

Microsoft Authenticator Setup

Quick Start Guide

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Introduction

Unity Health is transitioning to using Microsoft 365, this includes the full suite of Office software including SharePoint and Teams. To access Office 365 applications on your phone or from the web, a multi factor authentication application called Microsoft Authenticator needs to be set up on your phone.

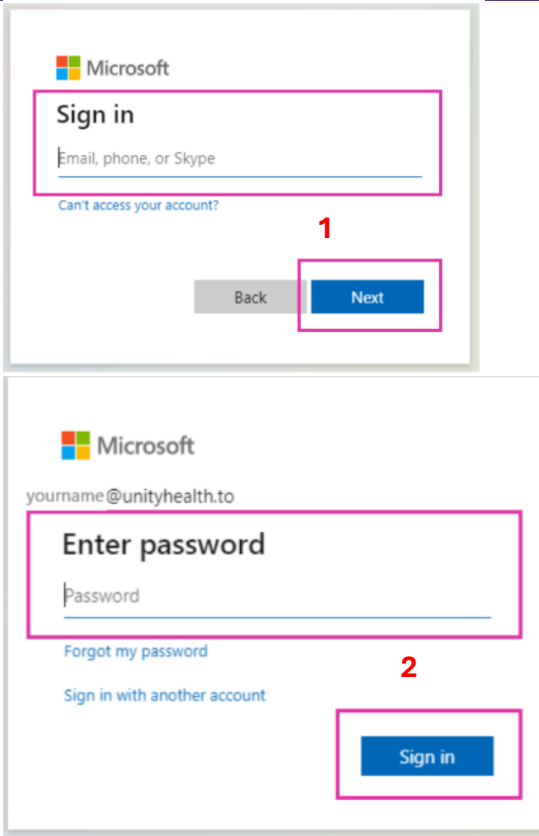
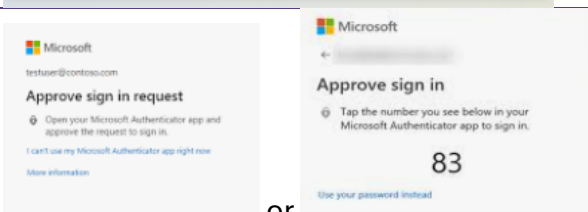
Why do I need to setup multi-factor authentication (MFA)?

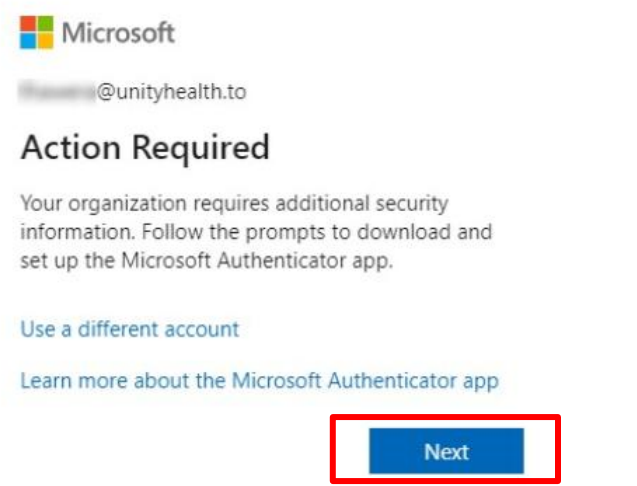

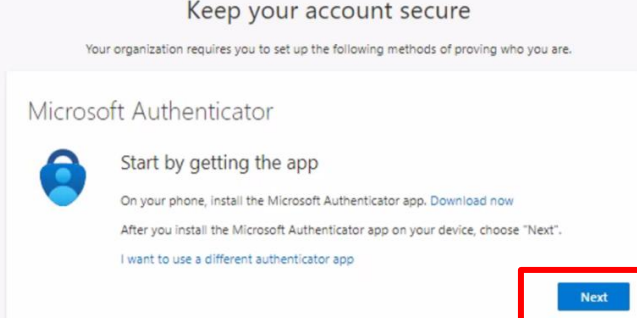
Microsoft 365 is a cloud-based platform, which means it's hosted by a third-party provider and delivered over the Internet. This process requires additional levels of verification at login to ensure that data is kept safe and secure. Multi-factor authentication is required for all off-network logins to Microsoft 365 applications (Outlook, Teams, SharePoint).


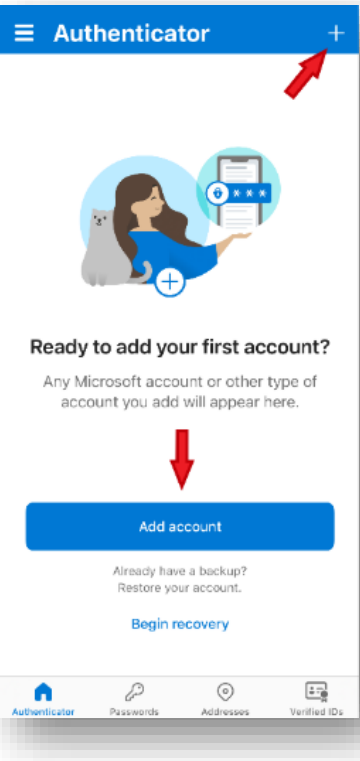
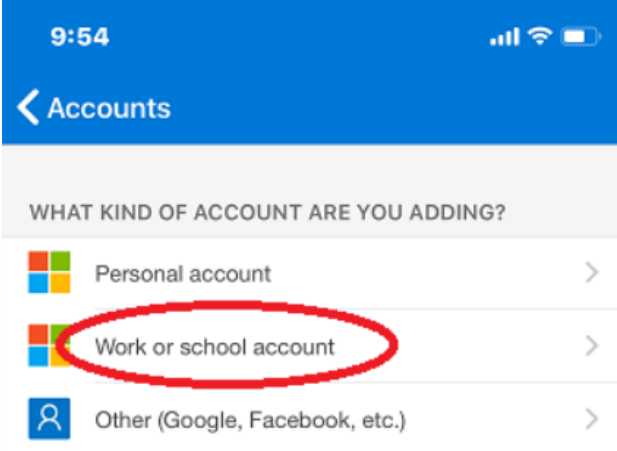
As an alternative to the Microsoft Authenticator app, the Digital HelpDesk can be called to provide a one-time passcode to access Microsoft 365 resources requiring multi-factor authentication.

Setting Up Microsoft Authenticator

Instructions	Screenshot
<p>1. On your computer, click on the URL to manage your Office 365 account: https://myaccount.microsoft.com/?ref=MeControl</p>	

Instructions	Screenshot
<p>2. Login using your Unity Health Email and Password</p>	
<p>3. If you are prompted for an Authenticator code at this point and do not have one, please call the HelpDesk (416-360-4000 ext. 44357) for a Microsoft MFA reset.</p> <p>If you can complete the multifactor authentication on your device at this step then your Microsoft MFA is already setup.</p>	 <p style="text-align: center;">OR</p>

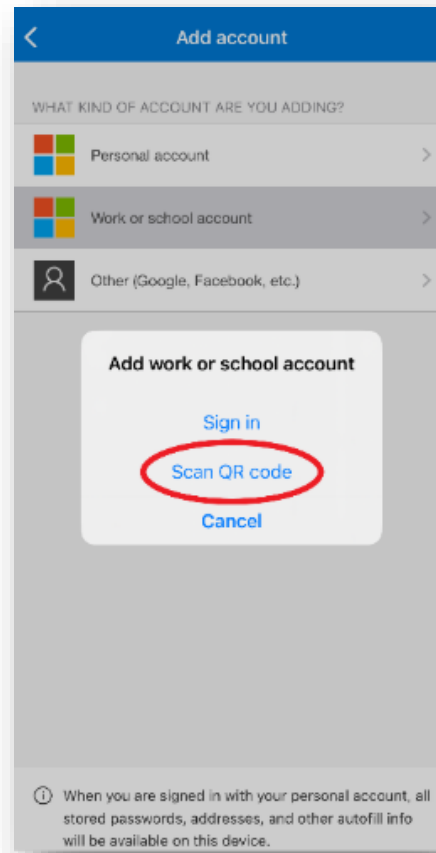
Instructions	Screenshot
<p>4. Upon sign-in, you will be prompted to provide more information. Click Next</p>	 <p>The screenshot shows the Microsoft sign-in interface. At the top, the Microsoft logo is visible. Below it, the email address is partially obscured with a grey box. The main heading is "Action Required". The text below reads: "Your organization requires additional security information. Follow the prompts to download and set up the Microsoft Authenticator app." There are two links: "Use a different account" and "Learn more about the Microsoft Authenticator app". A blue "Next" button is located at the bottom right and is highlighted with a red rectangular box.</p>
<p>5. On your phone, go to your App Store 6. Search “Microsoft Authenticator” Apple App Store Link Google Play Store Link</p> <p>NOTE: Ensure you download the official application by Microsoft, there are other apps that have similar applications and may ask for payment.</p> <p>7. Download and install on your phone</p>	 <p>The screenshot shows the Microsoft Authenticator app icon, which is a blue shield with a white padlock in the center, set against a white rounded square background.</p>
<p>8. Click “Next” on the computer screen</p>	 <p>The screenshot shows the "Keep your account secure" setup screen. It states: "Your organization requires you to set up the following methods of proving who you are." Under the heading "Microsoft Authenticator", there is a sub-heading "Start by getting the app". The instructions read: "On your phone, install the Microsoft Authenticator app. Download now" and "After you install the Microsoft Authenticator app on your device, choose 'Next'." There is a link "I want to use a different authenticator app". A blue "Next" button is located at the bottom right and is highlighted with a red rectangular box.</p>

Instructions	Screenshot
<p>9. Click “Next” on your computer screen to begin setup of your Microsoft Authenticator account.</p>	 <p>The screenshot shows a web page titled "Keep your account secure" with the subtext "Your organization requires you to set up the following methods of proving who you are." Under the heading "Authenticator app", there is a section "Set up your account" with the instruction "In your app, add a new account." At the bottom right, there are two buttons: "Back" and "Next". The "Next" button is highlighted with a red rectangular box.</p>
<p>10. In the Microsoft Authenticator app on your phone, select “+” in the upper right corner or select the “Add account” button.</p>	 <p>The screenshot shows the Microsoft Authenticator app interface. At the top right, there is a blue header with a white plus sign (+) and a red arrow pointing to it. Below the header is an illustration of a woman with a dog and a plus sign. The text reads "Ready to add your first account?" followed by "Any Microsoft account or other type of account you add will appear here." Below this is a large blue button labeled "Add account" with a red arrow pointing to it. Underneath the button, there are links for "Already have a backup? Restore your account." and "Begin recovery". At the bottom, there is a navigation bar with icons for "Authenticator", "Passwords", "Addresses", and "Verified IDs".</p>
<p>11. Select “Work or school account”.</p>	 <p>The screenshot shows the "Accounts" screen in the Microsoft Authenticator app. The time is 9:54. The title is "Accounts" with a back arrow. Below the title is the question "WHAT KIND OF ACCOUNT ARE YOU ADDING?". There are three options listed: "Personal account", "Work or school account", and "Other (Google, Facebook, etc.)". The "Work or school account" option is circled with a red oval.</p>

Instructions

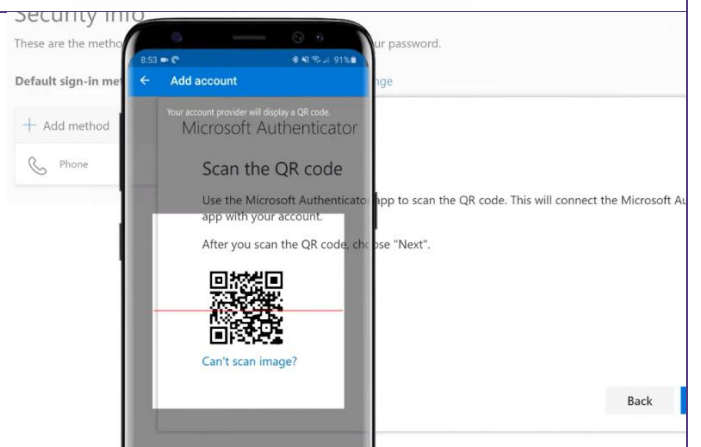
Screenshot

12. Select the option to “Scan QR code” option on your phone.



13. A new QR code will appear on your computer screen.

14. Using the Microsoft Authenticator app, point your phone at the computer screen to scan the new QR code that appeared (NOT the QR code in this document).



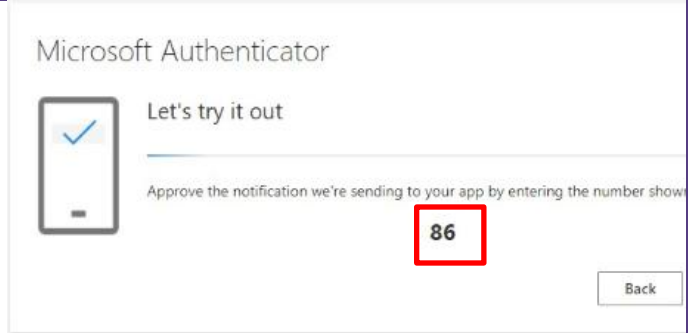
Instructions

15. On your computer, a code will appear on screen. On your mobile device, a code prompt will appear.

- On your mobile device, enter the code shown on your computer.

- On your mobile device, select Yes. Select Done

Screenshot



16. Select “Approve” if prompted on your phone. Your authenticator app is now setup correctly. Click “Done”.

