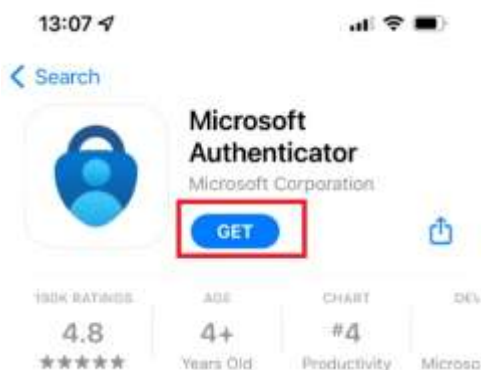


# How to Set Up the Microsoft Authenticator App

## Step One:

Download the Microsoft Authenticator App from your phone's app store. The icon should look like the one below:



QR code to download the app:



## Step Two:

When first using the Microsoft Authenticator app, use a device separate from your phone to access your MVCC account.

Log in to your MVCC email account or go to office.com on the separate device (such as a computer or tablet) and enter your MVCC email and password. After a successful login, you'll be asked for more information.

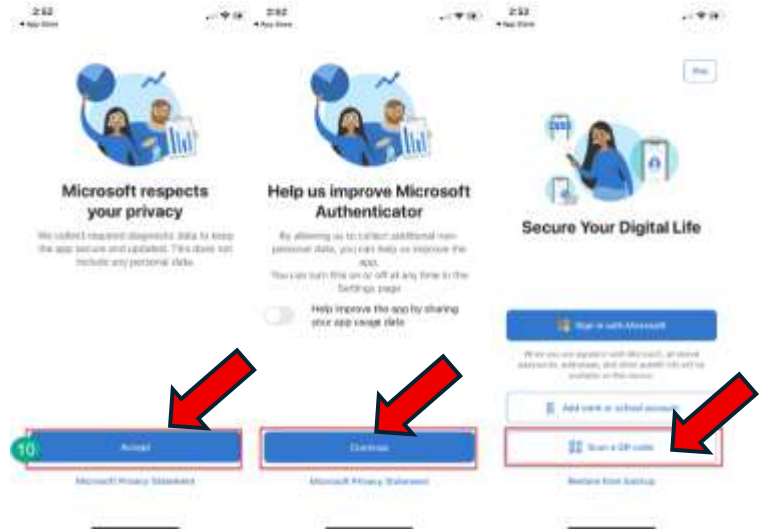
Click "Next", then click "Next" again on the following prompt since you've already downloaded the app.

A QR code will be displayed. At this point, open the Authenticator app on your phone.



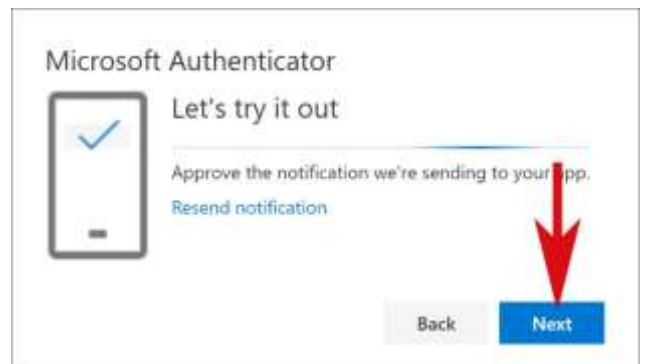
## Step Three:

Once the app is opened, you'll be prompted to accept the Terms of Service Agreement and select that you do want notifications. You'll end up at a screen where you have the option to scan a QR code. Select that option, give the app permission to access your camera, and scan the QR code to link your device to your MVCC profile.



## Step Four:

Check the progress of your MVCC login on the computer/tablet. There should be a prompt to test your Authenticator's functionality with the subheading "Let's try it out". Click "Next" to proceed.



There will be a two-digit number displayed on the screen, and a notification should appear on your phone that there is a login attempt. Tap on that notification and input the two-digit number on your phone, then tap "Done" or "Yes". You should be prompted to use your phone's unlock method (PIN, password, etc.), and if successful, it will notify you on the computer/tablet.

Click "Next", and your authentication is now complete. From this point forward, you'll only need to enter the two-digit number on the Authenticator App whenever you log in from a new device.

