

'MICROSOFT AUTHENTICATOR'

Multi-Factor Authentication (MFA) Instructions



VIDEO INSTRUCTIONS:

(Make sure the 'Microsoft Authenticator' app is on your mobile device; written instructions below.)

Microsoft MFA Video: [How to register for Azure Multi-Factor Authentication - YouTube](#)

- Set up instructions in the video starts at the 1-minute mark

WRITTEN INTRUCTIONS:

Step I: **On your Mobile Device:**

- Download and **install Microsoft Authenticator App**
 - Stony Brook issued mobile phone – The Microsoft Authenticator App is already installed
 - Personal phone
 - iPhone App Store: [Microsoft Authenticator on the App Store \(apple.com\)](#)
 - Google Play Android App Store: [Microsoft Authenticator - Apps on Google Play](#)



Step II: **Go to a computer PC or Mac**

- **Go to this Website:** <https://aka.ms/mfasetup>
- **Enter your 'Stony Brook Medicine email address' and click 'Next' (If you are a vendor and do not have a 'Stony Brook Medicine email address', please use your username @ 'stonybrookmedicine.edu' for example: 'jdoe@stonybrookmedicine.edu' as your email address)**
- **Click 'Next' at the 'More information required' pop-up box**

(If using a shared computer recommend 'Private' or 'incognito' web browser mode depending upon type of browser used)

You may be signed in automatically, or you may see one of the prompt windows shown below.

Important! You must enter your work email address.

The left screenshot shows the Microsoft sign-in page. It features the Microsoft logo, the text 'Sign in', and the email address 'jane.doe@stonybrookmedicine.edu' entered in a text field. Below the field are links for 'No account? Create one!' and 'Can't access your account?'. A blue 'Next' button is at the bottom.

The right screenshot shows the 'More information required' page for the same email. It states 'Your organization needs more information to keep your account secure' and provides links for 'Use a different account' and 'Learn more'. A blue 'Next' button is at the bottom.

- Choose **Mobile app** from the dropdown.
- Make sure **'Receive notifications for verification'** is selected.
- Click **Set up**.

The screenshot shows the 'Additional security verification' screen. It has the Microsoft logo at the top left. The main heading is 'Additional security verification'. Below it is a sub-heading 'Step 1: How should we contact you?'. A dropdown menu is set to 'Mobile app'. Below that, there are two radio button options: 'Receive notifications for verification' (which is selected) and 'Use verification code'. At the bottom, there is a blue 'Set up' button with a mouse cursor clicking it, and the text 'Please configure the mobile app.'

- Wait for **'Configuration pop-up box'**

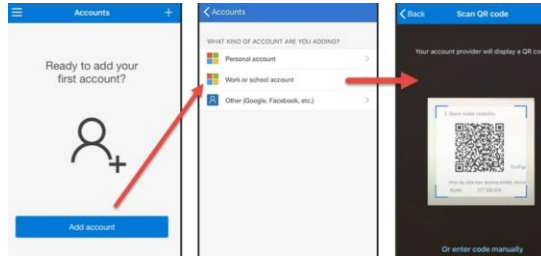
Wait for configuration pop-up box.

You should see a window on your computer that looks like this.

The screenshot shows a 'Configure mobile app' window. It contains the following text:
Complete the following steps to configure your mobile app.
1. Install the Azure 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.
A QR code is displayed with the text 'Configure app without notifications' below it.
If you are unable to scan the image, enter the following information in your app.
Code: 555 555 555
Uri: https://uriheretocopy.phonfactor.net/555555555555
If the app displays a six-digit code, you are done!

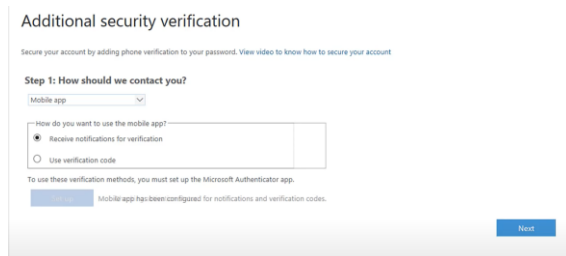
Step III: Using your Mobile Device

- Open the Microsoft Authenticator app on your phone.
- Tap the + **'Add Account'**
- Choose **Work or school account**.
- Use your phone to **scan the QR square** that is on your computer screen.



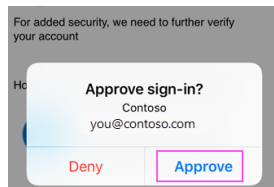
Step IV: Switch back to your Computer

- Switch back to your computer and click **Done**.
- Now wait for the **Checking activation status** text to finish configuring your phone.
- Click **Next**.



Step V: Switch back to your Mobile Device

- You'll see a notification for a new sign in.
- Tap **Approve** to allow it.



Step VI: Switch Back to Computer

- Back on the computer, follow any prompts that you might see such as adding a mobile number.

- You're good to go!