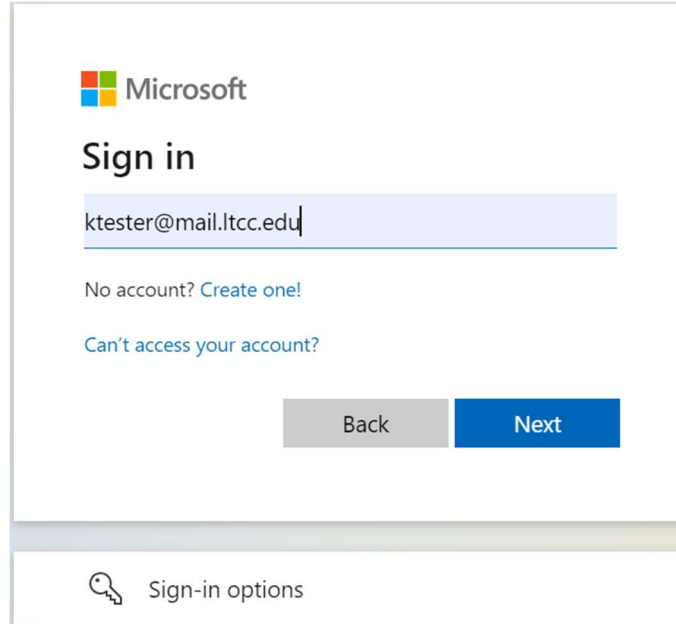


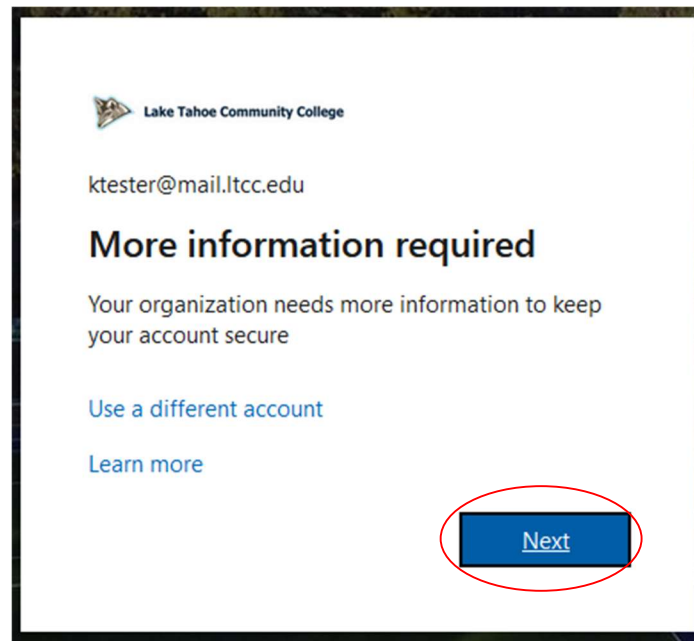
Microsoft Authenticator Set-Up

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



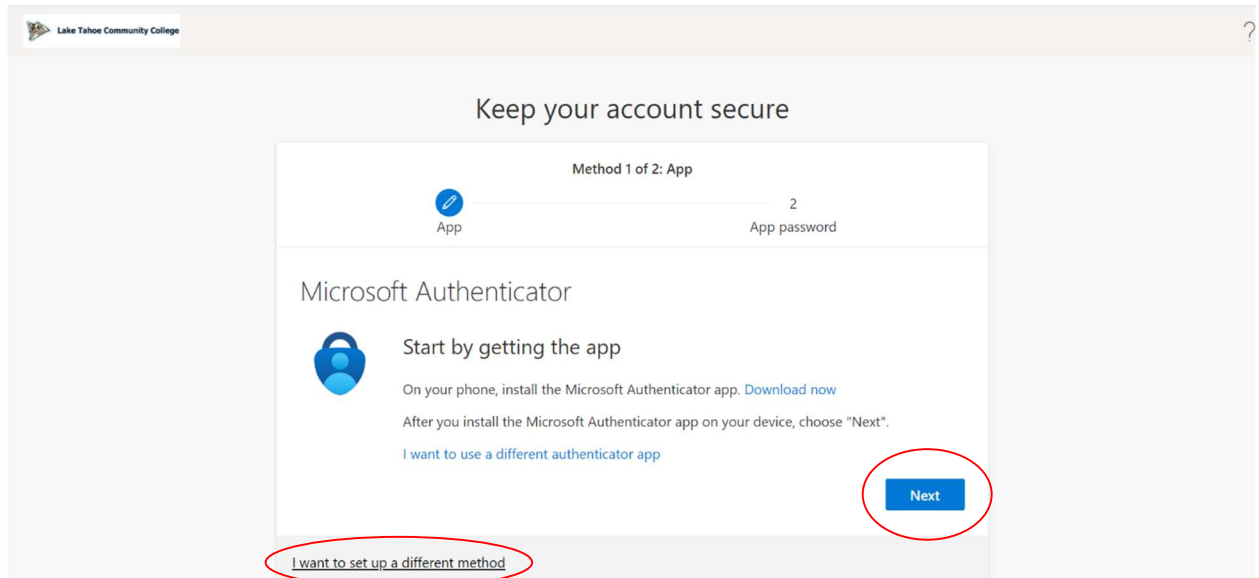
A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "ktester@mail.ltcc.edu". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the sign-in area are two buttons: "Back" (grey) and "Next" (blue). Below the sign-in 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

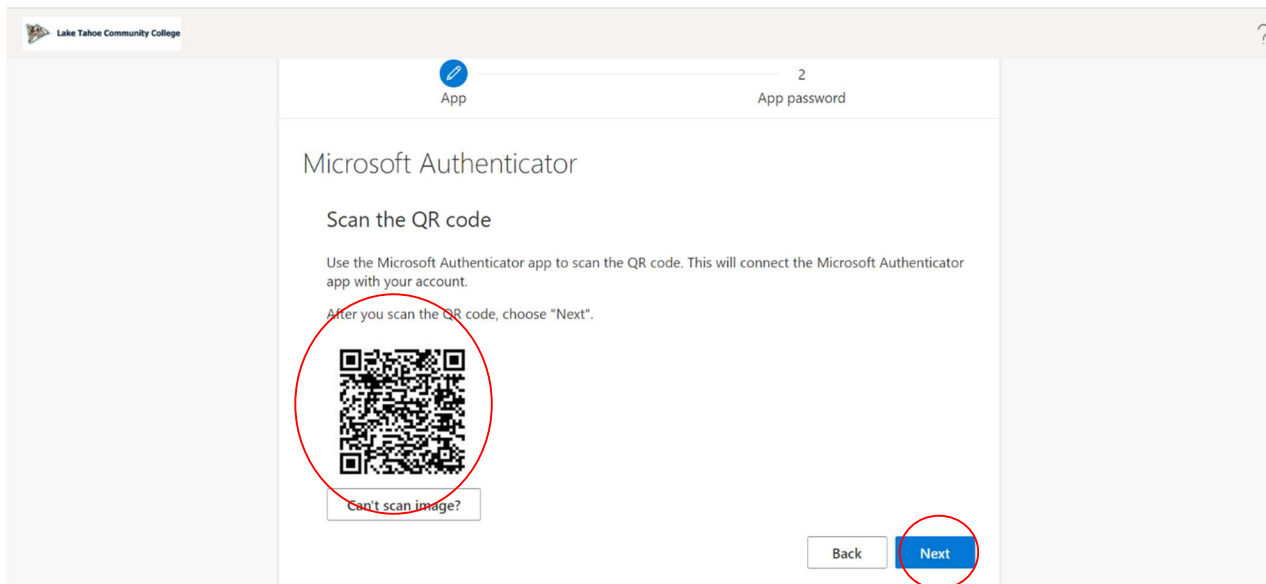


A screenshot of a Microsoft page titled "More information required". At the top left is the Lake Tahoe Community College logo. Below it, the email address "ktester@mail.ltcc.edu" is displayed. The main heading is "More information required". Below this, the text reads "Your organization needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more". At the bottom right, there is a blue button labeled "Next" which is circled in red.

3. It will then prompt you to download the Microsoft Authenticator application- you can either download the app or select “I want to set up a different method”



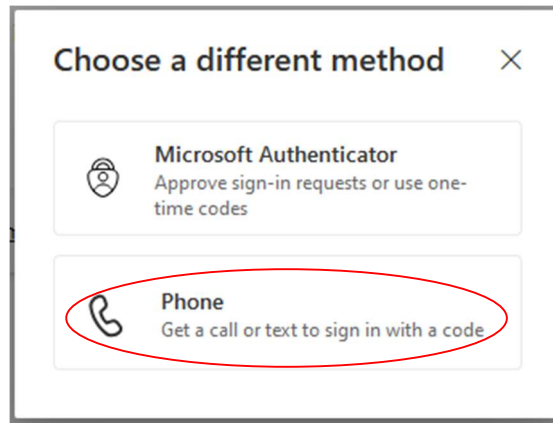
- a. After downloading the application, you will need to select the “+” symbol on the top right of the phone application
 - i. “Choose work or school account”
 - ii. Then select the QR option
 - iii. Scan the QR code that appears on the screen after selecting “Next” in step 4 above



- b. If you would like to use a phone number instead, select “I want to set up a different method”
 - i. Select the phone option



- ii. Enter your phone and select either...
 1. Receive a code
 2. Call me



- iii. It will send a 6 digit code and once you enter it and select done the set-up is complete.

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.