Microsoft Authentication setup

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

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



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 <u>username@reykjavik.is</u> and password

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

Microsoft	t Authenticator			
Ô	Start by getting the app			
	On your phone, install the Microsoft Authenticator app. Download now			
	After you install the Microsoft Authenticator app on your device, choose "Next".			
	I want to use a different authenticator app			
	Cancel Next			

6. Click "Next" on the screen

Microsoft A	Authenticator
S. 1. 1	Set up your account
-	If prompted, allow notifications. Then add an account, and select "Work or school". Back Next

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"

Microsoft A	Authenticator Let's try it ou Approve the notifi	ut cation we're sending to y	our app.		
				Back	Next
		Approve	sign-in?		
		Reykjarv notendanafn			
		Deny	Appro	ove	

9. Your account is now connected to Microsoft Authenticator.