

1. Click on the link and login to your email account

<https://aka.ms/MFASetup>

2. Select **Mobile app** from the drop down and click Setup at the bottom.

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.

3. Download and install the application “**Microsoft Authenticator**” to your mobile device from Apple App store / Google play store.
4. Open the application and click on **+ sign** at the top right corner.
5. Select the account type as “**Work or School account**”. This should open the QR code scanner on the mobile.
6. Scan the QR code that appeared on the PC from above step.
7. On the PC, **Click Next once a six digit code appears** on your mobile.

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: 850 494 621

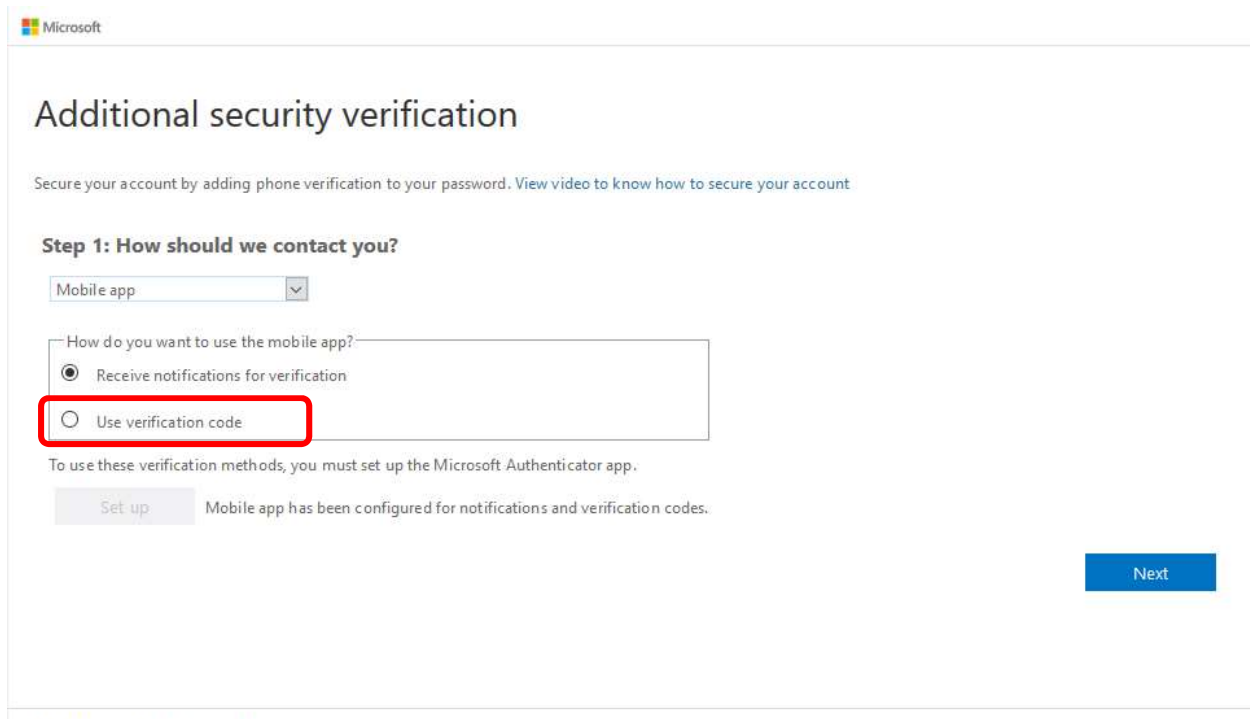
Url: <https://bn1pfpad10.phonefactor.net/pad/279212257>

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

Next

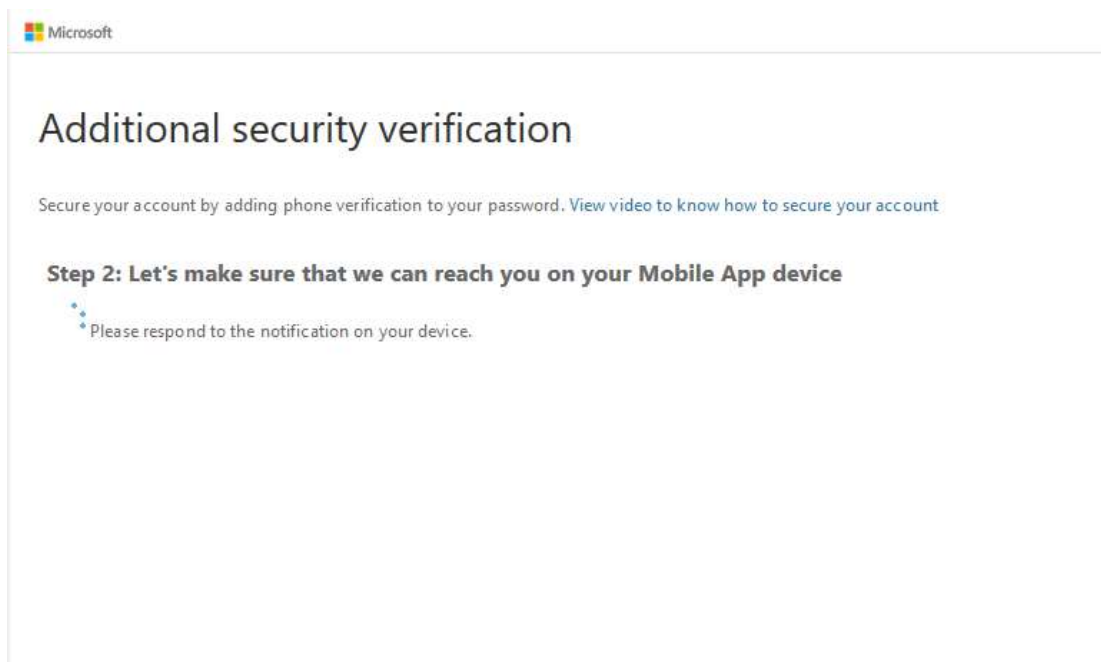
cancel

8. Select **“Use verification code”** and click Next.



The screenshot shows the Microsoft account security verification interface. At the top, the Microsoft logo is in the upper left corner. The main heading is "Additional security verification". Below it, a sub-header reads "Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)". The section is titled "Step 1: How should we contact you?". A dropdown menu is set to "Mobile app". Below this, a box asks "How do you want to use the mobile app?". There are two radio button options: "Receive notifications for verification" (which is selected) and "Use verification code" (which is highlighted with a red rectangle). Below the options, a note states: "To use these verification methods, you must set up the Microsoft Authenticator app." There is a "Set up" button and a message: "Mobile app has been configured for notifications and verification codes." A blue "Next" button is located in the bottom right corner.

9. Below screen appears and will ask you to enter the code from the Microsoft authenticator app installed on your phones. Please enter the 6-digit code from the app.



The screenshot shows the second step of the Microsoft account security verification process. The Microsoft logo is in the upper left corner. The main heading is "Additional security verification". Below it, a sub-header reads "Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)". The section is titled "Step 2: Let's make sure that we can reach you on your Mobile App device". Below the title, there is a small blue icon of a smartphone and a message: "Please respond to the notification on your device."

10. Once complete, Enter your mobile number.

Additional security verification

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

Step 3: In case you lose access to the mobile app

United States (+1)

8483008009

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

11. **Make a note of the code that appears in the next screen. This is the password you will be entering in your Outlook application of PC and mail application of your mobile device that does not support MFA.**

Microsoft

Additional security verification

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

Step 4: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

xxhdptgczvftvnc

COPY THE CODE AND SAVE IT SAFELY

Done

12. Known MFA supported mobile email applications: Default email of Iphone, Microsoft outlook App of android phone.

YOU WILL NOT BE ENTERING YOUR ACTUAL EMAIL PASSWORD ON YOUR OUTLOOK APPLICATION AS IT WILL NOT WORK. YOU NEED TO USE THE CODE THAT YOU COPIED IN STEP 11 TO LOGIN TO YOUR OUTLOOK APPLICATION and SKYPE FOR BUSINESS ON THE LAPTOP.

13. Click Done once you made a note of the code shown on screen.

14. Below screen appears once the setup is complete. You can now close the browser.

Additional security verification App Passwords

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Notify me through app

how would you like to respond?

Set up one or more of these options. [Learn more](#)

☒ Authentication phone

United States (+1)

8483008009

☐ Office phone

Select your country or region

Extension

☐ Alternate authentication phone

Select your country or region

☒ Authenticator app or Token

Set up Authenticator app

Authenticator app - iPhone

Delete