

# Microsoft MFA Setup Instructions for Google Authenticator

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## Before You Begin:

You will need two devices to complete this setup process:

- Computer / Laptop: To access the Microsoft sign-in page and complete the process.
- Mobile Phone (iOS or Android): To install and run the Google Authenticator app.

## Step-by-Step Configuration Guide

### Step 1: Download Google Authenticator on Your Phone

*Mobile Device*

- Open the App Store (iPhone) or Google Play Store (Android).
- Search for Google Authenticator and tap Install or Get.
- Once downloaded, open the app and tap Get Started.

### Step 2: Access the Microsoft Sign-in page

*Computer / Browser*

- Open a web browser on your computer and navigate to <https://mysignins.microsoft.com/security-info>
- Sign in using your university credentials.
- Navigate to Security Info.

### Step 3: Add Google Authenticator as a Security Method

*Device Location: Computer Screen*

- Click Add sign-in method.
- Click "Set up a different authenticator app".
- A QR Code will appear on your computer screen.

### Step 4: Scan the QR Code

*Device Location: Mobile Phone*

- Open the Google Authenticator app on your phone.
- Tap the + icon in the bottom right corner and select Scan a QR code.
- Allow camera permissions if prompted.
- Point your phone's camera at the QR code displayed on your computer monitor.

## Step 5: Verify and Complete Setup

*Device Location: Both Devices*

- A new entry labeled with your university account (e.g., University: user@school.edu) will appear in Google Authenticator displaying a 6-digit dynamic code.
- On your computer, click Next.
- Enter the current 6-digit verification code shown in your phone app into the prompt on your computer screen and click Verify or Submit.
- Once verified, registration is complete! You will now use this app to approve future logins.