



SYSTEMAGIC
DOING IT DIFFERENTLY

 IT Support

 Connectivity

 Cloud

HOW TO

SET UP YOUR MFA

BROWSER EXTENSION





Introduction

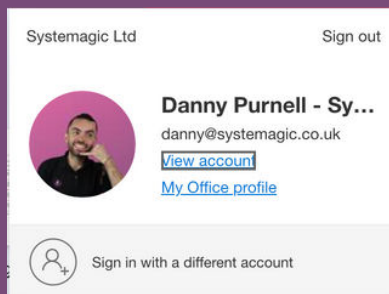
In this guide, you'll learn how to set up and configure an MFA browser extension to work with your Microsoft 365 account.

Step 1:

Log into www.office.com on your web browser, and sign in with your email address and password.

Step 2:

Once you're in, click on your user icon at the top right of the screen, and then 'view account'

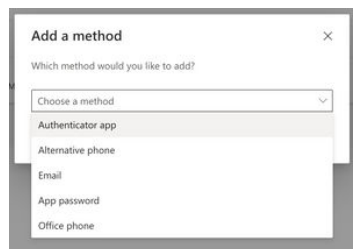
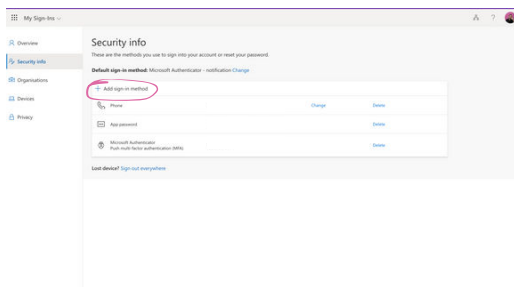


Step 3:

Next, click the 'Security Info' button located on the left-hand side of the screen. This will show you all of the current sign-in methods activated on your account.

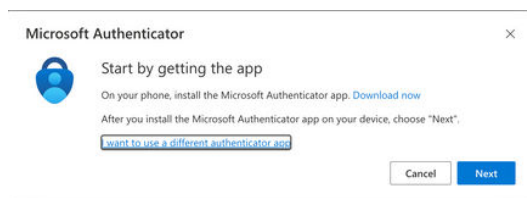
Step 4

Click 'Add Sign-In Method' and select 'Authenticator App' from the list.



Step 5

You will then be given an option which is 'I want to use a different authenticator app'. Click on this and on the next prompt click next.



Step 6

At this point, you will need to open a new tab and go to the following link: [Authenticator Extension](#).

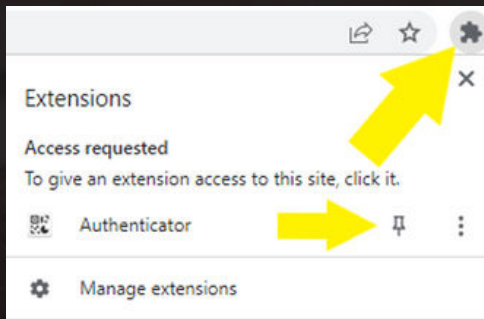
Once you're on the web page, please select the blue option and add the extension to the browser you use.

It will take you to another page with a blue 'Get' option on the right hand side. Click this and then click the 'Add extension' option which will appear at the top of your screen.



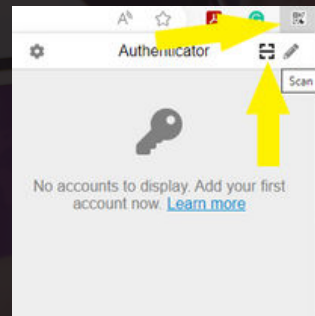
Step 7

You will want this extension to always be visible, so please click the jigsaw piece in the top right and then the pin.



Step 8

You now need to switch back to your Microsoft tab. You should have a QR code on your screen. Click the Authenticator icon in the top right and then the scan option that follows.



Step 9

Scan the QR code and you should get a message saying your account has been added. Click ok and then next.

Step 10

You will then be asked to enter a code. Click on your authenticator icon in the top right and enter the code.



Check Out Our Other Useful Guides



01225 426800



info@systemagic.co.uk



www.systemagic.co.uk/resources.



The Old Gas Warehouse

Frome Road

Bradford on Avon

BA15 1HA

