PARTNERS Academic Summer School

How to set up the Authenticator App

Step 1:

On your PC, laptop or tablet open a browser and go to
https://aka.ms/mfasetup

Step 2:

- If prompted, log in with your email
  "firstname.lastname@newcastle.ac.uk" or "userid@newcastle.ac.uk"
- You will be prompted to provide more information
- Select **Next**

Step 3:

- On your phone, install the Microsoft Authenticator app. It's available
  from Google Play, the Apple App Store, or the Microsoft App Store.
- Once you've installed the Microsoft Authenticator app on your device,
  choose **Next**.

Step 4:

- Open the **Microsoft Authenticator app** on your mobile device
- Select to **add a work or school account** (you may need to skip the
  screens to "add a personal Microsoft Account" or "add a non-Microsoft
  account")

  If you have previously installed the Microsoft Authenticator app on your
  device:

- Tap on **Add account (+ sign)**
- Select **Work or School Account**

Step 5:

- Use the Microsoft Authenticator app to scan the QR code on your PC screen. This will connect the Microsoft Authenticator app to your account.
- Once you've scanned the QR code choose **Next**
- Approve the notification sent to your app
- Select **Next**

Step 5:

- Success! You have successfully set up your security info
- Choose **Done** to continue signing in
- In future, you will receive a notification to approve your sign-in from the Authenticator app.

Important: If you have set up the Authenticator requirement via the app, **DO NOT DELETE** the app, you will need it each time you log in.