


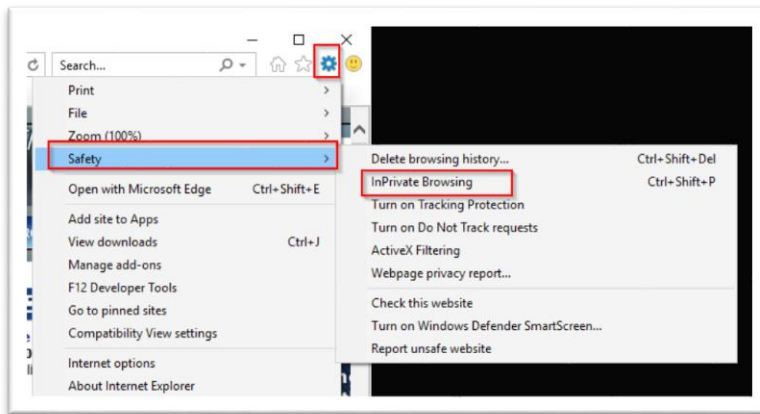
Microsoft Authenticator Installation For Mobile Devices

Prerequisite: You need a mobile device and a PC with Internet access to complete this installation.

1. Download and install the “Microsoft Authenticator” app on your mobile device. This can be found on Apple’s App Store or Google Play.
2. Below are options for using various browsers to complete this process

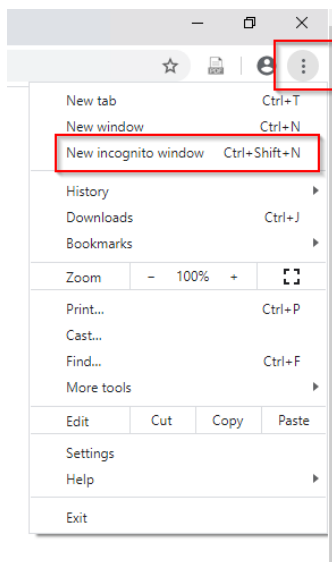
Internet Explorer

- A. On your PC, open Internet Explorer and click the “Tools” button  in the upper right hand corner of the screen. Navigate to **Safety** → **InPrivate Browsing**.



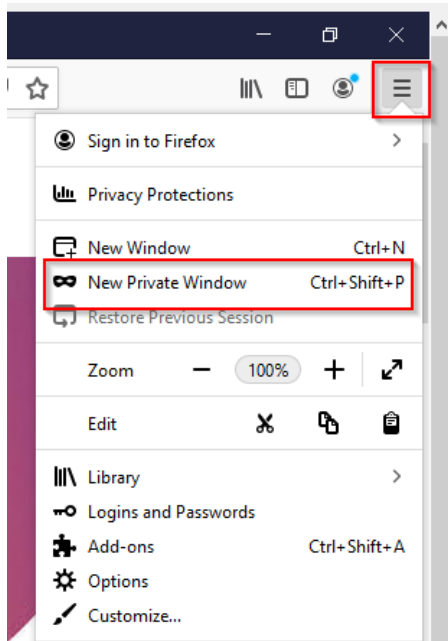
Google Chrome

- B. On your PC, open a Google Chrome browser window. Navigate and click the 3 dotted icon in the upper right hand corner of the window and select “**New incognito window**”.



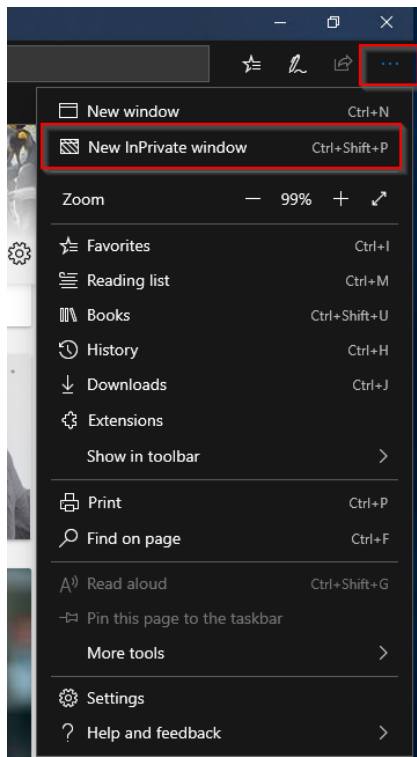
Mozilla Firefox

- C. On your PC, open a Mozilla Firefox browsers window. Navigate and click the 3 lined icon in the upper right hand corner of the window and select “**New Private Window**”.



Microsoft Edge

- D. On your PC, open a Google Chrome browser window. Navigate and click the 3 dotted icon in the upper right hand corner of the window and select “**New InPrivate window**”.



3. Enter ***https://aka.ms/mfasetup*** in the address bar and press enter.



InPrivate is turned on

When InPrivate Browsing is turned on, you will see this indicator



InPrivate Browsing helps prevent Internet Explorer from storing data about your browsing session. This includes cookies, temporary Internet files, history, and other data. Toolbars and extensions are disabled by default. See [Help](#) for more information.

To turn off InPrivate Browsing, close this browser window.

4. Enter your ***username@cityofirvine.org***. For example, ***bsmith@cityofirvine.org*** and click the **Next** button. **DO NOT** include the ***pdv_irvine*** or ***mailbox*** domain. **For example, DO NOT enter *pdv_irvine\bsmith* or *mailbox\bsmith*.**



Sign in

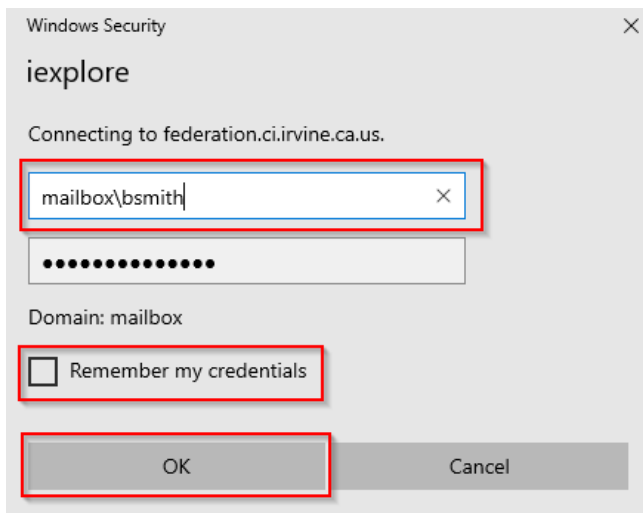
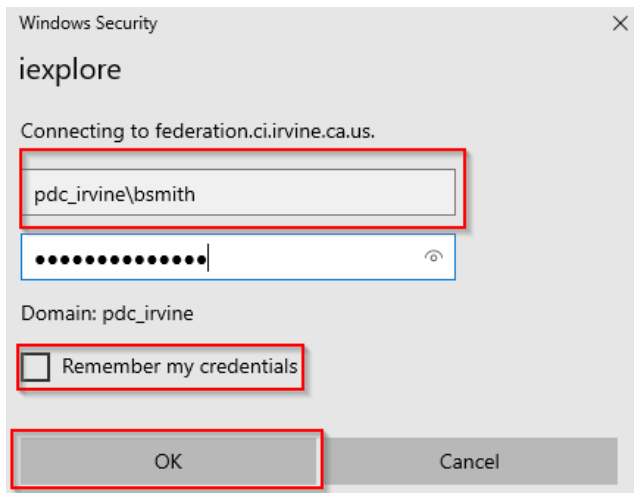
No account? [Create one!](#)

[Can't access your account?](#)

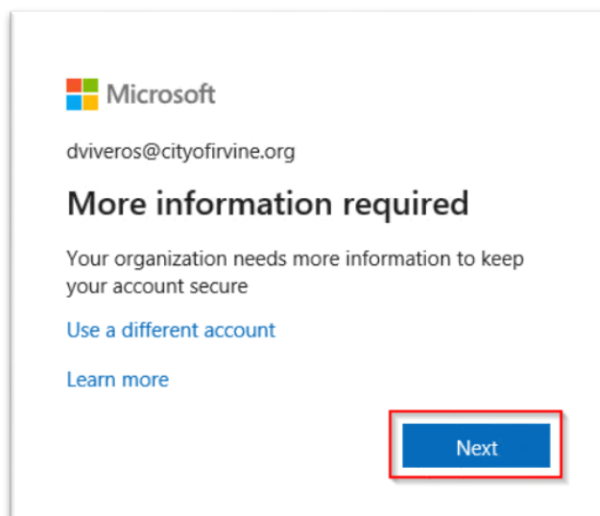
[Sign-in options](#)

Next

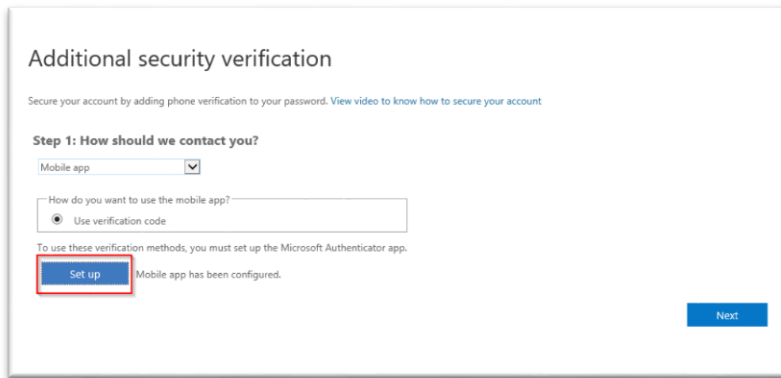
5. If a “Windows Security” pop up appears enter your username and password. Your username should be entered **with the domain** as seen below. For example *pdc_irvine\bsmith* or *mailbox\bsmith*. Leave the “Remember my credentials” box unchecked. Click on the “OK” button. **** If you do not receive the “Windows Security” pop up move on to Step 6. ****



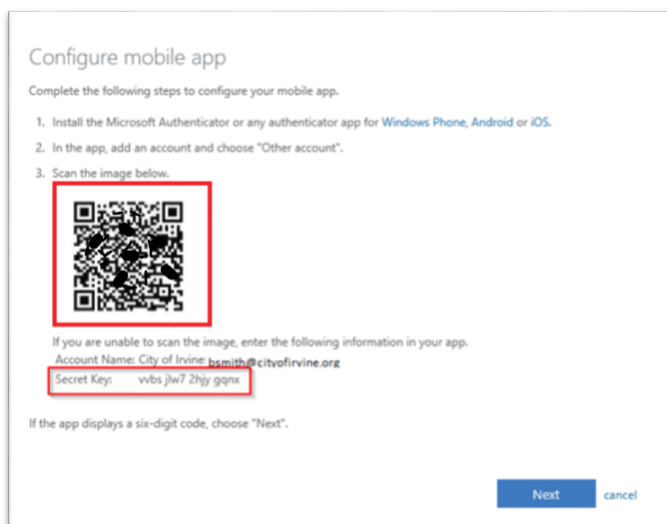
6. Click “Next”



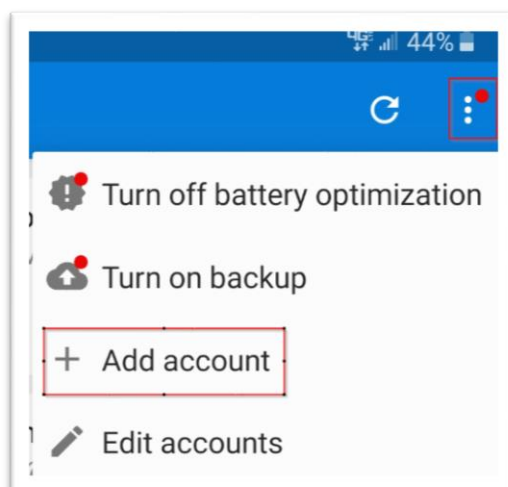
7. Click on **“Set up”** on the **“Additional security verification”** pop



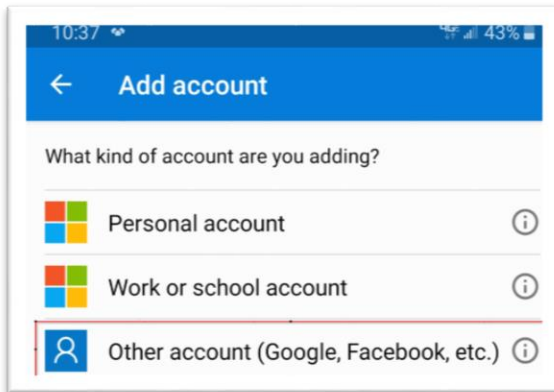
8. You will be prompted with the following screen. Keep this screen open as you go to the next step to complete the configuration of your mobile device.



9. Open the Microsoft Authenticator app installed in step #1 on your mobile device. Click the 3-dotted icon in the upper right hand corner and select **“Add account”**.



10. Select “**Other account (Google, Facebook, etc.)**”.

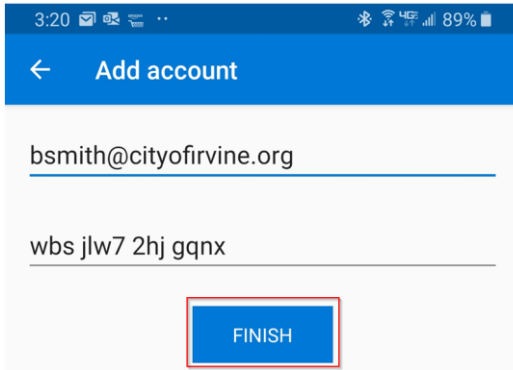


11. When the next screen appears on your mobile device, you have two options depending on whether your mobile device has a camera or not:

- **If your mobile device has a camera** scan the QR code shown in Step #8. Your account will automatically be added to the Authenticator app on your phone. You can then click “Next”. Skip to step #14.
- **If your mobile device DOES NOT have a camera** select the option, “**OR ENTER CODE MANUALLY**” located at the bottom portion of the screen.



12. Enter your username and the **Secret key** from Step #8. Click **“FINISH”**.



13. The “Configure mobile app” window will pop up again. Click **“Next”**.

Configure mobile app

Complete the following steps to configure your mobile app.

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



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

Account Name: City of Irvine: **bsmith@cityofirvine.org**

Secret Key: **wbs jlw7 2hj gqnx**

If the app displays a six-digit code, choose "Next".



14. Click **“Next”** in the “Additional security verification” (Step 1) window.



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app

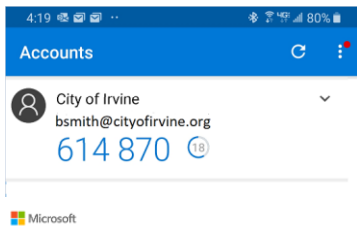
How do you want to use the mobile app?
 Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Mobile app has been configured.



15. Enter the verification code that appears on your phone in the “Additional security verification” (Step 2) window. In this example it is 614870 (you can enter this code with or without spaces) and click “Verify”.



Additional security verification

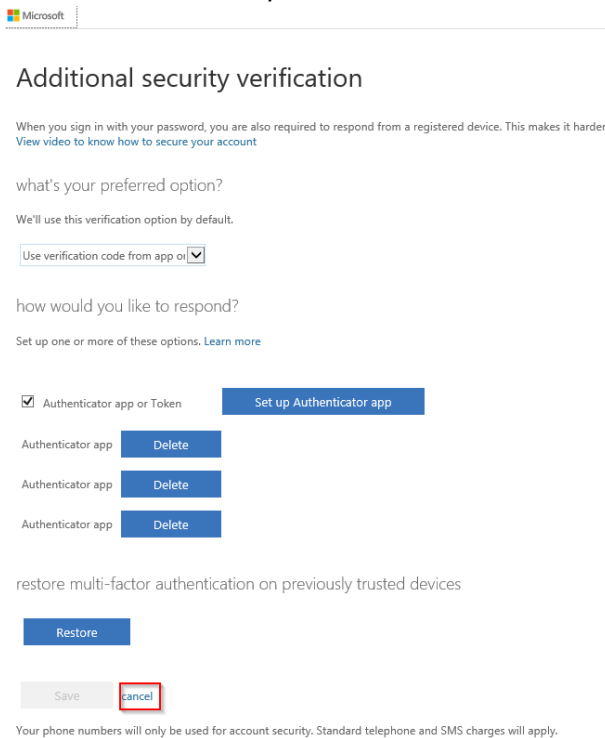
Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: Enter the verification code from the mobile app

Enter the verification code displayed on your app

16. Click “Done” in the next window.

17. Select “cancel” on the “Additional security verification” window. Close your browser. You **DO NOT** need to enter any additional information.



You have completed the installation of the Microsoft Authenticator app on your mobile device