

Setting Up Two-Factor Authentication (2FA)

Microsoft 365 + Microsoft Authenticator App

This guide walks you through enabling two-factor authentication (2FA) on the Microsoft 365 account using the Microsoft Authenticator app. Following these steps protects your company’s data and systems from unauthorized access.

What You Will Need

- Your Work email address (e.g. yourname@company.com)
- Your Microsoft 365 password
- Your smartphone (iPhone or Android)
- The Microsoft Authenticator app - free to download:
 - App Store (iPhone): search 'Microsoft Authenticator'
 - Google Play (Android): search 'Microsoft Authenticator'
- An internet connection on both your computer and phone
-

Setting Up Microsoft Authenticator — Step-by-Step

Every team member needs to follow these steps on their own phone and computer. You will only need to do this once. The whole process takes about 5 minutes.

Step 1 — Download the Microsoft Authenticator App on Your Phone

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Install the app before you begin

Download the free Microsoft Authenticator app on your smartphone before starting on your computer.



Platform	Where to Download
iPhone (iOS)	App Store → search 'Microsoft Authenticator'
Android	Google Play Store → search 'Microsoft Authenticator'
Publisher	Must say 'Microsoft Corporation' avoid imitations



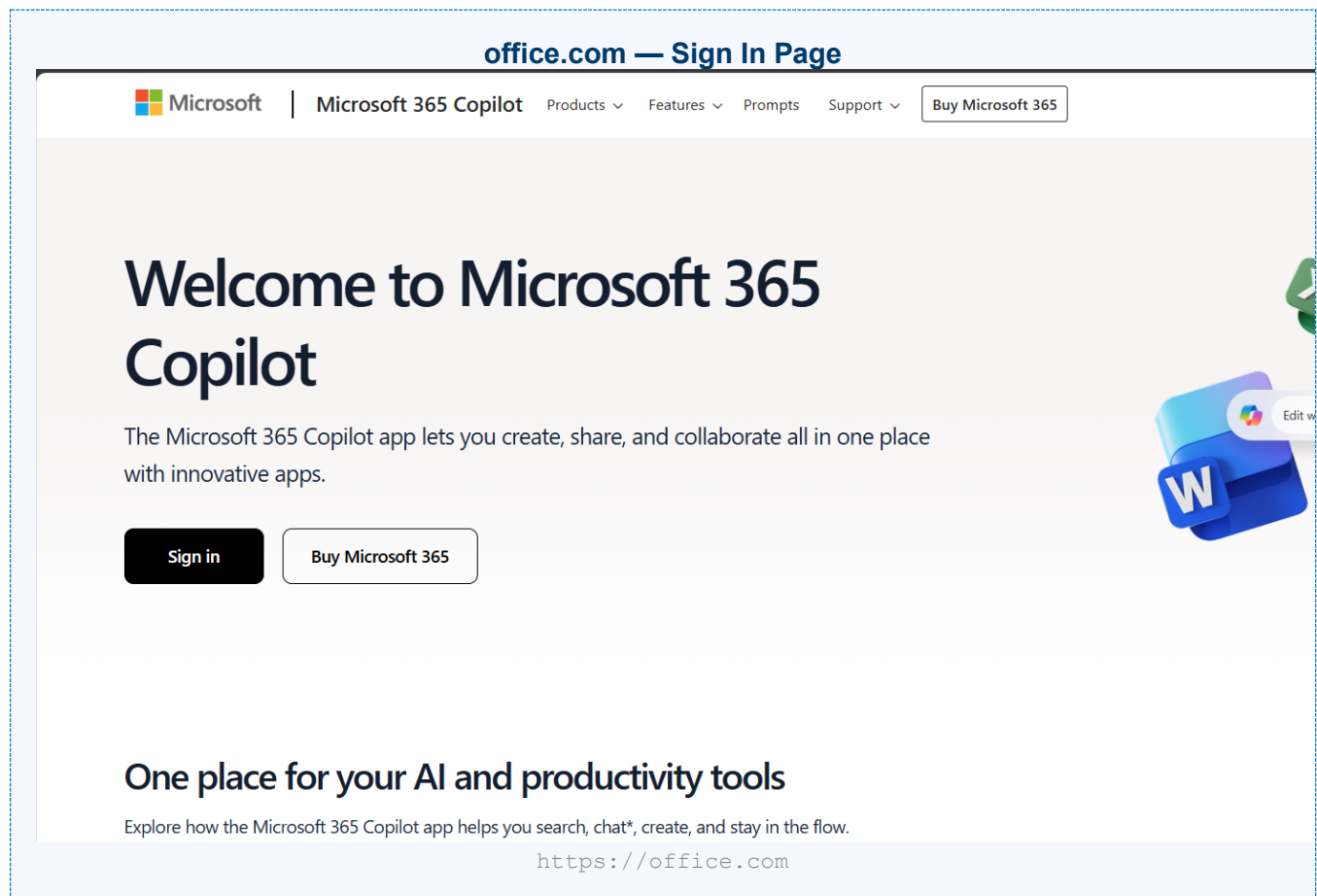
Do not open the app yet — just install it. You will be prompted to open it during Step 4.

Step 2 — Sign In to office.com on your computer

2

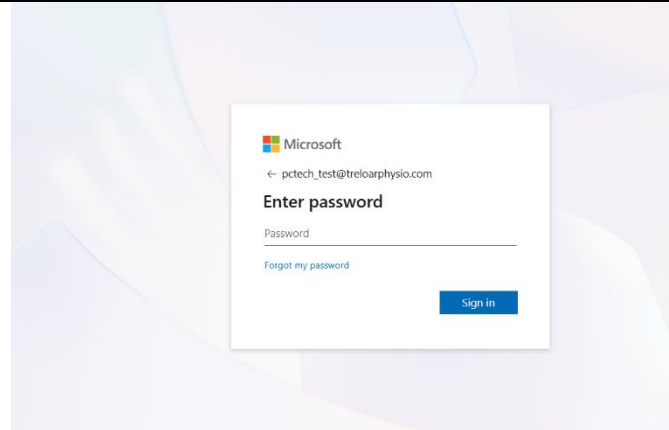
Go to office.com and sign in

Open your browser on your computer and go to <https://office.com>



1. Open your web browser (Chrome, Edge, or Safari) and go to <https://office.com>
2. Click Sign in in the middle, if prompted select Work or school
3. Enter yourname@company.com email address and click Next
4. Enter your password and click Sign in
5. Once signed in, you will see your Microsoft 365 home screen

Step 3 — Go to My Sign-Ins Security Info



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Navigate to your Security Info page

In a new browser tab, go directly to <https://mysignins.microsoft.com/security-info>

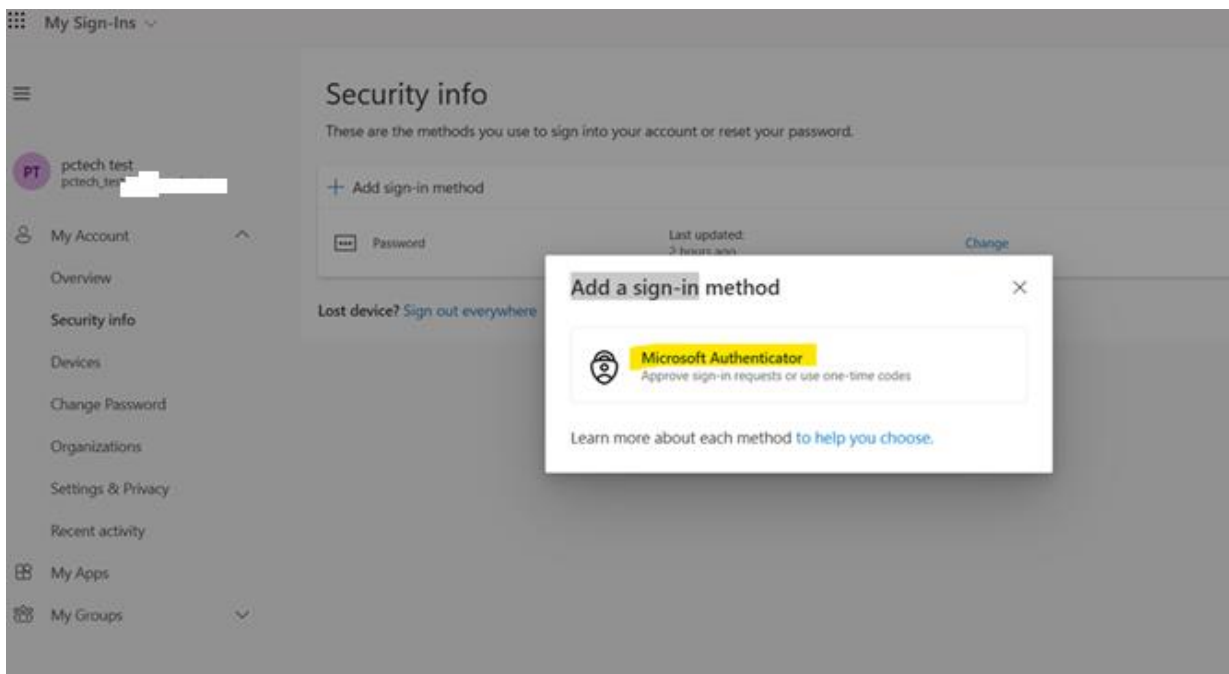
My Sign-Ins — Security Info Page
<https://mysignins.microsoft.com/security-info>

6. Open a new browser tab
7. Type or paste this address into the address bar: <https://mysignins.microsoft.com/security-info>
8. Press Enter — you will land on the Security Info page
9. If prompted to sign in again, use `yourname@company.com` email and password

✓ You can also reach this page by going to office.com → clicking your profile picture (top-right) → View account → Security info.

Step 4 — Add a Sign-In Method

4 Click 'Add sign-in method'
On the Security Info page, click the + Add sign-in method button to begin adding the Authenticator app.



Security Info — Add Sign-In Method Button
<https://mysignins.microsoft.com/security-info>

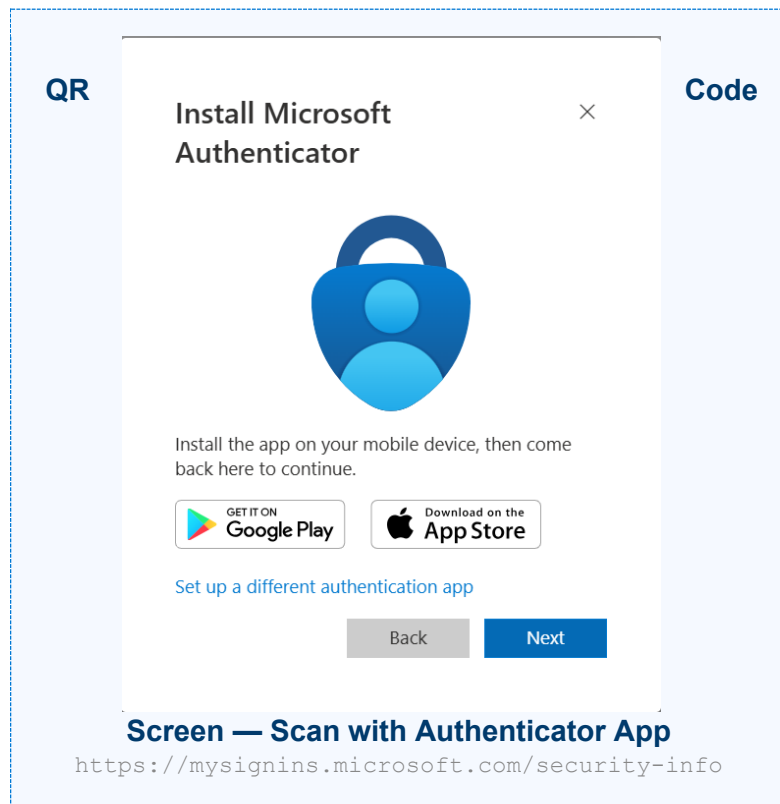
10. On the Security Info page, click the button labelled + Add sign-in method
11. A dropdown list will appear showing the available methods
12. Select Microsoft Authenticator from the list
13. Click Add to continue

Step 5 — Scan the QR Code with Your Phone

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Link the app to your account using a QR code

Microsoft will display a QR code on your computer screen. You scan this with the Authenticator app on your phone to link your account.



Scan the QR code



Use the Microsoft Authenticator app to scan the QR code. This connects the app to your account.

Then come back and select **Next**.

[Can't scan the QR code?](#)

Back

Next

14. A setup wizard will appear on screen — click Next through the first two screens
15. A QR code will appear on your computer screen
16. On your phone, open the Microsoft Authenticator app
17. Tap the + (plus) icon in the top-right corner of the app
18. Select Work or School account
19. Tap Scan a QR code
20. Point your phone camera at the QR code on your computer screen
21. Yourname@company.com account will appear in the app automatically
22. Click Next on your computer once the account is visible in the app



Scan the QR code within a few minutes — it expires quickly. If it expires, click the refresh icon on screen to generate a new one.

Step 6 — Approve the Test Notification

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Approve the test push notification on your phone

Microsoft sends a test approval request to your phone to confirm the link is working correctly.

23. Your phone will receive a push notification from Microsoft Authenticator
24. Tap Approve on your phone when the notification appears
25. Your computer screen will confirm 'Notification approved'
26. Click Next, then click Done



Setup complete! Microsoft Authenticator now appears as a sign-in method on your Security Info page. Your account is protected with 2FA.