



IT

Activating Multi-Factor Authentication (MFA) for Microsoft Services

Multi-factor authentication, MFA is now required to improve the security of your Microsoft GU-account. This makes it much more difficult for unauthorized people to log in and access your documents, email, and other information. This guide will help you through the necessary steps.

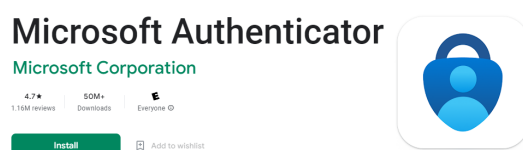
We recommend that you follow this guide when sitting in the workplace at a computer and with a smartphone available. The activation takes place in two parts below and takes 5-10min Install the Microsoft Authenticator app on your smartphone

1. Connect the app with your Microsoft GU-account
2. Activate multi-factor authentication for your Microsoft GU-account

Part 1 – Install the Microsoft Authenticator app on your smartphone

1. Download and install **the Microsoft Authenticator** mobile app on your smartphone (Private or work phone).
 - a. Install through the App Store if you have an Apple device.
 - b. Install through the Play Store if you have an Android device.

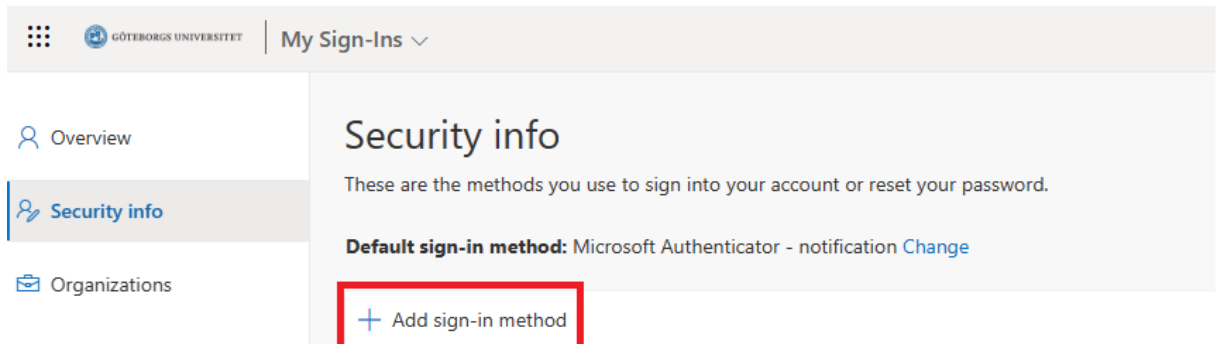
NOTE: There are other apps with similar names & icons. Make sure that it is indeed **the Microsoft Authenticator** of **Microsoft Corporation** that you are installing. See below image for reference for icon & name. (Image taken from Play Store)



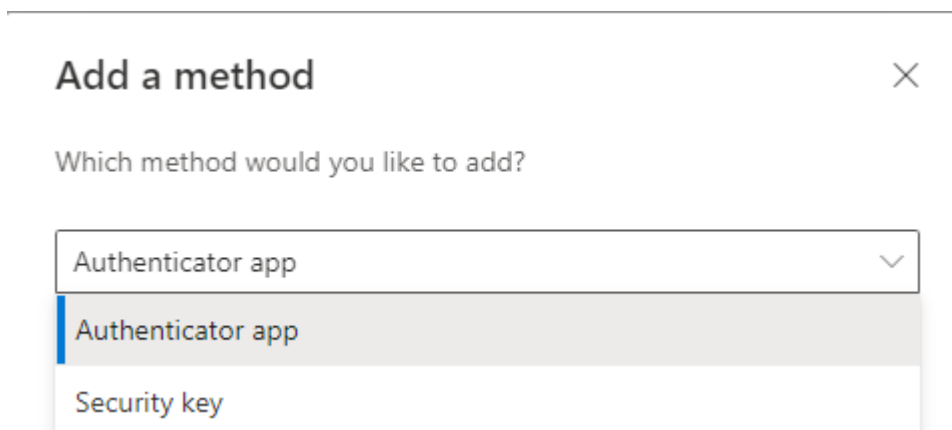
2. If requested; give the app access to **Camera** (to scan QR codes), to **Notifications** (to send notifications regarding log in attempts) and **Location** (to identify the location of approvals).

Part 2 – Connect the app to your Microsoft GU-account

1. **On your computer;** Go to this web page <https://mysignins.microsoft.com/security-info> and log in with your GU credentials if necessary
2. Click **Add sign-in method**




3. Select **Add a method** and select **Authenticator app** from the list



- The next step is a control question to verify that you downloaded the Microsoft Authenticator app. Since you've already downloaded the app, you can click **Next**., followed by **Next** again. A QR-code will then be displayed.

Microsoft Authenticator



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".

[I want to use a different authenticator app](#)

[Cancel](#) [Next](#)

Microsoft Authenticator




Set up your account

When prompted, allow notifications. Then add an account, and select "Work or school".

[Back](#) [Next](#)

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.

[Can't scan image?](#)

[Back](#) [Next](#)

5. **On your smartphone:** Launch **Microsoft Authenticator** and select **Next** followed by **Next** again on the **Set up your account** dialog box. Select **Scan QR Code** (If available) or (If the qr code option is missing) click the + sign to add account and select **Work or school account** followed by **Scan QR Code**.
6. Aim the smartphone camera (Using the app) towards the QR-code on your computer screen to scan it, and your account will be added. Then press **Next**.
7. A test will begin, and you will have to approve the login on your phone. Follow the instructions to approve the login.

You account has now been secured with MFA!

