

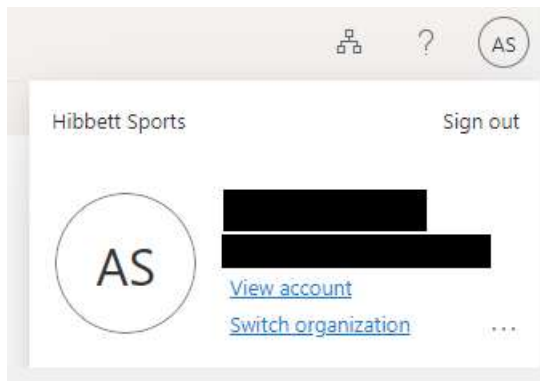
How to change your Microsoft Authenticator App from getting a Code via Text message to approving the access within the Authenticator App

Step 1:

On your computer, go to <https://myapps.microsoft.com/> and login

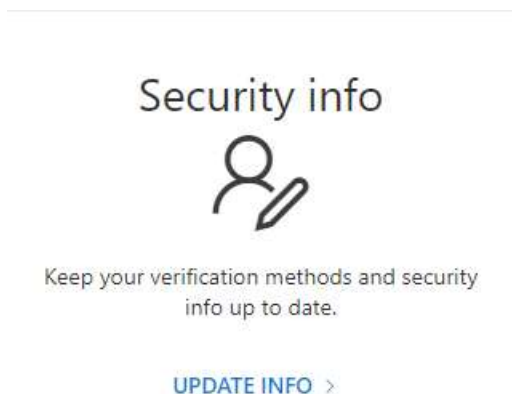
Step 2

On the top right, click on your initials within a circle and click on “View Account”



Step 3

On the next page, click on “Update Info” under the Security Info section



Step 4

Please change the Default sign-in method to “Microsoft Authenticator”

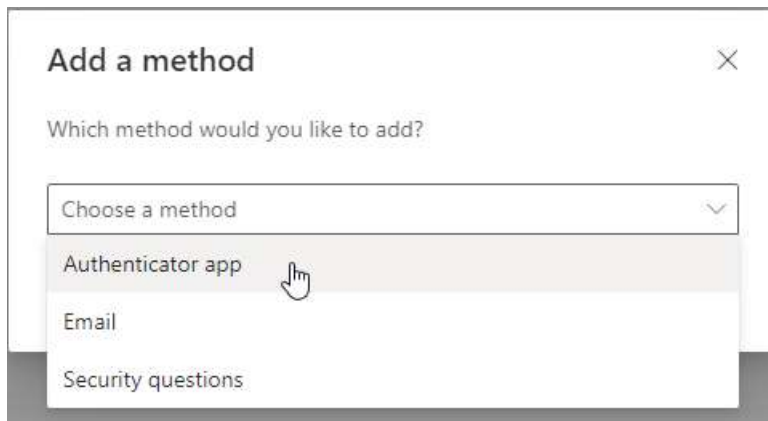
Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification [Change](#)

Step 5

Click Add sign-in method and choose “Authenticator app” from the Drag-Down menu



Click “**ADD**”

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose “Next”.

[I want to use a different authenticator app](#)

Cancel

Next

Click “**Next**”

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

[Back](#)[Next](#)

Click "**Next**"

Microsoft Authenticator



Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

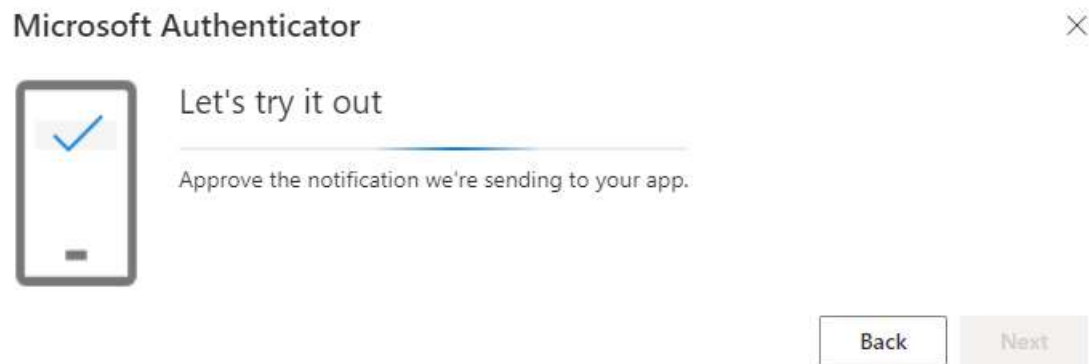
After you scan the QR code, choose "Next".

[Can't scan image?](#)[Back](#)[Next](#)

Step 6

Open the Authenticator on your phone and click on the + Sign to add a new account. Choose "Work or school account". Add the Pop-Up, choose "Scan QR code"

Now scan the QR code you got in Step 4 on your computer and click "**Next**" on your computer. It should change to the output below.



Step 6

You will get a pop-up on your Phone screen, from the authenticator app, if you approve the access. Please click "Approve"

Step 7

On your computer the output will change to the screen below



Click "Next"

Step 8

Please change the Default sign-in method to "Microsoft Authenticator"

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification [Change](#)

Step 9

Please reboot your computer

Step 10

You are all set up and ready to go