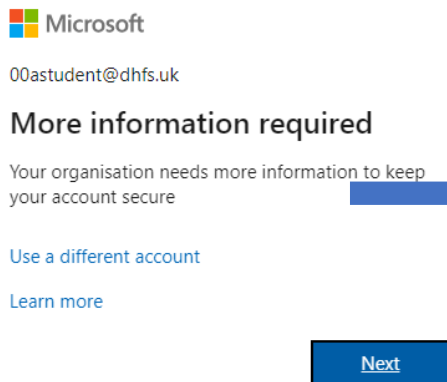


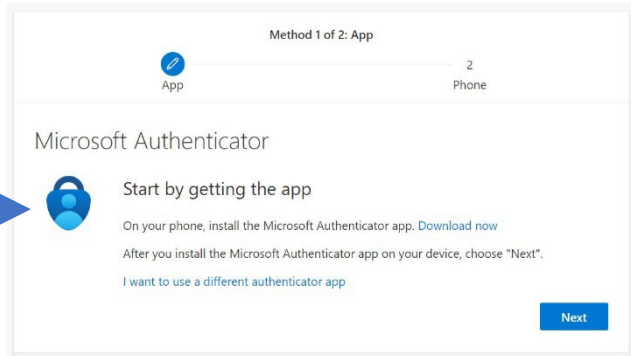
Guide to setting up Microsoft Authenticator

(1)



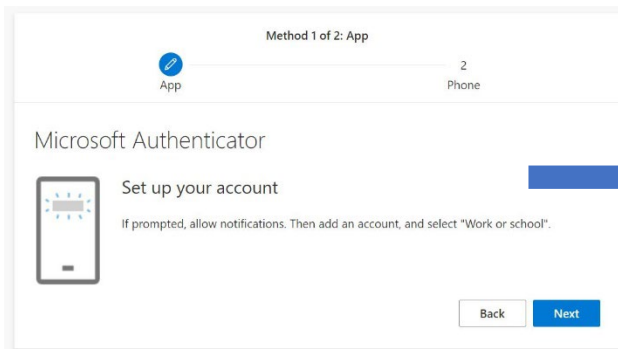
This is the message you will see if you have not yet set up multi-factor authentication. Click 'Next'.

(2)



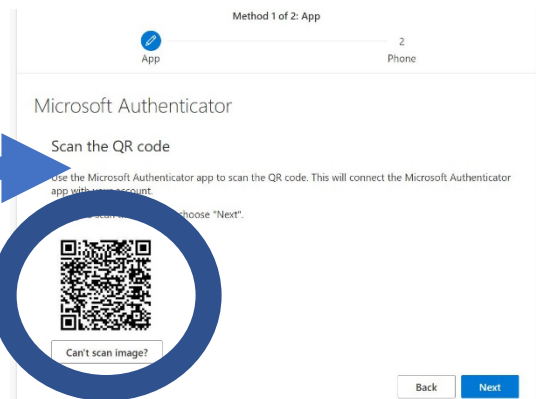
Download Microsoft Authenticator on your phone. This app is available on iPhone and Android. Once downloaded and installed, click 'Next'.

(3)



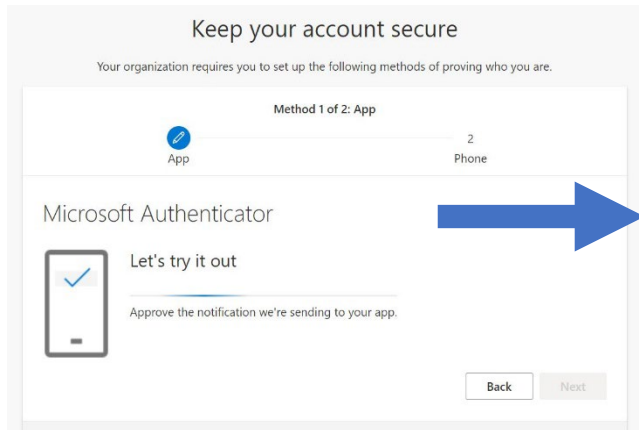
With the App open on your phone, tap the + button at the top of the screen. Then select 'Work or school account'. If the App mentions notifications, tap to allow them. On the computer, click 'Next'.

(4)



A message will then appear on your phone with the option to 'Scan a QR code' or 'Sign in'. Choose 'Scan a QR code'. This will open your camera. Hover the camera over the QR code on the screen and once it has successfully read it, click 'Next' on the computer.

(5)



You will then receive a test notification on your phone to make sure it is now working. Approve the notification.

(6)

Microsoft Authenticator



You have now completed the set up. Your phone will only ask you to approve the notification once every 60 days for each device you log into your school emails with.