

M365

Setting Up the Microsoft Multi-Factor Authenticator App

This QRG is designed to show you how to:

- [Install the Microsoft Authentication app and enrol for multi-factor-authentication](#)

Installing the Microsoft Authentication App and Enrolling for Multi-Factor Authentication on your mobile device

Depending on your mobile device, you will need to [install](#) the Microsoft Authentication app from the appropriate location

- **Google Android.** On your Android device, go to Google Play to [download and install the Microsoft Authenticator app](#).
- **Apple iOS.** On your Apple iOS device, go to the App Store to [download and install the Microsoft Authenticator app](#).

Installing the Microsoft Authentication App and Enrolling for Multi-Factor Authentication

1. Navigate to <https://www.office.com/> and enter your Monash Health email <yourname@monashhealth.org> into the login screen
2. When prompted for '**More information required**', select '**Next**'



More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

A blue rectangular button with the word "Next" in white text, highlighted with a red border.

For problems logging in, please contact the Service Desk on (03) 9594 7255

3. When you see '**Keep Your Account Secure**', select '**Next**'

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator



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](#)

Next

[I want to set up a different method](#)

4. At the 'set up your account' screen, select 'Next'

Microsoft Authenticator



Set up your account

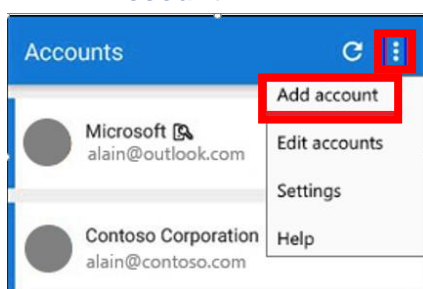
If prompted, allow notifications. Then add an account, and select "Work or school".

Back

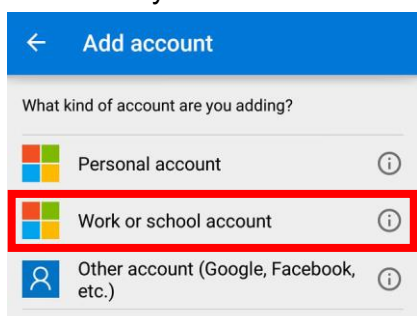
Next

[I want to set up a different method](#)

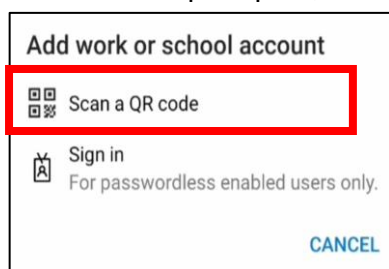
5. On your mobile device Microsoft authenticator app, navigate to the menu and select '+ Add Account'



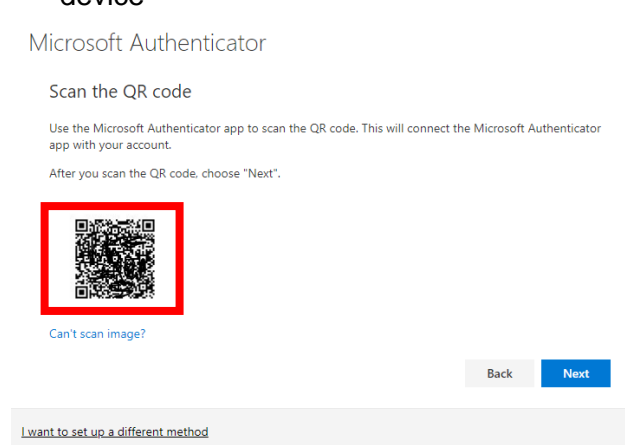
6. On your mobile device Microsoft authenticator app, select 'Work or school account'



7. When prompted, select **'Scan a QR code'** on your mobile device

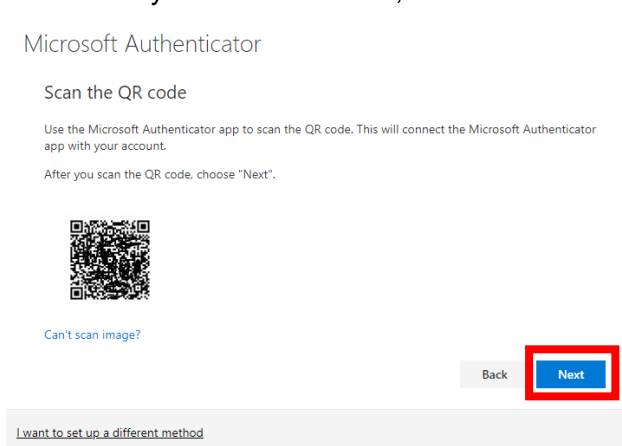


8. Using the mobile app QR code scanner, scan the QR code that appears on your mobile device



After scanning the QR code, your Monash Health account will appear on the homepage of your Microsoft Authenticator app

9. On your mobile device, select **'Next'**

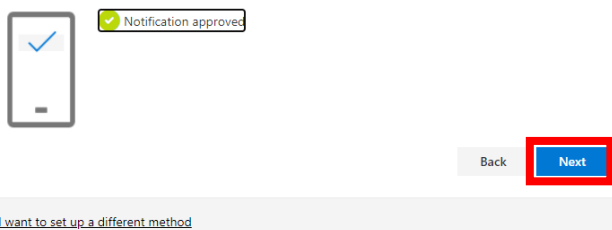


10. A test notification will be sent to your Microsoft Authenticator app on your mobile device. Approve the notification in the Microsoft Authenticator app.



11. On your mobile device, you will receive a notification to indicate that your notification was approved. Continue by selecting **'Next'**.

Microsoft Authenticator



12. You have now set up the Microsoft Authentication app and enrolled for multi-factor-authentication. Your security information will be updated to use the Microsoft Authenticator app by default to verify your identity. A success confirmation screen will appear and list your mobile device as the default sign-in method. Select **'Done'** to complete the process.

Success!

