

# Configuring Microsoft Authenticator for Multi-factor Authentication for iOS

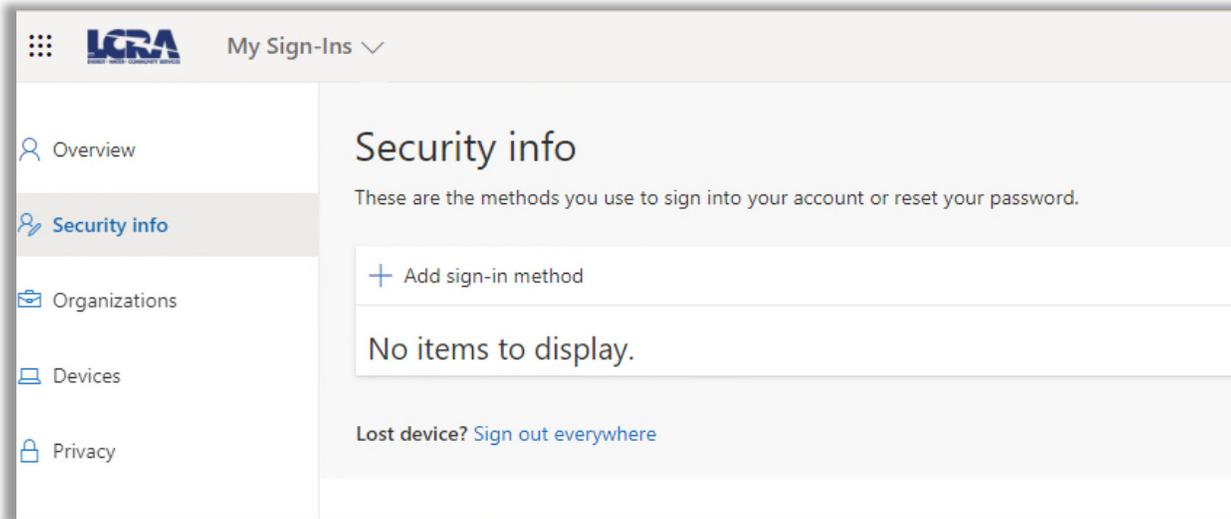
**Before You Begin:** You will need your LCRA-issued computer and iOS device. These instructions include steps you will take on both devices. Steps that are taken on your **computer** are indicated with an **ORANGE** border. Steps that are taken on your **iOS device** are indicated with a **BLUE** border. Please follow these instructions in their entirety in order to achieve the best user experience.

EXAMPLE:

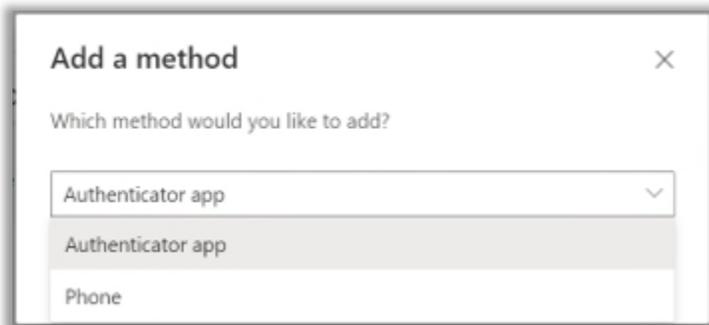
COMPUTER

iOS DEVICE

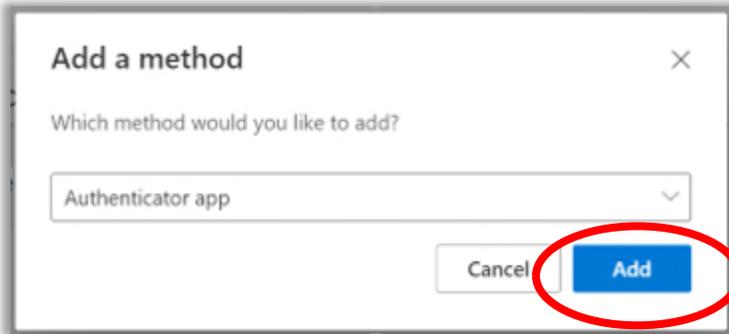
**FROM YOUR LCRA COMPUTER, ON THE NETWORK OR VPN,** go to <https://aka.ms/mysecurityinfo>.



Click on "Add sign-in method" and choose "Authenticator app" from the dropdown:

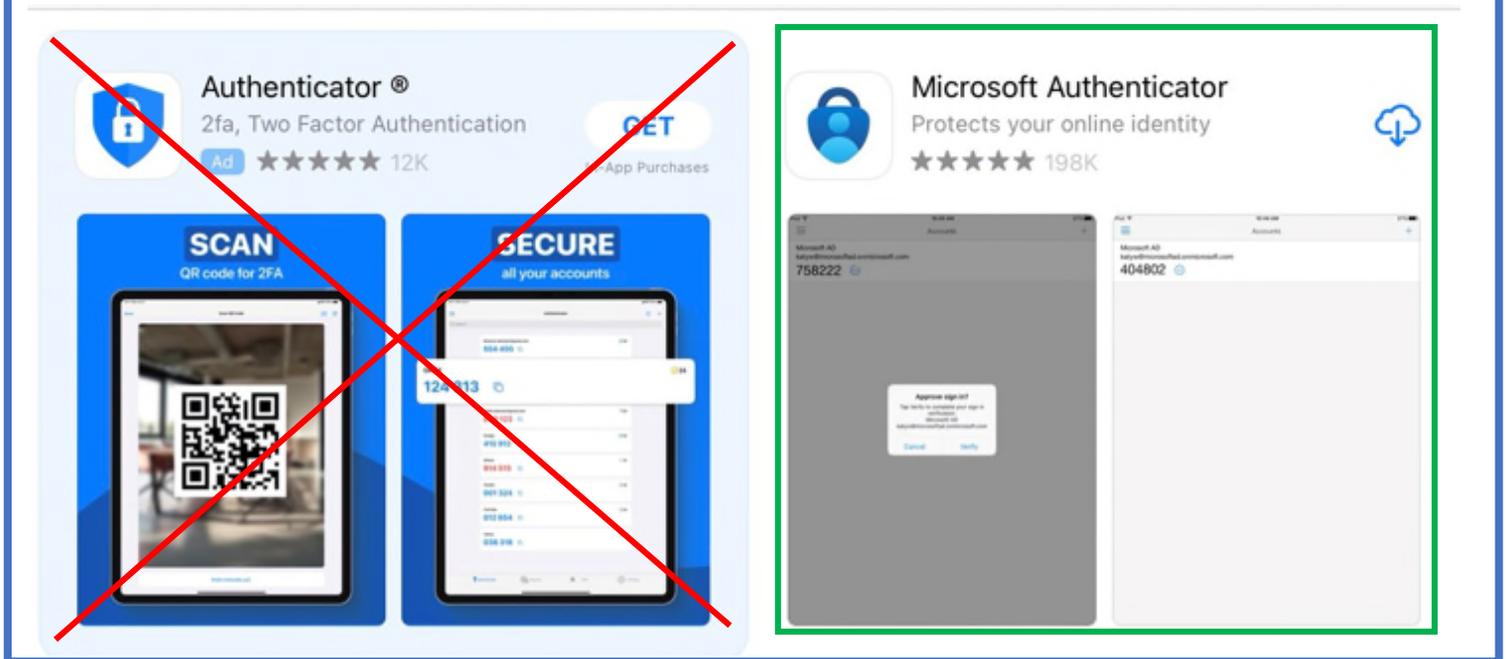


Click "Add":

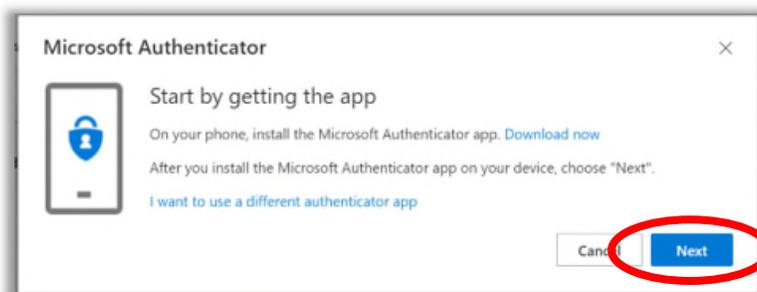


If you have not downloaded the Microsoft Authenticator app to your mobile device, do so now by downloading it from the App Store on your mobile device. Once installed, please wait to open the Authenticator app until you are instructed to do so.

Note: The App Store will display two similar Authenticator apps. Make sure you select the Microsoft Authenticator app:

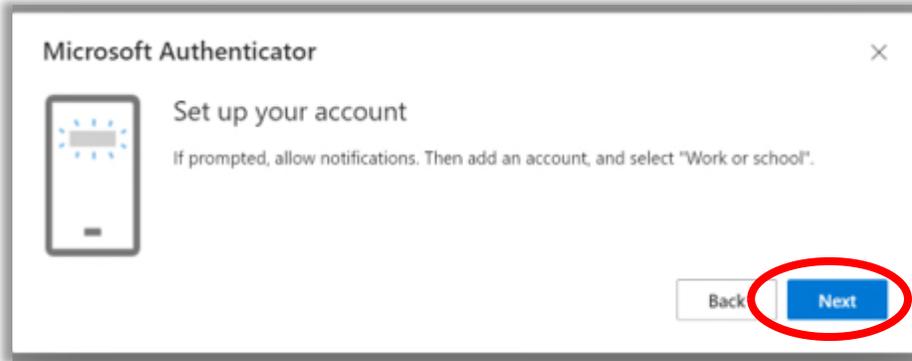


Once you have installed it on your mobile device, click "Next" **ON YOUR COMPUTER SCREEN:**

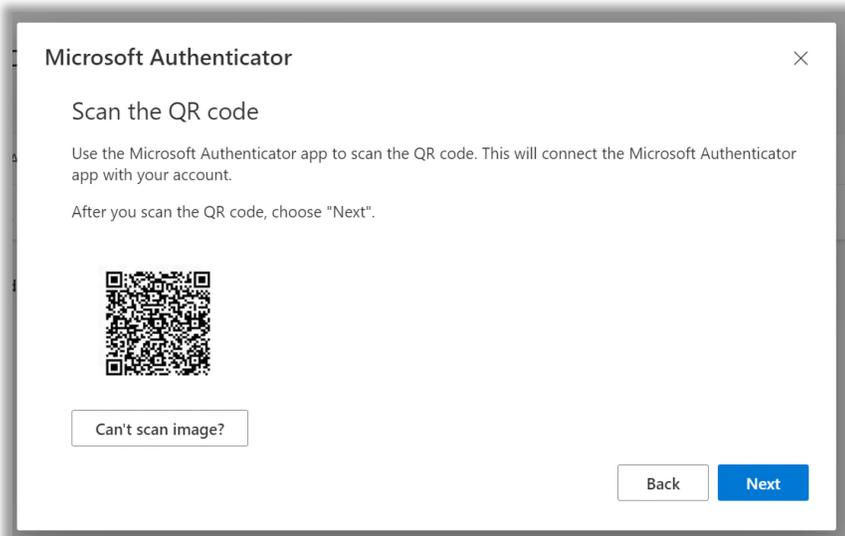


**NOTE: DO NOT** click the "I want to use a different authenticator app" link. You must use the Microsoft Authenticator app for MFA to remain in compliance with policy.

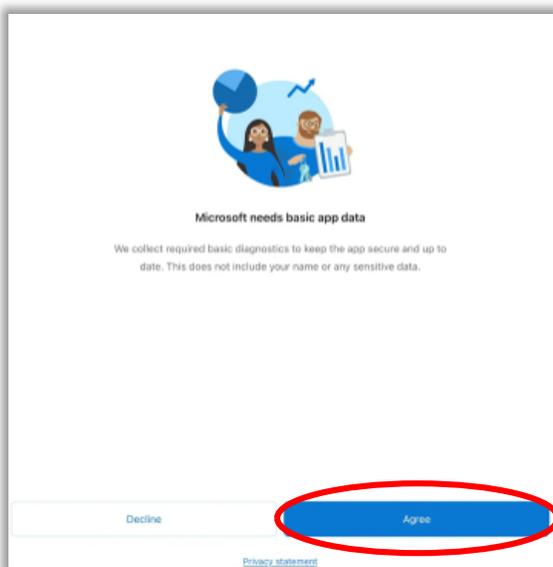
Click “Next” (Note: *do not add an account at this step*, but if you are prompted to allow notifications on your mobile device, please allow):



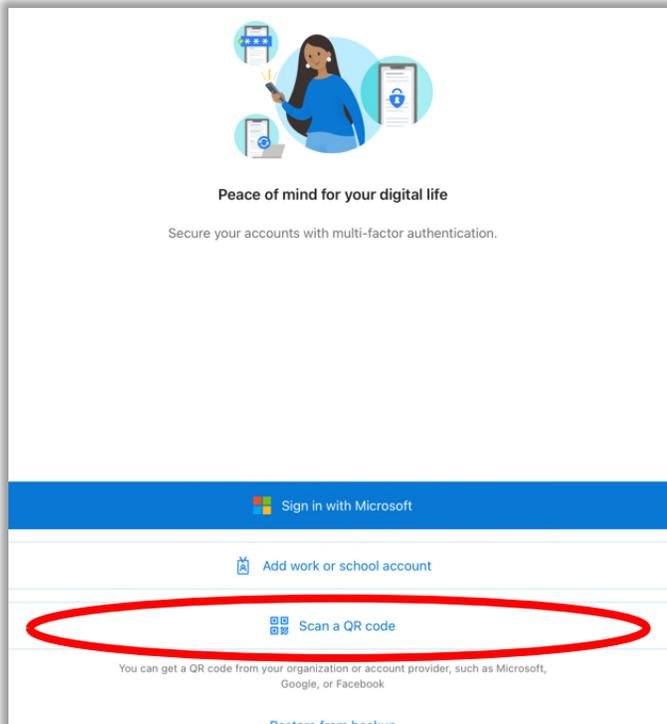
This screen displays a QR code – leave this screen open **ON YOUR COMPUTER**:



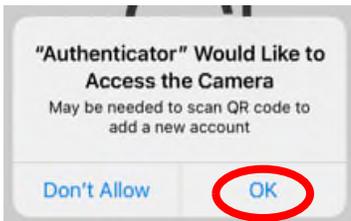
**ON YOUR MOBILE DEVICE**, open the Authenticator app, click “Agree”.



Click "Scan a QR code":

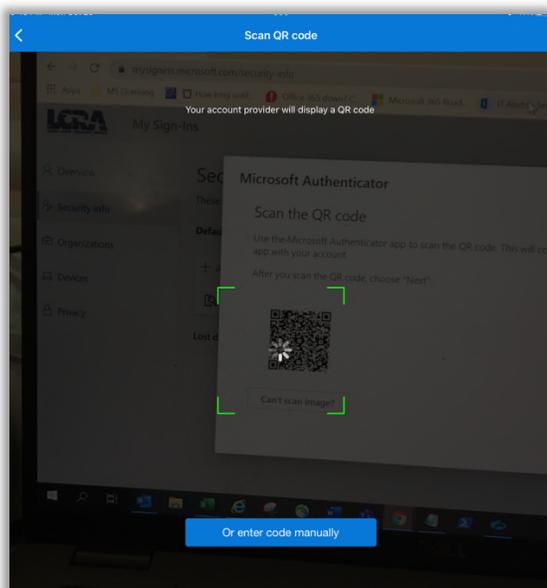


Click "OK" to allow camera access. This is required to scan the QR code:

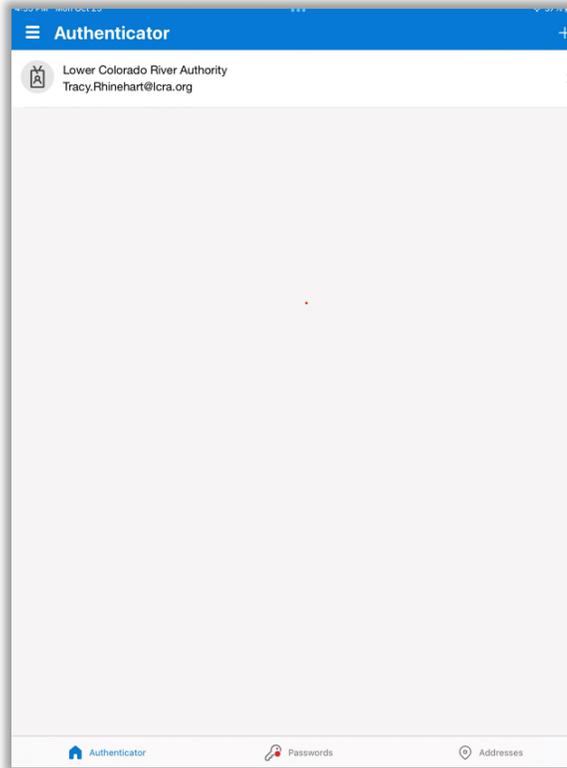


NOTE: DO NOT manually open your camera to scan the code. It will automatically open within the Authenticator app once access is allowed.

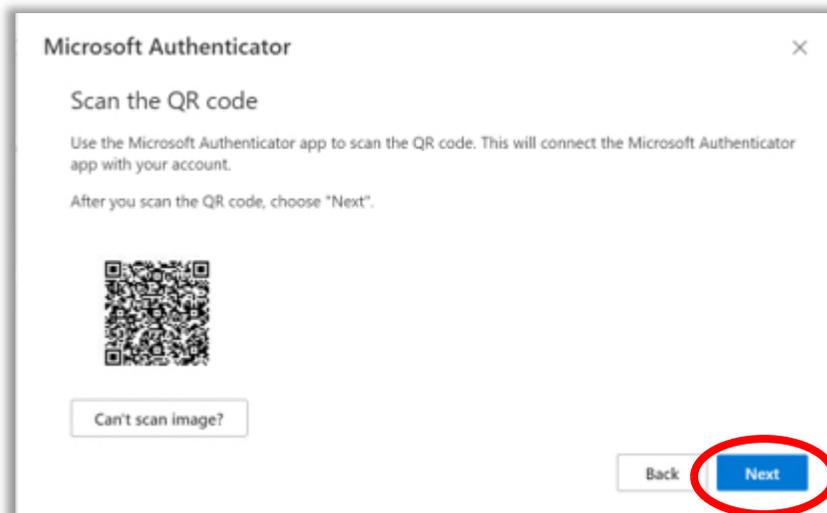
The camera will open *inside the Authenticator app* **ON YOUR MOBILE DEVICE**. Line up the square to the QR code still open **ON YOUR COMPUTER SCREEN**:



Once this is processed, the following screen will appear in the Authenticator app **ON YOUR MOBILE DEVICE**:

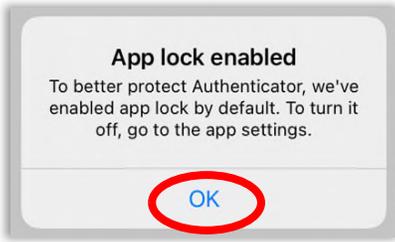


Once you have confirmation that your account has been added in the app, click "Next" **ON YOUR COMPUTER SCREEN**.



Note: if you receive a pop-up **ON YOUR MOBILE DEVICE** asking you to 'allow' notifications, please click "Allow".

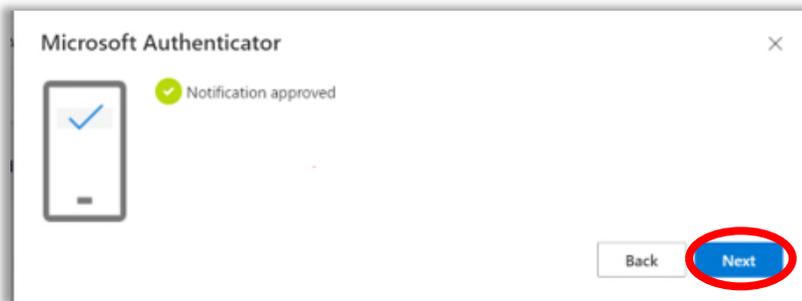
Note: If you receive the “App Lock enabled” notification **ON YOUR MOBILE DEVICE**, please click “OK”:



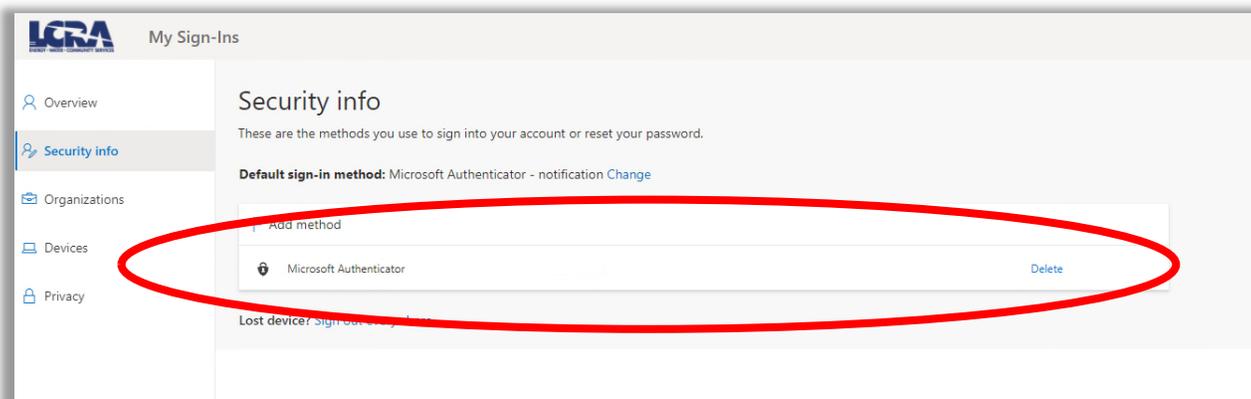
Click “Next” on the screen displaying the QR code **ON YOUR COMPUTER SCREEN** to test notifications, and “Approve” on the notification **ON YOUR MOBILE DEVICE**.



Once successful, you will see this screen **ON YOUR COMPUTER**:



You should now see Microsoft Authenticator in your list of Authentication Methods in your Security Info on [aka.ms/mysecurityinfo](https://aka.ms/mysecurityinfo):

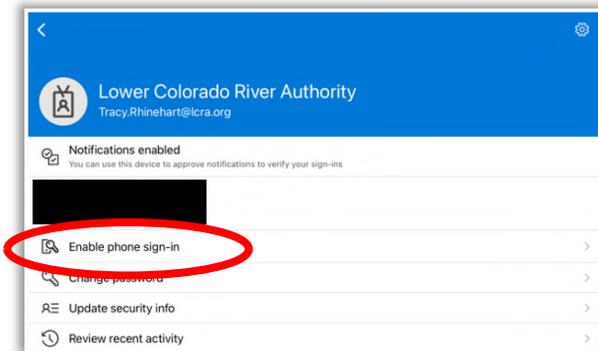


**\*\*DO NOT SKIP THE FOLLOWING STEPS\*\*** These steps are required for a passwordless experience when using Microsoft Authenticator.

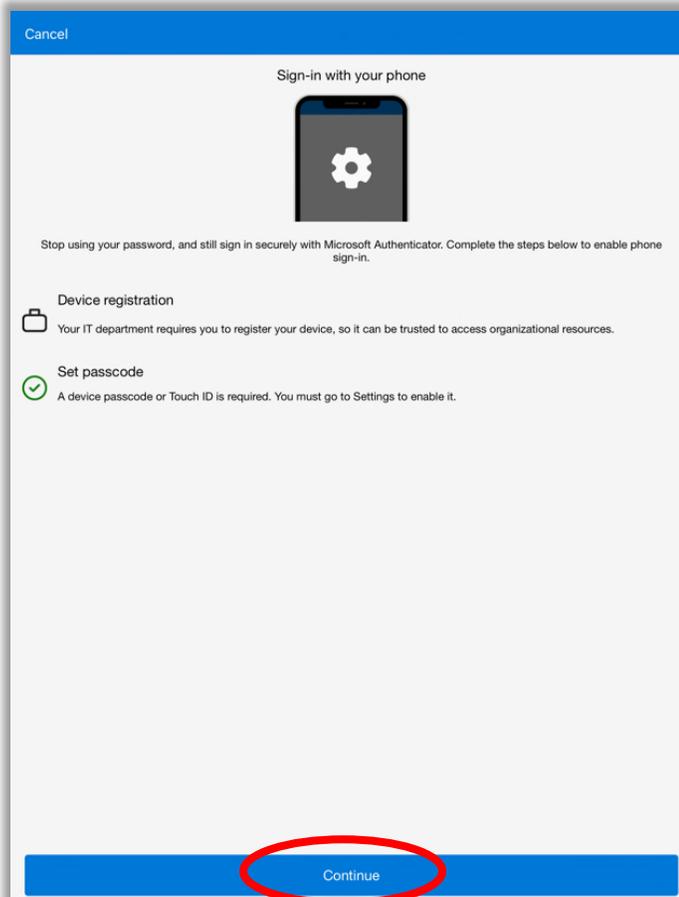
To configure passwordless authentication on the Authenticator app, open the app **ON YOUR MOBILE DEVICE**, and select the lcra.org account.



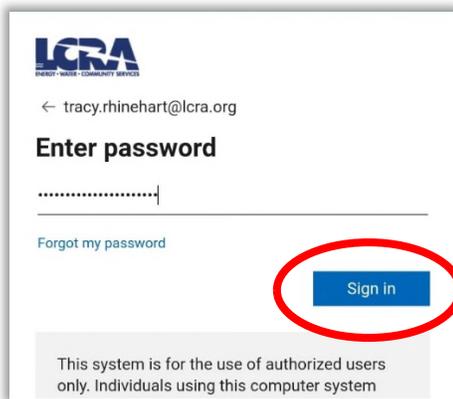
Select "Enable phone sign-in":



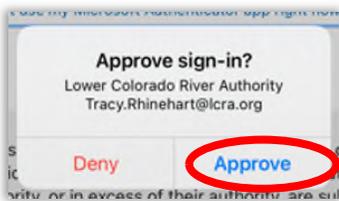
Click "Continue":



Enter your LCRA network password and click “Sign in”:



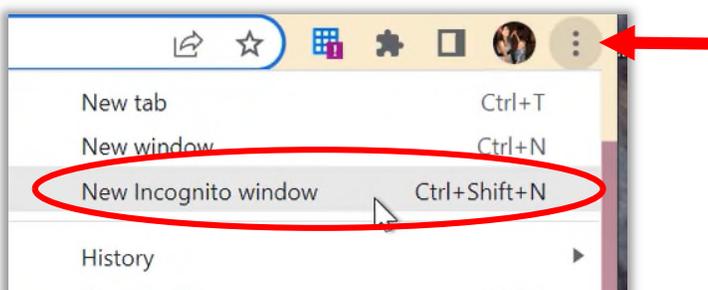
You will then get an approval request from Authenticator. Select “Approve”:



Click “Register”:



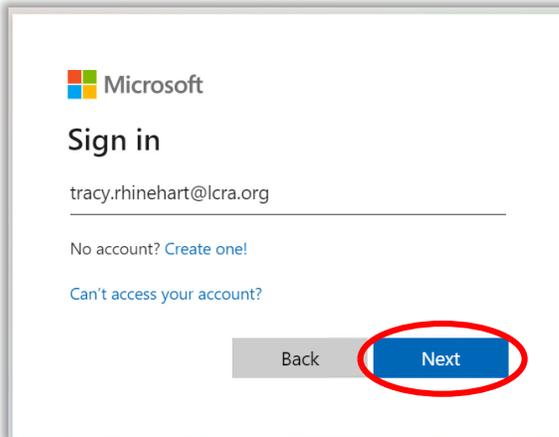
**ON YOUR COMPUTER**, open an Incognito Window in Chrome by clicking the 3 dots on the upper right-hand of the screen and choosing “New incognito window”:



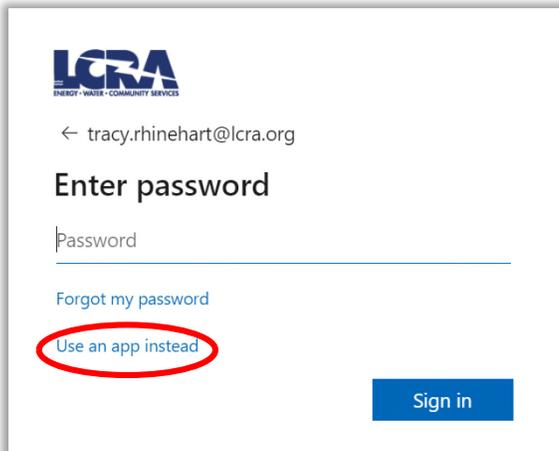
Go to office.com. Click "Sign in":



Enter your username and click "Next":

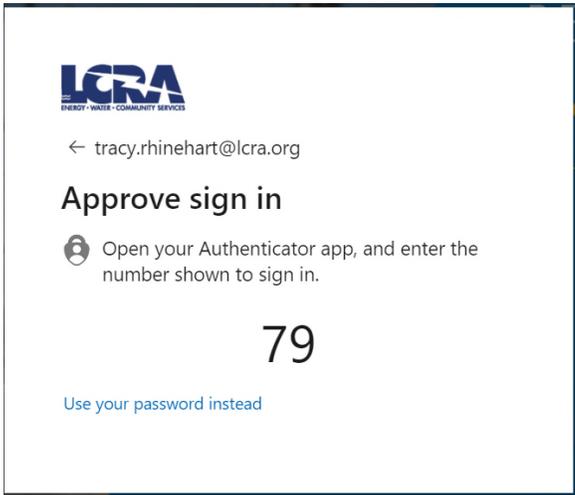


Click "Use an app instead":



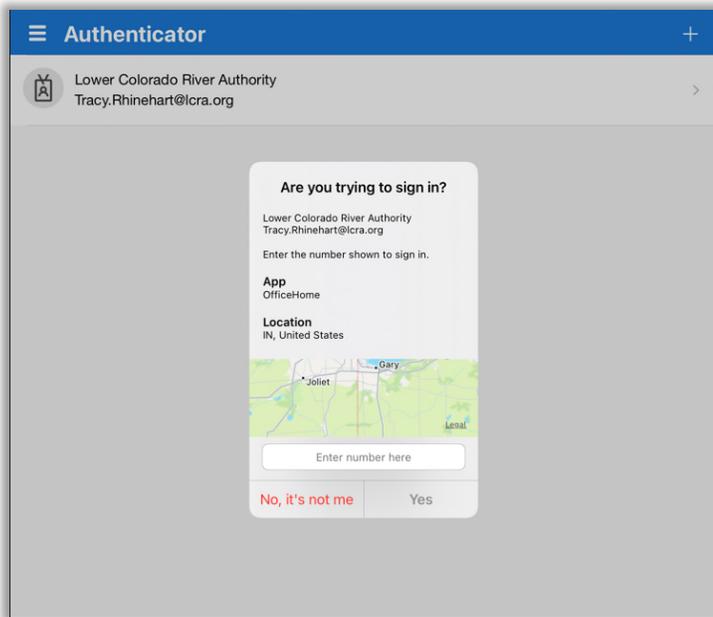
Note: You do NOT need to enter your password here.

A two-digit number will display **ON YOUR COMPUTER** screen:



NOTE: this is an example.  
Your number will be  
specific for your session.

Microsoft Authenticator will open **ON YOUR MOBILE DEVICE**. Click the notification and then enter the two-digit code in the box and click “Yes”:



Follow the prompts to enter your PIN or biometrics (depending on how your device is configured).  
You can close the browser tab.

You have now successfully configured Microsoft Authenticator! You will need to authenticate to Office 365 services every 24 hours. This is only required if you are accessing Office 365 off of the LCRA network – via the Outlook mobile app, for example.