

Setting Up MFA with Microsoft Authenticator

To set up MFA with Microsoft Authenticator for the first time, follow these steps:

1. **Sign In:** Sign in to your [Drury University](#) email account using your username and password.
2. **Prompt for MFA:** You will be prompted to set up MFA for your account. Select **Next** to continue.
3. **Install App:** On the Microsoft Authenticator page, follow the directions to install the Microsoft Authenticator app from the Google Play Store or Apple App Store. Select **Next** twice to get to the QR Code.
4. **Add Account:** Open the Microsoft Authenticator app on your device, select **Add account** from the menu, and then select **Work or school account**.
5. **Scan QR Code:** Use your device's camera to scan the QR code on your computer screen. If you can't scan the code, select **Can't scan image** and enter the information shown on the screen.
6. **Confirm Account:** After scanning the code, you will see your account added to the app. Select **Next** on your computer to proceed.
7. **Test Notification:** The app will send a notification or a verification code to your device as a test. Approve the notification or enter the code in the app. On your computer, you will see a message that says your configuration was successful. Select **Next** to continue.

You have successfully set up MFA with Microsoft Authenticator for your email account at Drury University. From now on, whenever you sign in to your account, you will need to approve a notification or enter a verification code from the app, in addition to your password. This will help keep your account secure and prevent unauthorized access.