365- CONFIGURE MICROSOFT AUTHENTICATOR APP+ PASSWORDLESS SIGN IN
QUICK GUIDE

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DESCRIPTION

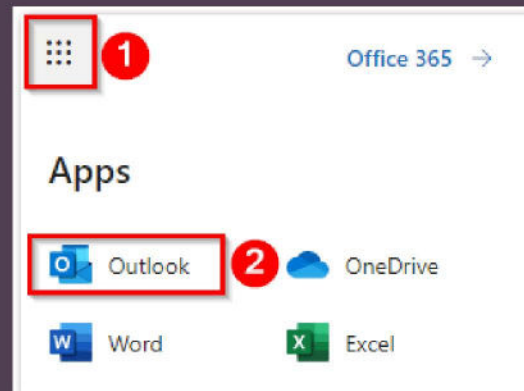Office 365 has made an app which helps to **integrate MFA** and to easily setup and use **passwordless sign in.** Passwordless sign in sends the user a notification on their phone and bypasses needing a text, call, or to generate an OTP (One Time Password).
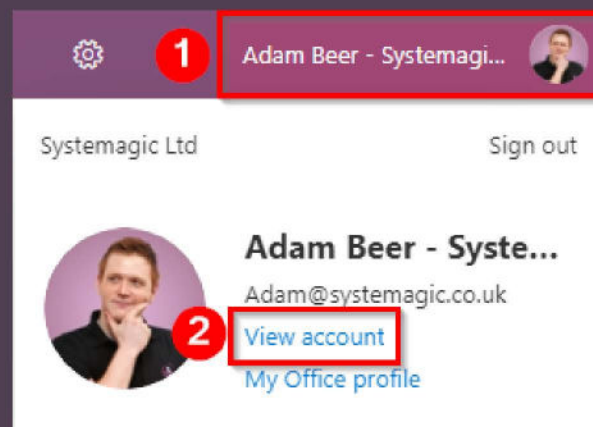
1.

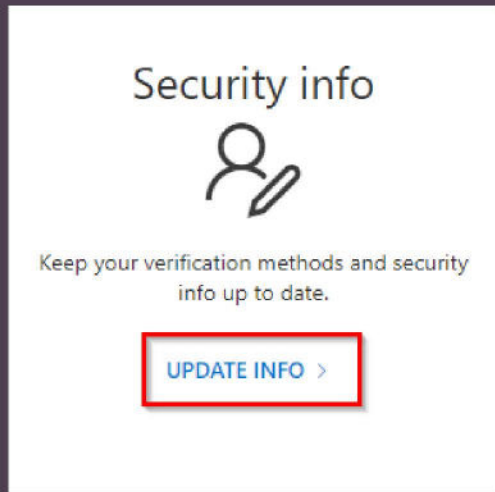**Log in to www.office.com** on your web browser, from there open the outlook application:

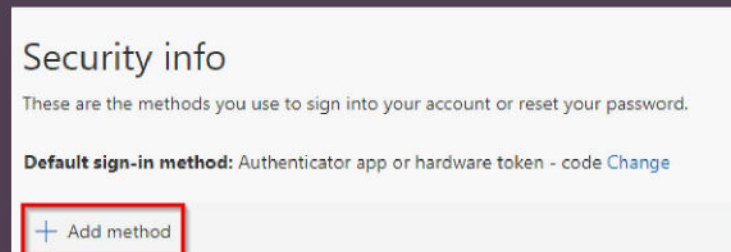Now in outlook, click your **user icon**, then view account:

This will bring you to your account settings, here click on **update info:**

2.

Security info

Keep your verification methods and security info up to date.

UPDATE INFO >

Now click **add method:**

Security info

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

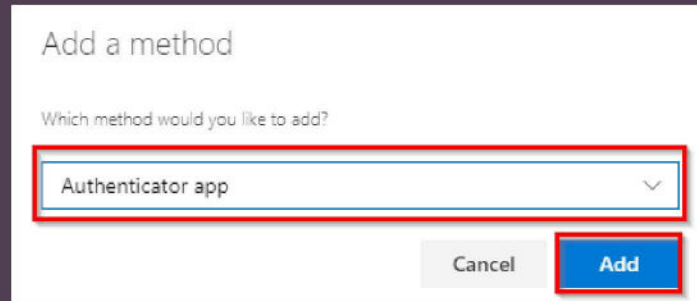**Default sign-in method:** Authenticator app or hardware token - code Change
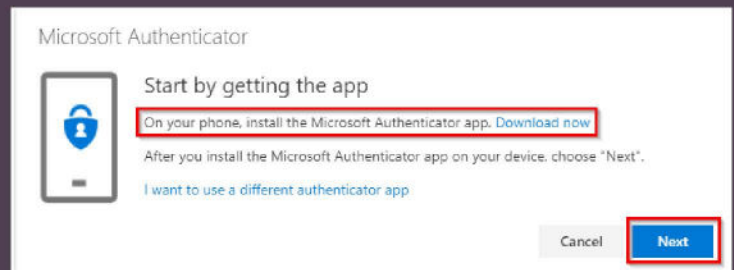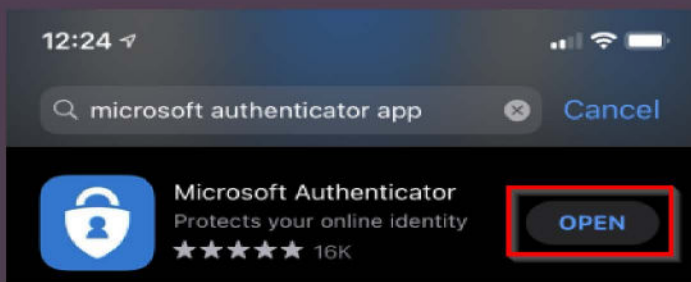
+ Add method

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3.

Here you have multiple authentication options to choose. Pick Authenticator App and click add:

Add a method

Which method would you like to add?
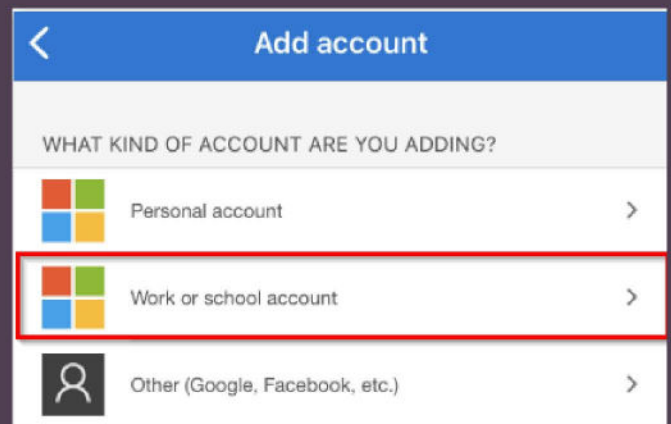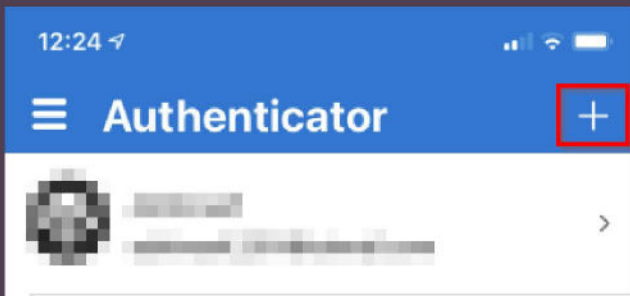
Authenticator app

Cancel   **Add**

The next prompt will ask you to download **the authenticator app to your phone, you can do this by going to the Apple App Store or the Google Play Store and searching for it, once downloaded click next:**

12:24

Q microsoft authenticator app   Cancel

Microsoft Authenticator
Protects your online identity
★★★★★ 16K   **OPEN**

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

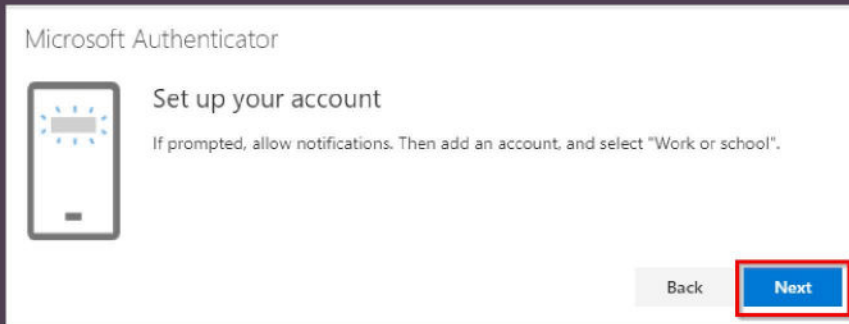Cancel   Next

S

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4.

On your phone, if you're prompted **allow** the application to send you notifications, then click to add an account and **choose Work or School:**
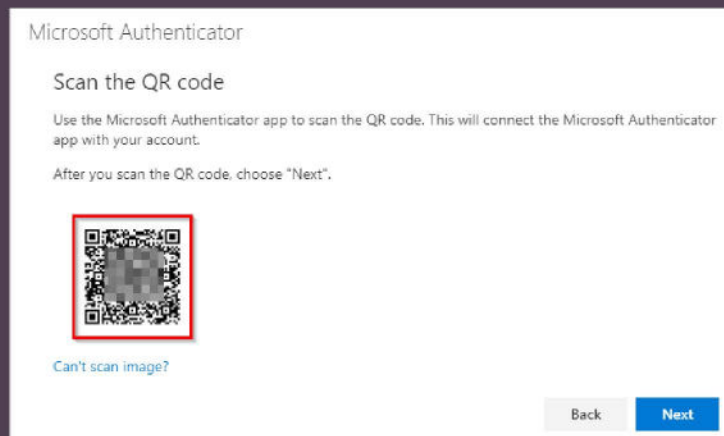

12:24

☰ **Authenticator** +

< **Add account**

WHAT KIND OF ACCOUNT ARE YOU ADDING?

Personal account >

Work or school account >

Other (Google, Facebook, etc.) >

Back on Outlook, **choose next:**

5.

Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back | **Next**

You'll now have a prompt to scan a **QR code:**

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

Can't scan image?

Back | **Next**

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6.

Back on your phone, after picking work or school, you'll now have an option to **sign in** or scan a QR code, **choose** scan QR code:

Add work or school account

Sign in | Scan QR code

Scan QR code

Your account provider will display a QR code
Microsoft Authenticator
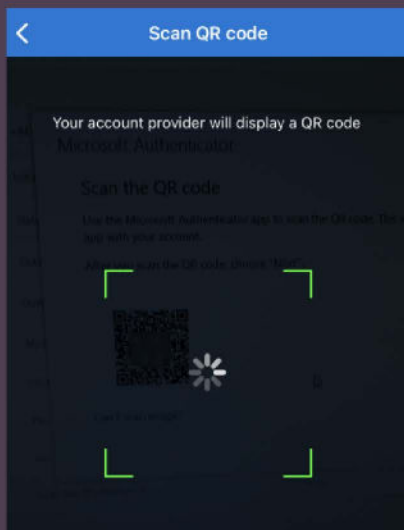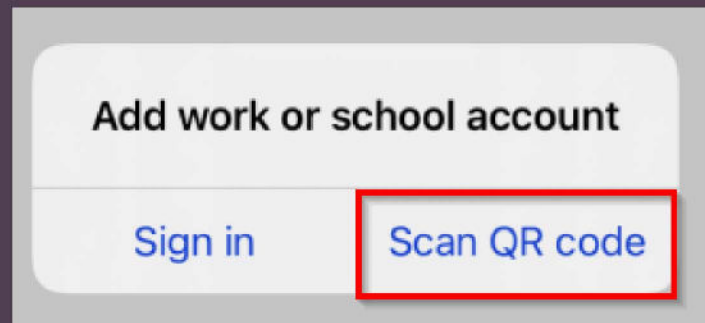
Scan the QR code

Now scan the QR code

with your phone

If scanning the QR code worked, you can **skip** **the next couple of steps.**

7.

If that doesn't work you can do it **manually** , but I would suggest trying the QR code **again** . To do it manually, tap 'or enter code manually' while trying to scan the QR code:

Or enter code manually

Then back on Outlook, click Can't Scan Image, you'll be **given a code** and URL to enter:

Can't scan image?

Enter the following into your app:

Code: 717344

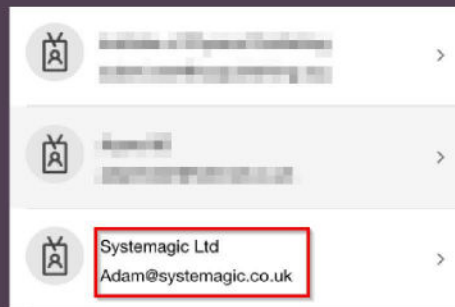URL: https://mobileappcommunicator.auth.microsoft.com/
07

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8.

You can then **enter this** on your phone:

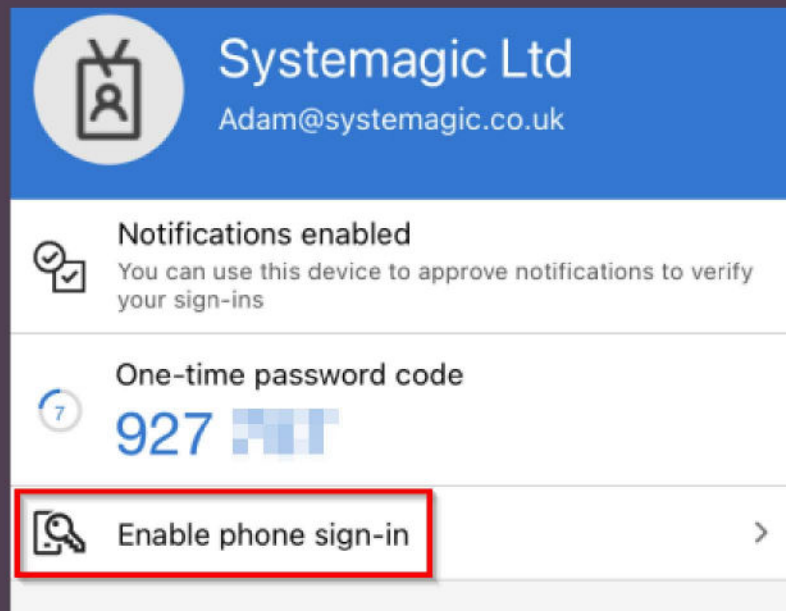On your phone you're account should now **appear** in your authenticator app:

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9.

Tap your account and you will now see OTP (One Time Passwords) being generated, you can now use these to sign in. However I would recommend using passwordless sign in. This feature will send a notification to your phone, and you can choose to allow or deny. This greatly speeds up logging in.:

To do this, **Enable Phone Sign In:**

Systemagic Ltd
Adam@systemagic.co.uk

Notifications enabled
You can use this device to approve notifications to verify your sign-ins

One-time password code
927

Enable phone sign-in >

The app will ask you to
register your device:

Stop using your password, and still sign in securely with Microsoft Authenticator. Complete the steps below to enable phone sign-in.

Device registration

Your IT department requires you to register your device, so it can be trusted to access organizational resources.

Set passcode

A device passcode or Face ID is required. You must go to Settings to enable it.
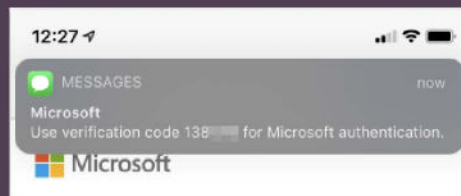
Click Continue:

Continue

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11.

Now **enter** your email address and password:

On your phone you're account should now in your **authenticator app**:

12.

Enter the code and **click verify:**

Enter code

💬 We've texted your phone +XX XXXXXXXXX15. Please enter the code to sign in.

138▮▮▮

Having trouble? Sign in another way

Verify

■ Microsoft

adam@systemagic.co.uk

Help us keep your device secure

Register your device to continue. More details

Register

Then tap **register:**

Once set up your phone should now **confirm** you are registered:

✓ **Device registration**
Your IT department requires you to register your device, so it can be trusted to access organizational resources.

✓ **Set passcode**
A device passcode or Face ID is required. You must go to Settings to enable it.

When you go back to your account you should now be able to see you are **enabled** for passwordless access:
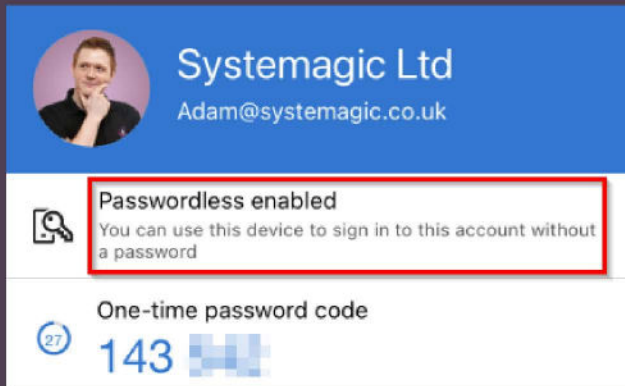
When you next choose to sign in to your office account you can now use this to authenticate. If you are logging into **www.office.com** you can select the app from 'Sign In Another Way':

13.
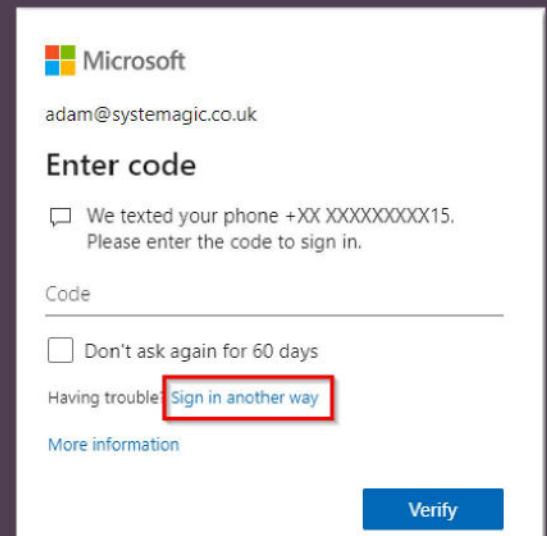
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✓

Once you click approve you'll be **logged in!**

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