Setting Up Microsoft Authenticator App



Visit <u>www.office.com</u> in a browser and login using your @pvamu.edu account. NOTE: Make sure to have your smart phone available to complete the setup process.

1. Once you have logged in on the landing page, you need to click on the icon in the upper right, then click "View account".

3. Under Security info section click to "Add method". Praie View Add University Proverview Proverview Proverview Security info Security info Mudified Modified Modified Modified							
Good morning All My recent Shared Favorites Due to filter the shared Favorites Name Modified All My recent Shared Favorites Notified Name Modified All My recent Shared Favorites Notified Name Modified Activity Notified or activity Name Modified Activity My Sign-Ins R Overview Security info Security info Security info 3. Under Security info section click to "Add method". My Sign-Ins Querview Security info Security info These are the methods you use to sign Organizations Privacy Hone Add method	Office 3	65	Search			ŝ	? н
All My recent Shared Favorites Name Modified Activity 2. In My Account page, go to left pane and select "Security info". A Overview S Security info 3. Under Security info section click to "Add method". 3. Under Security info section click to "Add method". 3. Under Security info section click to "Add method". 3. Under Security info section click to "Add method". 4. Overview Security info 5. Organizations Corganizati	 ▲ ▲ 	Good morning				Prairie View A&M University	Sign out
Activity	w	All My recent Shared Fa	avorites		Type to filter list	View account	
 2. In My Account page, go to left pane and select "Security info". 2. In My Account page, go to left pane and select "Security info". 2. In My Account page, go to left pane and select "Security info". 3. Under Security info section click to "Add method". 3. Under Security info section click to "Add method". 3. Under Security info section click to "Add method". 3. Under Security info section click to "Add method". 4. Overview 5. Security info 6. Overview 7. Security info 7. Security info 7. Devices 8. Add method 9. Phone 	-	ר Name	Modified $ \smallsetminus $	P	Activity ~	My Office prof	
 A Overview B Security info Coverview A Security info Coverview A Security info Coverview Coverview<td>. In My Ac</td><td>count page, go to left p</td><td>ane and select "Secur</td><td>rity info".</td><td>PRAIRI A&M UNI</td><td>E VIEW My Sign</td><td>-Ins \sim</td>	. In My Ac	count page, go to left p	ane and select "Secur	rity info".	PRAIRI A&M UNI	E VIEW My Sign	-Ins \sim
 3. Under Security info section click to "Add method". PRAIRIE VIEW My Sign-Ins ∨ Overview Security info Prese are the methods you use to sig Organizations Devices Devices Privacy 					8 Overviev	v	
3. Under Security info section click to "Add method". PRAIRIE VIEW Ny Sign-Ins ∨ Security info Progenizations Default sign-in method: Phone - tex Devices Privacy Phone					P₂ Security	info	
Overview Security info Security info These are the methods you use to sig Organizations Default sign-in method: Phone - text Devices Add method Privacy Phone	. Under Se	curity info section click	to "Add method".	PRAIRIE VIEV A&M UNIVERSIT	V Y My Sig	gn-Ins Ƴ	
Security ints These are the methods you use to sign Organizations Default sign-in method: Phone - text Devices Add method Privacy Phone				Qverview		Security info	
Organizations Default sign-in method: Phone - tex Devices Add method Privacy Phone				𝒫 Security into		These are the methods you u	se to sign i
Devices Add method Privacy Phone				🖻 Organizations		Default sign-in method: Pho	one - text +
A Privacy 🚱 Phone				💻 Devices		Add method	
÷				A Privacy		& Phone	

4. In the dialog box Add a method, select Authenticator app and click to "Add".

	Cancel	Add
Authenticator app		▼
Which method would you like to add?		
Add a method		

5. You need to follow the wizard to add the Authenticator App, the first step is to install the **Microsoft Authenticator app** from you mobile phone's app store, once you have downloaded the app, click "Next".

		/
â	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".	
	l want to use a different authenticator app	

Setting Up Microsoft Authenticator App



6. In the next screen, the assistant will guide you to add an account and select "work or school" from the app once it is ready click to Next to read the QR code.

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".

7. The screen Let's try out a notification will be generated on your mobile phone to approve the authentication attempt, after approval user will see the green icon in portal, click "Next" to finish the process.



8. You will see the methods added for user as Microsoft Authenticator; under security info you need to change the Default Sign-in method by clicking to "Change".



9. You will have to select Microsoft Authenticator - notification from drop-down menu and click to "Confirm".



10. User will get a confirmation message that the Default Sign-in method was updated, also user can confirm that method under Security info.

