

# Microsoft Authenticator Setup



## Introduction:

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

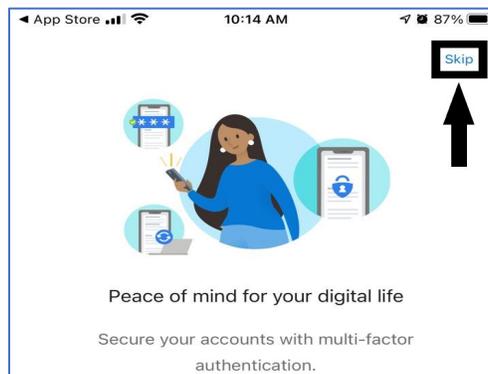
Two-factor verification uses a second factor like your phone to make it harder for other people and criminals to break into your account. Authenticator works with any account that uses two-factor verification and supports the time-based one-time password (TOTP) standards.

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.

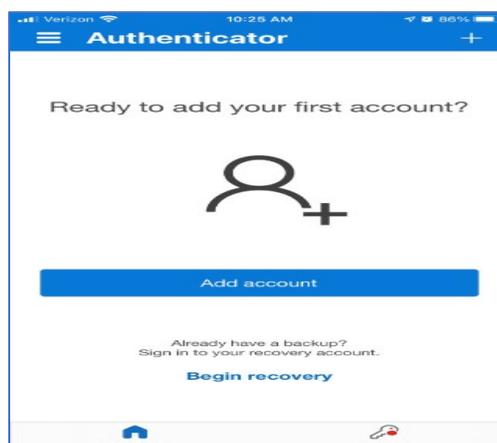
*Prefer to watch a video? Get to step 7 first, then [visit this link](#).*

## Setup:

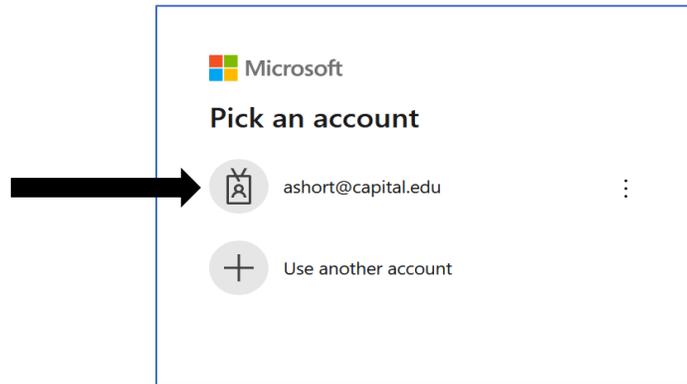
1. Install the latest version of the Microsoft Authenticator app, based on your phone's operating system:
  - **Google Android:** On your Android device, go to Google Play to [download and install the Microsoft Authenticator app](#)
  - **Apple iOS:** On your Apple iOS device, go to the App Store to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



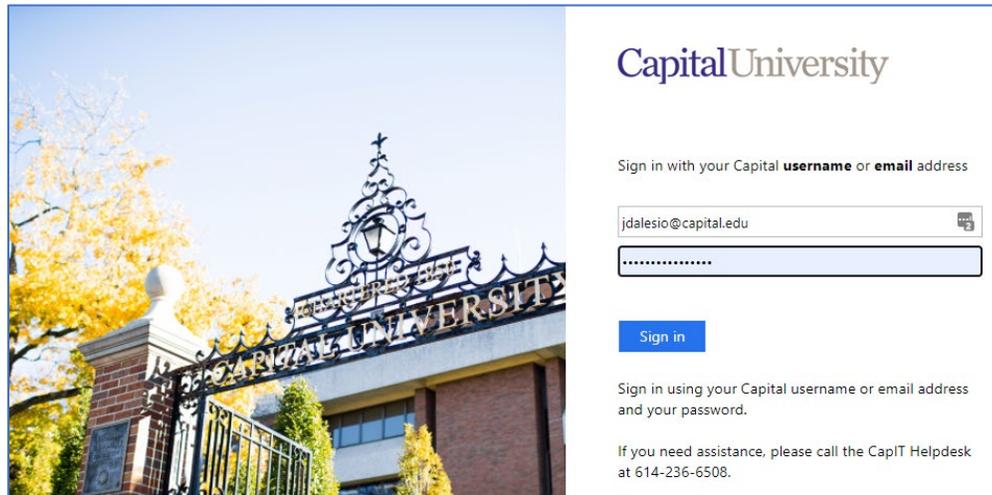
3. Proceed to steps 4-8, you may keep your phone open at this screen. (In step 9 we add account)



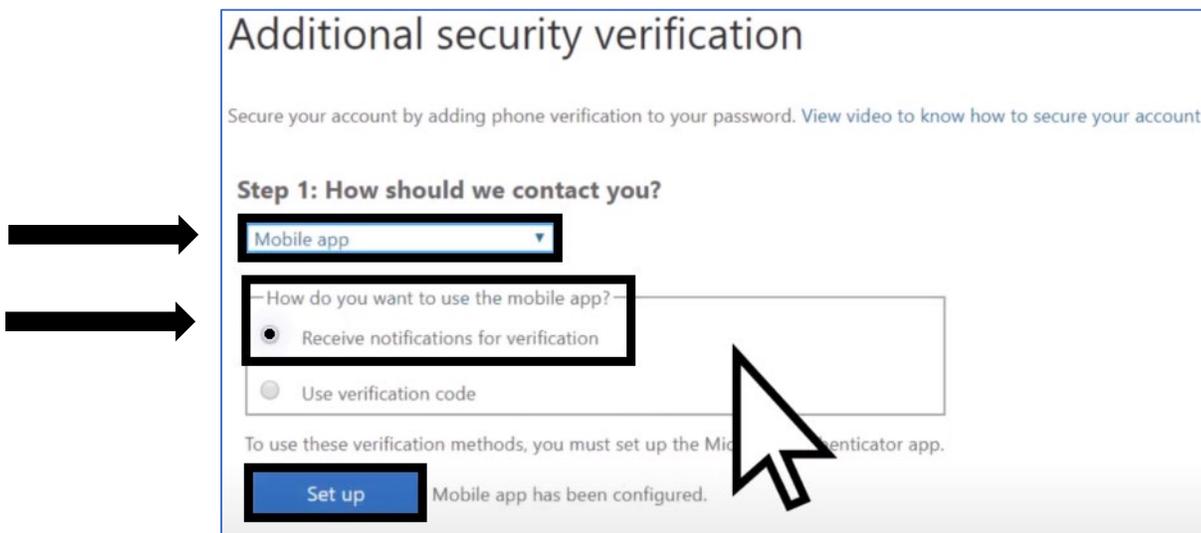
4. **On your Windows PC**, open this link in your web browser - <https://aka.ms/mfasetup>
5. This will prompt you to pick an account to sign into Microsoft Office 365. Pick your Capital email address.



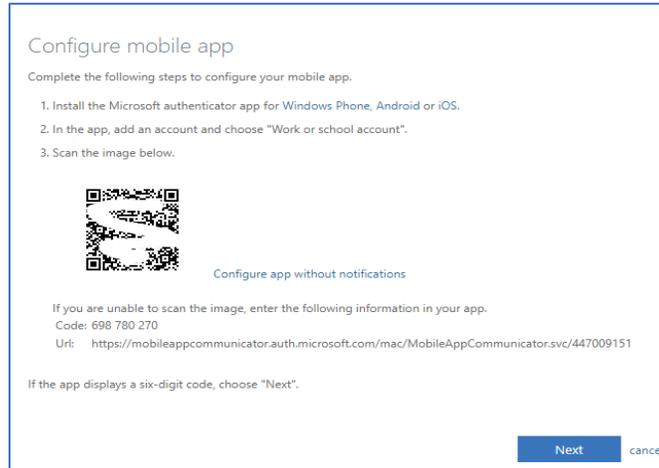
6. You will be re-directed to the **"Capital Gate"** sign in page. Enter your Capital email address or username along with your password and click **Sign in**.



7. Once you get to this page, select **Mobile App**, receive notifications for verification, and click **Set up**. *Prefer to watch a video? [Visit this link.](#)*

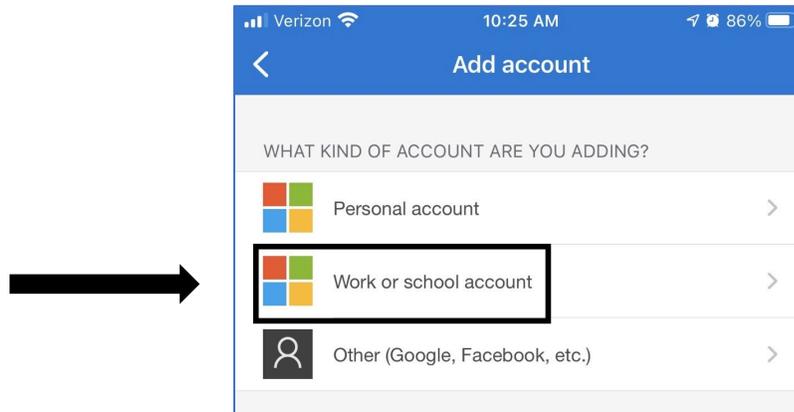


8. You will see a new window with **your** QR code. Below is an example of what you will see, **do not scan the QR code in this document** – it will not work for you. The codes are personalized to each user.

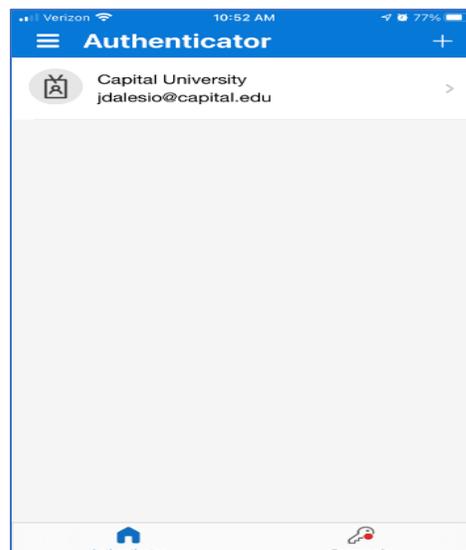


9. Open your **Microsoft Authenticator App** and select **Add account**.

10. Select **Work or School account**

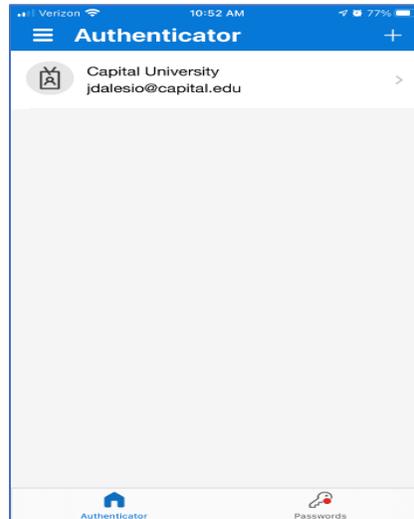


11. Choose **Scan QR Code** when the popup appears.
- a. You **MUST** use the app's built-in QR code scanner
  - b. Accept/Allow any camera permission requests you see.

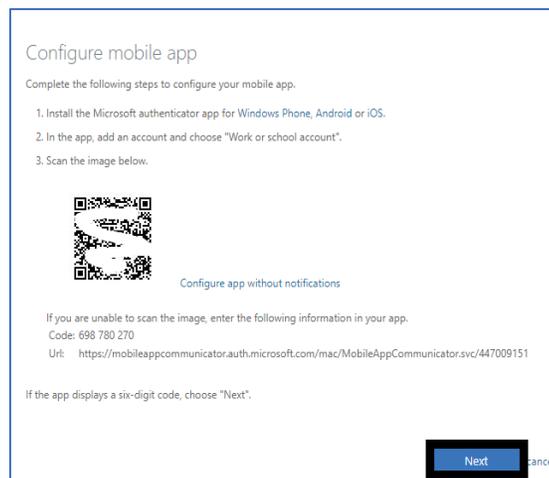


12. Aim your smartphone's camera over the QR code that is on your PC screen.

13. The account is now added when you see this screen

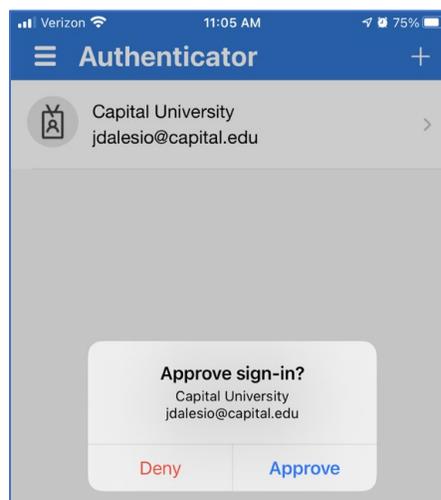


14. Back to the QR code window on your PC, click **Next**

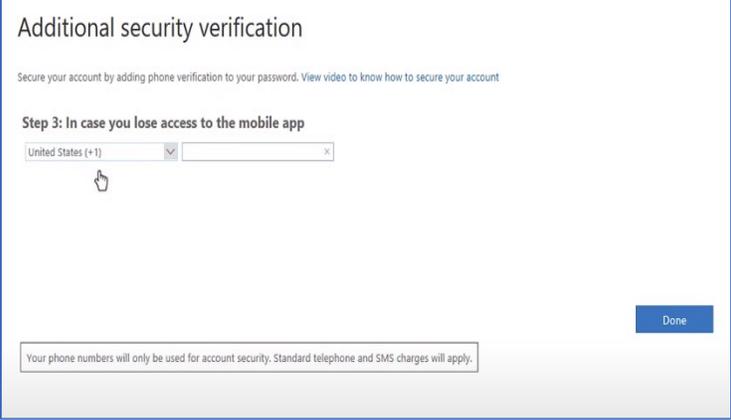


15. After the activation completes, click **Next**.

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 security verification

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

**Step 3: In case you lose access to the mobile app**

United States (+1)

Done

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

At this point you are done! Enjoy! 😊