



Configuring the Microsoft Authenticator Mobile application

As part of enrollment, you may use the Microsoft Authenticator Mobile application as an option for Multi-Factor Authentication.

Source: <https://docs.microsoft.com/en-us/azure/multi-factor-authentication/multi-factor-authentication-end-user-first-time>

Determine how you will use multi-factor authentication

MFA Enrollment Instructions: <http://dii.vermont.gov/sites/dii/files/PDF/Support/MSO365-SetUp-MFA.pdf>

Use a mobile app as the contact method

Using this method requires that you install an authenticator app on your phone or tablet. The steps in this article are based on the Microsoft Authenticator app, which is available for [Windows Phone](#), [Android](#), and [IOS](#).+

1. Select **Mobile app** from the drop-down list.
2. Select either **Receive notifications for verification** or **Use verification code**, then select **Set up**.

Additional security verification

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

Step 1: How should we contact you?

Mobile app

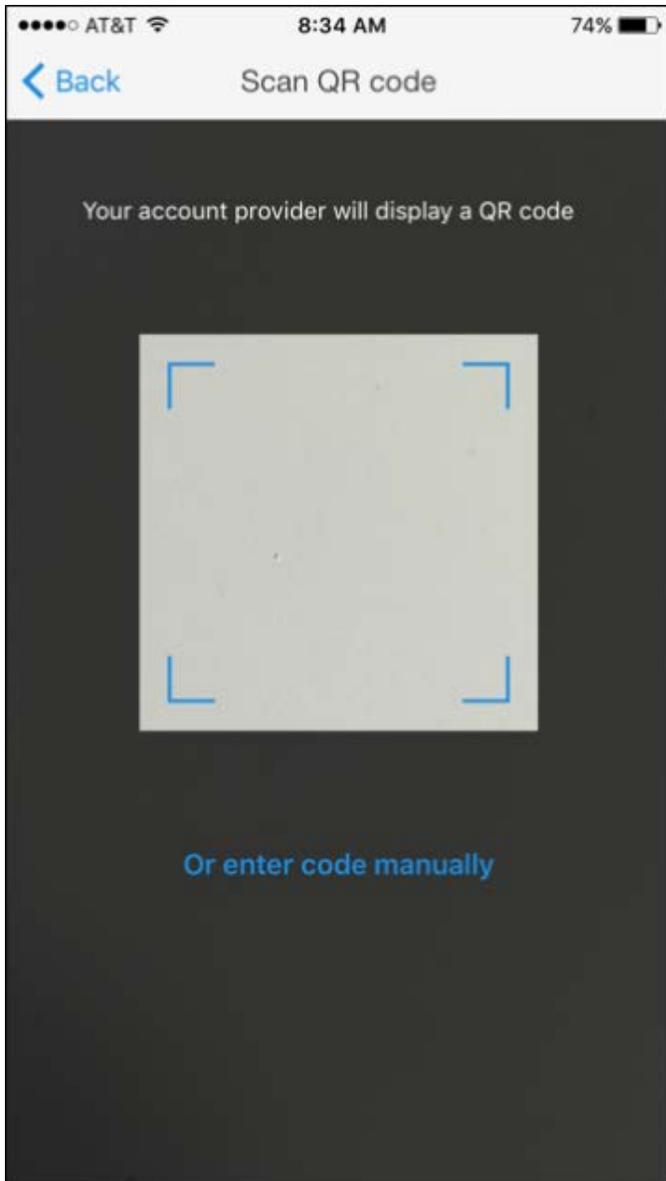
Method

- Notification
- One-time password

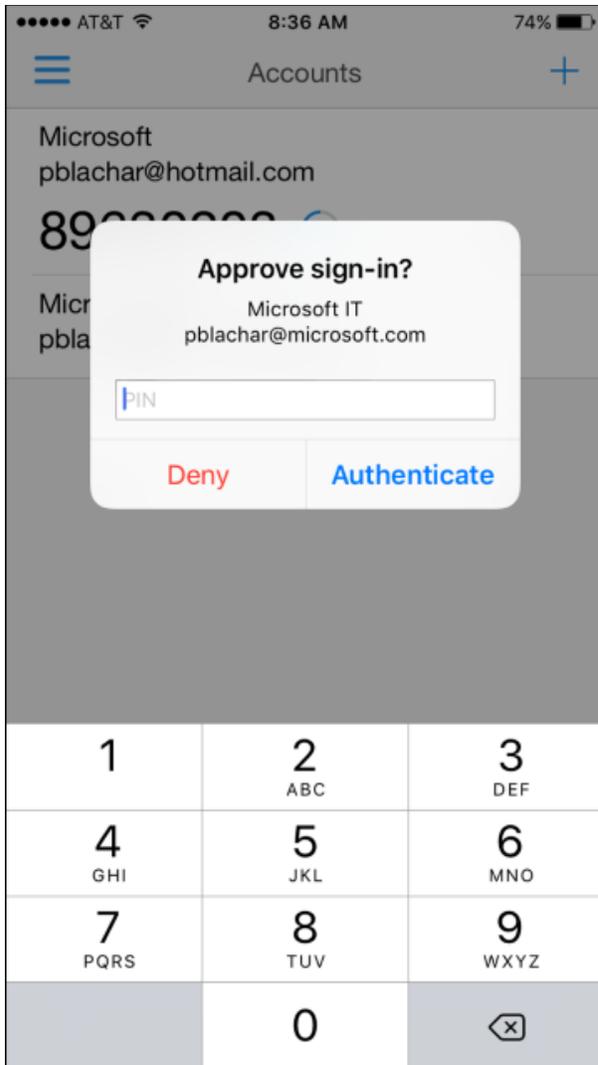
To use these verification methods, you must set up the Multi-Factor Authentication app.

Please configure the mobile app.

3. On your phone or tablet, open the app and select + to add an account. (On Android devices, select the three dots, then **Add account**.)
4. Specify that you want to add a work or school account. The QR code scanner on your phone opens. If your camera is not working properly, you can select to enter your company information manually. For more information, see [Add an account manually](#).
5. Scan the QR code picture that appeared with the screen for configuring the mobile app. Select **Done** to close the QR code screen.



6. When activation finishes on the phone, select **Contact me**. This step sends either a notification or a verification code to your phone. Select **Verify**.
7. If your company requires a PIN for approving sign-in verification, enter it.

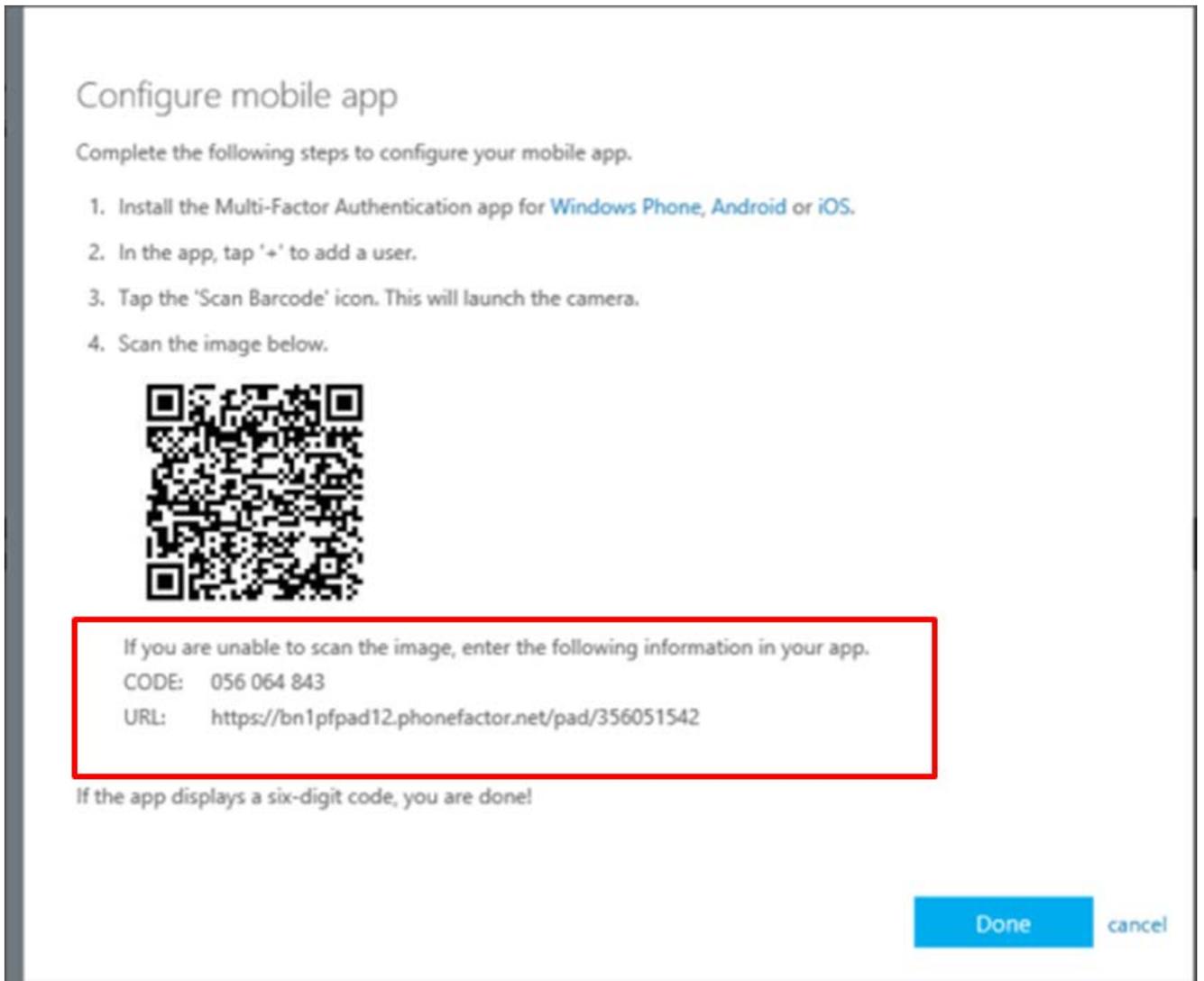


8. After PIN entry is complete, select **Close**. At this point, your verification should be successful.
 9. We recommend that you enter your mobile phone number in case you lose access to your mobile app. Specify your country from the drop-down list, and enter your mobile phone number in the box next to the country name. Select **Next**.
 10. At this point, you are prompted to set up app passwords for non-browser apps such as Outlook 2010 or older, or the native email app on Apple devices. This is because some apps don't support two-step verification. If you do not use these apps, click **Done** and skip the rest of the steps.
 11. If you are using these apps, copy the app password provided and paste it into your application instead of your regular password. You can use the same app password for multiple apps. For more info, [help with app passwords].
 12. Click **Done**.
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Add an account manually

If you want to add an account to the mobile app manually, instead of using the QR reader, follow these steps.+

1. Select the **Enter account manually** button.
2. Enter the code and the URL that are provided on the same page that shows you the barcode. This info goes in the **Code** and **URL** boxes on the mobile app.



3. When the activation has finished, select **Contact me**. This step sends either a notification or a verification code to your phone. Select **Verify**.

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Next steps

- Change your preferred options and [manage your settings for two-step verification](#)
- Set up [app passwords](#) for native device apps that don't support two-step verification.
- Check out the [Microsoft Authenticator app](#) for fast, secure authentication even when you don't have cell service.