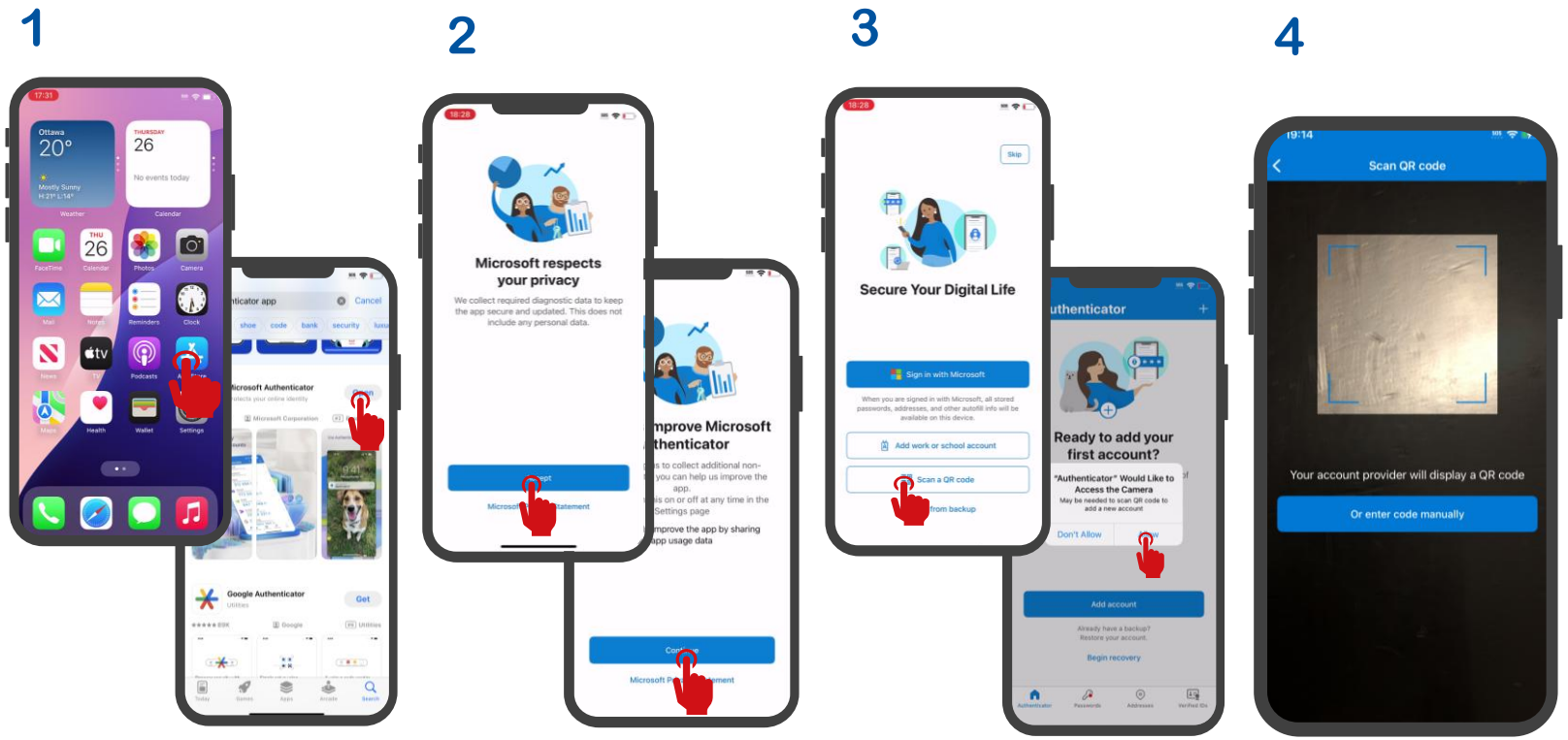
How to configure Multi-Factor Authentication

Instructions to install and configure MFA with Microsoft Authenticator

Authenticator app installation & configuration

This configuration must be done in two steps:

- *Step 1: in the Microsoft Authenticator app,*
- *Step 2: on the Microsoft 365 security page (instructions on page 2).*



1

- Open the App Store on your mobile device
- Search for the app Microsoft Authenticator. *(second app on the search results)*

2

- Tap this icon to launch the app
- Tap "**Accept**"
- Tap "**Continue**"

3

- At the 3rd screen select the option "**Scan QR code**"

Scan the QR Code that is display on your computer screen - Follow steps on the next page for detailed instructions.

4

- Tap "**Allow**" to give Authenticator access to the camera

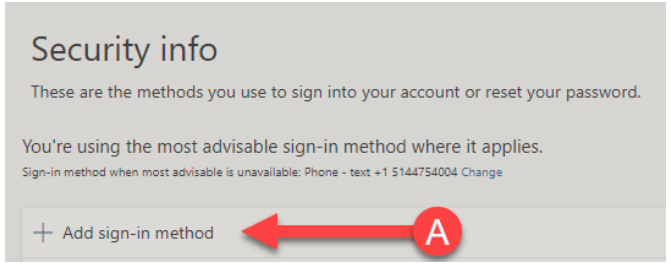
For assistance with this process contact support by visiting this page: support.uapinc.com

Multi factor authentication configuration

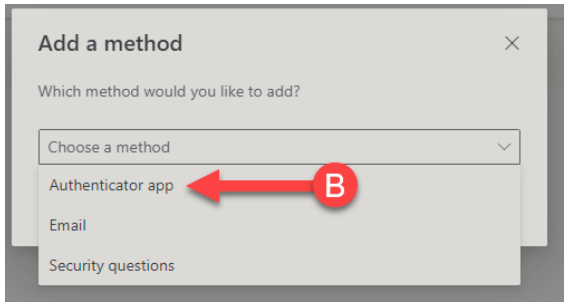
* Follow the below instructions on your computer

1 From your computer, click on the below link https://mysignins.microsoft.com/security-info

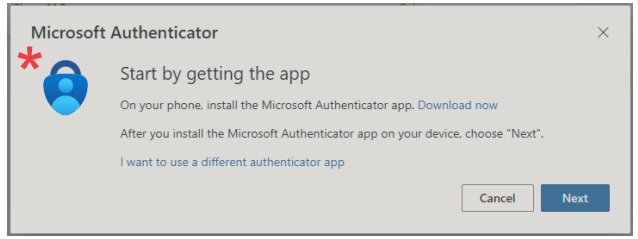
From the Security Info page, click on the **+ Add sing-in method** menu



2 From the dropdown menu select **Authenticator app**

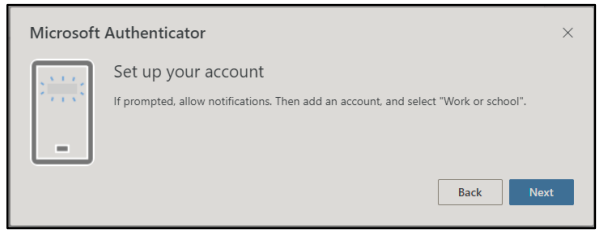


3 The Following menu pop-up. Click on **"Next"**

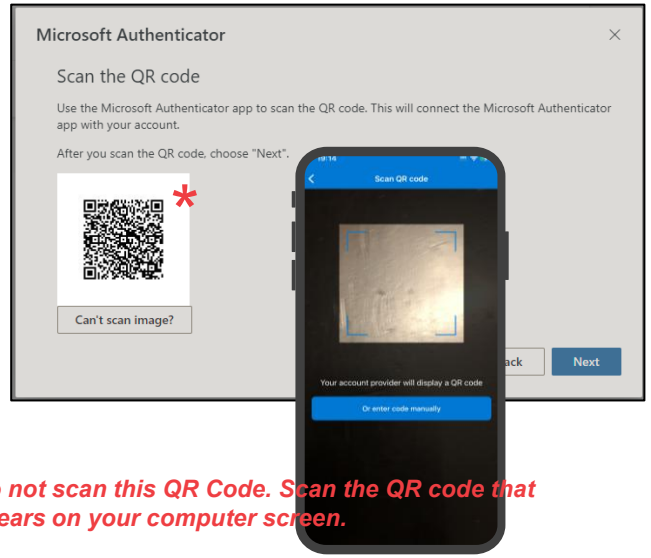


** The Microsoft Authenticator was already installed on your mobile device*

4 The Following menu pop-up. Click on **"Next"**

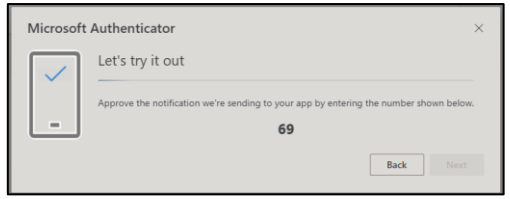


5 With your device scan de QR code that appears on your computer screen and click **"Next"**



** Do not scan this QR Code. Scan the QR code that appears on your computer screen.*

6 On your mobile device open the notification sent to the Authenticator app. Enter the 2 digits code display on the computer screen





On the computer screen and click **"Next".** This will complete the multi factor authentication process

For assistance with this process contact support by visiting this page: support.uapinc.com