

# QUB Multi-Factor Authentication (MFA) Setup

## 1. Microsoft Authenticator App Installation Guidelines

### A. Download the Microsoft Authenticator App on Android

1. Launch the Play Store on your Mobile phone.
2. Search for Microsoft Authenticator App.
3. Click Install.
4. Once the app is installed, click on Open.

### B. Download the Microsoft Authenticator App on iOS

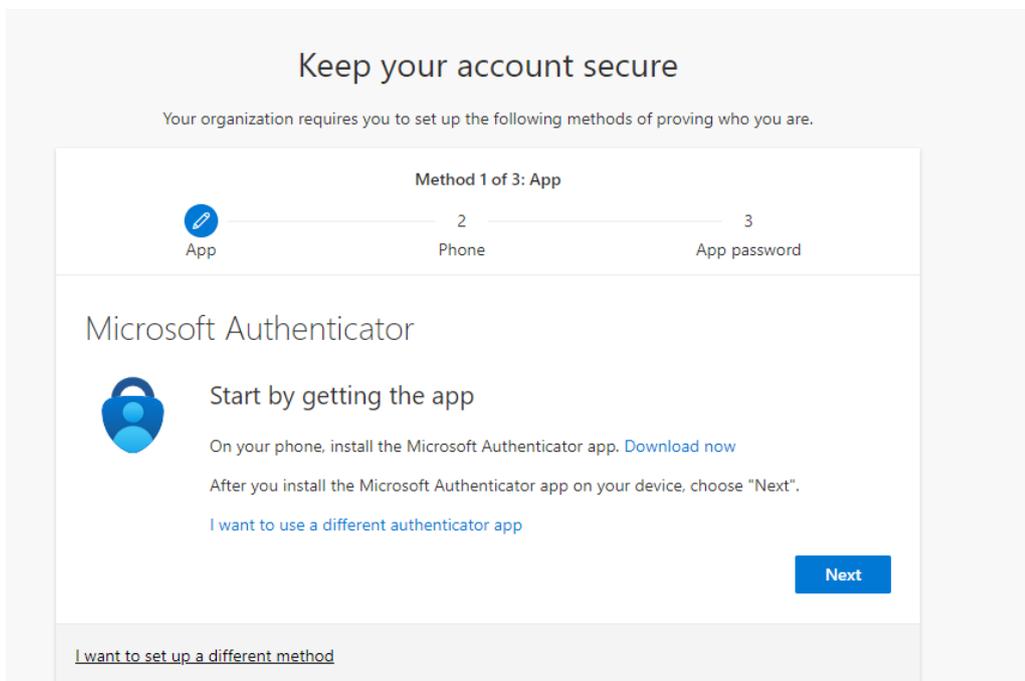
1. Go to App Store.
2. Search for Microsoft Authenticator App.
3. Tap on the Microsoft Authenticator app to download.
4. Click "Get" to begin installation.

## 2. QUB Email log in

Use a **computer/laptop** (not your phone as this method will not work ) and go to

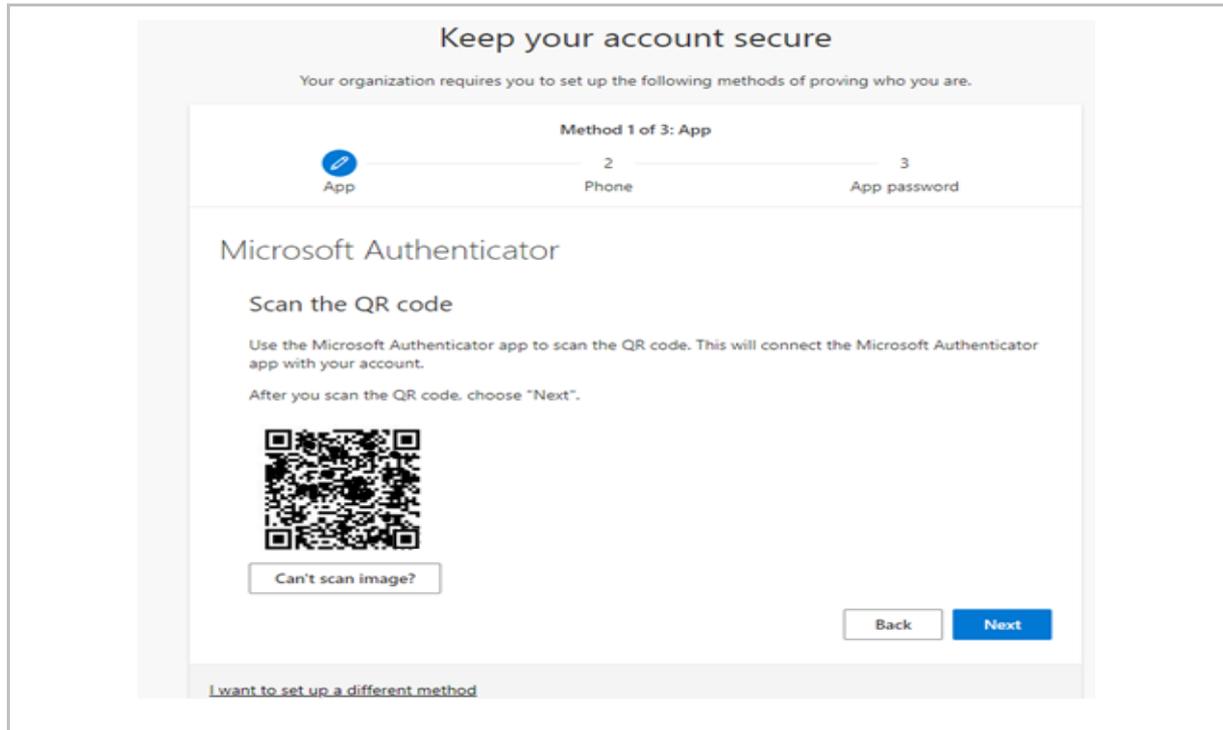
<http://outlook.office.com/>

Log in with your QUB Student/Staff number and password and click through.



**Click Next > Set up your account**

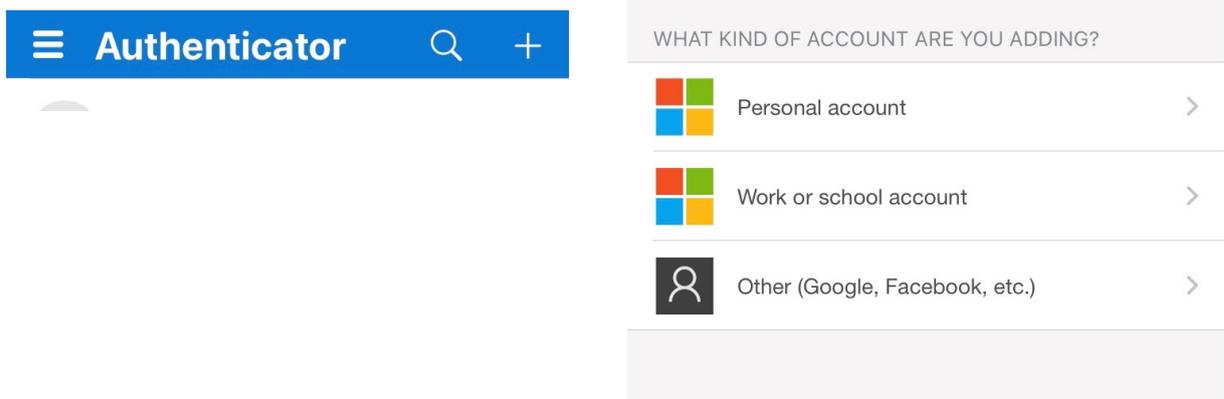
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1. On your mobile phone launch the Microsoft Authenticator App and select the options that apply below:

If you have not set this up before you may be prompted to scan the QR Code automatically

If you have tried setting it up unsuccessfully or are not prompted you can click the "plus" symbol on the top right of the app and select "add work or school account" . From here you will have an option to scan the QR Code.

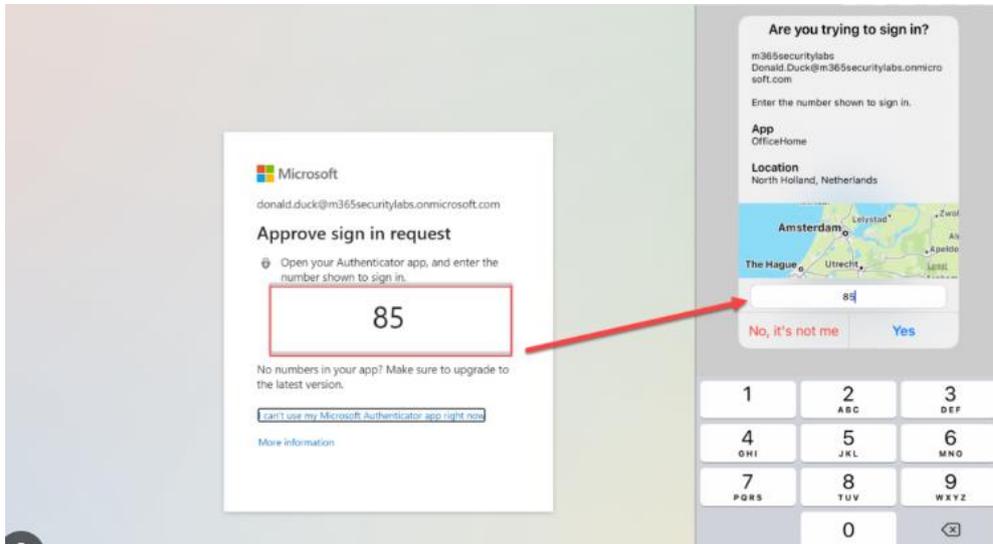


**Note:** You will receive a prompt asking whether to allow the app to access your camera (iOS) or to allow the app to take pictures and record video (Android).

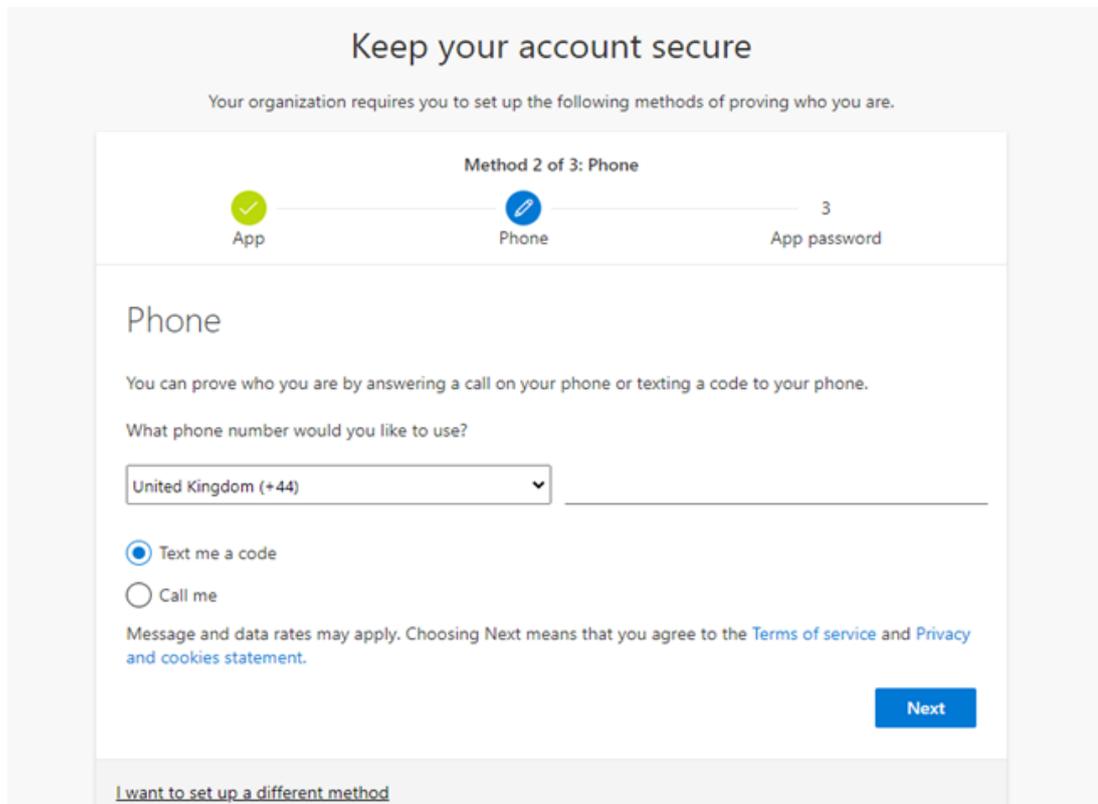
You **must select Allow** so the authenticator app can access your camera to scan the QR code in the next step.

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2. Use your device's camera to scan the QR code from the Configure mobile app screen on your computer, and then click Next.
3. Return to your computer and check on activation You will be prompted on your phone to enter a 2 digit code as displayed on **your computer** screen



4. . Enter the code and the authenticator app has now been configured for verification.
5. Add a second method (Phone text) – **this is required to use the QUB password reset system so please do it!**



6. Click Next.

## QUB Multi-Factor Authentication (MFA) Setup

7. The page below should appear requesting for you to enter the verification code texted to you from the mobile app.
8. Return to your computer and enter the current verification code displayed in the mobile app as shown in example image below. Click Verify to proceed.
9. You can add an additional 3<sup>rd</sup> method but this is not necessary. Close the browser window to finish.