Changing your MFA Settings

If you need to change the settings for your multi-factor authentication, visit https://aka.ms/mfasetup.

- Here you can change which form of authentication you want to use, change or add a phone number, or set up the Microsoft Authenticator App.

- Pre-install the Microsoft Authenticator app using the QR code or by searching the Google Play store or Apple App store.
• If you choose to **Set up Authenticator App**, you will receive a QR code, just follow the steps:

Configure mobile app
Complete the following steps to configure your mobile app.

1. Install the Microsoft 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.

![Configure app without notifications](image)

If you are unable to scan the image, enter the following information in your app.
- Code: 470 333 662
- URL: [https://mobileapp.communicator.auth.microsoft.com/activate/903290334/WUS](https://mobileapp.communicator.auth.microsoft.com/activate/903290334/WUS)

If the app displays a six-digit code, choose “Next”.

- Open the Microsoft Authenticator app. On the **accounts** screen, select +, and then specify that you want to add a work or school account.
- If you are using a mobile device and a computer that will allow you to scan the QR code, you will need to select **enter code manually**.

![Enter code in app](image)

- Enter the code and the URL in the appropriate boxes in the app, then select **finish**.

![Scan QR code add account](image)

- When the app shows your account name with a six-digit code underneath it, you’re done.

• If you are having issues with the QR code, follow the URL address and follow the instructions.