



# Android Authenticator App Tutorial

Computer and Communications Innovations  
[help@cciustn.com](mailto:help@cciustn.com)  
615-928-2438

# Set up and configure Authenticator app for Office.com account



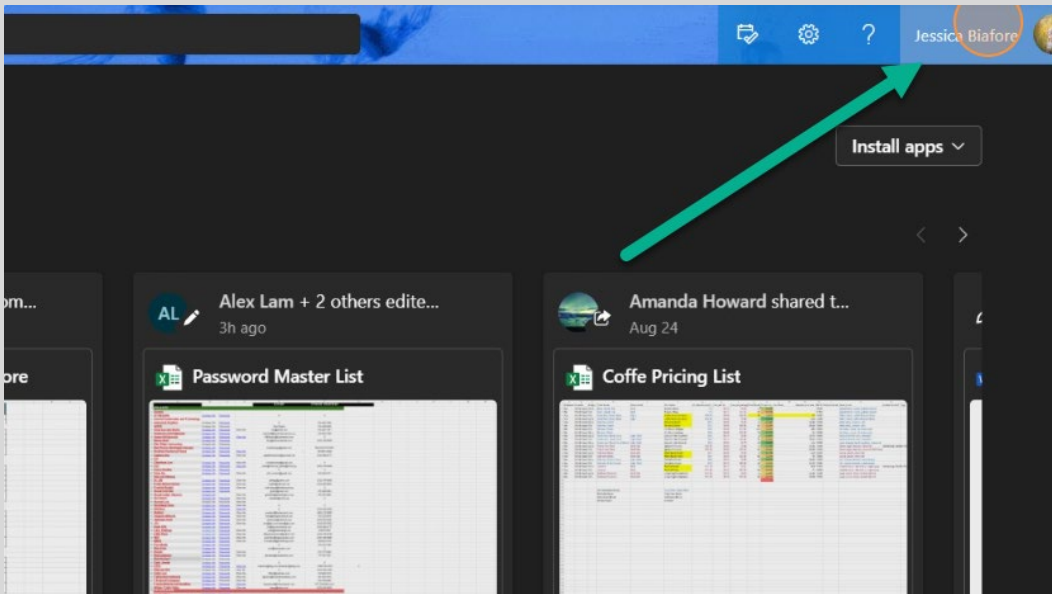
## Set up and configure Authenticator app for Office.com account

Jessica Marilyn Biafore | 16 steps | 40 seconds

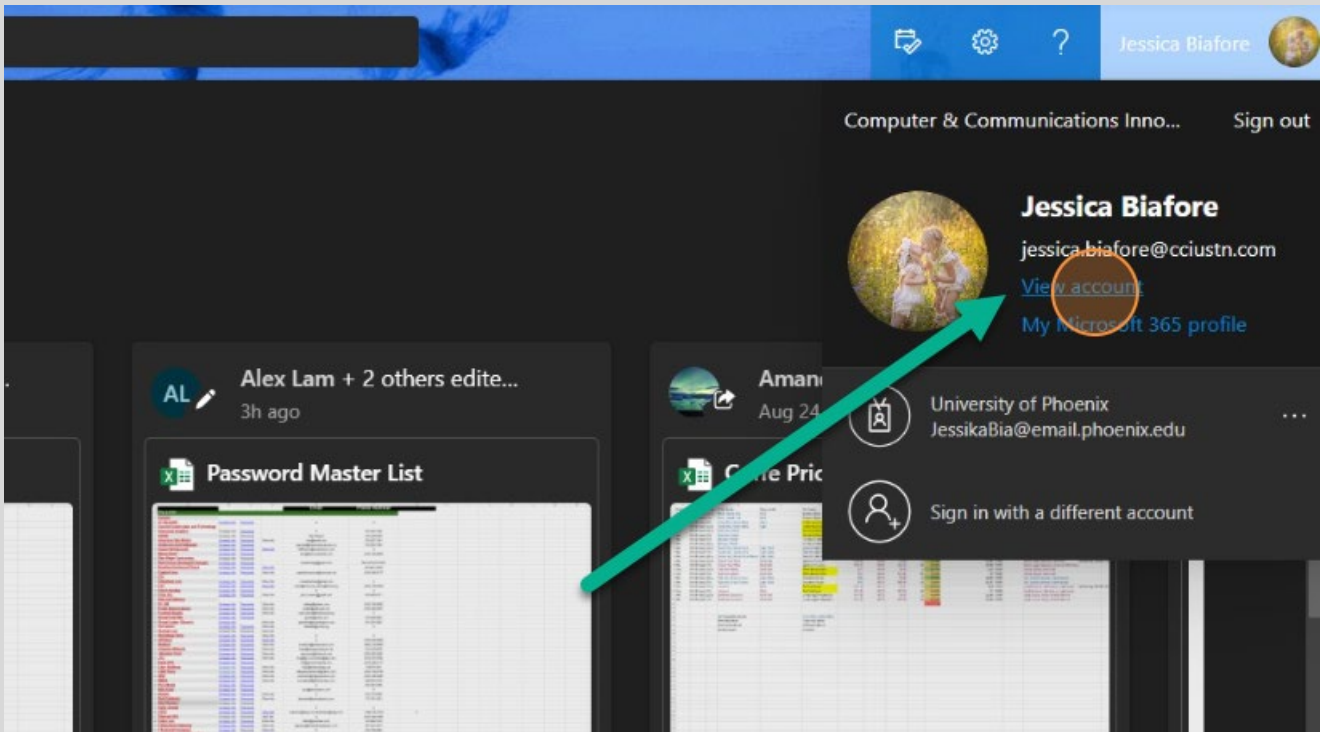


1.) Navigate to <https://www.office.com/>

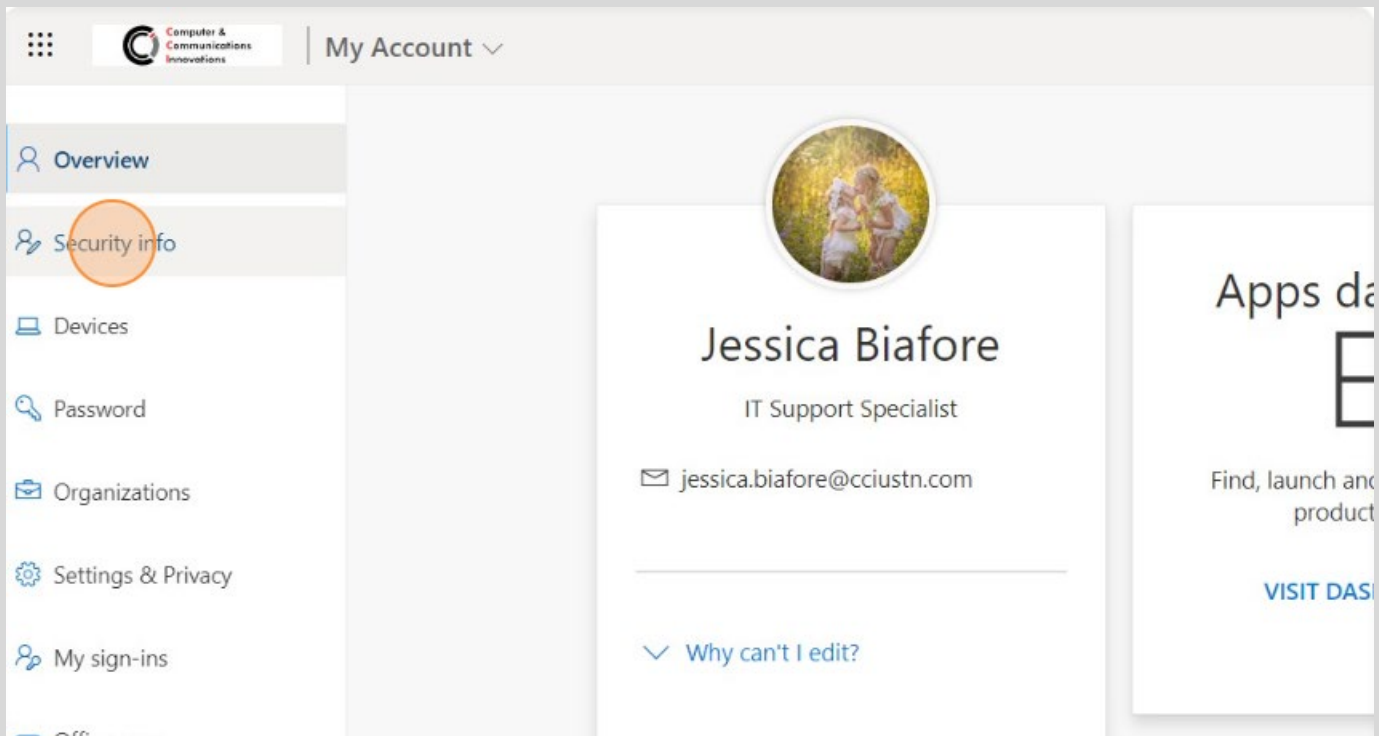
2.) Click on your account top right corner, for example, “Jessica Biafore”



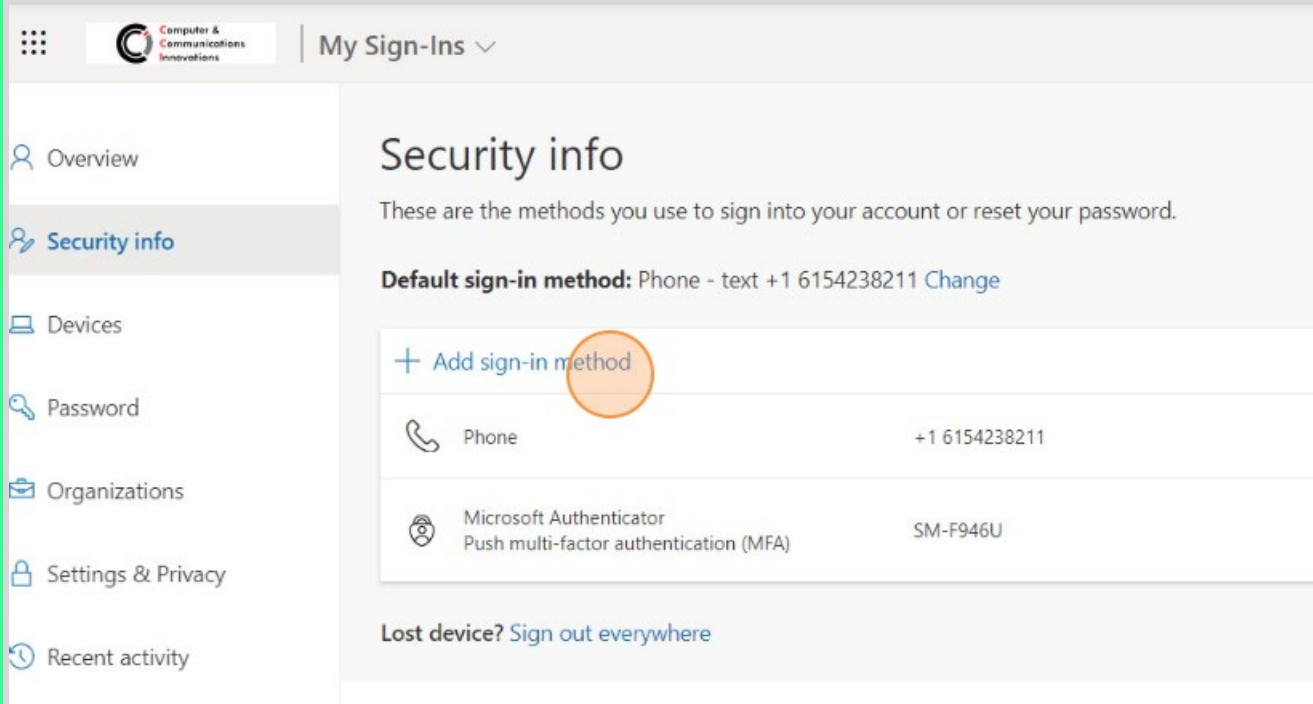
### 3.) Click "View account"



### 4.) Find and Click "Security info"



## 5.) Click blue “+ Add sign-in method”



Computer & Communications Innovations | My Sign-Ins ▾

Overview

**Security info**

Devices

Password

Organizations

Settings & Privacy

Recent activity

### Security info

These are the methods you use to sign into your account or reset your password.

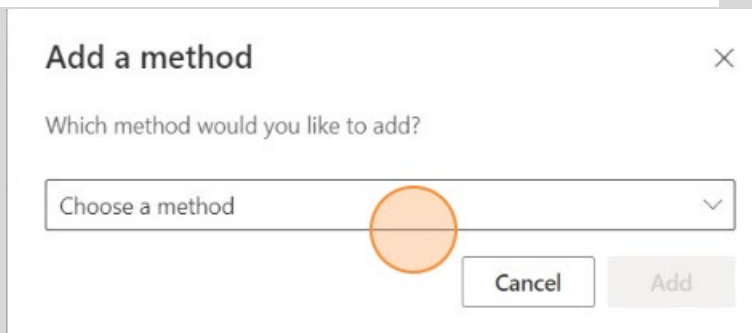
**Default sign-in method:** Phone - text +1 6154238211 [Change](#)

+ Add sign-in method

Phone	+1 6154238211
Microsoft Authenticator Push multi-factor authentication (MFA)	SM-F946U

Lost device? [Sign out everywhere](#)

## 6.) Click “Choose a method”



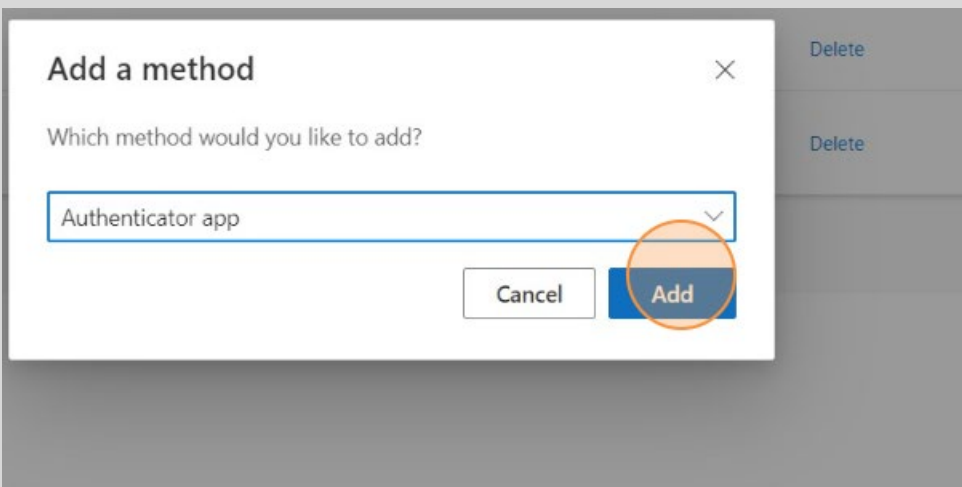
### Add a method

Which method would you like to add?

Choose a method

Cancel Add

## 7.) Choose “Authenticator app” and click “Add”



### Add a method

Which method would you like to add?

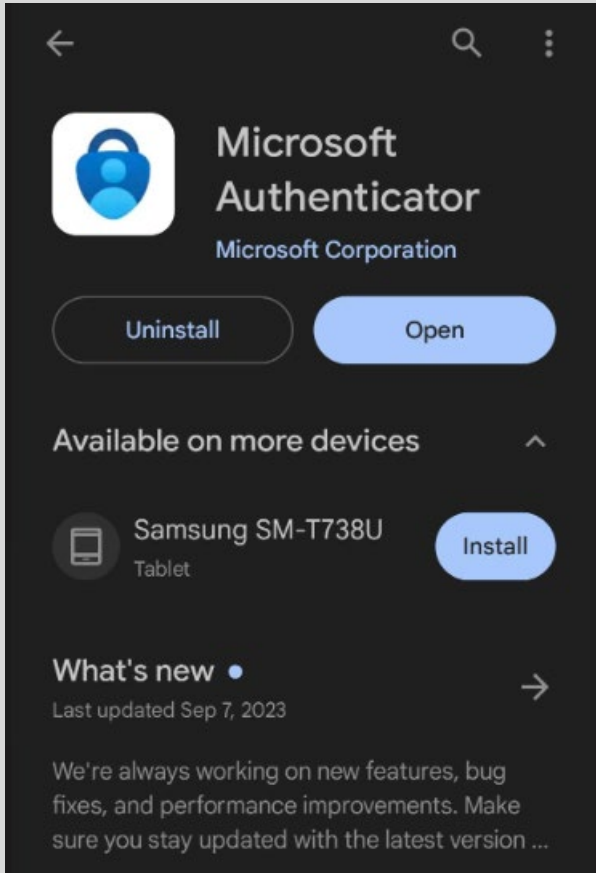
Authenticator app

Cancel Add

Delete

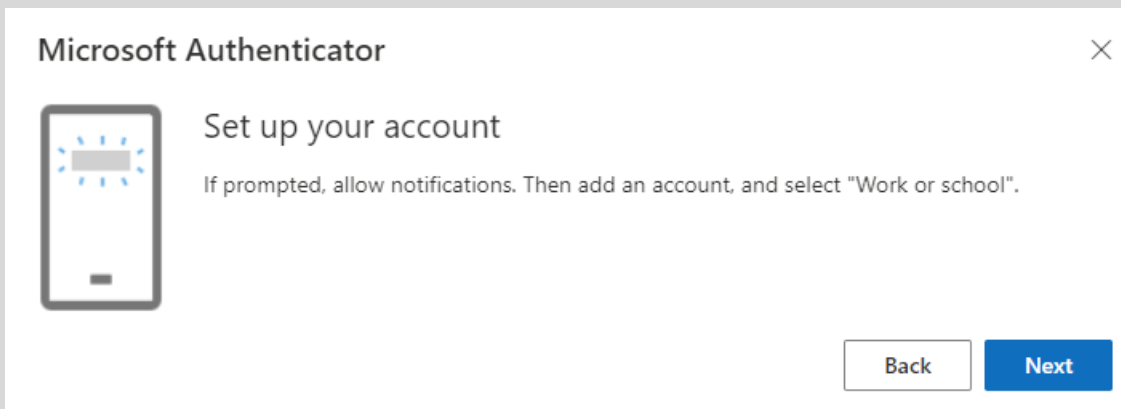
Delete

8.) Now from your mobile device, locate the “**Play Store app**” and perform a manual search for “**Microsoft Authenticator.**”

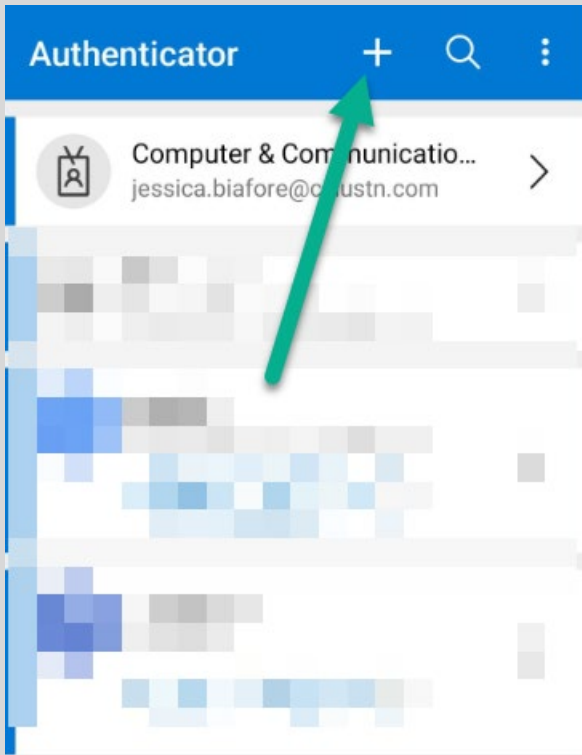


9.) Upon finding it proceed to **download** the application

10.) Once the app is downloaded, go back to the browser and click **Next**

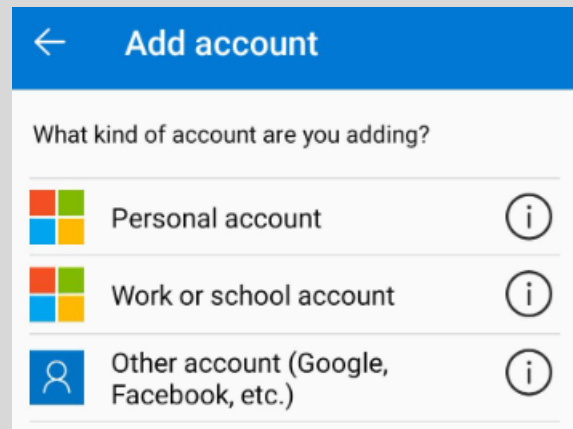


11.) Open the **Authenticator App**. Select the **Plus +** at the top



12.) Select 1 of the 3 available options:

- a. Personal
- b. Work or School
- c. Other Account



## 13.) Scan the QR Code

### 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.

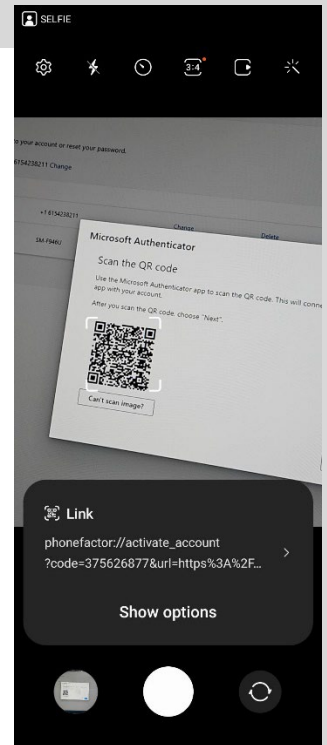
After you scan the QR code, choose "Next".



Can't scan image?

Back

Next



14.) You will be asked to enter the number shown at the Let's try it out. Enter the numbers that are displayed on the device you are trying to sign in to like this example "11," once you confirm the number you will get an **Approved Notification** on your screen, and it will now be a new account within your authenticator app

### Microsoft Authenticator

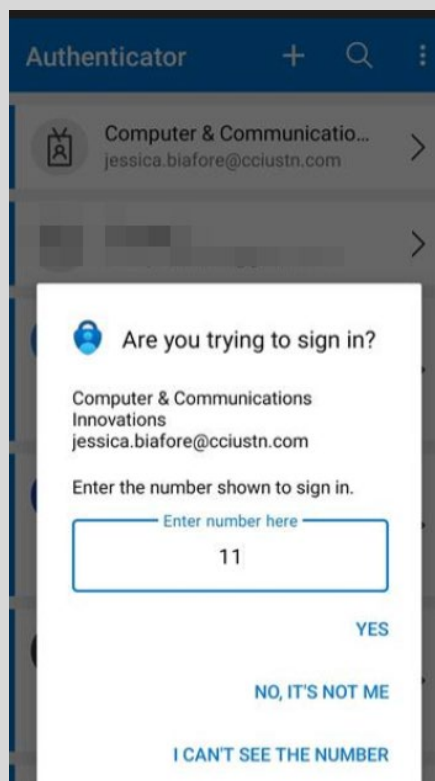
#### Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

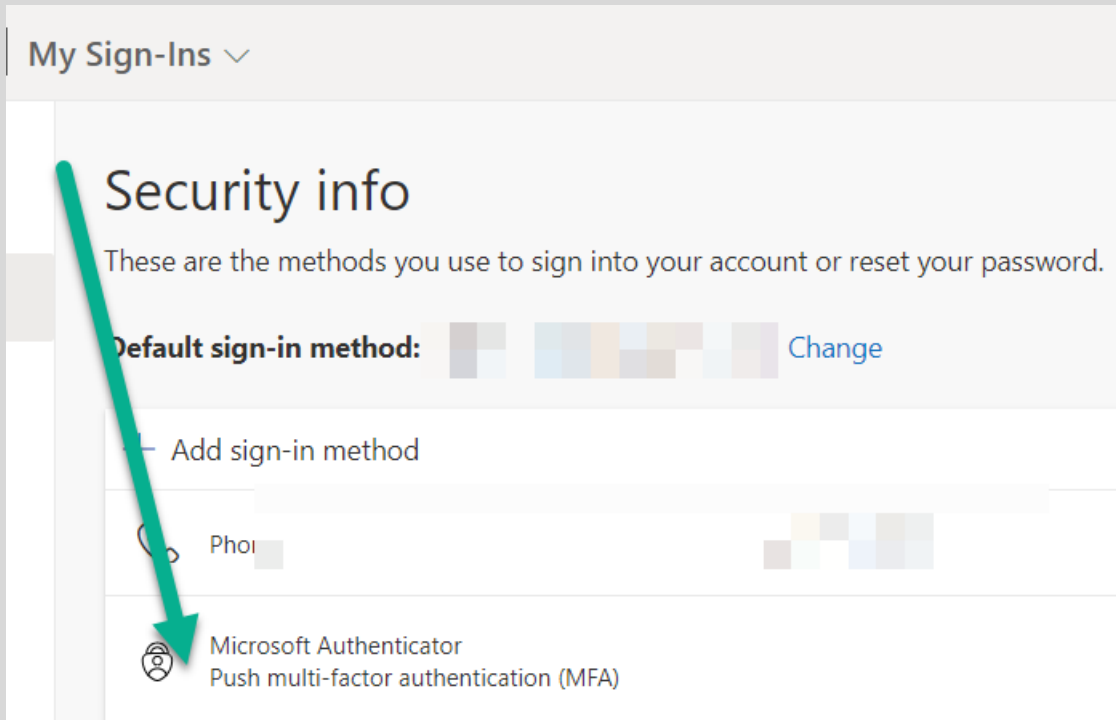
11

Back

Next



15.) To confirm that you all set and successfully set up, back to the browser in the Security Info account section you should now see your new approved sign-in method, and it should say **“Microsoft Authenticator Push multi-factor authentication (MFA)”**





# Transferring Authenticator App to New Device



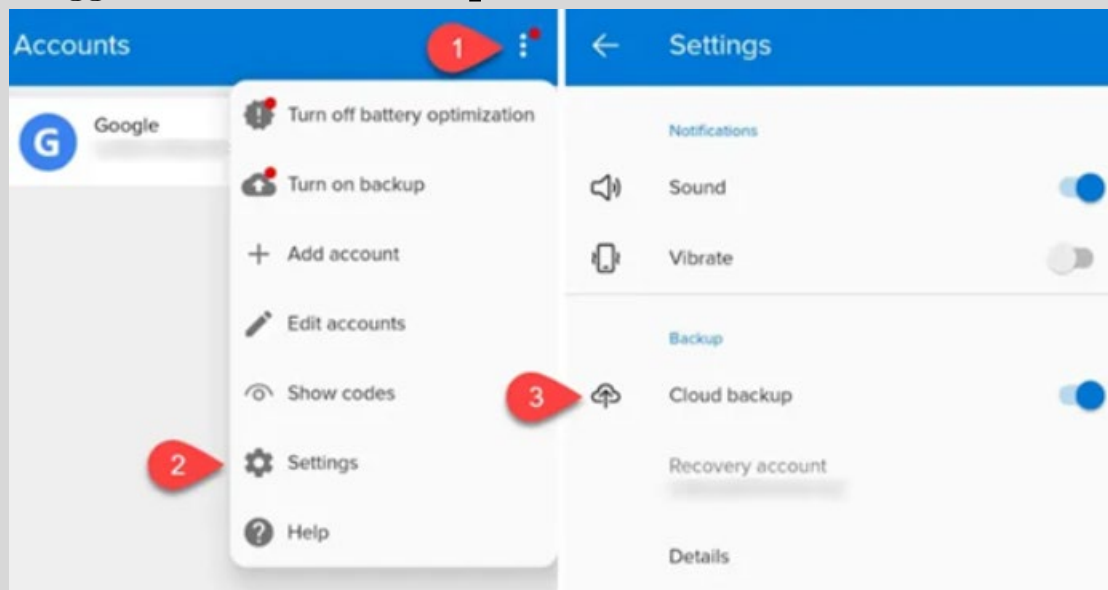
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### How to move Microsoft Authenticator to a new phone

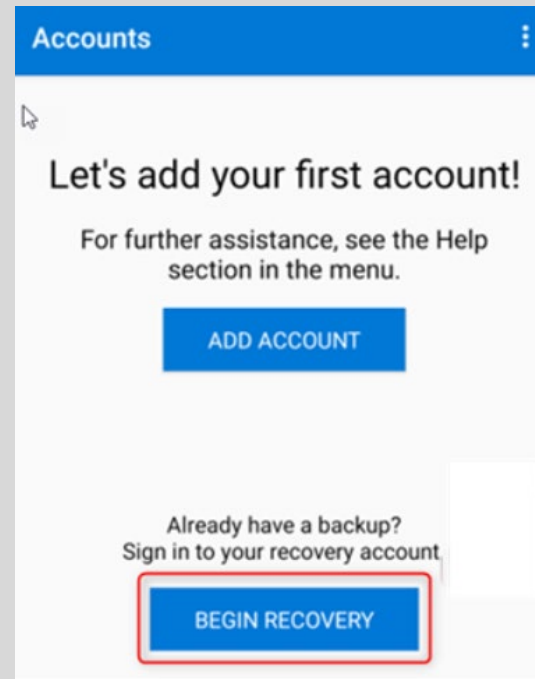
1. Open the Microsoft Authenticator app on your old phone.
2. Tap on the **three-dotted icon** located at the top right and go to **Settings**.
3. Toggle-on **Cloud backup for Android**



4. Install **Microsoft Authenticator** on your new phone.
5. Add a **recovery account**. Use the same email account you used for the backup on your old phone.
6. Open the **Microsoft Authenticator app** on your new mobile from the **Google Play Store for Android**

7. On your new phone, open **Microsoft Authenticator** and select the **BEGIN RECOVERY** button.

Enter your credentials for the recovery account



8. You'll be asked to sign in to the **Microsoft account** you used for the backup on your old phone. Your accounts will then automatically be added to **Microsoft Authenticator** on your new one.

9. Reverify accounts to start using them.



\* Some accounts will require you to revalidate, either by signing into those accounts or scanning a QR code.

\*\* After you finish your recovery, you might notice that your personal Microsoft account verification codes in the Microsoft Authenticator app are different between your old and new phones. The codes are different because each device has its own unique credentials, but both are valid and work while signing in using their respective phones.

\*\*\* However, for security purposes, you should remove the accounts from your old phone. First test and make sure you can access these accounts on your new phone via Microsoft Authenticator.