

MOBILE DEVICE:

If you do not have the Microsoft Authenticator app:

- Download Microsoft Authenticator app from the app store
- Open the app, but stay at the prompt where you can tap on Scan a QR code

If you already have the app downloaded and other sites loaded:

- Tap on the “+” to add Muskingum
- Tap “Work or school account”

COMPUTER:

Open a web browser and log into Microsoft 365

Click on your initials (or your picture) at the top right of the web page

Click on “View Account”

Click on Security Info in the left column. You may be prompted for a secondary authentication at this time.

Click on “Add sign-in method”

Select “Authenticator App”

You will be prompted to get the Authenticator app. You’ve already done this, so click Next

You will be prompted to set up your account, click Next

You will be prompted to Scan the QR code. Do not do anything on the computer, proceed to the next step.

MOBILE DEVICE:

Tap ‘Scan a QR code’ and then scan the QR code on your computer screen

COMPUTER:

Click Next

You will get a “Let’s try it out” box. Look at your mobile device for a prompt.

MOBILE DEVICE:

Tap Approve

COMPUTER:

You should see it approved in your browser – click Next

You have completed the install and can close your app and log out of your account.