

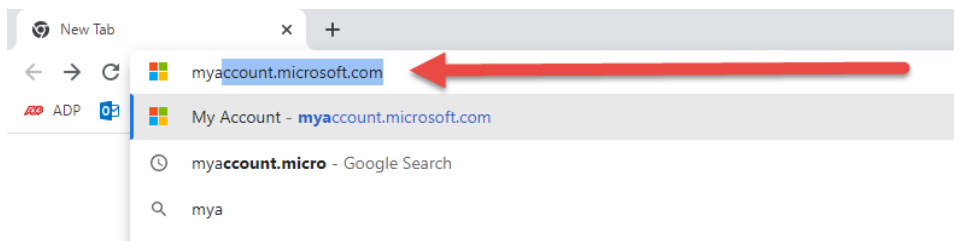
How to Sign into Microsoft Authenticator for Android

Overview

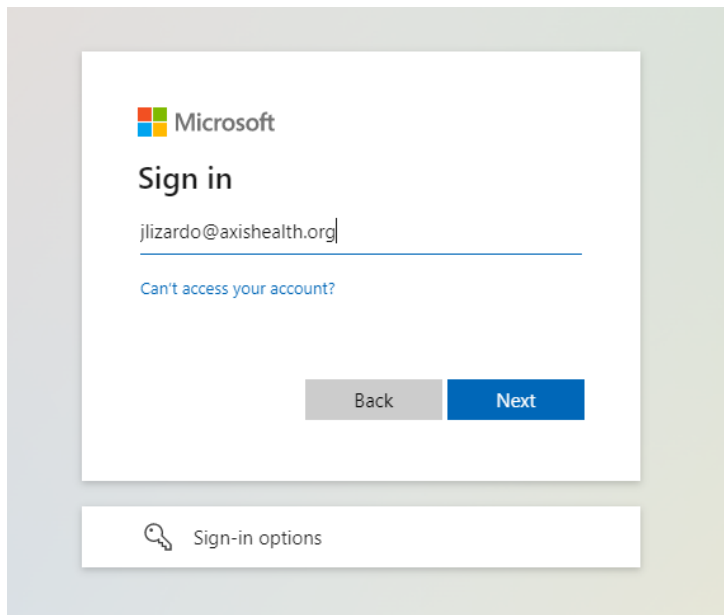
This guide goes over how to setup the Microsoft Authenticator app on your Android. This app will give you two-factor authentication for your Microsoft accounts. If you have any issues with the setup, please reach out to the help desk.

How To

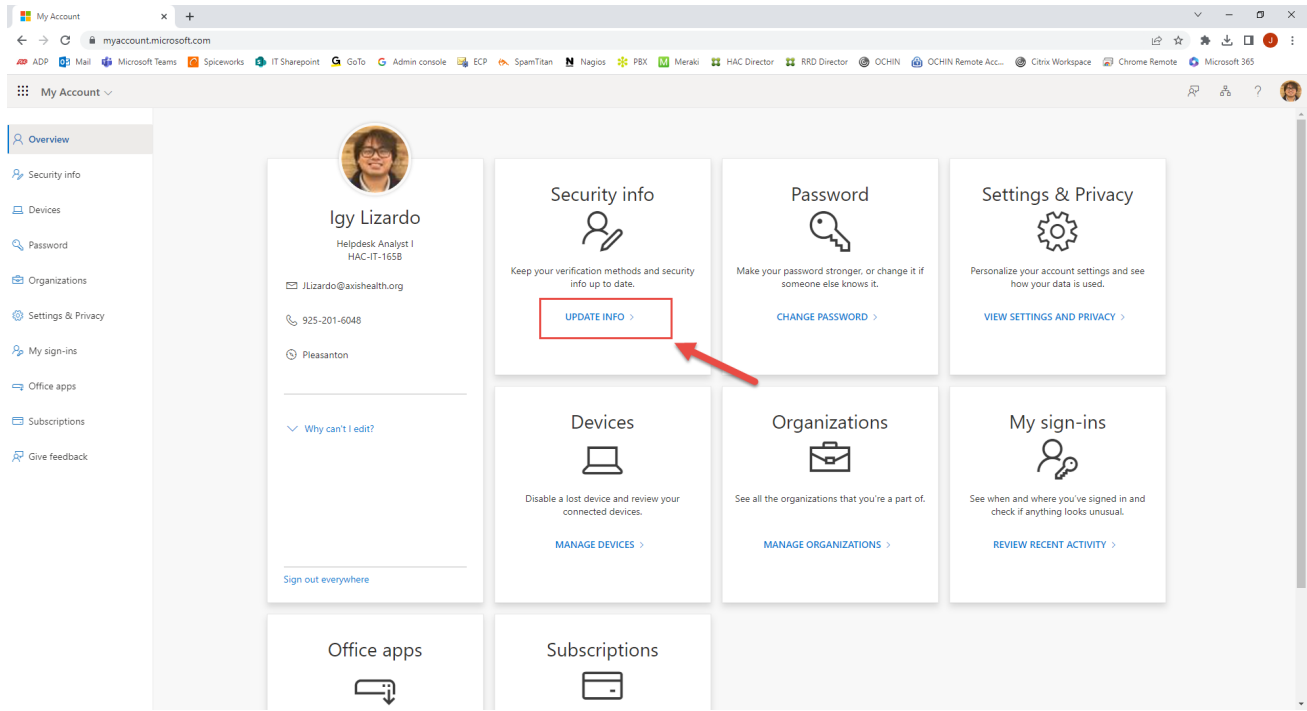
- 1) To begin, navigate to myaccount.microsoft.com



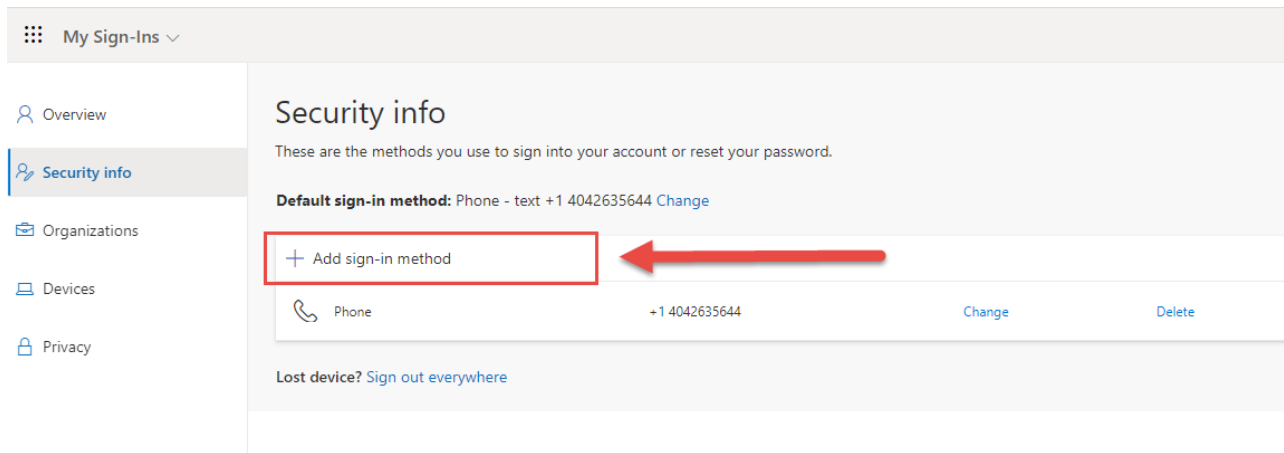
- 2) On the sign in page, enter in your axis email and password.
 - a. Your axis email is your username@axishealth.org
 - i. i.e., John Paul is jpaul@axishealth.org



3) Once you are logged in, you will see a page like the screenshot shown below. In the “Security Info” card, click on the “Update Info” button.



4) On the next screen, select “+ Add sign-in method”



5) You will see a pop-up titled “Add a method”. Click on the box labeled “Choose a method”

Add a method



Which method would you like to add?

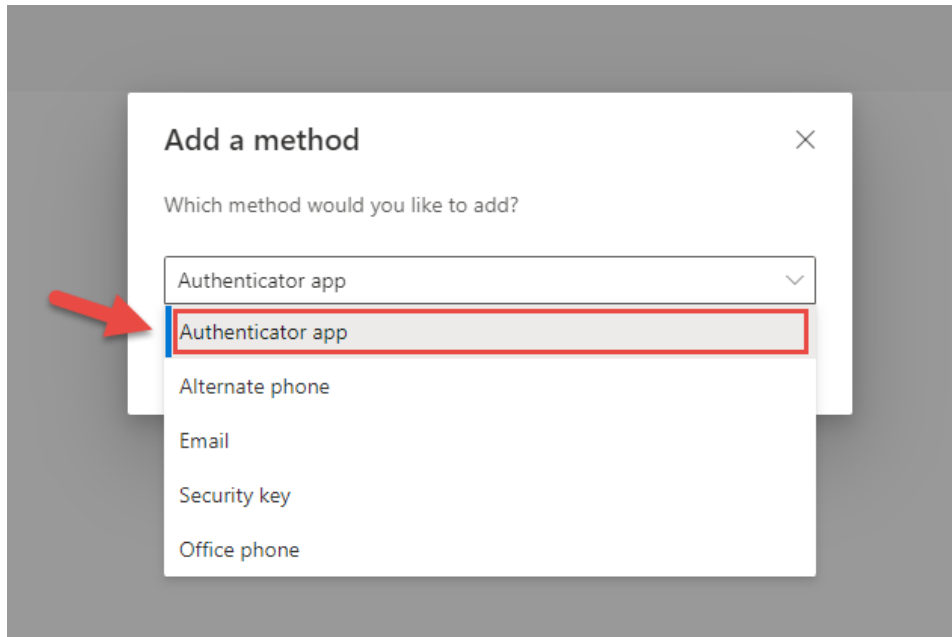
Choose a method



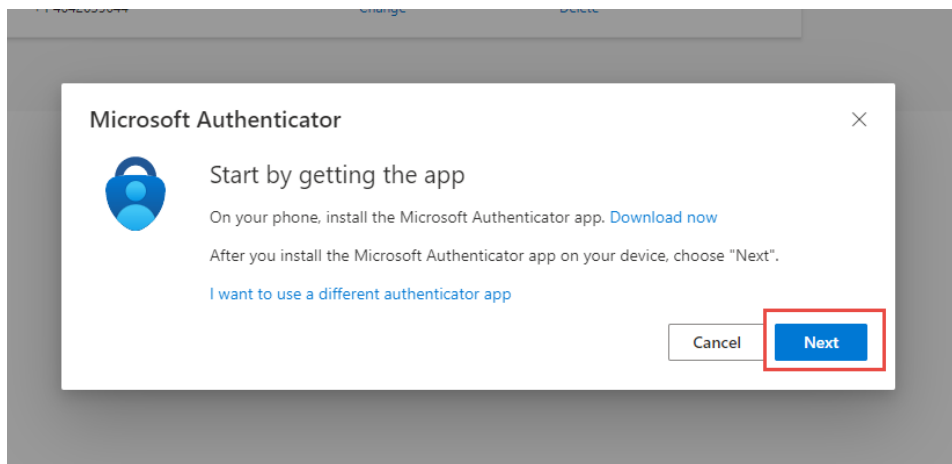
Cancel

Add

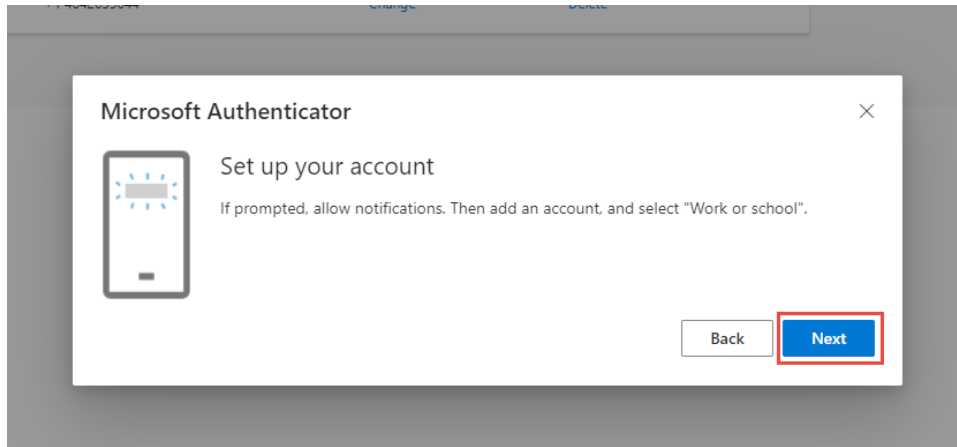
- 6) A dropdown list of options will appear, select the option “Authenticator App”. Then click the blue “Add” button.



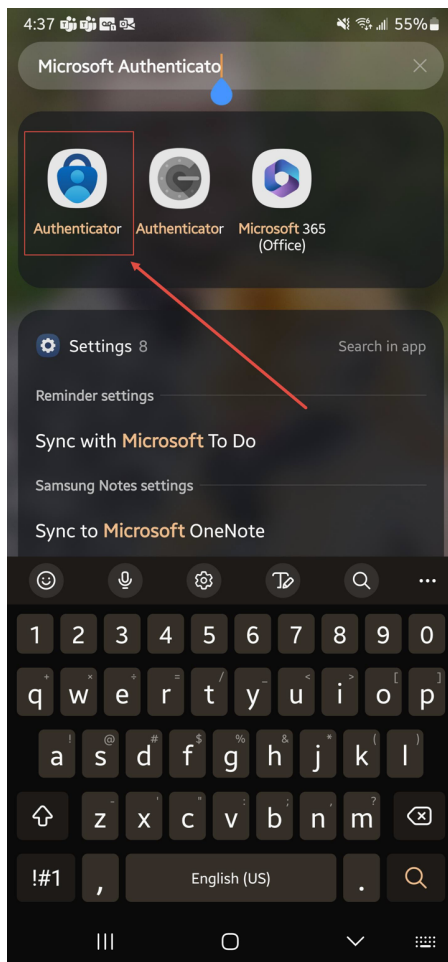
- 7) After clicking “Add” you will see the window below. Make sure you have the Microsoft Authenticator app installed on your phone. If you do not, please follow our [How to Install Microsoft Authenticator Guide](#). When the app is installed, click “Next”.



- 8) On the next window, select the blue “Next” button. The next window will show you a QR code, do not exit this window, and we will now switch to your phone.



- 9) Open the Microsoft Authenticator App on your phone, if you cannot find the app, go to your home screen, and swipe up until you see the bar, and type in Microsoft Authenticator



10) If you have used the Microsoft Authenticator App in the past, skip to step 13. If this is your first time using it, open the App and you will see the screen shown below. Click “Accept”

11:34

5G



Microsoft respects your privacy

We collect required diagnostic data to keep the app secure and updated. This does not include any personal data.

Accept

[Microsoft Privacy Statement](#)

11) On the next screen:

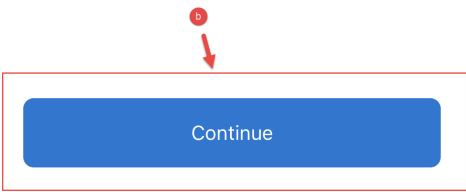
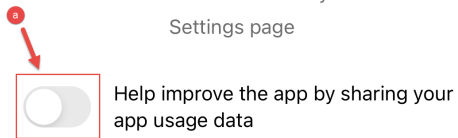
- a. Make sure the “Help Improve the App” selection is turned off and grey (app may show a checkbox for this option, make sure it is unchecked)
- b. Then, select the blue “Continue” button.



Help us improve Microsoft Authenticator

By allowing us to collect additional non-personal data, you can help us improve the app.

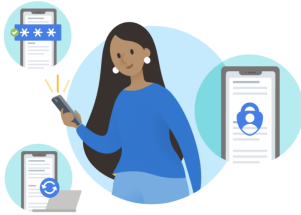
You can turn this on or off at any time in the Settings page



[Microsoft Privacy Statement](#)

12) You will see the different sign in options in the next screen. Select “Scan a QR code”


Skip




Secure Your Digital Life

 Sign in with Microsoft

When you are signed in with Microsoft, all stored passwords, addresses, and other autofill info will be available on this device.

 Add work or school account

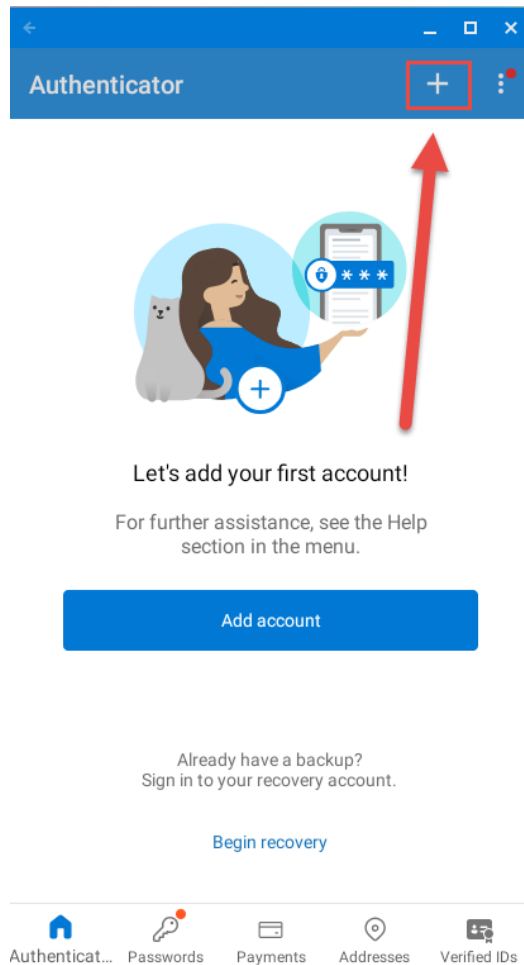
 Scan a QR code

Restore from backup

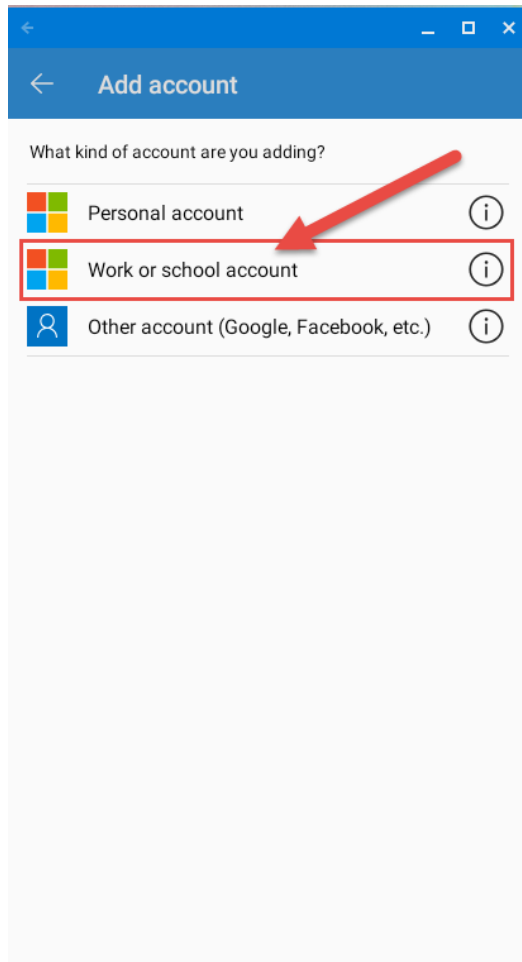


13) This step is only done if you have used Microsoft Authenticator app in the past. If you have not, please proceed to the next step.

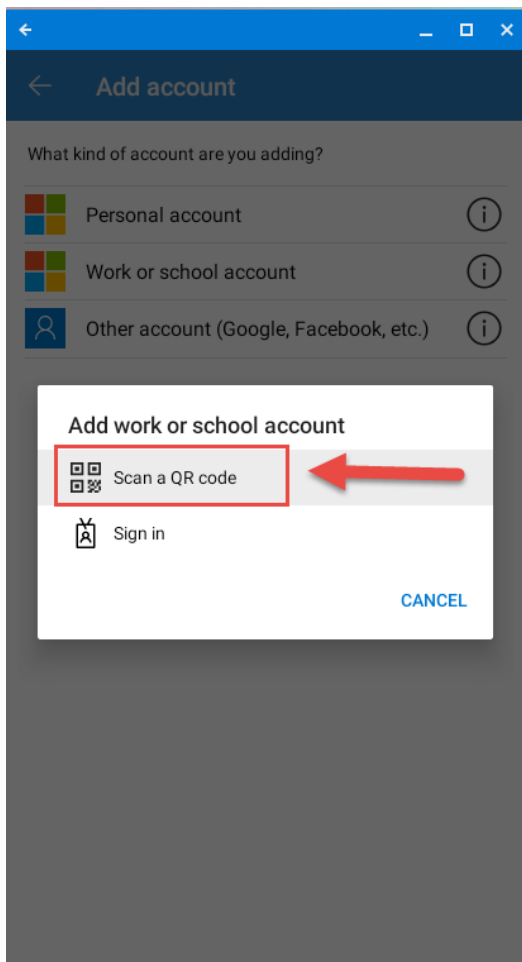
- a. Navigate to the authenticator tab in the app (in the bottom left). Then select the + sign in the top right



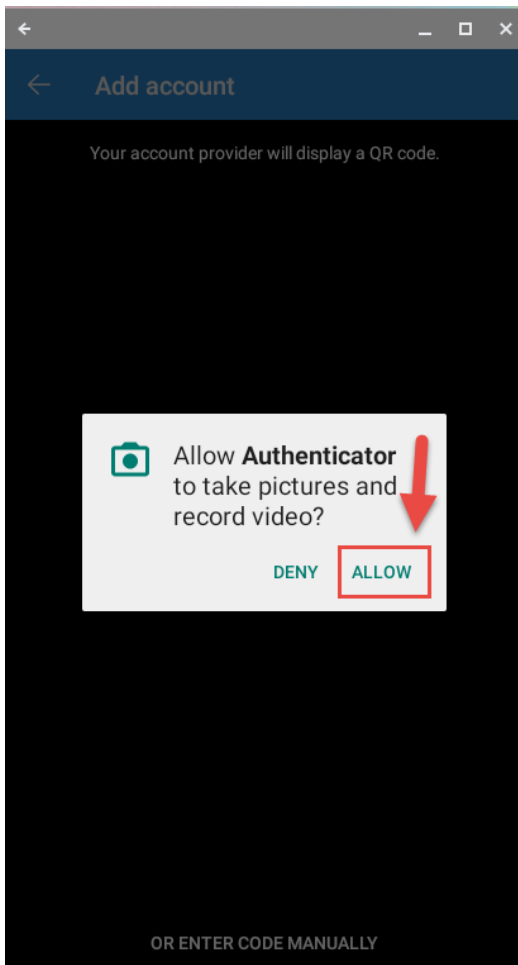
- b. Select "Work or School Account"



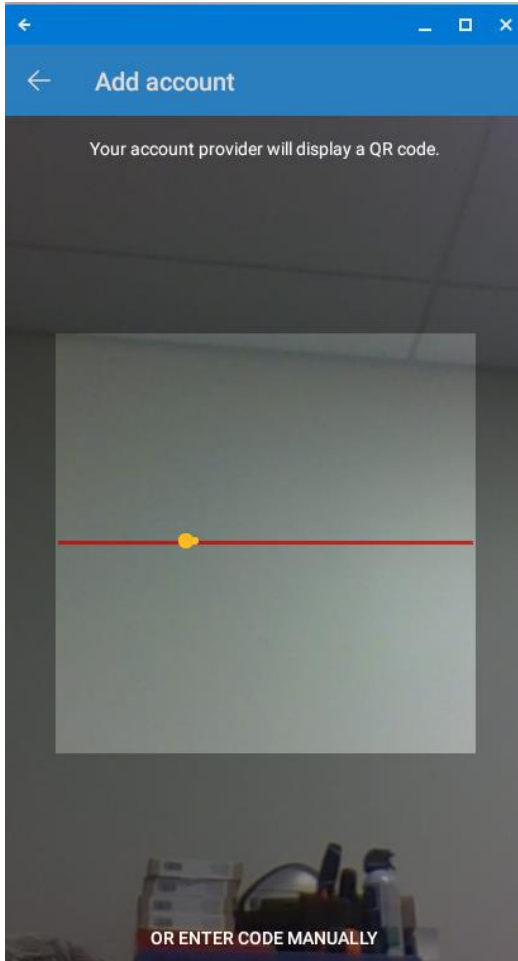
c. Select "Scan QR Code"



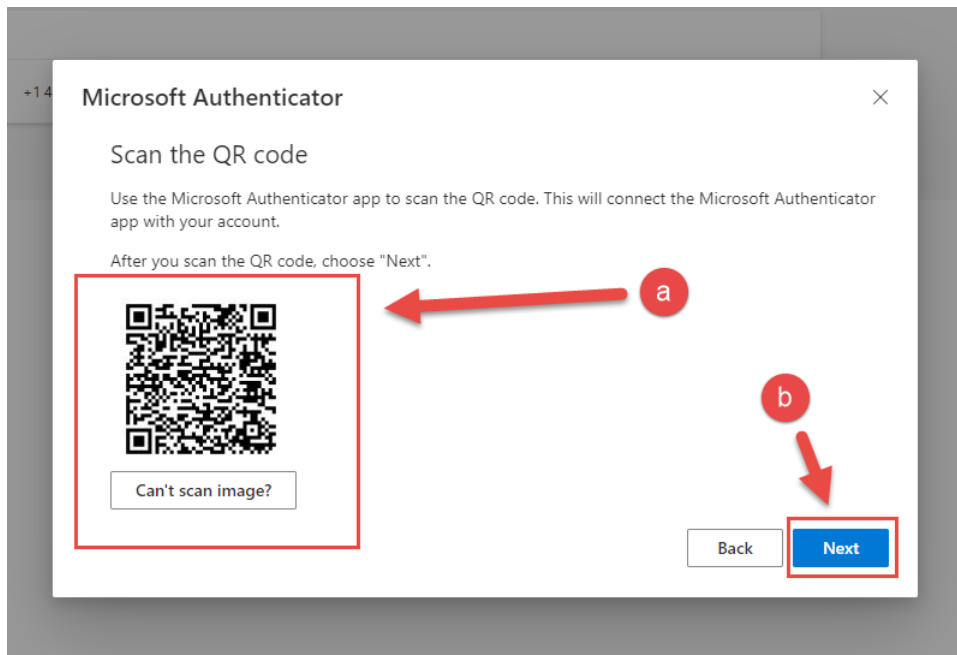
14) The app will ask you for access to the camera, select "OK"



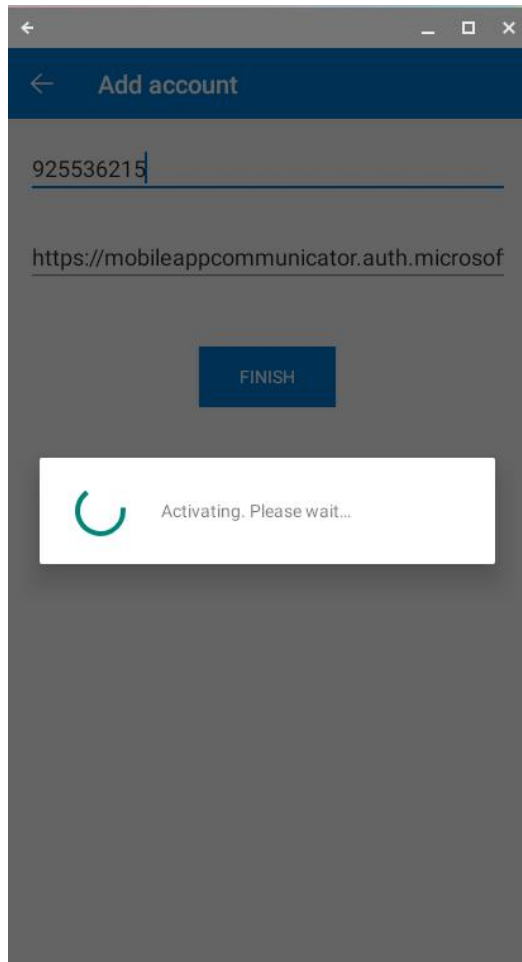
15) The QR scanner will appear as shown below.



- 16) The QR Code will appear in a window as shown below.
 - a. Point your camera at the QR code, making sure that the entire code appears in the box.



If the code is correctly scanned, you will see the pop-up saying "Activating. Please wait" for a moment, then proceed to the next step.



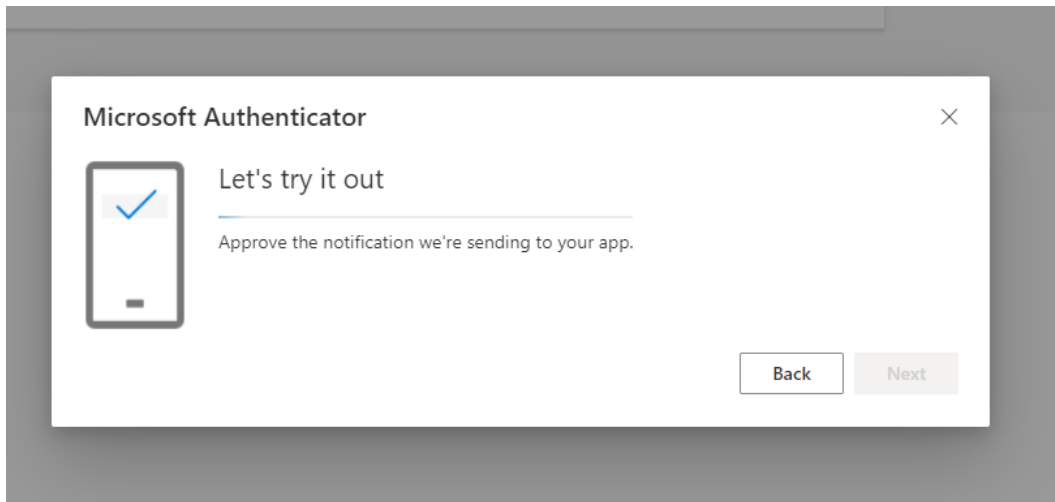
- b. After you are taken to the screen shown below on your Phone, select the blue "Next" button on your computer.



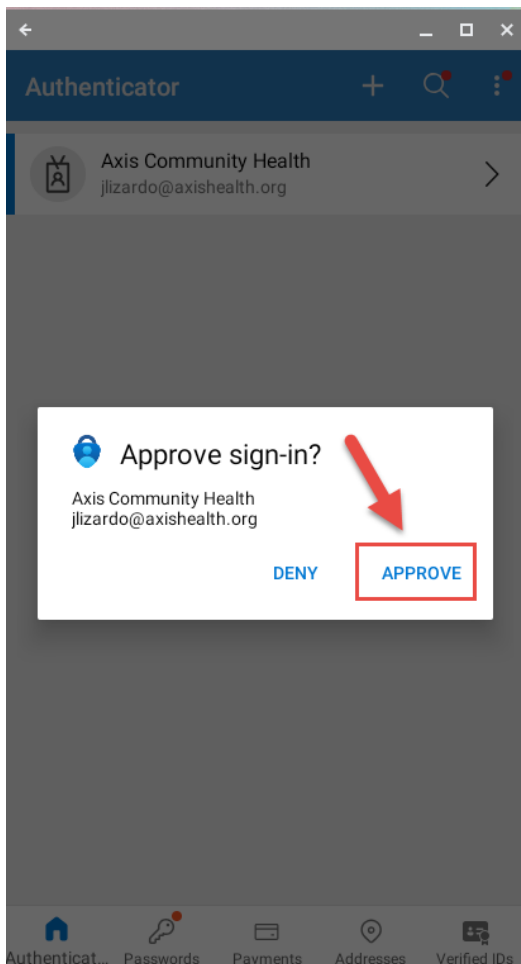
Axis Community Health
jjizardo@axishealth.org



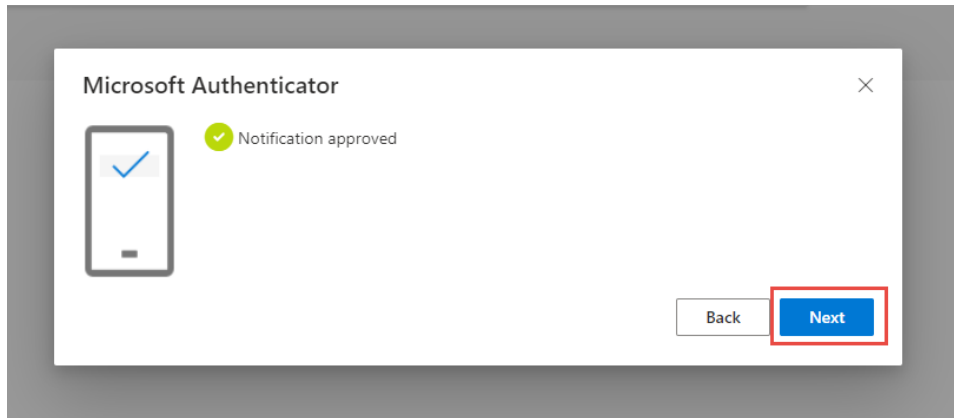
17) On the next page, you will be prompted to approve a sign-in.



Select "Approve"



18) After approving the sign-in on your Phone, you will be taken to the screen shown below on your computer. Select the blue “Next” button.



19) Make sure “Microsoft Authenticator” is listed as a sign-in method (should match picture below). Once it is there, you have successfully added your account to Microsoft Authenticator, Congratulations!

