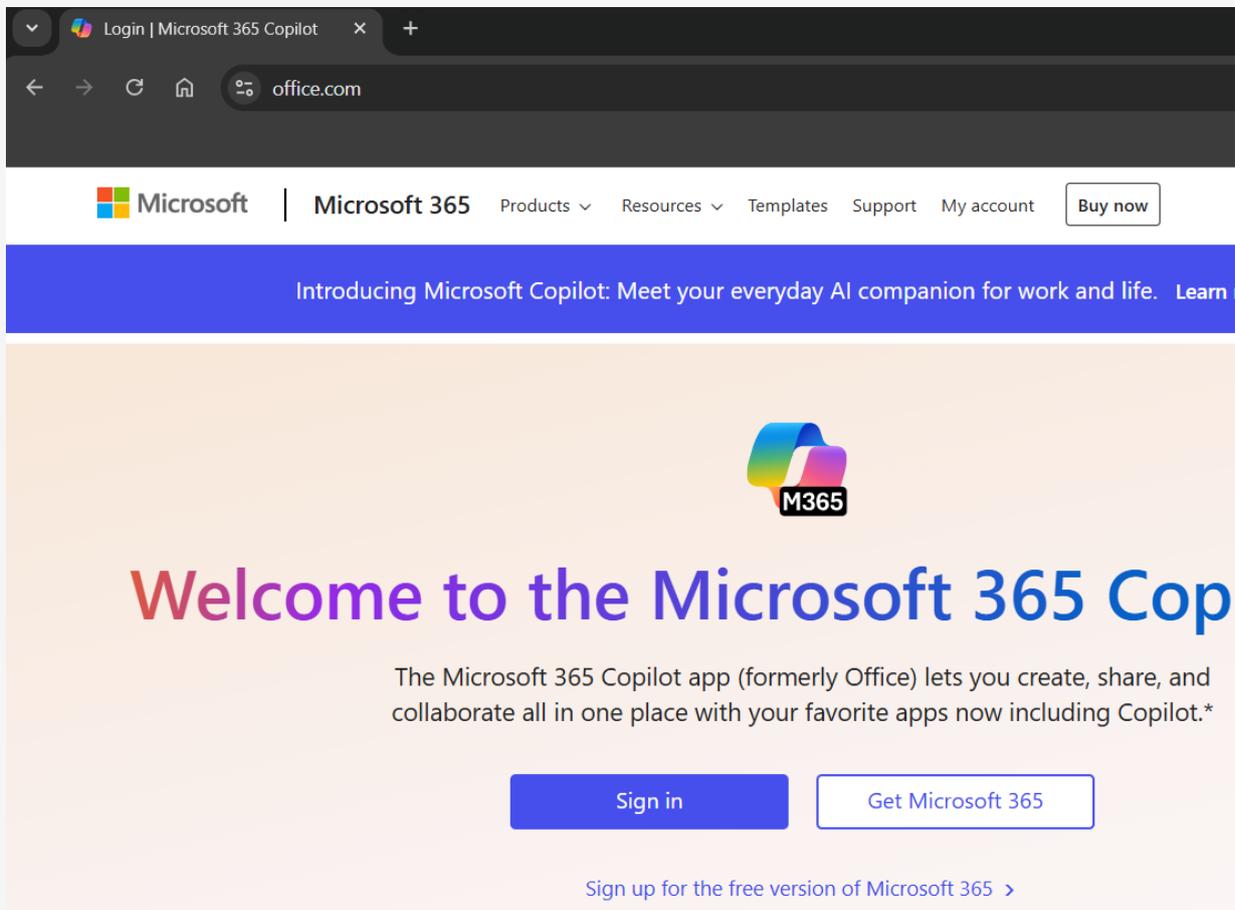
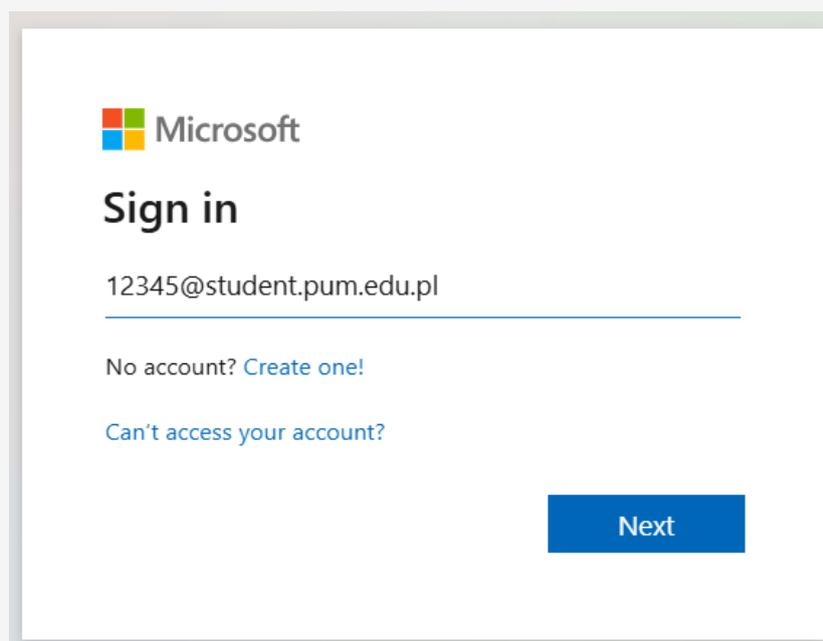


# Multi-Factor Authentication (MFA)

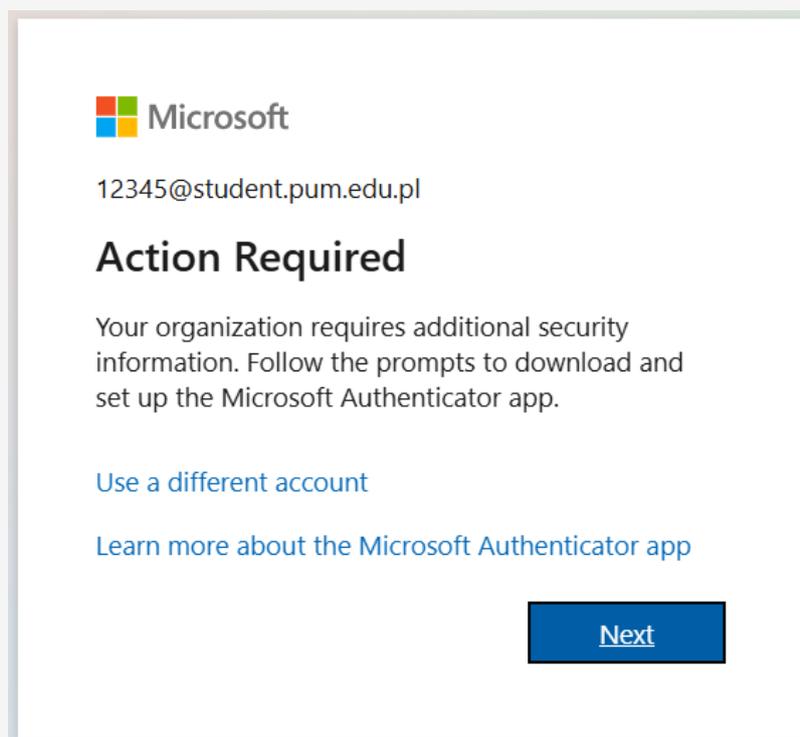
1. Go to the website [www.office.com](http://www.office.com)



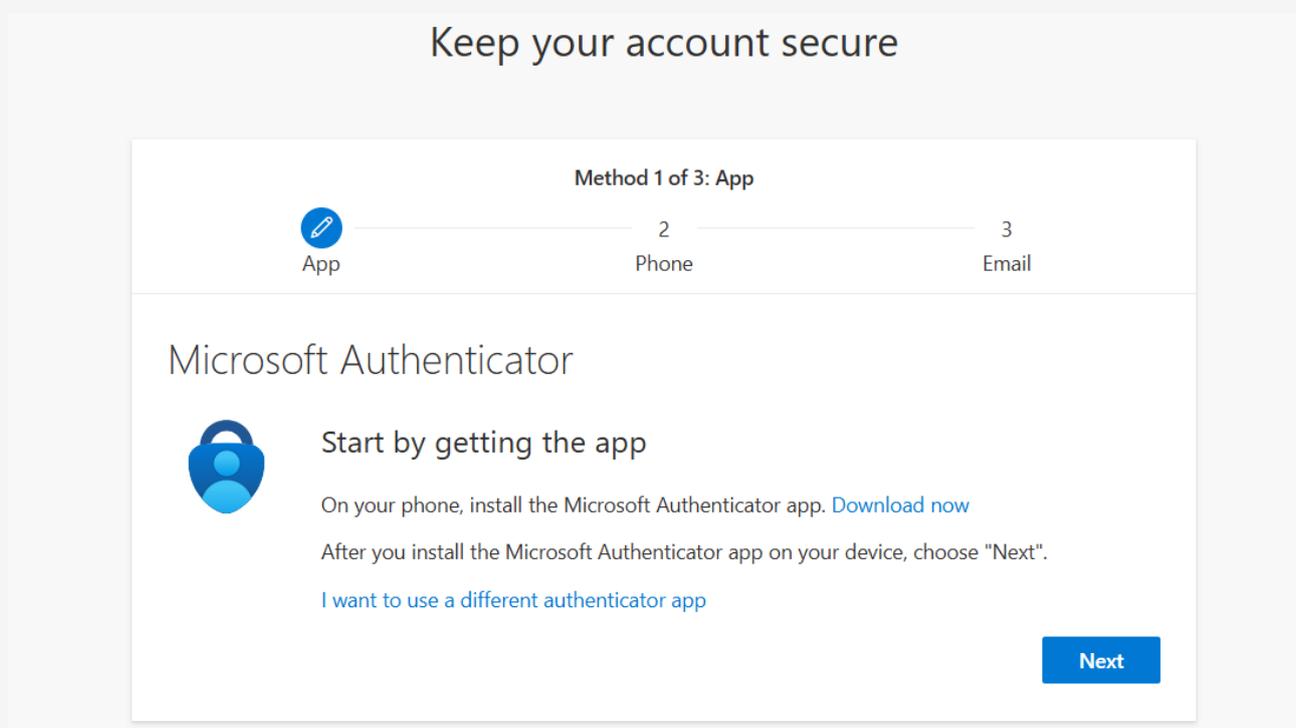
2. Sign in to the Microsoft 365 environment using the login [album\\_number@student.pum.pl](mailto:album_number@student.pum.pl)



In this step, you begin the setup of the application used to confirm your login. Select [Next](#).



### 3. Adding the Microsoft Authenticator app.



To install the Microsoft Authenticator app, follow these steps:

- Click on the [Download now](#) link,
- An additional page will open with QR codes for the Microsoft Authenticator app,

Phone:

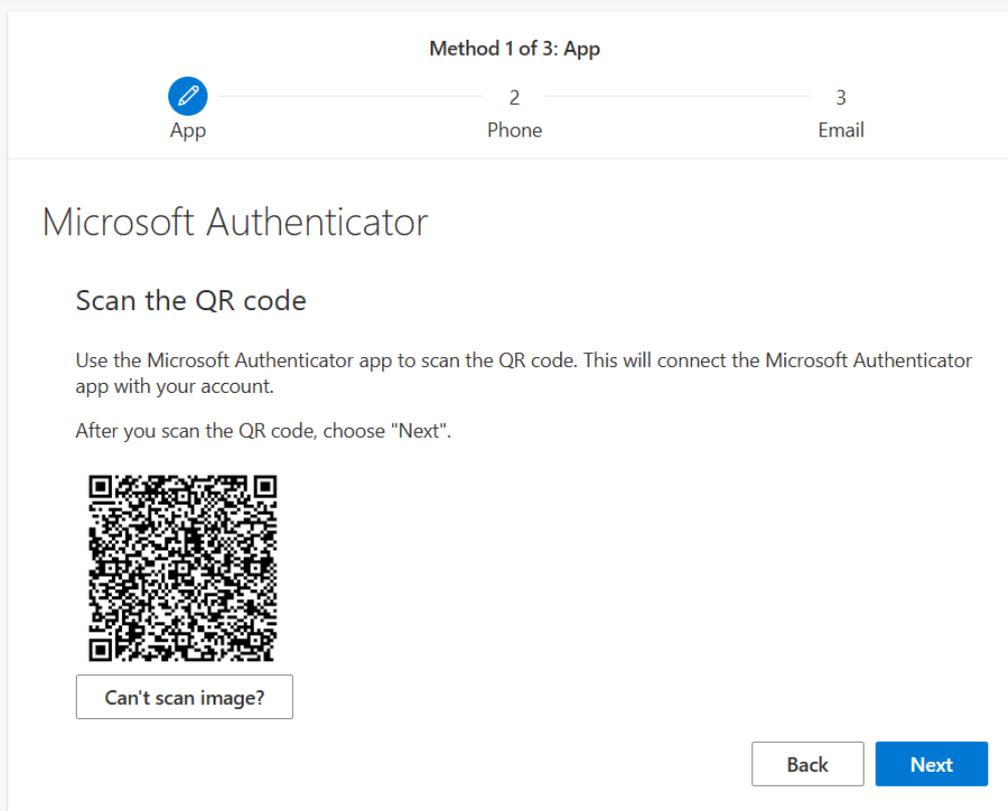
- Turn on the camera on your mobile phone and point it at the QR code displayed on the computer screen ([Google Play / App Store](#)),
- Open the link to the store and install the Microsoft Authenticator app — its icon is shown here.



Computer/Browser:

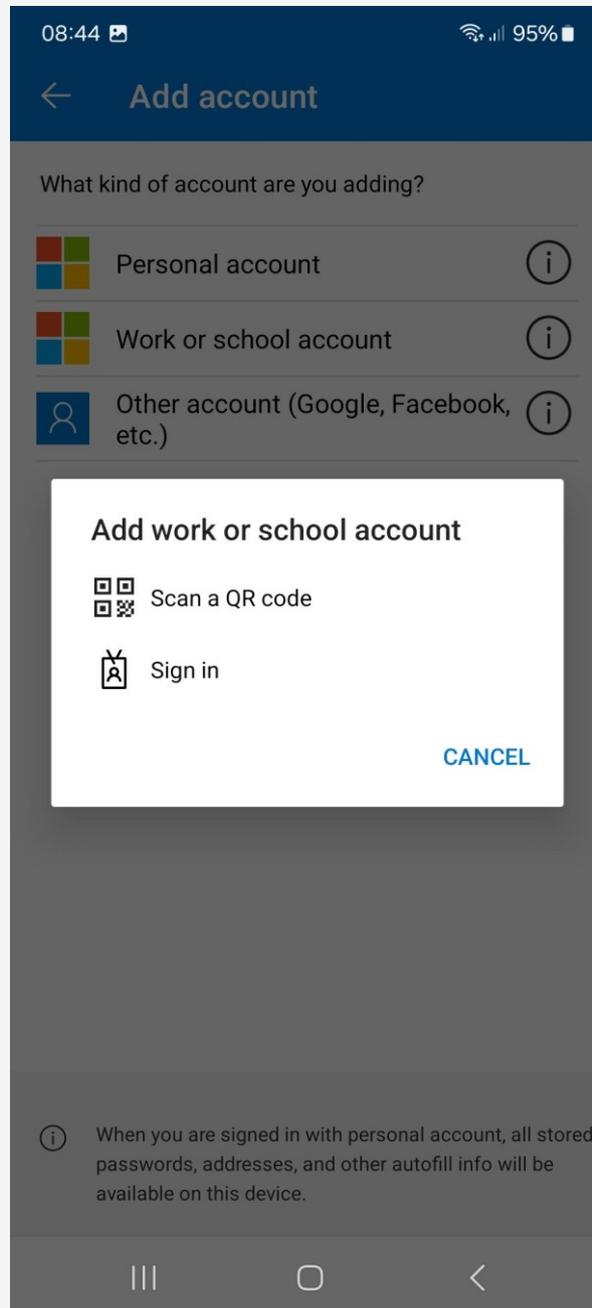
- Close the page that previously displayed the codes on your computer screen.
- Click the [Next](#) button.

In the next step, a QR code will appear on the computer screen. Scan it using the Microsoft Authenticator app.



4. On your phone, in the [Microsoft Authenticator](#) app, follow these steps:

- Tap the plus sign "+" or select the [Add account](#) to add a new account,
- Choose [Work or school account](#) as the account type,
- Then select [Scan QR code](#) and point your phone's camera at the QR code displayed on your computer screen.



You may see a message on your phone: "[App lock for Microsoft Authenticator is enabled.](#)"

This means that each time you open the app, you'll need to unlock it the same way you unlock your phone — using a pattern, PIN, fingerprint, or face scan.

This is a default security feature of the app.

In browser click Next button in [Microsoft Authenticator](#) window.

### Method 1 of 3: App



App

2

Phone

3

Email

## Microsoft Authenticator

### Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

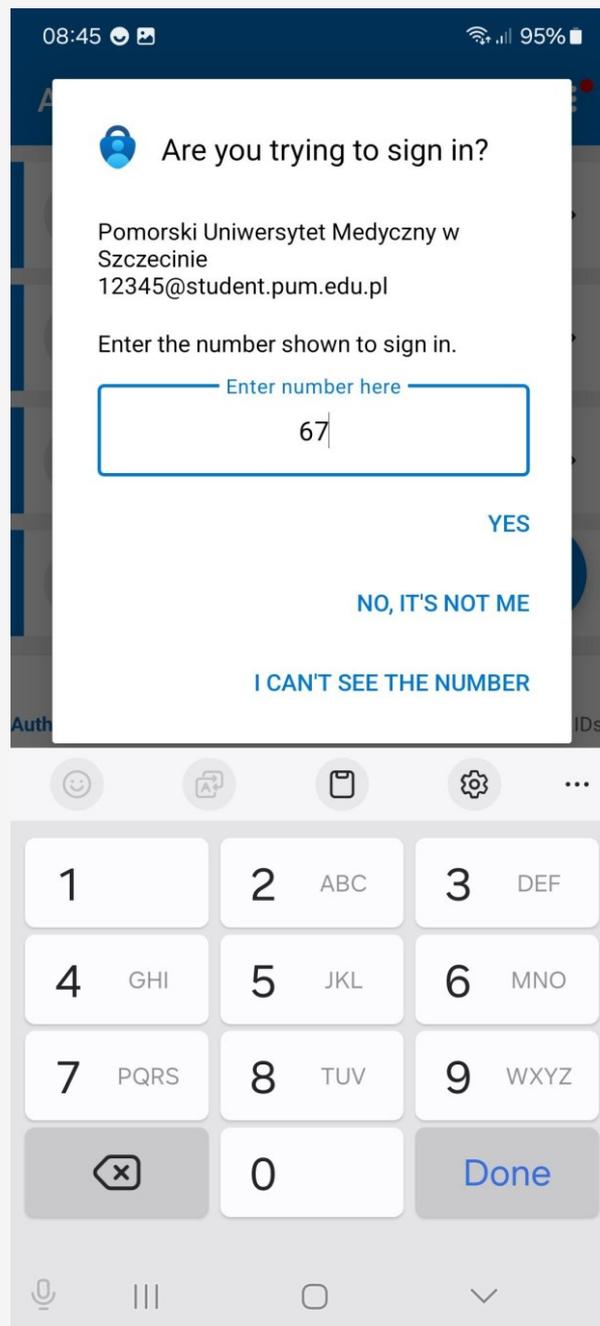


Can't scan image?

Back

Next

A 2-digit code will be displayed, which you need to enter in the mobile app.



After entering it, select the **Yes** option and then confirm in the same way you unlock your phone.

Once the configuration is complete, you should see a message confirming that the notification was approved. In that window, click the [Next](#) button.

**Method 1 of 3: App**

1 2 3  
App Phone Email

---

## Microsoft Authenticator

✔ Notification approved

[Next](#)

5. In the next step, confirm your mobile phone number.

**Method 2 of 3: Phone**

1 2 3  
App Phone Email

---

## Phone

You can prove who you are by receiving a code on your phone.

What phone number would you like to use?

Poland (+48) ▼

Enter phone number

Receive a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Next](#)

### Method 2 of 3: Phone



App



Phone

3

Email

## Phone



Verification complete. Your phone has been registered.

Next

In the next step, enter and confirm your external email address.

### Method 3 of 3: Email



App



Phone



Email

## Email

What email would you like to use?

Next

At the end of the setup, you should see a success message confirming that the login methods have been successfully added to your account. Click the [Done](#) button to finish the process.

# Keep your account secure

Method 3 of 3: Done



App



Phone



Email

## Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

### Default sign-in method:



Microsoft Authenticator



Email

Done