Manual for installing the Microsoft Authenticator App on your smartphone

You will need a smartphone and preferably a laptop. With these, you will go through the following process:
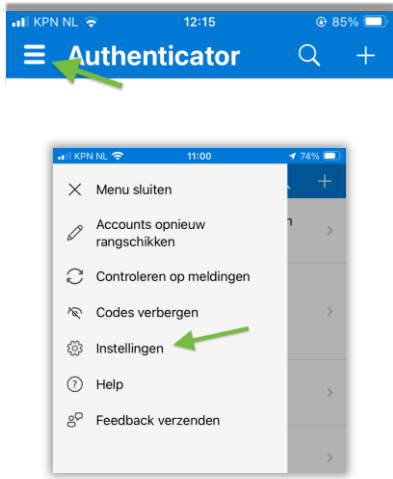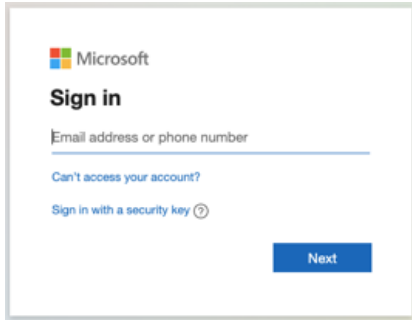

Follow the steps below to install the Microsoft Authenticator app on your smartphone. Depending on the type of smartphone, screens may vary slightly.
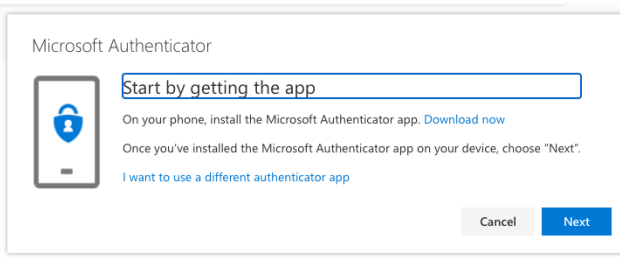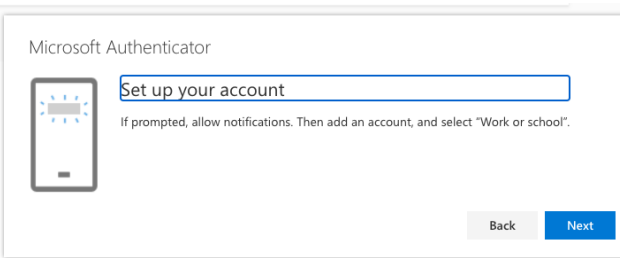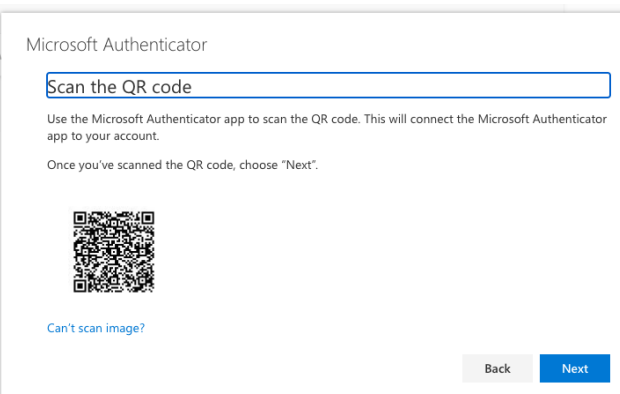
Important tips in advance for success:
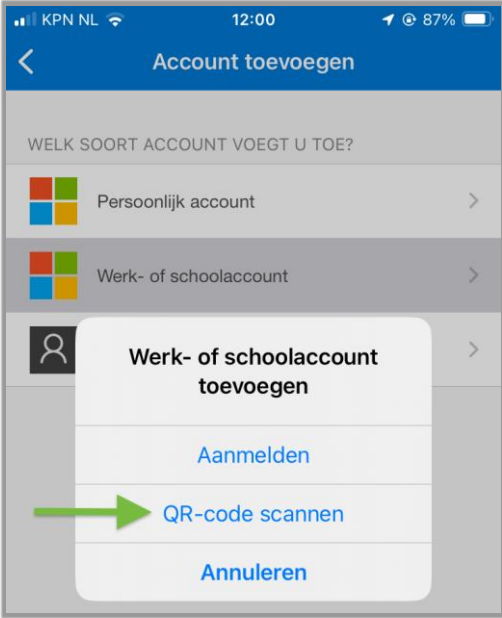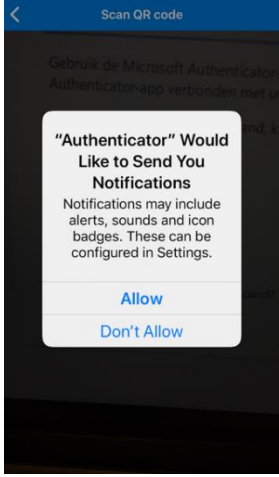
- Follow the guide up to the last step.
- The process should be done in one go.
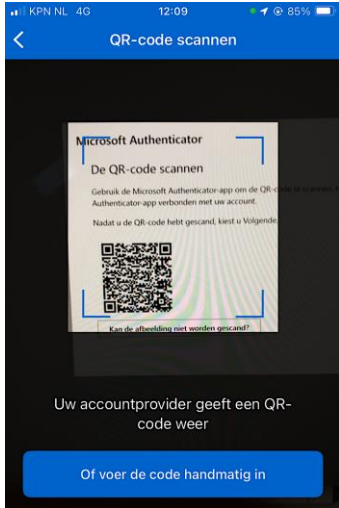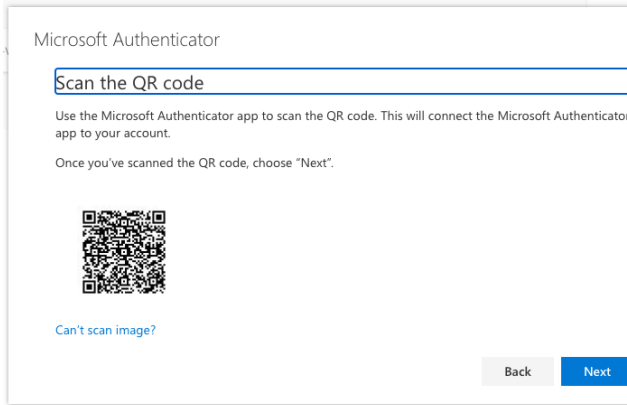
If you have a second smartphone, you can also install an Authenticator on that. You will then have a backup in case your battery runs out or your smartphone breaks or gets lost.
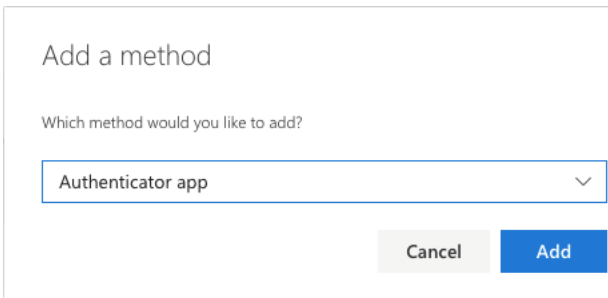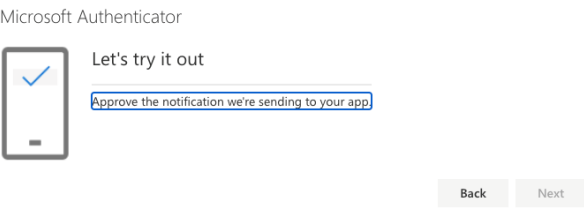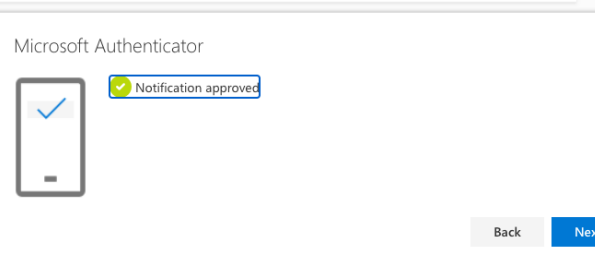
📱	1. From the Google Play Store or App Store, download the app **Microsoft Authenticator** and put it on your phone.	
📱	2. EUR advises you <u>not</u> to allow data collection by Microsoft through the app. Open the app. And click on the 3 dashes at the top left. Then click on **Settings**.	

📱	3. Swipe down and turn approval for usage data collection **OFF**. Then tap **<** at the top left and return to the main screen.	
💻	4. In the internet browser on your laptop, go to https://aka.ms/mfasetup Log in with your Erasmus ERNA id. (123456ab@eur.nl)	
💻	5. This is the message asking to set up MFA. Click Next.	
💻	6. Select 'Authenticator app' and 'Add'.	

🖥️	7. Click Next. You have already downloaded the app in step 1.	**Microsoft Authenticator** 🔒 **Start by getting the app** On your phone, install the Microsoft Authenticator app. Download now Once you've installed the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Cancel **Next**
🖥️	8. Click 'next'.	**Microsoft Authenticator** **Set up your account** If prompted, allow notifications. Then add an account, and select "Work or school". Back **Next**
🖥️	9. The QR code on this screen contains the settings required by the app. Leave this screen for now.	**Microsoft Authenticator** **Scan the QR code** Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app to your account. Once you've scanned the QR code, choose "Next". [QR code] Can't scan image? Back **Next**

📱	10. Open the Authenticator app you just put on your smartphone. Click on the + Then click on Work or school account And then click on Scan QR code	
🖥️📱	11. Scan the QR code that is still on your computer screen. Give approval to use your camera if your smartphone requests it. Also give approval to send messages. Select 'Allow'. You will need the messages to log in with Microsoft Authenticator.	

	12. Scan the QR code that is still on your computer screen.	
	13. Your Erasmus account has now been added to your Microsoft Authenticator app. A few more steps are required to enable MFA.	 Note: you are not done yet.
	14. Click 'next'.	

💻 📱	15. Your computer will now prompt you to enter a 2-digit code in the app. Enter the number on your phone, and click 'Yes'	Microsoft Authenticator Let's try it out Approve the notification we're sending to your app. Back Next **This is how to log in with MFA:**
💻	16. Your computer confirms that the Microsoft Authenticator has been set up successfully. Click 'Next'.	Microsoft Authenticator Notification approved Back Next
💻	17. Your computer confirms that the Microsoft Authenticator has been added as an MFA resource.	Beveiligingsgegevens Dit zijn de methoden die u gebruikt om u bij uw account aan te melden of om uw wachtwoord opnieuw in te stellen. Standaardaanmeldmethode instellen + Aanmeldingsmethode toevoegen Wachtwoord — Laatst bijgewerkt: 1 jaar geleden — Wijzigen Microsoft Authenticator — Meervoudige verificatie pushen (MFA) — iPhone SE (2nd generation)

You are now ready. From now on, EUR applications (such as Teams, Outlook) may ask you to use your app to log in.

Tips:
- When you buy a new phone, first link your ERNA account to the app on your new phone before deleting the old one.
- Make sure you always keep a configured app. So do not simply delete the app with your ERNA id installed in it from your phone after installation.

- Note: If you approve app locking, it is important not to forget your phone's access code.
- Contact the IT Service Desk for more information or in case of problems. You can reach them on 010 - 408 88 80 or it.servicedesk@eur.nl