type the number into your phone.
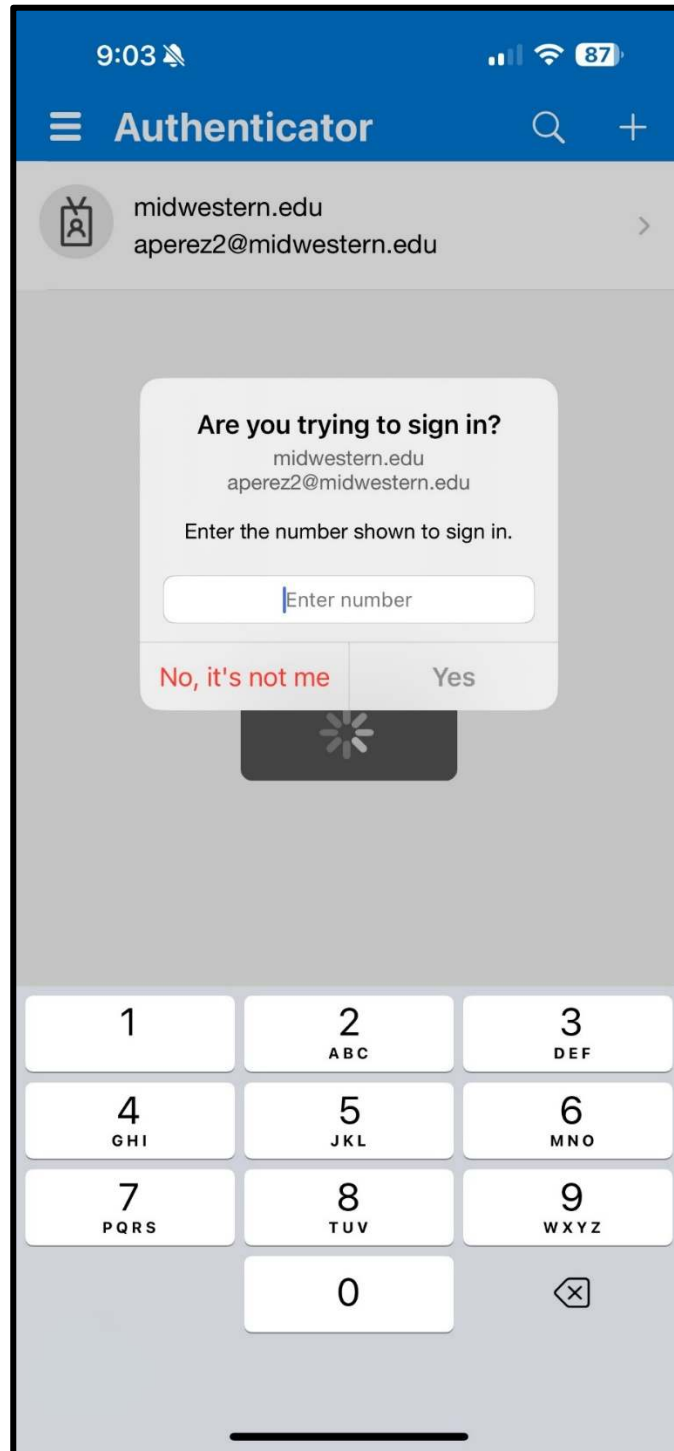

Be careful not to click the "No, it's not me" button otherwise your account will be blocked from the Microsoft Authenticator App and you will need to contact MWU Support (623-232-4357) to have your account unblocked.

7.) After you enter the number, go back to your computer and it will confirm that you have approved the sign-in. Click "**Next**".
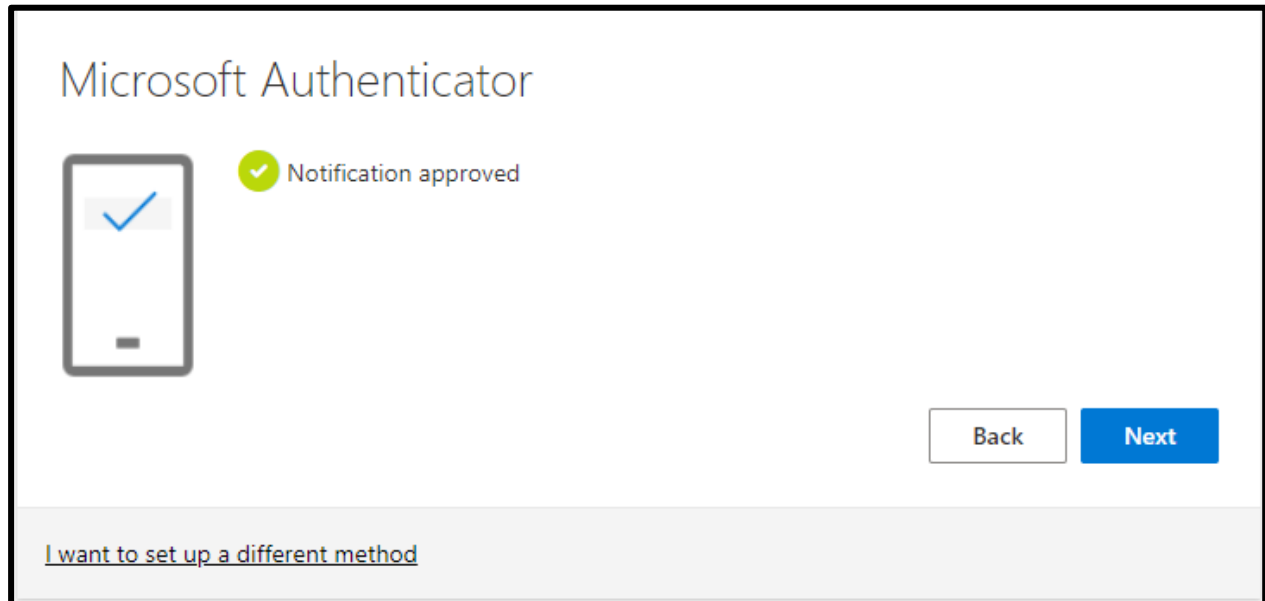
8.) This screen will tell you that you are done setting up the multifactor authentication and clicking "**Done**" will sign you into your account.
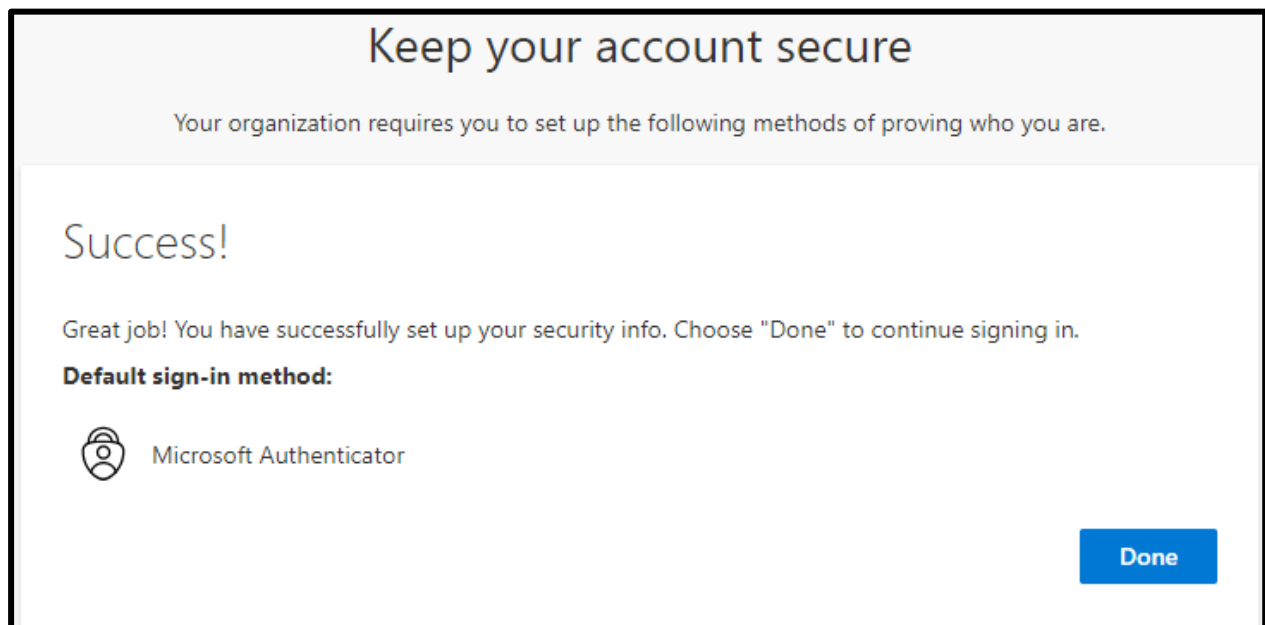
9.) Going forward, you will be asked to authenticate weekly when logging into your Microsoft account. You will only be required to authenticate off-campus.

If you upgrade phones or somehow lose access to the Microsoft Authenticator App, you will need to contact MWU Support (623-232-4357) to reset your app and then complete these instructions again.