

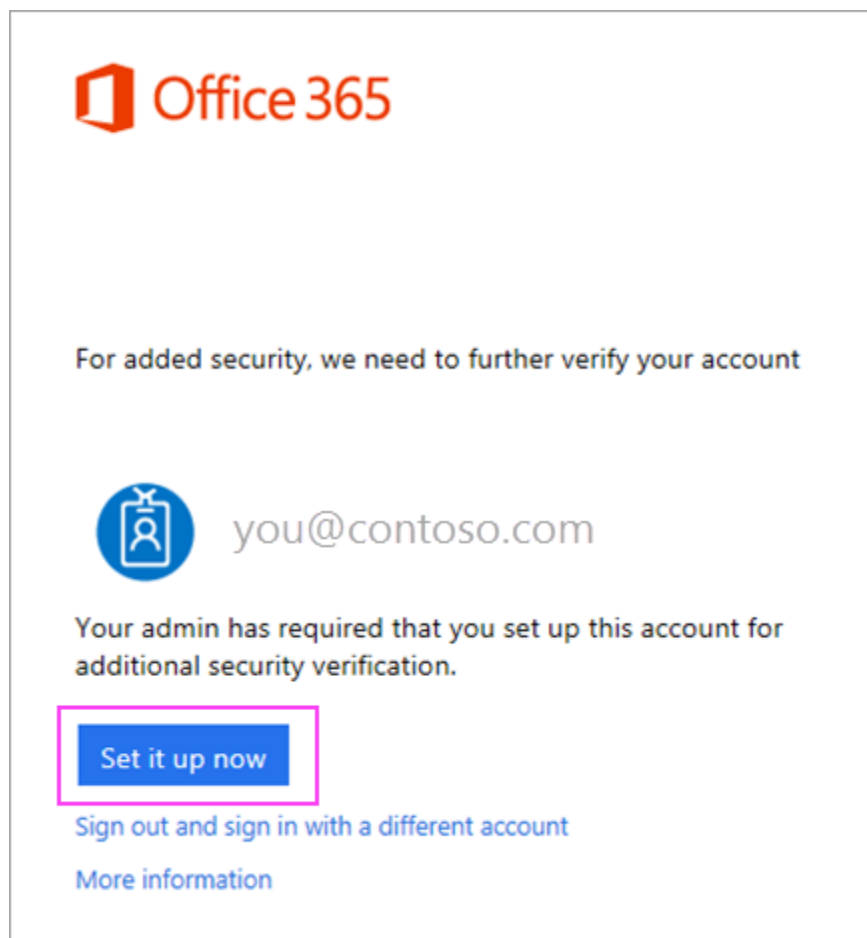
How to set-up Microsoft Authenticator App to your Nets account

Step 1: Download and install Microsoft Authenticator app

Download and install the Microsoft Authenticator app for [Android](#), [iOS](#) or [Windows Phone](#).

Step 2: Choose the mobile app

Open a browser on your computer and go to portal.office.com. Sign in to your Office 365 account.



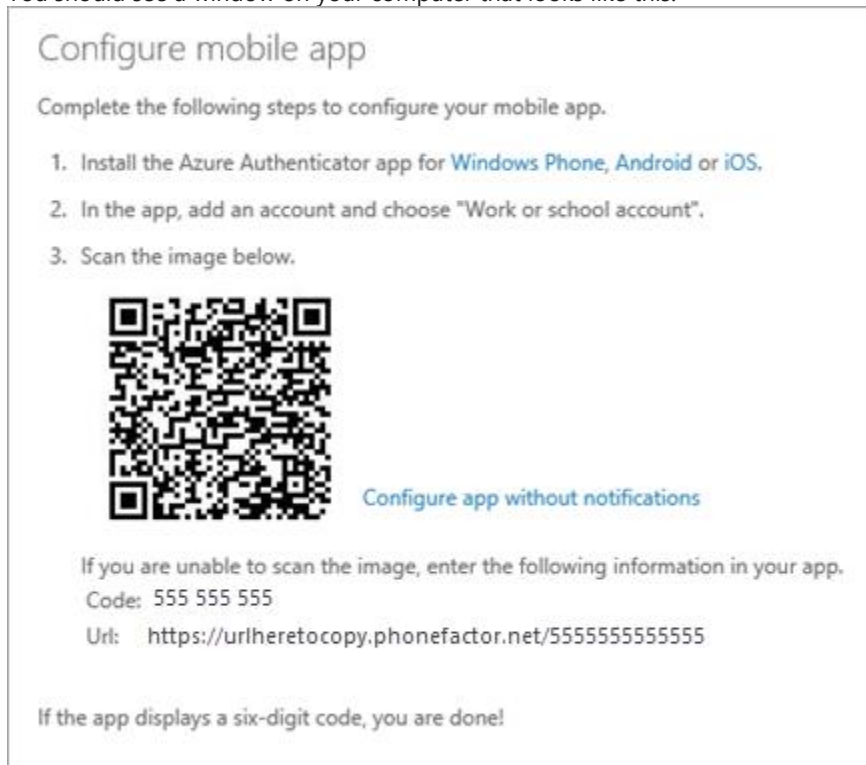
Click **Set it up now**.

1. Choose **Mobile app** from the dropdown.
2. Make sure "Receive notifications for verifications" is selected.

Click **Set up**.

Step 3: Wait for configuration pop-up box.

You should see a window on your computer that looks like this.

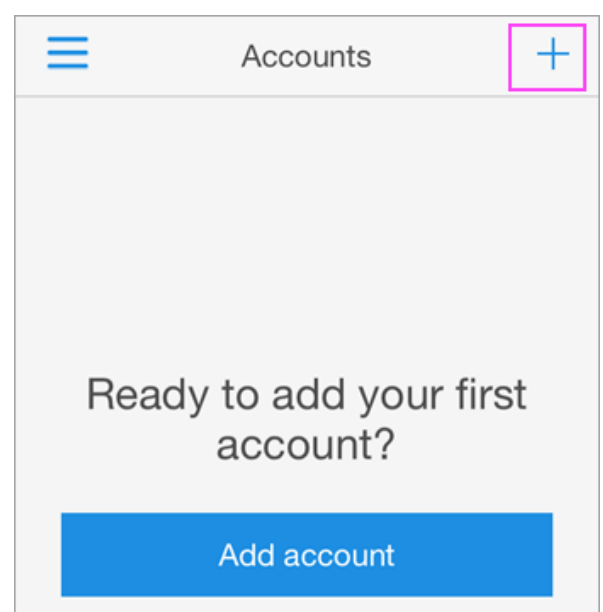


Step 4: Add account to Microsoft Authenticator

1. Open the Microsoft Authenticator app on your phone.
2. Tap the + > **Work or school account**.
3. Use your phone to scan the QR square that is on your computer screen.

Notes:

- iPhone users may have to enable the camera in Settings in order to scan.
 - If you can't use your phone camera, you'll have to manually enter the 9 digit code and the URL.
4. Your account will be added automatically to the app and will display a six-digit code.



Step 5: Confirm activation status on your computer

1. Switch back to your computer and click **Done**.
2. Now wait for the **Checking activation status** text to finish configuring your phone.
3. When it's complete, you'll be able to click the **Contact me** button on the right.

Note: If configuration fails, just delete and retry the previous steps again.

Additional security verification

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

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 Azure Authentication app.

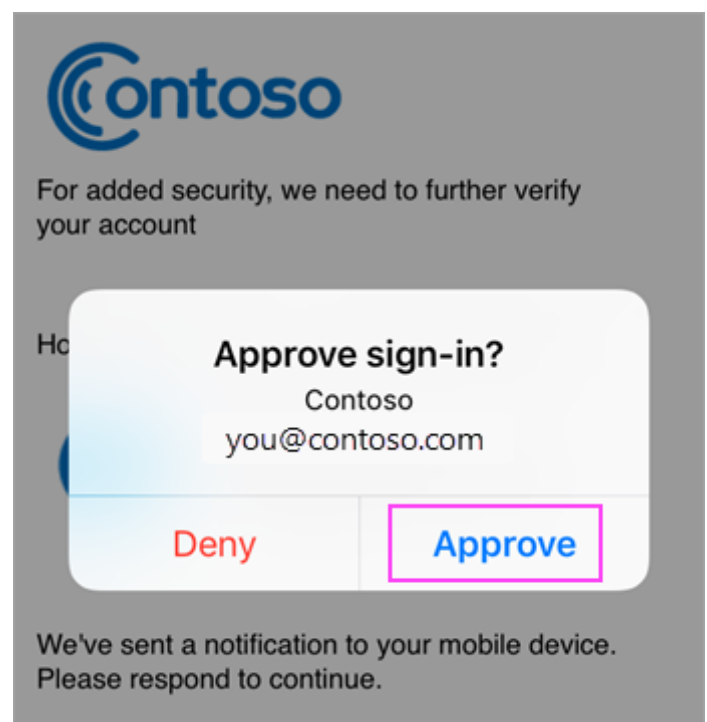
Set up

Mobile app has been configured for notifications and verification codes.

Contact me

Step 6: Approve sign in on your phone

1. Switch back to your phone and you'll see a notification for a new sign in.
2. Go to the Microsoft Authenticator app.
3. Tap **Approve** to allow it.



Step 7: Finish set up

1. Back on the computer, follow any prompts that you might see such as adding a mobile number. If you do not have a personal phone number, please add your desk phone number or company's main telephone.
2. You're good to go!

From now on, whenever you have a new sign in or add your Microsoft 365 work or school account to an app, you'll open the Authenticator app on your phone and tap **Approve**.