
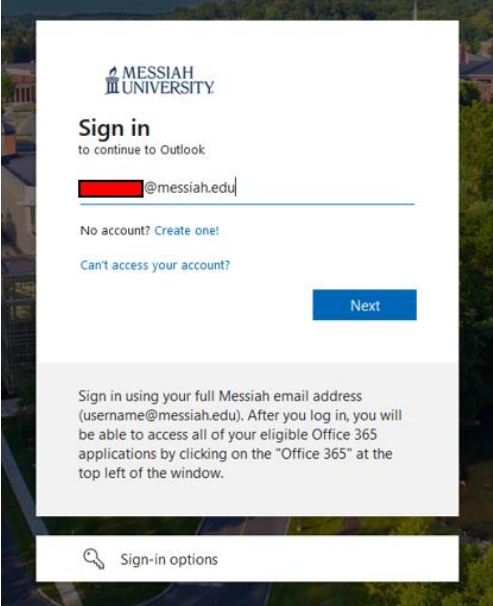
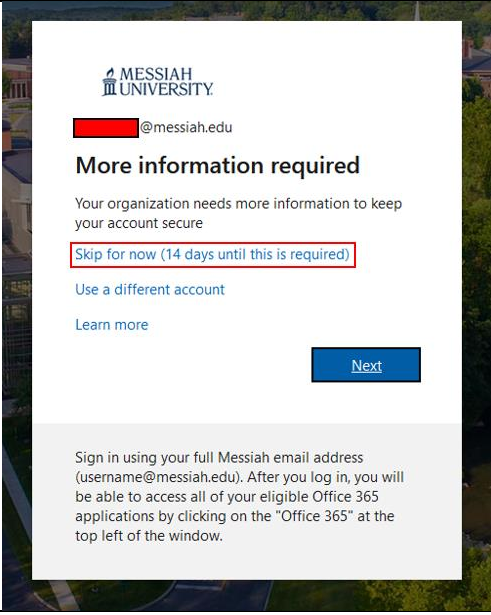
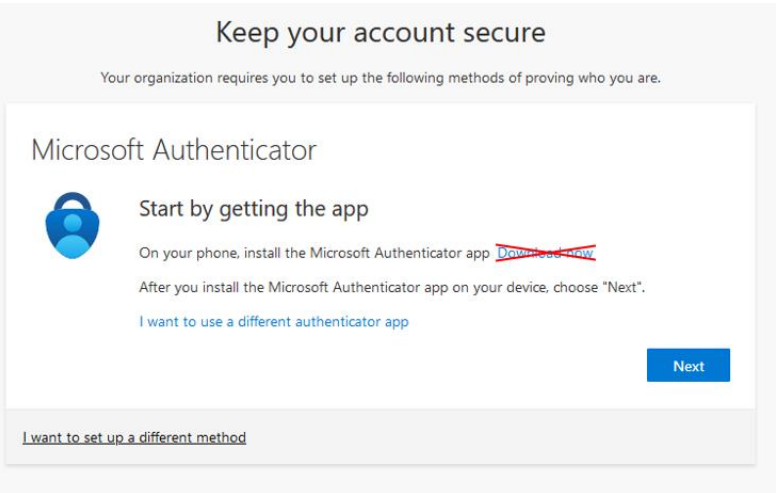
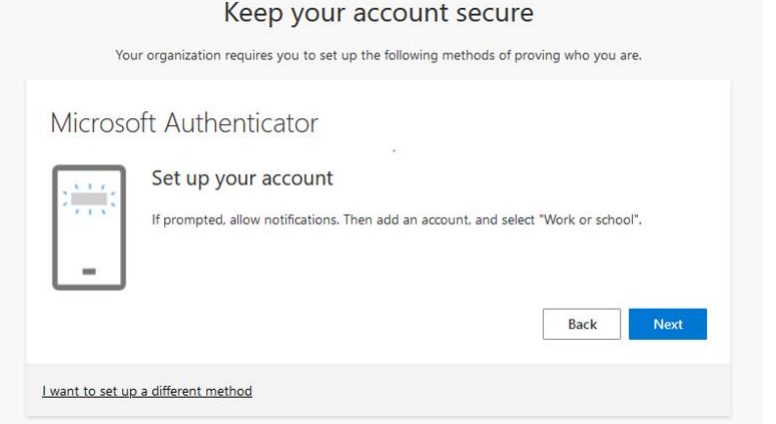


Securing your Messiah University account with Microsoft Authenticator

Please follow these steps to set-up Microsoft Authenticator. Note that you will use both your computer and your personal smartphone during this process.

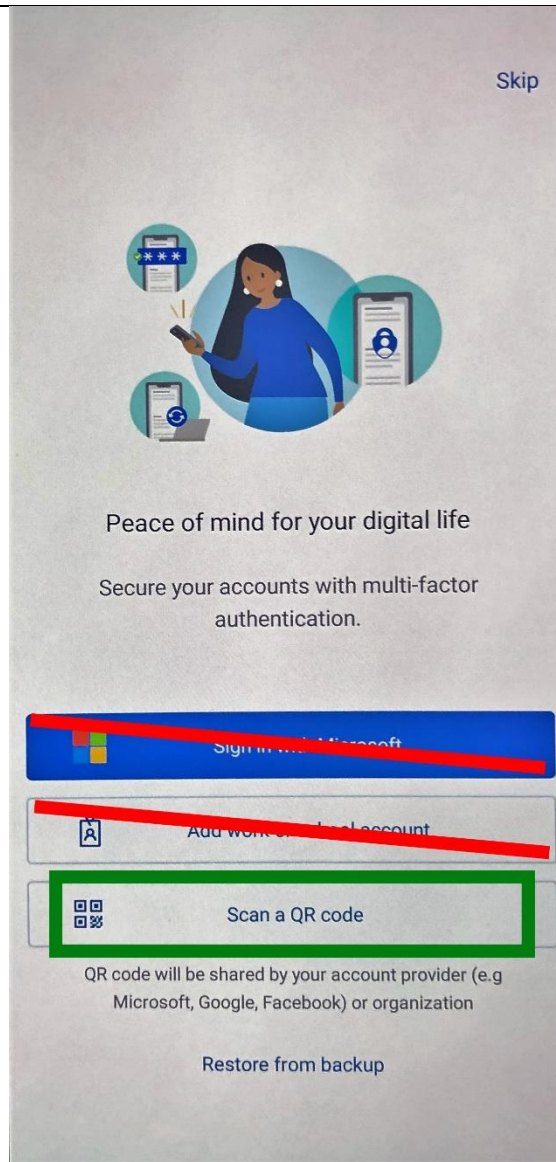
<p>1</p> <p>Begin by installing the Microsoft Authenticator app on your personal smartphone. Do NOT open the app until step 6</p> <p>If you are viewing these instructions on your smartphone, you can use the appropriate link below to download the app directly:</p> <p>iOS\App Store Android\Play Store</p> <p>If you are viewing these instructions on your computer, open the App Store or Play Store on your smartphone and search for Microsoft Authenticator. Be sure to download and install the correct app which should have the icon pictured here.</p>	 <p>The image shows the Microsoft Authenticator app icon, which is a blue shield with a white padlock in the center, all enclosed in a black square border. Below the icon, the text "Microsoft Authenticator" is written in a black sans-serif font.</p>
<p>2</p> <p>On your computer, go to https://office365.messiah.edu and sign in using your Messiah University e-mail account.</p>	 <p>The image shows a web browser window displaying the Microsoft Office 365 sign-in page for Messiah University. The page has a white background with the Messiah University logo at the top left. The main heading is "Sign in" followed by "to continue to Outlook". There is a text input field containing a redacted email address "@messiah.edu". Below the input field are links for "No account? Create one!" and "Can't access your account?". A blue "Next" button is positioned to the right of the input field. At the bottom of the page, there is a section titled "Sign in using your full Messiah email address (username@messiah.edu). After you log in, you will be able to access all of your eligible Office 365 applications by clicking on the 'Office 365' at the top left of the window." and a "Sign-in options" link with a magnifying glass icon.</p>

<p>3</p> <p>After signing in, you'll see a prompt that more information is required to secure your account. Clicking Next will begin the set-up process for multi-factor authentication on your account.</p> <p>You will see an option to Skip for now which also indicates how many days you can skip this process before you will be forced to complete it. If you do skip, you will see this prompt every time you sign in until it is completed.</p>	
<p>4</p> <p>After you select Next, a Keep your account secure wizard appears prompting you to install the Microsoft Authenticator app.</p> <p>Since you have already installed the app in Step 1, click Next to continue.</p> <p>Do NOT click on the Download now link on this screen.</p>	
<p>5</p> <p>The Set up your account page will appear. Stay on this page on your computer while you set-up the Microsoft Authenticator app on your mobile device.</p>	

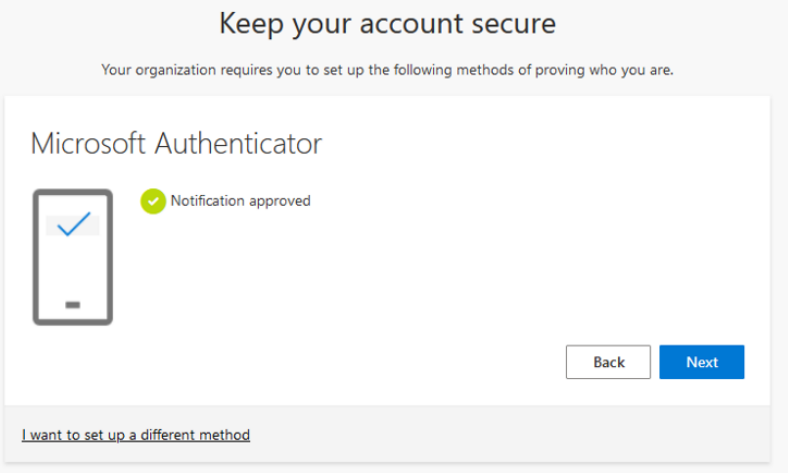
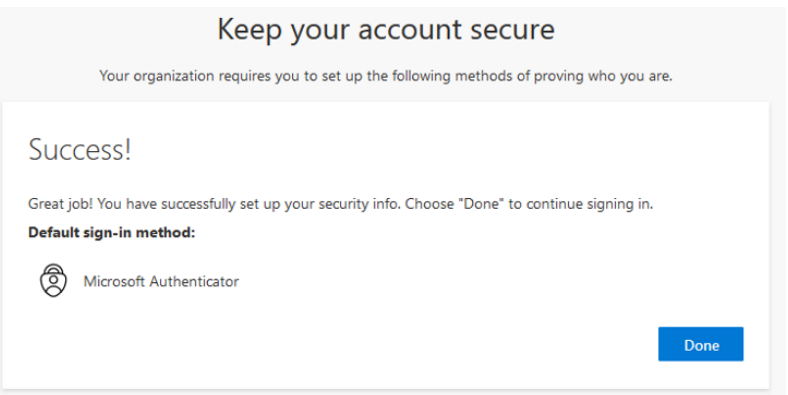
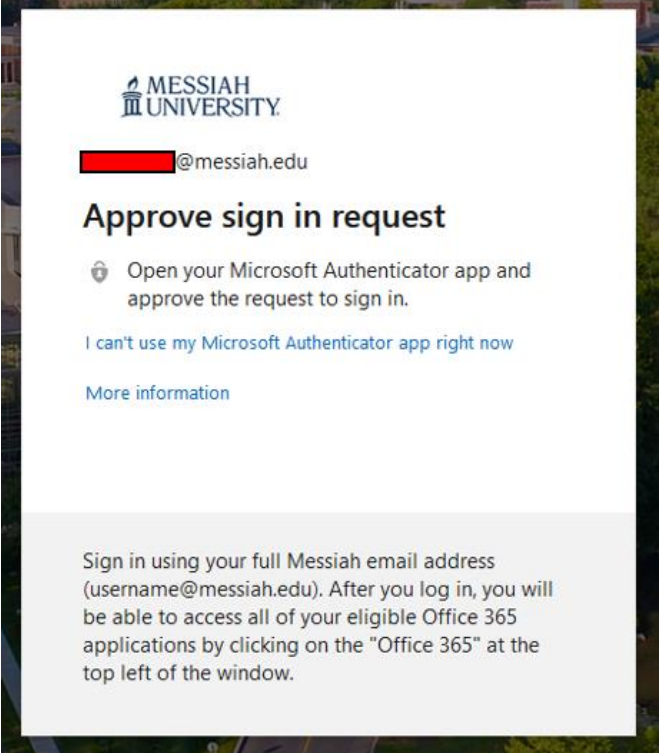
Open the **Microsoft Authenticator** app on your smartphone. Select to allow notifications (if prompted). Tap **I agree** to accept the privacy terms.

On the next screen, you will be presented with 3 options. Tap on **Scan a QR code** to proceed.

6 Note: The first time you set up the Microsoft Authenticator app, you might receive a prompt asking whether to allow the app to access your camera (iOS) or to allow the app to take pictures and record video (Android). You must select Allow so the authenticator app can access your camera to take a picture of the QR code in the next step.



<p>7</p>	<p>Return to the Set up your account page on your computer, and then select Next.</p> <p>The Scan the QR code page appears. Scan the provided code with the Microsoft Authenticator app on your smartphone. Once you get a message on your smartphone that your account has been added successfully, select Next on the Scan the QR code page on your computer.</p>	
<p>8</p>	<p>You will now be taken to a page to test your account and a notification should be sent to the Microsoft Authenticator app on your mobile device.</p>	

9	<p>Enter the 2-digit number provided and approve the notification in the Microsoft Authenticator app on your smartphone and the page should update to notify you that the notification was approved. Click Next to continue.</p>	 <p>The screenshot shows a page titled "Keep your account secure" with the subtext "Your organization requires you to set up the following methods of proving who you are." Below this is a white box containing the Microsoft Authenticator logo and a notification icon (a smartphone with a checkmark) next to the text "Notification approved". At the bottom right of the white box are "Back" and "Next" buttons. At the bottom left of the page is a link: "I want to set up a different method".</p>
10	<p>You should now receive a Success! page and the set-up process is complete. Click Done to complete the wizard and proceed into your account.</p>	 <p>The screenshot shows a page titled "Keep your account secure" with the subtext "Your organization requires you to set up the following methods of proving who you are." Below this is a white box containing the text "Success!" and "Great job! You have successfully set up your security info. Choose 'Done' to continue signing in." Underneath is the heading "Default sign-in method:" followed by a Microsoft Authenticator icon and the text "Microsoft Authenticator". At the bottom right of the white box is a "Done" button.</p>
11	<p>Once the grace period has ended and multi-factor authentication is enforced for your account, you will see this screen after entering your e-mail address and password. You should receive a notification on your smartphone to approve the sign-in. Once approved, your sign-in should continue automatically.</p>	 <p>The screenshot shows a sign-in request screen for Messiah University. At the top is the Messiah University logo. Below it is a redacted email address followed by "@messiah.edu". The main heading is "Approve sign in request". Below this is a lock icon and the text "Open your Microsoft Authenticator app and approve the request to sign in." There are two links: "I can't use my Microsoft Authenticator app right now" and "More information". At the bottom, in a grey box, is the text: "Sign in using your full Messiah email address (username@messiah.edu). After you log in, you will be able to access all of your eligible Office 365 applications by clicking on the 'Office 365' at the top left of the window."</p>