

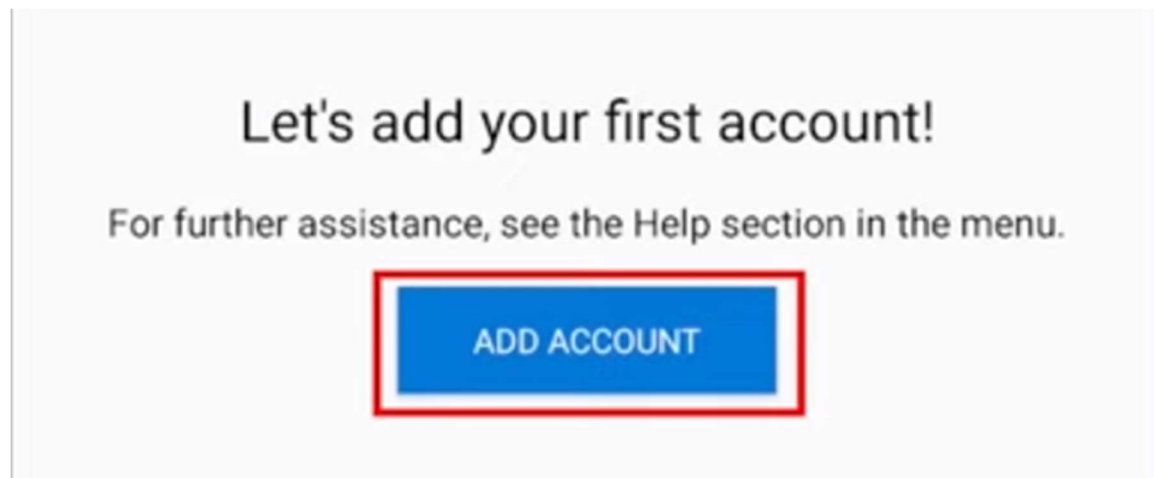
Step One: Have a cellphone or mobile device and install the Microsoft Authenticator app from the store.

Step Two: On the Microsoft Authenticator app, click ADD ACCOUNT and hit "Work or school account." Type in your Microsoft account user name and password. If it says "you cannot sign in with your personal account here," please go back and hit Personal instead.

Step Three: After signing in, the Authenticator will send you an email with a code. Copy and paste the code into the Authenticator and you should be all set. **Anytime a sign-in asks for the Authenticator you will need to pull it up on your Microsoft Authenticator app** to get the code to finish signing in.



The screenshot shows the app listing for Microsoft Authenticator. On the left is the app icon, a blue square with rounded corners containing a white shield with a person silhouette and a lock symbol. To the right of the icon is the app name "Microsoft Authenticator" in bold black text, followed by "Microsoft Corporation" in a smaller grey font. Below the icon is a blue rounded button with the word "OPEN" in white. To the right of the button is a blue circle with three white dots. Below the icon and button are three pieces of information: a rating of "3.7" with five stars (the first four are filled, the fifth is empty) and "399 Ratings" below it; a category rank of "#21" with "Productivity" below it; and an age rating of "4+" with "Age" below it.



The screenshot shows a light grey screen with the heading "Let's add your first account!" in bold black text. Below the heading is the text "For further assistance, see the Help section in the menu." At the bottom center is a blue rounded rectangular button with the text "ADD ACCOUNT" in white. The button is highlighted with a red rectangular border.



Add account

What kind of account are you adding?



Personal account



Work or school account



Other account (Google, Facebook, etc.)

