**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”

Graphical user interface, application

Description automatically generated

**Step 3**

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

Graphical user interface, text, application, chat or text message

Description automatically generated

**Step 4**

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

Graphical user interface, application

Description automatically generated

Click “**ADD**”

Graphical user interface, text, application, email

Description automatically generated

Click “**Next**”

Graphical user interface, text, application, email

Description automatically generated

Click “**Next**”

Graphical user interface, text

Description automatically generated

**Step 5**

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.

Graphical user interface, text, application, email

Description automatically generated

**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 utput will change to the screen below

Graphical user interface, text

Description automatically generated with medium confidence

Click “Next”

You are all set up and ready to go