How to Sign into Microsoft Authenticator for iPhone

Overview

This guide goes over how to install the Microsoft Authenticator app on your iPhone. This app will give you two-factor authentication for your Microsoft accounts. If you have any issues with the installation, 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 <u>username@axishealth.org</u>
 - i. i.e., John Paul is jpaul@axishealth.org

Microsoft		
Sign in		
jlizardo@axishealt	h.org	
Can't access your acc	count?	
	Pack	Novt
	Back	Next
	Back	Next
	Back	Next

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"

H My Sign-Ins \vee				
A Overview	Security info			
$\mathcal{P}_{\mathcal{J}}$ Security info	These are the methods you use to sign Default sign-in method: Phone - text	into your account or reset your password. +1 4042635644 Change		
Organizations	+ Add sign-in method	_ ←	-	
A Privacy	& Phone	+1 4042635644	Change	Delete
	Lost device? Sign out everywhere			

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

Add a method		\times
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.

Add a method	×
Which method would you like to add?	
Authenticator app	\sim
Authenticator app	
Alternate phone	
Email	
Security key	
Office phone	

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".

Vicroso	ft 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
	Cancel 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.

Microsoft	Authenticator	×
2 -	Set up your account If prompted, allow notifications. Then add an account, and select "Work or school"	
	Back	Next

9) Open the Microsoft Authenticator App on your phone, if you cannot find the app, go to your home screen, and drag down until you the see search 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"

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Microsoft respects your privacy

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



- 11) On the next screen:
 - a. Make sure the "Help Improve the App" selection is turned off and grey (should match picture shown below)
 - b. Then, select the blue "Continue" button.

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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
Help improve the app by sharing your app usage data
1
Continue
Microsoft Privacy Statement

12) You will see the different sign in options in the next screen. Select "Scan a QR code" $% \mathcal{A}^{(2)}$





- 13) <u>This step is only done if you have used Microsoft Authenticator app in the past.</u> 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"

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<	Add account			
WHA.	WHAT KIND OF ACCOUNT ARE YOU ADDING?			
	Personal account	>		
	Work or school account	>		
8	Other (Google, Facebook, etc.)	>		

c. Select "Scan QR Code"

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<	Add ad	count	
WHAT I	KIND OF ACCOUNT AR	E YOU ADDING?	,
	Personal account		>
	Work or school accou	int	>
8	Other (Google, Faceb	ook, etc.)	>
	Add work or s	chool accoui	nt
	Sign in	Scan QR co	ode
		/	

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

12:50 ◀ App Store	.III 5G 🗩
\equiv Authenticator	Q +
Azure AD jlizardo@axishealth.org	
"Authenticator" Would Access the Camer May be needed to scan QR c add a new account	Like to a ode to
Don't Allow O	к
1	
Already have a backup' Restore your account.	?
Begin recovery	
Authenticator Passwords Addresse	verified IDs

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.

+14	Microsoft Authenticator	×
-14	Microsoft Authenticator Scan the QR code Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Auth- app with your account. After you scan the QR code, choose "Next". a a b	enticator
l	Can't scan image?	Next

If the code is correctly scanned, the blue corners of the QR scanner will turn green. You may be prompted to allow notifications; this is recommended so that you can easily authenticate the needed apps.



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

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≡ Aut	hentica	tor	Q	+
Axi jliza	s Community ardo@axishea	/ Health alth.org		>
Authenticator	Passwords	(O) Addresses	Verif	ied IDs

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

\checkmark	Let's try it out		
	Approve the notification we're sending to your app.		
-			
		Back	Next

Select "Approve"

12	.1	. ∎ 5G □		
	Authenticat	tor	Q	+
Ă	Axis Community jlizardo@axishea	r Health alth.org		>
Approve sign-in? Axis Community Health jlizardo@axishealth.org				
	Deny	Approve	a	
Authentic	ator Passwords	() Addresses	Verifie	d IDs

You may be asked to allow Authenticator to use Face ID, this is recommended as this is the fastest way to approve authentication.

12:54	.III 5G 🗩		
\equiv Authenticator			
Axis Community Health jlizardo@axishealth.org			
Do you want to allo "Authenticator" to use ID? Face ID will be used to authe your identity with Microsoft s	ow e Face enticate ervices.		
Don't Allow C	ж		
Authenticator Passwords Address	es Verified IDs		

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.

Microsoft Authenticator	×
Notification approved	
	Back Next

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!

My Sign+Ins Security Info Micro	× +						~ - Ø ×
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🛷 ADP 🔯 Mail 🎁 Microsoft T	eams 🙆 Spiceworks 🤹 IT Sharepoint 💁 GoTo G	Admin console 🛛 🙀 ECP 🧑 SpamTitan 🛛 🗎	Nagios 🗚 PBX M Meraki	🗱 HAC Director 🗱 RRD Director	OCHIN OCHIN Remote Acc	🙆 Citrix Workspace 🛛 🛜 Chrome Remote	Microsoft 365
\cdots My Sign-Ins \vee							A ? 🔇
A Overview	Security info	unt or reset your password.				Microsoft Authenticato registered	or app was successfully \mathbf{x}
𝒫 Security info	Mon, 17 Aur 2023 19:55 38 GMT					, 17 Apr 2023 19:55:38 GMT	
Crganizations	+ Add sign-in method	4 Change				L	
💻 Devices	& Phone	+1 4042635644	Change (Delete			
A Privacy	Microsoft Authenticator		ſ	Delete]		
	Lost device? Sign out everywhere						