

QUICK GUIDE

How to Set Up MFA with Microsoft Authenticator for Your M365 Account



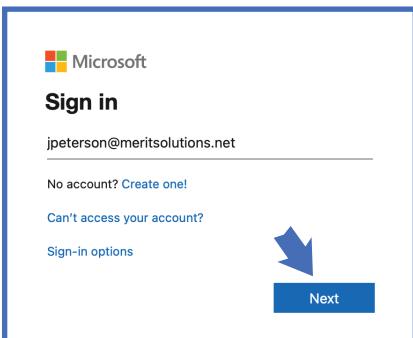
The MERIT Quick Guides are a series of step-by-step instructions to help you harness the power of technology.

Before you use this document, your Support Team at MERIT will need to prepare your M365 account for MFA configuration. Once done, follow the steps below:

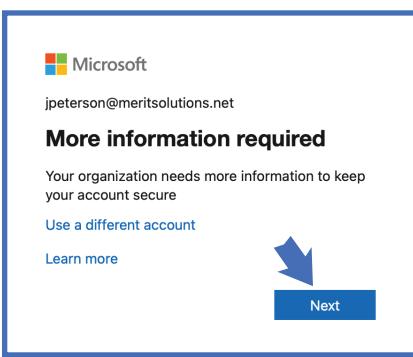


- 1 On your phone, open the Google Play Store (Android) or App Store (iPhone), and search for Microsoft Authenticator. Install the application.

- 2 Go to portal.office.com on your computer.



- 3 Sign in with your M365 email address and password.



- 4 Click **NEXT** on the prompt.

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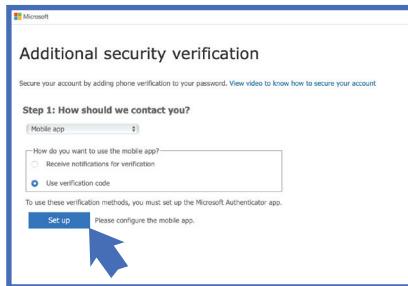
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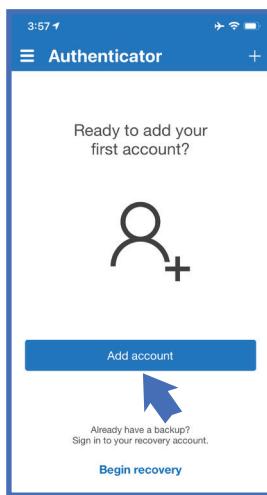
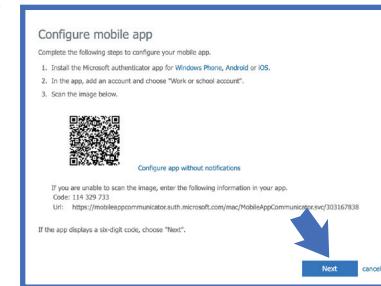
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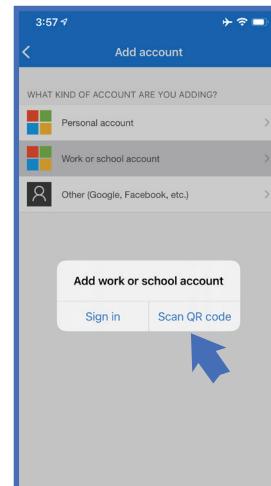
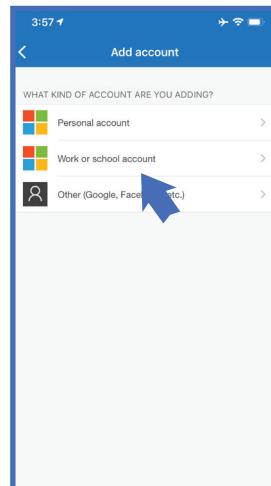
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On the left screen, click **AUTHENTICATION PHONE**, then choose **MOBILE APP** from the drop-down menu. Select **USE VERIFICATION CODE**, then **SET UP**. You will then be met with this screen.



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On your phone, open Microsoft Authenticator, then skip through any introductory screens. Select **ADD ACCOUNT**. This can also be found by clicking on the three dots (Android) or the plus (iOS) in the upper right-hand corner of the screen.



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Select **WORK OR SCHOOL ACCOUNT**, then **SCAN QR CODE**. If prompted, give the app permission to access your camera.

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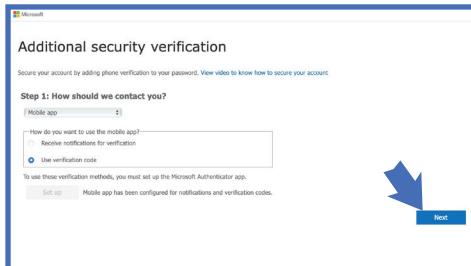
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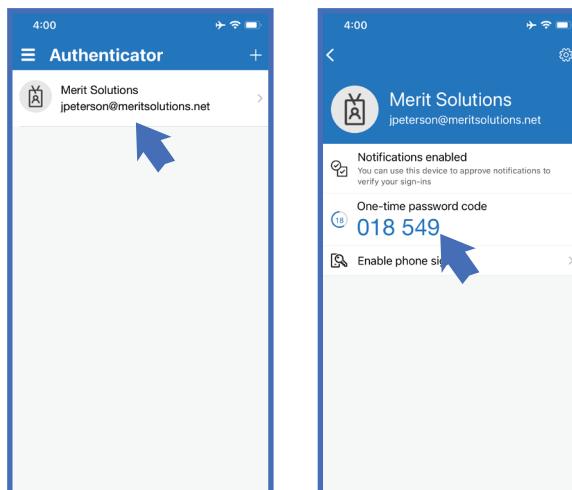


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Hold your phone up to the QR code on the **CONFIGURE MOBILE APP** window, and it should automatically add your account to the app. If prompted, give the app permission to send you notifications. On your computer, click **NEXT**, and then **NEXT** again.

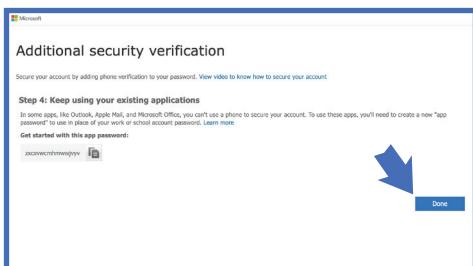


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In the Microsoft Authenticator app, select your email, then enter the one-time password code when prompted on your computer.

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Click **VERIFY**. Microsoft will prompt you to set up an additional MFA method, such as with your cell phone number.



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Next, write down the App Password that appears on the following screen before selecting **DONE** (try copying this password and email it to yourself for safe keeping). You will only use this password with certain apps that aren't compatible with MFA.

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Microsoft
jpeterson@meritsolutions.net

Enter code

Please type in the code displayed on your authenticator app from your device

Code _____

Don't ask again for 180 days

Having trouble? [Sign in another way](#)

[More information](#)

Verify

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Now, after you enter your O365 password when signing into applications, you will be met with the screen below:

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Open the Microsoft Authenticator app, retrieve the code, enter it here, and click **VERIFY** to complete signing in.

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