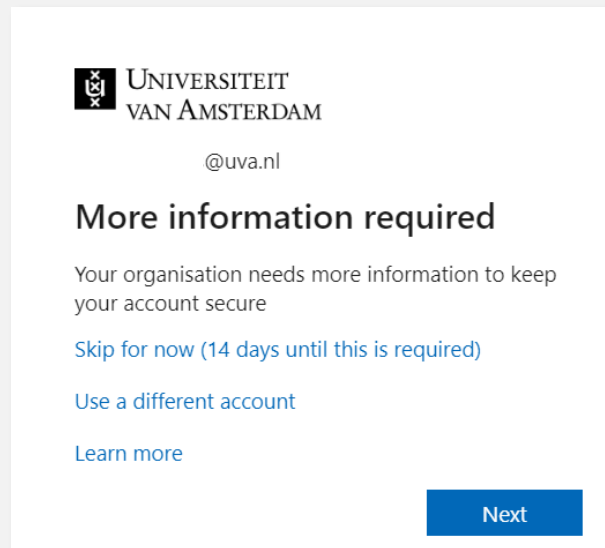


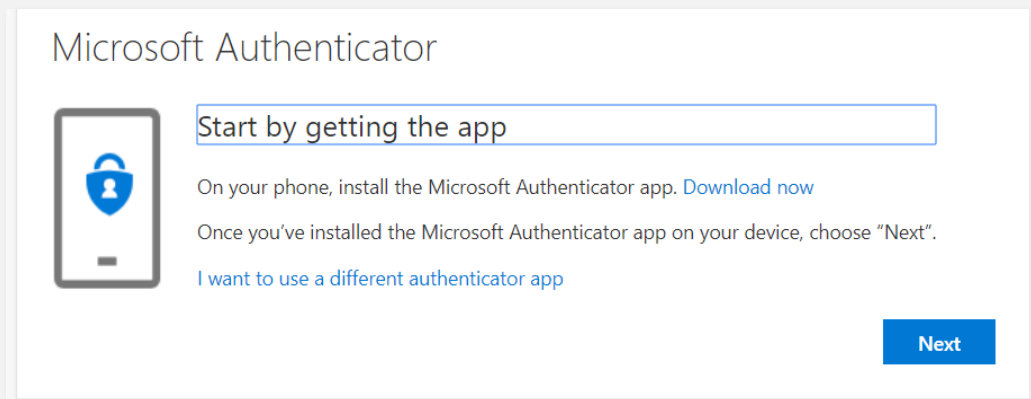
This instruction card will guide you through the process of installing **two-factor authentication** on your **Android phone**. By registering, you ensure **safe** access to all information processed through your Office 365 apps. You will need both your phone and PC for this registration. To ensure a fully secure experience, you will need to install the application **and** register your mobile phone number.

1. In the **browser** on your **computer**, go to office.com and log in with your UOA email address. You will be notified that **more information is required**. Click on **Next**.

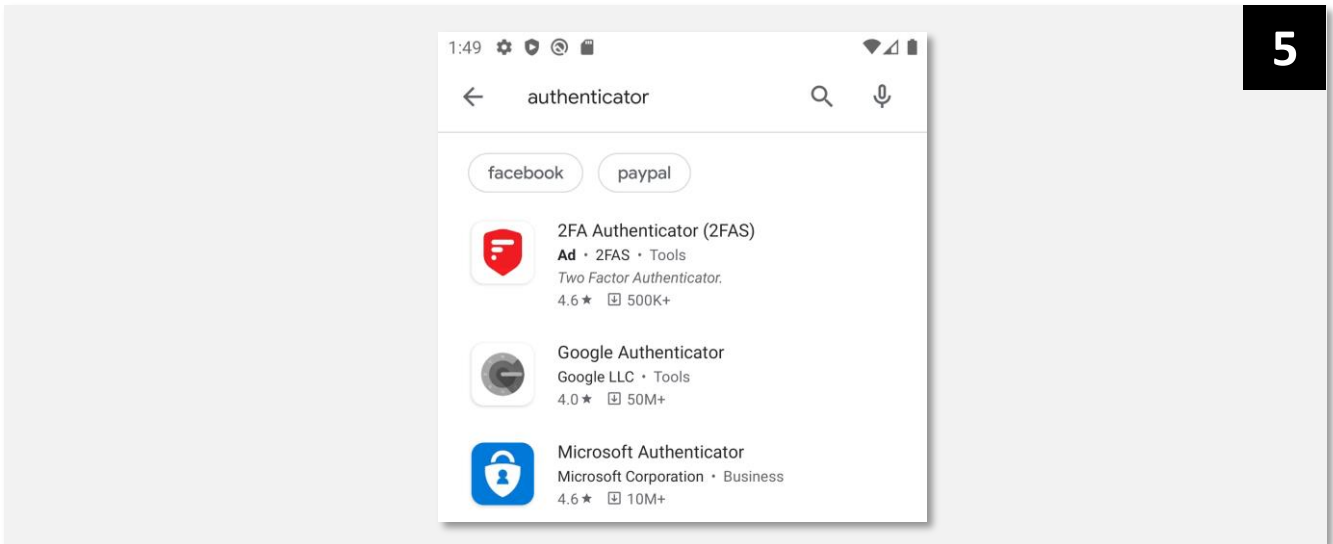
2. This will **open** the screen in which you can **start the installation**. Here, you will be asked to download the **Microsoft Authenticator application** on your phone. Click on **Next**.

2

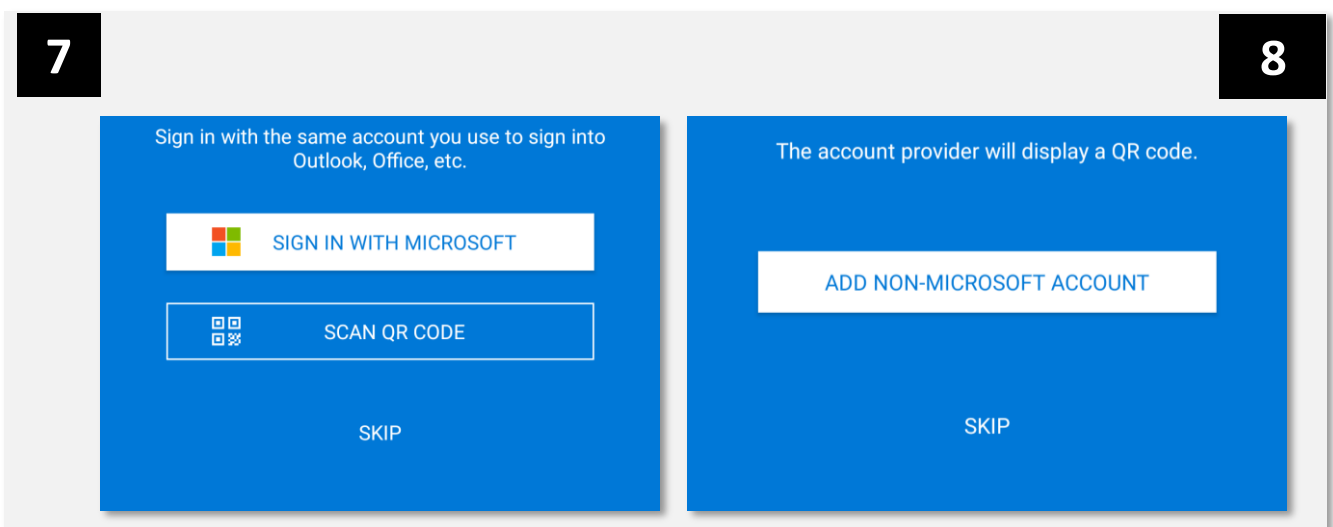
3. This is the **first step** of the registration. **Click next** to start the process.

3

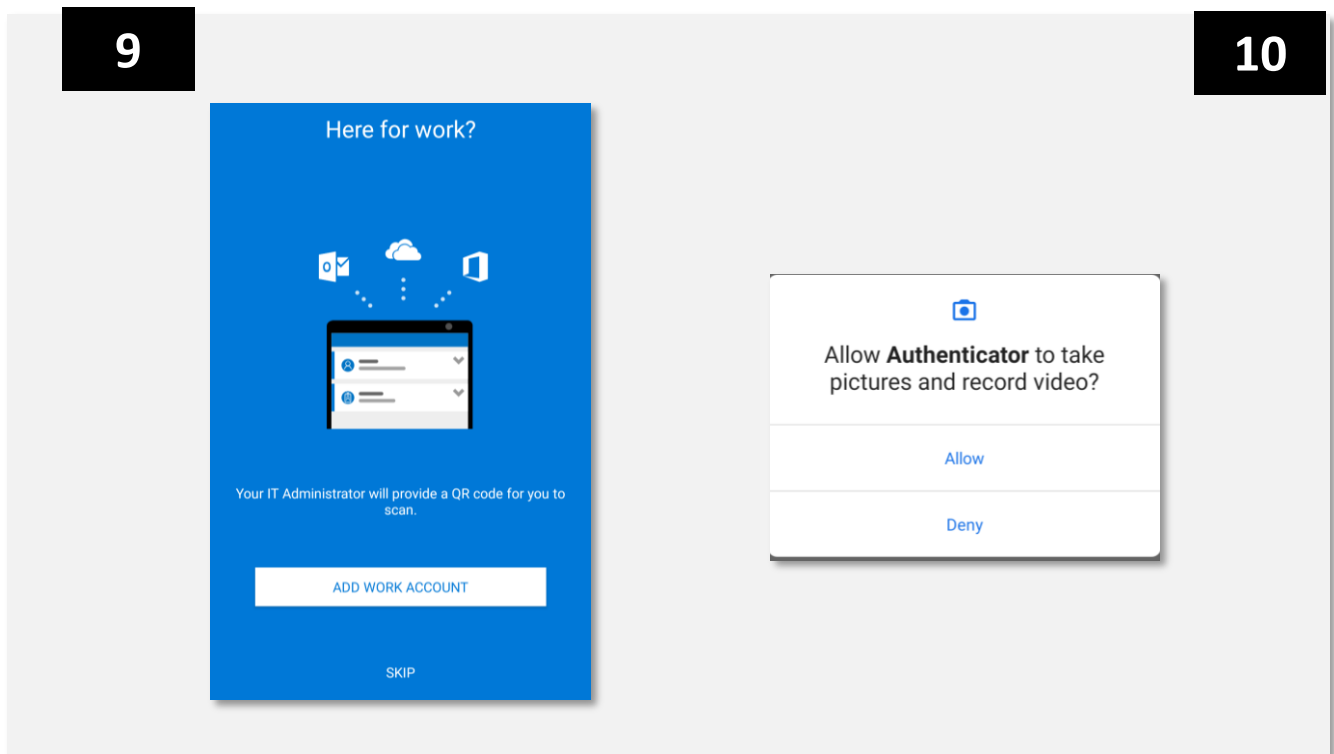
4. On your **phone**, open the **Google Play Store**.
5. In the **Play Store**, search for **Microsoft Authenticator** and **install** the app on your phone. If you can not install the app on your phone, you can go to [step 20](#).



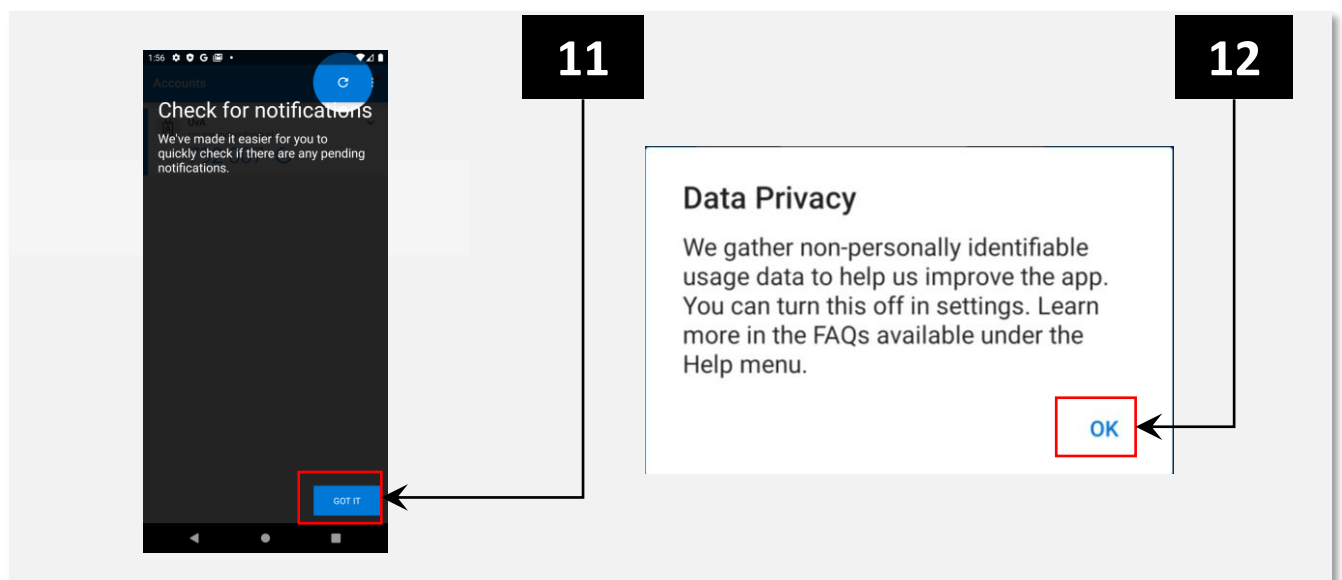
6. **Open the Microsoft authenticator app** once you **finished** the installation.
7. The next screen allows you to **secure personal** accounts. **Click skip**.
8. The following screen allows you to **secure other** accounts. **Click skip**.



9. In this screen you can add **work accounts**. Click **Add Work Account** to continue.
10. You will need to scan the **QR code** displayed on your laptop. **Therefore** you need to **grant** the **Authenticator** app **access** to your **camera**. *In case you do not want the app to retain access after registering, you can change this setting later.*



11. Allow the app to **send you notifications**. You **need** these **notifications** to use the **application conveniently**. You can change these settings later.
12. Read the following **notification** and **click OK**.




13. On your **phone**, your camera **opens**. In the **browser** of your **pc**, **click next**.



13

Microsoft Authenticator



Set up your account

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

Back
Next

14. Aim the **camera** of your **phone** on the **QR-code** displayed on your **laptop**.




14

Microsoft Authenticator

Scan the QR code

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

Once you've scanned the QR code, choose "Next".




[Can't scan image?](#)

Back
Next

15. Your **account** has now been **registered** in the **app**. In the app you see your account details as displayed below.



15


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▼

@uva.nl


908 711
17

- To test whether you have **registered correctly**, a **notification** will be **sent** to the **app on your phone**, requesting an approval of your sign-in. On your **laptop** you **see** that they are **trying this out**.



16

Microsoft Authenticator



Let's try it out


Approve the notification we're sending to your app.

Back
Next

- At the **same time**, you will **receive** the **notification** on your phone **requesting** an **approval** of the **sign-in**. **Approve** the sign-in..



17



Approve sign-in?

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DENY
APPROVE

- On your **laptop** you can see that the **notification** has been **approved**. **Click next**.



18

Microsoft Authenticator



✔ Notification approved

Back
Next

19. On your laptop you will see a green **notification** in the top-right corner of your screen, **telling** you the **registration** has been **completed**. When you click 'Done', you have finished the **first part** of the **registration**.




19

Success!

Well done. You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method: Microsoft Authenticator – notification


Microsoft Authenticator


Done

Now you will **register** your **mobile phone** number. You need to do this to ensure you will always have access and control over your account, and to be able to **recover** your **account** in **exceptional situations**.

20. In your **laptop's** browser, **navigate** to <https://aka.ms/mfasetup>.
21. If needed, log in with your UOA mail address and password. You might be asked to **approve** the **sign-in** through the Authenticator app.
22. **Approve** the **sign** in if needed.




21



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Approve sign in request

 We've sent a notification to your mobile device. Please open the Microsoft Authenticator app to respond.

Having trouble? [Sign in another way](#)

[More information](#)

22



Approve sign-in?

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[DENY](#)
[APPROVE](#)

23. In your browser you will see the following page. Click add method.

23

My Sign-ins [No Title]

Overview

Security info

Organisations

Devices

Privacy

Security info

These are the methods you use to sign in to your account or reset your password.

Default sign-in method: Microsoft Authenticator – notification [Change](#)

+ Add method

Microsoft Authenticator Android

24. A pop-up will be shown in your browser. Click the selection arrow and choose 'Phone' and 'Add' to start adding your mobile phone number.

24

Add a method

Which method would you like to add?

Authenticator app

Authenticator app

Phone

Alternative phone

The next page guides you through the last steps of the registration.

25. In the **following screen** you **add** your **phone number**. First, choose the **country code** applicable to your phone number. After, you enter your mobile phone number and click **Next**.



25

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.
What phone number would you like to use?

United States (+1)

Text me a code
 Call me

Message and data rates may apply.

26. You **will be called**. When you answer the call, you'll hear a voice telling you to press #. Answer the call and press # on your phone..
27. During the call you will **see** in your **laptop's browser** that **you** are **being called**.
28. Once you entered # on your phone, you will see that your phone has been added as an sign-in method.

26

Phone

We're calling +31 06 now.

27

Phone

Call answered. Your phone was registered successfully

29

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification [Change](#)

+ Add method

	Phone	+31 6	Change	Delete
	Microsoft Authenticator	's iPhone		Delete

29. Now you have **successfully configured** all necessary conditions to be able to work securely with your UOA account. When you see both methods (Authenticator app and phone number) you can be sure you registered everything correctly.

In case you want to change settings, you can navigate to the page <https://aka.ms/mfasetup>. This can be required in the exemplary case you get a new phone.