

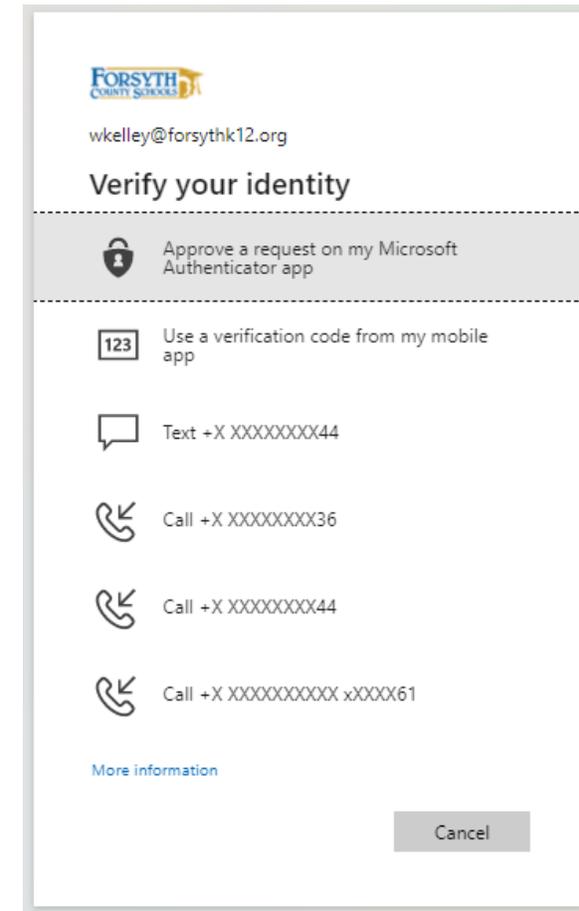
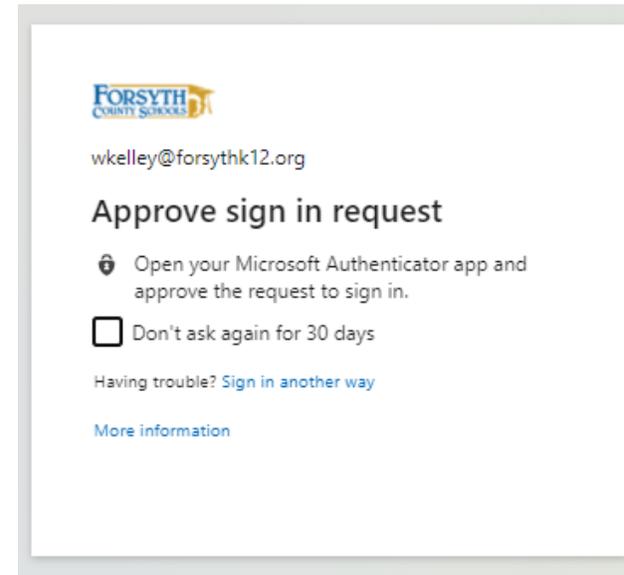


MFA Setup New Phone

MFA Setup— New Phone

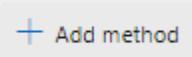


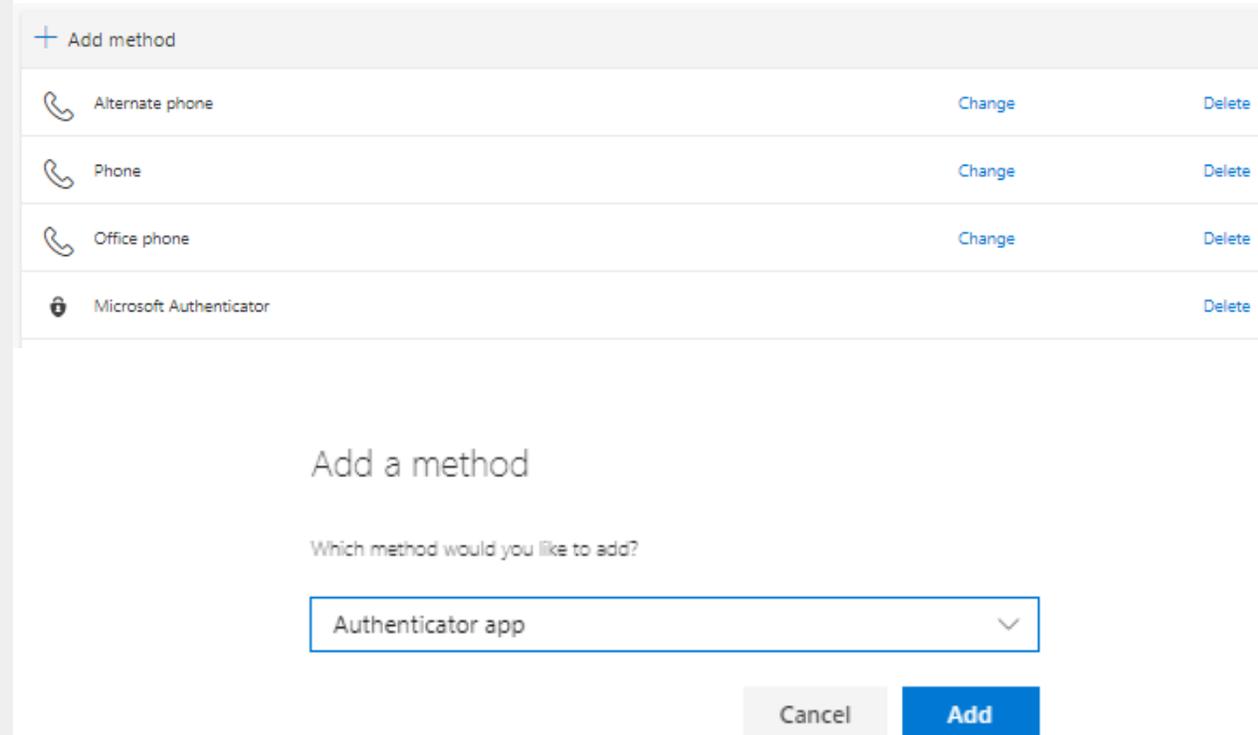
- Visit <https://aka.ms/mfasetup>
- On the “Approve sign in request” screen, click “Sign in another way”
- Choose the “Text” method
- Microsoft will send a verification code via text
- Enter the verification code



MFA Setup— New Phone



- Once directed to the authentication setup page, delete the current MS Authenticator by clicking “Delete”
- Now, select  to setup your new phone
- Select “Authenticator App” and “Add”



The screenshot shows the MFA setup interface. At the top, there is a header with a plus sign and the text “Add method”. Below this is a list of existing methods:

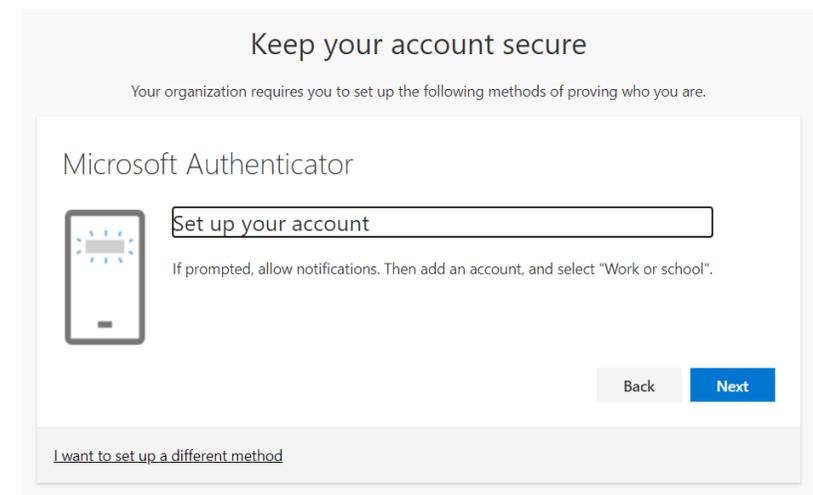
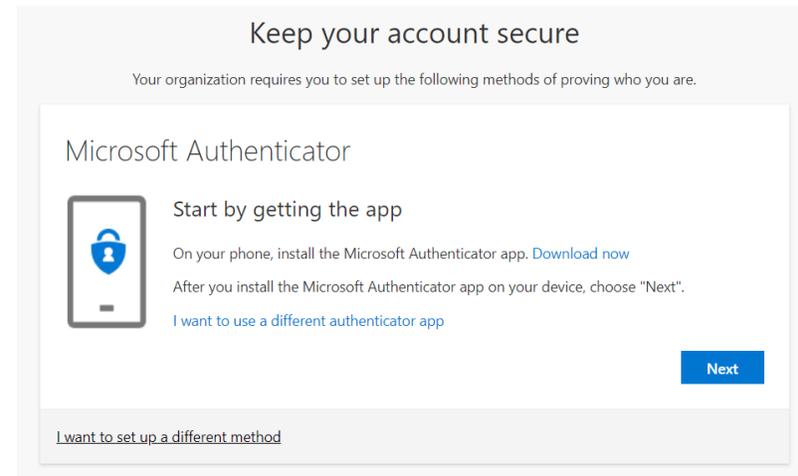
 Alternate phone	Change	Delete
 Phone	Change	Delete
 Office phone	Change	Delete
 Microsoft Authenticator		Delete

Below the list, there is a section titled “Add a method”. It asks “Which method would you like to add?” and has a dropdown menu with “Authenticator app” selected. At the bottom right, there are two buttons: “Cancel” and “Add”.

MFA Setup— New Phone



- In the first step you have already downloaded the app so select “Next”
- Then select “Next” on the Setup you account screen



MFA Setup— New Phone



- Open the Microsoft Authenticator app on your phone
- Select “Scan a QR code”

Verizon LTE 10:55 AM

[Skip](#)



Peace of mind for your digital life

Secure your accounts with multi-factor authentication.

 [Sign in with Microsoft](#)

 [Scan a QR code](#)

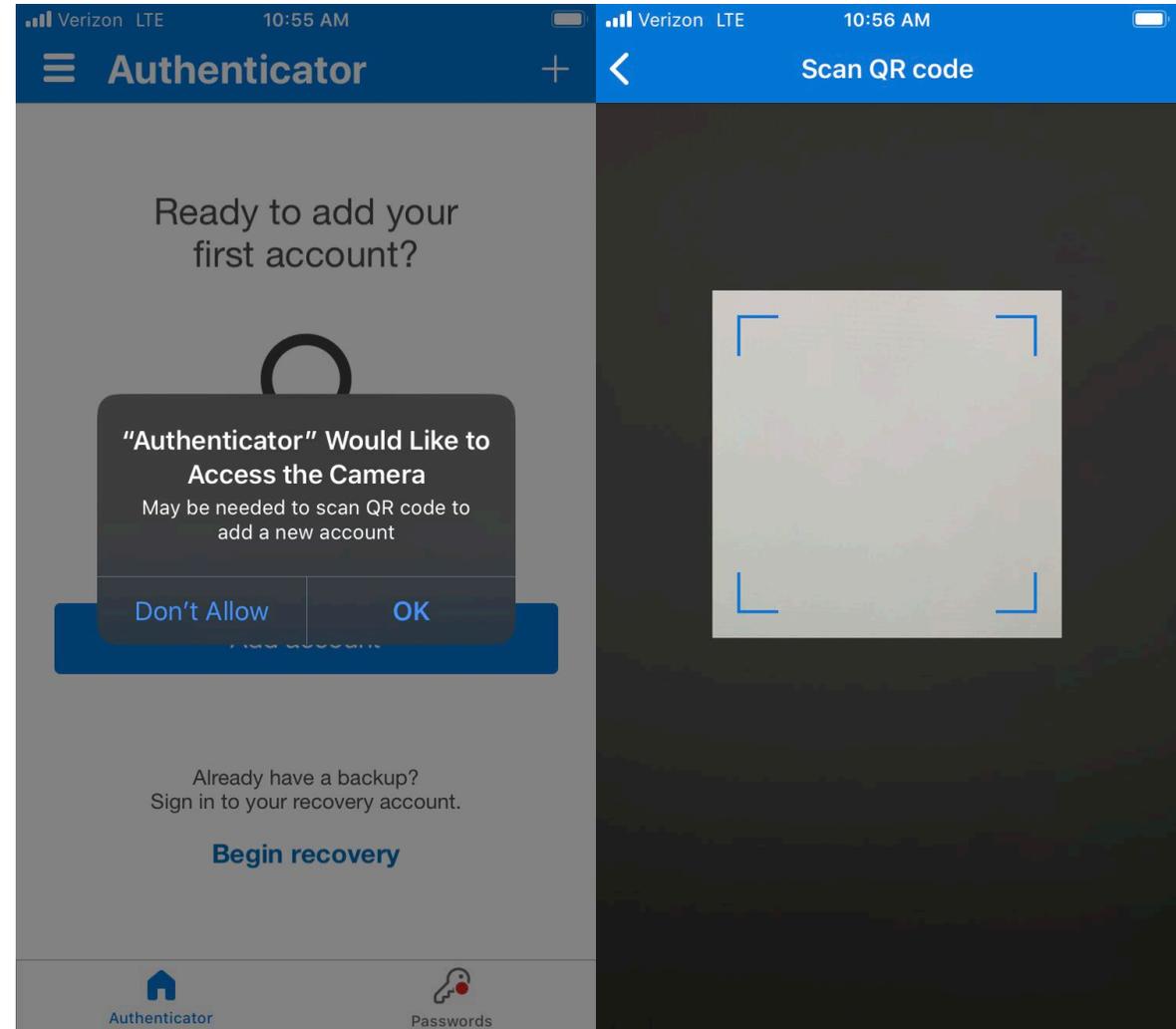
You can get a QR code from your organization or account provider, such as Microsoft, Google, or Facebook

[Restore from backup](#)

MFA Setup— New Phone



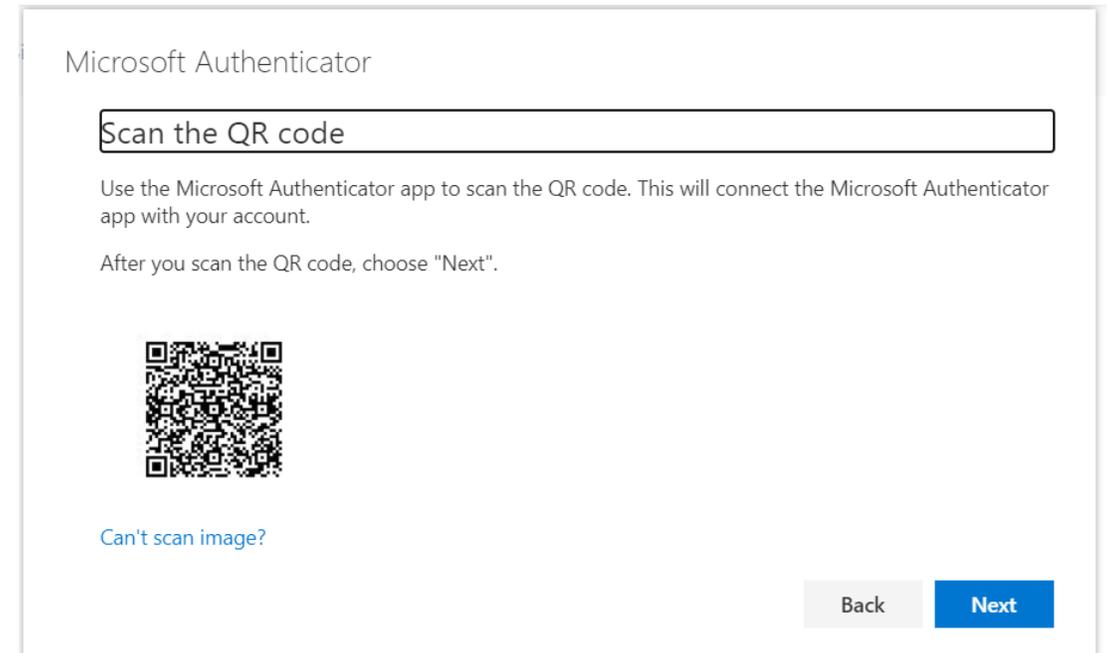
- Next select “OK” to allow access to your Camera
- This will bring up the QR code scanner



MFA Setup— New Phone



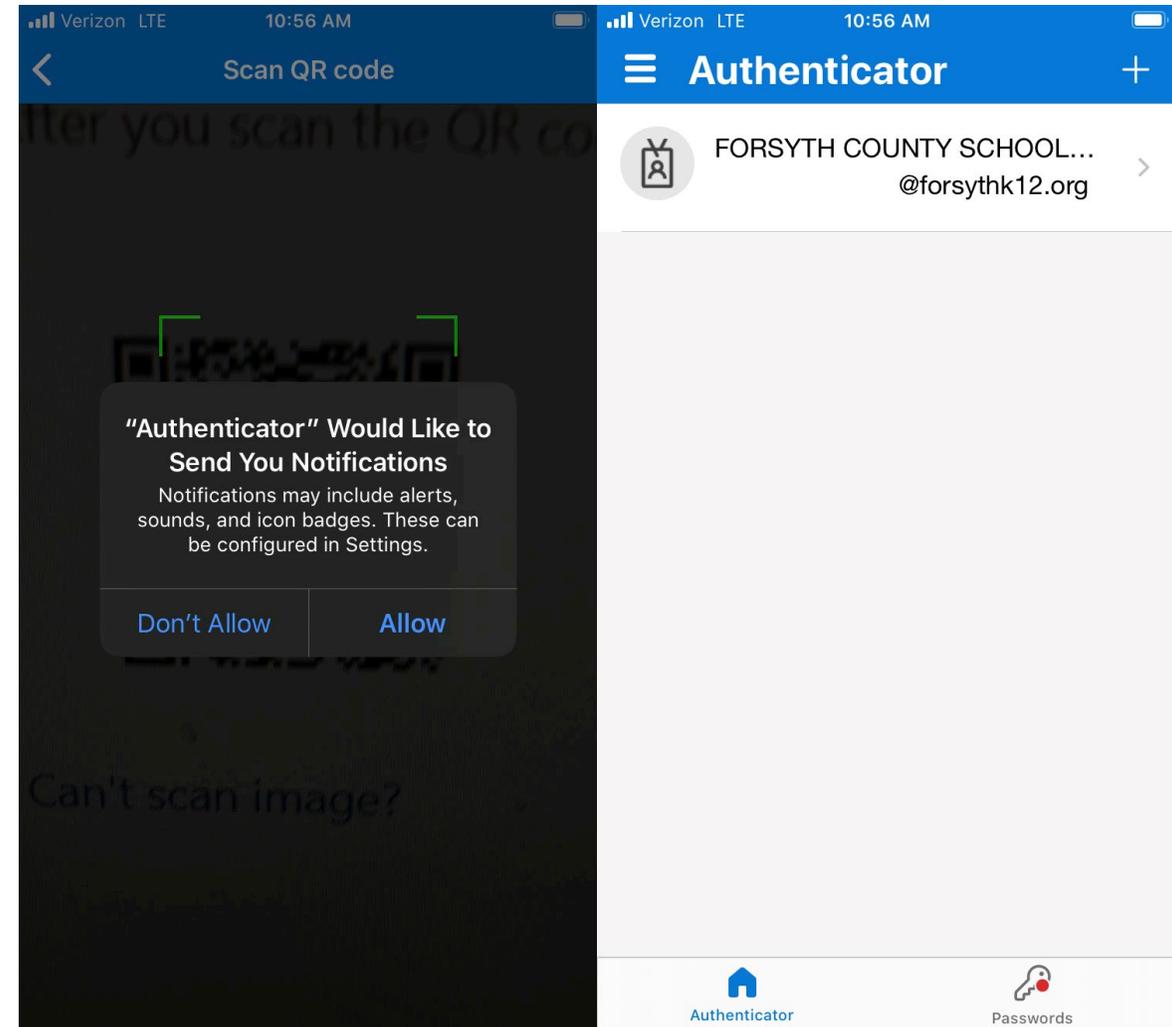
- On your laptop/desktop you should have the QR code on the screen
- Position the QR code scanner from the phone over the QR code on your laptop/desktop



MFA Setup— New Phone



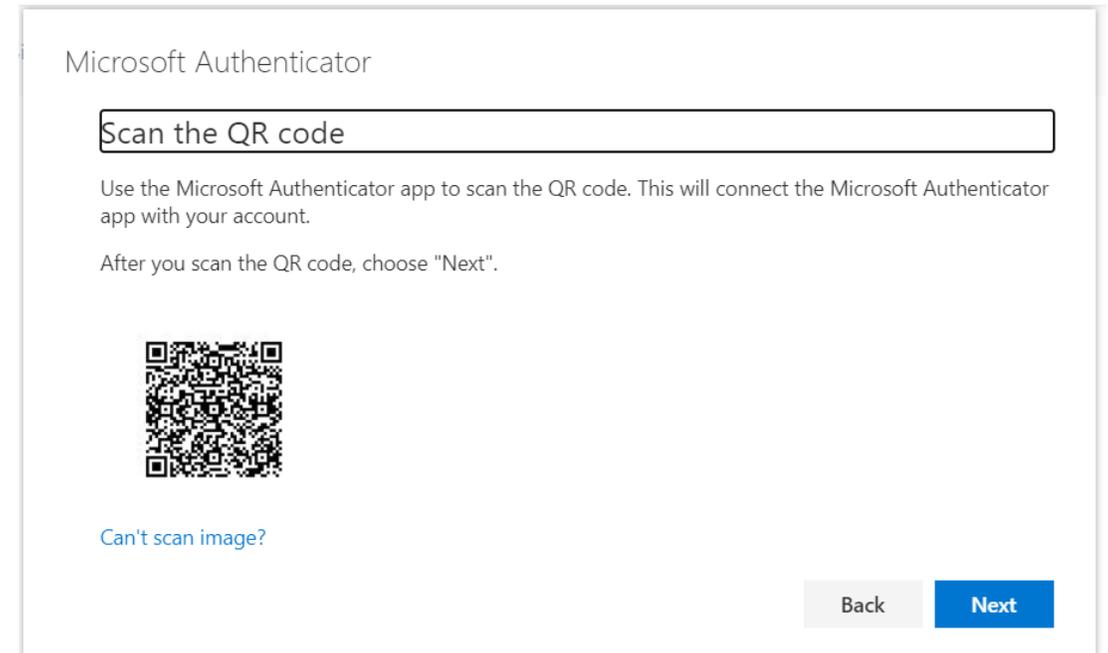
- After the QR code has been verified on your phone please select “Allow” to send Notifications
- This will bring you back to the Authenticator app home screen



MFA Setup— New Phone



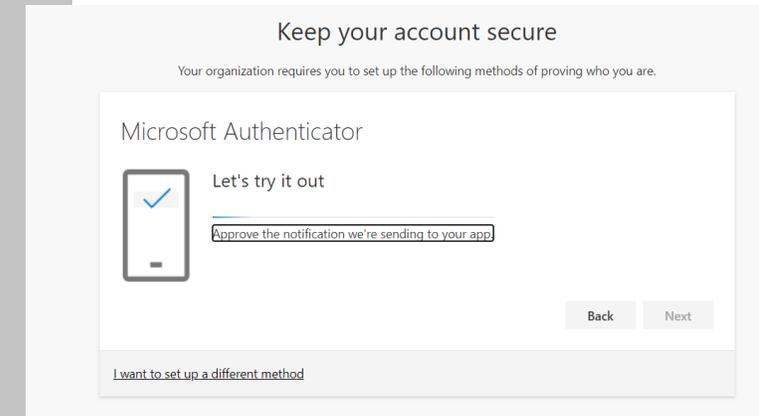
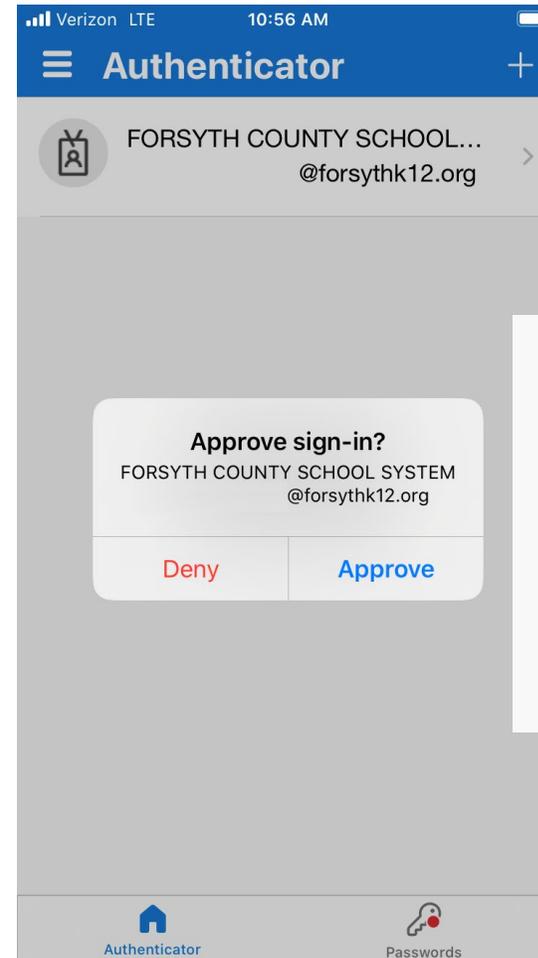
- After you have selected “Allow” on your smart phone, select “Next” on your laptop/desktop



MFA Setup— New Phone



- On your smart phone select “Approve” on the Approve sign-in notification
- After selecting “Approve” select Next on your laptop/desktop



MFA Setup— New Phone



- On your laptop/desktop please select “Next” on the “approved notification screen”
- You have successfully registered your Microsoft Authenticator App, select “Done”

