

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.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



[Configure app without notifications](#)

If you are unable to scan the image, enter the following information in your app.

Code: 857 634 999
Url: https://co1pfpad16.phonefactor.net/pad/648069390

If the app displays a six-digit code, you are done!

[Done](#) [cancel](#)

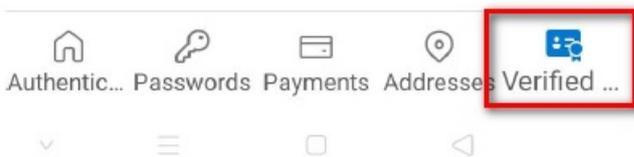
2. Open the MS Authenticator app on your mobile device. Select **allow notifications** if asked. If the Authenticator app is locked, click on **Unlock** and then enter whatever item to unlock your screen lock (i.e. PIN #, face ID, pattern, fingerprint, etc.) then tap on **Verified IDs** in the **lower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



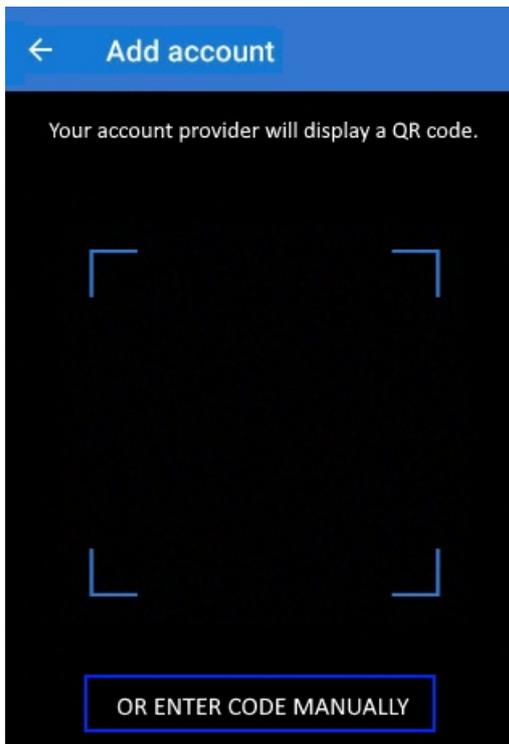
Let's add your first Verified ID!
When you add a Verified ID, they'll appear on this screen.

Scan a QR code

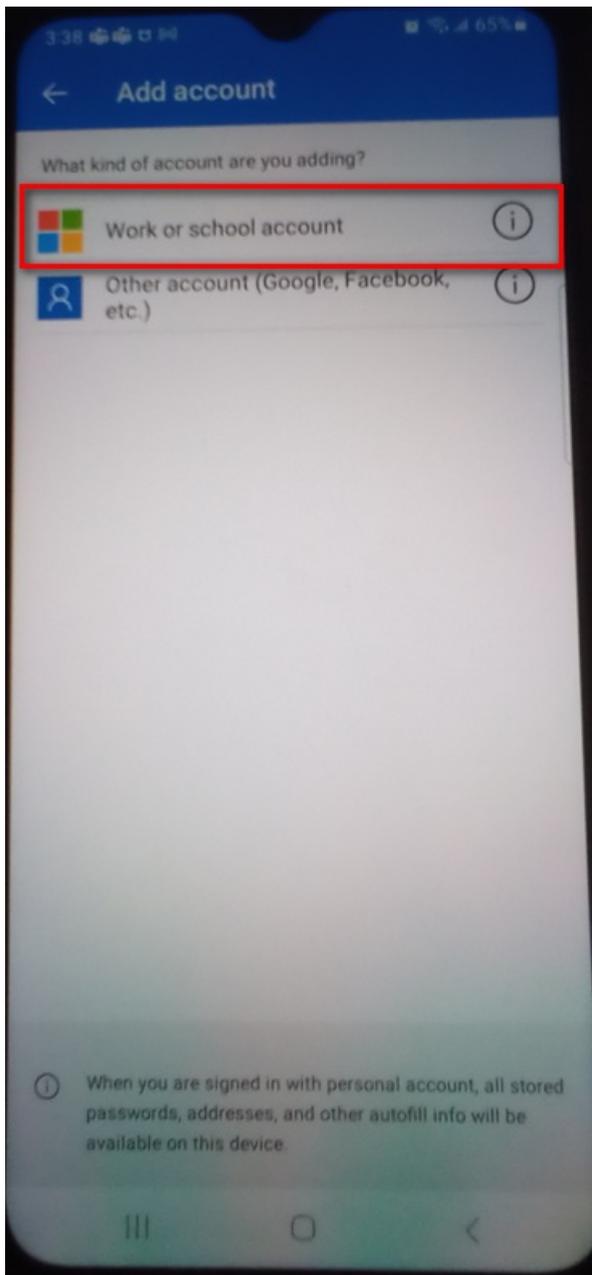
[Learn about Verified IDs](#)



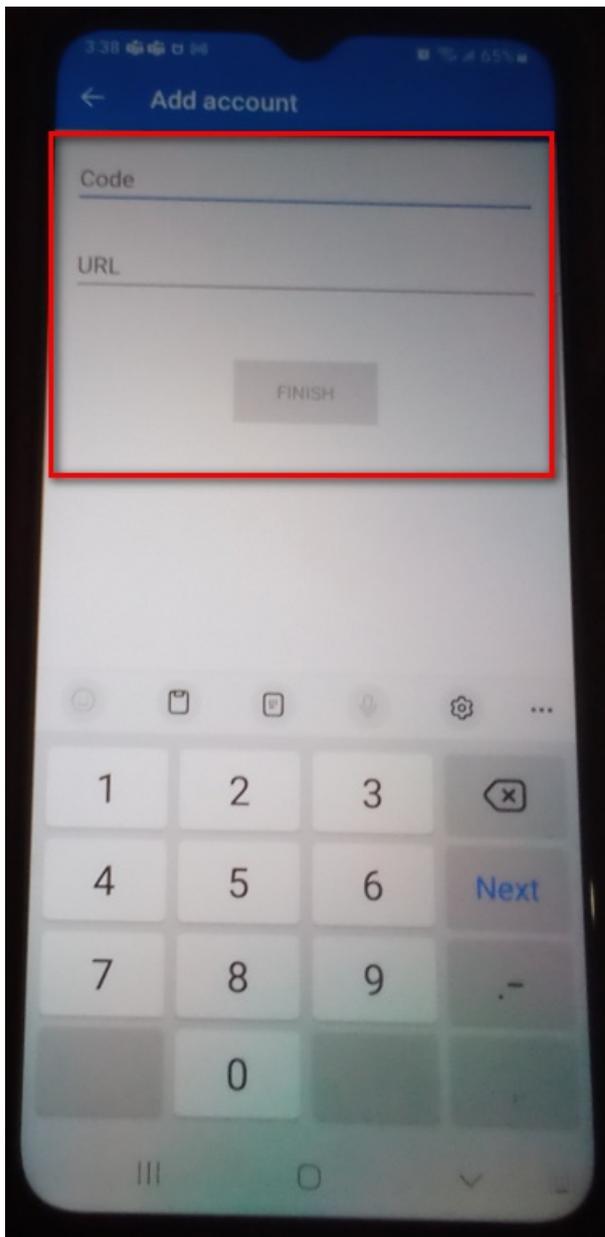
3. Tap the **OR ENTER CODE MANUALLY** button.



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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