



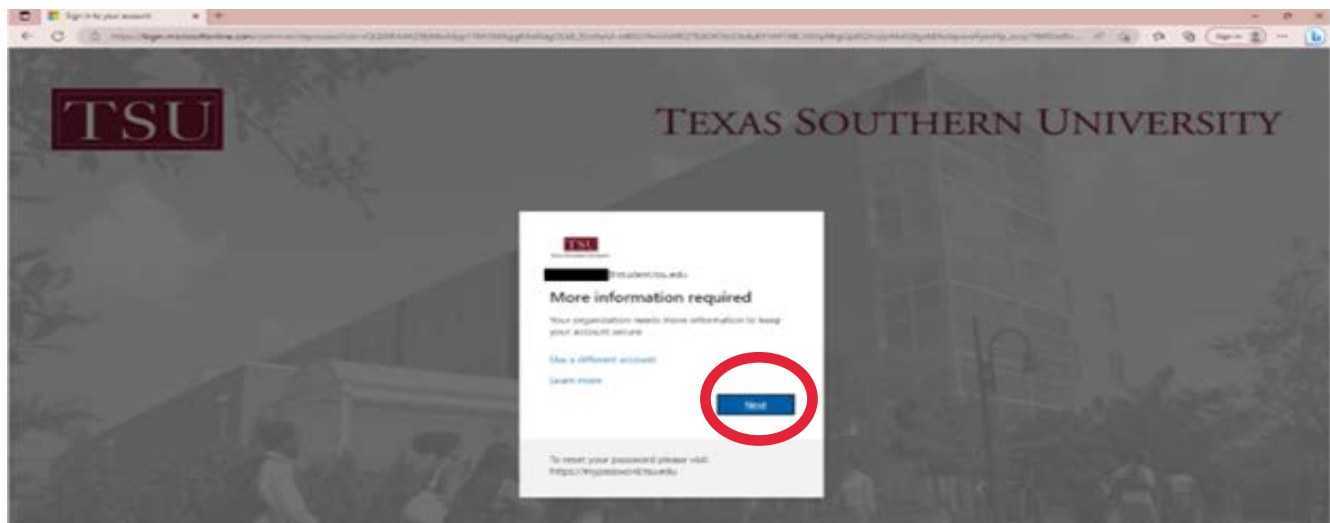
## Multi Factor Authenticator - How to Guide

**Purpose:** this guide is to provide step by step instructions on how to setup the Microsoft Authenticator App.

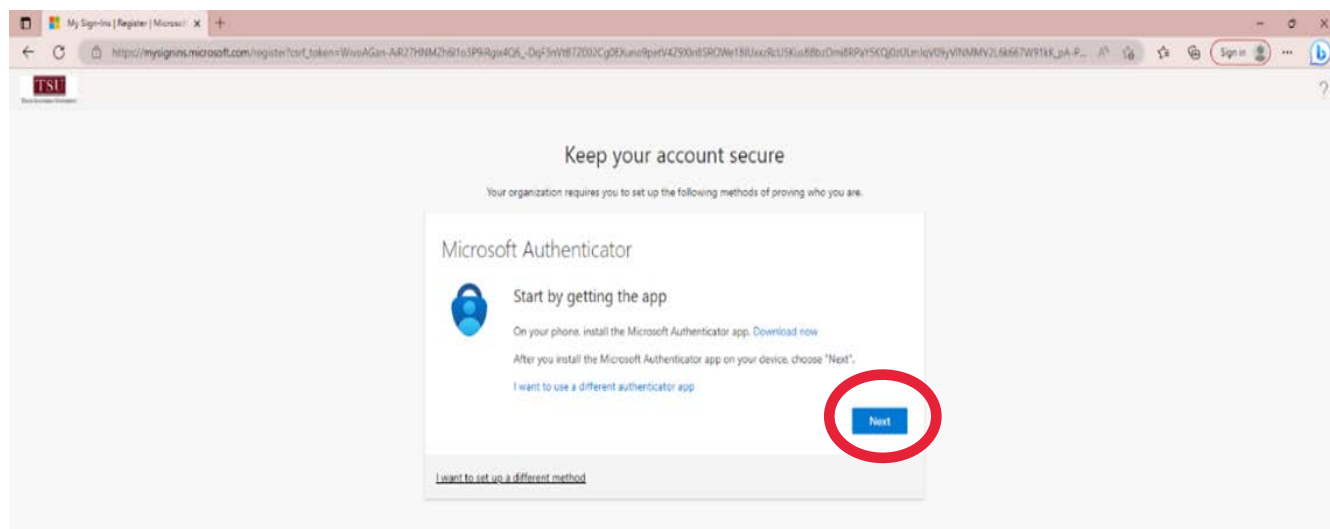
### Instructions:

#### On a laptop / desktop

1. Open your web browser to [office365.tsu.edu](https://office365.tsu.edu)
2. At the sign in screen, use your TSU email address. Then click the blue "Next" button.
3. The next screen will say more information required, click the blue "Next" button. (shown below circled in red)

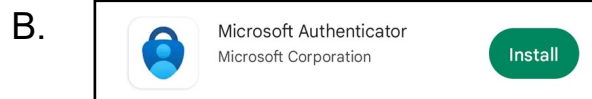


4. The next screen to come up will ask you to install Microsoft Authenticator app on your phone. Click on the blue "Next" button. (shown below circled in red)



#### On your phone

5. Download the Microsoft Authenticator App. Then go back to your desktop. (figure A. shows iOS, Figure B. shows Android)

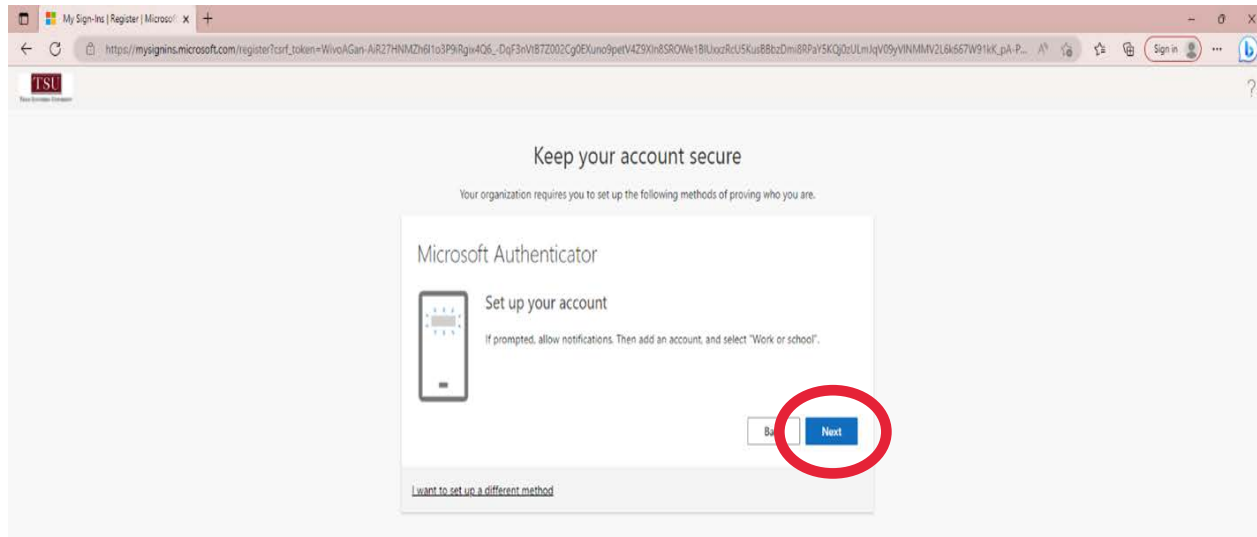




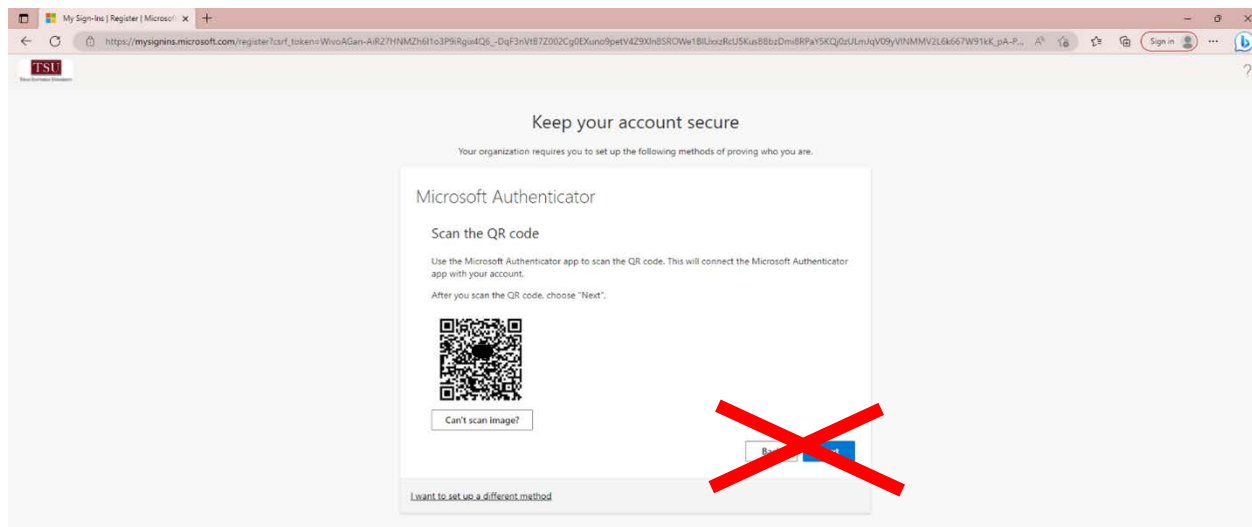
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### On a laptop / desktop

6. The next screen on your desktop will require you to set-up your account. Click the blue "Next" button to continue. (shown below circled in red)



7. A QR code will appear (as shown below) on your screen. **DO NOT CLICK NEXT YET, PROCEED TO STEP 8.**

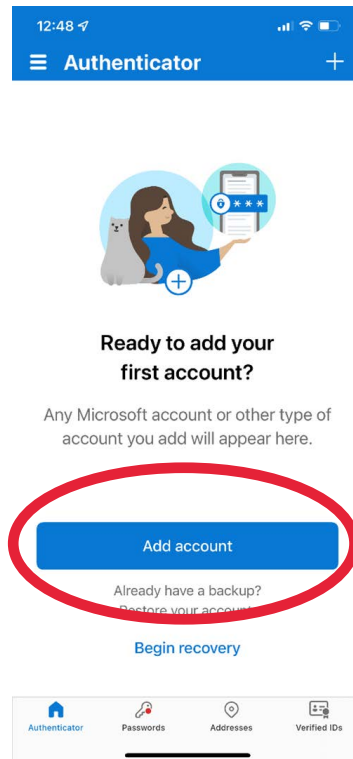




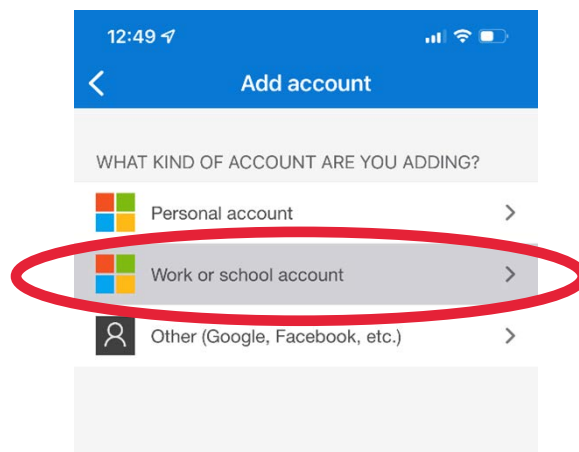
## Multi Factor Authenticator - How to Guide

### On your phone

8. Launch the Authenticator app. Your phone should load to a screen similar to below. Tap on the "Add account" blue button. (shown below circled in red)



9. Choose "Work or school account". (shown below circled in red)

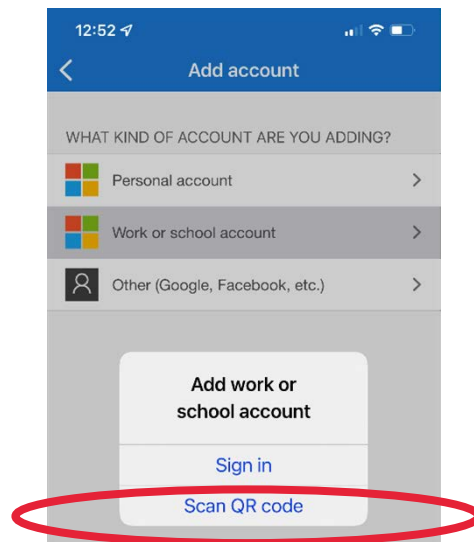




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### On your phone

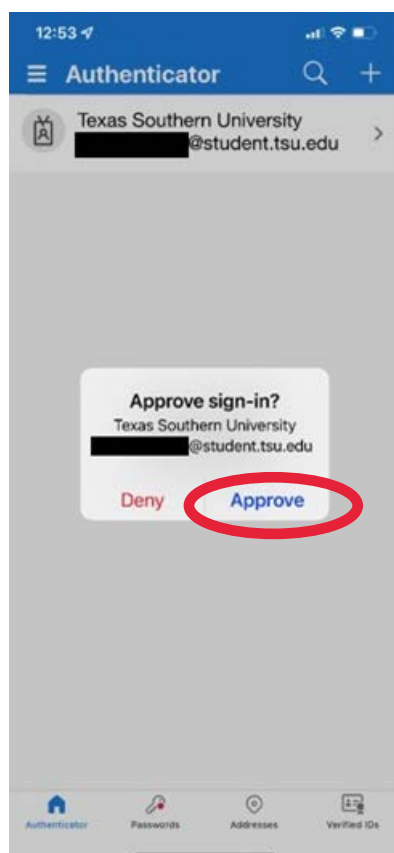
10. The next screen will prompt you to choose between 2 options, you will choose "Scan QR Code". (shown below circled in red) The QR code you will scan is from your web browser on your laptop/desktop. (where you stopped on Step #7)



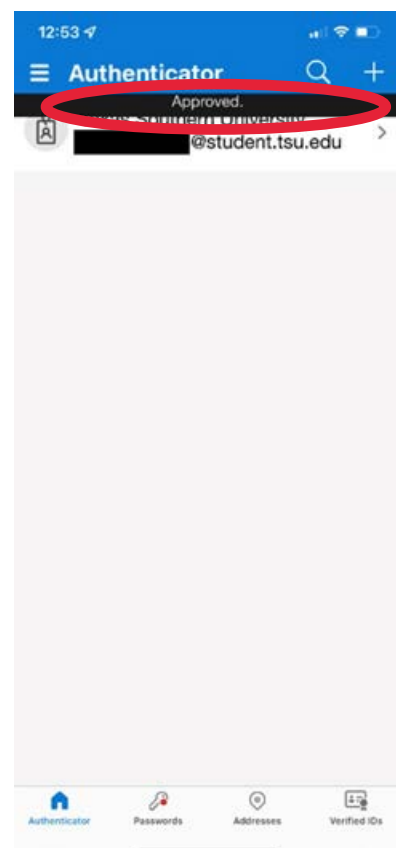
11. The next screen on your phone will request you to Approve sign-in. Then press the blue "Approve" on your phone's screen. (as shown below in Figure A, circled in red)

12. The next screen will show an Approved status. (as shown below in Figure B, circled in red)

A.



B.

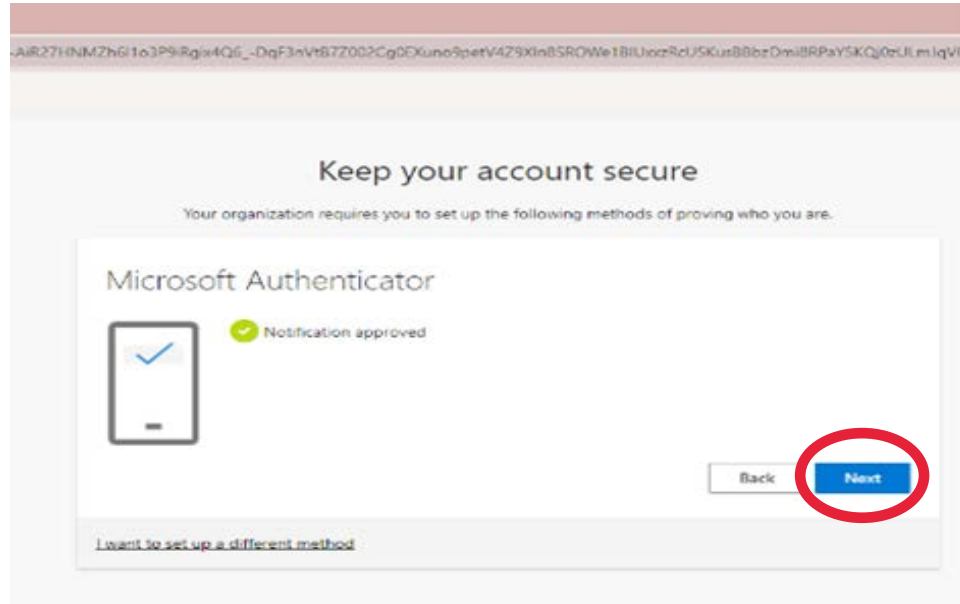




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### On a laptop / desktop

13. Your laptop's / desktop's web browser will show a "Notification approval" of your sign in. Click the blue "Next" button. (as shown below circled in red)



14. Your laptops / desktops web browser will then present you with the "Success!" screen shown below. Congratulations on setting up Multi Factor Authentication.

