

## Microsoft Authenticator app setup

### App install and setup.

1. First, you will need to download the Authenticator app from the appropriate app store:

For iPhone, it will be the app store -



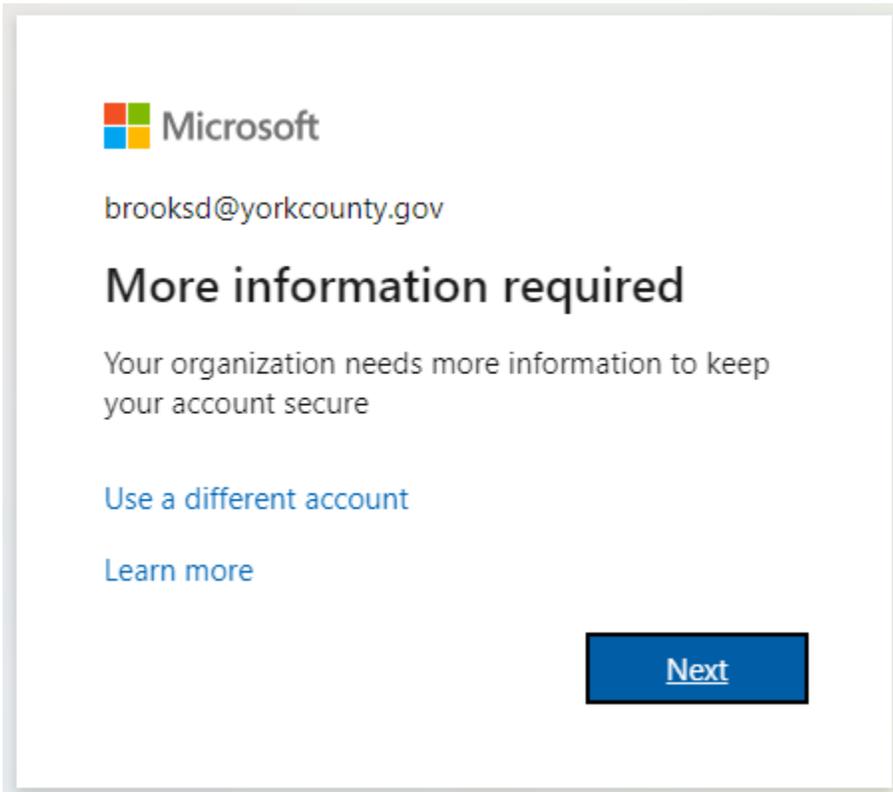
For Android, it will be the Play Store -



Search for “Microsoft Authenticator”, the app’s icon should look like this, you can search for it with in the app store of your device:



2. Once you have signed into your Microsoft account, you should then see the below screen shot. This will begin the setup of the Authentication app.



3. Select the next option.

## Keep your account secure

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

Method 1 of 2: App



App

2

App password

### 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. Follow the instructions shown in the screen shots as follows:

## Keep your account secure

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

Method 1 of 2: App

App 2  
App password

### Microsoft Authenticator



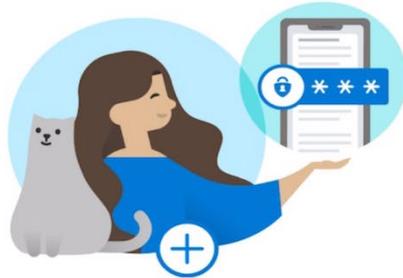
**Set up your account**

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

[Back](#) [Next](#)

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

5. Open the Authenticator app and select "Add Account."



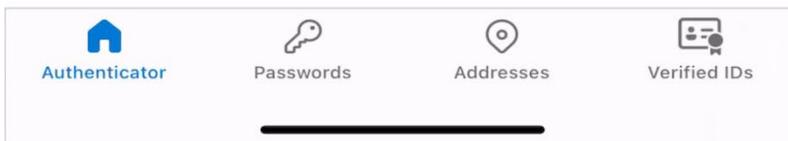
## Ready to add your first account?

Any Microsoft account or other type of account you add will appear here.

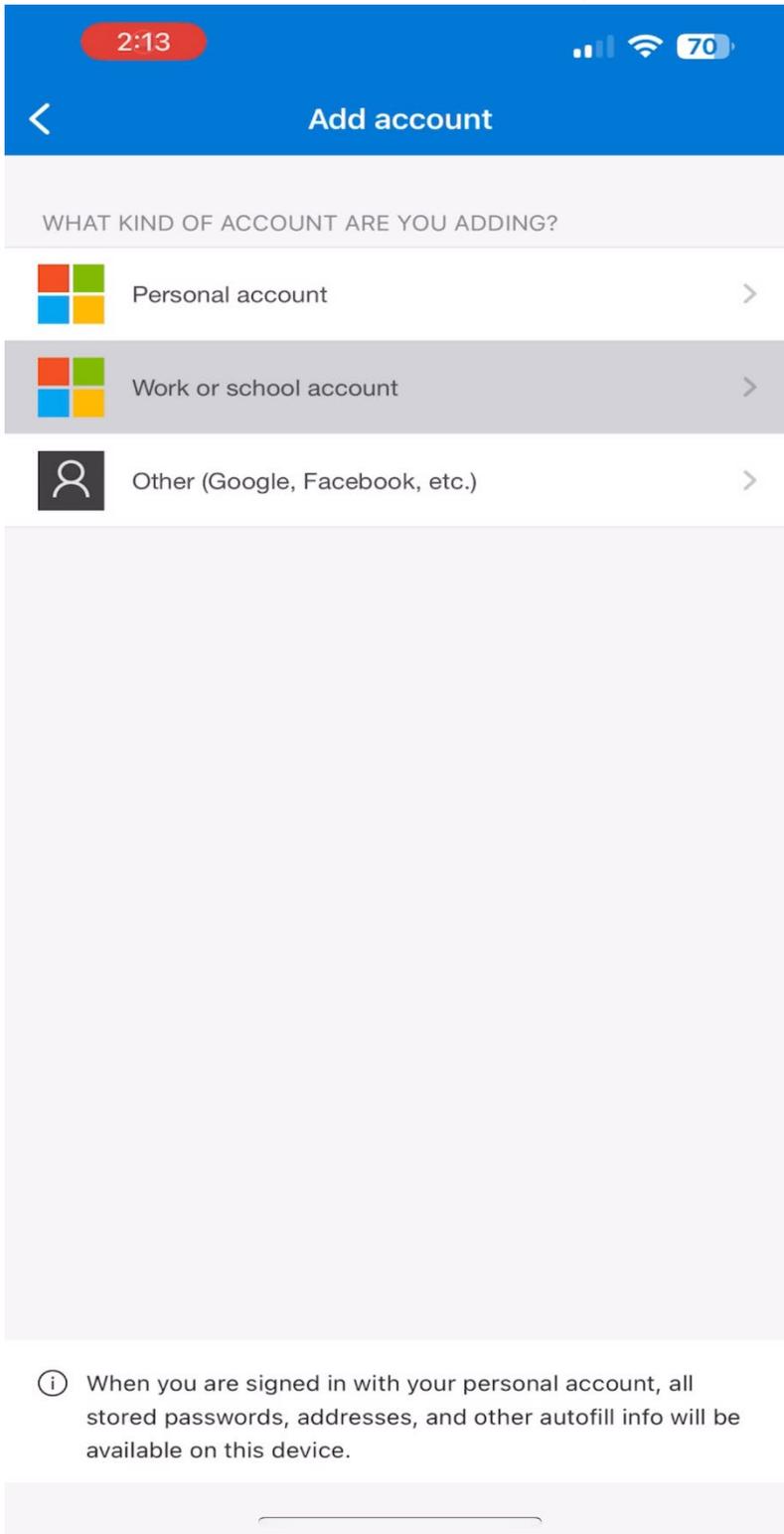
[Add account](#)

Already have a backup?  
Restore your account.

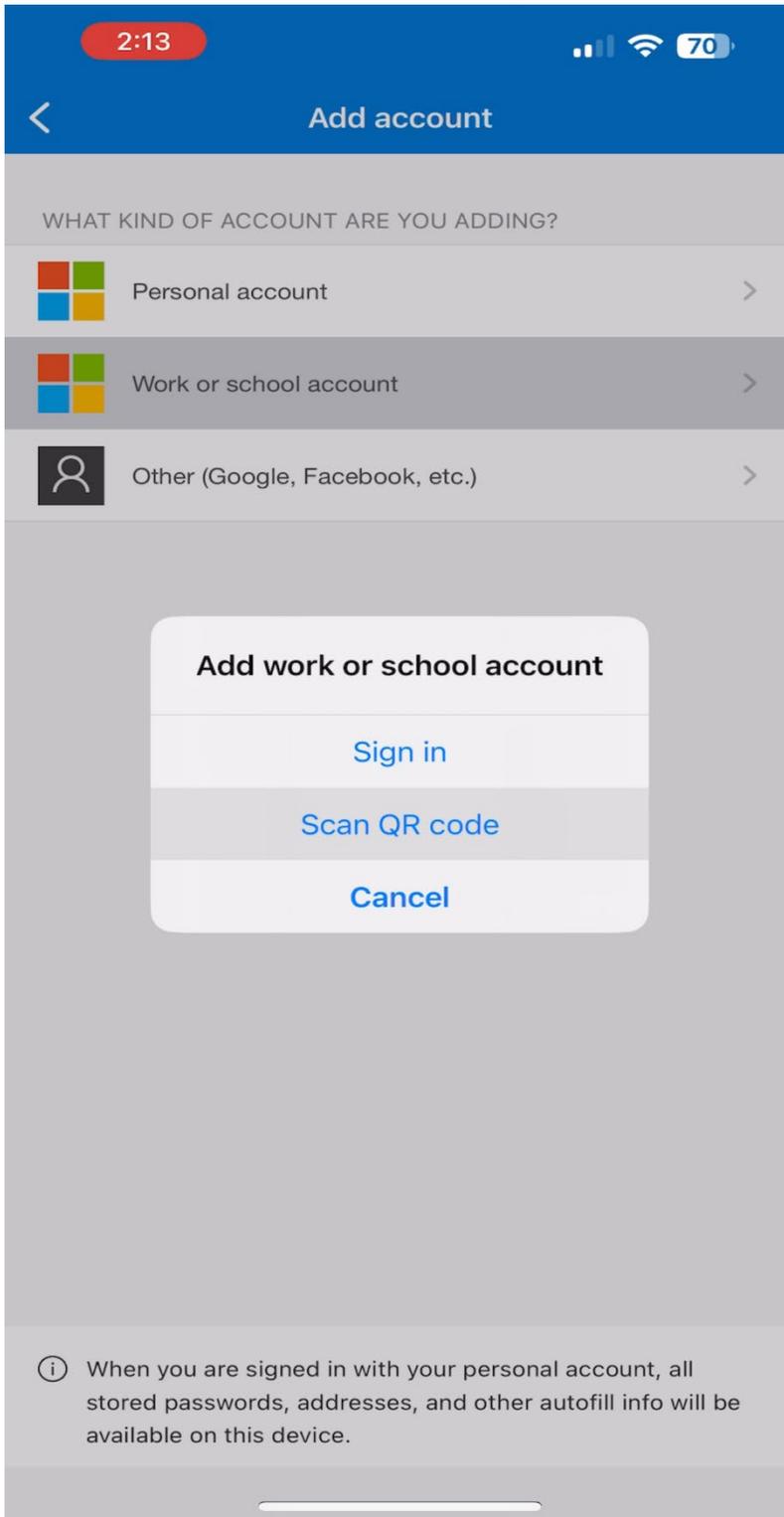
[Begin recovery](#)



6. Select the “Work or School Account” option.



7. Next, select the "Scan QR Code" option.



- At this point, it may prompt you to allow access to your camera, select allow and then return to the screen from step 3. After clicking next on that screen, you should see this:

## Keep your account secure

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

Method 1 of 2: App

1 App 2 App password

### Microsoft 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.

After you scan the QR code, choose "Next".

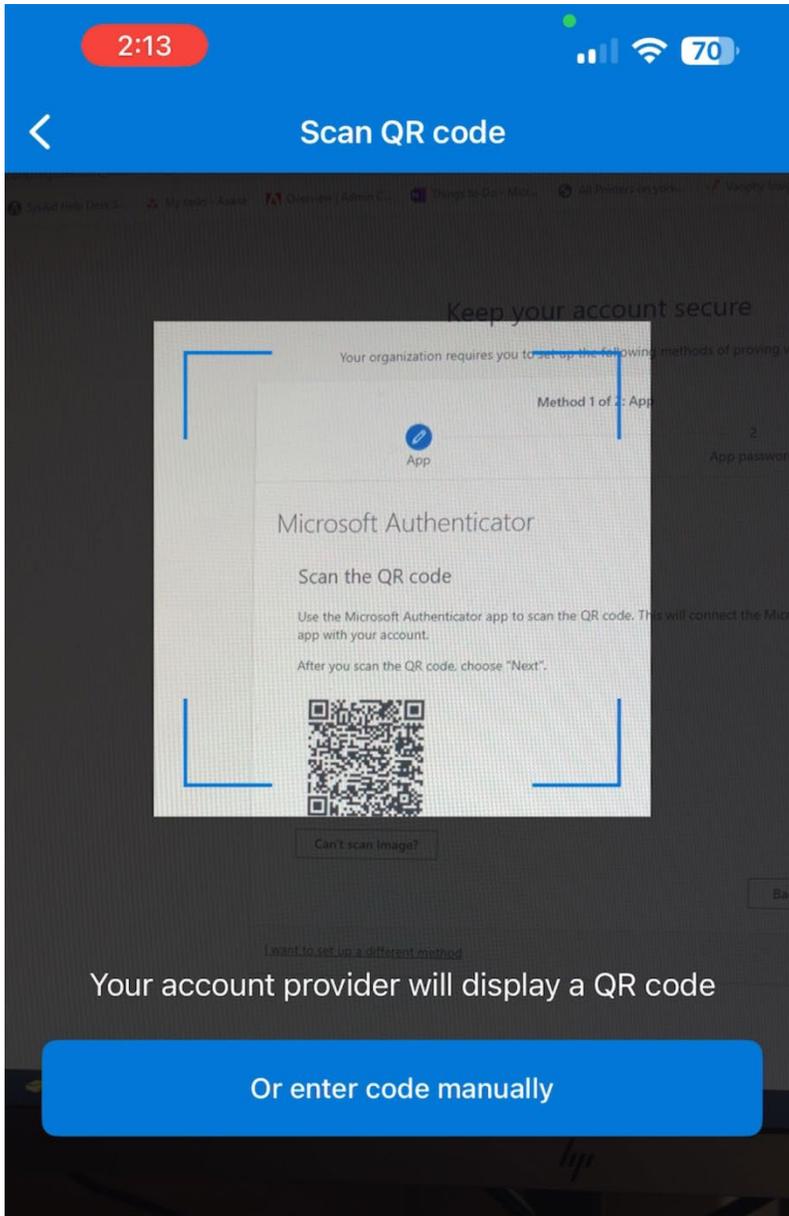


[Can't scan image?](#)

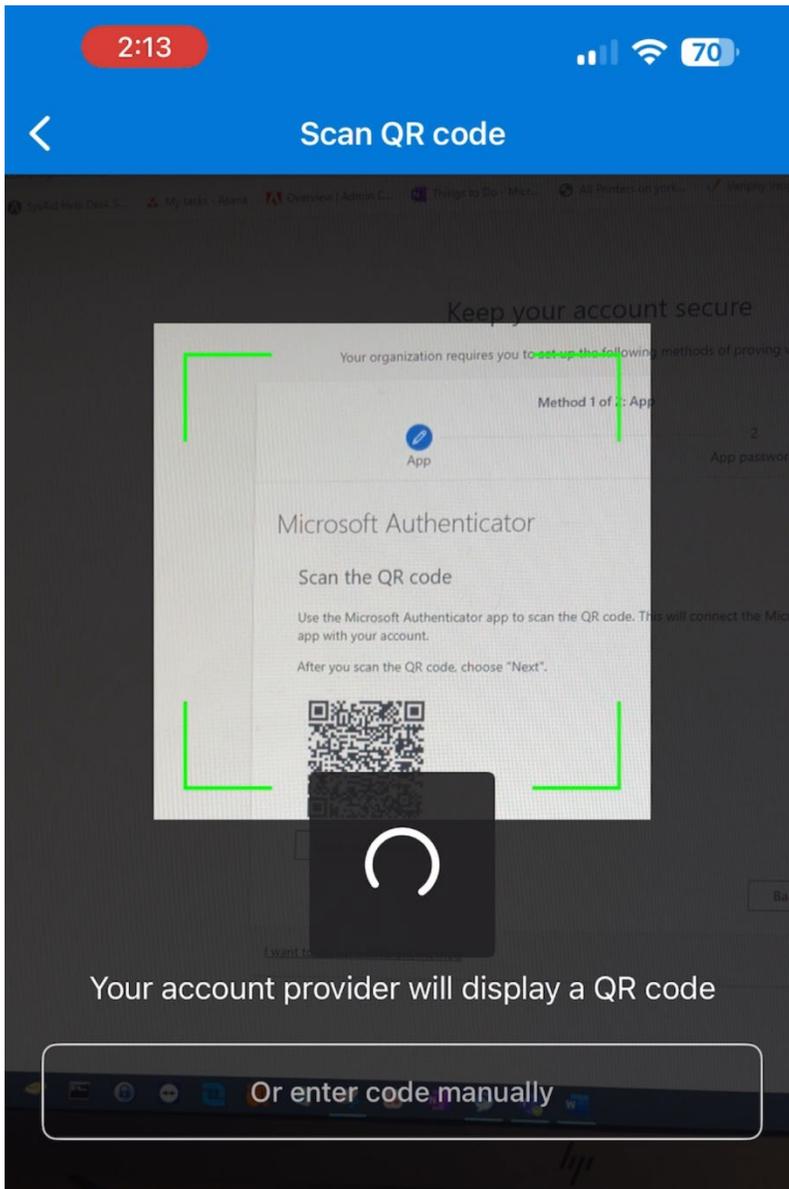
[Back](#) [Next](#)

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

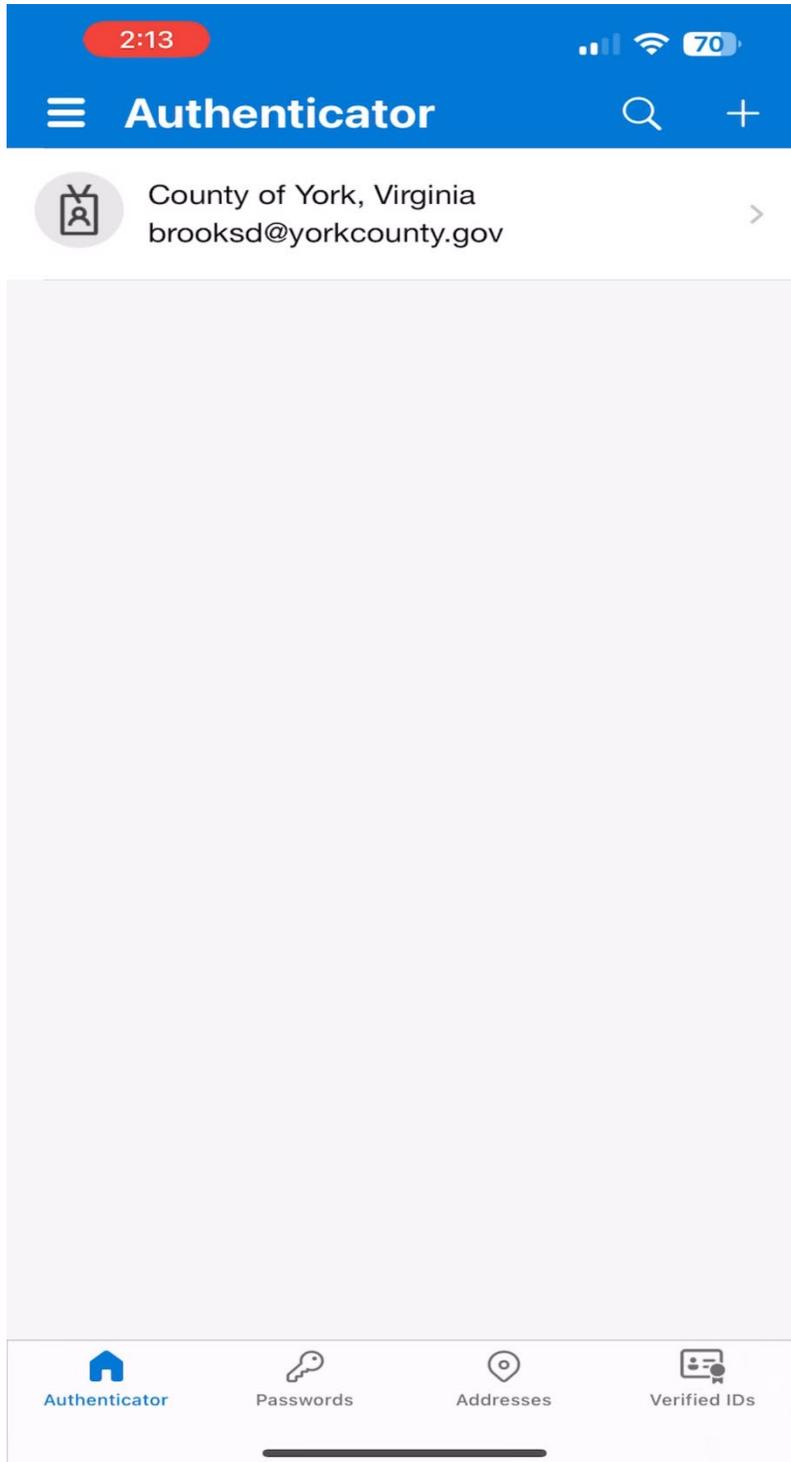
9. Make sure your camera is active with in the app, it should look like the screen shot below. Point the phones camera at the screen so that the QR code is with the blue cornered box.



10. Once the QR code is scanned the blue corners will turn green, and a loading circle will appear.

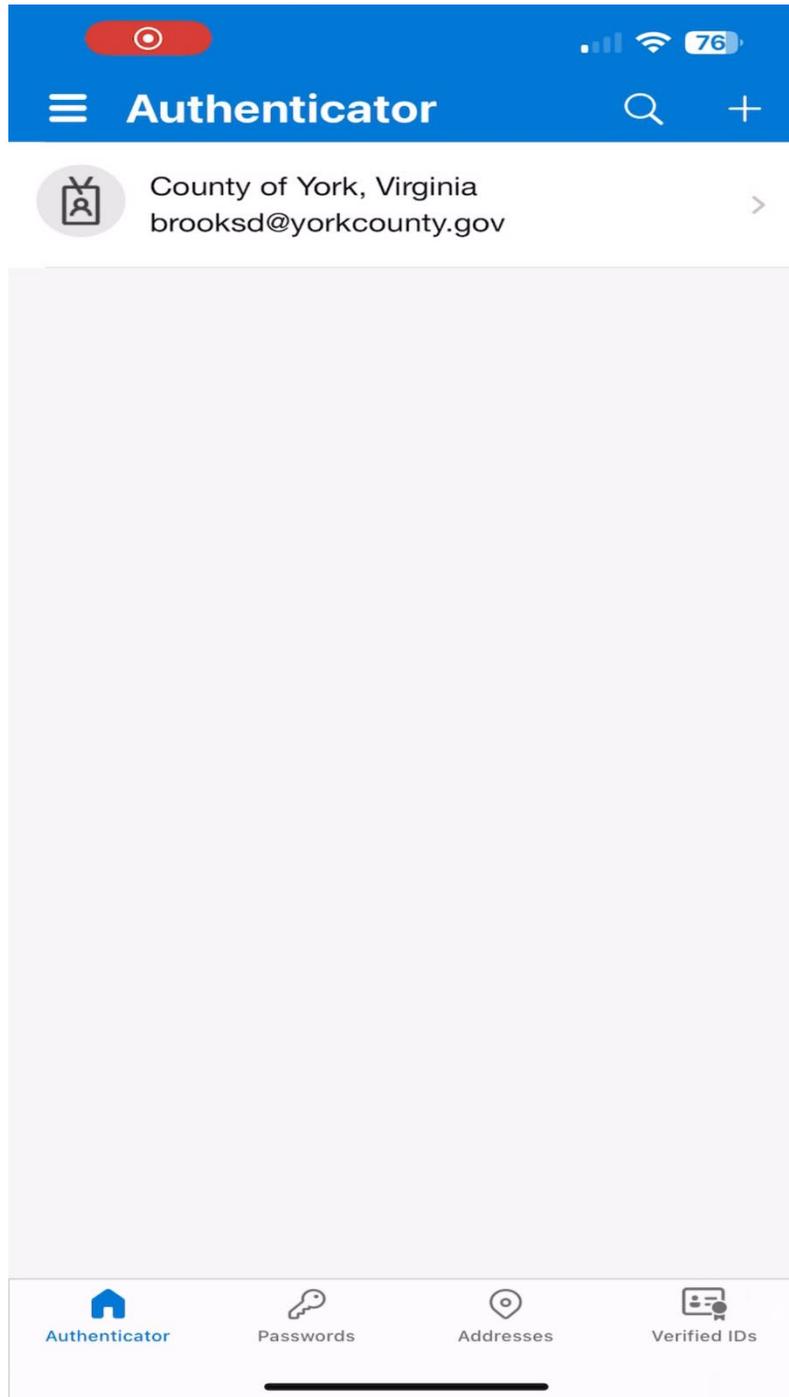


11. If the scan is successful, you will then see a screen that shows you “County of York, Virginia” and then your email address under it. At this point, your Authenticator app is setup.

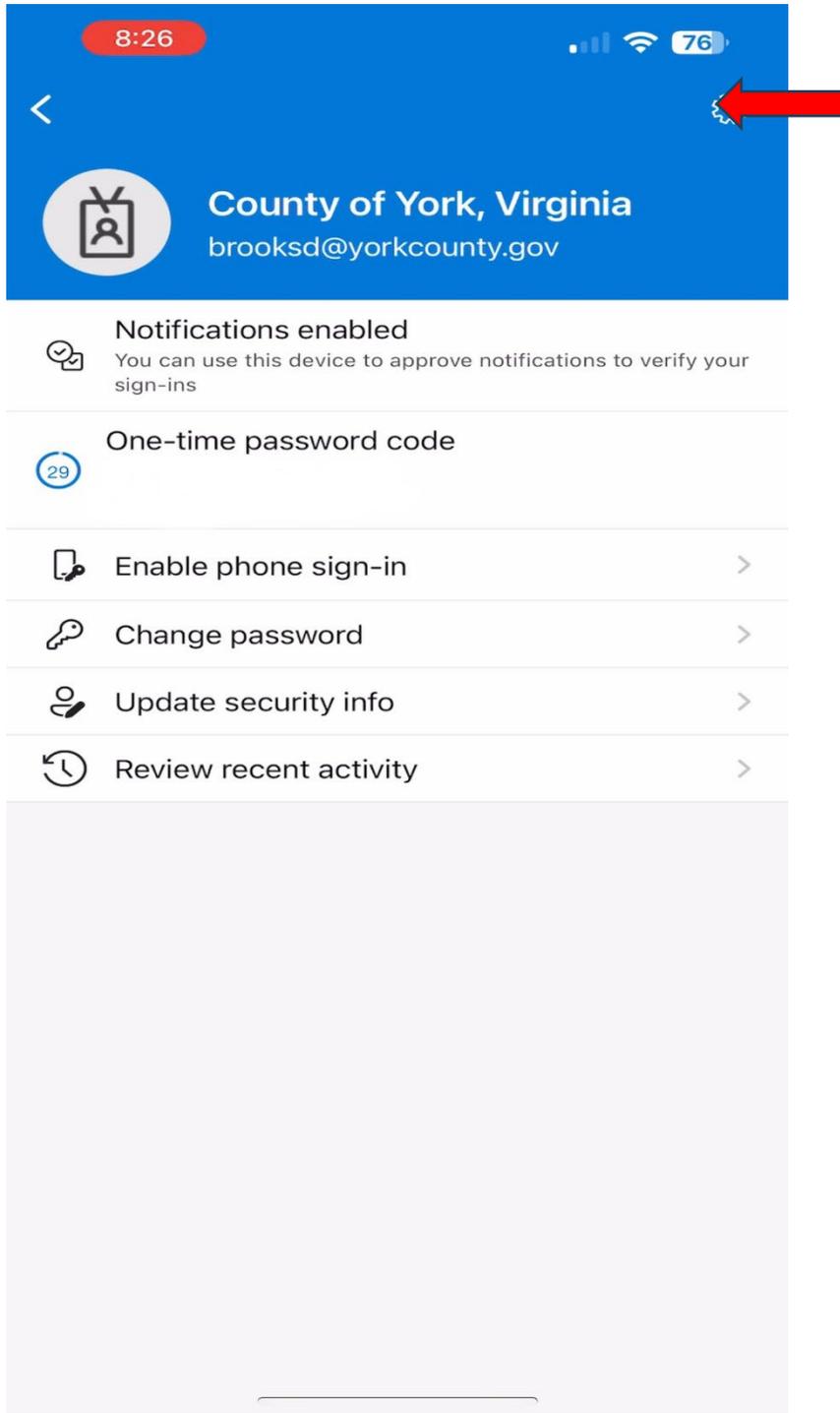


## Account removal and deletion

1. If you need to remove the app for any reason, for instance if your changing phone, you should remove your account from the app before deleting it. To do this, select your email address that shows up on the main page of the app –



2. Next, select the settings gear in the top right corner -



3. Finally, you will then select “Remove Account”, once that is done, you can then close the app and hold down the app until it prompts you to delete the app. When you need to download the app again and set it up, you can revert to the beginning of this document.

