

How to set up Microsoft Authenticator

To setup MFA, you will need your mobile phone and a laptop.

 laptop steps

 phone steps

1



Skip if registering landline or text message. QR code installs **MS Authenticator** app on your phone.



Download on the App Store



GET IT ON Google Play

2

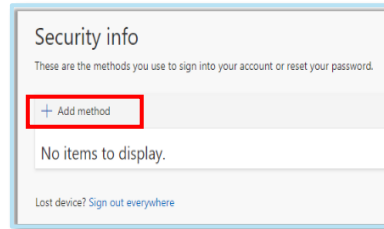


On laptop visit
<https://mysignins.microsoft.com/security-info>

3



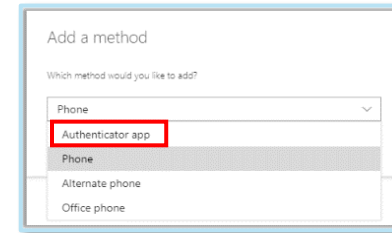
Select **“+ Add Method”**



4



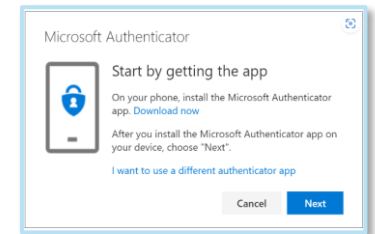
Select method e.g. **phone (text), Authenticator App**



5



If registering Authenticator App
Select **“Next”**



9



Follow the prompts to completion



8



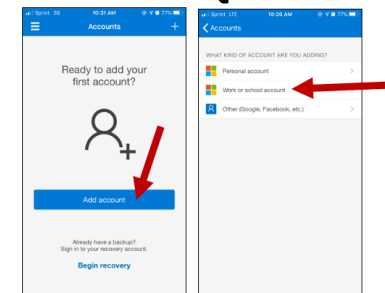
Use your phone to scan the QR code on your laptop



7



Select **“Add account”** then **“Work or school account”** then **“Scan QR code”**



6

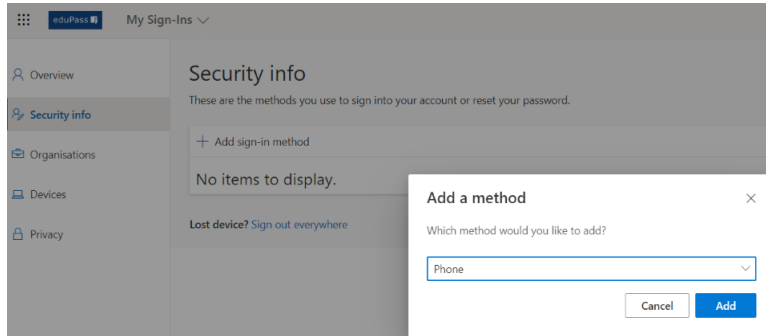


Open **MS Authenticator** app

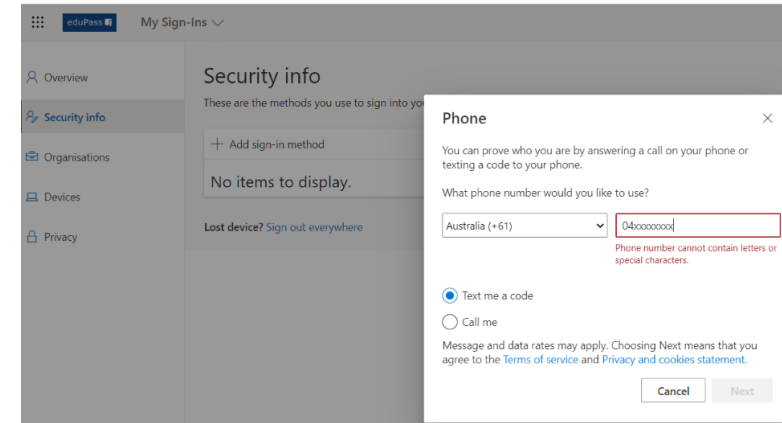


How to setup text message

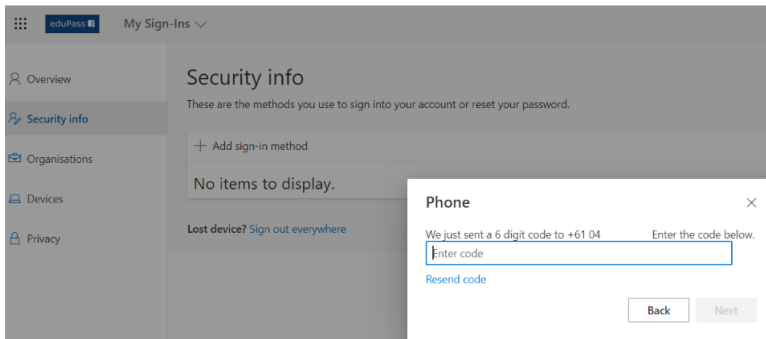
- 1 Go here: <https://mysignins.microsoft.com/security-info> and select **Add sign-in method** and select phone.



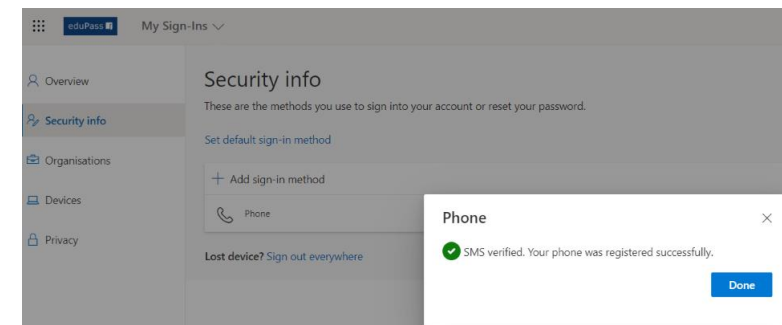
- 2 Select **Australia (+61)**, Check **Text me a code**, add your mobile phone number. Click **Next**



- 3 Enter the **6 digit code** you should have received via SMS on your mobile phone. Click **Next**



- 4 Click **Done**



Setting your default MFA method

1. <https://mysignins.microsoft.com/security-info>

2. Select Default sign-in method... Change

3. Select your default method

