Manually Add an Account to MS Authenticator

Introduction

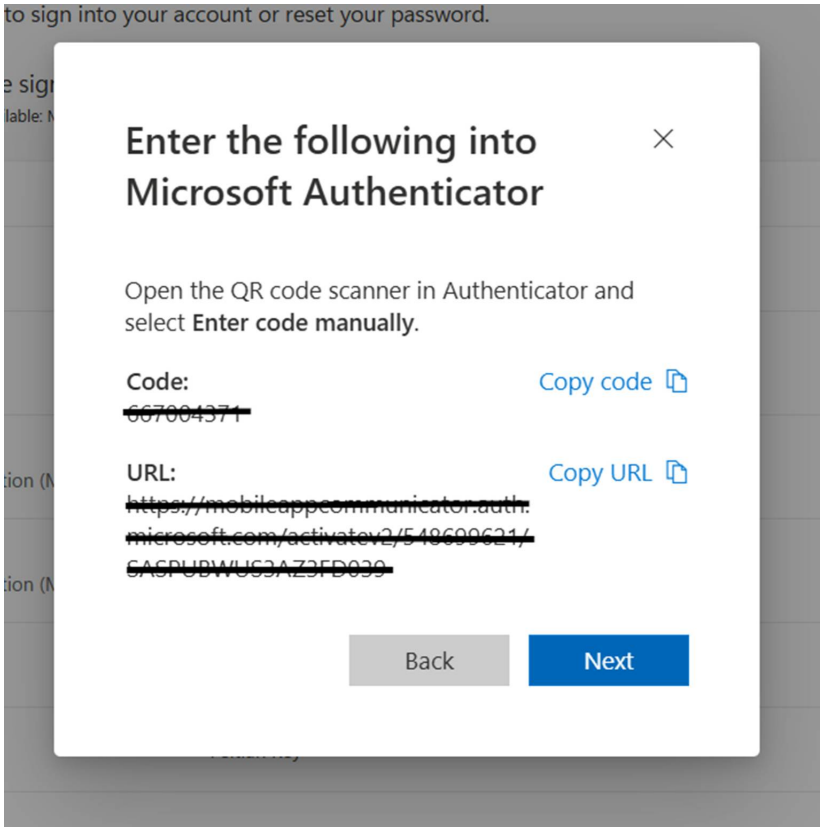
If your device cannot scan the QR code, you can manually enter your account information to complete the setup. The codes you enter are *not case-sensitive* and *do not require spaces*. Two-factor authentication helps protect your account and company data.

Details

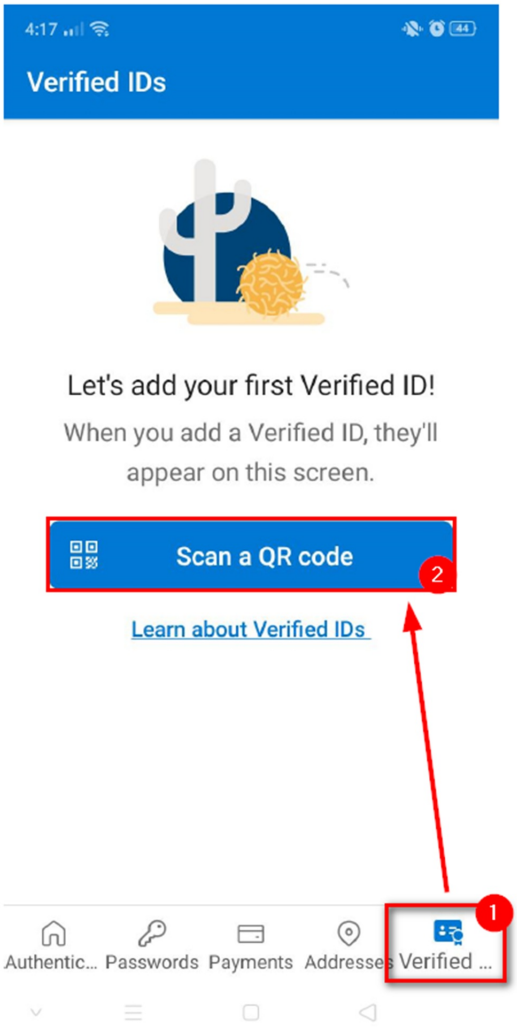
IMPORTANT: Microsoft Authenticator app should be installed before adding your account. If needed, see the Register on MS Authenticator for installation instructions.

Add your work account

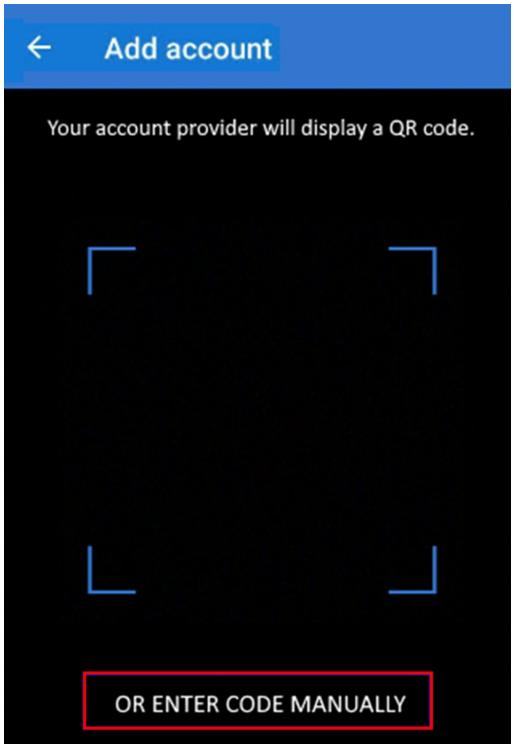
1. On your PC, view and note the **Code** and **URL** on the **Configure mobile app** page. Keep this page open for reference.



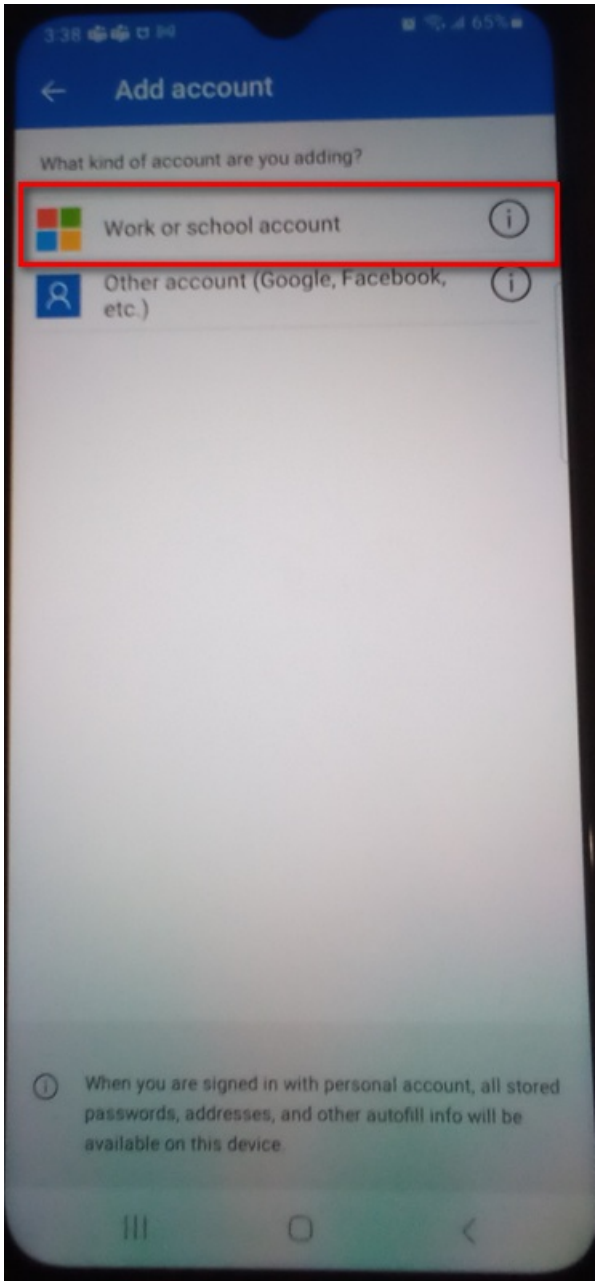
2. Open the MS Authenticator app on your mobile device. Select **allow notifications** (if asked). If the Authenticator app is locked, click **Unlock,** then enter your mobile devices code (i.e. PIN #, face ID, pattern, fingerprint, etc.) then tap on **Verified IDs** in the **lower right-hand corner**. Tap **Scan a QR code**.



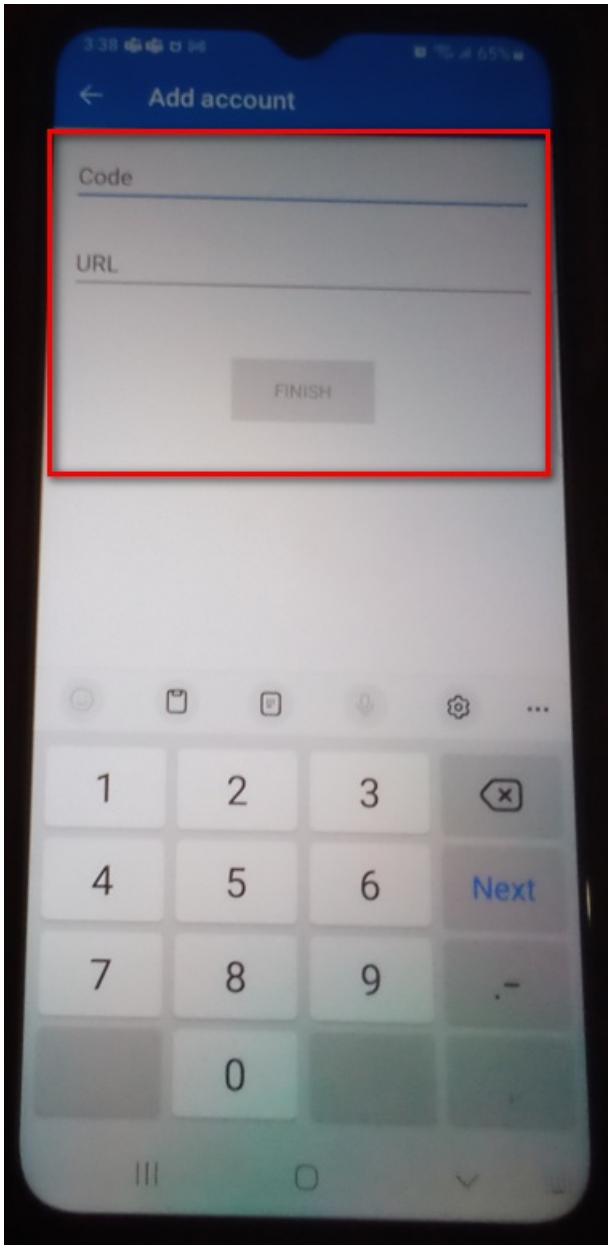
3. Tap **OR ENTER CODE MANUALLY**.



4. Tap **Work or school account**.



5. Enter the **Code** and **URL** from **Step 1**. Select **Finish**.



6. The **Authenticator** screen displays your **account name**. Tap it to view a verification code, which updates every 30 seconds for added security.



Related Articles

Revision History

Date Created: 06/27/2023 7:14 pm EDT
Last Modified: 06/27/2023 7:14 pm EDT