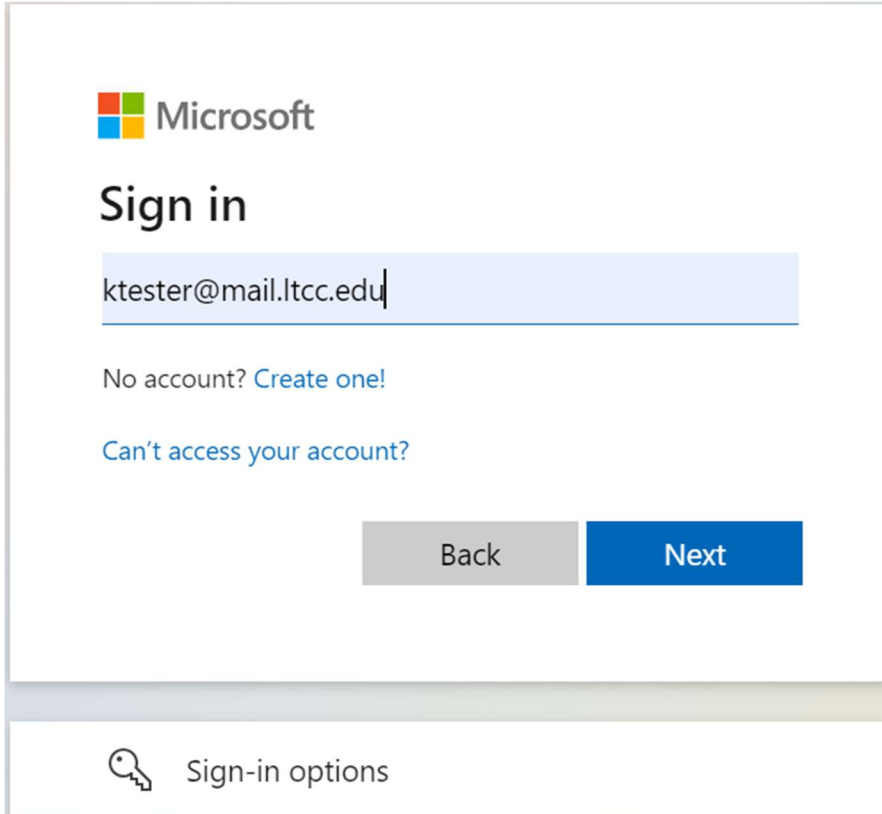


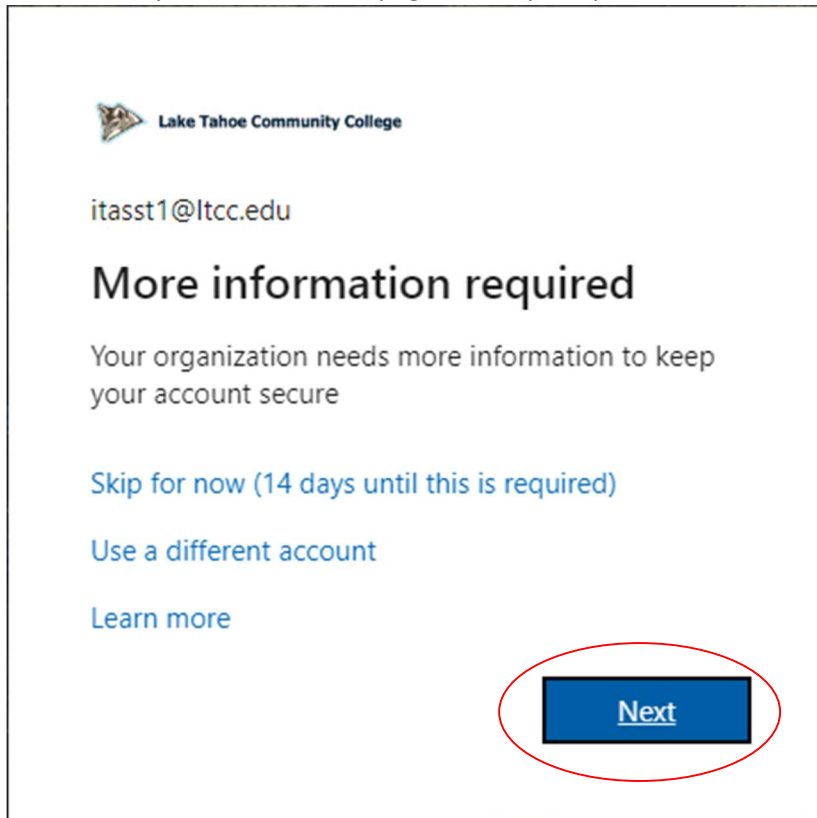
Microsoft Authenticator Set-Up

1. Log into your Microsoft account by visiting <https://www.office.com/> using your “@mail.ltcc.edu”

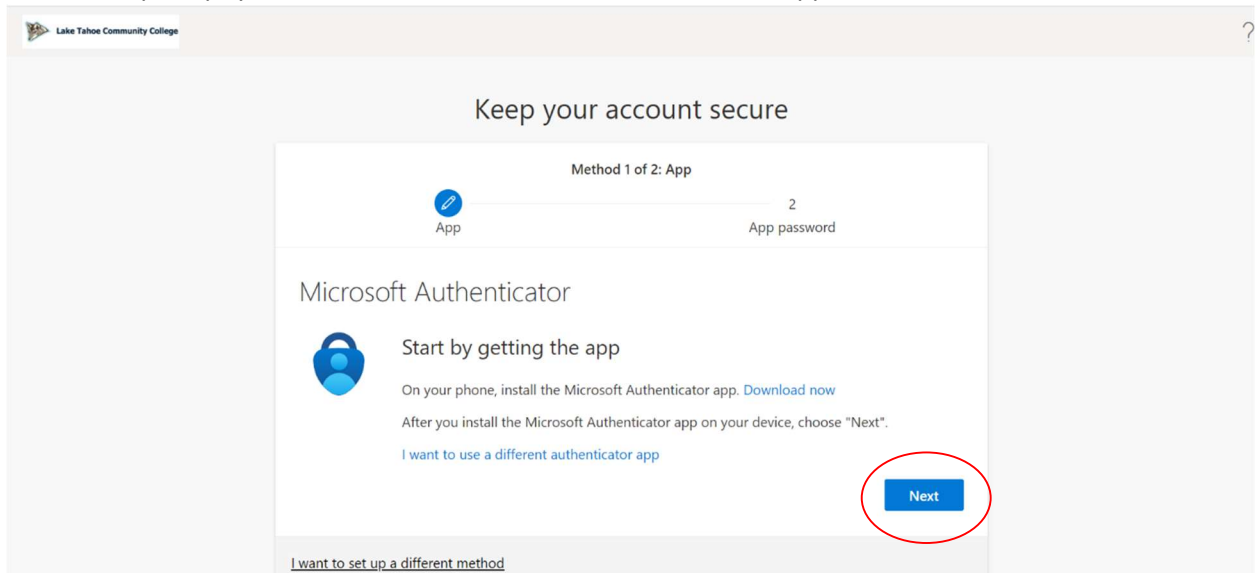


The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". A text input field contains the email address "ktester@mail.ltcc.edu". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the main content area are two buttons: "Back" (grey) and "Next" (blue). Below the main content area is a section titled "Sign-in options" with a key icon.

2. It will direct you to a Microsoft page and request you to enter more information



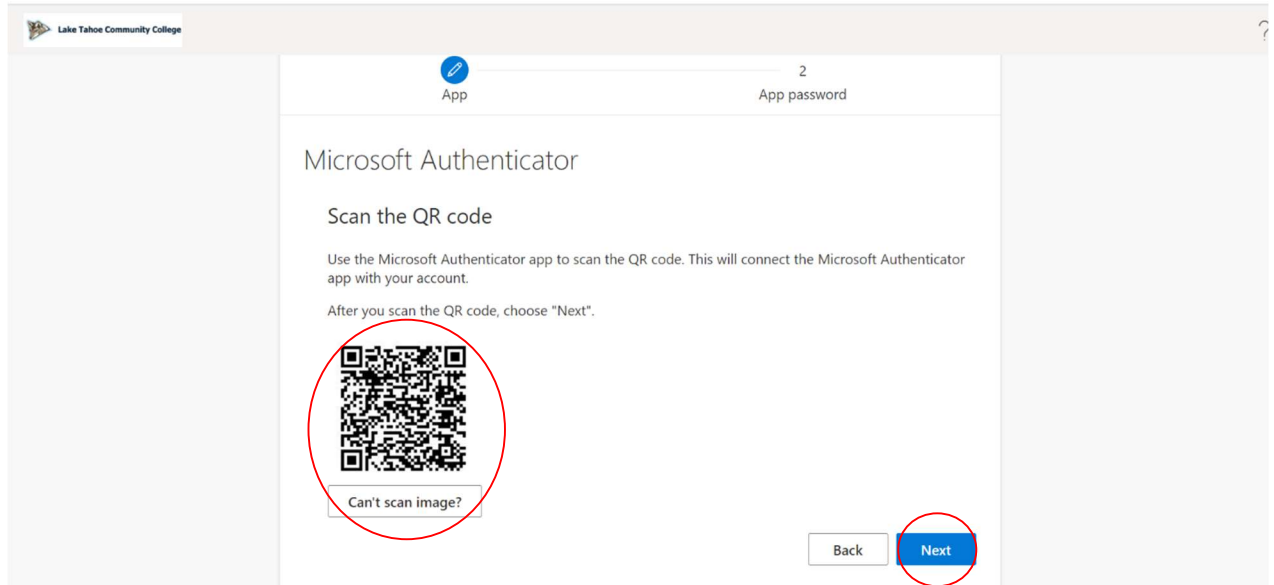
3. It will then prompt you to download the Microsoft Authenticator application



4. After downloading the application, you will need to select the “+” symbol on the top right of the phone application
 - a. “Choose work or school account”
5. Then select the QR option



6. Scan the QR code that appears on the screen after selecting “Next” in step 4 above



Set up is now complete! After selecting “Done” you will be prompted to use it. A number should appear and that will need to be entered into the application- this is how you will be prompted to use MFA from now on out. Thank you for your cooperation and please feel free to reach out to IT with any questions you may have.