Manually Add an Account to MS Authenticator

Introduction

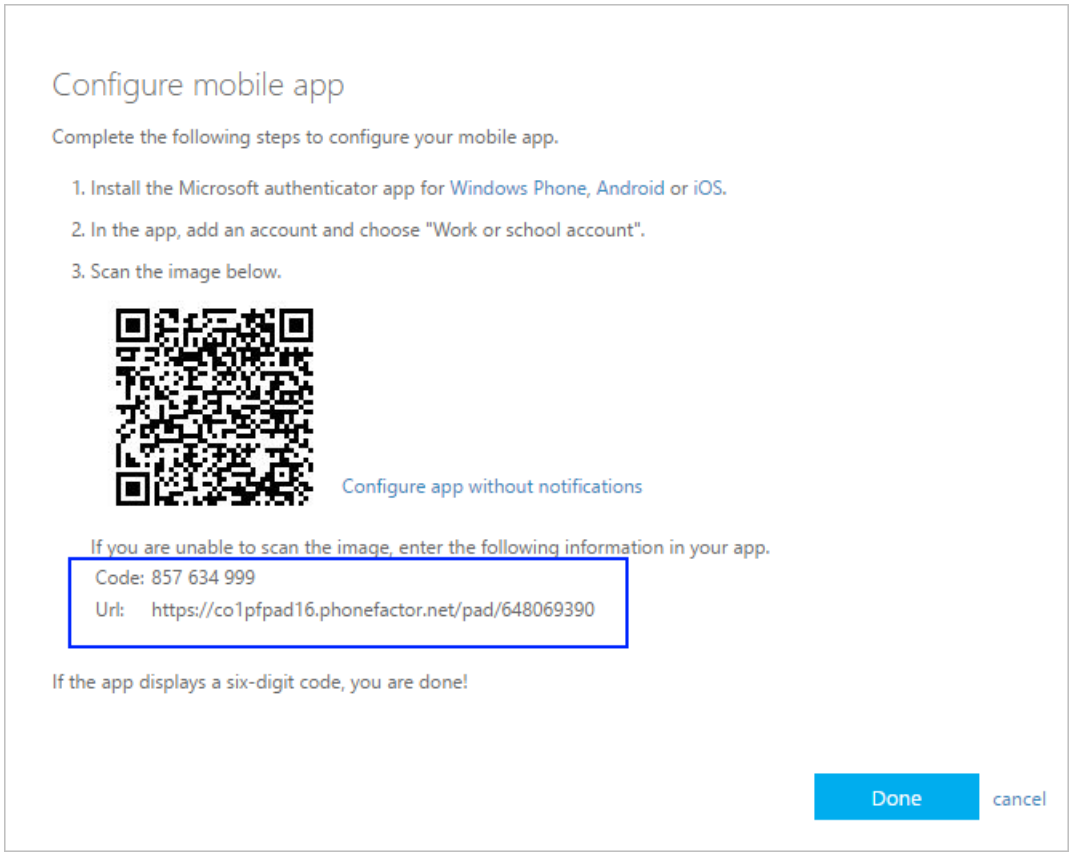
If your camera cannot capture the QR code, you can manually add your account information to the Microsoft Authenticator app for two-factor verification. The codes provided for your accounts aren't case-sensitive and don't require spaces when added to the Authenticator app.

Details

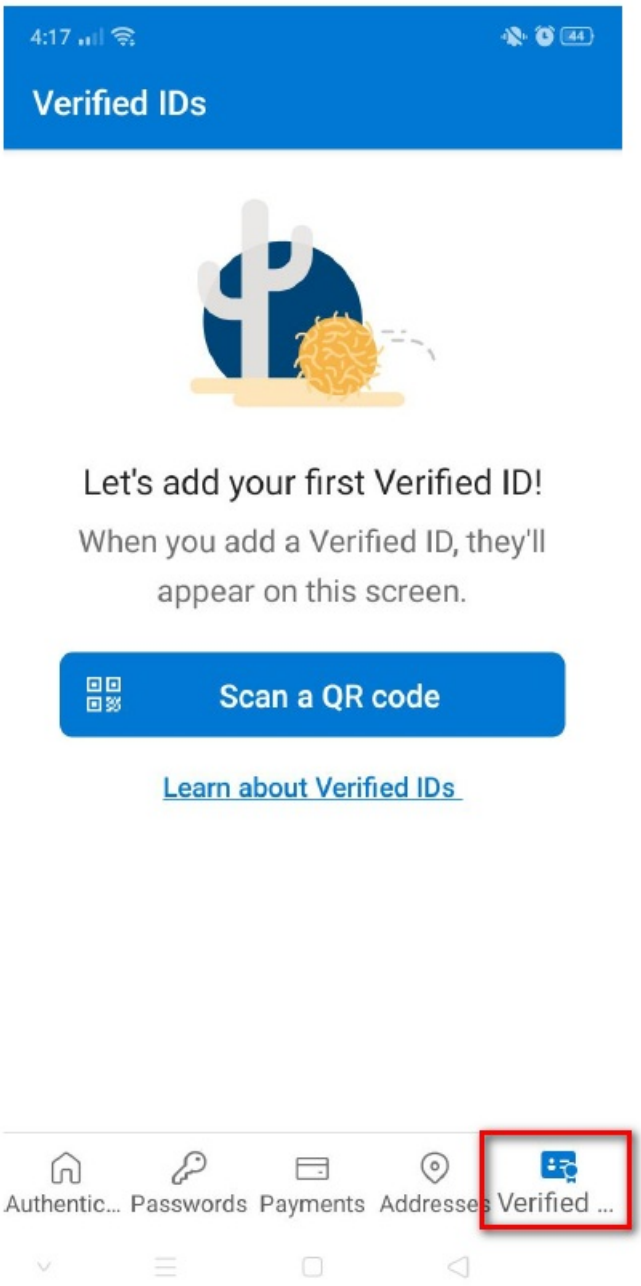
IMPORTANT: Before adding your account, you must download and install the Microsoft Authenticator app. If you haven't done that yet, follow the steps in the Register on MS Authenticator process.

Add your work account

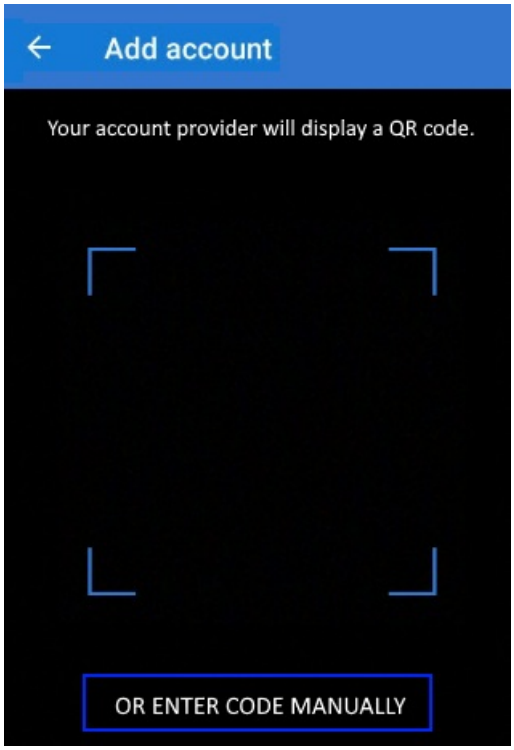
1. On your device, note the **Code** and **Url** information on the **Configure mobile app** page. Keep this page open so you can see the code and URL.



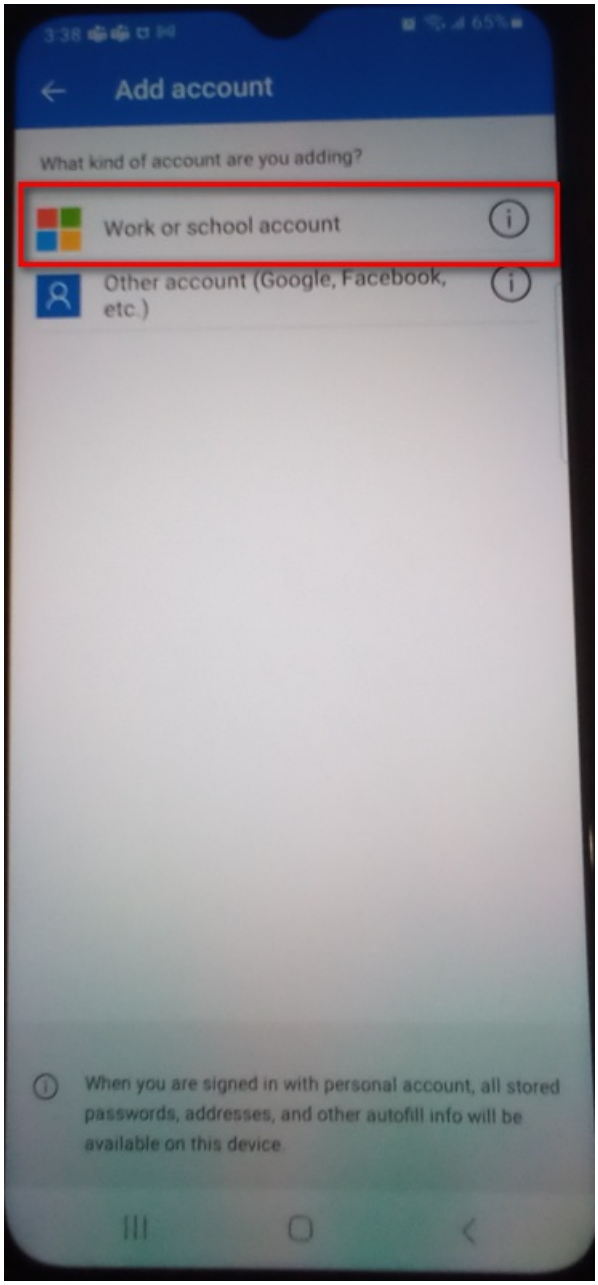
2. Open the MS Authenticator app on your mobile device. Select **allow notifications** if asked. If the Authenticator app is locked, click on **Unlock** and then enter whatever item to unlock your screen lock (i.e. PIN #, face ID, pattern, fingerprint, etc.) then tap on **Verified IDs** in the **lower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



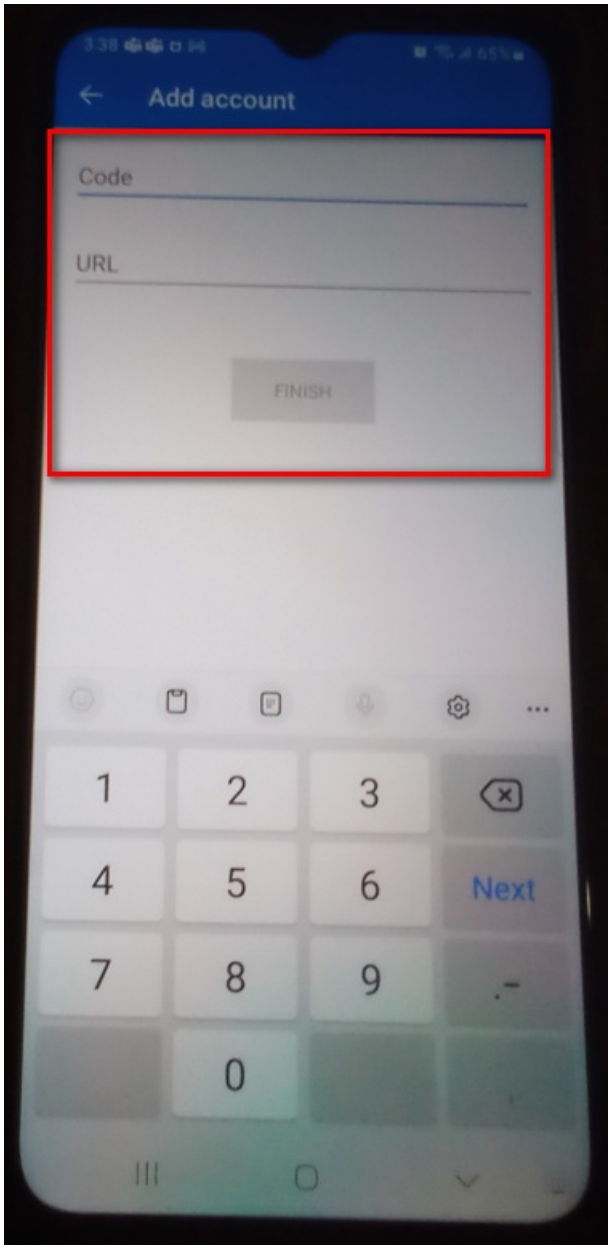
3. Tap the **OR ENTER CODE MANUALLY** button.



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



5. Enter the **Code** and **URL** from **Step 1**, and then select **Finish**.



6. The **Authenticator** screen of the app shows you your **account name**. If you tap on it you'll see additional information such as a verification code. For additional security, the verification code changes every 30 seconds preventing someone from using a code multiple times.



Related Articles

Revision History

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