

Multi-Factor Authentication (MFA) Using Microsoft Authenticator Guideline

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I. Downloading the Microsoft Authenticator App

1. Downloading App:

For Android Devices:

- Open the Google Play Store.
- Search for "Microsoft Authenticator".
- Select the app and tap Install.

For iOS Devices (iPhone, iPad):

- Open the App Store.
- Search for "Microsoft Authenticator".
- Select the app and tap Get to download it.



Microsoft
Authenticator
Microsoft Corporation

- 2. Open the Microsoft Authenticator App:** Once installed, launch the app from your home screen or app list.

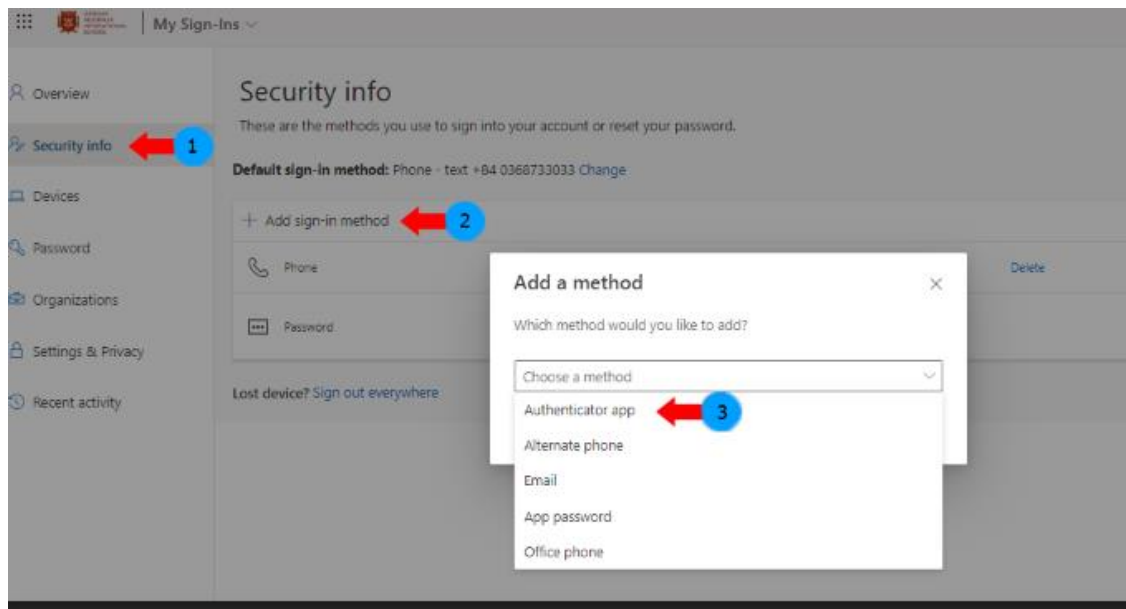
II. Setting Up MFA with Your Microsoft 365 Account

3. Accessing Microsoft's Security Page:

- Open a web browser on your computer or mobile device.
- Access to [My Sign-Ins](#) and sign in to your Microsoft 365 account.

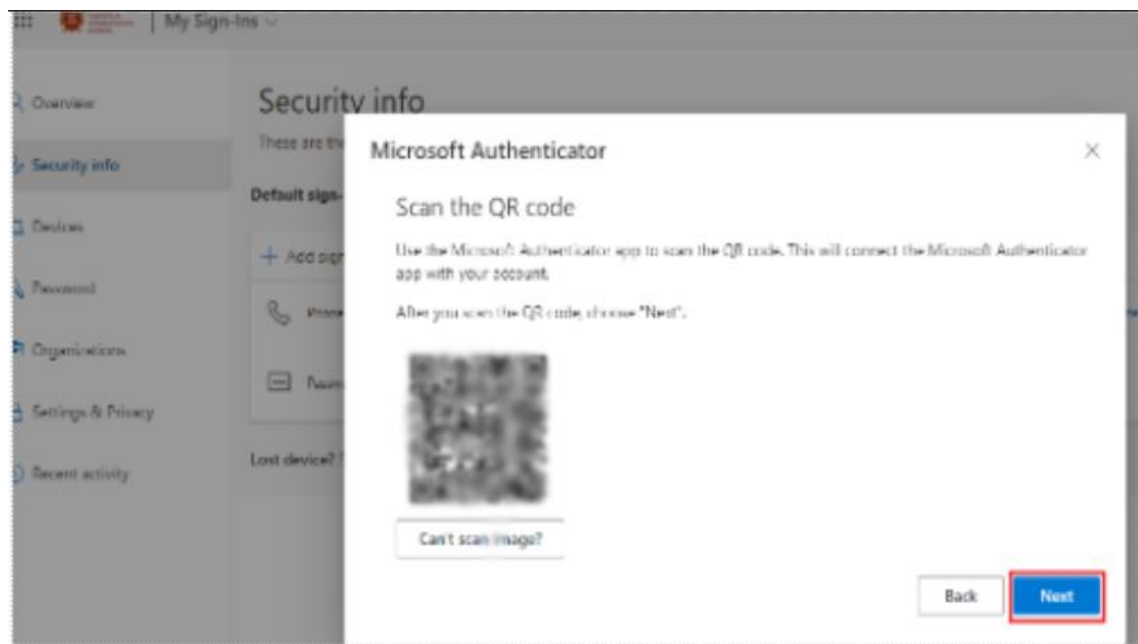
4. Choosing a security method:

- In the Privacy Information page(**Security Info**), **Click** Add Method (**Add method**).
- Select **Authenticator app** from the list and click **Add**.



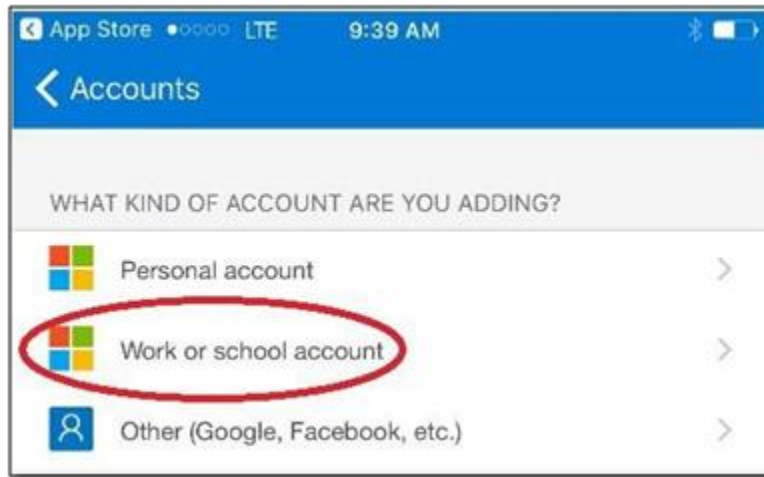
5. Configuring the Microsoft Authenticator App:

- Click **Next** to proceed
- Click **Set up** to display a QR code on your screen



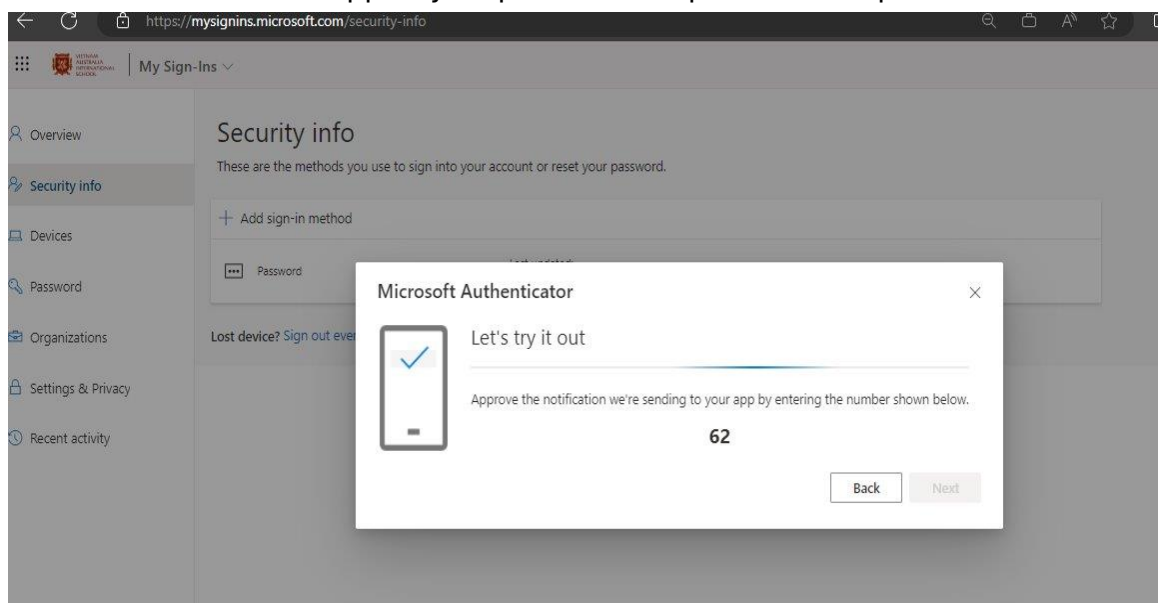
6. Scanning the QR code

- Open the Microsoft Authenticator App on Your Phone:
- Tap the plus sign (+) or **Add account**.
- Select **Work or school account**.
- Use the app to scan the QR code displayed on your computer screen.



7. Confirm on Your Phone:

- After scanning the QR code, the app will automatically add your Microsoft 365 account.
- Return to the website, click **Next**, and enter the number displayed on the website into the app on your phone to complete the setup.



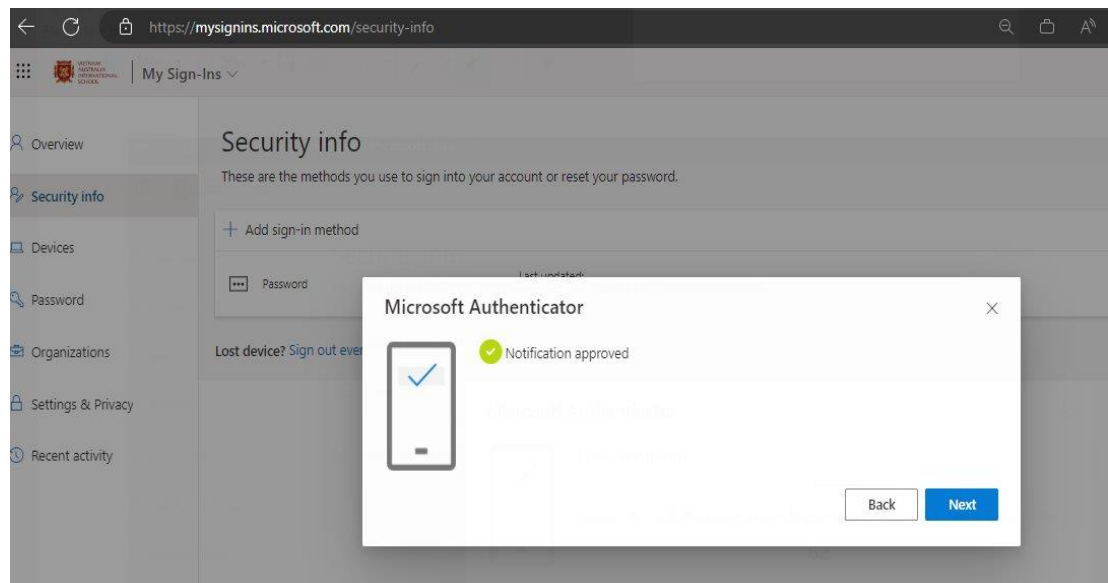


8. Finalizing the Setup

a. Verifying Your Account:

- Your account will now appear in the app with a six-digit verification code.

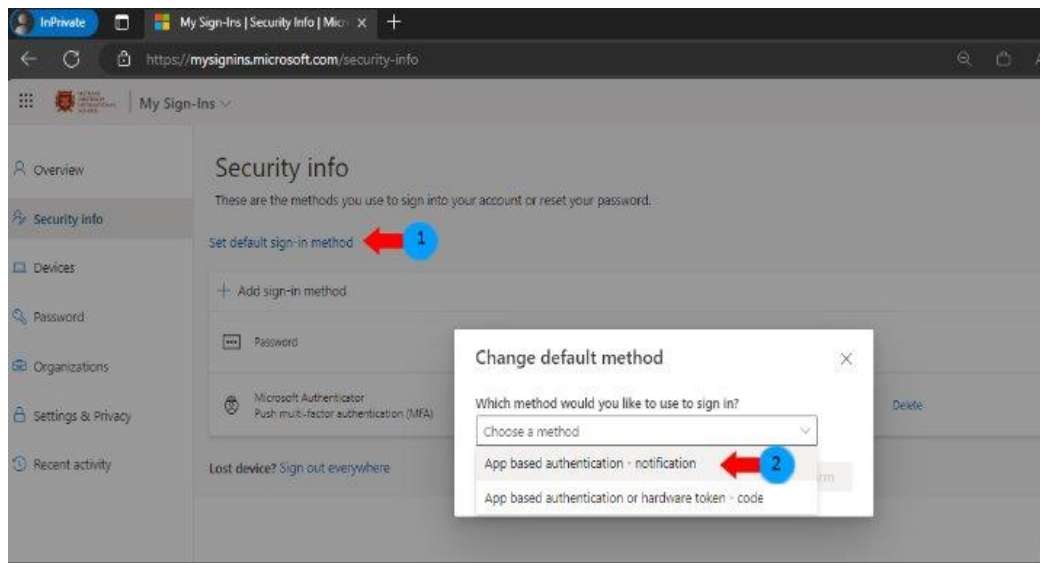
b. Completing the Setup on the Website:



III. Changing the Default MFA Method to the Authenticator App

9. Changing the Default MFA Method to the Authenticator App

- Go to the **Security Info** page.
- Click **Set default sign-in method** and select **Authenticator app**



IV. Important Notes

- **Keep Your Phone Accessible:** The Microsoft Authenticator app will be required for logging into your Microsoft 365 account.
- **Update the App Regularly:** Make sure the app is always updated for optimal security.

V. Support

If there are any issues during the MFA setup or usage process, please contact our IT support team via email: ITHelpdesk@vas.edu.vn.