





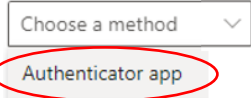
## Adding Microsoft Authenticator App for MFA login to Office 365

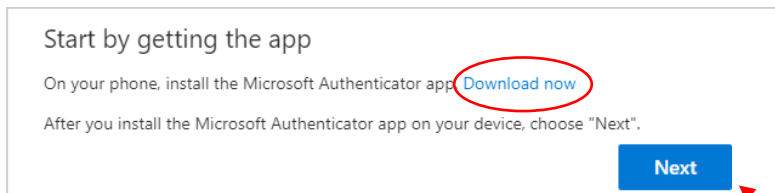
You will need your computer and your phone to install & set up the Microsoft authenticator app. You'll login to your O365 account on your computer & install the authenticator app on your phone, performing the setup steps while switching between your O365 account on computer and the authenticator app on your phone.

1. On your computer,
  - Login to your account at <https://office365.seattlecolleges.edu> & \* click your **profile icon** (upper right), then click **View Account** & sign in as prompted. Go to step 2. \*(IF this is your *first login since MFA was enabled* you'll receive the "More information required" window. In this case click the Next button and skip to step 5 below, "Start by getting the app".)
2. From your MyAccount page - Choose **Security Info** from the left side menu. (Or you can click the Update Info > link on the Security info tile.)

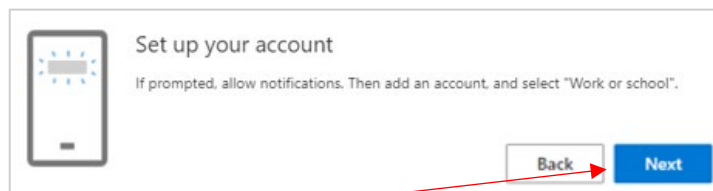


Security info

3. Click **+ Add sign-in method**.  

4. Click the down arrow to the right of "Choose a method" to open the drop down menu & choose **Authenticator app** from the drop-down list of methods & click **Add**.  

5. The "Start by getting the app" window opens (image below). Keep this window open & install the Microsoft Authenticator app *onto your phone* by either of the following methods:
  - Click **Download now** from the Start by getting the app window. Clicking Download opens a new tab with QR codes for automated installation of the app.
  - Or from your phone you can go to the App Store for iPhone or Google Play Store for Android & download the app then proceed to step 7.
6. Use your phone to scan the displayed QR code for your phone type.



7. After you've installed the app onto your phone, go back to the "Start by getting the app" window/tab on your computer & click the **Next** button. (image above)
8. The "Set up your account" window opens on your computer (image below) with setup instructions for your phone. On your phone, open the Authenticator app & - **allow notifications** if prompted, then click the **Add account** button & select "**Work or school account**", then return to your computer.



9. On your computer, click the **Next** button. The "Scan the QR code window" opens on your computer. (image below)

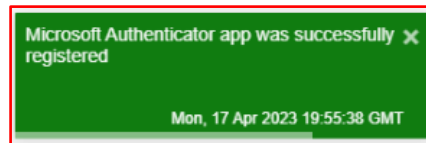
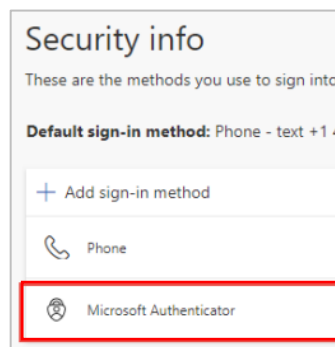
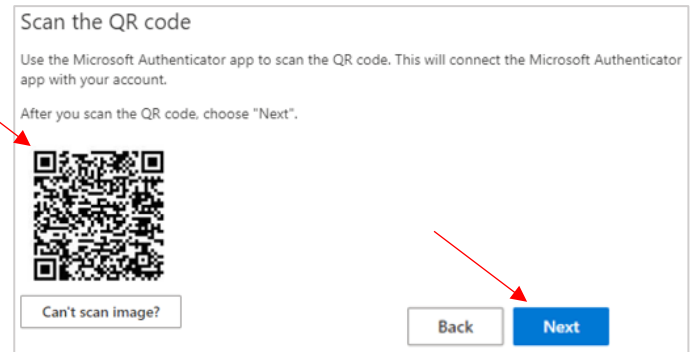
10. On your phone, choose the option to scan a code & use your phone to scan (take a picture of) the QR code on your computer screen. Go to your computer & click the **Next** button.

Note - If your phone can't read the code, you can click the "Can't scan image?" button and manually enter the code and URL into the Microsoft Authenticator app on your phone.

11. On your phone you'll receive a test notification to approve sign-in. Click **Approve**.

12. Your computer will show that the sign-in has been approved meaning Microsoft Authenticator on your phone is synced with your O365 account & is working properly. Click the **Next** button.

13. A success message appears in the Security Info window & Microsoft Authenticator is listed as a sign-in method.



MS Authenticator is now available for your next O365 logins for 2<sup>nd</sup> factor verification. Be sure to have your phone with you to receive notifications.

### TO LOG IN WITH MS AUTHENTICATOR

- Login into your O365 account with your MySeattleColleges username and password.
- Approve the *notification sent to your phone* from Authenticator for your 2<sup>nd</sup> factor verification.

**“Use Other Ways to Sign in”** – Need to switch to a different (preset) 2<sup>nd</sup> factor sign in method? – first sign into O365 with username and password & click the **“Use Other Ways to Sign in”** link. *You may need to cancel the window(s) requesting 2<sup>nd</sup> factor login information, backing out until the link option appears.*

You can edit your Office 365 sign-in methods in your MyAccounts/Security Info page. See login steps 1 & 2.

For assistance contact the IT Help Desk - [ITHelp@seattlecolleges.edu](mailto:ITHelp@seattlecolleges.edu)

Find more information at - <https://itservices.seattlecolleges.edu/it-help-desk>

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