Microsoft Authenticator Setup



Introduction:

The Microsoft Authenticator app helps you sign into your accounts when you're using two-factor verification. Twofactor verification helps you to use your accounts more securely because passwords can be forgotten, stolen, or compromised.

Two-factor verification uses a second factor like your phone to make it harder for other people and criminals to break into your account. Authenticator works with any account that uses two-factor verification and supports the time-based one-time password (TOTP) standards.

This guide will walk you through setting up the **Microsoft Authenticator App** on your smartphone. You will need your smartphone and your Capital University Windows PC to proceed.

Prefer to watch a video? Get to step 7 first, then visit this link.

Setup:

- 1. Install the latest version of the Microsoft Authenticator app, based on your phone's operating system:
 - **Google Android:** On your Android device, go to Google Play to <u>download and install the Microsoft</u> <u>Authenticator app</u>
 - Apple iOS: On your Apple iOS device, go to the App Store to <u>download and install the Microsoft</u> <u>Authenticator app</u>
- 2. Open the app and tap "next" through all introduction steps and tap "skip" if you see this screen.



3. Proceed to steps 4-8, you may keep your phone open at this screen. (In step 9 we add account)



- 4. On your Windows PC, open this link in your web browser https://aka.ms/mfasetup
- 5. This will prompt you to pick an account to sign into Microsoft Office 365. Pick your Capital email address.



6. You will be re-direct to the "**Capital Gate**" sign in page. Enter your Capital email address or username along with your password and click **Sign in**.

	CapitalUniversity
the the	Sign in with your Capital username or email address
	jdalesio@capital.edu 🕎
O VERSIL	
A CONTRACTOR	Sign in Sign in using your Capital username or email address
	and your password. If you need assistance, please call the CapIT Helpdesk at 614-236-6508.

 Once you get to this page, select <u>Mobile App</u>, <u>receive notifications for verification</u>, and click <u>Set up</u>. <u>Prefer to</u> watch a video? <u>Visit this link</u>.

Ad	ditional security verification
Secure	e your account by adding phone verification to your password. View video to know how to secure your acco
Ste	p 1: How should we contact you?
Mo	bile app 🔻
—н	low do you want to use the mobile app?—
۲	Receive notifications for verification
	Use verification code
To u	ise these verification methods, you must set up the Mic
	Set up Mobile app has been configured

 You will see a new window with your QR code. Below is an example of what you will see, <u>do not</u> <u>scan the QR code in this document</u> – it will not work for you. The codes are personalized to each user.

Confid	
Conne	jure mobile app
Complete	the following steps to configure your mobile app.
1. Install	I 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 f	the image below.
16	Configure app without notifications
Code	are unable to scan the image, enter the following information in your app. e: 698 780 270
Url:	https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/447009151
If the app	displays a six-digit code, choose "Next".
	Next

- 9. Open your Microsoft Authenticator App and select Add account.
- 10. Select Work or School account

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<	Add acco	ount	
WHAT K	IND OF ACCOUNT ARE YC)U ADDING?	
	Personal account		>
	Work or school account		>
8	Other (Google, Facebook,	etc.)	>

- 11. Choose **Scan QR Code** when the popup appears.
 - a. You MUST use the app's built-in QR code scanner
 - b. Accept/Allow any camera permission requests you see.

.∎l Verizon 🗢 10:52 AM ■ Authenticator	-7 🖬 77% 💼) +
Capital University jdalesio@capital.edu	>

- 12. Aim your smartphone's camera over the QR code that is on your PC screen.
- 13. The account is now added when you see this screen



14. Back to the QR code window on your PC, click Next

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.
Configure app without notifications
If you are unable to scan the image, enter the following information in your app,
Code: 698 780 270
Url: https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/447009151
If the app displays a six-digit code, choose "Next".
Next cano

- 15. After the activation completes, click **Next**.
- 16. This will trigger a notification from the app asking you to approve the sign in, tap **Approve.**



17. Lastly, you will need to enter a phone number just in case you lose access to this app, then click **Done.**

Additional s	ecurity verifi	cation	
Secure your account by add Step 3: In case you	ling phone verification to yo	ur password. View video to know how to secure your accoun	t
United States (+1)	×	×	
S			Done
Your phone numbers will	only be used for account se	curity. Standard telephone and SMS charges will apply.	

At this point you are done! Enjoy! 😊