



# SETTING UP 2FA (TWO FACTOR AUTHENTICATION)

The instructions below will show you how to add/use Microsoft's Authenticator app for periodic identity verification when using outlook or accessing email. If you encounter any issues along the way and need additional support, please reach out to support@bravertechnology.com (508-824-2260). If you already have an authenticator app installed on your phone, you can use that and add the authorization on to it.

## 1. On your mobile phone, download + open Microsoft Authenticator app.

- You will be immediately prompted to add your account. Press Add account.
- You will be given options on the type of account; Select "Work or school account".
- At this point, your camera will turn on looking for a QR code. Complete #2 below, Then you will return to the phone and scan the QR code on your computer screen.



Microsoft Authenticator  
Microsoft Corporation  
#1 in Productivity  
★★★★★ 4.8, 32K Ratings  
Free



Google Play App



Apple App

## 2. On your computer sign in to: <https://aka.ms/MFASetup>

\*If you are NOT already logged in to Microsoft you will see:

- login with your email address and password when prompted. Press Next.
- You will be informed that we require additional information before you can continue. Press next.
- You will be asked how you wish to be notified. In the dropdown, select Mobile App. In the selection box select Receive notifications for verification.
- Click Set up (go to step 3)

\*If you are logged in to Microsoft you will see:

- Check off Authentication phone enter your mobile phone number in the box.
- Check off Authenticator app or Token
- Click Set up Authenticator app (go to step 3).

### Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Mobile app has been configured.

### Additional security verification App Passwords

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to view video to know how to secure your account.

what's your preferred option?

We'll use this verification option by default.

Text code to my authentication p

how would you like to respond?

Set up one or more of these options. Learn more

Authentication phone

United States (+1)

4015551211

Office phone

Select your country or region

Extension

Alternate authentication phone

Select your country or region

Authenticator app or Token

Set up Authenticator app

Save cancel

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

### Accounts

email@company.com

567 928

Microsoft

email@company.com

### Approve sign in request

We've sent a notification to your mobile device open the Microsoft Authenticator app to respond

## 3. A QR code will appear on the screen. Scan with your phone using the Microsoft Authenticator App. Once complete, you will see a similar image. You may now close this application.

## 4. Return to your PC. Press Next and wait for verification to complete. Once verification completes, you may Press Save and exit this browser. The process is complete.

\*If you receive an additional 'Security Verification' page, please press done and bypass the notification. This is not required for our environment.

### What Happens Now?

Sometimes when you are logging in and opening outlook or accessing your email from http://outlook.office.com you will see authorization request pop up. With this prompt, you should receive a notification on your phone, to approve sign in. Please Click Approve; This will happen from time to time but will not be a daily occurrence. This process is a vital security mechanism to protect our entire organization.