



Step 1: Install app on your smartphone

For Android users:

[Microsoft Authenticator on Google Play Store](#)

For Apple users:

[Microsoft Authenticator on iOS App Store](#)

Android



Microsoft Authenticator

Microsoft Corporation

4.6★
983K reviews

50M+
Downloads

E
Everyone

Install



Apple



Microsoft Authentic...

Protects your online identi...

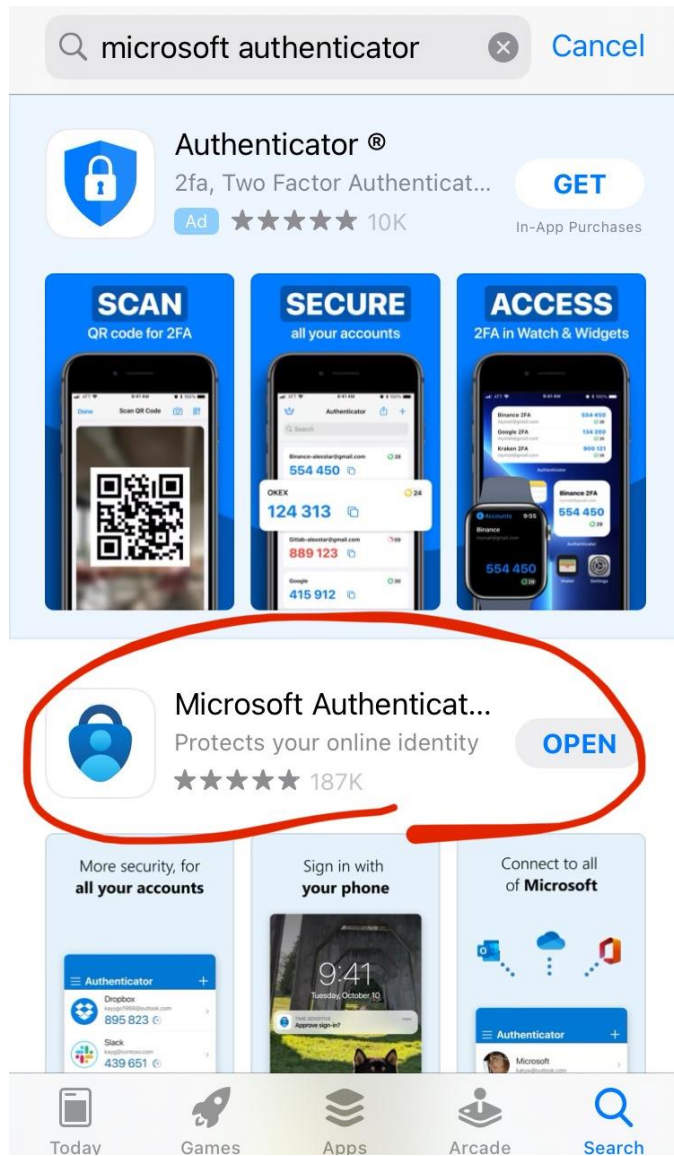
GET

★★★★★ 188K

More security, for
all your accounts

Sign in with
your phone

Connect to all
of Microsoft



Apple Users Please Note:
The Apple App Store allows for advertisements to be placed as the first search result. To ensure that you are downloading the correct app, verify that the app is not listed as an ad and that the app has the correct name “Microsoft Authenticator” and icon as shown.

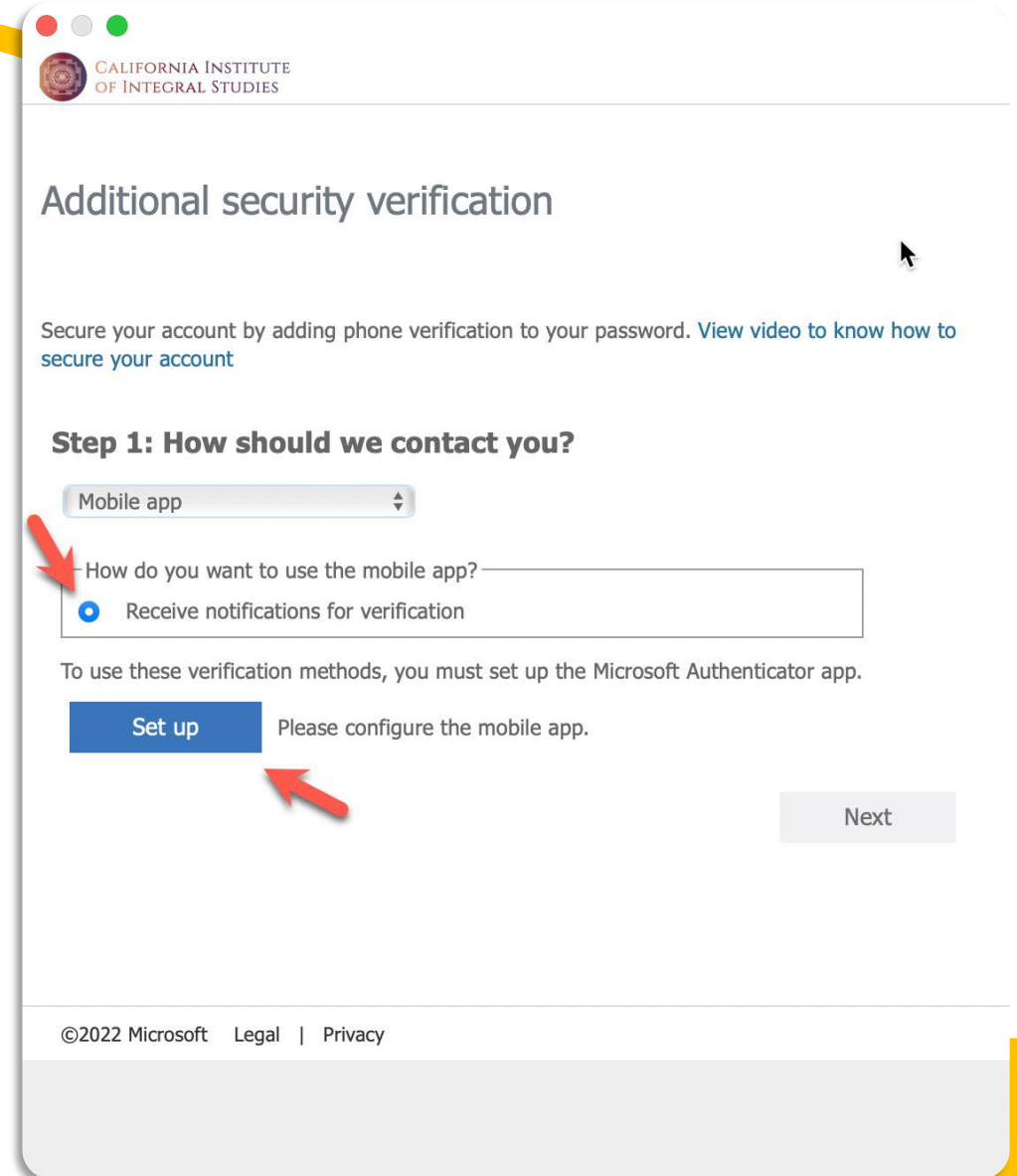


CALIFORNIA INSTITUTE
OF INTEGRAL STUDIES



Step 2: Log in on a computer

1. On your computer, open an internet browser and go to office.com (<https://www.office.com/>).
2. Log-in with your university email address and email password.
3. Select Next on the screen that informs you “More information is needed.”
4. Select the button Receive notifications for verification.
5. Click Set up.

A screenshot of a web browser window showing the Microsoft account security verification page. The page title is "Additional security verification" and it includes a sub-header "Step 1: How should we contact you?". A dropdown menu is set to "Mobile app". Below it, a radio button is selected for "Receive notifications for verification". A blue "Set up" button is highlighted with a red arrow, and a grey "Next" button is visible to the right. The footer contains copyright information for 2022 Microsoft and links for Legal and Privacy.

CALIFORNIA INSTITUTE
OF INTEGRAL STUDIES

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

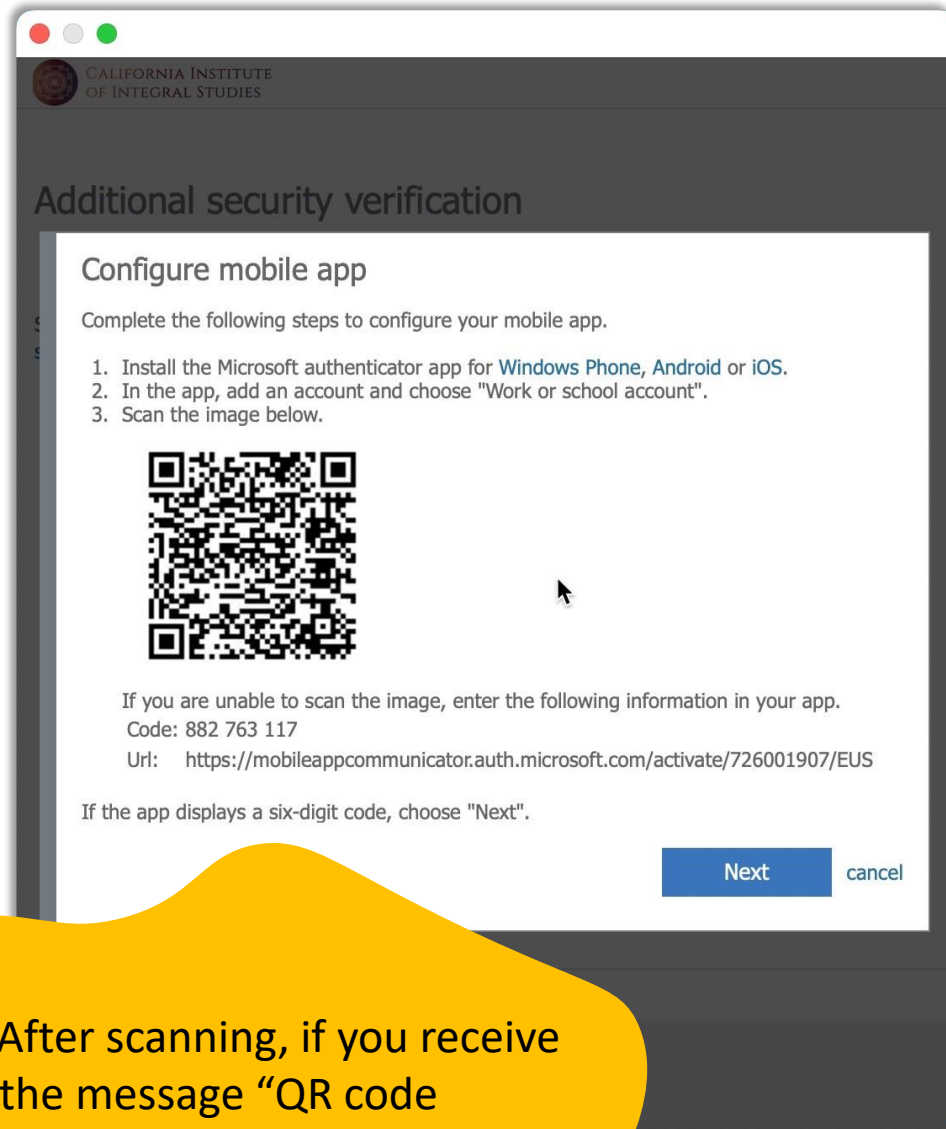
Receive notifications for verification

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Please configure the mobile app.

Next

©2022 Microsoft | [Legal](#) | [Privacy](#)



Note: After scanning, if you receive the message "QR code has been used before," select Next.

Step 3: Scan QR Code

Open the Microsoft Authenticator app on your phone. Accept notifications, etc. until you arrive at the screen "Add your first account."

1. Select Add Your First Account
2. Select Work or School Account
3. Select Scan QR Code
4. Scan the QR Code with Authenticator App



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up

Mobile app has been configured for notifications.

Next

Step 4: Mobile App Configured

Returning to the Set Up screen, “Mobile app has been configured for notifications” should appear.

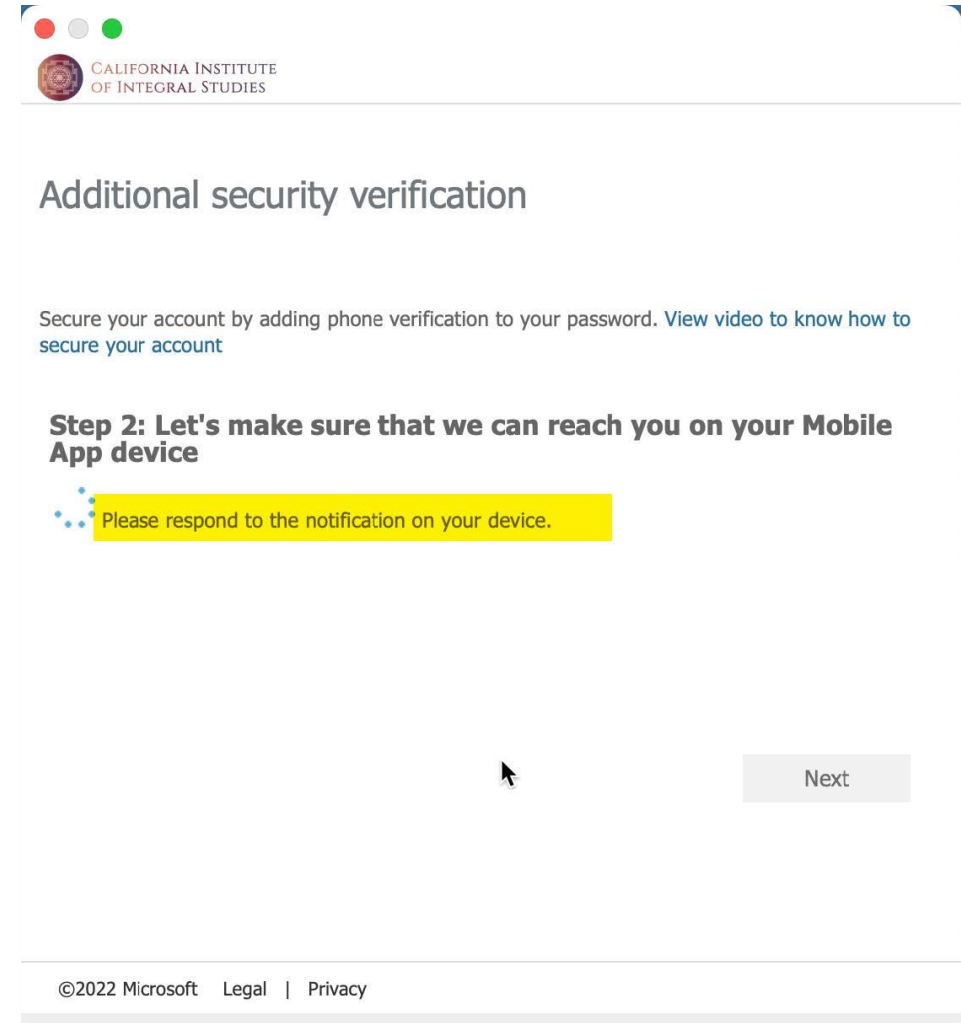
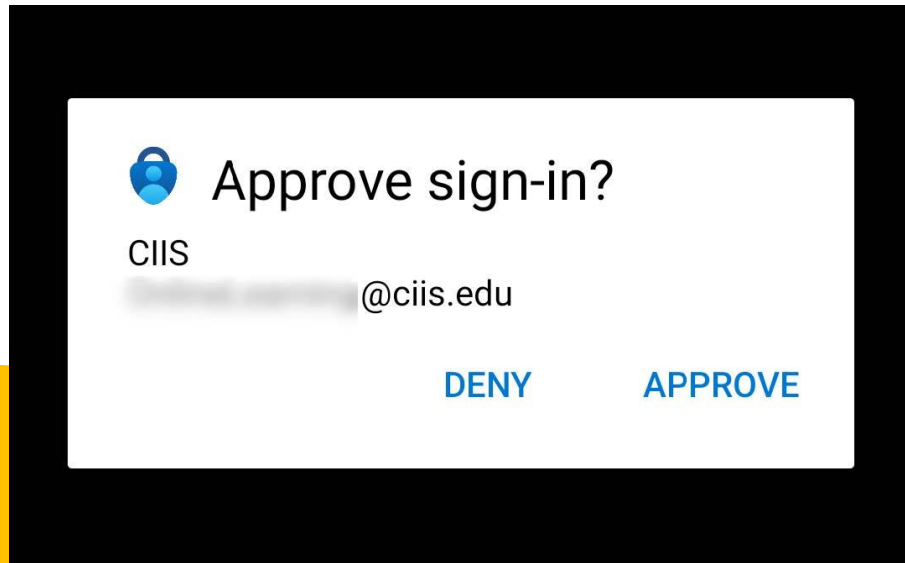
Once “Mobile app has been configured for notifications”, select Next.



Step 5: Approve notification on your smartphone

Microsoft will send a test notification to the app on your smartphone.

Select “Approve” on the notification on your phone to complete MFA set-up.





Step 6: Click Done

Once the request has been approved, click on the Done button.

And MFA has been successfully installed!

