# Instruction Guide Setting up Microsoft Authenticator

here Kids love to be

TheirCare

## Configuring Multifactor Authentication (MFA) via Microsoft Authenticator

(i) These steps have been created using the web version of Microsoft 365 and Authenticator on an iPhone. This is the easiest way to get these to work together.

You generally will only need to set up MFA on Microsoft Authenticator once, unless you change devices.

#### Using QR code from Microsoft 365 log in

1 Navigate to microsoft365.com and sign in using your TheirCare email and password

| Microsoft<br>Sign in<br>hfdemo@theircare.edu.au<br>Can't access your account? |  |
|---|--|
| Next  |  |
|   |  |

The TheirCare Microsoft log in screen will appear and you will be alerted with a message advising that more information is required. Press the blue Next button

| 0   |                  |      |  |             |          |     |      |   |
|-----|------------------|------|--|-------------|----------|-----|------|---|
|     |                  | * *  | TheirCare  |             |          |     |      |   |
| 4C  |                  | ~~~~ | hfdemo@theircare.edu.au<br>More informatio<br>Your organization needs mo | on required | <u>ي</u> |     |      |   |
| *   |                  | *    | your account secure<br>Use a different account<br>Learn more             | Next        |          |     |      |   |
| 9., |                  | * *  | *  | *           |          |     |      |   |
| 165 | s <sup>r</sup> * |      | **   | s.<br>*     | A        | s'* | ~~~~ | * |

Ensure you have downloaded the Microsoft Authenticator application from either the Apple App Store or Google Play Store. Once you have this on your phone, click the blue **Next** button

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| 4 Click "Ne | ext"   |
|-------------|--|
|             | Keep your account secure   |
|             | Microsoft Authenticator  Set up your account  If prompted, allow notifications. Then add an account, and select "Work or school".  Back Noxt |
|             | I want to set up a different method  |
|             |  |
|             |  |
|             |  |

| The follo | wing screen will appear.  |
|-----------|---|
|           | Microsoft Authenticator<br>Scan the QR code<br>Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator<br>app with your account.<br>After you scan the QR code, choose "Next". |
|           | Lwant to set up a different method  |

**6 On your mobile:** Open the Microsoft Authenticator application, press the + button in the top right corner

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|               |                             |                         |              |
|               |                             |                         |              |
|               | Already have<br>Restore you | a backup?<br>r account. |              |
|               | Begin re                    | covery                  |              |
| Authenticator | Passwords                   | O<br>Addresses          | Verified IDs |
|               |                             |                         |              |

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You can have more than one account in your Microsoft Authenticator application. Ensure you press the add account (+) button to add another account.



8 Scan the QR code from your other device. If prompted click the allow button.



**9 Back on the Microsoft 365 website:** Click "Next" when the screen changes

**10 On your mobile:** You will be given a code/number. Remember it for the next step

| TheirCare |  |
|-----------|--|
|           | Keep your account secure   |
|           | Microsoft Authenticator          Let's try it out         Approve the notification we're sending to your app by entering the number shown below.         Back       Mest |
|           | Lwant to set up a different method   |
|           |  |
|           |  |
|           |  |

**11 On your mobile:** Enter the code and press the **Yes** button



#### 12 Back on Microsoft 365 via browser: Click "Done"

| Keep your account secure  | Microsoft Authenticator app was successful<br>registered<br>Fri, 28 Mar 2025 05:24-14 Gr |
|---|--|
| Success!<br>Great job! You have successfully set up your security info. Choose "Done" to continue signing in.<br>Default sign-in method:<br>Microsoft Authenticator |  |
|   |  |
|   |  |

### Click Yes to stay signed in.

