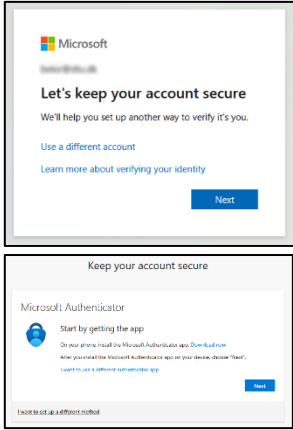
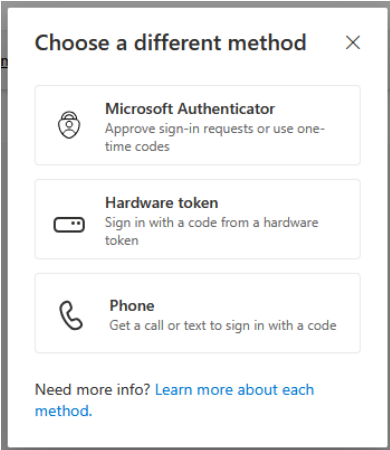
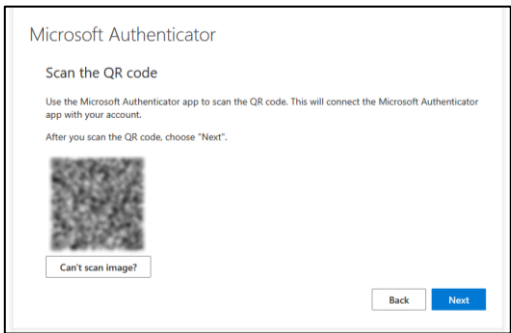


<b>Guide Name</b>	<b>Setting up Multi-Factor Authentication (MFA) with the Microsoft Authenticator app.</b>
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*It is a prerequisite that you have installed the Microsoft Authenticator App on your phone.*

Step	Description	Navigation
<b>Go to aka.ms/mfasetup</b>	<p>To set up MFA, go to the page: <a href="https://aka.ms/mfasetup">aka.ms/mfasetup</a></p> <p>You will be greeted directly with a page where you need to set up MFA.</p> <p><i>If you're not greeted with this page, your MFA is already set up.</i></p>	 <p>The first screenshot shows the Microsoft account security page with the heading "Let's keep your account secure" and a "Next" button. The second screenshot shows the Microsoft Authenticator app download page with the heading "Keep your account secure" and a "Next" button.</p>
<b>Choose your form of approval</b>	<p>Select <b>Microsoft Authenticator</b>.</p> <p><i>AIT recommends choosing Microsoft Authenticator.</i></p> <p>Should you want to set it up for SMS, you can follow the instructions for this here [link to guide]</p>	 <p>The screenshot shows a dialog box titled "Choose a different method" with three options: "Microsoft Authenticator" (Approve sign-in requests or use one-time codes), "Hardware token" (Sign in with a code from a hardware token), and "Phone" (Get a call or text to sign in with a code). There is a "Need more info? Learn more about each method." link at the bottom.</p>
<b>Set up the Microsoft Authenticator app</b>	<p>Scan the QR code that appears on the screen</p> <p>Approve by entering the number you receive in the app.</p> <p>You have now set up MFA.</p>	 <p>The screenshot shows the Microsoft Authenticator app interface for scanning a QR code. It includes the heading "Scan the QR code", instructions to use the app to scan the QR code, and a "Next" button. There is also a "Can't scan image?" link and a "Back" button.</p>