How to Configure the Microsoft Authenticator App

To set up 2-step verification for Office 365, the easiest verification method to use is Microsoft Authenticator. It's just one click instead of typing in a 6-digit code. And if you travel, you won't incur roaming fees when you use it.

Note: 2-step verification is not enabled by default. To enable 2-step verification for your account, send a service request to OICT Unite Mail Fulfillment Support at dm-oict-um-ny@un.org.

Download and install Microsoft Authenticator app

Download and install the Microsoft Authenticator app for:
- Android [https://go.microsoft.com/fwlink/p/? LinkId=722778],
- iOS [https://go.microsoft.com/fwlink/p/?LinkId=722779] or
- Windows Phone [https://go.microsoft.com/fwlink/p/?LinkId=722777].

Set up the Microsoft Authenticator app

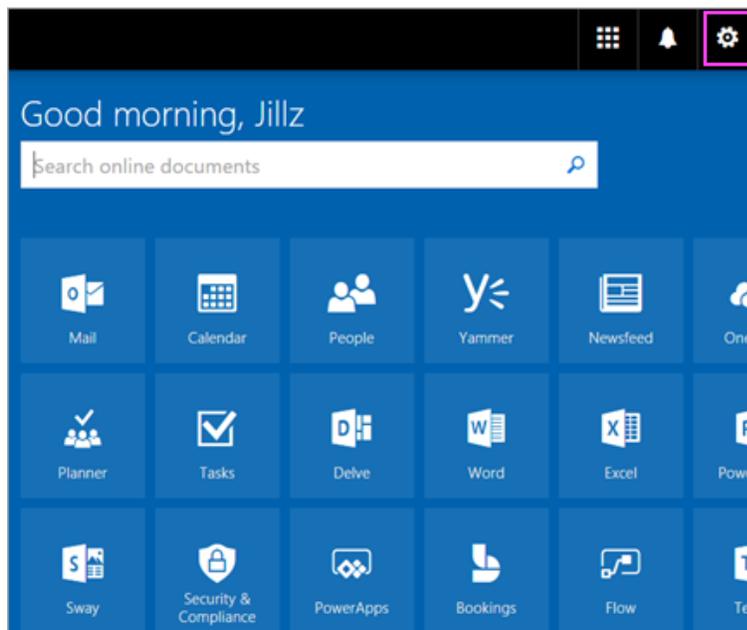### Step 1: Choose the mobile app

Open a browser on your computer and go to https://portal.office.com. Sign in to your Office 365 for business account.

Use these steps if you see this screen:
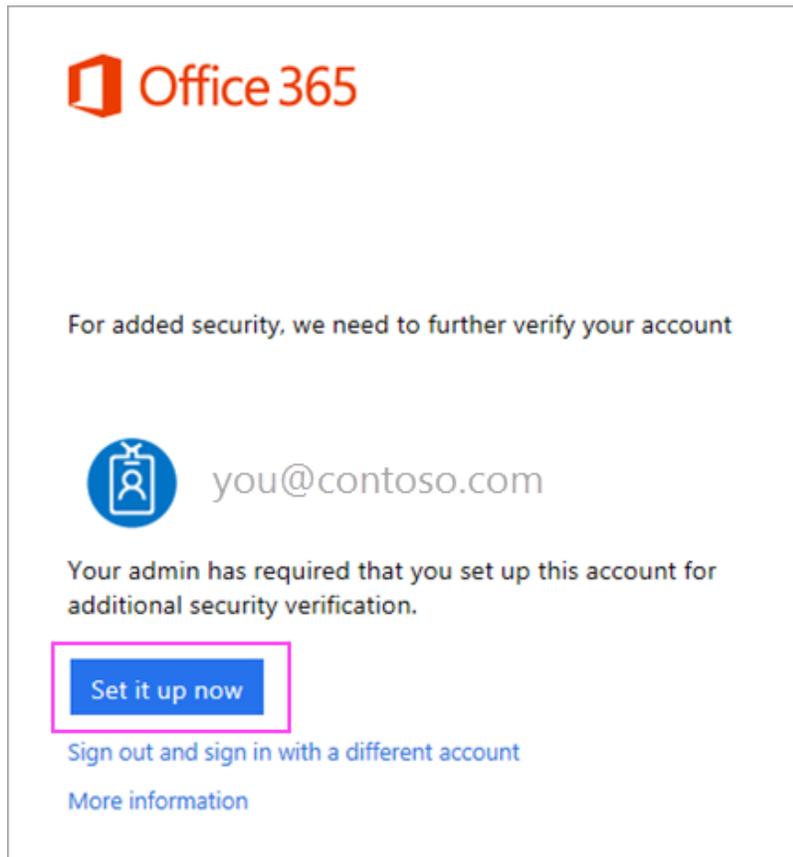
1. Click **Set it up now**.
2. Choose **Mobile app** from the dropdown.
3. Make sure "**Receive notifications for verifications**" is selected. Click **Set up**.
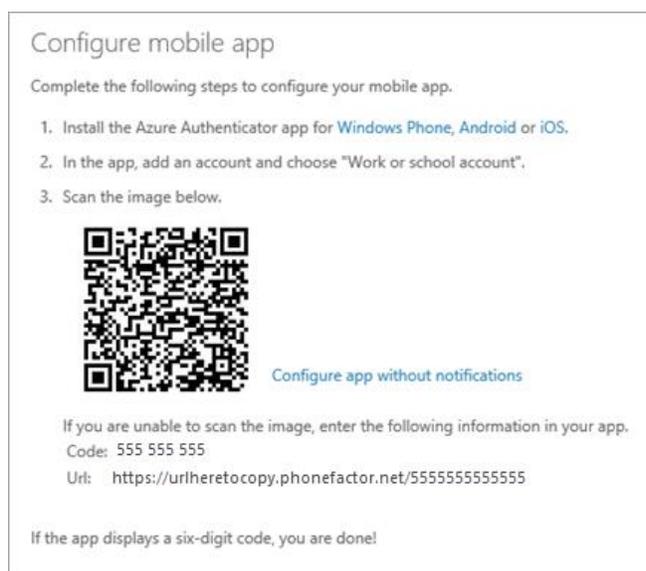
Use these steps if you see this screen:

1. Choose **Settings** ⚙ > **Office 365**.
2. Choose **Security & Privacy** > **Additional security verification** > **Update my phone numbers used for account security**.
3. In the drop down box under **What's your preferred option**, choose **Notify me through app**.
4. Check the box for **Microsoft Authenticator app**, click **Configure**.

Step 2: Wait for configuration pop-up box

You should see a window on your computer that looks like this.


Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Azure 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: 555 555 555
Url: https://urlheretocopy.phonefactor.net/5555555555555

If the app displays a six-digit code, you are done!

Step 3: Add account to Microsoft Authenticator

1. Open the Microsoft Authenticator app on your phone.
2. Tap the **+** > **Work or school account**.
3. Use your phone to scan the QR square that is on your computer screen.

   Note: If you can't use your phone camera, you'll have to manually enter the 9 digit code and the URL.

4. Your account will be added automatically to the app and will display a six-digit code.
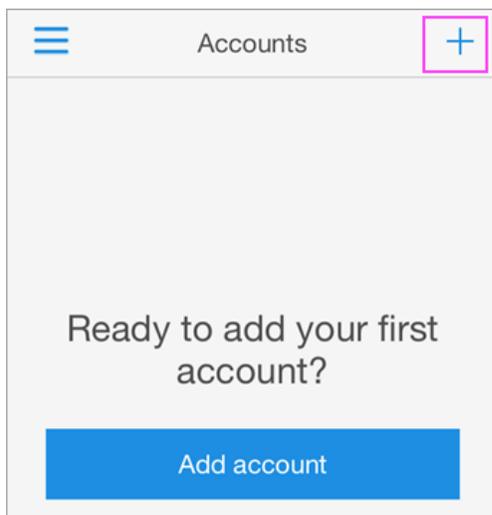
## Step 4: Confirm activation status on your computer

1. Switch back to your computer and click **Done**.
2. Now wait for the **Checking activation status** text to finish configuring your phone.
3. When it's complete, you'll be able to click the **Contact me** button on the right.

   Note: If configuration fails, just delete retry the previous steps again.
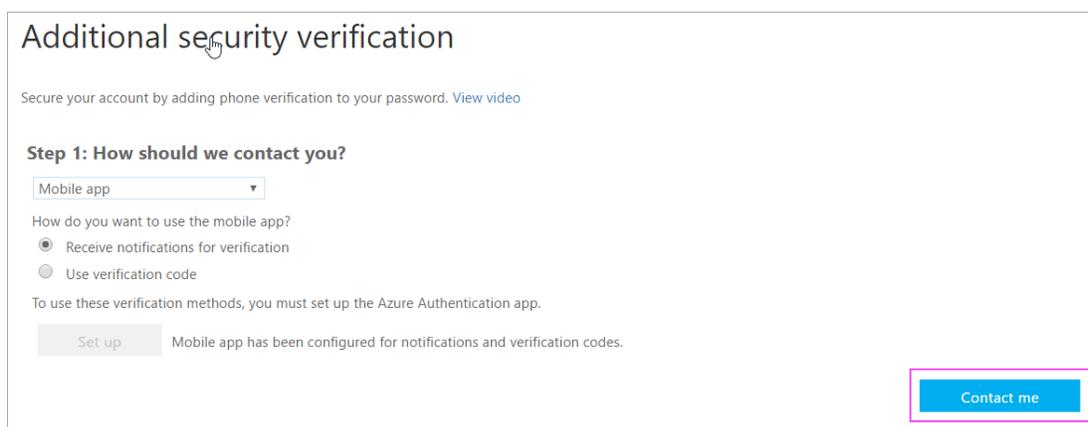
Step 5: Approve sign in on your phone

1. Switch back to your phone and you'll see a notification for a new sign in.
2. Go to the Microsoft Authenticator app.
3. Tap **Approve** to allow it.
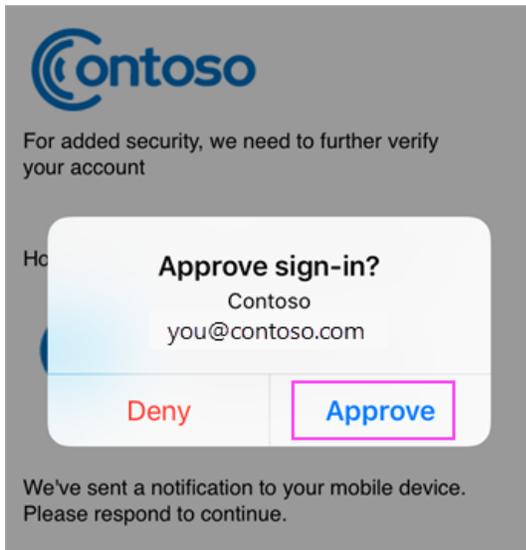
Step 6: Finish set up

1. Back on the computer, follow any prompts that you might see such as adding a mobile number.
2. You're good to go!

From now on, whenever you have a new sign in or add your Office 365 account to an app, you'll open the Authenticator app on your phone and tap **Approve**.