Configuring Microsoft Authenticator for Multi-factor Authentication for iOS

<u>Before You Begin:</u> 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.

III LCRA My Sign	-Ins \checkmark
A Overview	Security info
𝒫 Security info	These are the methods you use to sign into your account or reset your password.
🖻 Organizations	+ Add sign-in method
므 Devices	No items to display.
A Privacy	Lost device? Sign out everywhere

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

Add a method	×
Which method would you like to add?	
Authenticator app	~
Authenticator app	
Phone	

Slick "Add":	
Add a method	×
Which method would you like to add?	
Authenticator app	~
	Cancel Add

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

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. <u>You must use the</u> <u>Microsoft Authenticator</u> <u>app for MFA to remain in</u> <u>compliance with policy</u>. 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":
Peace of mind for your digital life
Secure your accounts with multi-factor authentication.

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Sign in with Microsoft	
道 Add work or school account	
©፼ Scan a QR code	
You can get a QR code from your organization or account provider, such as Microsoft, Google, or Facebook	1
Desters from backup	

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:

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€ → C (El Appi B MC LCRA	Mysignin mensolt com security ends There by a for a construction of the boot of t
 Ø Overview Ø Security linfo Ø Organizations Ø Divices Ø Divices Ø Divices 	Sec There Scan the QR code Defen Use the Addressoft Authenticator age to scan the QR code. This will be age with your account. After your scan the QR code, choose "Next". But Use to account of the R code, choose "Next". Const scan image.
	Or enter code manually

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

	E Authenticator		+
	Lower Colorado River Authority Tracy.Rhinehart@lcra.org		>
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L	Authenticator	Passwords	Addresses

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



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:

Microsoft Authenticator	×
Notification approved	Back

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

Security info Processory Default sign-in method: Microsoft Authenticity	ur account or reset your password. tor - notification Change
Organizations Add method Organizations Microsoft Authenticator	Delete
A Privacy	

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 Icra.org account.



Select "Enable phone sign-in":

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茵	Lower Colorado River Authority	
C No.	tifications enabled can use this device to approve notifications to verify your sign-ins	
S En	able phone sign-in	>
CS CI	dinge password	>
R≣ Up	date security info	>
🕄 Re	view recent activity	>

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":

Microsoft		
Sign in		
tracy.rhinehart@lcr	a.org	
No account? Create o	ne!	
Can't access your acco	ount?	
	Back	Next

Click "Use an app instead":

← tracy.rhinehart@lcra.org	
Enter password	
Password	Note: You do NOT need to
Forgot my password	enter your password here.
Use an app instead	
Sign in	
	_

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



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

		+
Lower Colorado River Authority Tracy.Rhinehart@lcra.org		>
	Are you trying to sign in? Lower Colorado River Authority Tacy Rhinehart@icra.org Enter the number shown to sign in. App OfficeHome Location Ny, United States	

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.