

This document is about setting up MFA and Microsoft Authenticator.

Install Microsoft Authenticator on mobil phone

- Install the Microsoft Authenticator from either App Store og Play store



MFA - multifaktor autentifikation setup on computer

- Configure your MFA <https://aka.ms/mfasetup> and fill out form like below.

The image shows a screenshot of the MFA setup form on a computer. The form is titled "Additional security verification" and has a section "what's your preferred option?" with a dropdown menu set to "Notify me through app". Below this is a section "how would you like to respond?" with three options: "Authentication phone", "Office phone", and "Alternate authentication phone". The "Authentication phone" option is selected, and there is a field for the phone number. The "Alternate authentication phone" option is also selected, and there is a field for the phone number. The "Set up Authenticator app" button is highlighted with a red box.

NB! Make sure that the MFA verification method is to **"Notify me through app"**

The image shows a close-up of the MFA setup form, specifically the "what's your preferred option?" section. The dropdown menu is set to "Notify me through app", and this option is highlighted with a red box.

- Configure mobile app. Click **"Set up Authenticator App"** when done.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



Configure app without notifications

If you are unable to scan the image, enter the following information in your app.

Code: 236 346 396

Url: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/572969262>

If the app displays a six-digit code, choose "Next".

Next cancel

- Add account to Microsoft Authenticator. Start Microsoft Authenticator on mobile phone and choose add account. Choose to add Work- or school account and then choose "scan QR-code" and scan the QR-code on your computer.

