

Setting up Microsoft Authenticator on Android

Requirements before setting up MFA:
3 things you will need:

1. Computer
2. Android phone
3. Your Microsoft 365 Password



We're here to help! **Use this guide while working with one of our engineers.**



The **Microsoft Authenticator** adds an additional layer of security to your Microsoft 365 account you and your company's data protected.

If you already have the app, let your GadellNet engineer know and proceed to step 6.

If you need technical assistance, please reach out to help@gadellnet.com or call **314-942-7485**.



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The following steps should be completed on your **Android phone**.



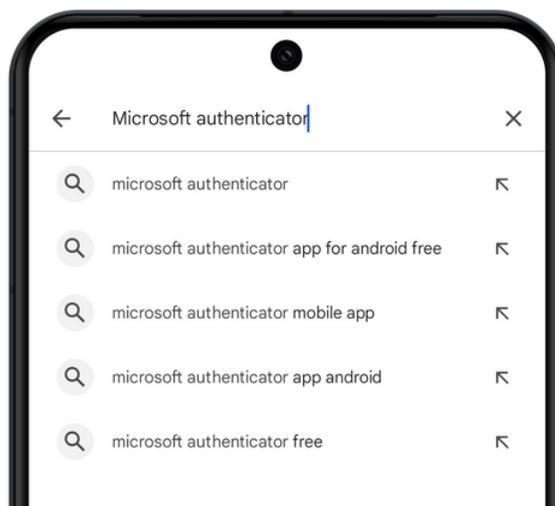
Step 1

On your phone, open the **Play Store**. Find this by swiping up the app drawer. Then find the app in alphabetical order.



Step 2

In the Play Store, search for **Microsoft Authenticator**. You might see it in the suggestions as you type.



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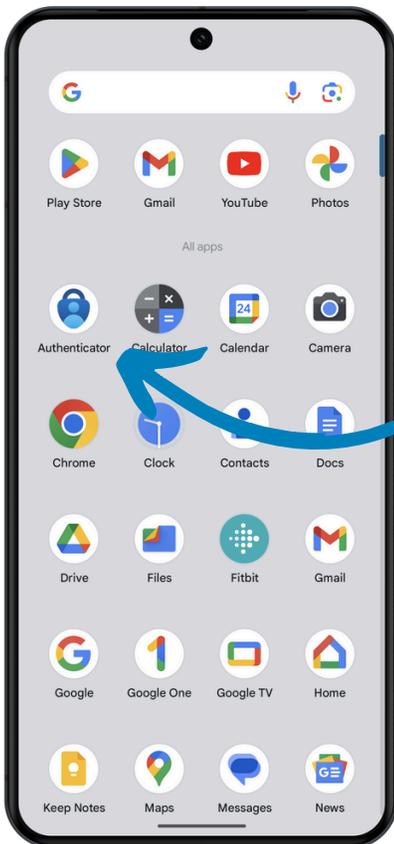
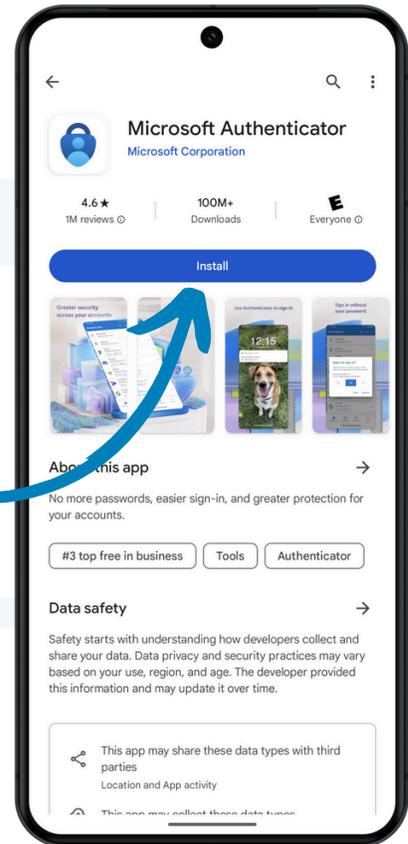




Step 3

Select **Install**. This option may vary depending on if you've downloaded the Microsoft Authenticator before.

You might be asked to provide your Google Account password.



Step 4

Open the **Microsoft Authenticator** by swiping up on the app drawer from your home screen.

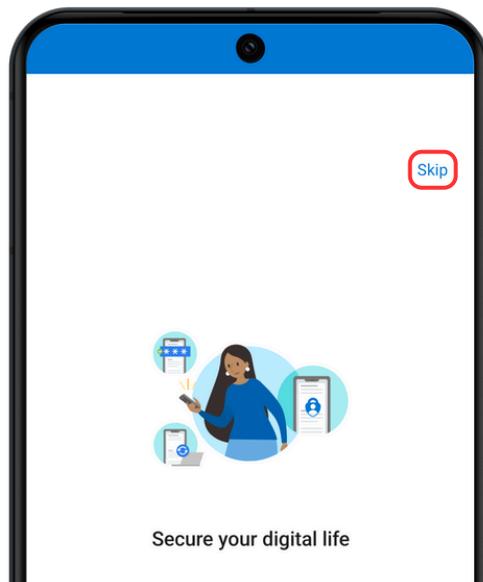
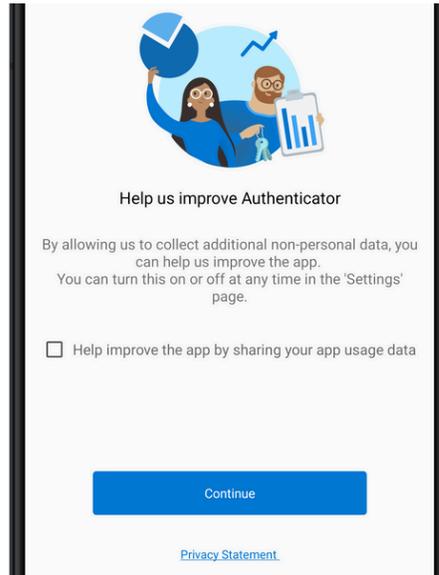
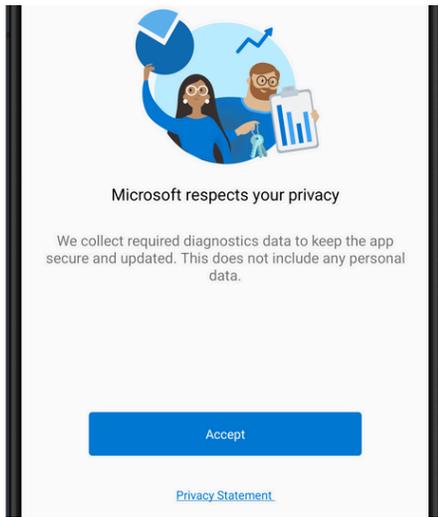
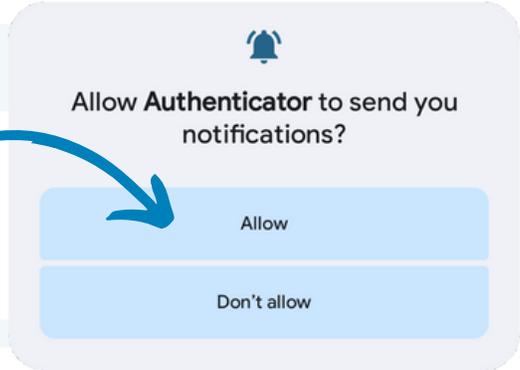
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Tap **Allow** for notifications.
Tap **Accept**, then **Continue**.
Tap **Skip**.

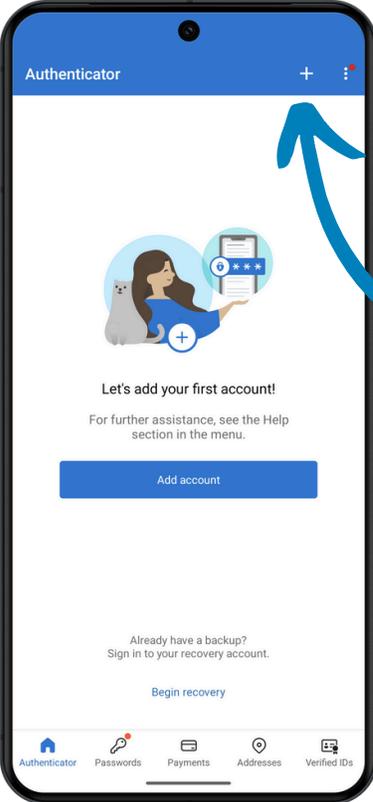


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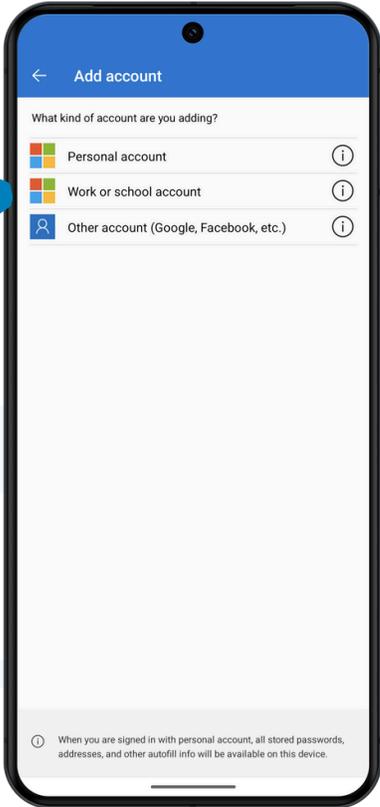
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The following steps should be completed on your **Computer**. Your GadellNet engineer will assist in navigating to **Office.com**.



Step 6

Select the **“+”** button in the top right.



Step 7

Select **“Work or school account”**

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Step 8

Select **“Scan QR code”**, then **“While using the app”**.

Add work or school account

- Scan a QR code
- Sign in

CANCEL



Allow Authenticator to take pictures and record video?

While using the app

Only this time

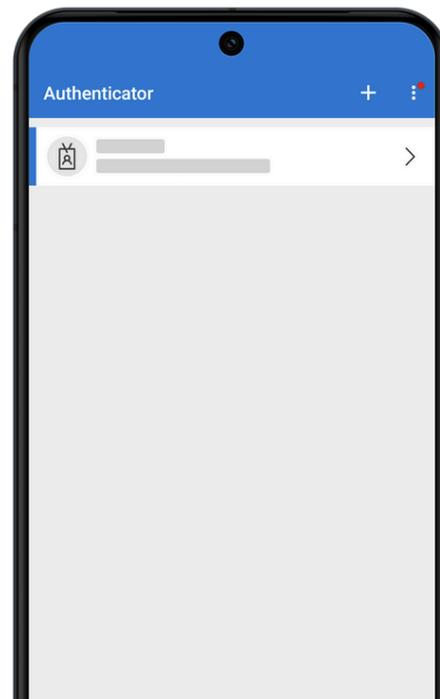
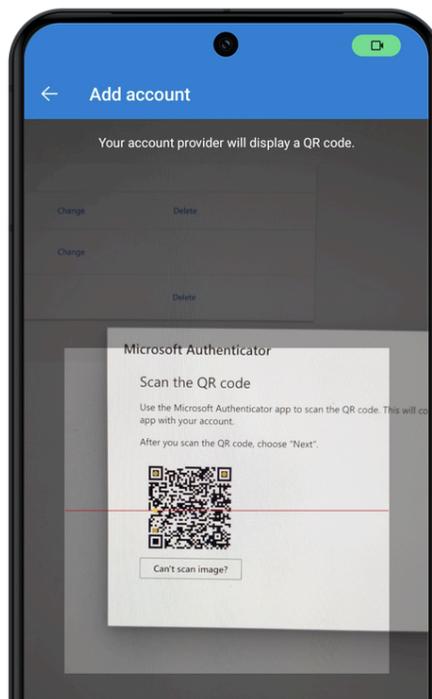
Don't allow



Step 9

Point your phone's camera at your computer's display by **positioning the QR code inside the box**.

Once detected, the account will show up in the **account list**.



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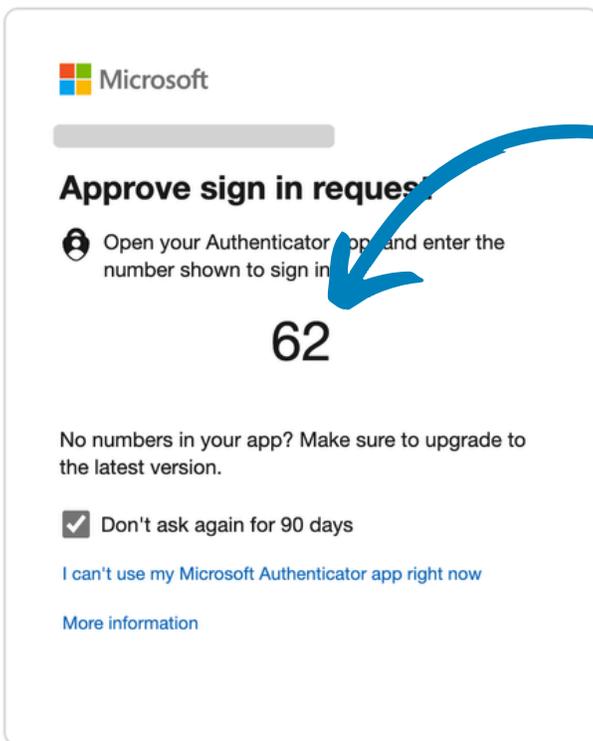
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Congratulations!

You have successfully setup MFA on your Microsoft Account!



Each time you sign into a Microsoft service or connected apps, you might be prompted to use the **Microsoft Authenticator**. Just tap the notification and **enter the number shown**.



Microsoft

Approve sign in request

Open your Authenticator app and enter the number shown to sign in.

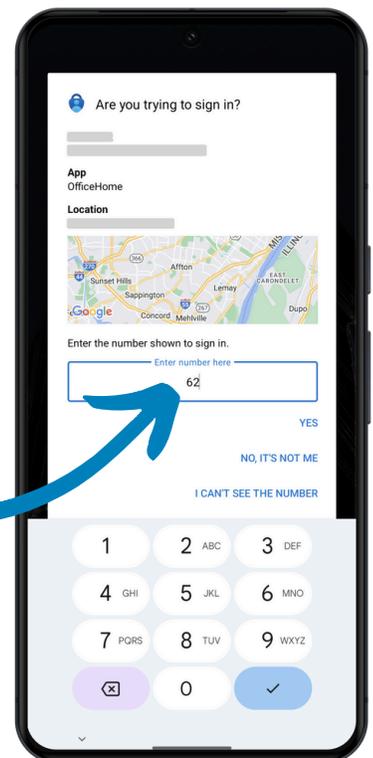
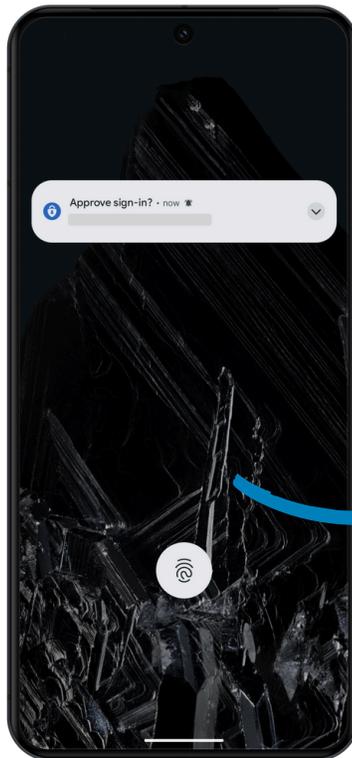
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No numbers in your app? Make sure to upgrade to the latest version.

Don't ask again for 90 days

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)



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