


This instruction card will guide you through the process of installing **two-factor authentication** on your **iPhone**. 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 usage of Office 365**, 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**.



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More information required

Your organisation needs more information to keep your account secure


[Skip for now \(14 days until this is required\)](#)

[Use a different account](#)

[Learn more](#)


[Next](#)

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



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Microsoft Authenticator



Start by getting the app

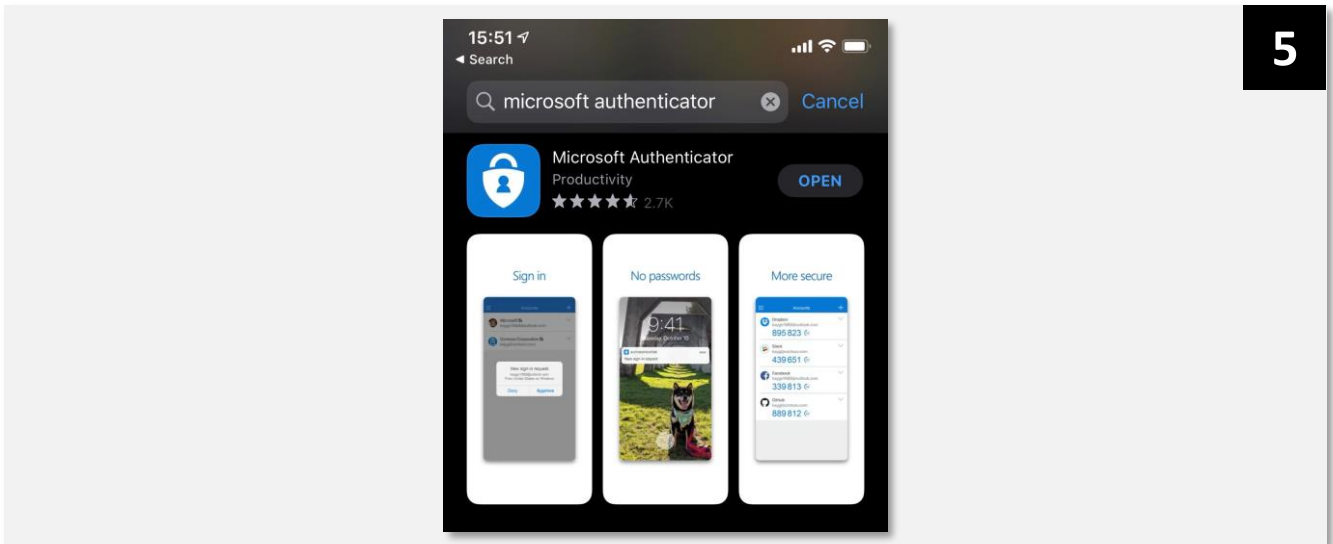
On your phone, install the Microsoft Authenticator app. [Download now](#)

Once you've installed the Microsoft Authenticator app on your device, choose "Next".

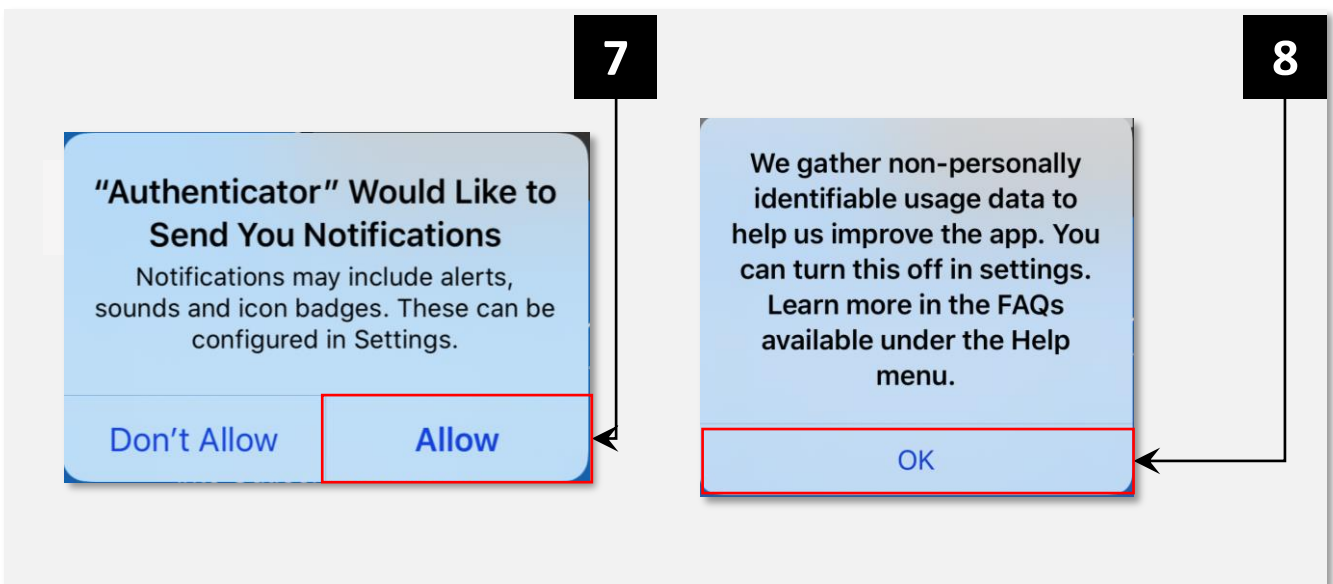
[I want to use a different authenticator app](#)

[Next](#)

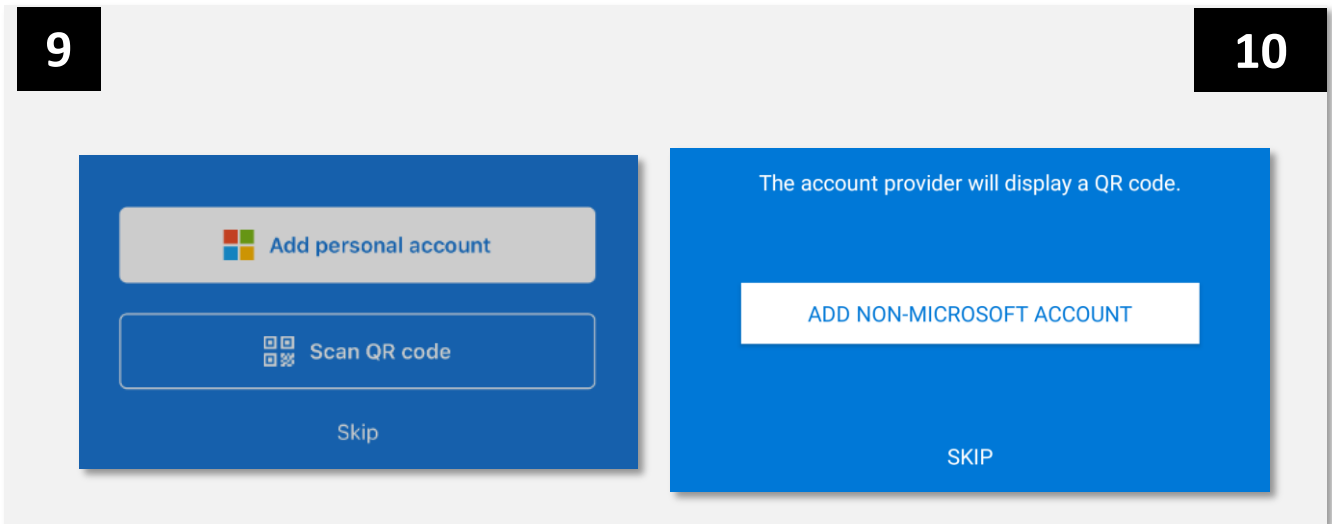
4. On your **phone**, open the **App Store**.
5. In the App store, search for the Microsoft Authenticator app and install the app on your phone. If you can not install apps on your phone, go to [step 20](#).



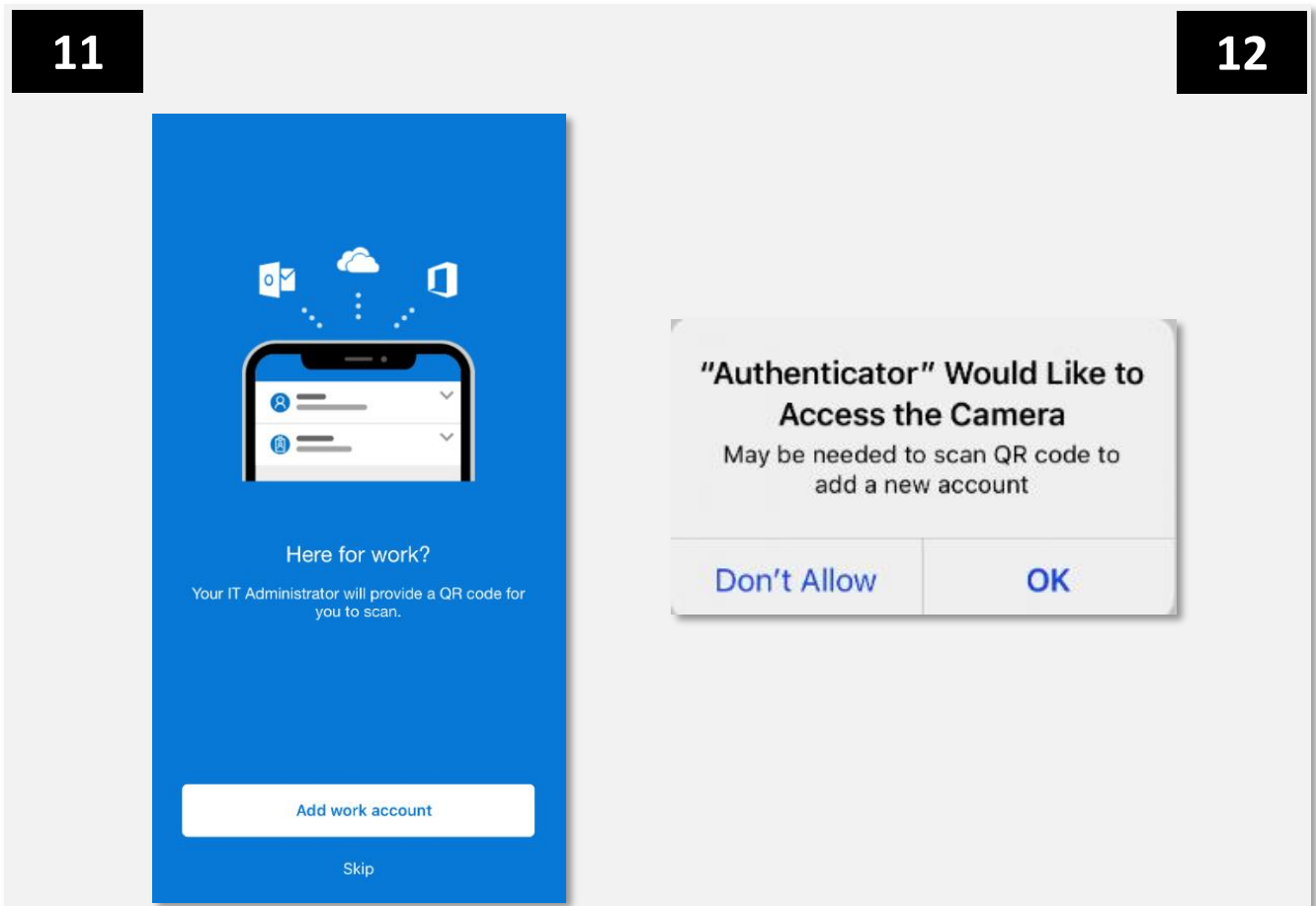
6. **Open** the Microsoft Authenticator app once it finished installing on your phone.
7. **Allow** the app to **send you notifications**. You **need** these **notifications** to use the **application conveniently**. The app will only send notifications when you need them to log in to your account, and you can change the settings later.
8. Read the following **notification** and **click OK**.



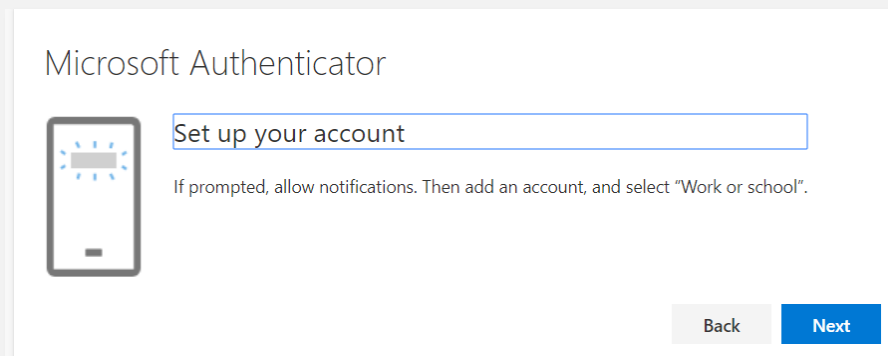
9. The next screen allows you to **secure personal** accounts. **Click skip.**
10. The following screen allows you to **secure other** accounts. **Click skip.**



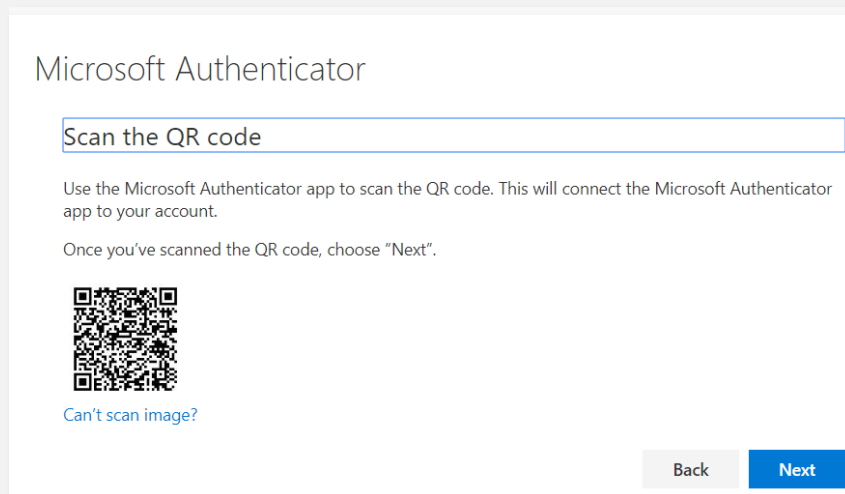
11. In this screen you can add **work accounts**. **Click Add Work Account** to continue.
12. You will need to scan the **QR code** displayed on your laptop. **Therefore** you need to **grant the Authenticator app access** to your **camera**. *In case you do not want the app to retain access after registering,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



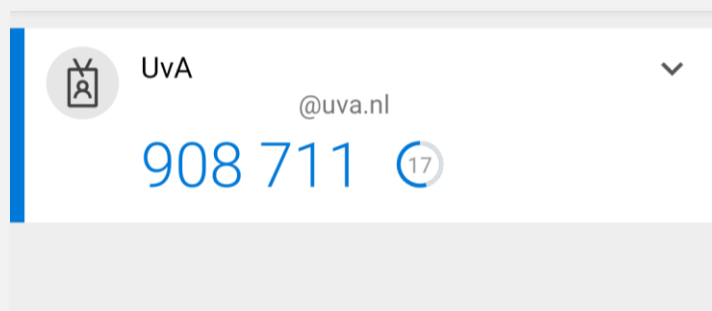
13. On your **phone**, your camera **opens**. In the **browser** of your **pc**, **click next**.


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


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



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16. 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**.



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Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app.

Back
Next

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



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Approve sign-in?

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Deny
Approve


←

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



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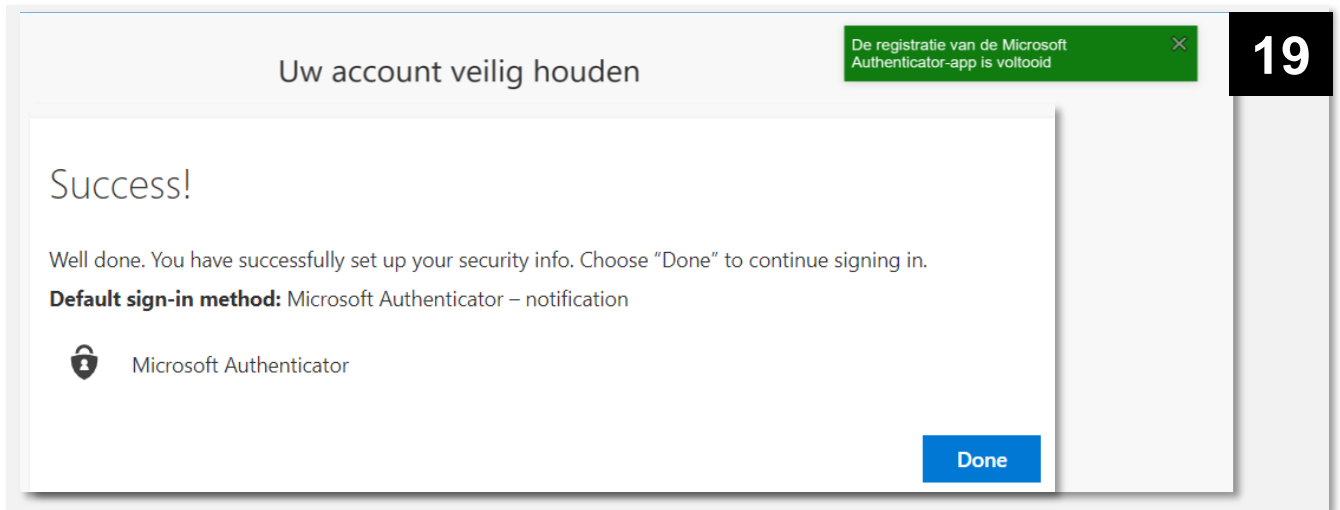
Microsoft Authenticator



✔ 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**.



Uw account veilig houden

De registratie van de Microsoft Authenticator-app is voltooid

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Success!

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

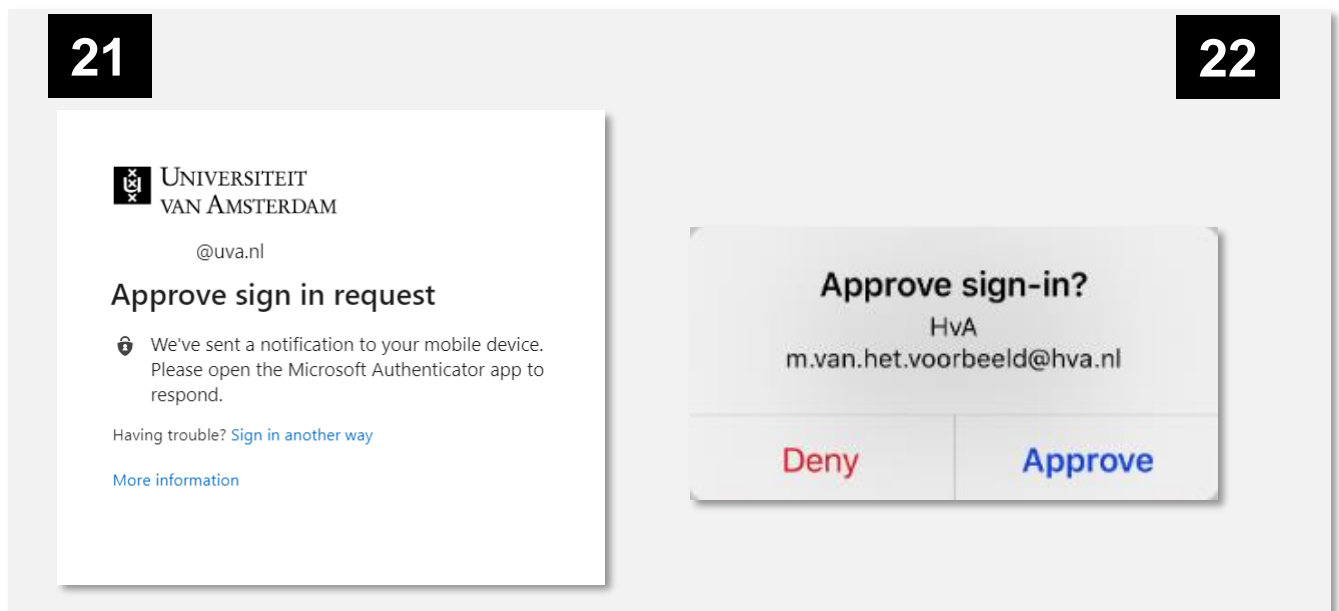
Default sign-in method: Microsoft Authenticator – notification

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.



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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](#)

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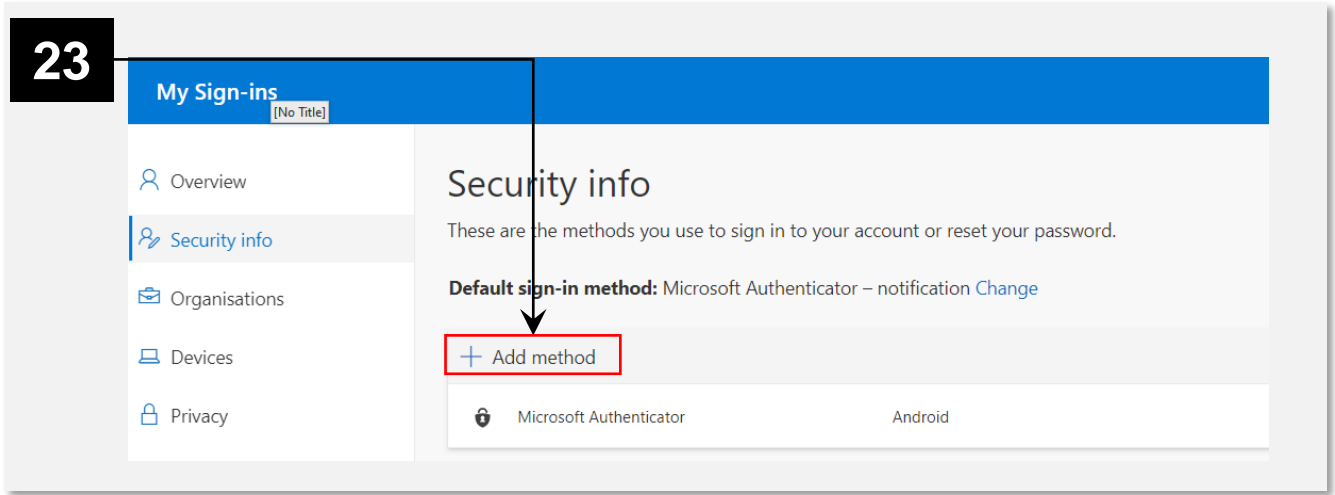
Approve sign-in?

HvA

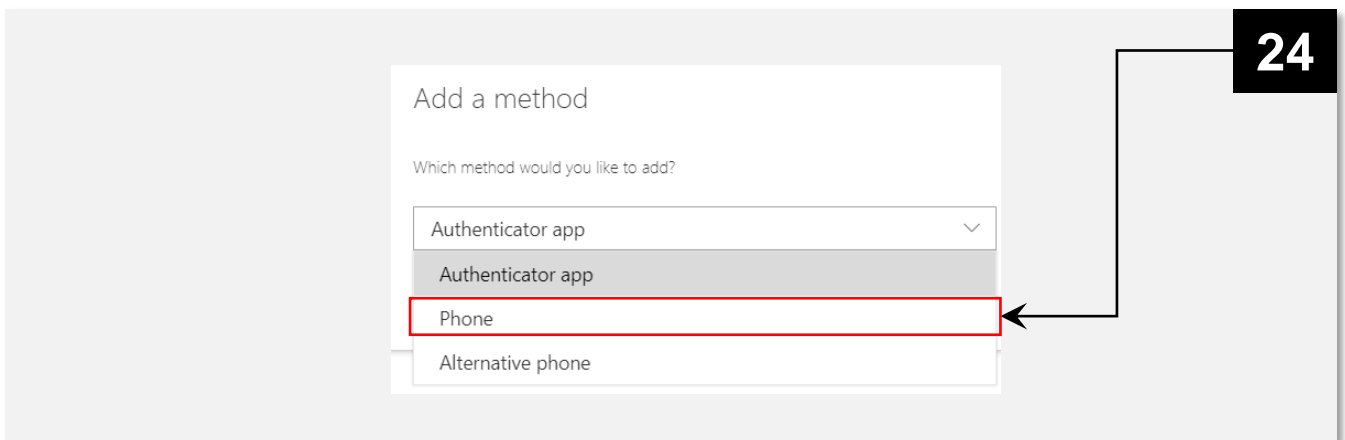
m.van.het.voorbeeld@hva.nl

Deny Approve

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

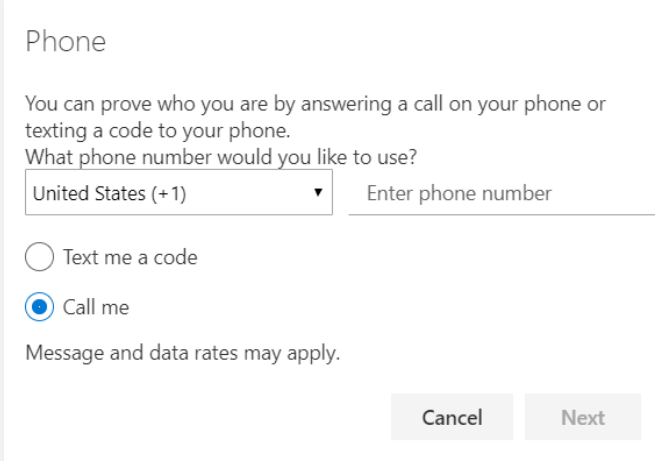


24. A pop-up will be shown in your browser. Click the selection arrow and choose 'Phone' and 'Add' to start adding your mobile phone number.



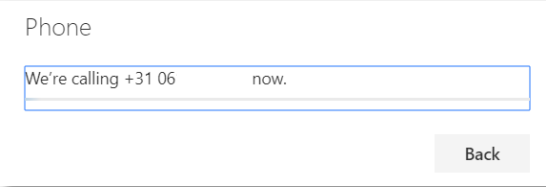
The next page guides you through the last steps of the registration.

26. 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**.

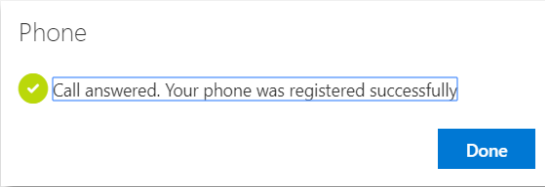


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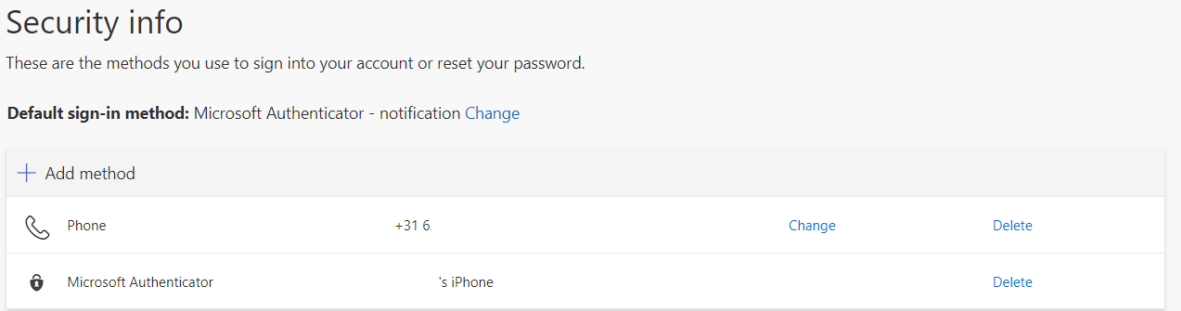
27. You **will be called**. When you answer the call, you'll hear a voice telling you to press #. Answer the call and press # on your phone..
28. During the call you will **see** in your **laptop's browser** that **you** are **being called**.
29. Once you entered # on your phone, you will see that your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



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30. 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.