

Microsoft Authenticator app Setup Guide

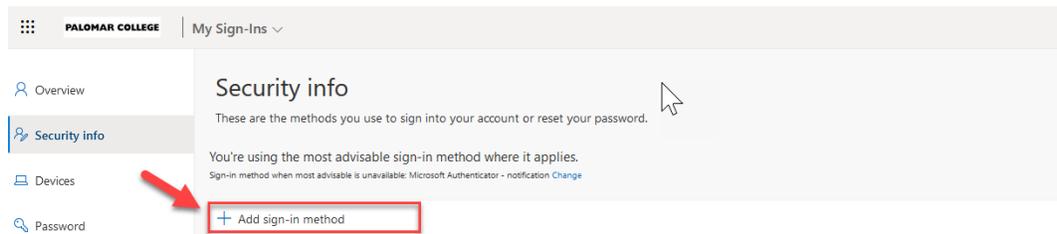
Palomar College is implementing Microsoft to enhance the security of user identities, ensuring seamless integration with everyday applications. This initiative aims to improve our technology security by mandating Multi-Factor Authentication (MFA) for all users accessing campus technology from outside the internal network. Failure to do so may flag the sign-in attempt as risky.

You are receiving this email to assist you in setting up MFA, which is required for accessing college technology from outside the Palomar's internal network. This guide will walk you through setting up the Microsoft Authenticator app on your cell phone. Please pay close attention, as some steps require actions from your cell phone.

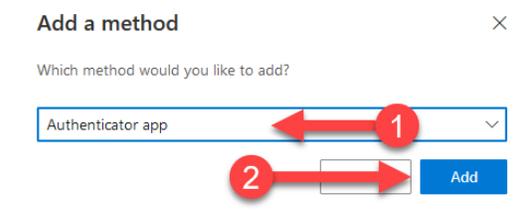
Step 1

A. On your desktop, visit <https://aka.ms/mysecurityinfo>

B. Click **"Add sign-in Method."**



C. Select **"Authenticator App"** in the pop-up window, then click **"Add."**



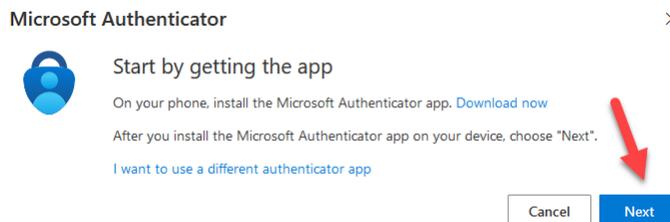
Step 2

Next, you will be asked to install the MFA app on your mobile phone.

A. Scan the corresponding QR code below.

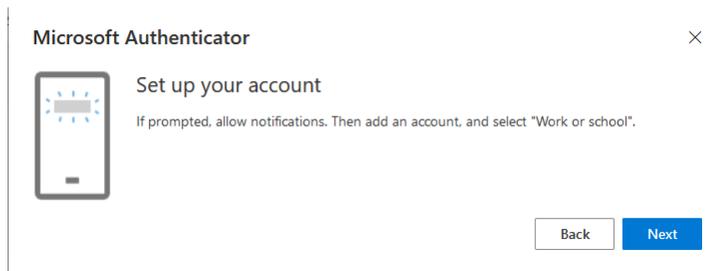


B. Click “Next” once you have installed the application.



Step 3

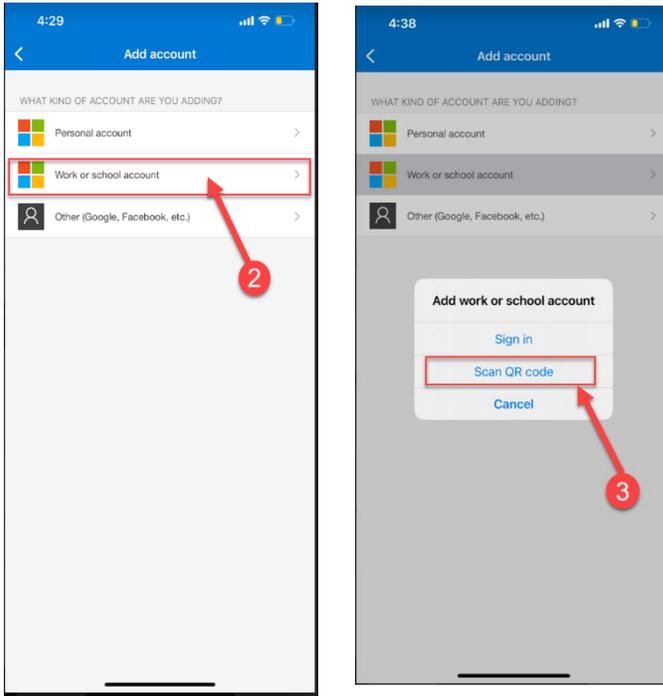
A. Open the Microsoft Authenticator app on your mobile device. Enable notifications if prompted. Then click next on the PC.



B. Tap on the “Add” symbol.



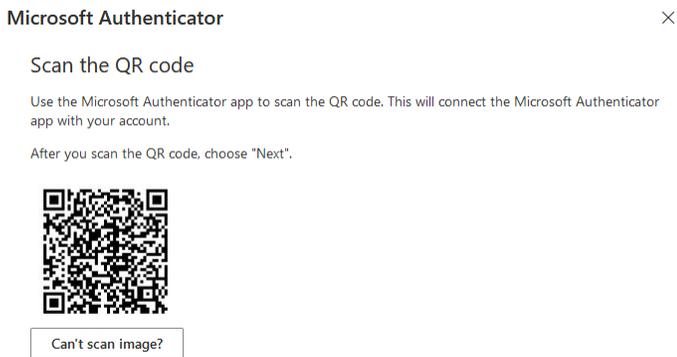
C. Select “**Work or school account**” and click “**Scan QR code.**”



Step 4

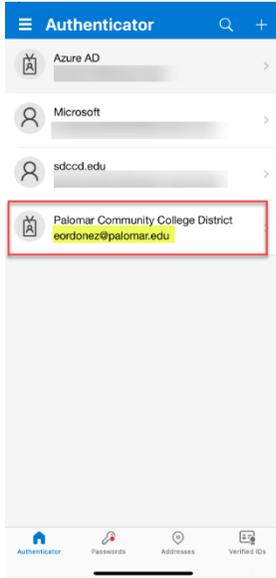
A. Scan the QR code using your app.

NOTE: If you get a message saying your QR code is invalid, click back and then next to generate a new QR code on your PC.



Step 5

A. The app should add your work or school account without additional information.



B. Click **“Next”** on the PC.

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?

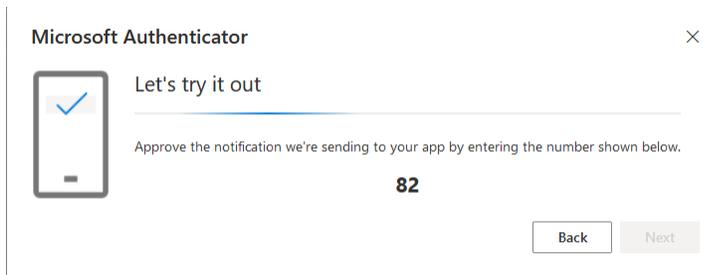


Back

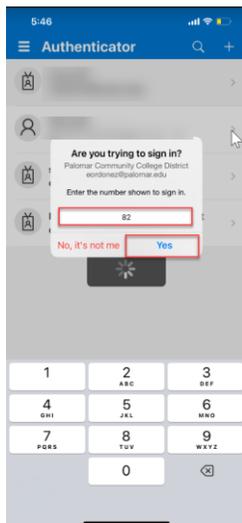
Next

Step 6

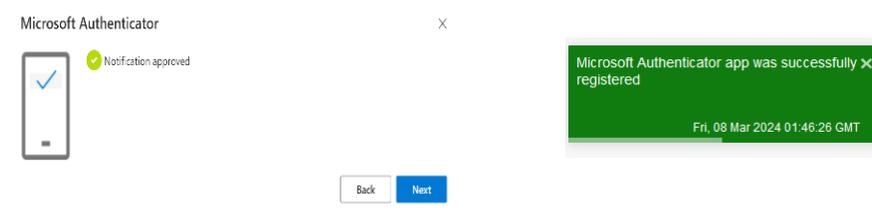
A. After scanning the code, you will be prompted to authenticate the sign in on the app.



B. Approve the notification in the Microsoft Authenticator app by adding the number you see on your PC to the app.



C. Once you approve the notification on your mobile app, the dialog will change and show it has succeeded. Click "Next" to ensure you successfully registered.



You're all set! For Additional help, please email the help desk to book an appointment.

The Microsoft Authenticator app now contains your @palomar.edu. You may also use the app to add any other multifactor authentication service.

