



iPhone Authenticator App Tutorial

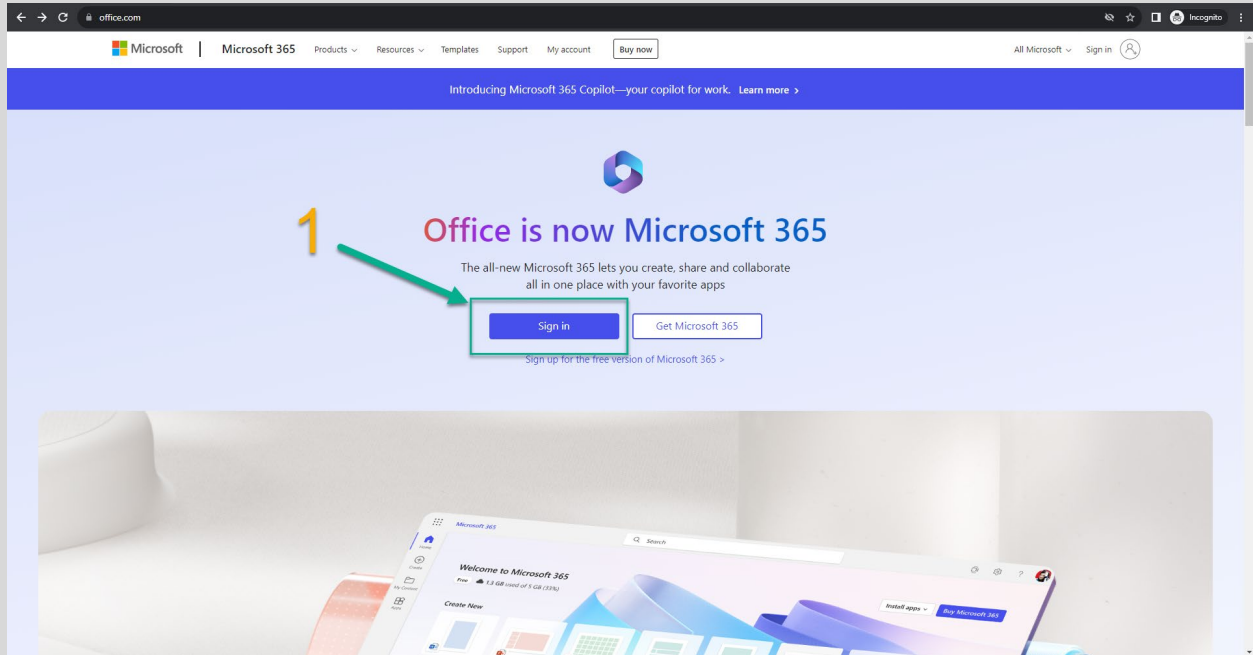
Computer and Communications Innovations

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615-928-2438

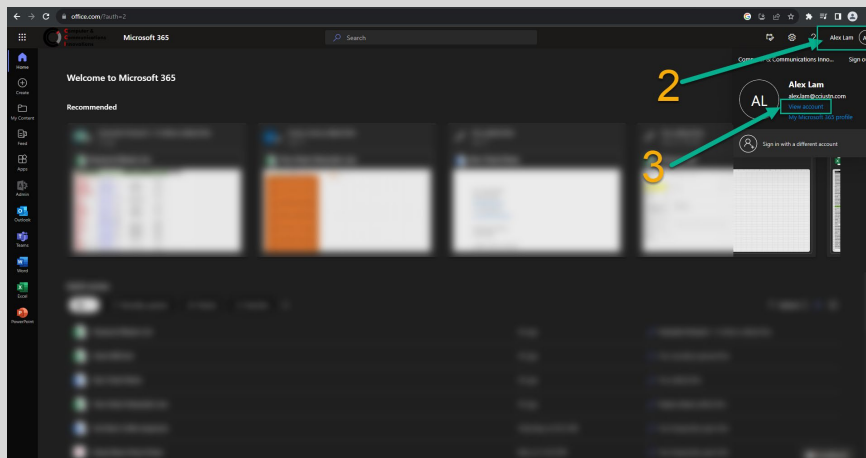
iPhone Authenticator App Tutorial

1. Sign into Office 365 - <https://www.office.com/>

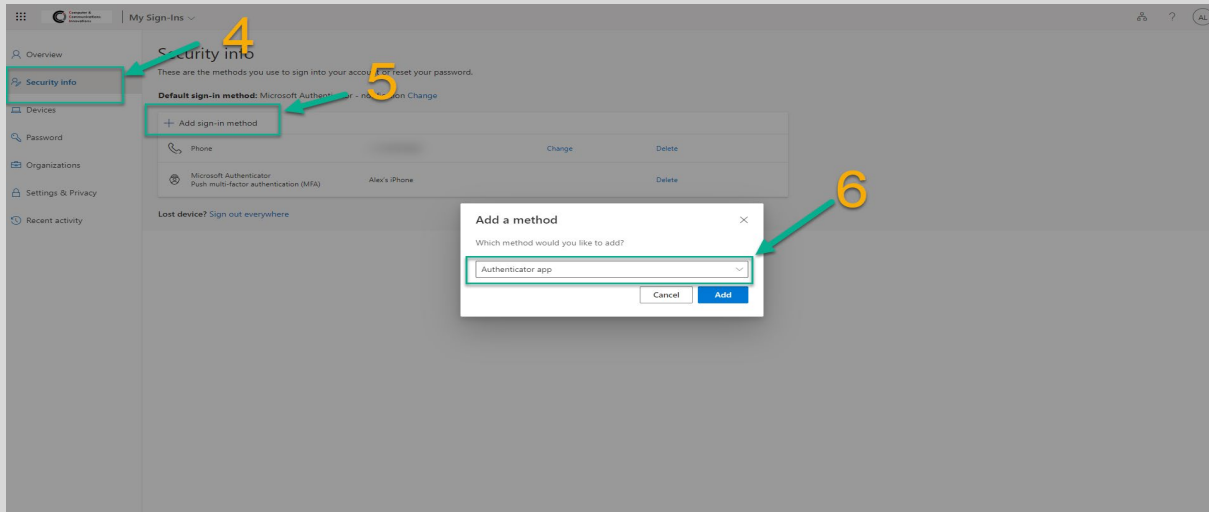


2. Select your **profile** in the top right-hand corner.

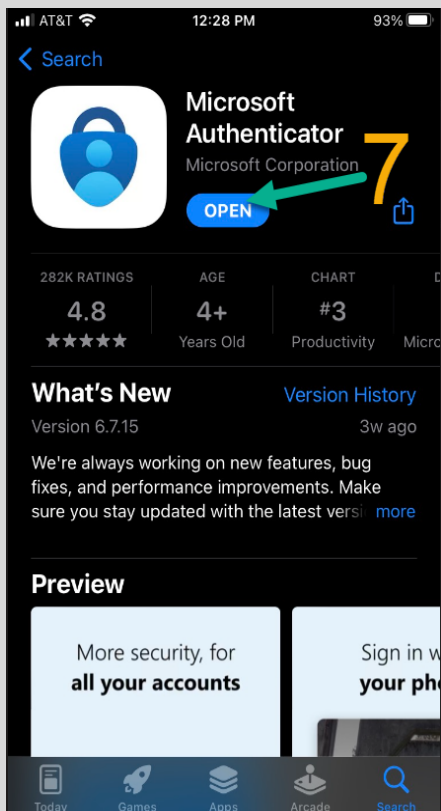
3. Select **View Account**



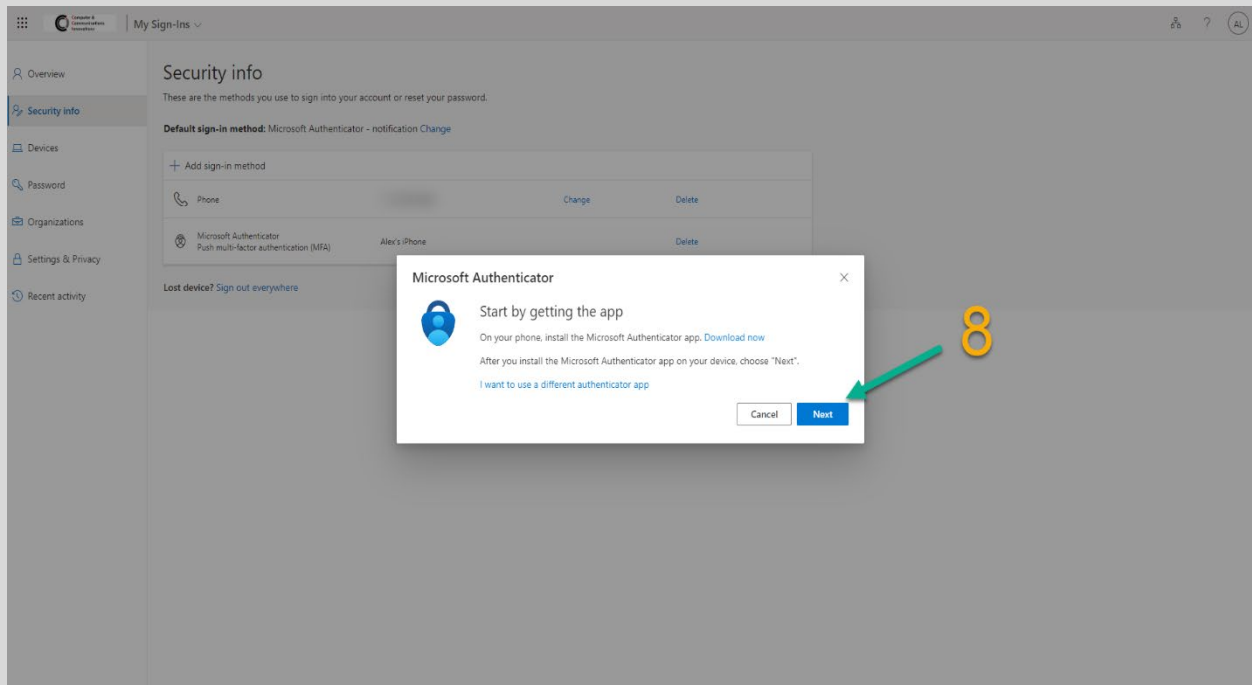
4. Select the **Security Tab**
5. Select **Add Sign-in Method**
6. Select **Authenticator App** and select **Add**.



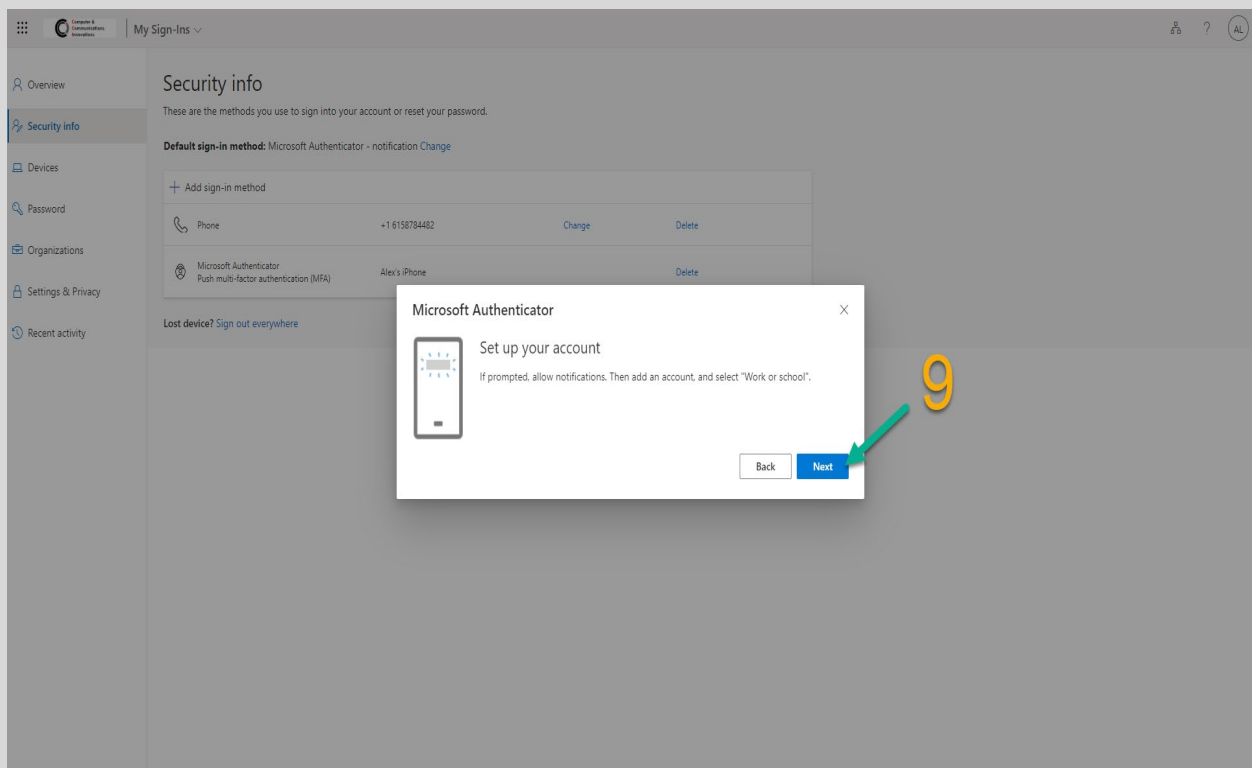
7. Download the **Microsoft Authenticator App** from the **App Store** on your **Iphone**.



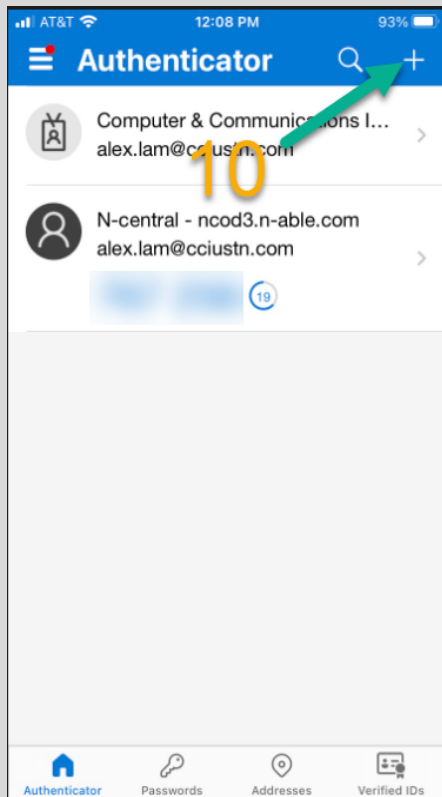
8. Select **Next** after downloading **Authenticator App**.



9. Select **Next** for **Set up your Account**

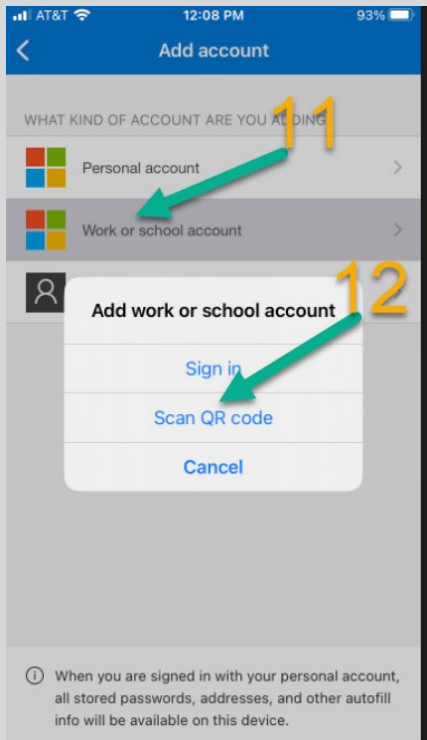


10. Open the **Authenticator App**. Select the **Plus +** at the top right

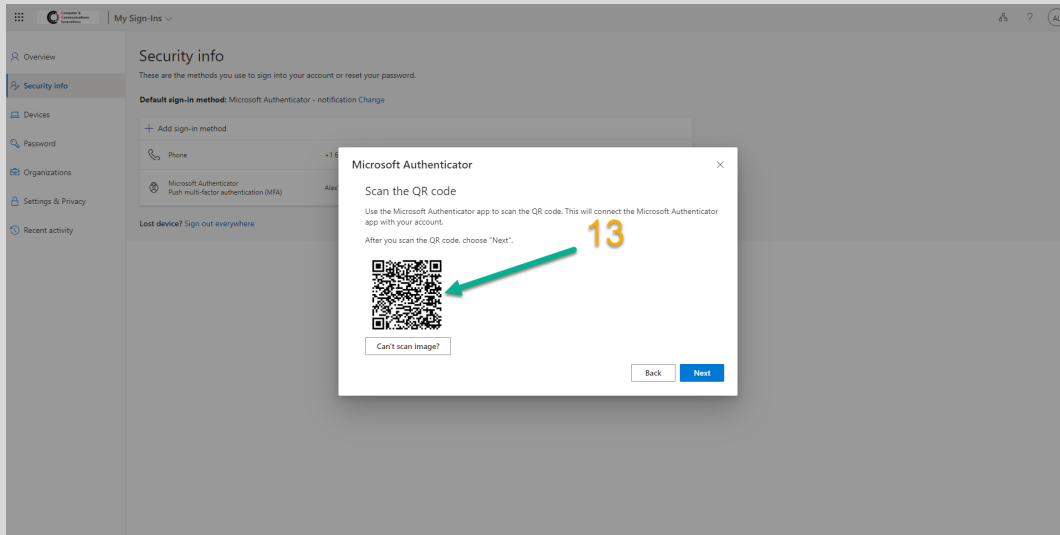


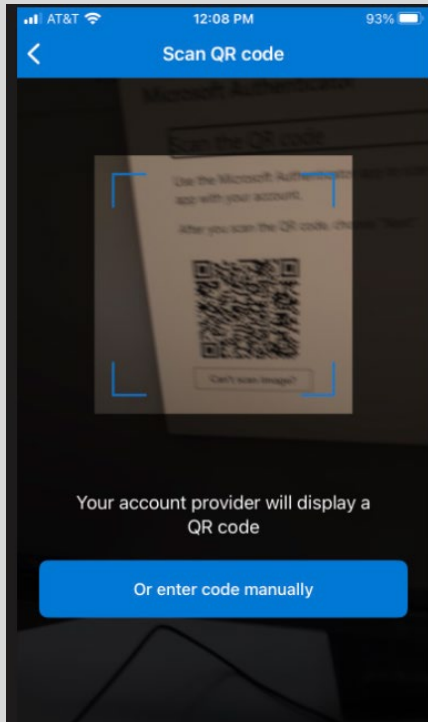
11. Select either **Personal Account** or **Work or School Account**

12. Add Account with **Scan QR Code**

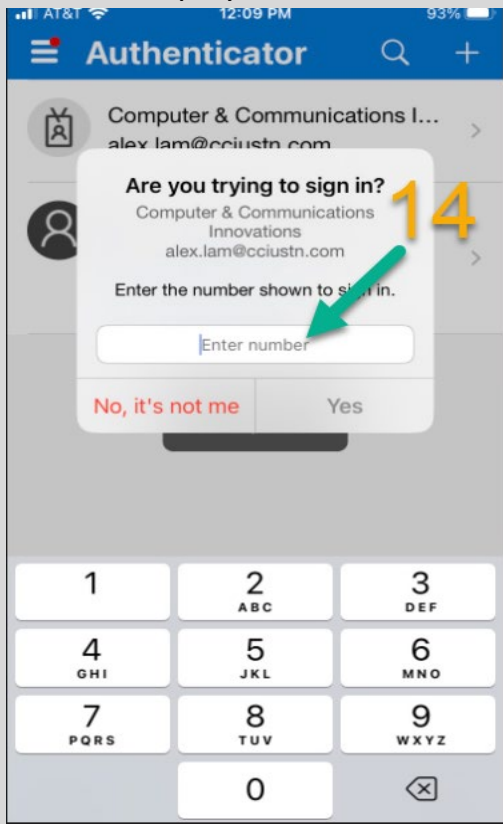


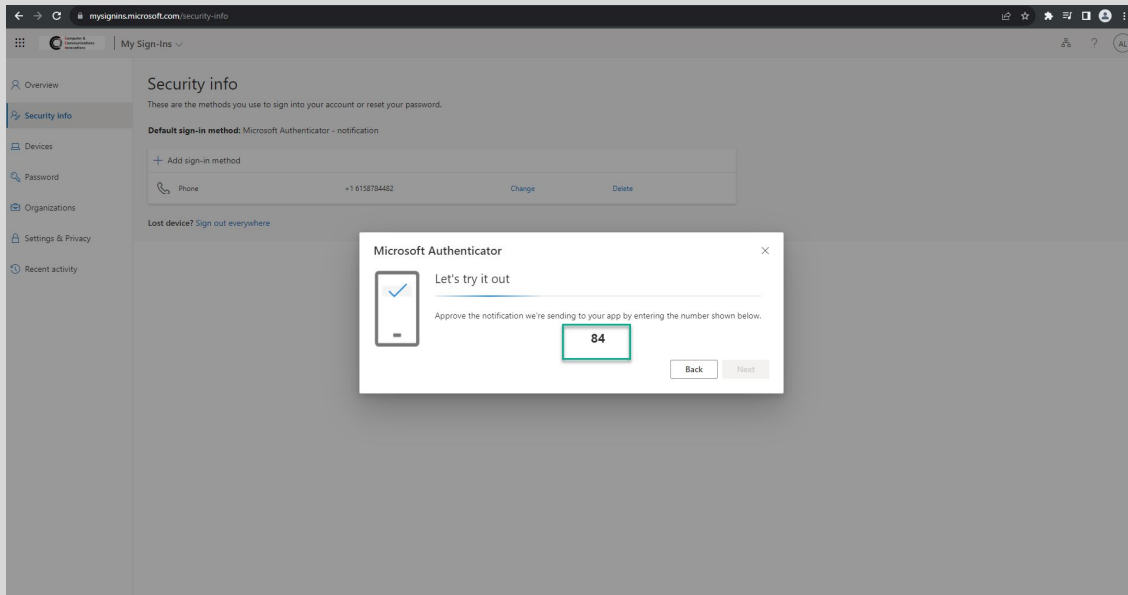
13. Scan the QR Code with Authenticator App



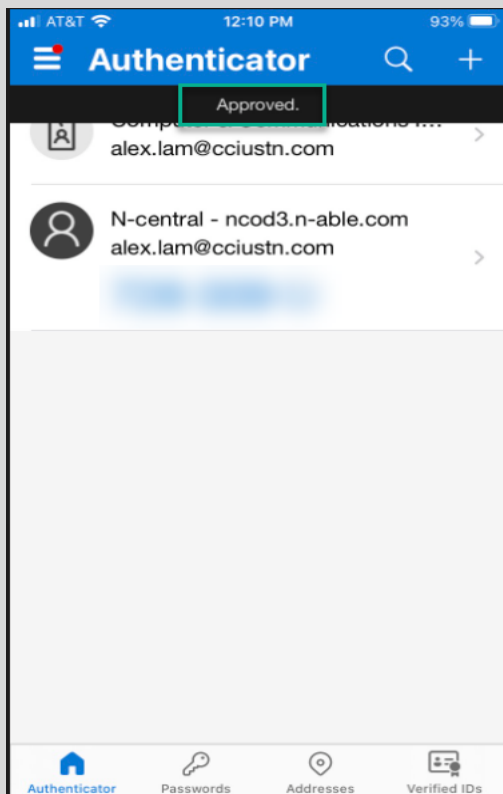


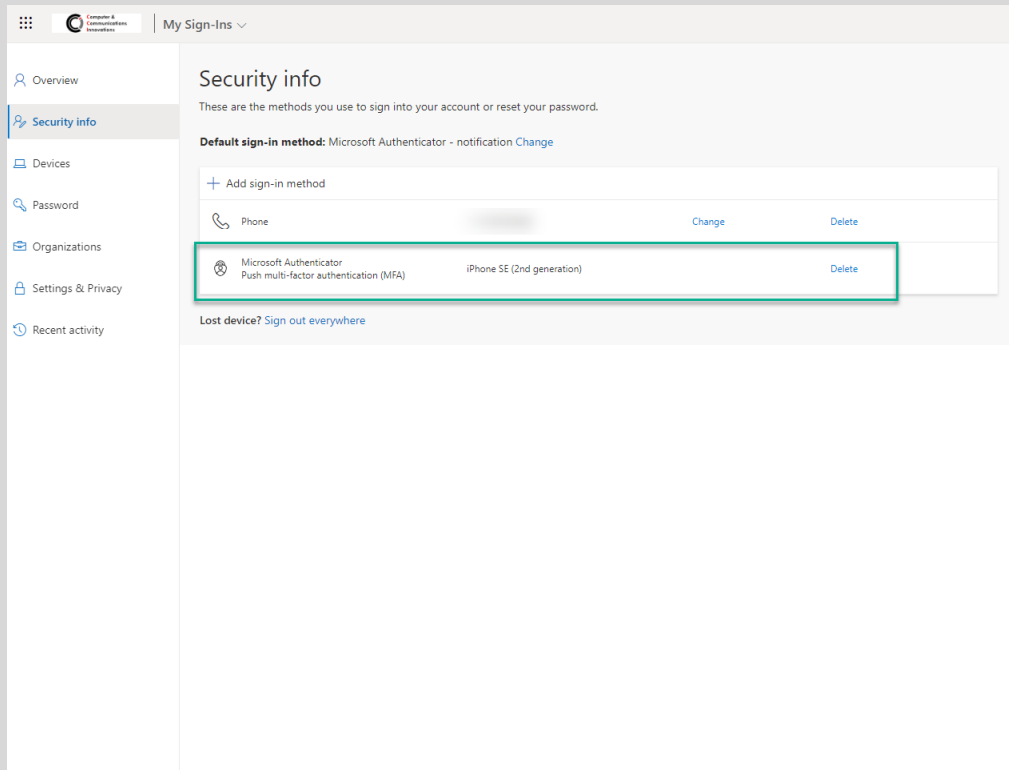
14. You will be asked to enter the number shown to sign-in. Enter the numbers that are displayed on the device you are trying to sign into.





You will receive an approved sign-in message.





*Transferring Authenticator App to New Device

1. If you need to **Transfer your Authenticator App to a new iPhone**, you can delete your previous Authentication method set to your Iphone and add it back. Select **Delete Microsoft Authenticator** as shown in the picture below.

2. Select **Add Sign-in Method**. (You can start from **Step 5** from this **Tutorial**)

The screenshot shows the Windows Security application interface. The top bar displays the Windows logo, the text "Computer & Communications Innovations", and "My Sign-Ins". The left sidebar contains a search icon and several menu items: "Overview", "Security info", "Devices", "Password", "Organizations", "Settings & Privacy", and "Recent activity". The "Security info" menu item is highlighted with a green arrow labeled "2". The main content area is titled "Security info" and contains the text "These are the methods you use to sign into your account or reset your password." Below this, it shows the "Default sign-in method: Microsoft Authenticator - notification" with a "Change" link. A green arrow labeled "1" points to the "Delete" button for this method. Below the default method, there is a list of sign-in methods. The first method is "Microsoft Authenticator" (Push multi-factor authentication (MFA)) on an "iPhone SE (2nd generation)". This method is highlighted with a green box, and its "Delete" button is also highlighted with a green box. Below the list, there is a link for "Lost device? Sign out everywhere".