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.



	3. Swipe down and turn approval	
	for usage data collection OFF .	내 KPN NL 중 11:00 74% 💷)
		Instellingen
		BACK-UP
		Details
		Meer informatie >
		De back-up wordt opgeslagen in uw persoonlijke iCloud. Uw persoonlijke Microsoft-account levert een
		extra laag versleuteling.
		BEVEILIGING
		App-vergrendeling
	Then tap < at the top left and	Schermvergrendeling is vereist wanneer u de app
	return to the main screen.	opent, een melding goedkeurt of automatisch invullen op sites en apps uitvoert.
		GEBRUIKSGEGEVENS
		Microsoft toestemming geven voor het
		verzamelen van niet-persoonlijke gebruiksgegevens om de app te
		verbeteren. Ga naar de veelgestelde vragen in het menu Help voor meer
		informatie.
		AUTOMATISCH INVULLEN
		316 3 0 11 1 1 0 0 1 1 1 1 0 0 0 1 1 1 1 0 0 0 0 1 1 1 1 0 0 0 0 0 1 1 1 1 0
	4. In the internet browser on	
	your laptop, go to	
		Microsoft
	https://aka.ms/mfasetup	Sign in
		Email address or phone number
	Log in with your Erasmus ERNA	Can't access your account?
	id. (123456ab@eur.nl)	Sign in with a security key ⑦
		Next
	5. This is the message asking to	
	set up MFA. Click Next.	
		Examp Divicently Restriction Activity
		Culm
		123456ab@eur.nl
		Meer informatie vereist
		Uw organisatie heeft meer informatie nodig om uw
		account veilig te houden
		Een ander account gebruiken
		Meer informatie
		<u>Volgende</u>
_		
	6. Select 'Authenticator app' and	
	'Add'.	
	,	Add a method
		Add d Hictiou
		Which method would you like to add?
		Authenticator app \checkmark
		Cancel 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
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". Can't scan image? Back Next

-	10. Open the Authenticator app		
	you just put on your smartphone.	•11 KPN NL 4G 12:00 🕇 🕑 87% 💷	
	Click on the +	≡ Authenticator Q +	
		II KPN NL	
		WELK SOORT ACCOUNT VOEGT U TOE? Persoonlijk account	
	Then click on Work or school account	Werk- of schoolaccount >	
		X Werk- of schoolaccount toevoegen	
		Aanmelden	
	And then click on Scan QR code	QR-code scannen Annuleren	
	 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. 	Scan QR code Gebruik de Microsoft Authenticator Authenticator app verbonden mere ind. 4 "Authenticator" Would Like to Send You Notifications Notifications may include alerts, sounds and icon badges. These can be configured in Settings. Allow Don't Allow	

12. Scan the QR code that is still	
on your computer screen.	Image:
13. Your Erasmus account has now been added to your Microsoft Authenticator app.A few more steps are required to enable MFA.	Image: Register of the second seco
14. Click 'next'.	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". Can't scan image? Back Next

Ţ	15. Your computer will now prompt you to enter a 2-digit code in the app.	Microsoft Authenticator Let's try it out Approve the notification we're sending to your app Back Next
	Enter the number on your phone, and click 'Yes'	This is how to log in with MFA:Image: AuthenticatorImage:
	16. Your computer confirms that the Microsoft Authenticator has	Microsoft Authenticator
	been set up successfully. Click 'Next'.	Notification approved
	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

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