

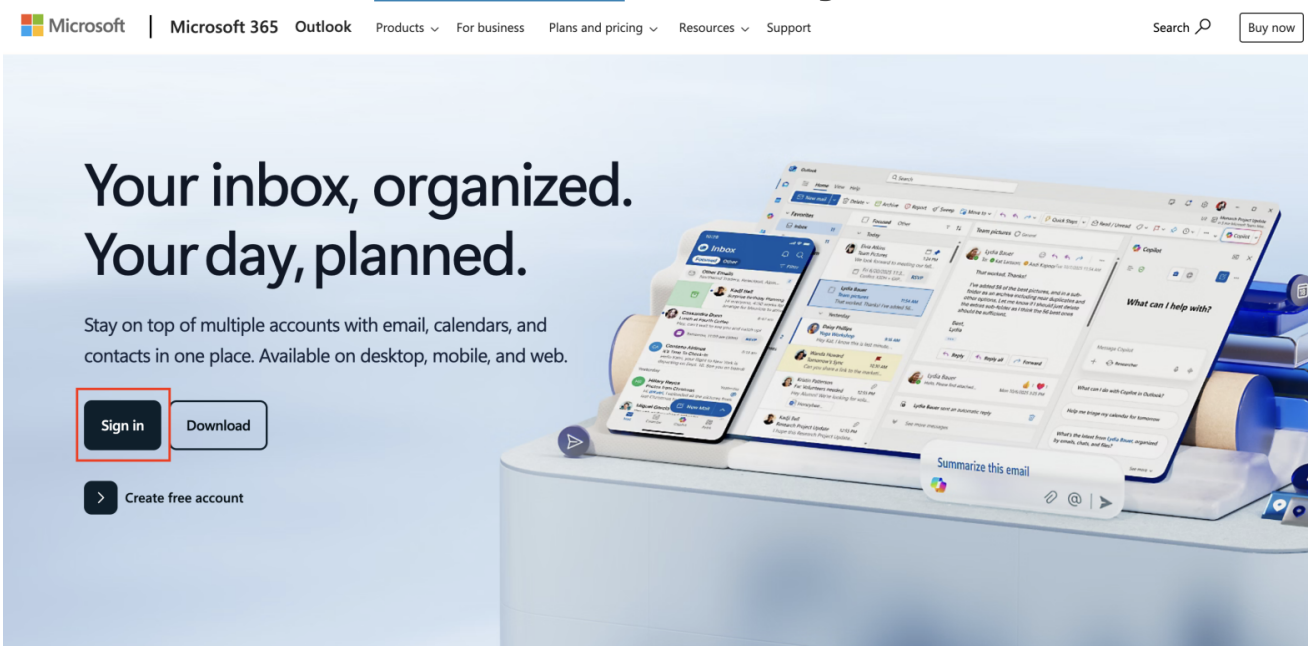
Adding Microsoft Authenticator to Outlook Account

If you are already signed in to your A-State Microsoft account, you can use this [GUIDE](#) for adding Microsoft Authenticator

You will need both a computer/tablet and a mobile phone for this process

*For setup with mobile device only, follow this [GUIDE](#)

- From a web browser, visit www.outlook.com and select **Sign In**



- Sign in with your A-State email address and enter your password

Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Next

 Sign-in options



Enter password

Password

[Forgot my password](#)

Sign in

- On the "***Let's keep your account secure***" screen, click **Next**

 Microsoft



Let's keep your account secure

We'll help you set up another way to verify it's you.

[Use a different account](#)

[Learn more about verifying your identity](#)

Next

A-State IT Support

(870)-972-3933
itshelpdesk@astate.edu

By signing in, you agree to abide by the ASU System's [Terms of Use](#). Violations could lead to restrictions of privileges and/or disciplinary action.

- Download the **Microsoft Authenticator app** by either scanning the Qr code below or through the **App Store (iPhone/iOS)** or the **Play Store (Android)**



aka.ms/mobileauthenticator

- After you download the free **Microsoft Authenticator app** on your phone click **Next** on the computer

Please make sure you are downloading the app named "Microsoft Authenticator", this application is free and does not require any purchase

Install Microsoft Authenticator



Install the app on your mobile device, then come back here to continue.



[Set up a different authentication app](#)

[Set up a different way to sign in](#)

[Skip setup](#)

Next

- Make sure you **allow** notifications on your phone and then click **Next**

Set up your account in app



If prompted, allow notifications. Then add an account, and select **Work or school**.

[Set up a different way to sign in](#)

Next

- A **unique QR code** will generate on the next screen
 - **Be sure to scan the code by using the Microsoft Authenticator app on your phone** (select Scan QR code)



Use the Microsoft Authenticator app to scan the QR code. This connects the app to your account.

Then come back and select **Next**.

[Can't scan the QR code?](#)

Back

Next



Ready to add an account?

Secure your accounts with multifactor authentication.

 Add work or school account

 Scan QR code

Add personal Microsoft account

- Once you scan the QR code, click **Next**
- Microsoft will then generate a random number on the computer, go to your the **Authenticator app** and enter the number you see on screen

Let's try it out



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Enter the number shown in the app to approve the sign-in request.

[Set up a different way to sign in](#)

- After you enter the number in the app, your A-State account will be successfully linked to your Microsoft Authenticator app, Click **Done**

enter@astate.edu

✓ Authenticator Added



You can now use Microsoft Authenticator to approve sign-ins, get one-time codes, and more.

This is now your default sign-in method.

Done

- The next page will show you have successfully added Microsoft Authenticator as a verification method, along with your personal email, click **Done** and continue to your Outlook inbox

Set up complete



You can now verify it's you using these methods:



Microsoft Authenticator



Email



View, add or edit your methods in your account [security settings](#).

Done

For further assistance, contact the ITS Help Desk at 870-972-3933 or stop by IT Support Services (itsupportservices@astate.edu). It is located on the bottom floor of the Dean B. Ellis Library, Room 149

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