Installation Guide: Microsoft Authenticator

A multi-factor authenticator is an app or device which produces a temporary token (verification code/push notification) used to confirm your identity when logging into Office 365.

Microsoft Authenticator is a free multi-factor authentication app that Microsoft encourages you to use for MFA since it will give you 'push' notifications that you simply accept to confirm and proceed.
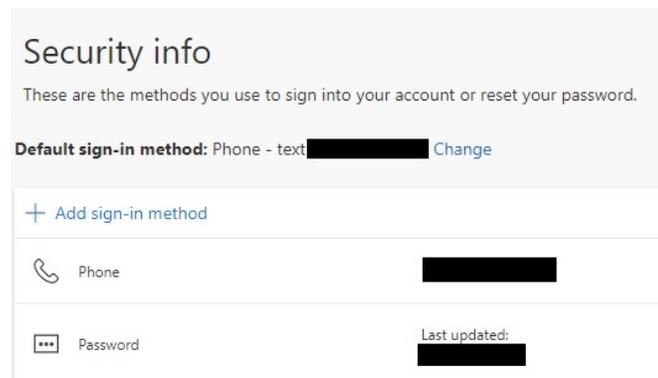
INSTRUCTIONS: GETTINGS STARTED

What you need:

- Your UTech, Ja. email login
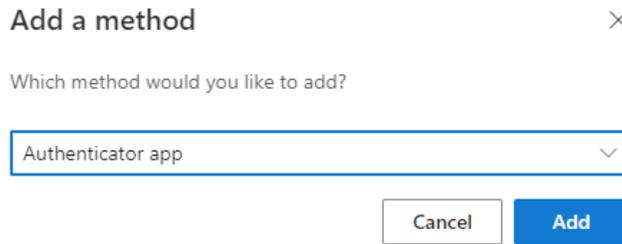- Smartphone or smart device (tablet/iPad)
- Access to the internet

ADDING MICROSOFT AUTHENTICATOR APP TO YOUR ACCOUNT
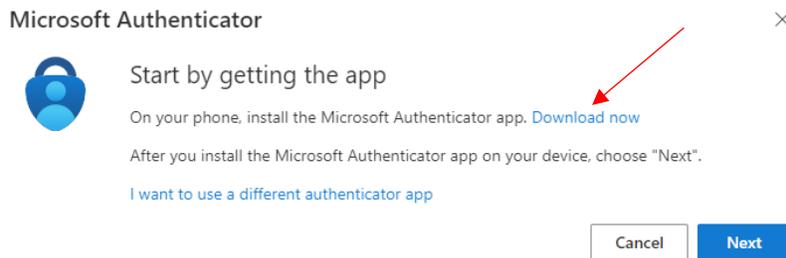
Step 1:   In your browser, go to 'My Sign ins' page at
https://mysignins.microsoft.com/security-info

Step 2:   Click on 'Add sign-in method'

Step 3: From the drop-down menu, select 'Authenticator App' the click 'Add'

Step 4: If you haven't downloaded the app yet, select 'Download now' to get the link for the app in your App store or Play Store.

If you already have Microsoft Authenticator downloaded, click on the 'Next' button to continue setup.

Step 5: Follow the on-screen instructions to download the app and complete setup.
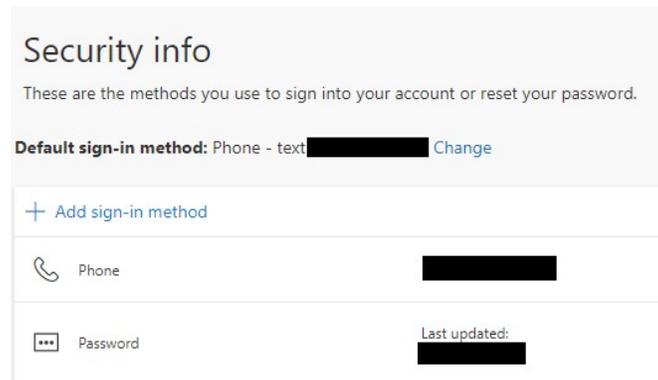
NEED MORE HELP?

Here's a [video](#) that can assist you through the process.
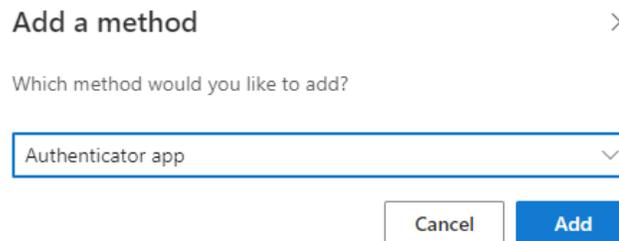
OTHER AUTHENTICATOR APPS

If you already have an authenticator app and wish to use this with your Office 365 account, you may do so.

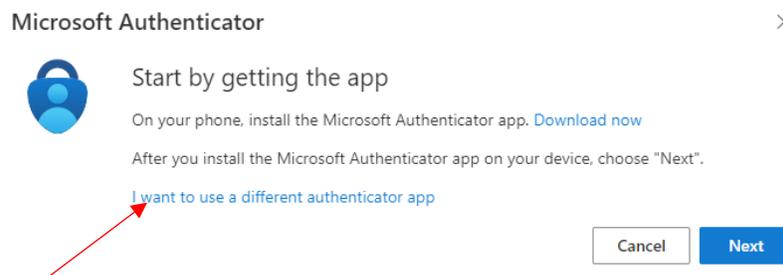**Step 1:** In your browser, go to 'My Sign ins' page at
https://mysignins.microsoft.com/security-info

Step 2: Click on 'Add sign-in method'

Security info

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

Default sign-in method: Phone - text ▇▇▇▇▇▇▇ Change

＋ Add sign-in method

📞 Phone   ▇▇▇▇▇▇▇▇

▫ Password   Last updated:
                           ▇▇▇▇▇▇▇

Step 3: From the drop-down menu, select 'Authenticator App' the click 'Add'

Add a method   ✕

Which method would you like to add?

Authenticator app   ⌄

                        Cancel   **Add**

Step 4: Select the option "I want to use a different Authenticator App"

Microsoft Authenticator   ✕

Start by getting the app

On your phone, install the Microsoft Authenticator app. Download now

After you install the Microsoft Authenticator app on your device, choose "Next".

I want to use a different authenticator app

                        Cancel   **Next**

Step 5: Follow the on-screen instructions to download the app and complete setup.

FOR FURTHER SUPPORT

Contact timsupport@utech.edu.jm