



18 October 2021

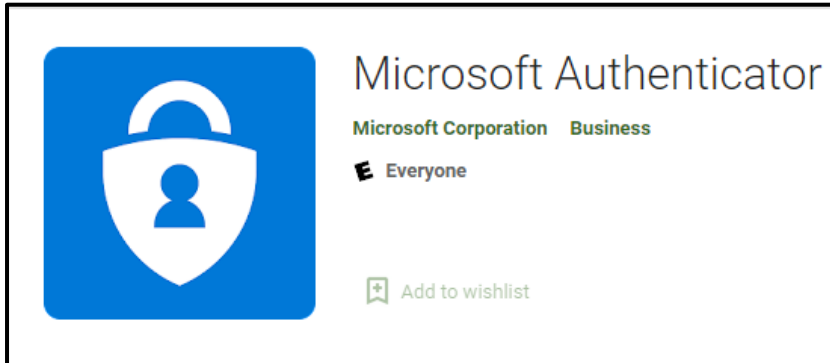
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# Microsoft Authenticator Setup

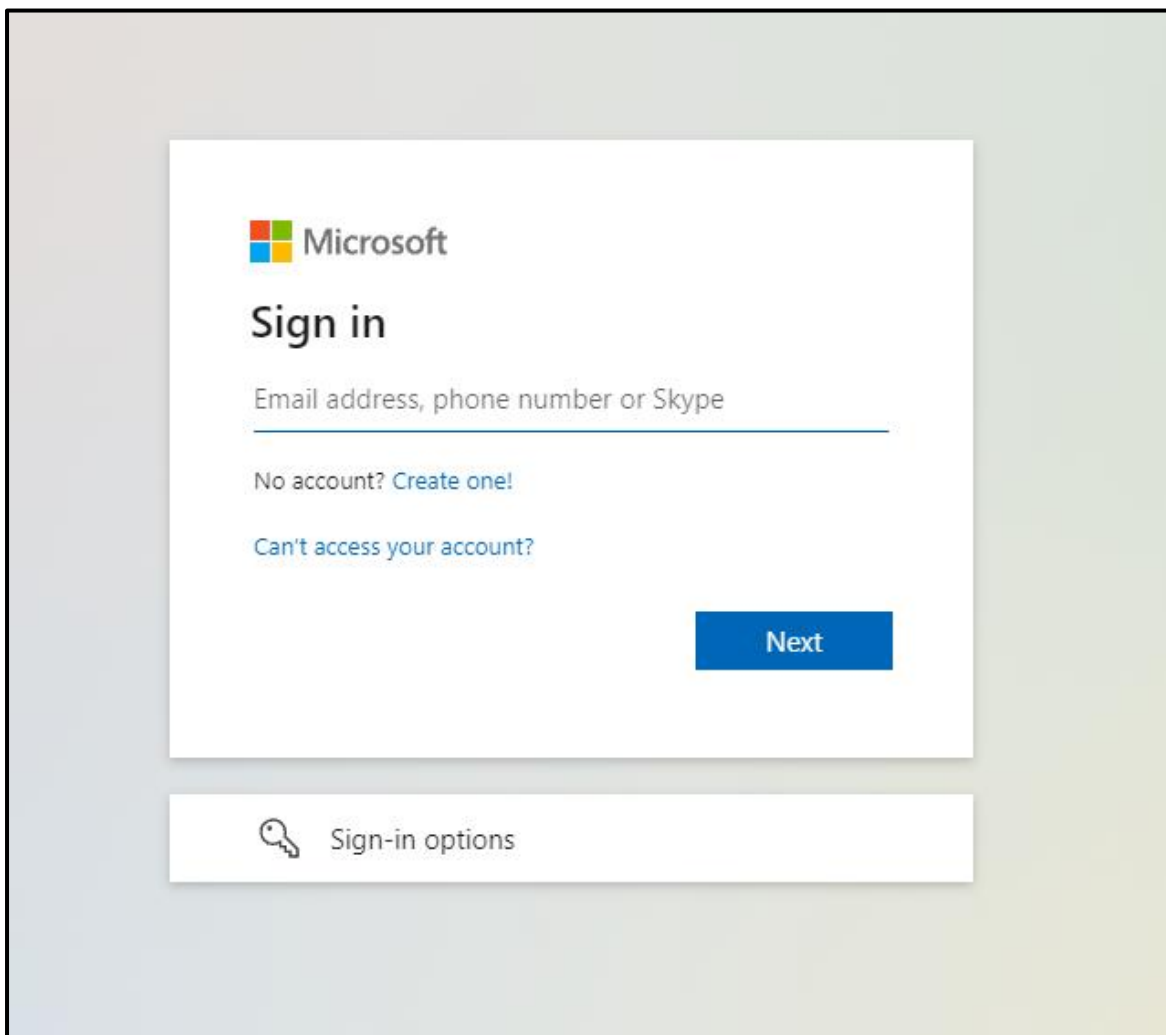
**Terra Industrial New Zealand Ltd**

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16 Branston Street, Hornby  
Christchurch 8441, New Zealand  
03 983 2333 tel  
[www.TerraCat.co.nz](http://www.TerraCat.co.nz)

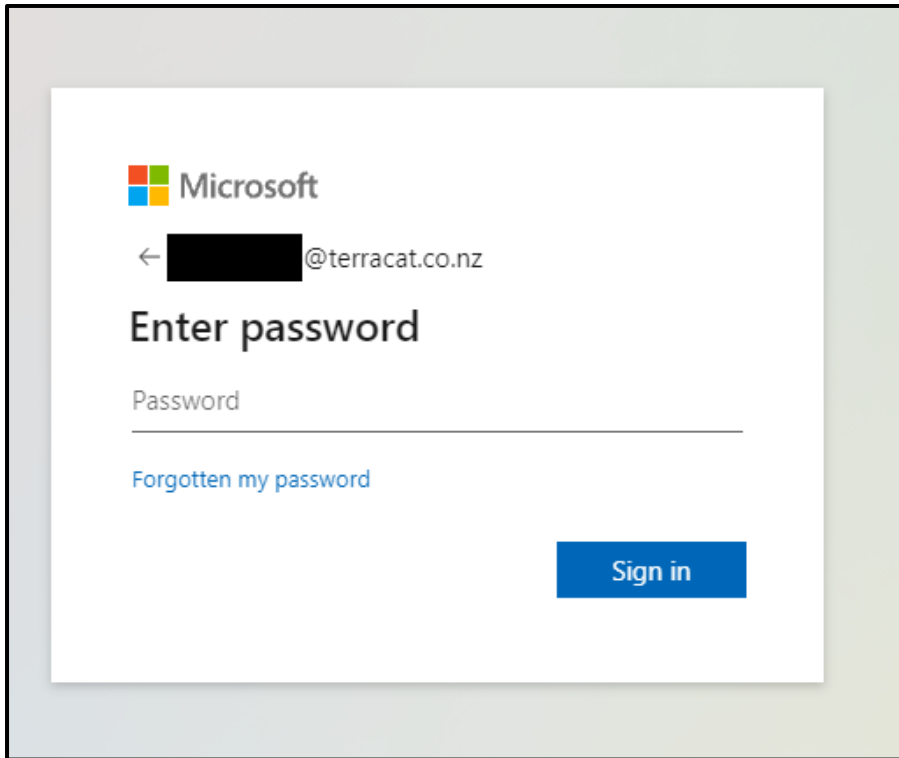
If you have a company phone, you should already have the Microsoft Authenticator app installed, looks like this



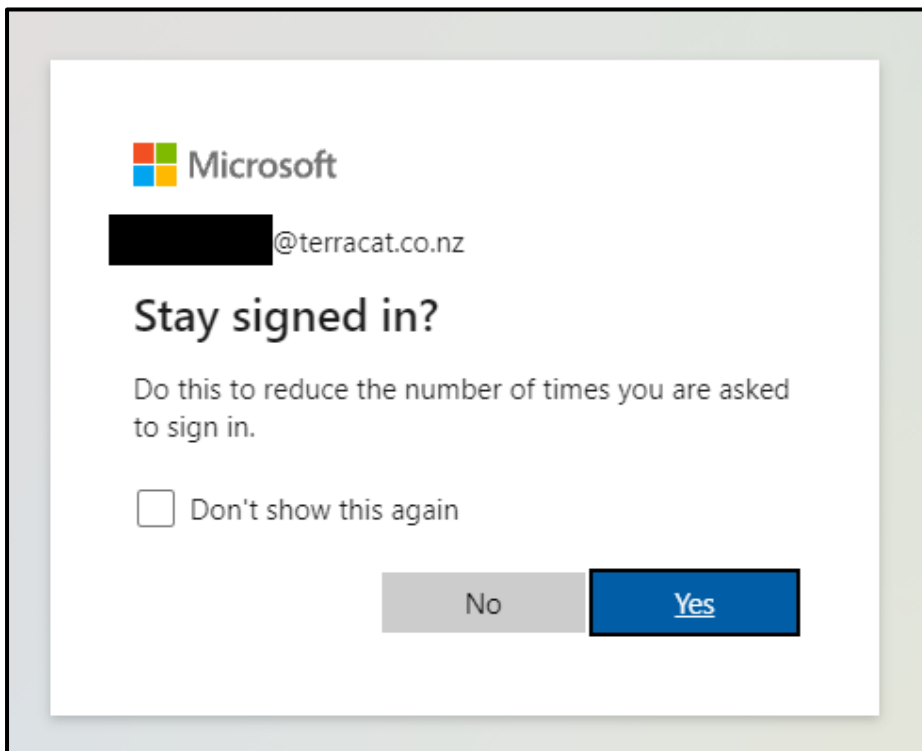
1. On your **computer** > go to the following website <https://aka.ms/mfasetup>
2. Type in your work email address below then click **Next**



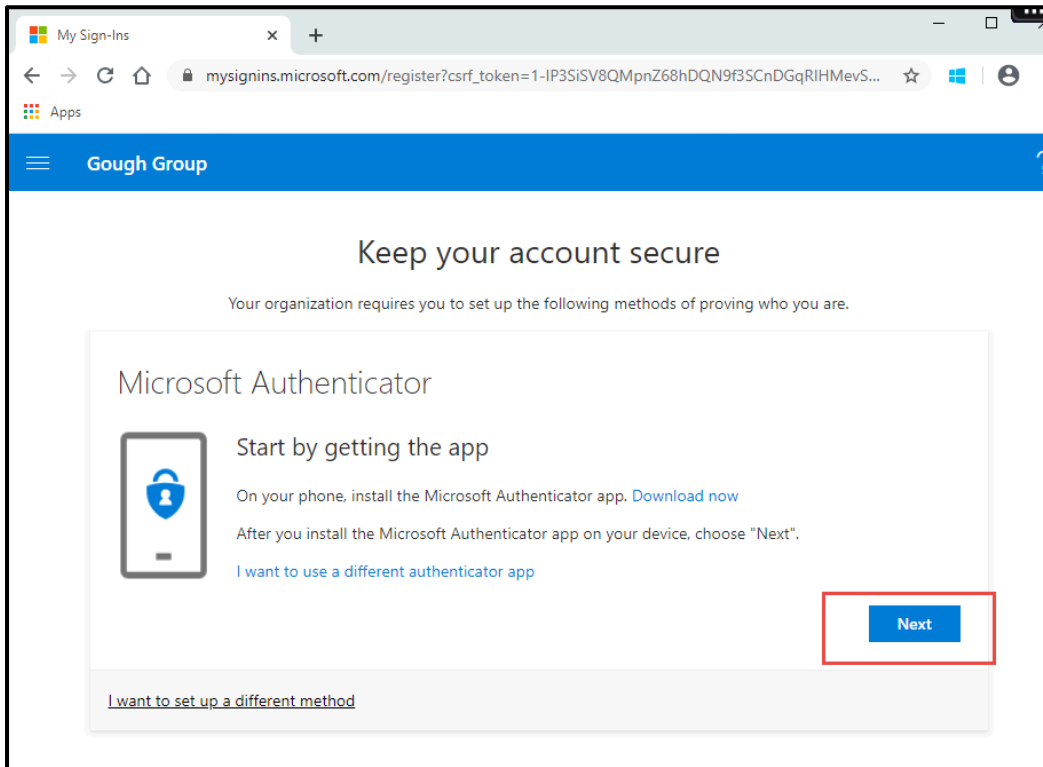
3. Type in your computer password below then click **Next**

A screenshot of a Microsoft login page. At the top left is the Microsoft logo. Below it is a back arrow and a redacted email address followed by "@terracat.co.nz". The main heading is "Enter password". Below this is a password input field with the placeholder text "Password". Under the input field is a blue link that says "Forgotten my password". At the bottom right is a blue button with the text "Sign in".

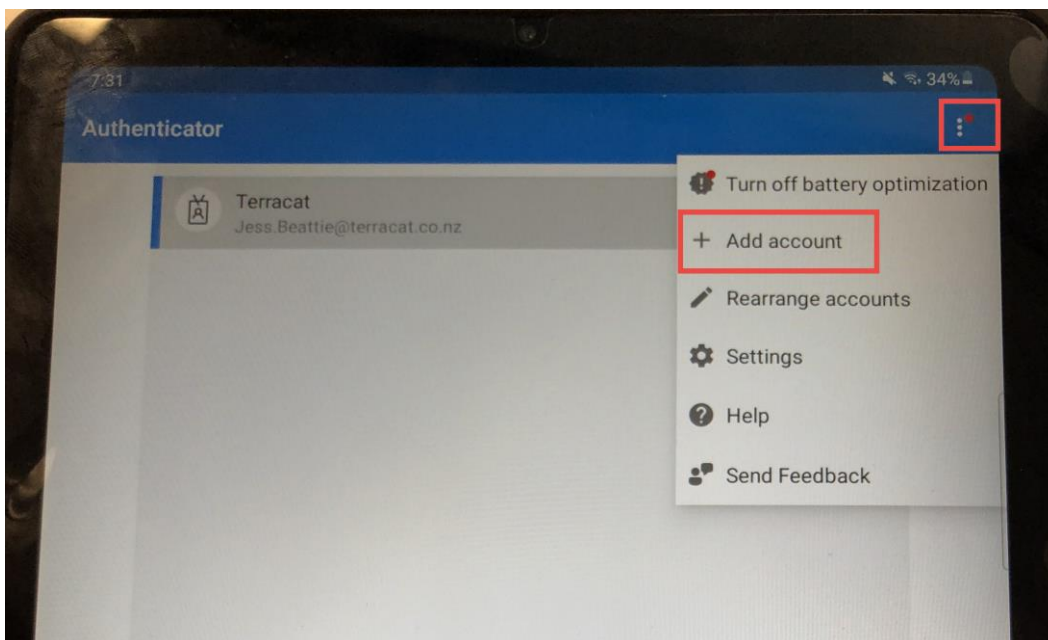
4. On the Stay signed in click **Yes**

A screenshot of a Microsoft "Stay signed in" prompt. At the top left is the Microsoft logo. Below it is a redacted email address followed by "@terracat.co.nz". The main heading is "Stay signed in?". Below this is the text "Do this to reduce the number of times you are asked to sign in." followed by a checkbox and the text "Don't show this again". At the bottom are two buttons: a grey button labeled "No" and a blue button labeled "Yes".

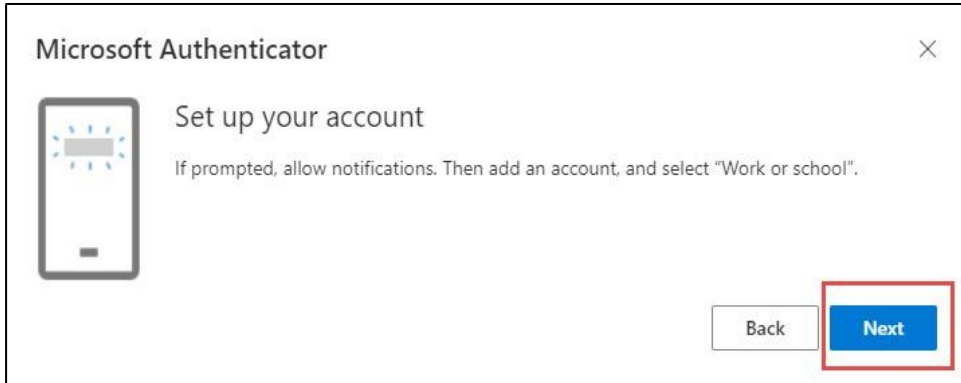
5. You should now have landed at the screen below > click **Next**



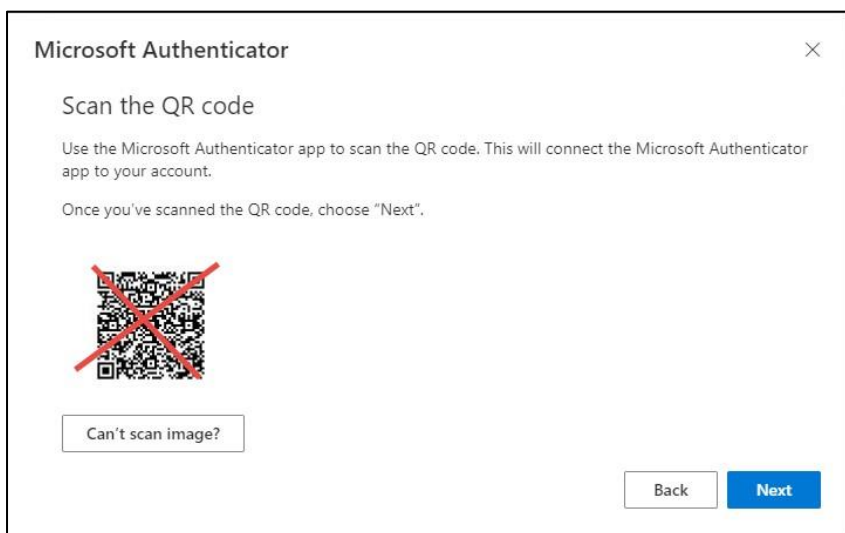
6. Go into the app on your **phone** and click on **"Add account"** > select **"work or school account"** (If your account is already showing in the app, tap the 3 dots at the top right, then select **Add Account**, like in the image below)



7. You will now be asked to scan a QR code
8. On your **computer** > click **next**



9. You will now be displayed a QR code that your phone needs to scan



10. Once the QR code has been scanned and it says **"account added successfully"** > click **Next** on your **computer**
11. You should then receive a pop-up notification on your **phone** to **"approve or deny"** sign in > click **"approve"**

**Setup is now complete**