

Microsoft Authenticator (iOS) – First-time enrollment

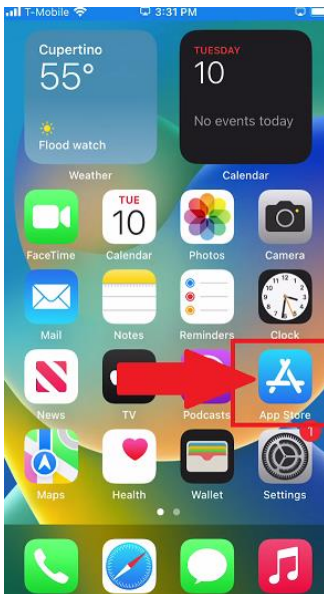
What you need:

- Your iPhone (Be signed in with your personal Apple ID)
- A second internet-connected device such as a Mac, PC, iPad, tablet, or smartphone.
- Good cellular service or Wi-Fi connectivity

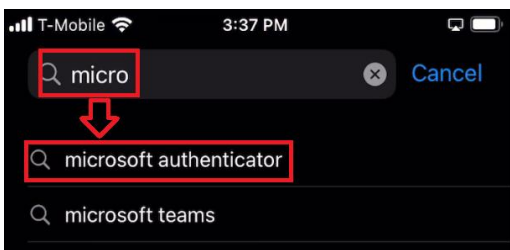
Step by step:

****TIP – Already have the Microsoft Authenticator app installed? Skip to step 7-a!****

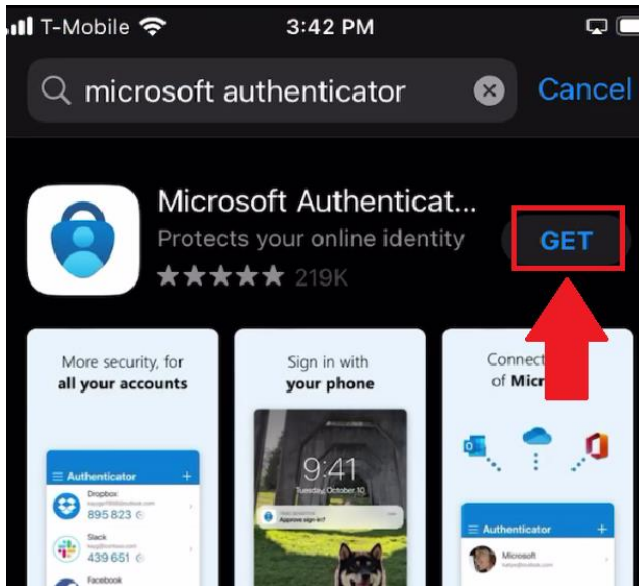
1. Find and launch the App Store on the phone that you plan to set up with Microsoft Authenticator. This may appear in another location on your phone.



2. Search for “**Microsoft Authenticator**” in the search bar at the top of the App Store.



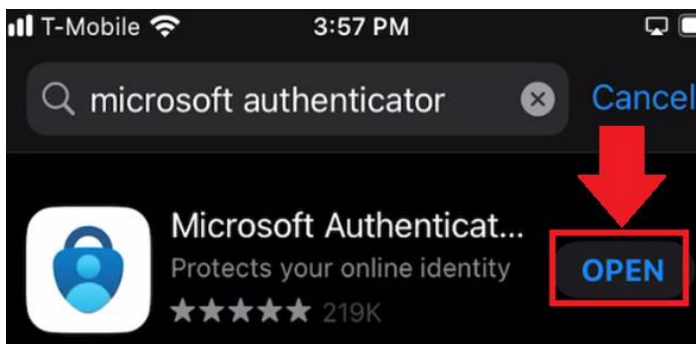
3. Tap the **'Get'** button



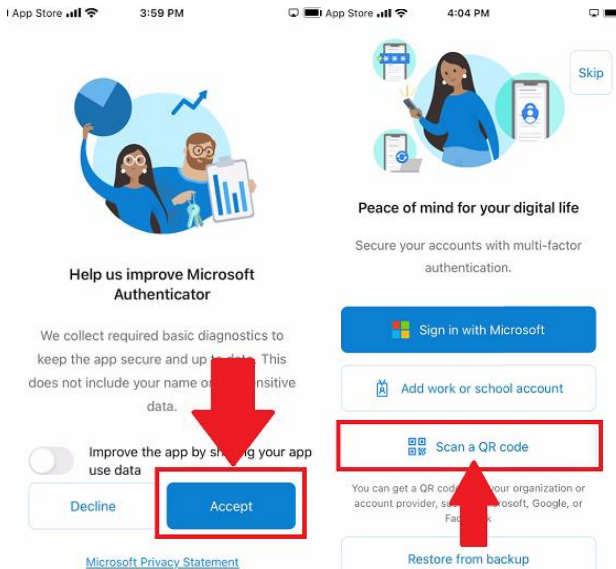
4. Tap **'Install'** if you get the install prompt shown below.



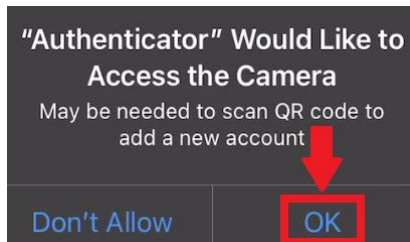
5. You will see a circular progress bar showing installation progress. When it is ready to open you will see the **'Open'** button appear in its place. Tap it.



6. Tap '**Accept**' on the privacy agreement page and then tap '**Scan a QR code**' just after that.



7. Tap '**OK**' at the prompt to allow the Microsoft Authenticator app permission to access the phone camera.

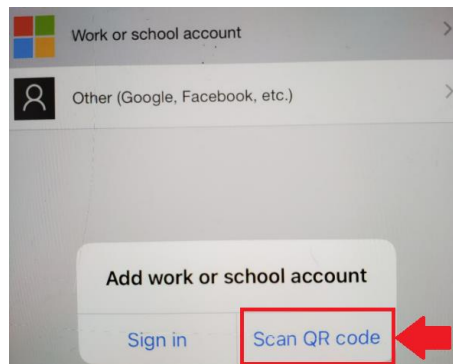


a. **SPECIAL NOTE** - If the Microsoft Authenticator app does not automatically open the '**Scan QR Code**' screen or it gets closed, do the following.

i. Click the '+' symbol to add an account



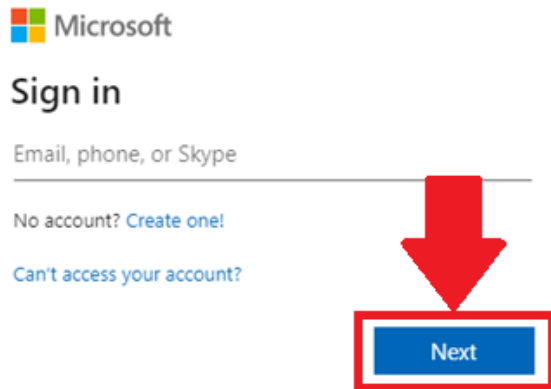
ii. Select '**Work or school account**' from the account type list, then choose '**Scan a QR code.**'



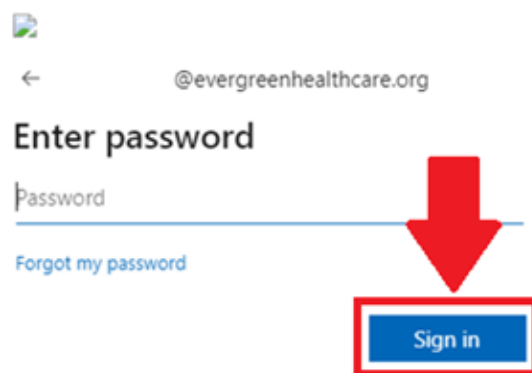
****STOP****

Leave your iPhone at the "Scan QR code" screen for now. We will come back to it at step 10. Go to your other device.

8. On your other internet connected device navigate to the Microsoft Authenticator registration page. <https://aka.ms/mfasetup>
 - a. At the sign-in prompt, type out your full Evergreen email address and click **'Next.'**



- b. Enter your password and hit **'Sign in'**



9. Make sure that '**Mobile app**' is chosen from the drop down and that '**Receive notifications for verification**' is checked then click '**Set up.**'

Additional security verification

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

Step 1: How should we contact you?

- 1
- 2 Receive notifications for verification
 Use verification code
- 3 Please configure the mobile app.

****STOP****


Grab your iPhone again. It should still be on the "Scan QR code" screen. We will come back to your other device at step 13

10. Grab your phone and scan the QR Code that appears on the screen of your other device. **DO NOT** click '**Next**' on your device displaying the QR code yet. We will do that in step 13.

Configure mobile app

Complete the following steps to configure your mobile app.

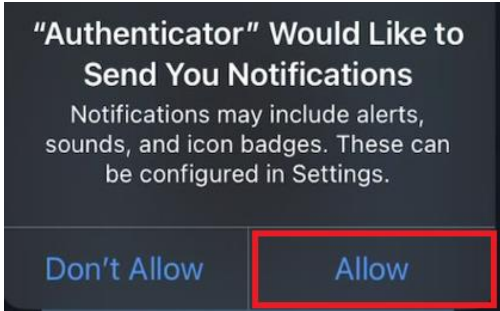
1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



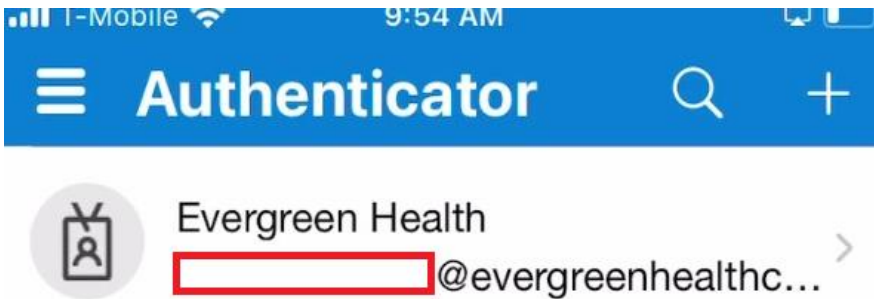
If you are unable to scan the image, enter the following information in your app.
Code:
Url:

If the app displays a six-digit code, choose "Next".

11. Your phone should get a prompt to allow Microsoft Authenticator to send you notifications. Tap **'Allow'**



12. You should now see your account listed in your Authenticator app



****STOP****

Leave your iPhone in the Authenticator app. We will come back to your other device at step 15

13. Back to the other device, hit **'Next'** from the QR code window, if you have not already.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.
Code:
Url:

If the app displays a six-digit code, choose "Next".



14. You may see the spinning circle next to the **'Set up'** button that says **"Checking Activation Status"** – If this takes more than 3-4 minutes, refresh the page.
- When it is done checking activation status you will see a success message next to the **'Set up'** button and the **'Next'** button will be clickable. Click **'Next'**

Additional security verification

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

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 Checking activation status..



- You will see this **"Step 2"** page after clicking **'Next'**. Leave it here and move onto the next step.

Additional security verification

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Step 2: Let's make sure that we can reach you on your Mobile App device

Please respond to the notification on your device.

Next

****STOP****

Grab your iPhone and leave your other device as is. We will come back to your other device at step 16

15. You will receive a prompt to approve the sign in from your Authenticator app on your phone. Tap **'Approve'**



****STOP****

You are done with your iPhone at this point! Go to your other device.

16. On your other device, it should report that the approval was successful. Click **'Done'**

Additional security verification

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

Step 2: Let's make sure that we can reach you on your Mobile App device

Verification successful. Taking you to the next step...



17. You will be prompted to login with your password one more time, but it is typically not necessary to do so. If you did login and encounter the page shown below, you will NOT be able to click save, and you should not change anything here. If you see this page. Just hit '**Cancel**' and/or sign out from the top right-hand corner of the browser (sign out not pictured)!

Additional security verification

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 sign in with just a stolen password
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Notify me through app

how would you like to respond?

Set up one or more of these options. [Learn more](#)

Authenticator app or Token

Authenticator app - iPhone 8

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

SUCCESS!

You have now successfully set up your Authenticator account on your iPhone. Please make sure to sign out / close the browser on your other device and close the Microsoft Authenticator on your iPhone!