Microsoft 365 - Set up Microsoft Authenticator App as your verification method
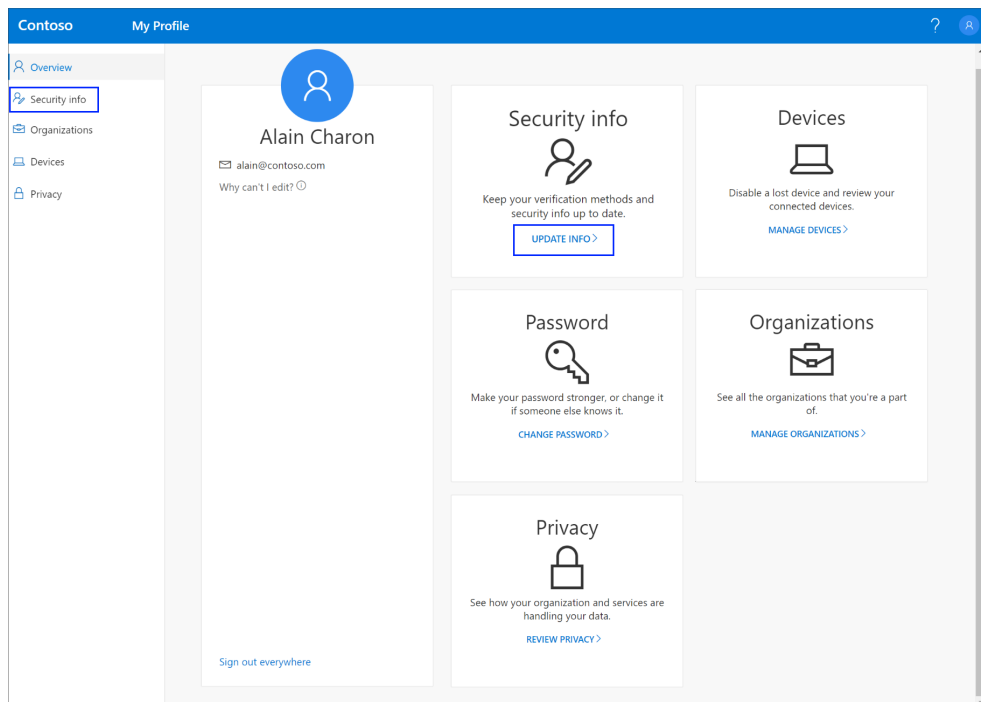
Roland Nowak - 2025-04-14 - MFA Authentication

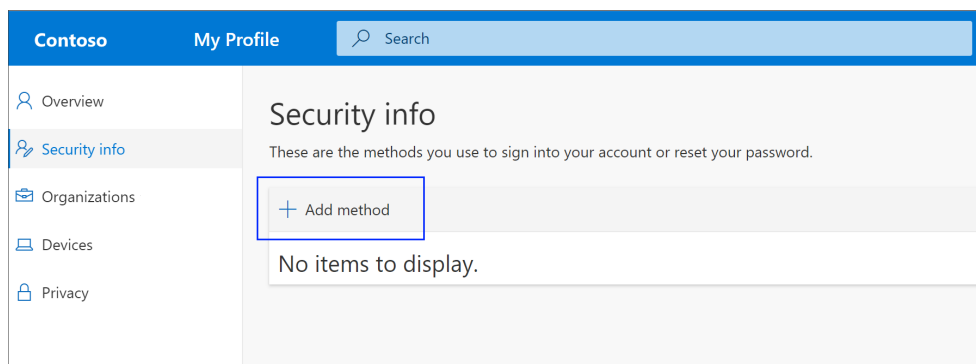# Set up the Microsoft Authenticator app from the Security info page

To set up the Microsoft Authenticator app

1. Sign in to your work or school account
   https://myaccount.microsoft.com/ and then go to your My Account
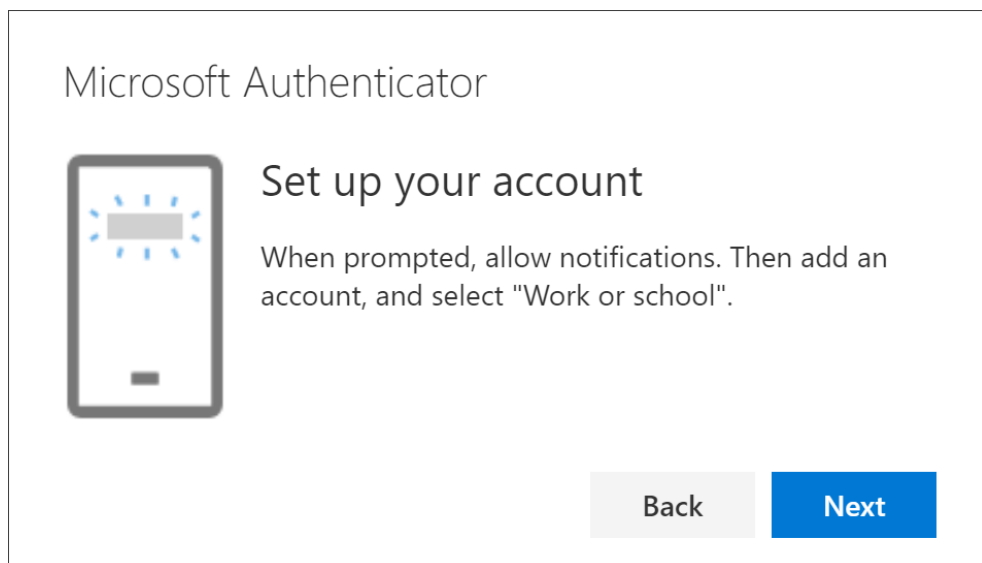   portal.

2. Select **Security info** in the left menu or by using the link in the **Security info** pane. If you have already registered, you'll be prompted for two-factor verification. Then, select **Add method** in the **Security info** pane.

Contoso	My Profile	Search

Security info

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

+ Add method

No items to display.

- Overview
- Security info
- Organizations
- Devices
- Privacy

3. On the **Add a method** page, select **Authenticator app** from the list, and then select **Add**.

4. On the **Start by getting the app** page, select **Download now** to download and install the Microsoft Authenticator app on your mobile device, and then select **Next.** For more information about how to download and install the app, see Download and install the Microsoft Authenticator app.

- If you want to use an authenticator app other than the Microsoft Authenticator app, select **I want to use a different authenticator app**.

- If your organization lets you choose a different method besides the authenticator app, you can select **I want to set up a different method**.

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**
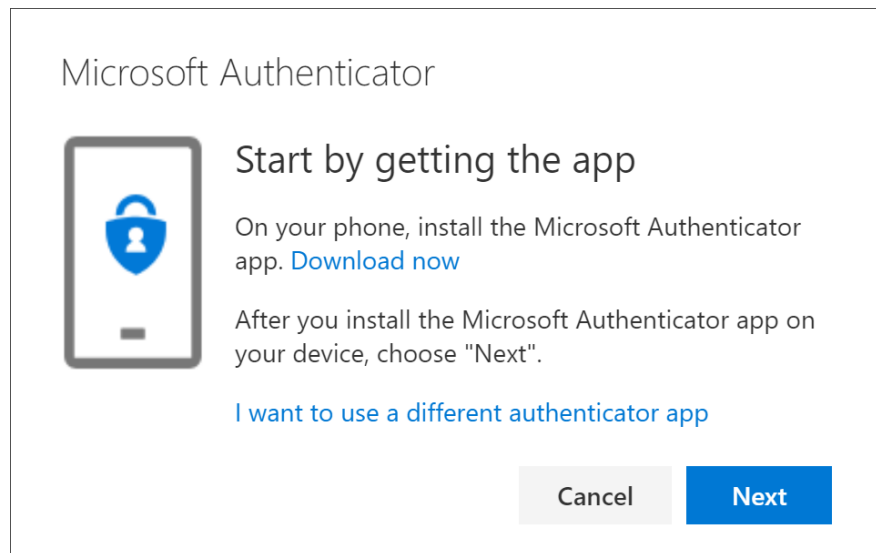
5. Remain on the **Set up your account** page while you set up the Microsoft Authenticator app on your mobile device.

Microsoft Authenticator

Set up your account

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

Back   **Next**

6. Open the Microsoft Authenticator app, select to allow notifications (if prompted), select **Add account** from the **Customize and control** icon on the upper-right, and then select Work or school account.

> **Note:** The first time you set up the Microsoft Authenticator app, you might receive a prompt asking whether to allow the app to access your camera (iOS) or to allow the app to take pictures and record video (Android). You must select **Allow** so the

authenticator app can access your camera to take a picture of the QR code in the next step. If you don't allow the camera, you can still set up the authenticator app, but you'll need to add the code information manually. For information about how to add the code manually, see see Manually add an account to the app.

7. Return to the **Set up your account** page on your computer, and then select **Next**. The Scan the QR code page appears.
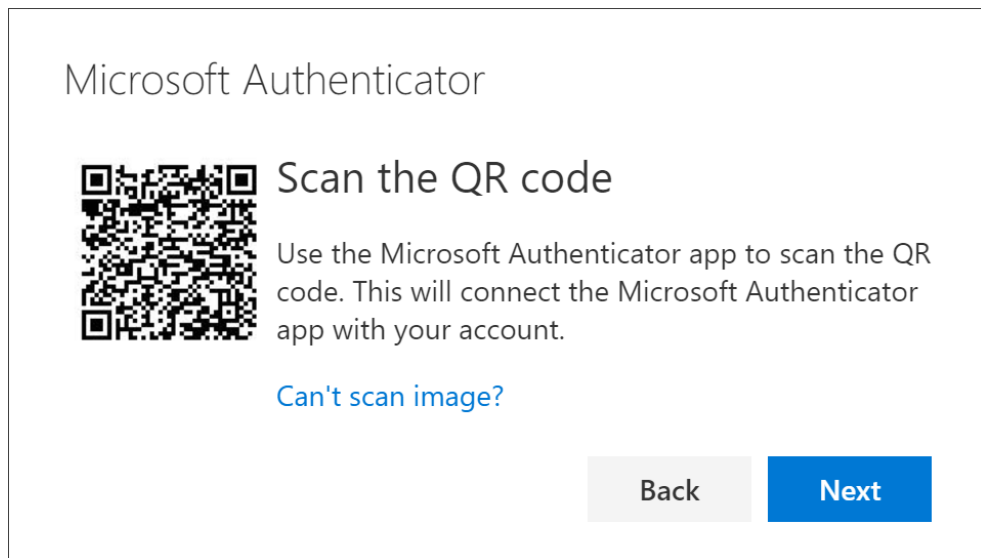

8. Scan the provided code with the Microsoft Authenticator app QR code reader, which appeared on your mobile device after you created your work or school account in Step 6.

9. The authenticator app should successfully add your work or school account without requiring any additional information from you. However, if the QR code reader can't read the code, you can select **Can't scan the QR code** and manually enter the code and URL into the Microsoft Authenticator app. For more information about manually adding a code, see Manually add an account to the app.

10. Select **Next** on the **Scan the QR code** page on your computer. A notification is sent to the Microsoft Authenticator app on your

mobile device, to test your account.
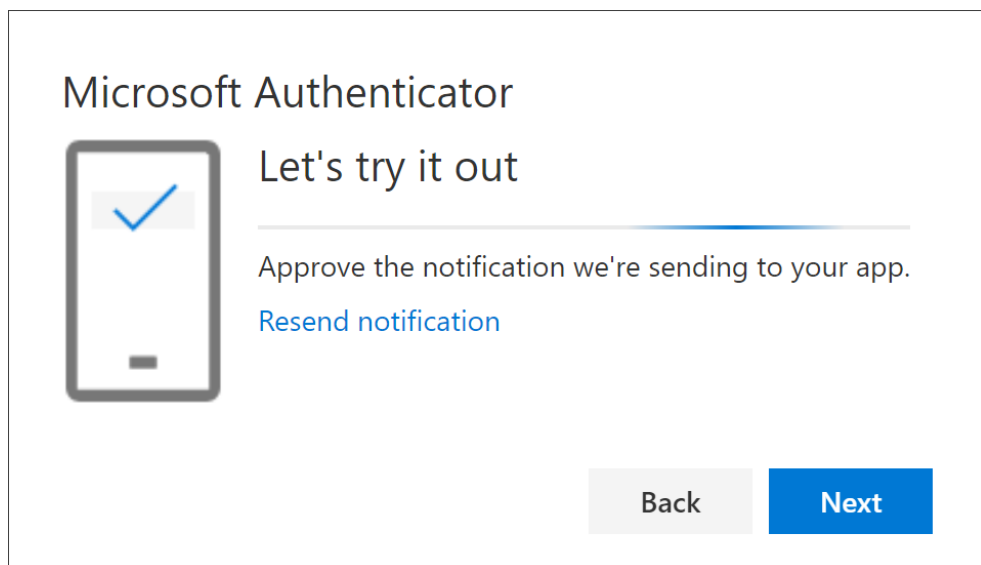
11. Approve the notification in the Microsoft Authenticator app, and then select **Next**. Your security info is updated to use the Microsoft Authenticator app by default to verify your identity when using two-step verification or password reset.
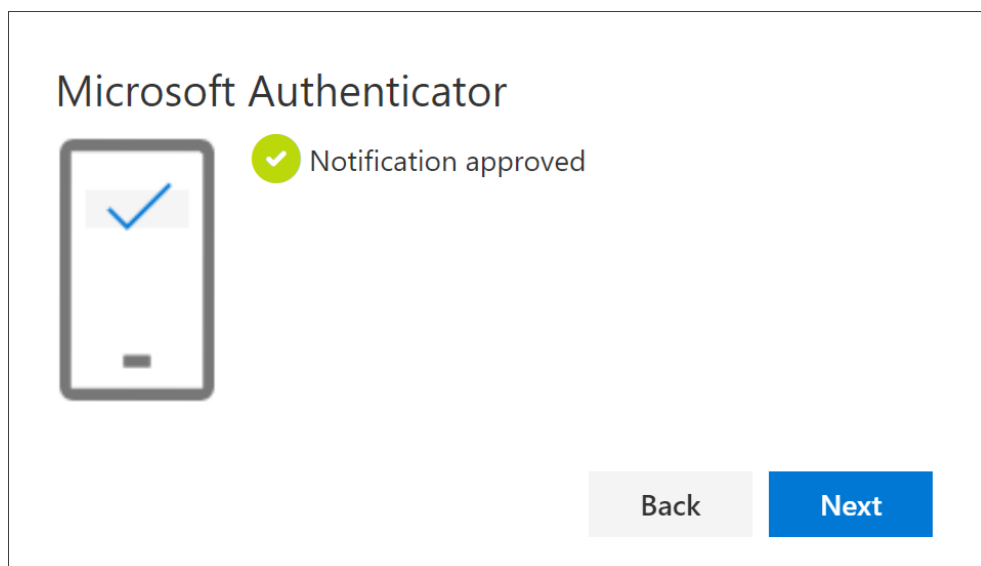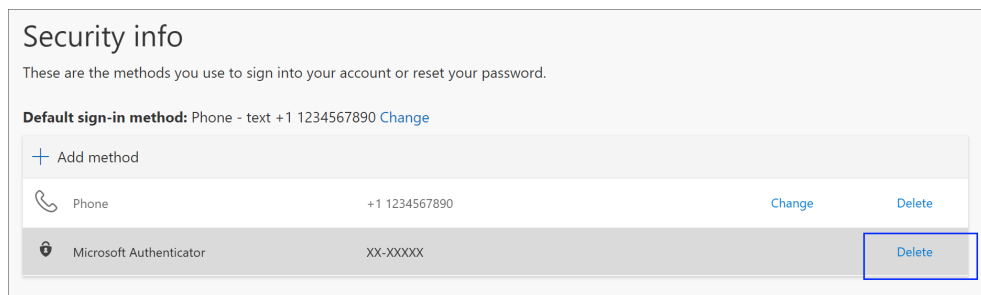
Delete your authenticator app from your security info methods

If you no longer want to use your authenticator app as a security info method, you can remove it from the **Security info** page. This works for all authenticator apps, not just the Microsoft Authenticator app. After you delete the app, you have to go into the authenticator app on your mobile device and delete the account.

> **Important:** If you delete the authenticator app by mistake, there's no way to undo it. You'll have to add the authenticator app again, following the steps in the Set up the authenticator app section of this article.

To delete the authenticator app

1. On the Security info page, select the **Delete** link next to the Authenticator app.

2. Select **Yes** when asked to confirm to delete the authenticator app. After the authenticator app is deleted, it's removed from your security info and it disappears from the **Security info** page. If the authenticator app is your default method, the default changes to another available method.

3. Open the authenticator app on your mobile device, select Edit accounts, and then delete your work or school account from the

authenticator app.

4. Your account is completely removed from the authenticator app for two-factor verification and password reset requests.

Change your default security info method

If you want the authenticator app to be the default method used when you sign-in to your work or school account using two-factor verification or for password reset requests, you can set it from the Security info page.

> **Note:** If your default sign-in method is a text or call to your phone number, then the SMS code or voice call is sent automatically during multifactor authentication. As of June 2021, some apps will ask users to choose **Text** or **Call** first. This option prevents sending too many security codes for different apps. If your default sign-in method is the Microsoft Authenticator app (which Microsoft recommends), then the app notification is sent automatically.

To change your default security info method

1. On the **Security info** page, select **Change** next to the **Default sign-in method** information.

2. Choose **Microsoft Authenticator - notification** from the list of available methods. If you're not using the Microsoft Authenticator app, select the **Authenticator app or hardware token** option.

3. Select **Confirm**. The default method used for sign-in changes to the Microsoft Authenticator app.

From: [Set up the Microsoft Authenticator app as your verification method - Microsoft Support](#)