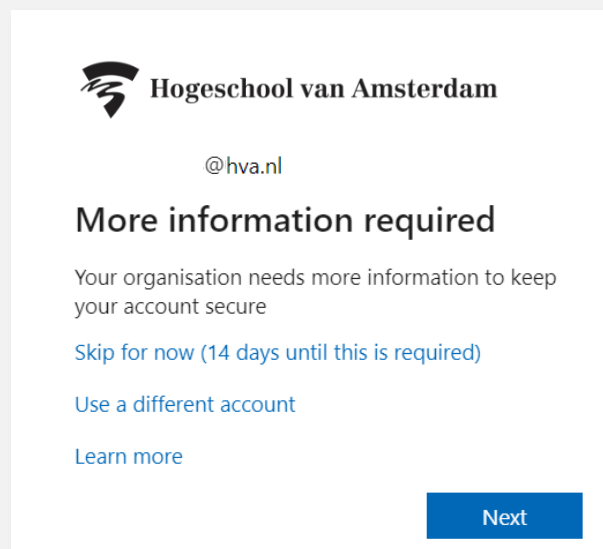


This instruction card will guide you through the process of installing **two-factor authentication** on your **Android phone**. By registering, you ensure **safe** access to all information processed through your Office 365 apps. You will need both your phone and PC for this registration. To ensure a fully secure experience, you will need to install the application **and** register your mobile phone number.

1. In the **browser** on your **computer**, go to <http://aka.ms/mfasetup> and log in with your AUAS email address. You will be notified that **more information is required**. Click on **Next**.

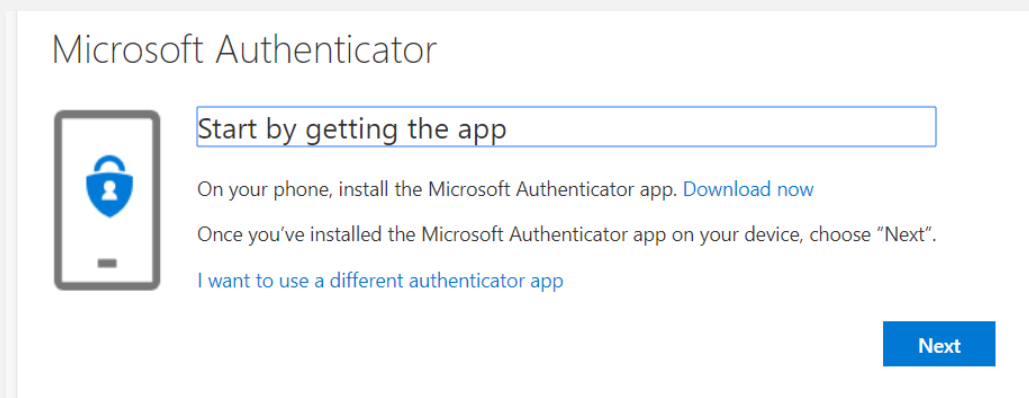
2. This will **open** the screen in which you can **start the installation**. Here, you will be asked to download the **Microsoft Authenticator application** on your phone. Click on **Next**.

2

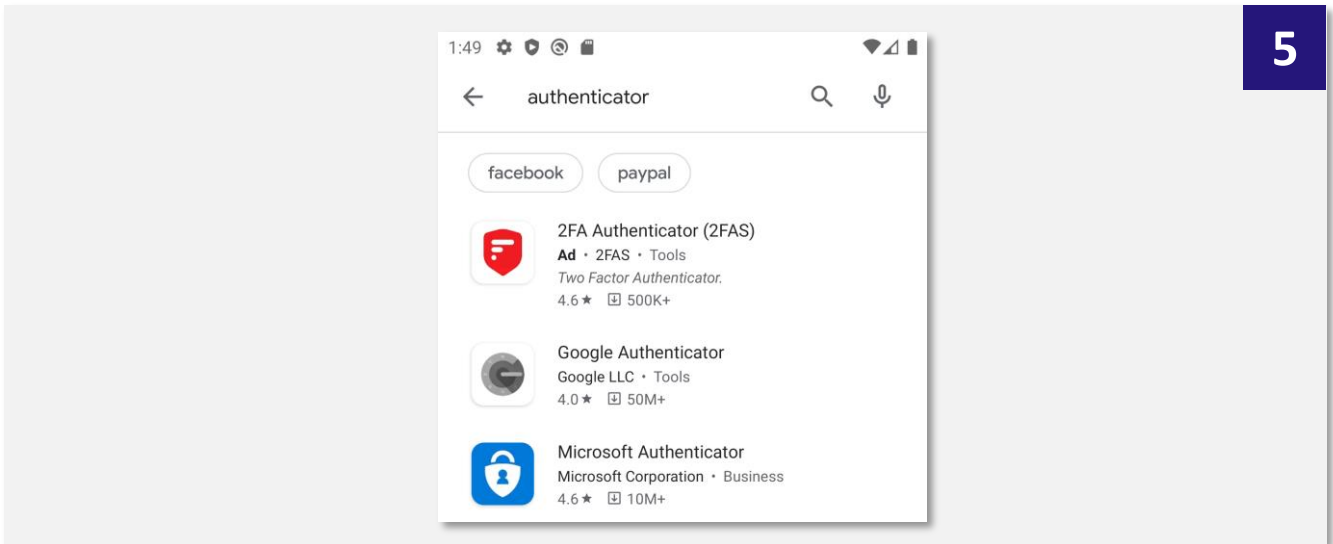


3 This is the **first step** of the registration. **Click next** to start the process

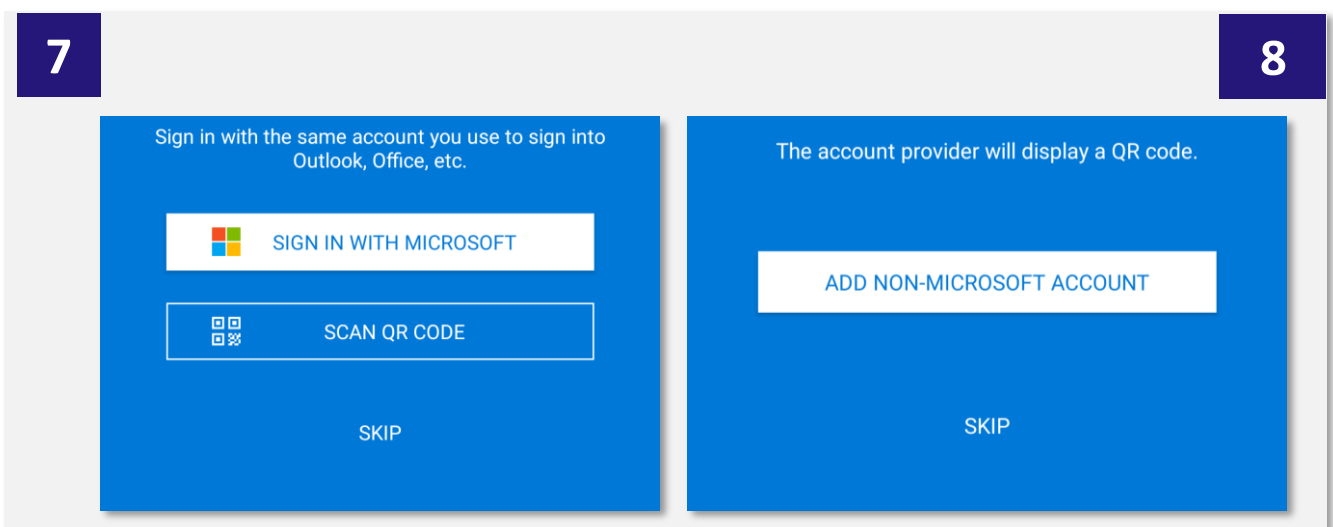
3



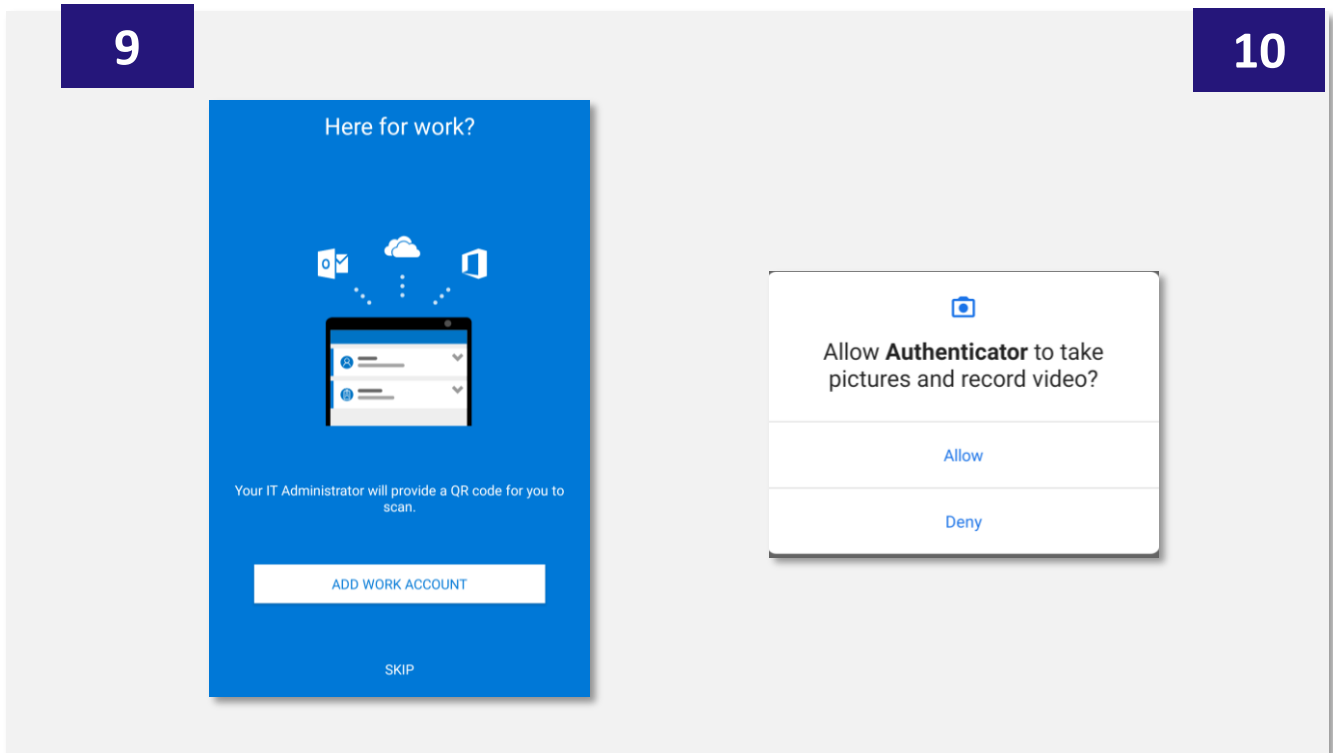
4. On your **phone**, open the **Google Play Store**.
5. In the **Play Store**, search for **Microsoft Authenticator** and **install** the app on your phone. If you can not install the app on your phone, you can go to [step 20](#).



6. **Open the Microsoft authenticator app** once you **finished** the installation.
7. The next screen allows you to **secure personal** accounts. **Click skip**.
8. The following screen allows you to **secure other** accounts. **Click skip**.

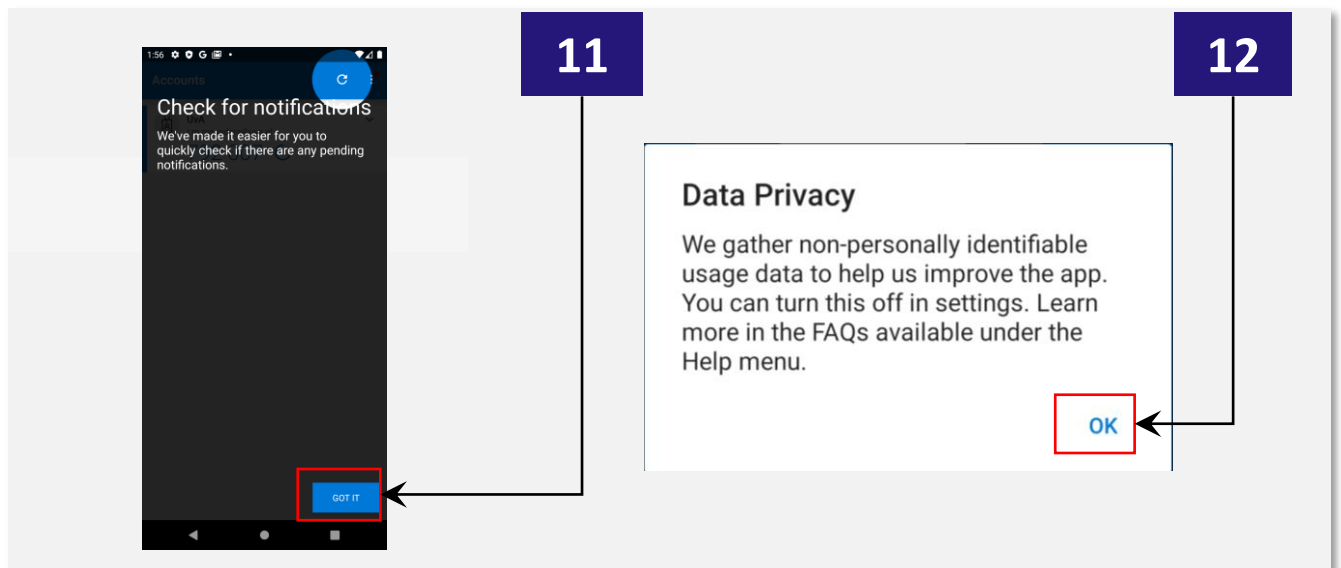


9. In this screen you can add **work accounts**. Click **Add Work Account** to continue.
10. You will need to scan the **QR code** displayed on your laptop. **Therefore** you need to **grant** the **Authenticator** app **access** to your **camera**. *In case you do not want the app to retain access after registering, you can change this setting later.*



The image shows two screenshots from an Android phone. The left screenshot, labeled '9', is the 'Here for work?' screen. It has a blue background with icons for Office 365 services (Outlook, OneDrive, OneNote) and a central image of a smartphone displaying a QR code. Below the image, it says 'Your IT Administrator will provide a QR code for you to scan.' At the bottom, there are two buttons: 'ADD WORK ACCOUNT' and 'SKIP'. The right screenshot, labeled '10', is a system dialog box asking 'Allow Authenticator to take pictures and record video?'. It has two buttons: 'Allow' and 'Deny'.

11. Allow the app to **send you notifications**. You **need** these **notifications** to use the **application conveniently**. You can change these settings later.
12. Read the following **notification** and **click OK**.




The image shows two screenshots from an Android phone. The left screenshot, labeled '11', is a notification titled 'Check for notifications' with a blue refresh icon. The text says 'We've made it easier for you to quickly check if there are any pending notifications.' At the bottom, there is a blue button labeled 'GOT IT'. The right screenshot, labeled '12', is a 'Data Privacy' dialog box. The text says 'We gather non-personally identifiable usage data to help us improve the app. You can turn this off in settings. Learn more in the FAQs available under the Help menu.' At the bottom right, there is a blue button labeled 'OK'. Arrows point from the 'GOT IT' button in the first screenshot to the '11' label, and from the 'OK' button in the second screenshot to the '12' label.

13. On your **phone**, your camera **opens**. In the **browser** of your **pc**, **click next**.



13

Microsoft Authenticator



If prompted, allow notifications. Then add an account, and select "Work or school".

Back Next


14. **Aim the camera** of your **phone** on the **QR-code** displayed on your **laptop**.



14

Microsoft Authenticator

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app to your account.
Once you've scanned the QR code, choose "Next".



[Can't scan image?](#)

Back Next

15. **Your account** has now been **registered** in the **app**. In the app you see your account details as displayed below.




15

11:09📶 🔋

Accounts

🔄 ⋮



HvA ▼

@hva.nl

244 561


1

16. To test whether you have **registered correctly**, a **notification** will be **sent** to the **app on your phone**, requesting an approval of your sign-in. On your **laptop** you **see** that they are **trying this out**.



16

Microsoft Authenticator



Let's try it out


Approve the notification we're sending to your app.

Back Next

17. At the **same time**, you will **receive** the **notification** on your phone **requesting** an **approval** of the **sign-in**. **Approve** the sign-in..



17



Approve sign-in?

HvA @hva.nl


DENY APPROVE

18. On your **laptop** you can see that the **notification** has been **approved**. **Click next**.



18

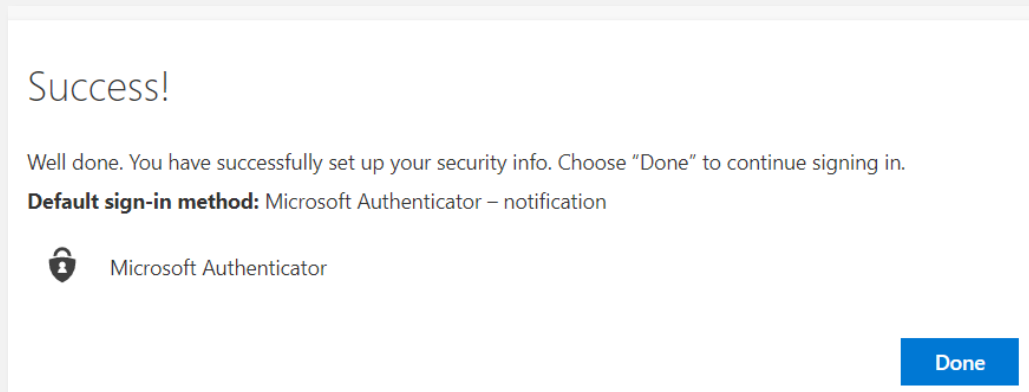
Microsoft Authenticator



✔ Notification approved

Back Next

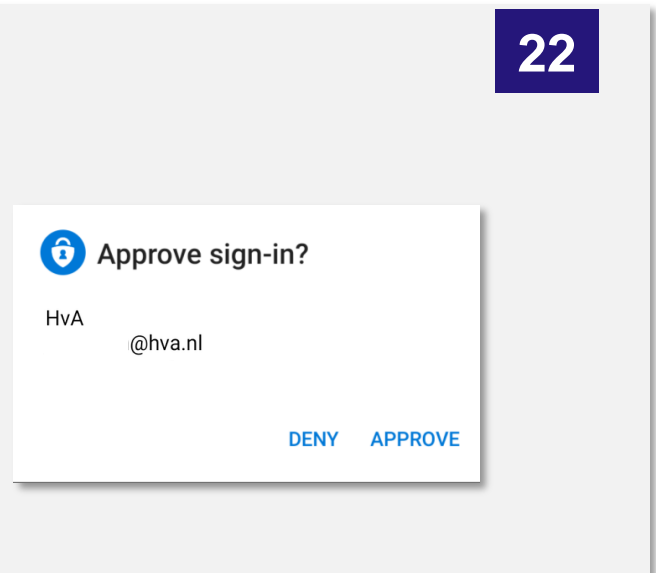
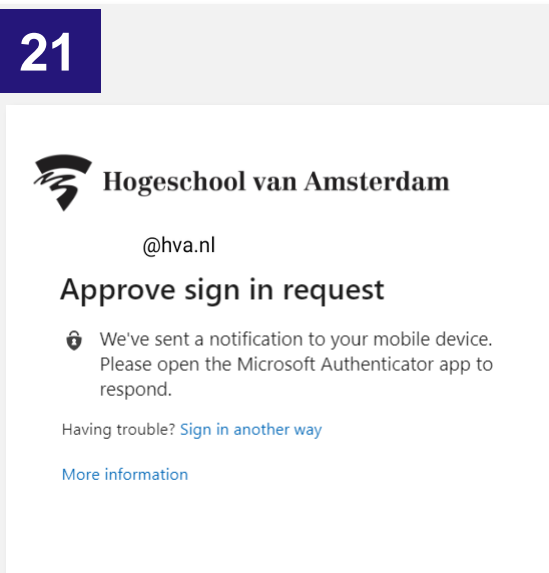
19. On your laptop you will see a green **notification** in the top-right corner of your screen, **telling** you the **registration** has been **completed**. When you click 'Done', you have finished the **first part** of the **registration**.



19

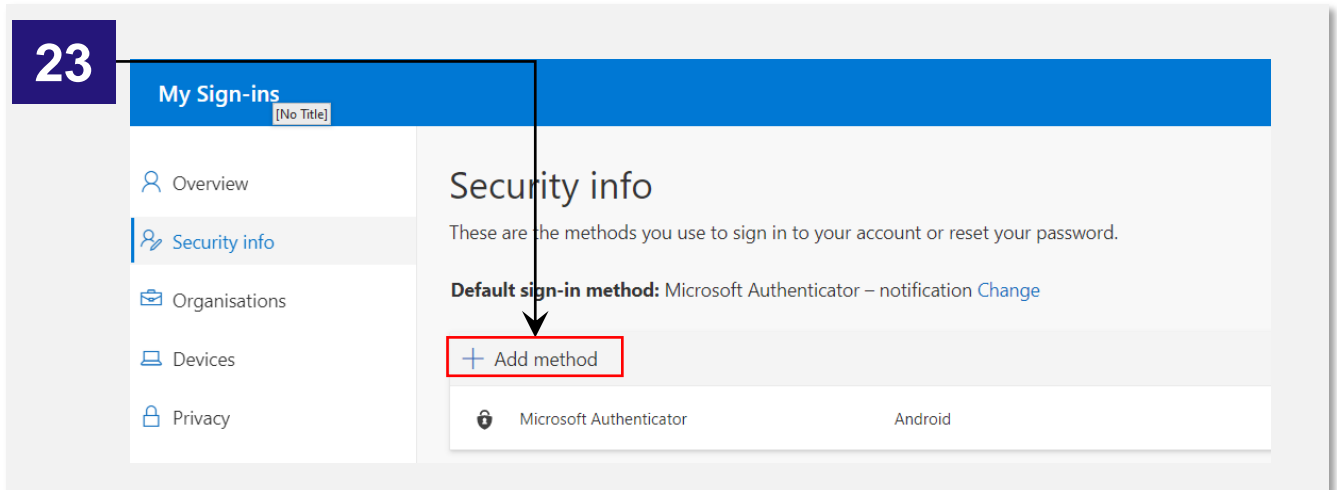
Now you will **register** your **mobile phone** number. You need to do this to ensure you will always have access and control over your account, and to be able to **recover** your **account** in **exceptional situations**.

20. In your **laptop's** browser, **navigate** to <https://aka.ms/mfasetup>.
21. If needed, log in with your AUAS mail address and password. You might be asked to **approve** the **sign-in** through the Authenticator app.
22. **Approve** the **sign** in if needed.



22

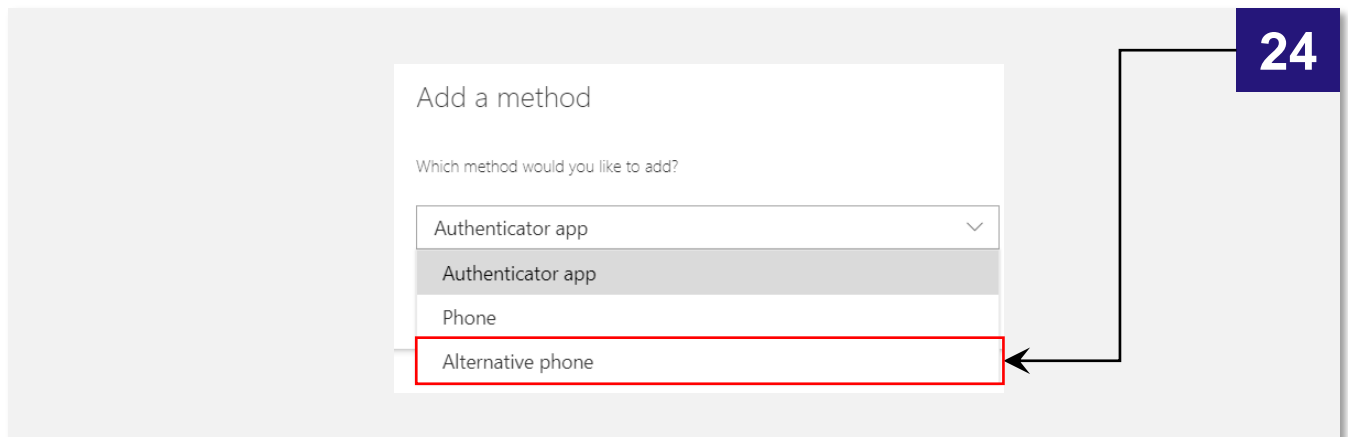
23. In your browser you will see the following page. Click add method.



The screenshot shows the 'My Sign-ins' page in a browser. The left sidebar contains links for Overview, Security info, Organisations, Devices, and Privacy. The main content area is titled 'Security info' and contains the text 'These are the methods you use to sign in to your account or reset your password.' Below this, it shows the 'Default sign-in method' as 'Microsoft Authenticator - notification' with a 'Change' link. A red box highlights the '+ Add method' button, and an arrow points from the '23' step indicator to this button. At the bottom, a card shows 'Microsoft Authenticator' for an 'Android' device.

24. A **pop-up** will be **shown** in your **browser**. Click the **selection arrow** and **choose** 'Alternative Phone' and 'Add' to start adding your mobile phone number.

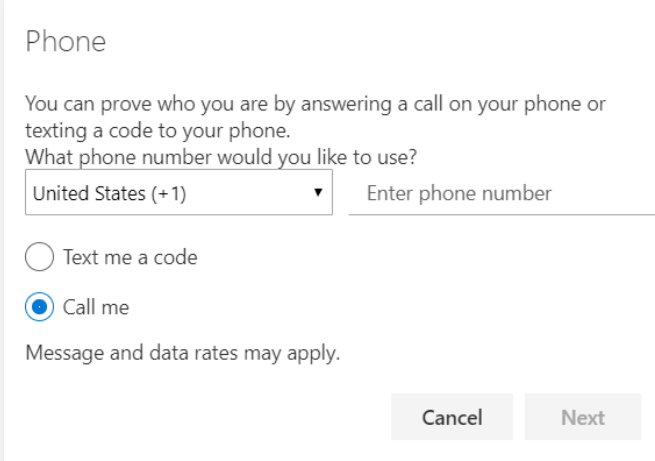

Due to technical issues it might appear that your work phone number already is (incorrectly) registered. Selecting Alternative Phone enables you to use your phone number correctly.



The screenshot shows a 'Add a method' pop-up window. It asks 'Which method would you like to add?' and has a dropdown menu. The dropdown is open, showing options: 'Authenticator app', 'Authenticator app', 'Phone', and 'Alternative phone'. A red box highlights the 'Alternative phone' option, and an arrow points from the '24' step indicator to this option.

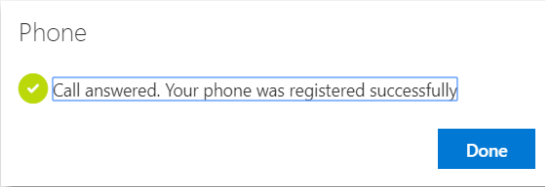
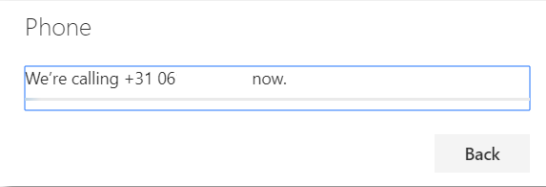

The next page guides you through the last steps of the registration.

25. In the **following screen** you **add** your **phone number**. First, choose the **country code** applicable to your phone number. After, you enter your mobile phone number and click **Next**.



25

26. You **will be called**. When you answer the call, you'll hear a voice telling you to press #. Answer the call and press # on your phone..
27. During the call you will **see** in your **laptop's browser** that **you** are **being called**.
28. Once you entered # on your phone, you will see that your phone has been added as an sign-in method.



26

27



29

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification [Change](#)

+ Add method

	Phone	+31 6	Change	Delete
	Microsoft Authenticator	's iPhone		Delete

29. Now you have **successfully configured** all necessary conditions to be able to work securely with your AUAS account. When you see both methods (Authenticator app and phone number) you can be sure you registered everything correctly.

In case you want to change settings, you can navigate to the page <https://aka.ms/mfasetup>. This can be required in the exemplary case you get a new phone.