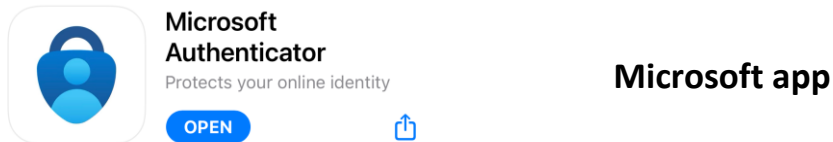


# Microsoft Authentication setup

1. Start with downloading the Microsoft Authenticator app to your phone.

For **iPhone** users open App store and search for authenticator. Then choose the microsoft app.

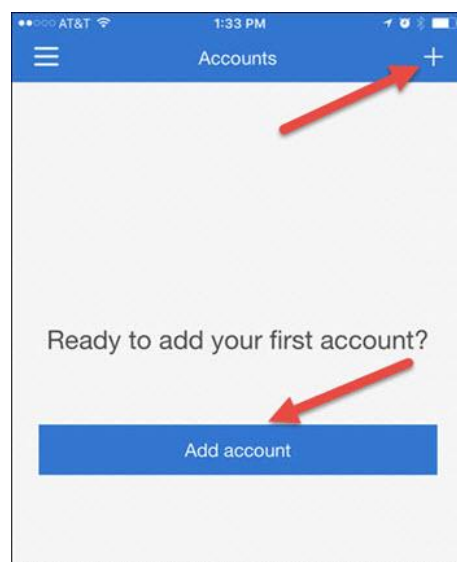


For **Android** users, open Play store and search for authenticator. Then choose the microsoft app.

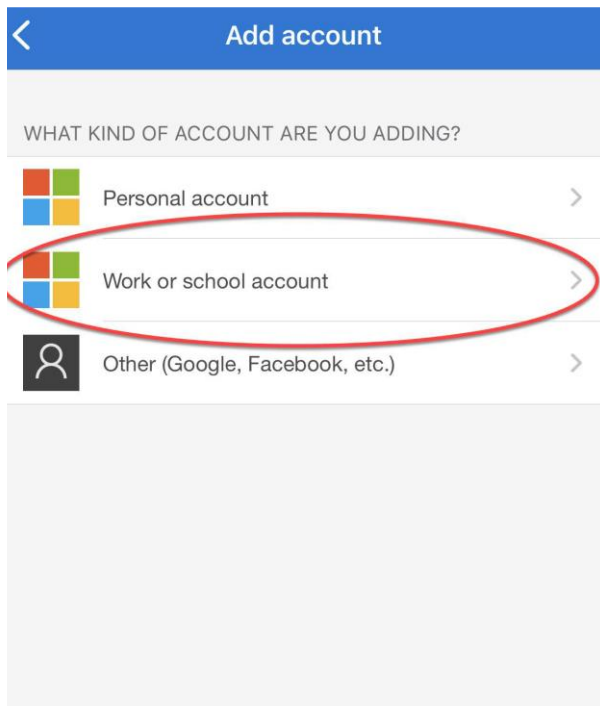


2. When the app is installed on your phone you need to open it and choose "Add Account"

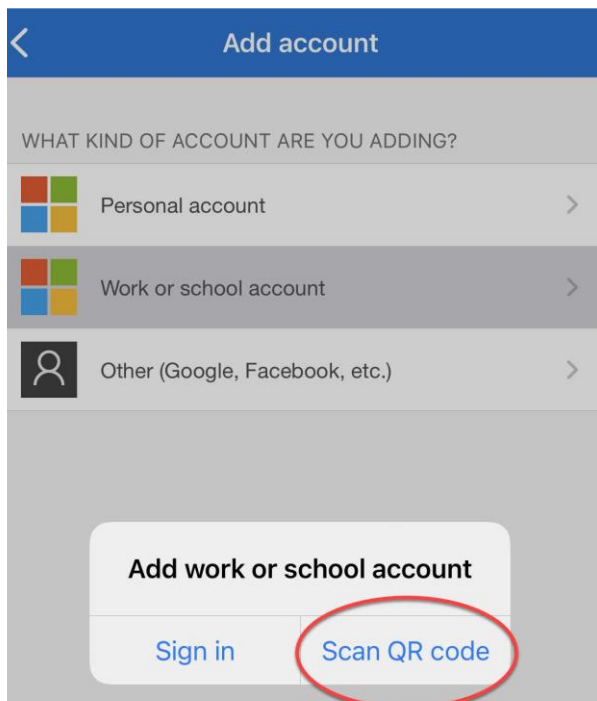
(If you are already using the authenticator app for something else you choose the plus sign)



3. Choose "Work or School Account",



Then choose "scan QR code".



4. Now turn your attention to your computer.

please open a browser of your choice and you need to open a private window.

**with Chrome please use CTRL+Shift+N to open Incognito window**

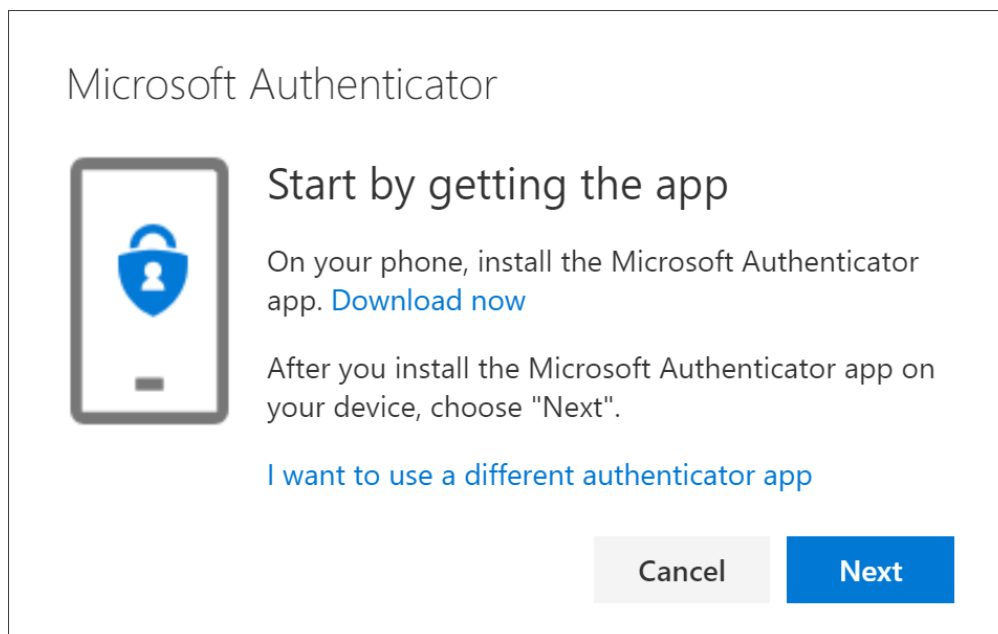
**With Firefox please use CTRL+Shift+P to open Private window**

**With Edge please use CTRL+Shift+N to open InPrivate window**

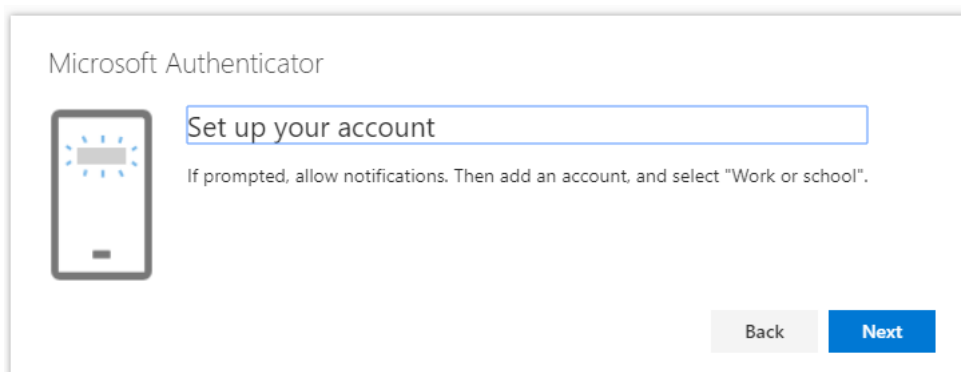
On the address line please write **https://aka.ms/mfasetup**

Here is the registration and/or multifactor Authentication, where you can log in with your provided [username@reykjavik.is](mailto:username@reykjavik.is) and password

5. This popup will come after you log in. Press Next



6. Click "Next" on the screen



7. Now the camera on the phone should be pointed to the computer screen and let it read the QR code that appears on the page. Then click on "Next".

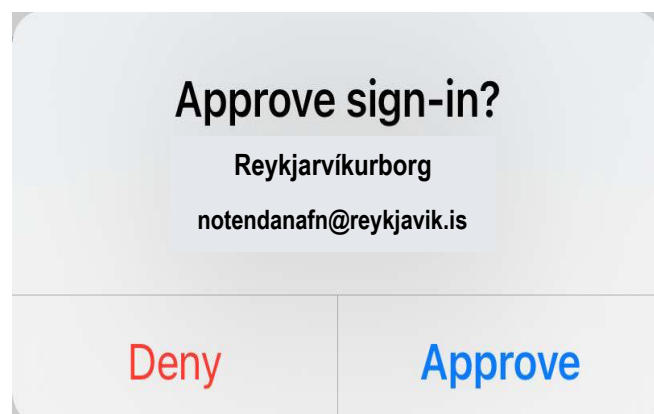
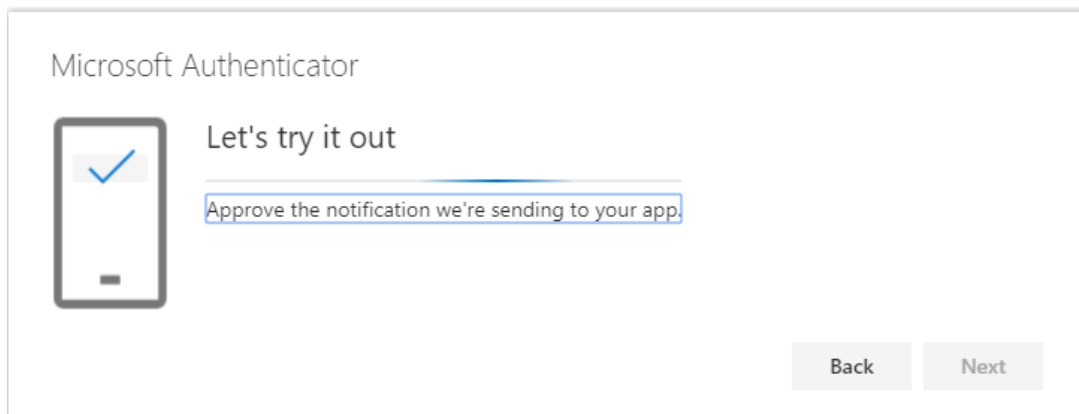
### Microsoft Authenticator

#### Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

8. Now the app wants to test the authentication, it should come up on the phone: "Approve sign-in" and where to press "Approve"



9. Your account is now connected to Microsoft Authenticator.