

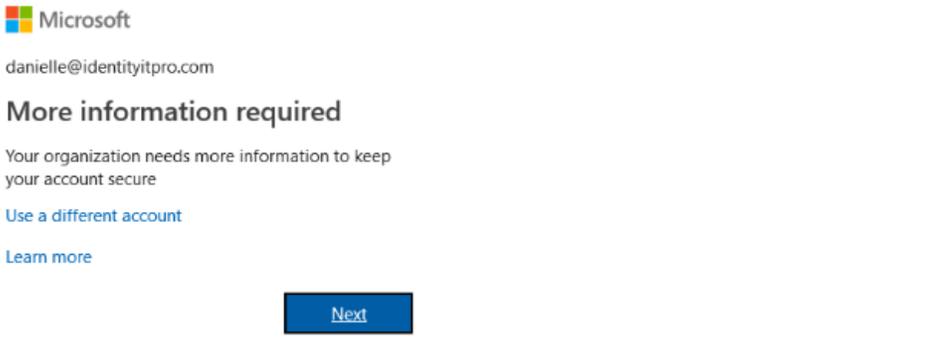
1 DOWNLOADING THE MICROSOFT MOBILE AUTHENTICATION APP

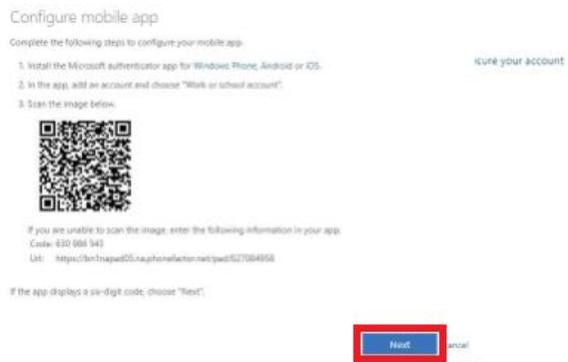
Download the **Microsoft Authenticator** app from the App Store or Google Play.



2 CONFIGURE TWO-FACTOR AUTHENTICATION

Note that Microsoft could update the confirmation method, in which case screenshots will no longer reflect the current options. Please contact your IT support centre if needed.

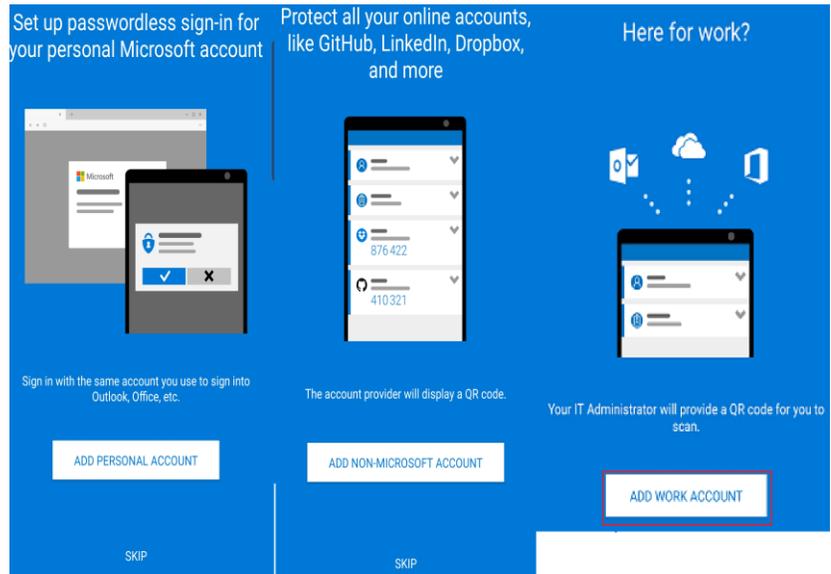
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|---|---|
| <p>1. On your corporate computer, go to the Microsoft website to configure your authentication account.</p> | <p>https://aka.ms/mfasetup</p> |
| <p>2. Click "Next".</p> |  A screenshot of a Microsoft account setup page. At the top is the Microsoft logo and the email address 'danielle@identityitpro.com'. Below that is the heading 'More information required' followed by the text 'Your organization needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more'. At the bottom right is a blue button labeled 'Next'. |
| <p>3. Sign in using your work email address.</p> <p>If you were already authenticated, you can select your account as in the screenshot. If another window opens asking you to enter your email and password, enter your work email and password.</p> |  A screenshot of a Microsoft account selection page. At the top is the Microsoft logo and the heading 'Pick an account'. Below that are two options: a circular icon with a person silhouette next to the email address 'Ami2.Equipe2@intg.ia.ca' and a plus sign icon next to the text 'Use another account'. |

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| <p>4. Select “Mobile app” and “Receive notifications for verification”. Click “Set up”.</p> |  <p>Additional security verification</p> <p>Secure your account by adding phone verification to your password. View video to know how to secure your account</p> <p>Step 1: How should we contact you?</p> <p>Mobile app</p> <p>How do you want to use the mobile app?</p> <p>Receive notifications for verification</p> <p>Use verification code</p> <p>To use these verification methods, you must set up the Microsoft Authenticator app.</p> <p>Set up Please configure the mobile app.</p> |
| <p>5. A window with a QR code will be displayed. Do not click Next, but instead go to Step 6. If unsuccessful, repeat step 4.</p> |  <p>Configure mobile app</p> <p>Complete the following steps to configure your mobile app.</p> <p>1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.</p> <p>2. In the app, add an account and choose “Work or school account”.</p> <p>3. Scan the image below.</p>  <p>If you are unable to scan the image, enter the following information in your app. Code: 630 008 343 Url: https://en-trusted05.msphonefactor.net/guid/27384658</p> <p>If the app displays a six-digit code, choose “Next”.</p> <p>Next Cancel</p> |

3 CONFIGURE MICROSOFT AUTHENTICATOR

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| <p>Now use your mobile device.</p> | |
| <p>6. Open the Microsoft Authenticator app.</p> |  |
| <p>7. Authorize Authenticator to send notifications. This applies to Apple devices only. This step was already completed when downloading the app on Android devices.</p> | |

8. Press **SKIP** in the two first windows and click **ADD WORK ACCOUNT** in the third.



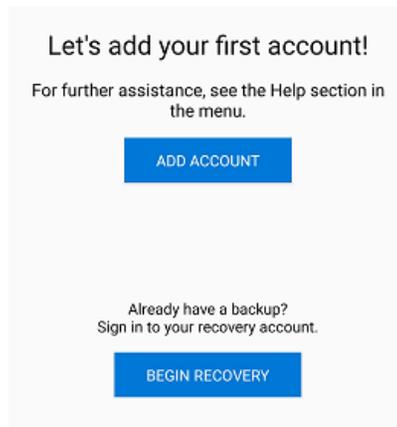
9. Click **OK** in the Data Privacy notification.

Data Privacy

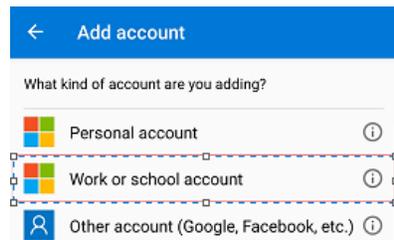
We gather non-personally identifiable usage data to help us improve the app. You can turn this off in settings. Learn more in the FAQs available under the Help menu.

OK

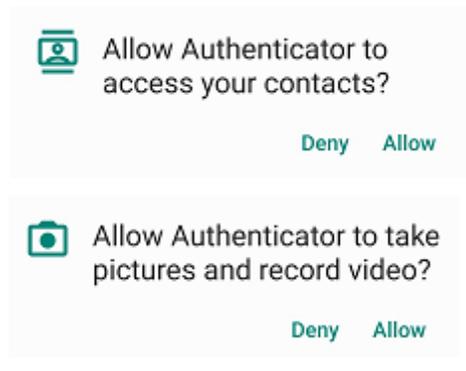
10. Add an account.



11. Click **Work or school account**.



12. Click **“Allow”**.



13. Scan the QR code on the computer screen (code from Step 5).

Note: If the code has expired, repeat steps 4 and 5, then steps 9, 10 and 12 of this procedure to generate a new code. Scan this new code.

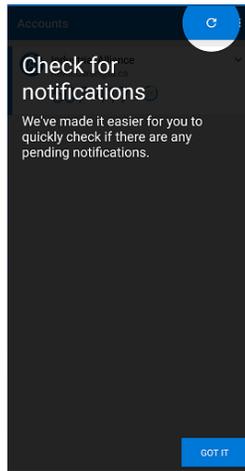
Configure mobile app

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.



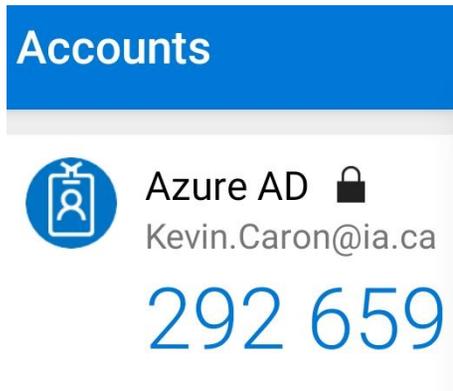
14. Click **GOT IT** on the Check for notifications screen.



15. An authentication code appears and confirms that you have successfully set up your account.

Do not close the app.

Set your mobile device aside and go back to the computer showing the QR code.



Go back to the device on which you generated the QR code.

16. Click **“Next”** in the window containing the code you recently scanned.

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.



If you are unable to scan the image, enter the following information in your app.
Code: 830 008 543
Url: <https://intgpaed05.aqphonefactor.net/guest/527084858>

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

Next Cancel

17. Click **“Next”** again.

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

- Receive notifications for verification
- Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up

Mobile app has been configured for notifications and verification codes.

Next

18. Approve when the notification appears on your mobile device.

Wait during the setup; it can take a few minutes.

If it doesn't work, click **“Try again”**.

Approve sign-in?

Industrielle Alliance (INTG)
Ami2.Equipe2@intg.ia.ca

DENY APPROVE

19. Enter a telephone number in case you lose access to the mobile app.

Click **“Done”**.

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 3: In case you lose access to the mobile app

Canada (+1) 4185203515

Done

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

21. Ensure your preferred option is "Notify me through app".

If you changed this option, click "Save". Otherwise, you have finished.

Note: It is normal for the country to be United States.

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. [View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Notify me through app

how would you like to respond?

Set up one or more of these options. [Learn more](#)

Authentication phone United States (+1) 4185203515
 Office phone Select your country or region Extension
 Alternate authentication phone Select your country or region

Authenticator app or Token Set up Authenticator app

Authenticator app - SM-G975W Delete

restore multi-factor authentication on previously trusted devices

Restore

Save cancel