#### **Microsoft Authenticator Setup Guide**

# MOMENTIVE™

**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

 $\cdot$  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'**.

Set up	the methods below so you can prove who you a	re when you sign in or reset your password.
	1 App	2 Phone
Microsoft A	uthenticator	
	tart by getting the app	r ann Download now
AI	ter you install the Microsoft Authenticator app	on your device, choose "Next".
I	vant to use a different authenticator app	
		Nex

## **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**.

Keep your account secure				
Set up the methods	below so you can prove who you a	re when you sign in or reset your p	assword.	
1 Ap	p	2 Phone		
Microsoft Authentic Set up yo When prompt	ator ur account ed, allow notifications. Then add an	account, and select "Work or schoo Bacl	of. C Next	
I want to set up a different method				

**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'**.

Aicrosoft 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.	1	Арр	2	Phone	
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.	licrosoft Authent	ticator			
Authenticator app with your account.	Scan u	ne QK code	the OR code. This will com	ect the Microsoft	
Can't scan image?	Use the M	licrosoft Authenticator app to scan	the ground the the court		

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



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

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

Set up the methods below so you can prove who you are when you sign in or reset your password.       1     App     2     Phone       Microsoft Authenticator     Let's try it out     Approve the notification we're sending to your app.       Resend notification     Resend notification     Mark     Next
1 App 2 Phone   Microsoft Authenticator Let's try it out   Approve the notification we're sending to your app. Resend notification   Back Next
Microsoft Authenticator Let's try it out Approve the notification we're sending to your app. Resend notification

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

Keep your a	CCOUNT SECURE
1 Арр	2 Phone
Phone Call answered	Done
I want to set up a different method	

**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.

Set up the methods below so you can prove who you are a	when you sign in or 2	r reset your passw Phone	ord.
1 App	2	Phone	
Phone			
Which phone number would you like to use?			
+1 V Enter phone number			
Call me			
			Next
want to set up a different method			

**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.

Keep your account secure Set up the methods below so you can prove who you are when you sign in or reset your password.		
1 App	2 Phone	
Success! Great job! You have successfully set up your secu Default sign-in method: Microsoft Authenticato Phone Phone Microsoft Authenticator	ty info. Choose "Done" to continue signing in. - notification	
	Done	

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