

# How to Set-Up Multi-Factor Authentication via Software Token (OTP Manager)

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This article shows step-by-step instructions on How to set up Multi-Factor Authentication via Software Token (OTP Manager).1. Please refer to the steps given in How to Set-Up Multi-Factor Authentication Method2. Download the OTP Manager.

2.1 Open the Microsoft Store by clicking on the windows icon and type "microsoft Store". Afterwards select Microsoft Store.

2.2 Scroll down and click on the OTP Manager.

2.3 Click on Install. The OTP Manager is now downloading.

3. Go back to portal.office.com and select the Mobile app.

3.1 Click on I want to use a different authenticator app

3.2 Click on "Next"

3.3 Click on Can't scan image?

3.4 You will need the Secret key in the OTP Manager. Click on the copy icon to copy the secret key to clipboard.

4. Start the OTP Manager by clicking Launch in the Microsoft Store.

4.1 Click on Add manually.

4.2 Fill out the window as follows and click on save icon in the upper right:

Label: Type in your Fresenius email address. Secret: Paste the 16-digit code from the secret key in your MFA setup.Issuer: Type in Fresenius.Allow exporting: No

4.3 A 6-digit code will appear in the OTP Manager. This code will renew itself every 30 seconds.

4.4 Go to the MFA setup and click on Next.

4.5 Enter the 6-digit code from the OTP Manager in the empty field and click on Next. You have successfully set up your Multi-Factor Authentication via OTP Manager.