

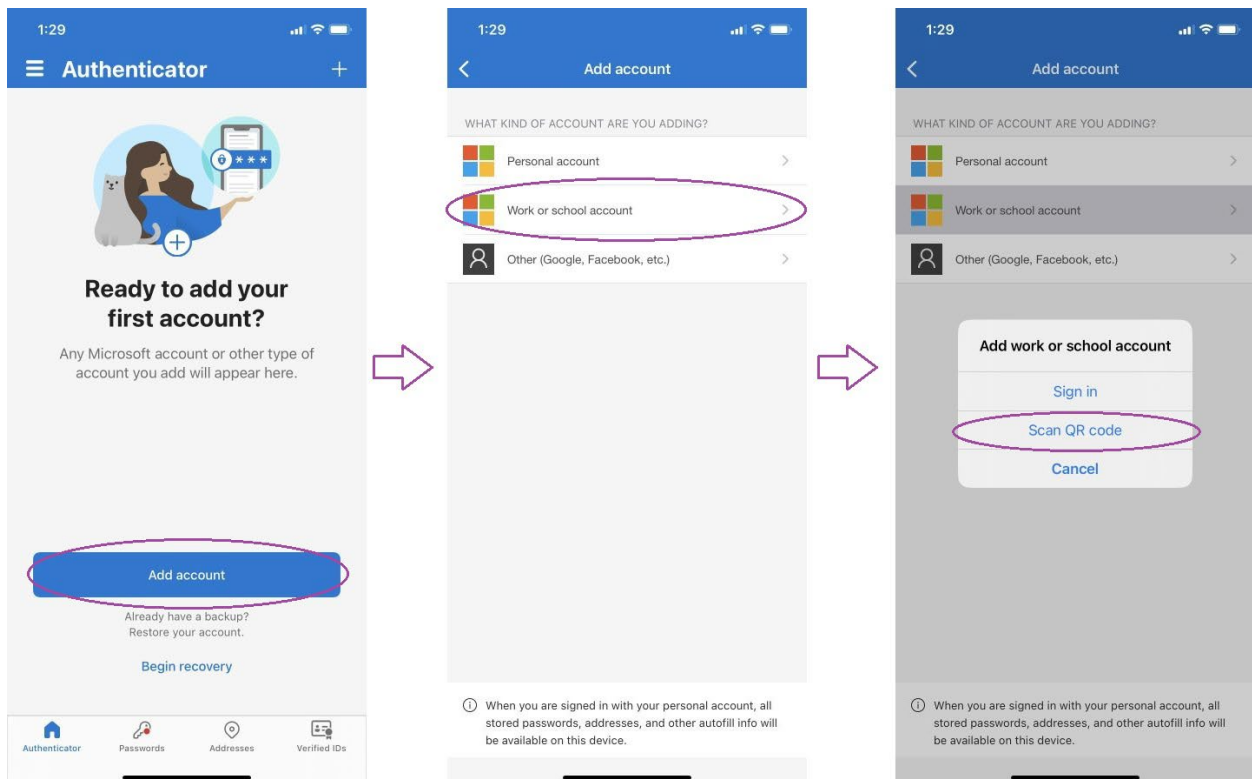
Microsoft Authenticator App Setup

You will need two devices to complete the setup, a computer or tablet along with your smart phone.

1. Download the free official Microsoft Authenticator app from the Apple App store or Google Play store on your phone. There is a very similar looking app that is not the official app, be sure to get the Microsoft branded app with the following icon.

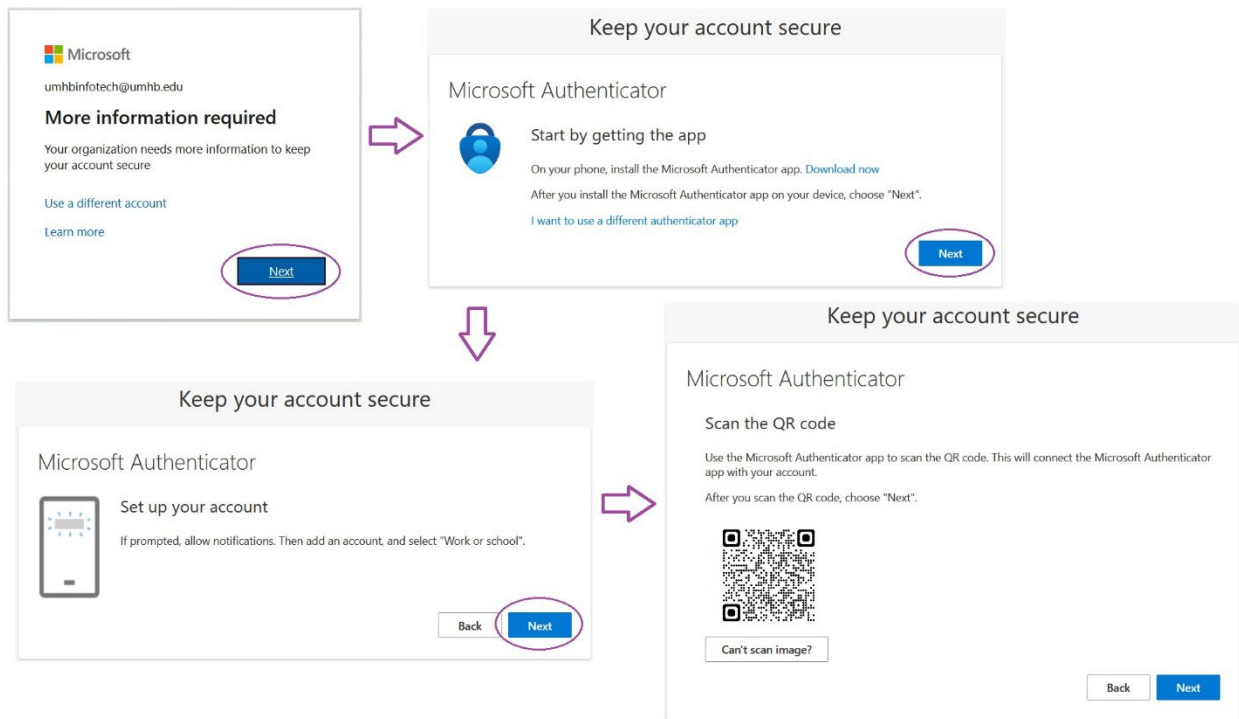


2. After installing, open the Microsoft Authenticator app. Push notifications are required to be enabled for the app work.
 - a. Add Account -> Work or School -> Scan QR Code (This will open your camera)



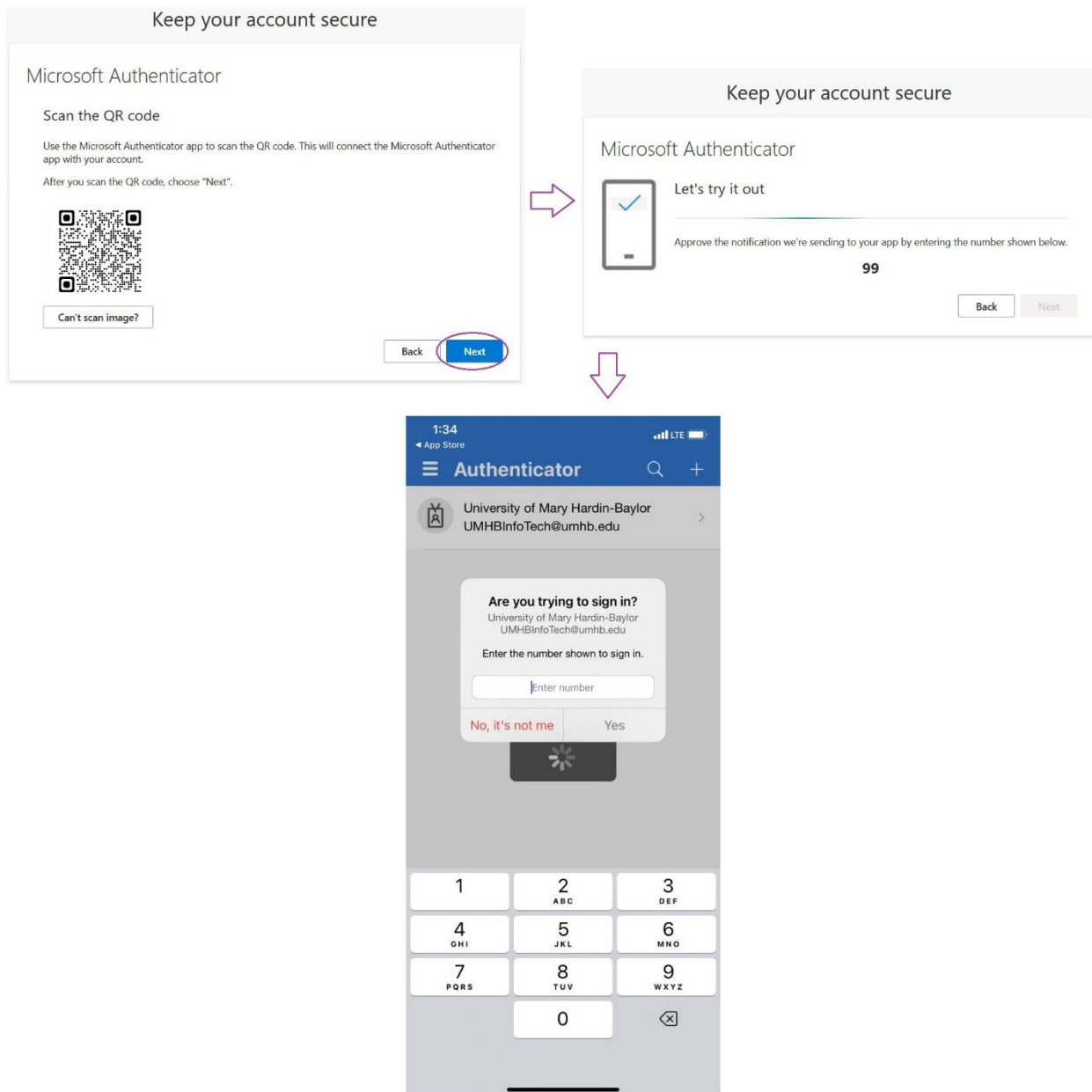
3. On your computer, in a web browser, login to <https://mysignins.microsoft.com/security-info> with your UMHB email address and password.

a. More info required -> Get the app(completed above) -> Set up account(completed above) -> Scan QR Code with your phone.



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4. **Important!** After scanning the QR code and your UMHB account appears in the app, click “Next” on the QR code screen. You will see a two-digit number appear. Enter the number into your phone in the Microsoft Authenticator prompt and tap Yes. You may also be asked to unlock your phone (Pin/Pattern/FaceID/Fingerprint).



5. Click Next -> Done on your computer and your Microsoft account now has Multifactor Authentication setup.

