

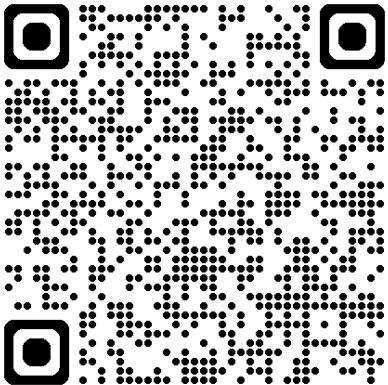
Microsoft Authenticator MFA Setup

Whether you have Microsoft Authenticator setup already or you are setting it up for the first time, everyone will need to re-add their account to the Microsoft Authenticator mobile app.

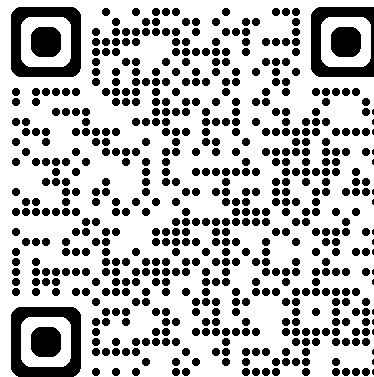
The first time you log in to M365 on a computer, you will be asked to configure the Authenticator app. You can follow the steps given to you then or come back later and reference these instructions. You only need to set it up once, so if you've already done that you do not need to do it again.

- a. If you already have the Microsoft Authenticator mobile app, make sure it is updated to the latest version.
- b. If you haven't already downloaded the mobile app, you can do so here:

[Android](#)



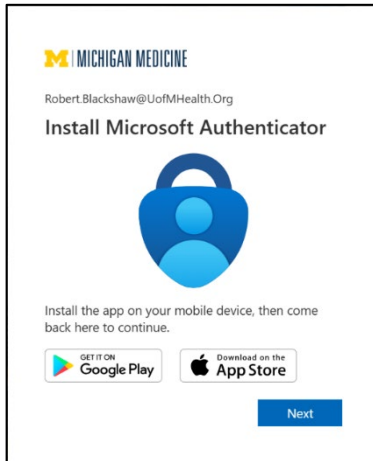
[Apple](#)



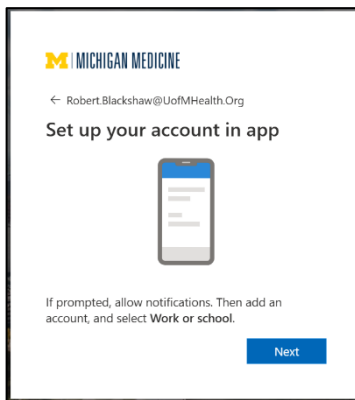
On the Computer:

1. Go to <https://aka.ms/mfasetup> using a web browser.
2. Sign in with your @uofmhealth.org account

3. You will be prompted to set up Authenticator and see this:



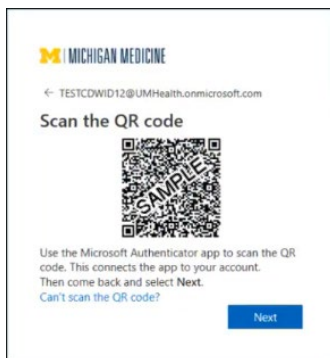
4. Click "Next"



5. Hit "Next" again

You will see a QR code displayed on your computer, leave it here for now.

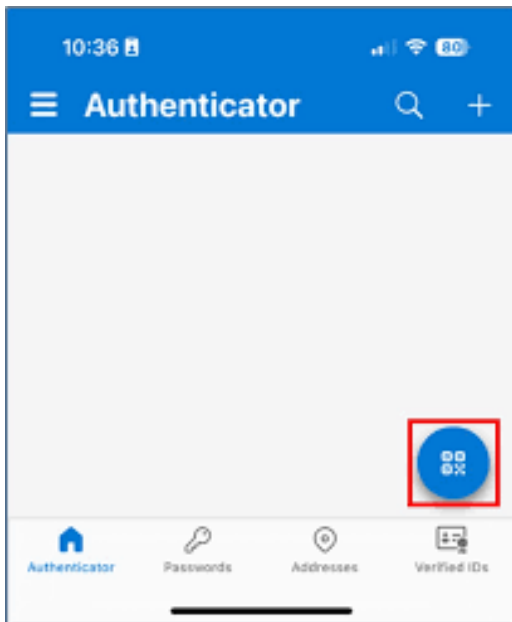
DO NOT SCAN THIS QR CODE. You need to scan the one on your computer.



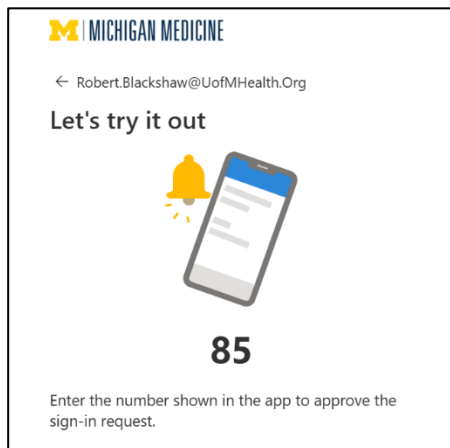
6. Go to the phone instructions and come back to capture this QR Code

On Your Phone

7. Open the Authenticator app on your phone (allow the app to send notifications if prompted)
8. Tap Scan QR code icon (allow the app access to your device camera if prompted) and point your mobile device's camera at the part of your computer monitor containing the QR code



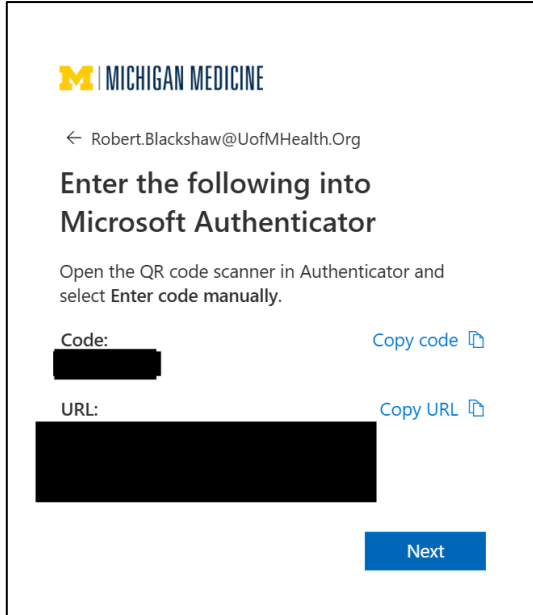
9. Scan the QR Code that is on your computer from the previous section.
10. If it was successful you should click "Next" on your computer and go through the test. If you have some issues, go to the troubleshooting section at the bottom of this document.



11. On your phone, enter the code shown on your computer screen. Once you do that you are all done!
12. Verify that the Authenticator app has your account listed now.

Troubleshooting

If you have issues scanning the QR code, click “Can’t Scan the QR Code” button on the page that displays to QR Code.



M MICHIGAN MEDICINE

← Robert.Blackshaw@UofMHealth.Org

Enter the following into Microsoft Authenticator

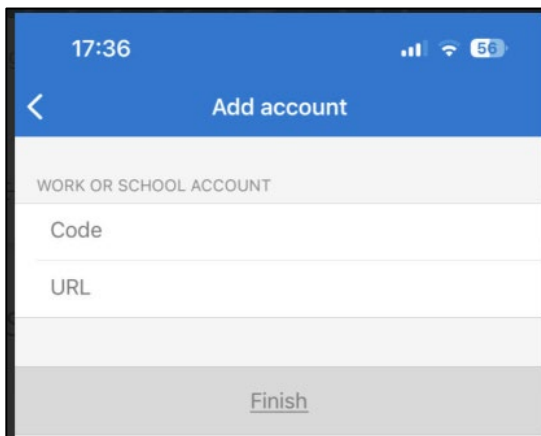
Open the QR code scanner in Authenticator and select Enter code manually.

Code: [REDACTED] [Copy code](#)

URL: [REDACTED] [Copy URL](#)

[Next](#)

- On your phone tap the “Scan QR Code” button again, tap the button to “Enter code manually”.
- Tap “Work or school account”.
- Enter the “Code” and “URL” listed on your computer screen into the fields on your phone



17:36

← Add account

WORK OR SCHOOL ACCOUNT

Code

URL

[Finish](#)

- If that works, on your computer screen, select “Next” and you will be taken to the Authenticator test notification page like before and you will be done.