

Microsoft Authenticator Setup Guide

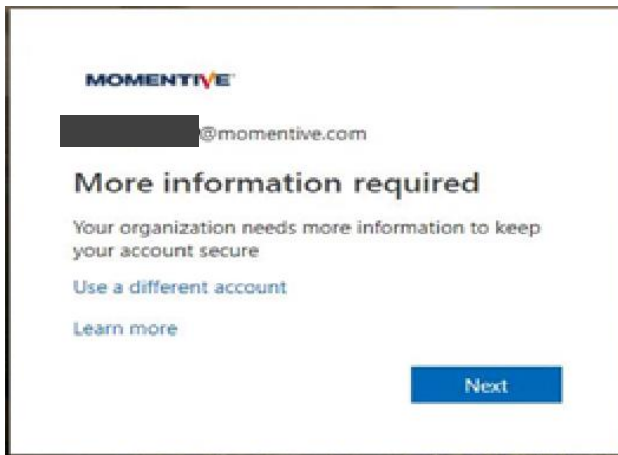
1. On your *mobile device*, download and install the Microsoft Authenticator app from the appropriate app store for your device (iOS or Android only)

Apple Store: <https://itunes.apple.com/app/id983156458>

Android Play Store (Samsung) -
<https://play.google.com/store/apps/details?id=com.azure.authenticator>



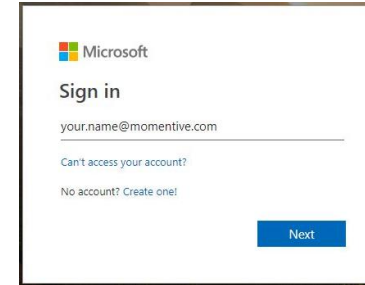
3. Continue by entering your network password and click “Sign In”. When prompted for more information, click “Next”.



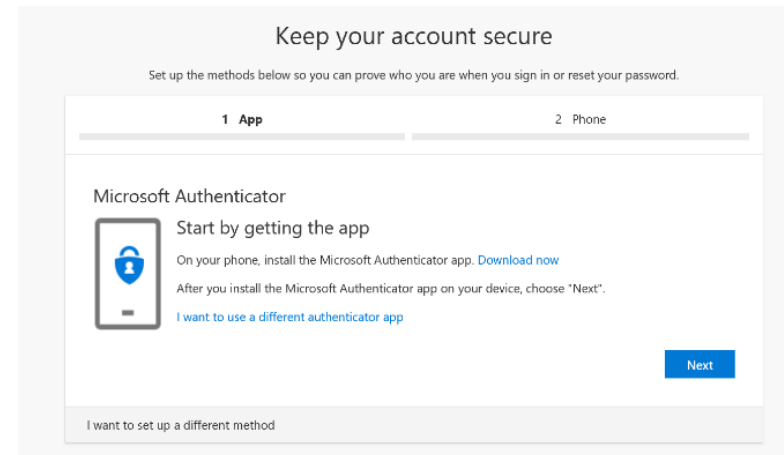
2. On your *corporate laptop*, open Internet Explorer and set the window to “In Private Browsing” mode by choosing “Tools”--> “InPrivate Browsing” or holding down Ctrl+Shift+P

· Type <https://aka.ms/mfasetup> in the browser

· Enter your MOMENTIVE.COM work email address and click ‘Next’

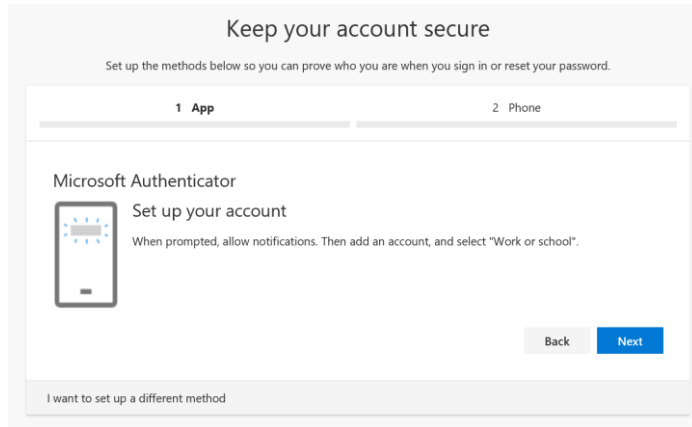


4. By now, the Authenticator app should be installed on your mobile device. Assuming it is, click ‘Next’.



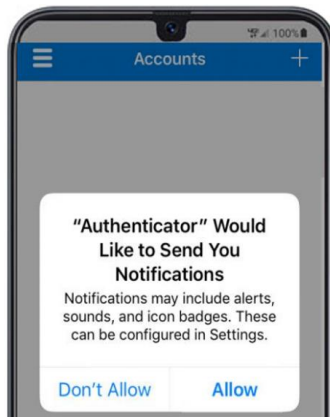
Microsoft Authenticator Setup Guide *(continued)* **MOMENTIVE™**

5. The on-screen instructions will now guide you through the remaining steps between your phone and computer, click **Next**.

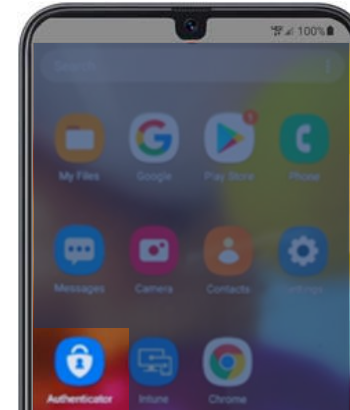


7. The first time you open **Authenticator**, you may be prompted to allow notifications.

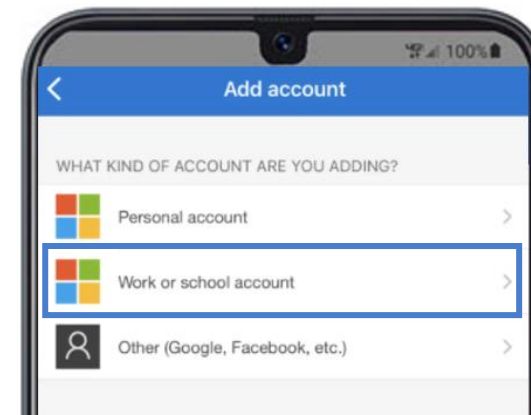
Click **'Allow'**. Then click the **'+'** in the upper-right to add an account.



6. On your **mobile phone**, open the **authenticator app**.

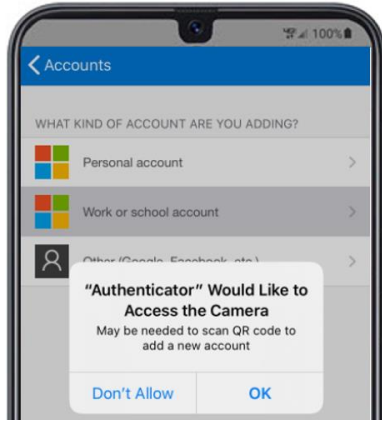


8. Select **'Work or school account'**.

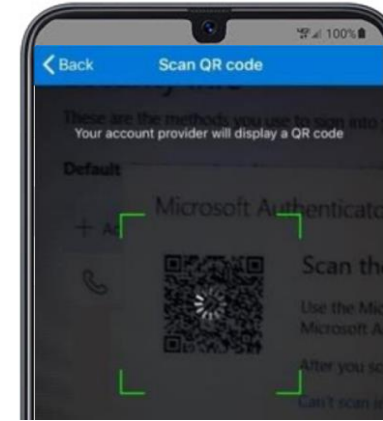


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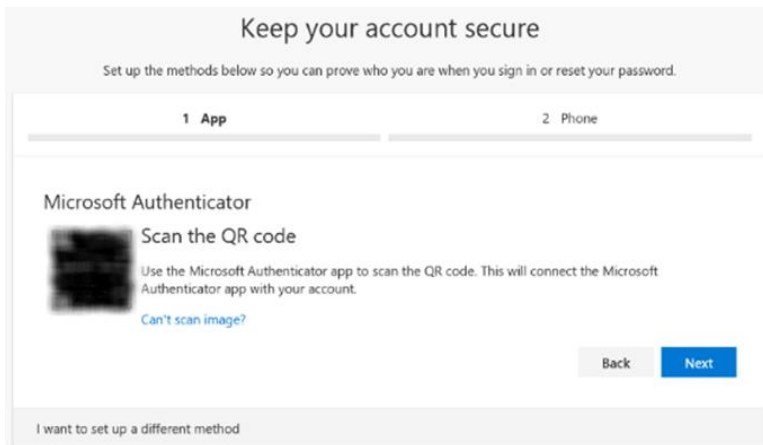
9. Click 'OK' when prompted for camera access.



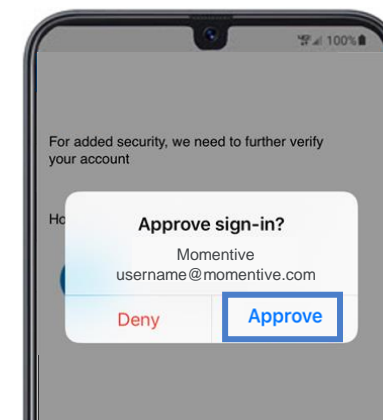
10. A scanner screen will appear on your mobile device.



11. Scan the QR code on your laptop screen. When complete click 'Next'.

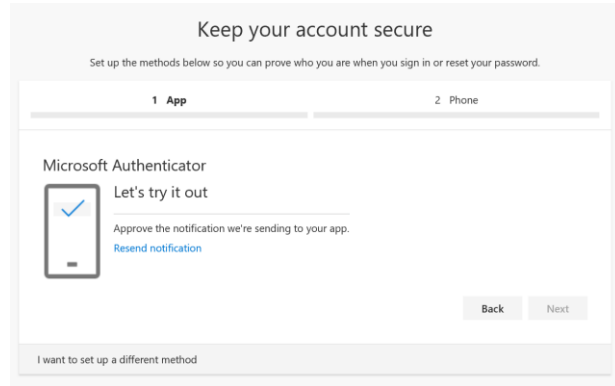


12. You will receive a message on your mobile device app to approve or deny the access. Choose 'Approve' on your mobile device.



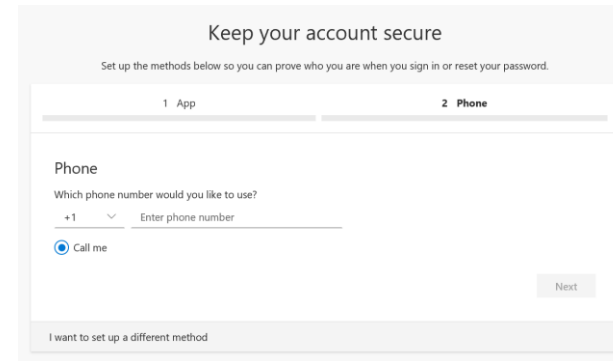
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13. Once completed the image below will change to 'Notification approved' and you will be able to click on 'Next'.

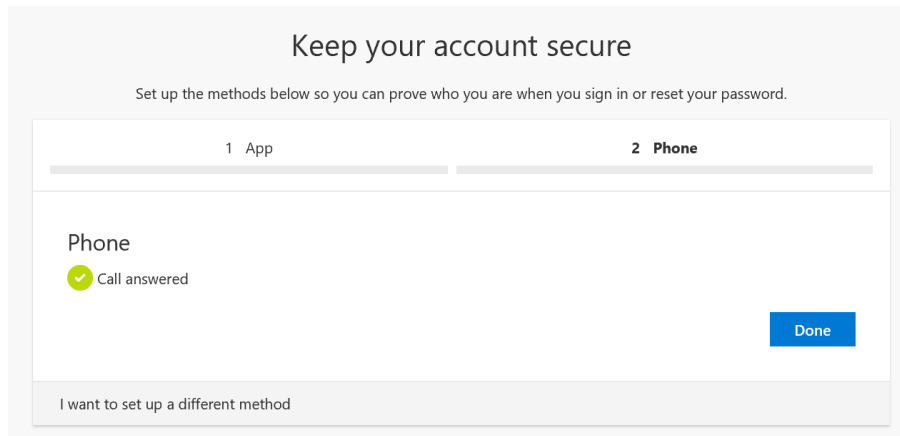


14. Finally, you will be asked to provide a phone number to be used in the event you forget your password. Enter the number and click 'Next'.

This number should be one that you are around every time you might need a password reset.

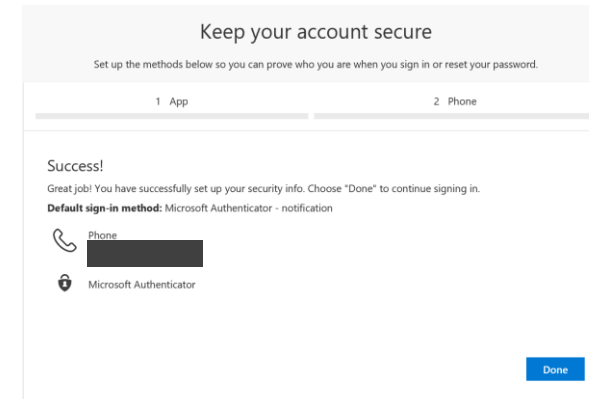


15. Answer the phone and confirm your password reset phone number, then click 'Done'.



16. If you receive the screen below, you have successfully setup MFA.

Now, when you visit a site requiring authentication, it will send a notification to your mobile device. Simply tap on it and approve. You have then completed authentication.



If you have any questions, please don't hesitate to contact the Momentive IT Service Desk at +1 844-996-1033.