

## Procedure for Sign-in with Multi-Factor Authentication (MFA) to Access Institute-Provided Microsoft Cloud Services Using the Microsoft Authenticator Application

**Step 1:** First, download and install the Microsoft Authenticator app on your smartphone.

### For Android users:

1. Open the Google Play Store on your Android device
2. Search for “Microsoft Authenticator”
3. Tap the “Install” button
4. Wait for the installation to complete

### For iPhone users:

1. Open the App Store on your iPhone
2. Search for “Microsoft Authenticator”
3. Tap the “Get” or “Download” button
4. Wait for the installation to complete

## Step 2: Setting Up Microsoft Authenticator

Once you have the app installed on your device, you’ll need to connect it to your Microsoft account:

- Go to <https://office.com> and sign in with your Microsoft account credentials.

Shown in Image:1

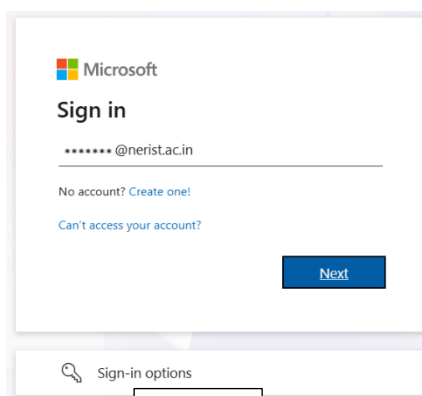


Image: 1

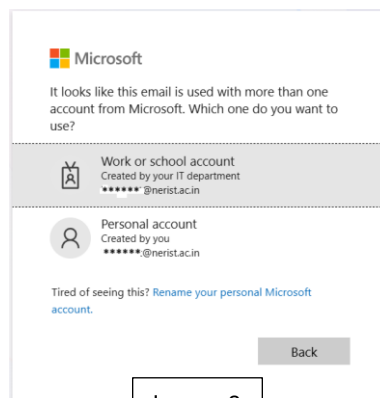


Image: 2

- Choose “**Work or School account**”. Shown in Image:2
- Choose “**Next**”. Shown in Image:3

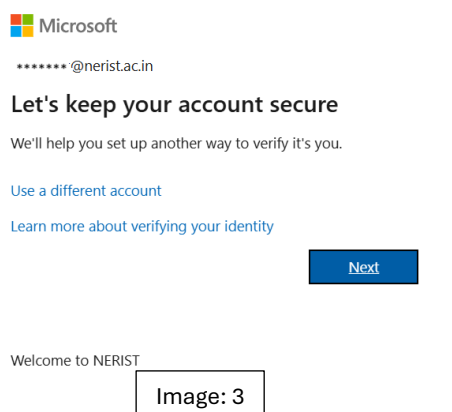


Image: 3

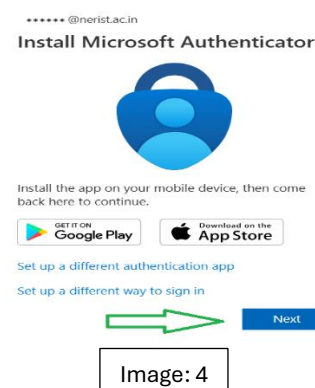


Image: 4

- Choose “**Next**”. Shown in Image:4.

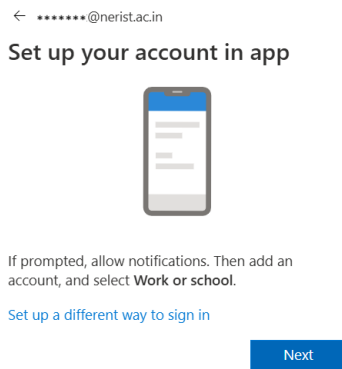


Image: 4

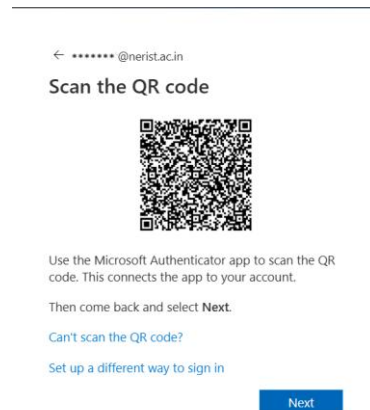


Image: 6

- Choose “**Next**”. Shown in Image:5.
- A QR Code will generate. Shown in Image: 6.

### Step 3: Adding account with Authenticator App.

- Open Authenticator App.
- Tap on “**Add account** or tap **+** on top of the app”.
- Tap on “**Work or School account**”.
- A Pop up will appear, tap on “**Scan a QR code**”.

Email ID will be added to Authenticator App.

### Step 4: Login using Authenticator App.

- Go to <https://outlook.office.com> and sign in with your Microsoft account credentials. Shown in Image:7a and 7b.

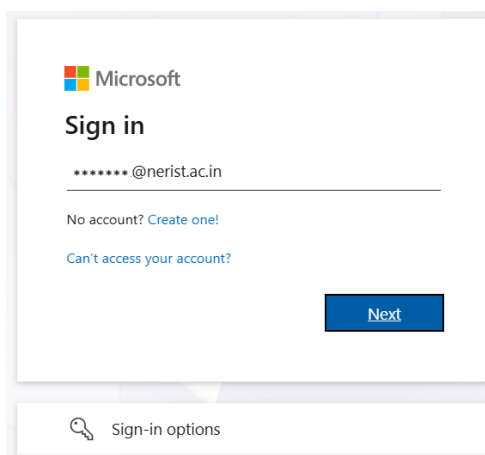


Image: 7a

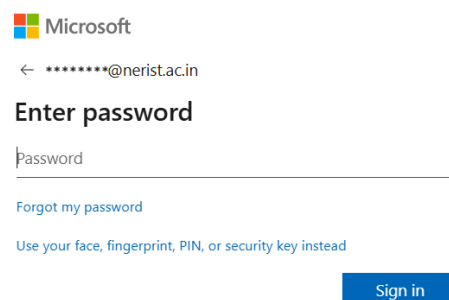



Image: 7b

- A popup will appear with a Number. Shown in Image:8



itsupport@nerist.ac.in

## Approve sign in request

 Open your Authenticator app and approve the request. Enter the number if prompted.

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Didn't receive a sign-in request? **Swipe down to refresh** the content in your app.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

Welcome to NERIST

Image: 8

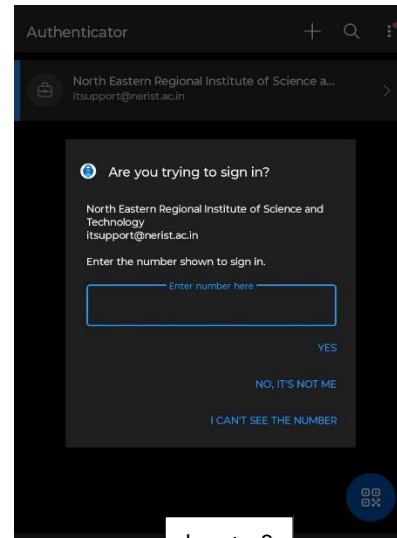


Image: 9

- A notification will send on your mobile (Mobile should be connected to Internet). Tap on that notification and enter same number that is displayed in your laptop/desktop. Shown in image:9.

**\*\*\* The above procedure required to perform every time when you will access Microsoft M365 Cloud Service from a new device.**