



MICROSOFT AUTHENTICATOR SETUP GUIDE

Updated: June 2025

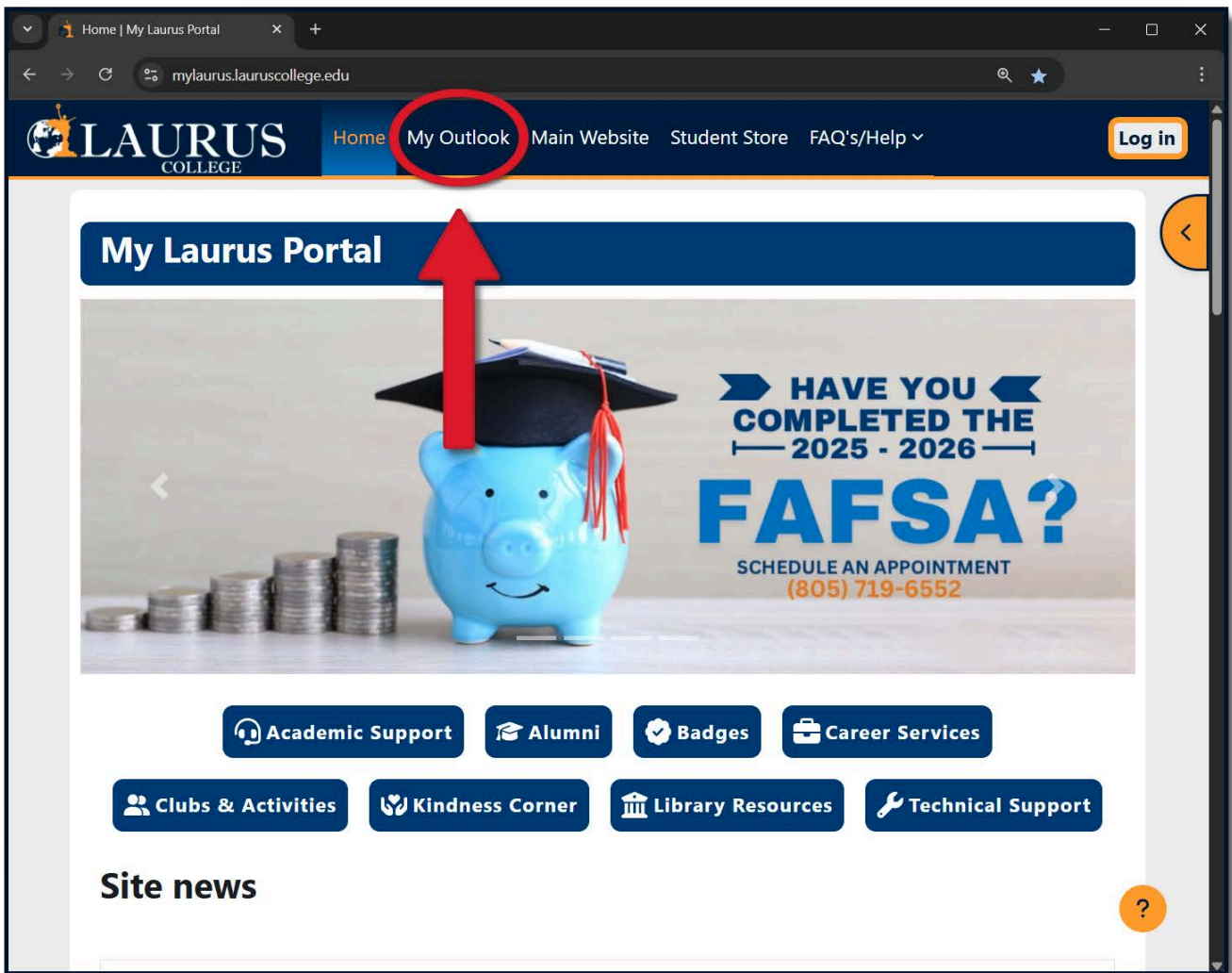
WHY MICROSOFT AUTHENTICATOR

To better protect our community, Laurus College is implementing Multi-Factor Authentication (MFA) using the Microsoft Authenticator app. MFA adds an extra layer of security to your school accounts by requiring both your password and a quick confirmation on your personal phone. This guide will walk you through the steps to get set up and stay secure.

What you will need:

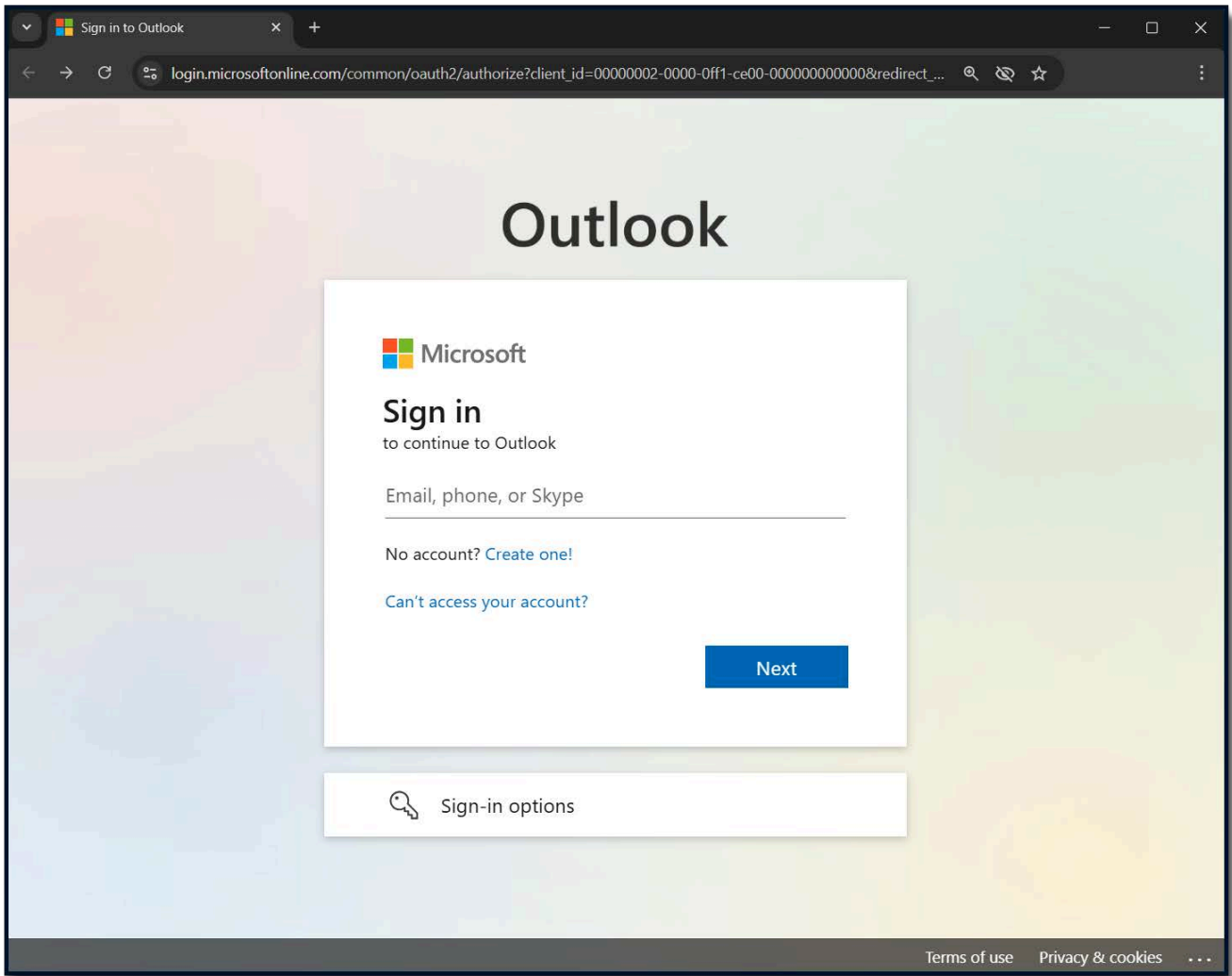


A computer and your phone.



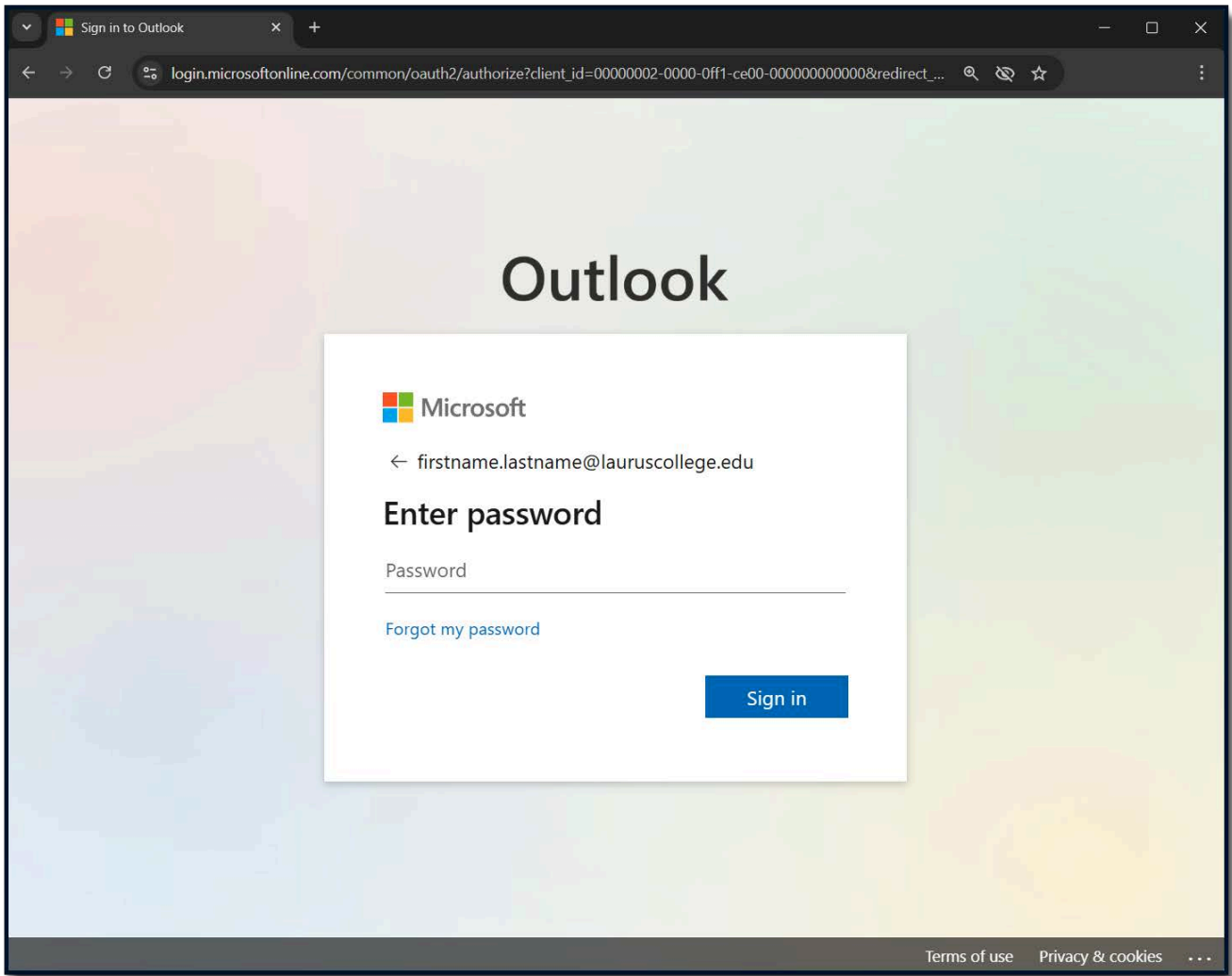
Step 1: Access Outlook

On your computer, access Outlook via the “My Outlook” link at the top of MLP.



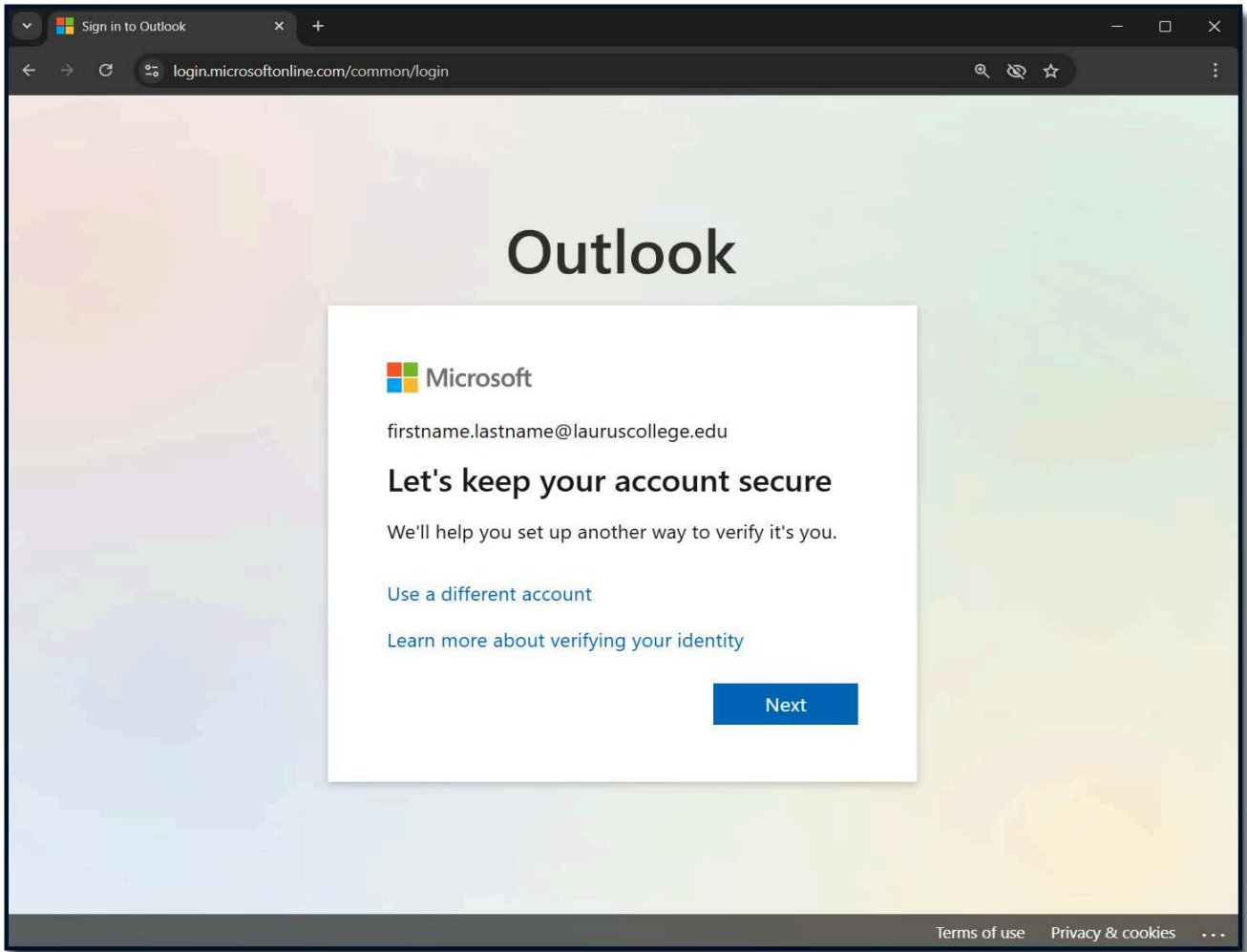
Step 2: Login into Outlook

Enter your school email address.



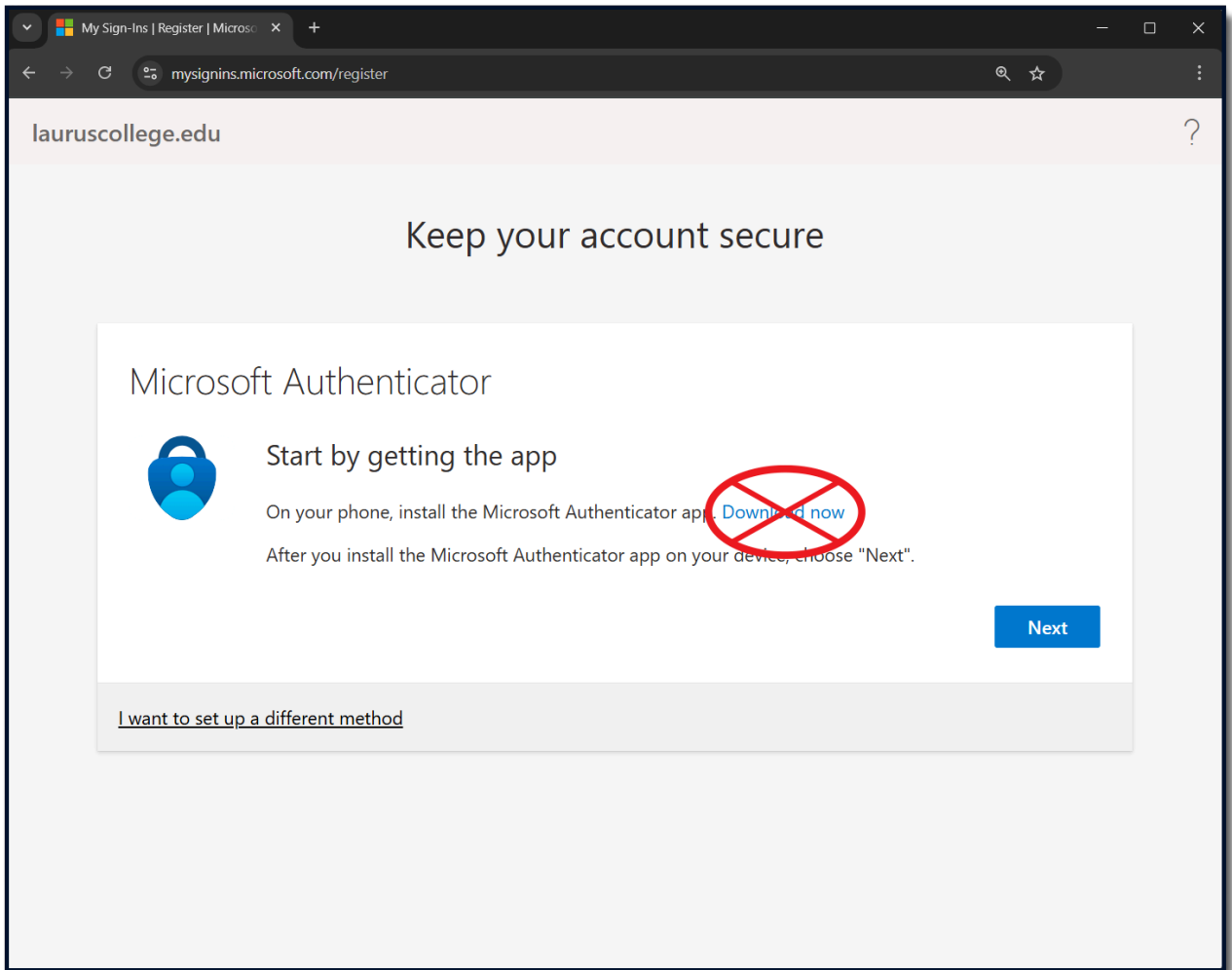
Step 3: Login with your password

Enter in your school email password.



Step 4: Proceed with adding security

Select "Next" in order to proceed with setting up extra security.



Step 5: Switch devices

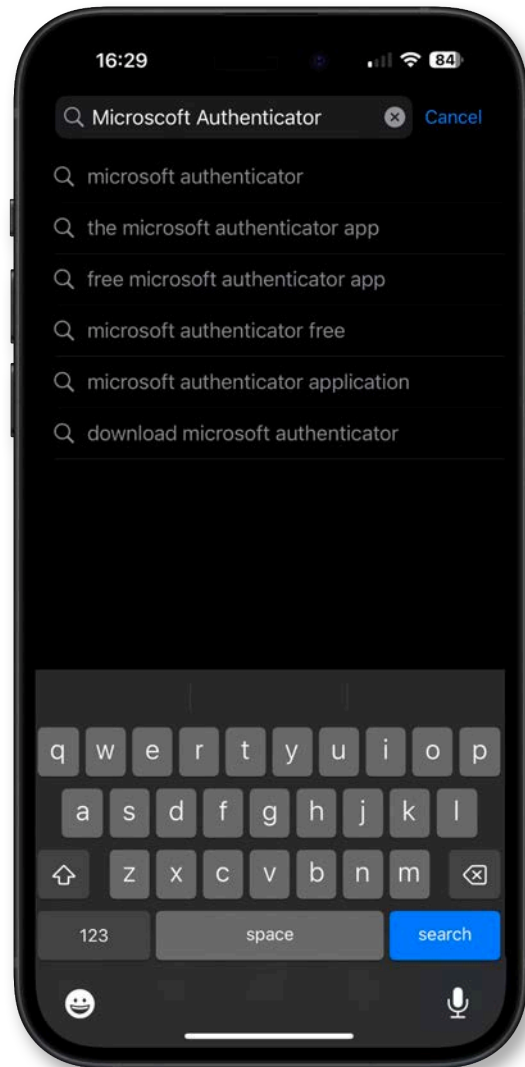
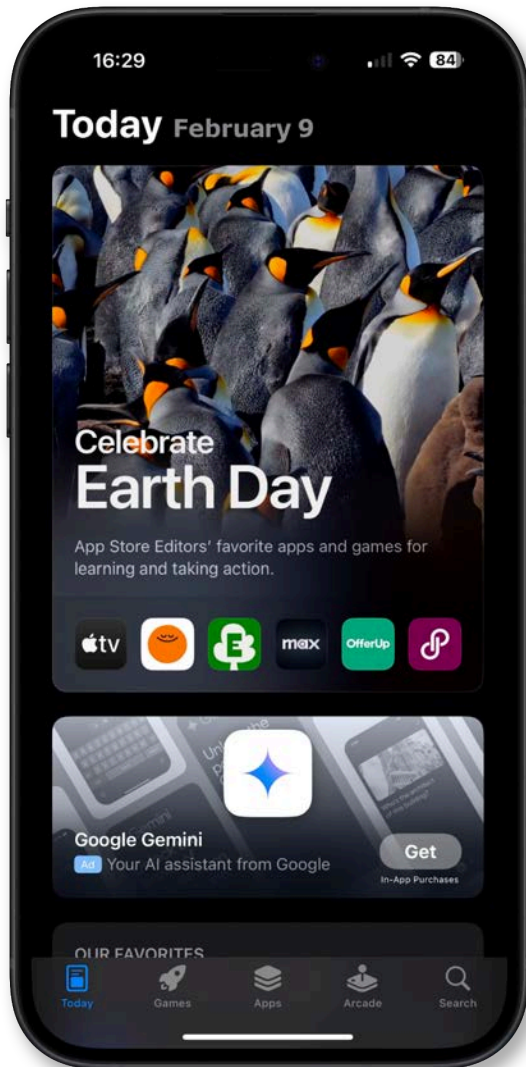
When your computer prompts you to get the *Microsoft Authenticator* app, **Do not select** "Download Now." You need to switch to your phone now.



Step 6: Proceed with downloading the security app

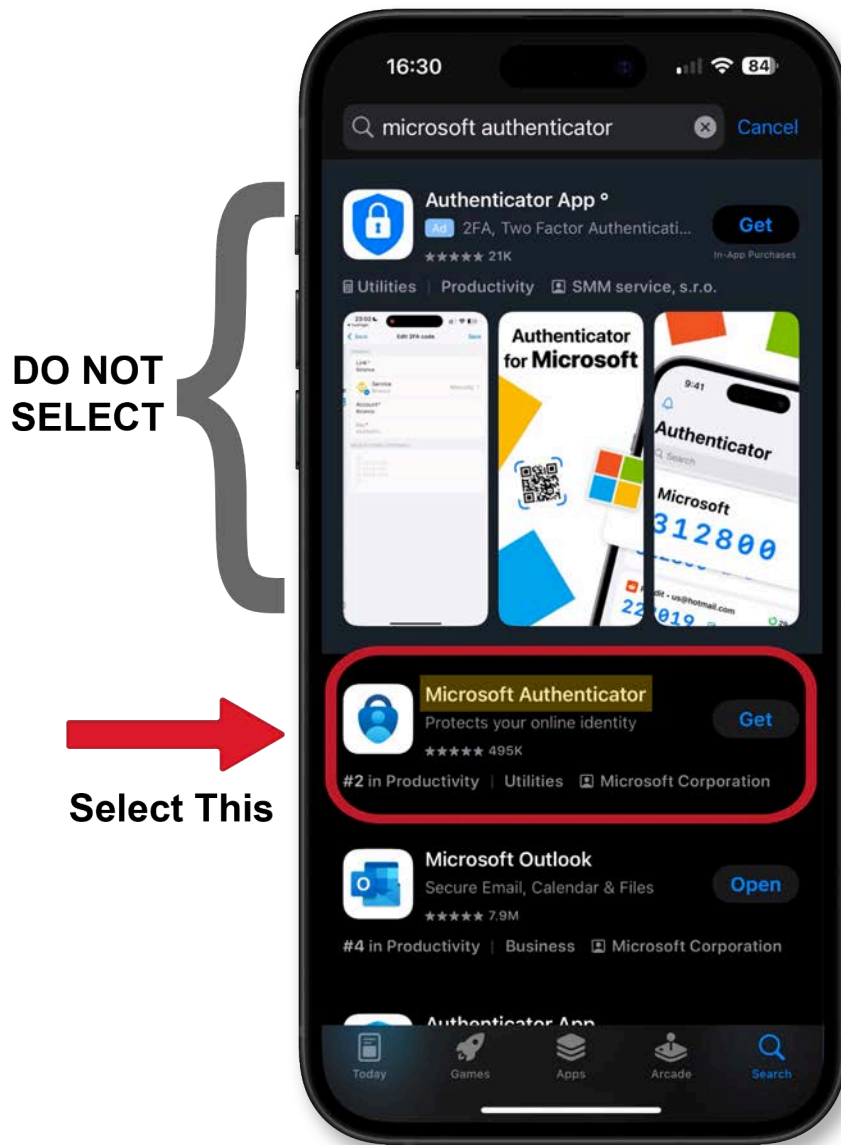
If you are using an iPhone, go to the App Store.

If you are using an Android, go to the Google Play Store.



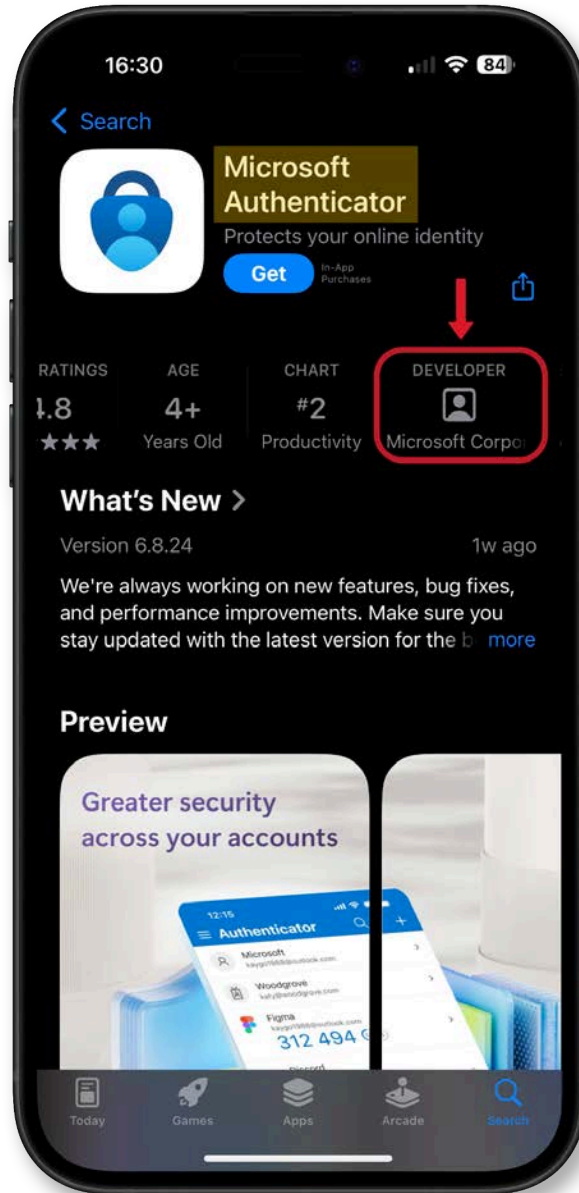
Step 7: Search for the security app

Please search for *Microsoft Authenticator*.



Step 8: Select the correct app

Make sure you don't select other security apps, even if they advertise Microsoft compatibility. Please find and select *Microsoft Authenticator*.



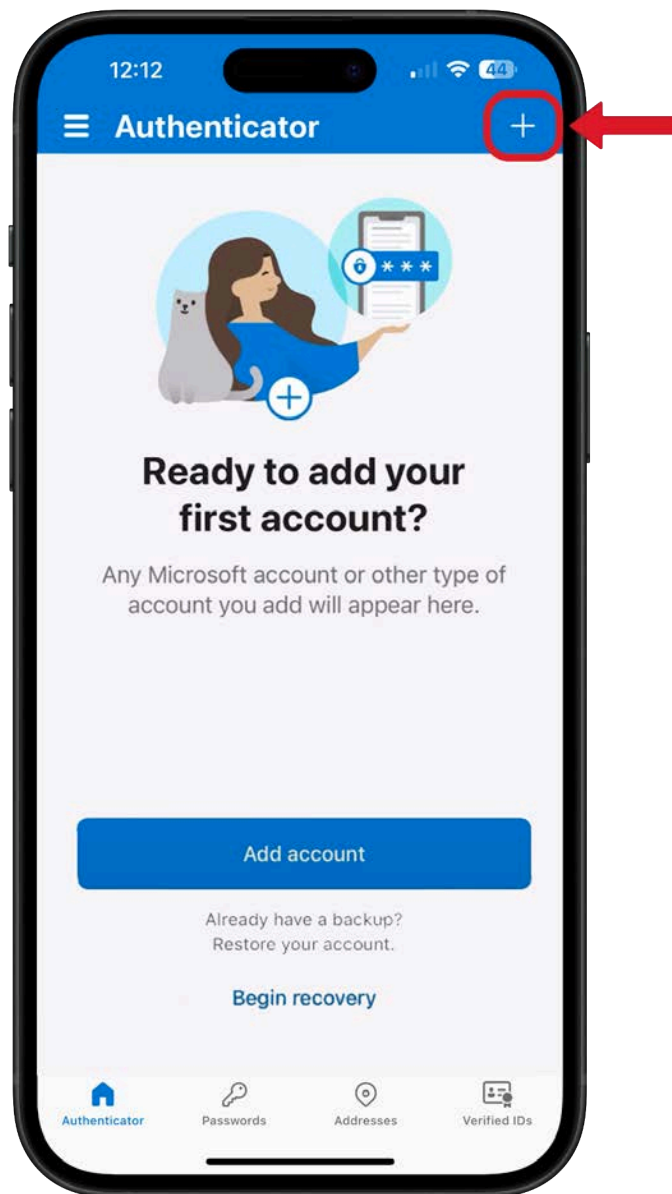
Step 9: Confirm before downloading

Before downloading, confirm you have selected *Microsoft Authenticator* and the app is developed by Microsoft.



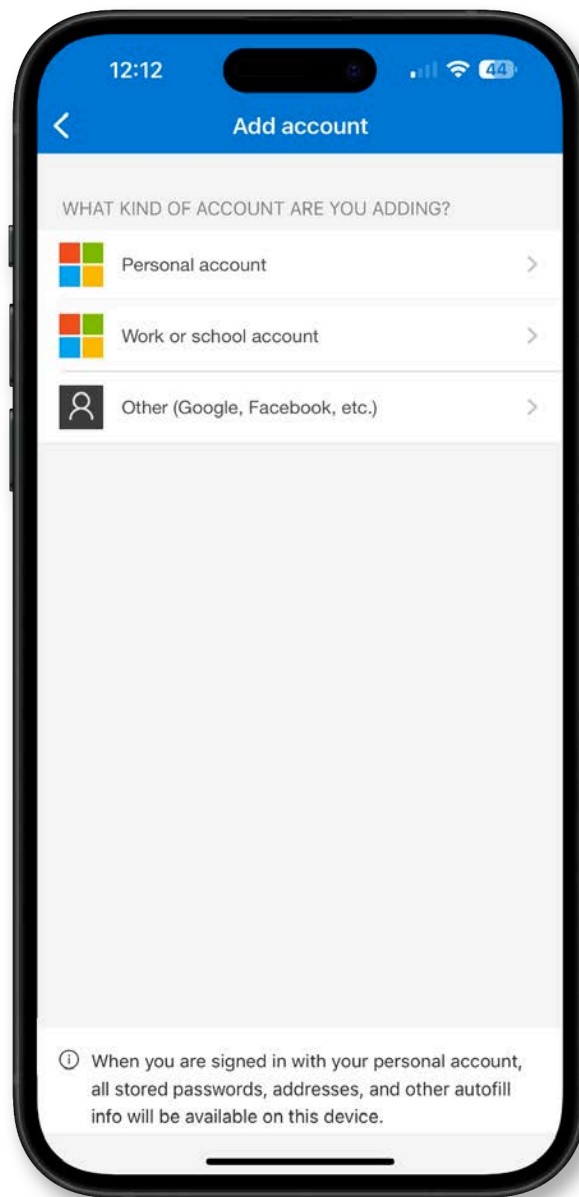
Step 10: Download complete

After download, proceed with opening up *Microsoft Authenticator*.



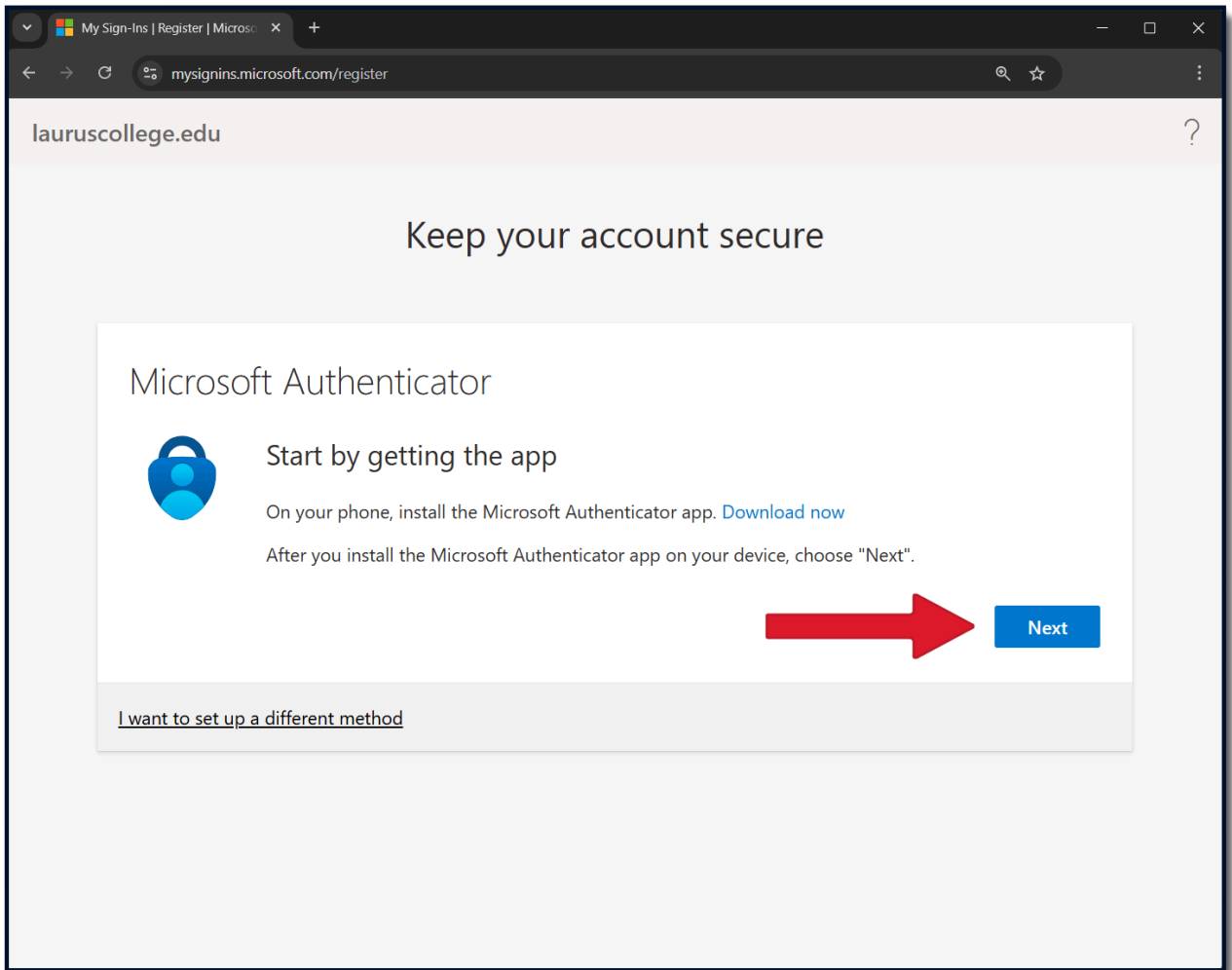
Step 11: Set up the Microsoft Authenticator app

Select the “ + ” icon on the top right.



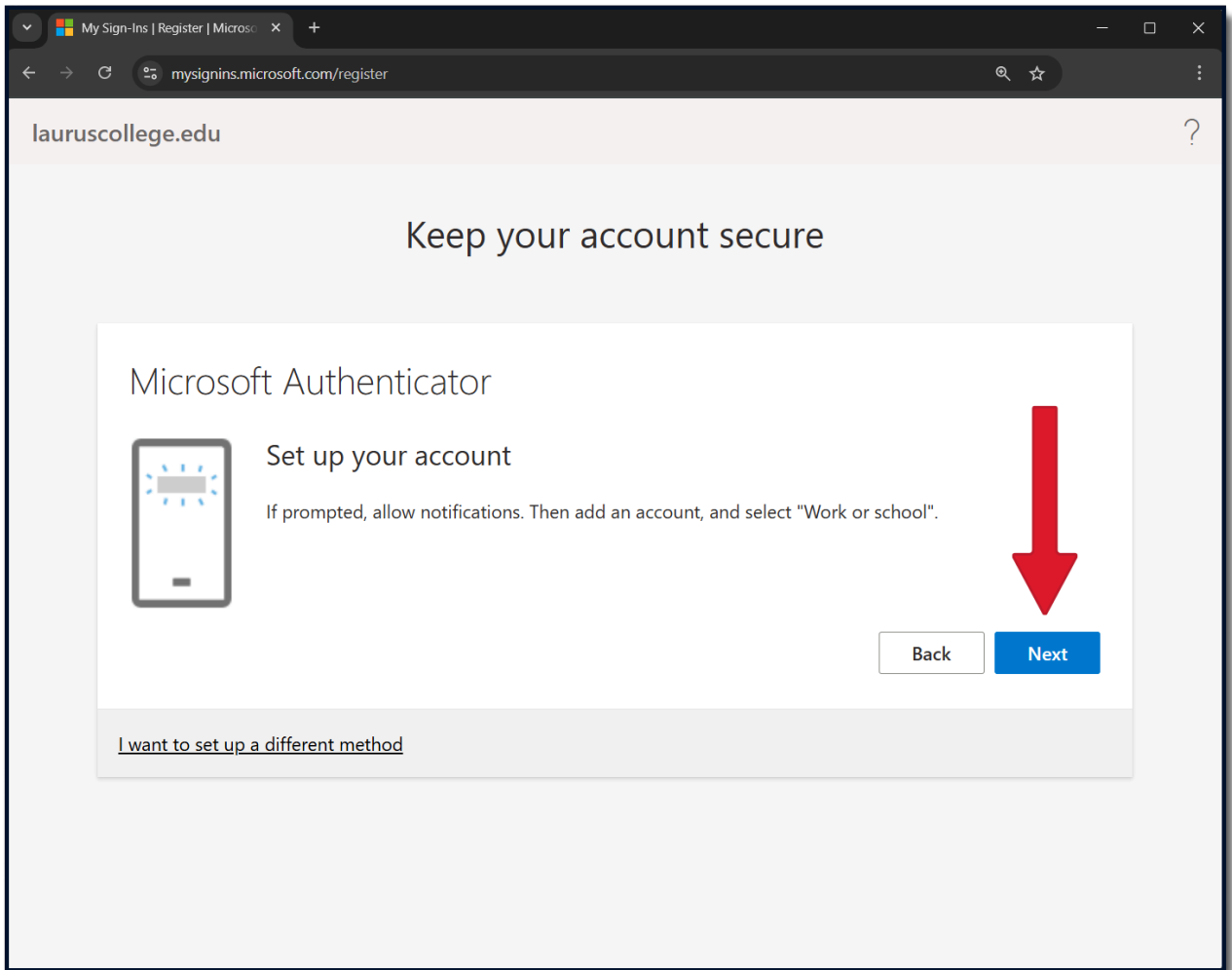
Step 12: Get to the Add Account Page

Once you are at this page, please switch back to your computer.



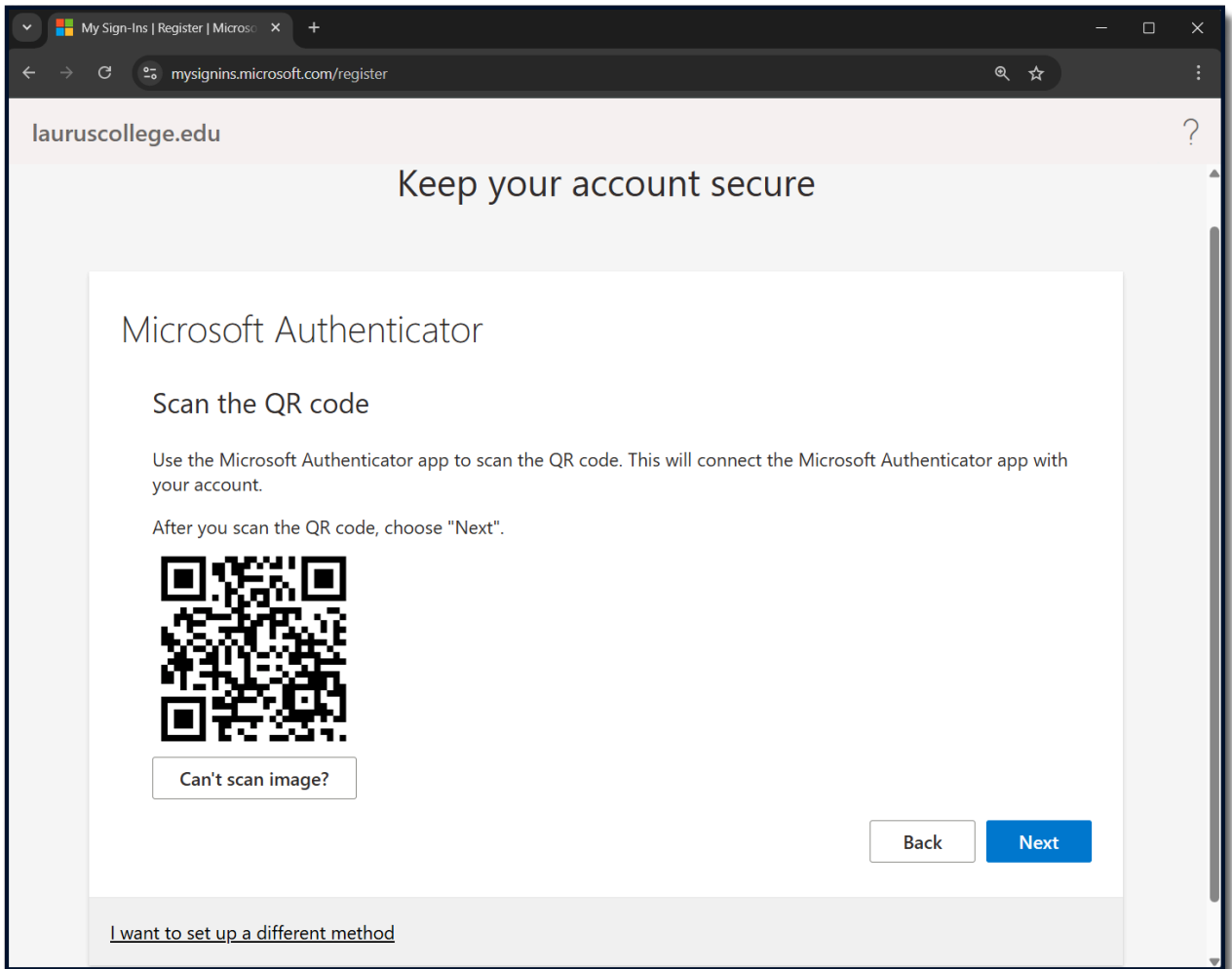
Step 13: Proceed with setup

After returning to your computer, select "Next" on this page.



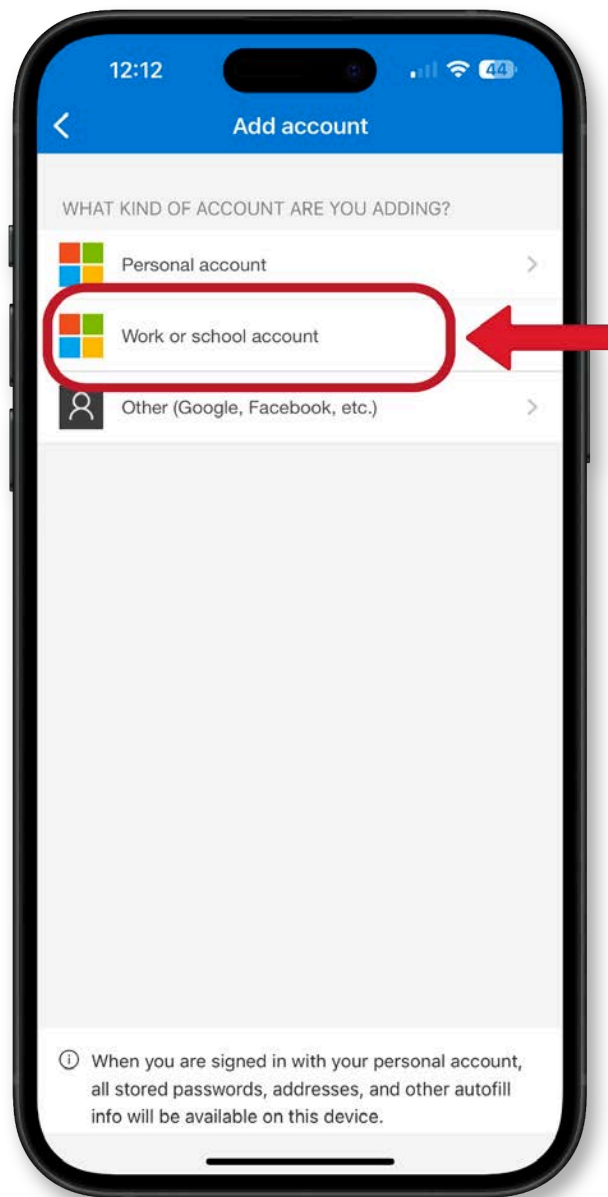
Step 14: Continue with setup

Select "Next" on this page.



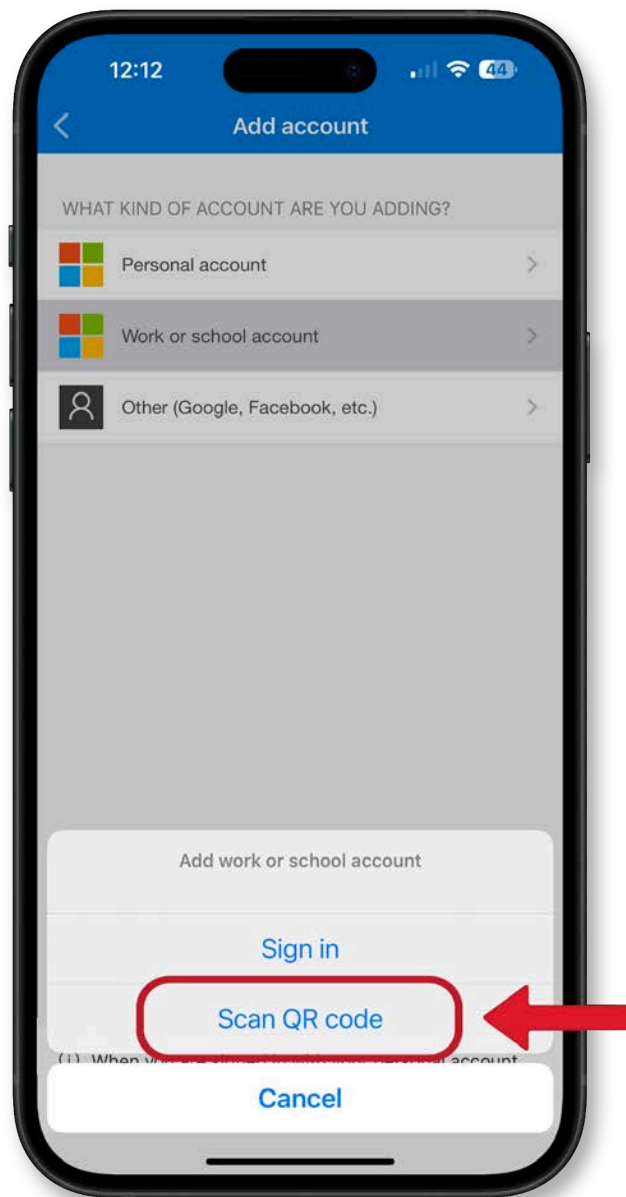
Step 15: Prepare to scan

Once you are at a page with a QR code, bring out your phone again.



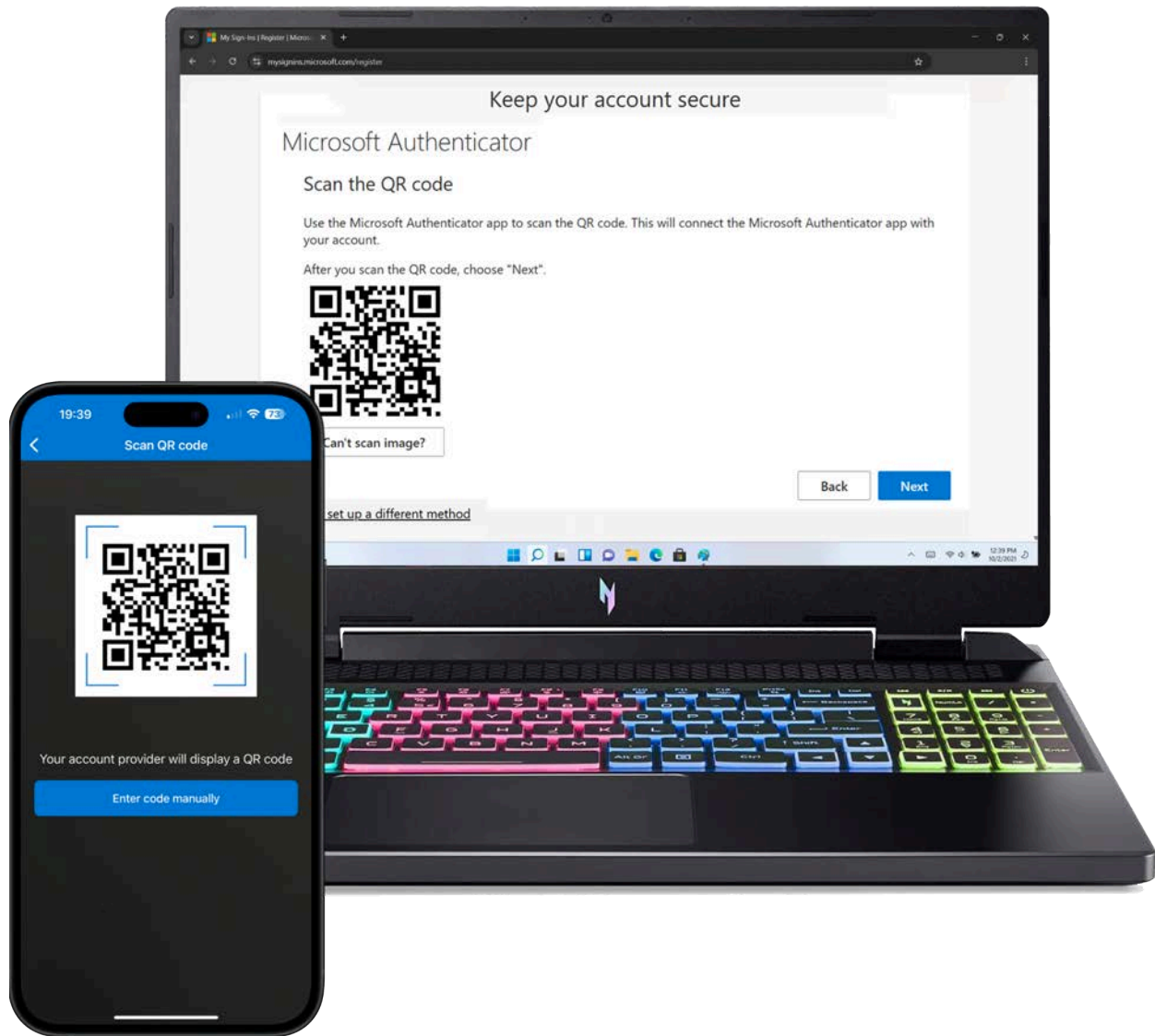
Step 16: Return to your phone

Select the “Work or school account” option.



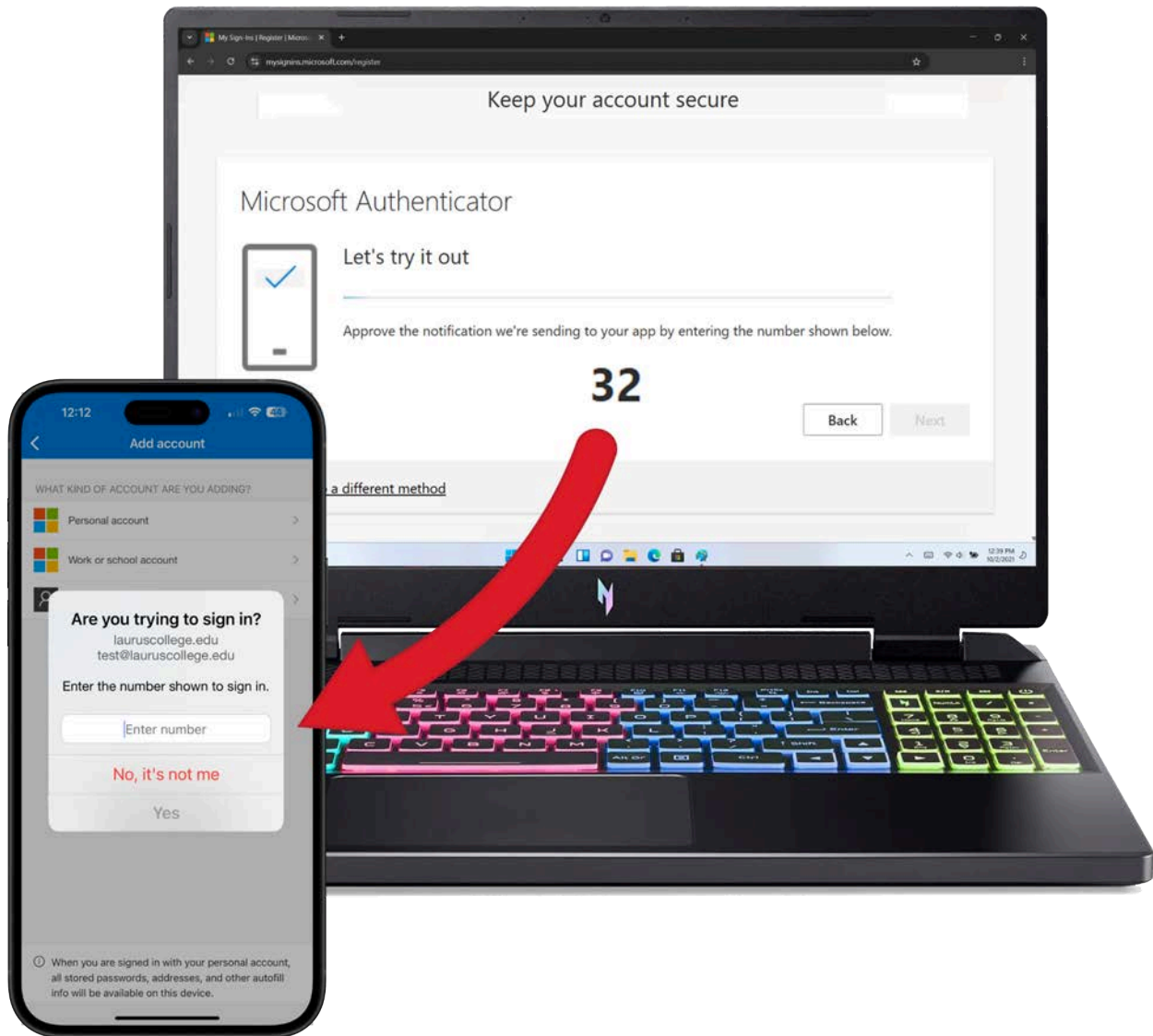
Step 17: Select QR Code Option

Choose the “Scan QR code” option.



Step 18: Scan the code

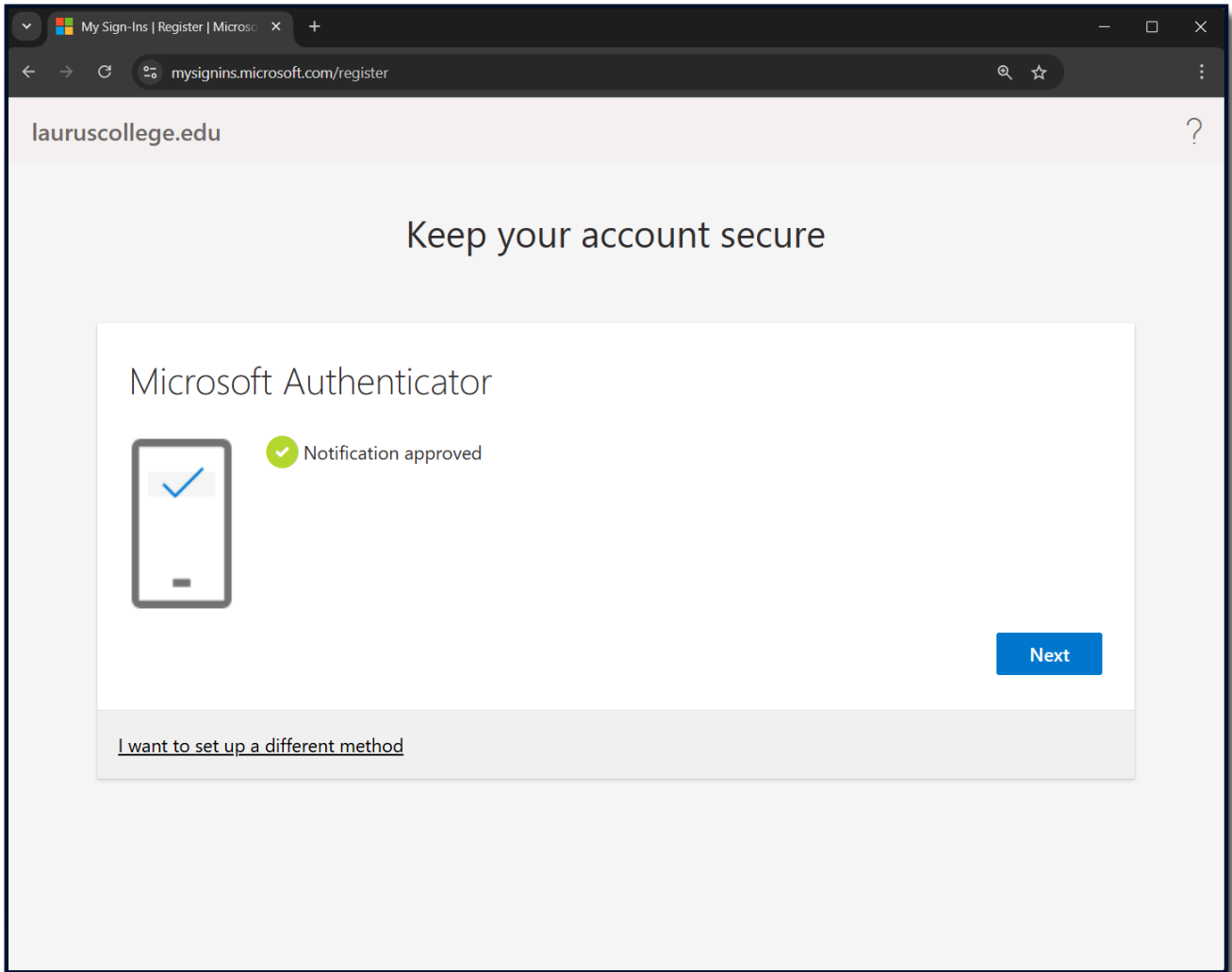
The app will open up the phone's camera. Please use your phone to scan the QR code that's on your computer.



Step 19: Enter one time passcode

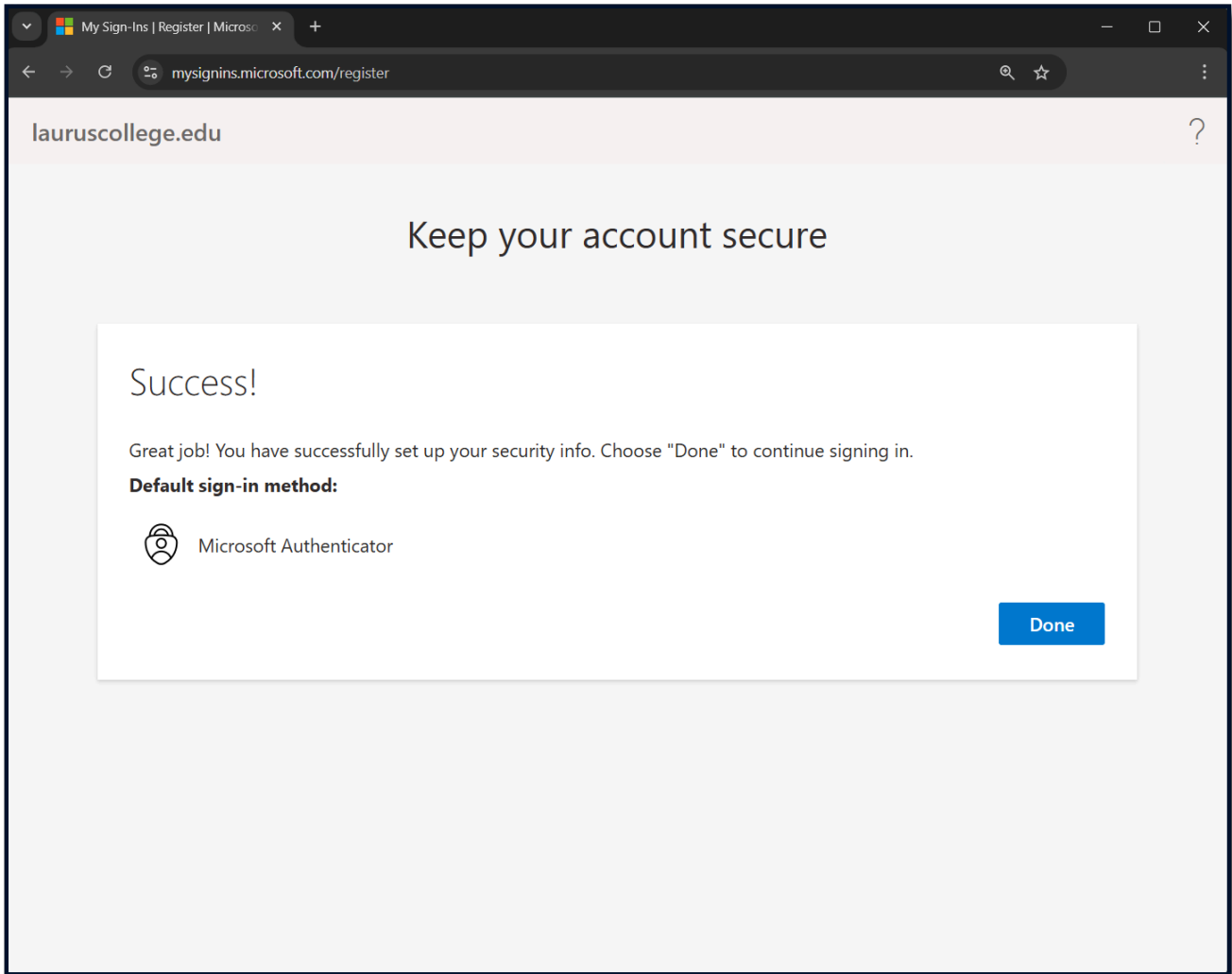
Your computer will produce a random 2-3 digit number.

Enter that into your phone when prompted.



Step 20: Access Outlook

Once you enter that code, you will get a confirmation. Select “Next.”



Step 21: Congratulations, you are done!

You can now proceed with using Microsoft Services
such as Outlook and Office 365.