## Setup Microsoft Authenticator with Microsoft 365

Roland Nowak - 2025-04-14 - MFA Authentication

- Android Devices: Microsoft Authenticator - Apps on Google Play
- Apple iOS Devices Microsoft Authenticator on the App Store (apple.com)

Open a browser on your computer and go to https://aka.ms/mfasetup Sign in to your Office 365 for business account with you email address and password

Use these steps if you see this screen:
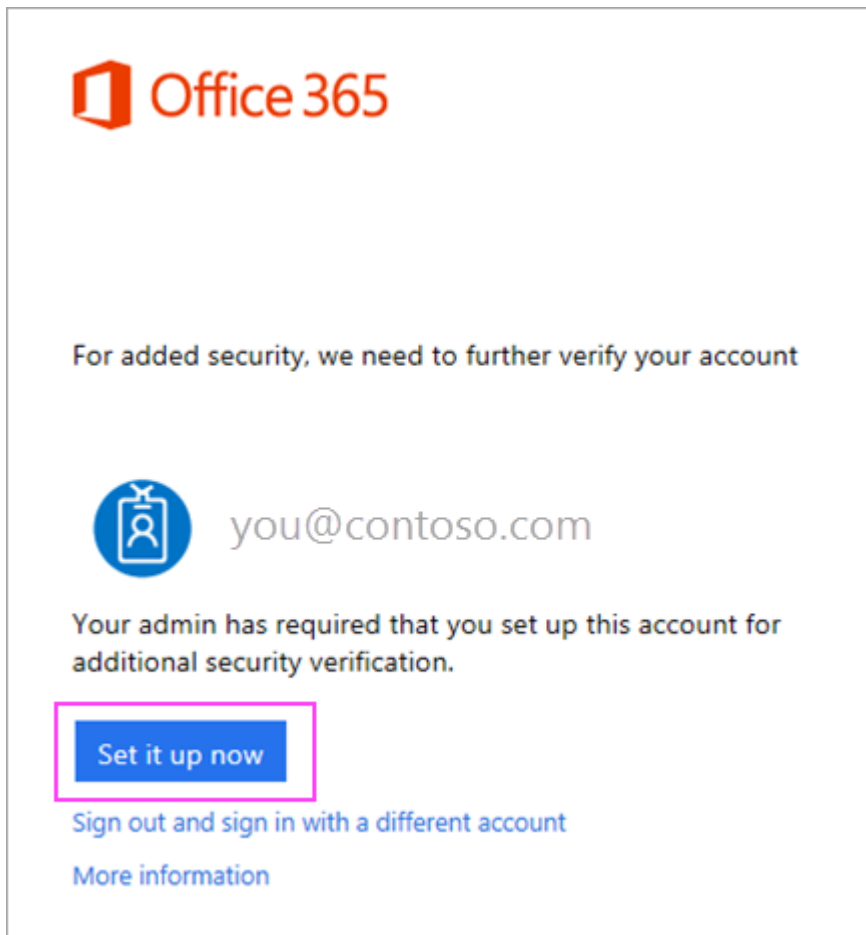
1. Click **Set it up now**.
2. Choose **Mobile app** from the dropdown.
3. Make sure "**Receive notifications for verifications**" is selected. Click **Set up**.

Wait for configuration pop-up box.
You should see a window on your computer that looks like this.

Add account to Microsoft Authenticator

1. Open the Microsoft Authenticator app on your phone.
2. Tap the **+ > Work or school account**.
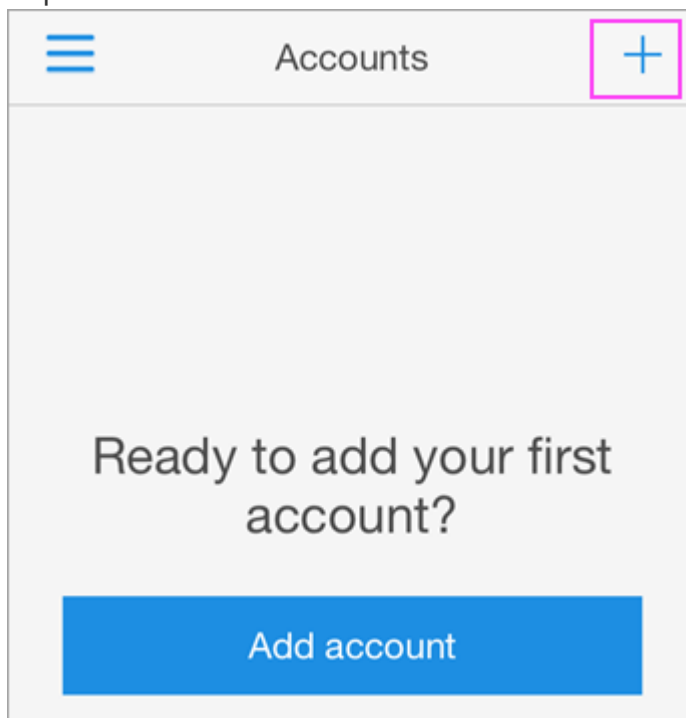
3.

4. Use your phone to scan the QR square that is on your computer screen.

> **Notes:**
>
> iPhone users may have to enable the camera in Settings in order to scan.
>
> If you can't use your phone camera, you'll have to manually enter the 9 digit code and the URL.

5. Your account will be added automatically to the app and will display a six-digit code.

Confirm activation status on your computer

1. Switch back to your computer and click **Done**.
2. Now wait for the **Checking activation status** text to finish configuring your phone.
3. When it's complete, you'll be able to click the **Contact me** button on the right.

> **Note:** If configuration fails, just delete retry the previous steps again.

Approve sign in on your phone

1. Switch back to your phone and you'll see a notification for a new sign in.
2. Go to the Microsoft Authenticator app.

3. Tap Approve to allow it.
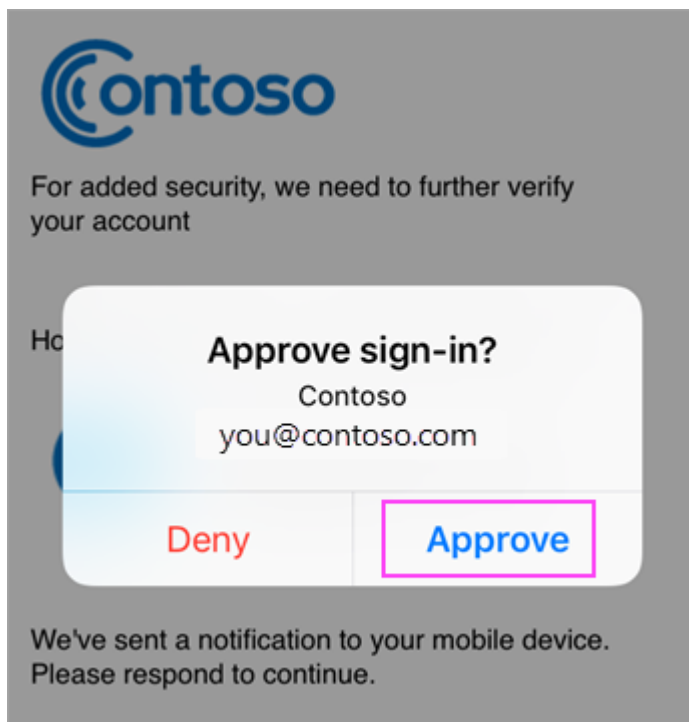
Finish Set up

1. Back on the computer, follow any prompts that you might see such as adding a mobile number.

2. You're good to go!

From now on, whenever you have a new sign in or add your Microsoft 365 work or school account to an app, you'll open the Authenticator app on your phone and tap Approve.