

HOW-TO GUIDE

Microsoft 365: Setting up Multi-Factor Authentication

1. Download the Microsoft Authenticator App:

1. On your smartphone, go to the App Store (iOS) or Google Play Store (Android).
2. Search for Microsoft Authenticator and download the app.



iOS (iPhone/iPad)



Android

2. Configure the Authenticator app:

1. Open the Microsoft Authenticator app on your phone.
2. Tap **Add account** and choose **Work or School account**.
3. The app will prompt you to scan a QR code.

3. Scan the QR Code:

1. On your computer, you'll see a QR code displayed on the screen as part of the MFA setup process.
2. Use the Microsoft Authenticator app on your phone to scan the QR code.
3. The app will automatically add your work account.

4. Verify Your Setup:

1. After scanning the QR code, you'll be asked to approve a sign-in request on your phone.
2. Tap **Approve** in the Microsoft Authenticator app to complete the setup.

If CyberGuru can be of assistance in any way, please feel free to contact us on 0488 80 GURU (4878) or email cyberguru@cyberguru.com.au.