

MICROSOFT AUTHENTICATOR

Why do I need the Authenticator app?

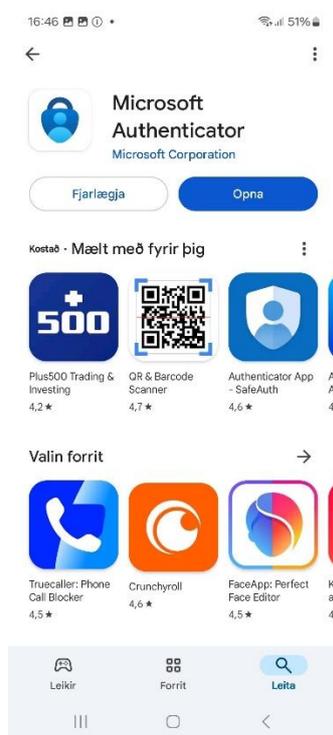
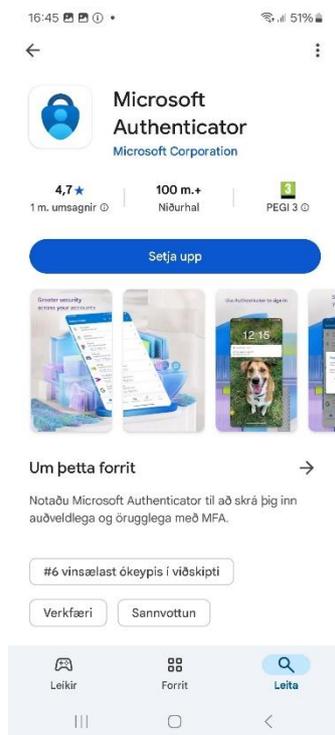
If an employee wants to access Office 365 systems (Word, Excel, Teams, Outlook, OneDrive, etc.) on their phone, they need to download the app **Intune Company Portal**.

If an employee wants to access Office 365 systems (Word, Excel, Teams, Outlook, OneDrive, etc.) outside the hospital's network (where the employee is connected to the LSH internet), they need to authenticate themselves on their phone. This is done with an app called **Microsoft Authenticator**.

How do I download the Authenticator app?

Android

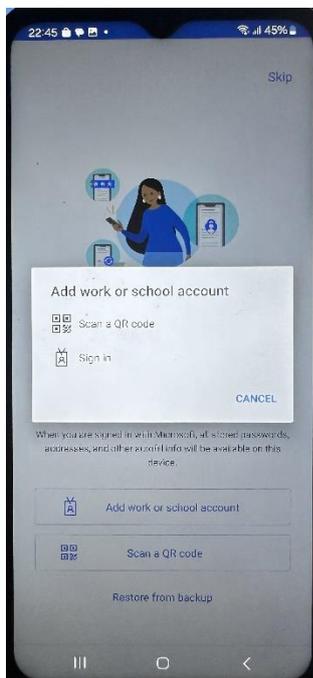
1. Go to the Play Store and search for **Microsoft Authenticator**. Click on **Install** and then **Open**.



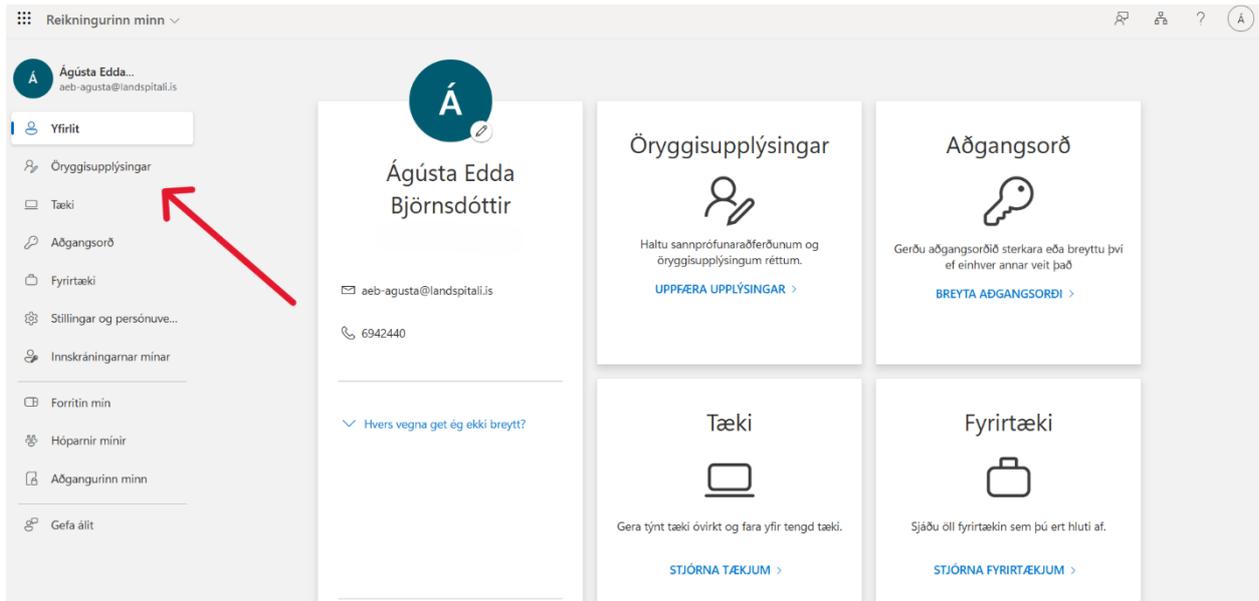
2. Click on **Accept**, then **Continue**, and next select **Add work or school account**.



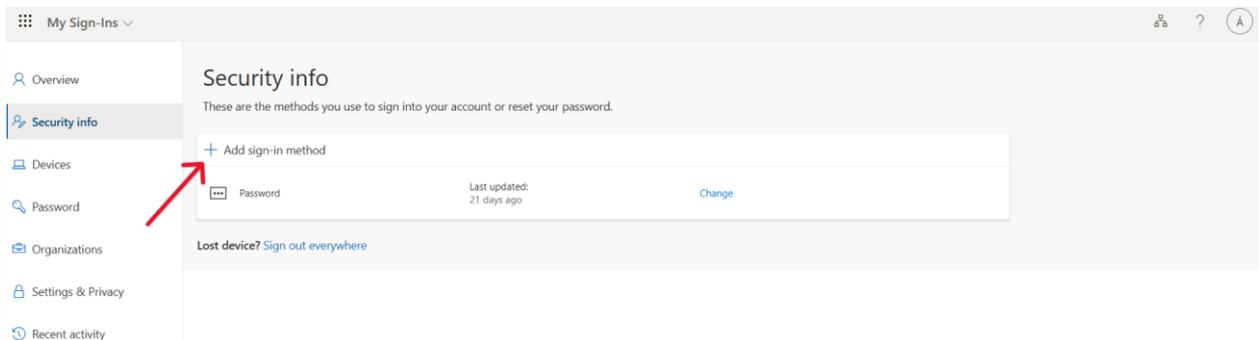
The screen should now look like this:



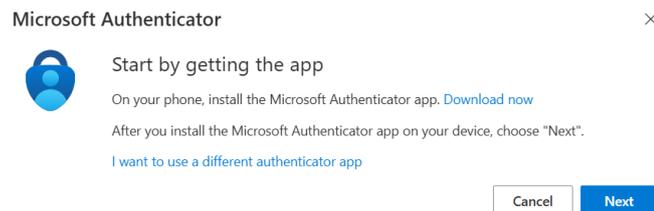
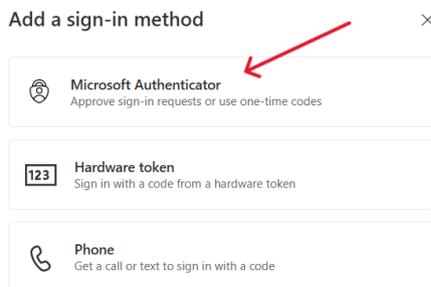
3. Now you need to activate your account on a computer. Open a browser on your computer and open the site **myprofile.microsoft.com**
4. If needed, sign in to your account with your Landspítali username and password.
5. Click on **Security info** on the left in the menu.



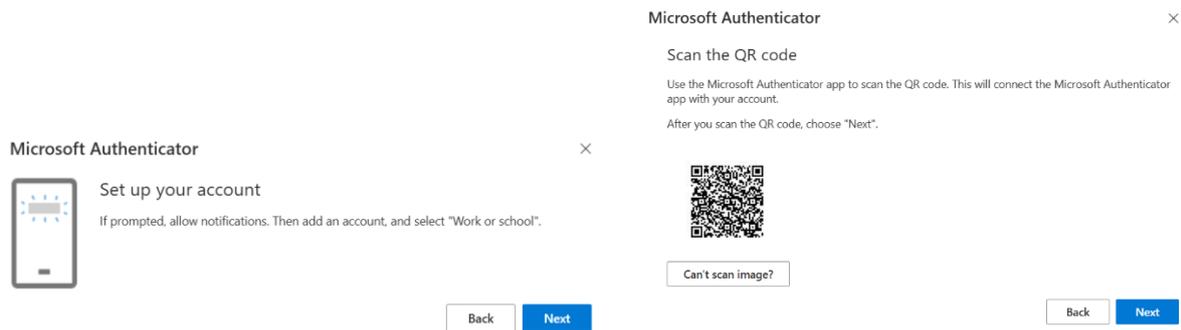
6. Click on + Add sign-in method.



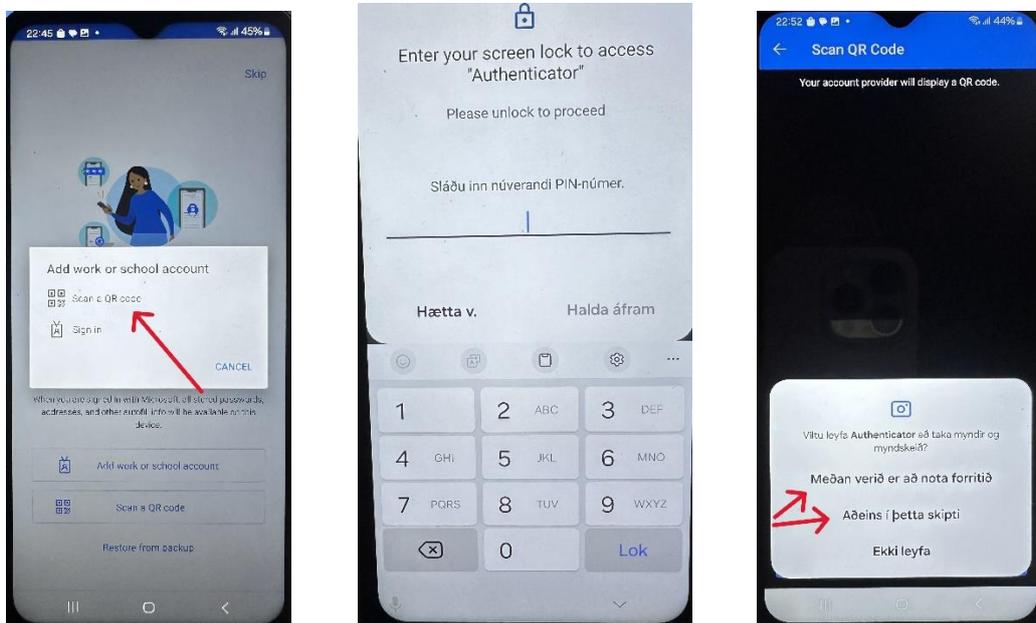
7. Select Microsoft Authenticator and then click on Next.



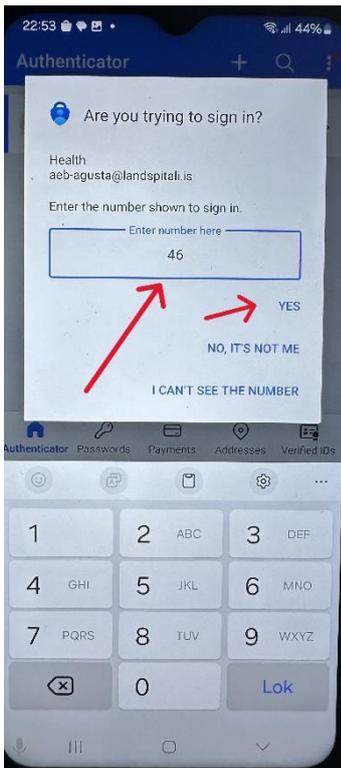
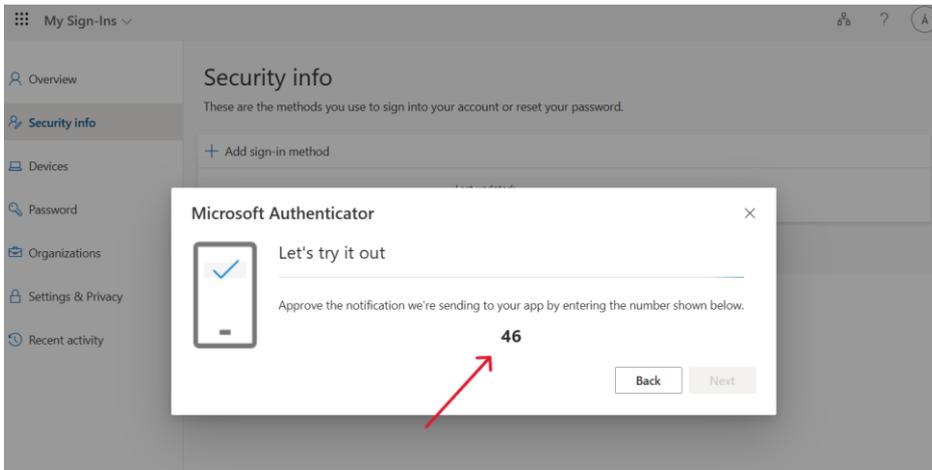
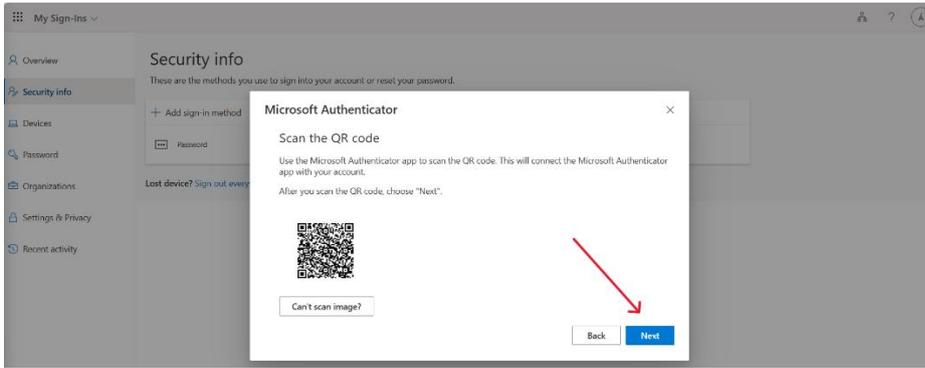
8. Click on **Next** again and the window **Scan the QR code** will appear. Don't scan yet.



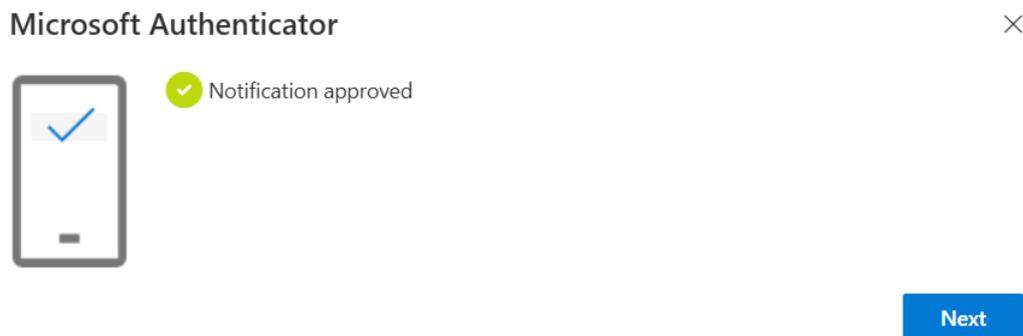
9. Now you need to open the **Authenticator** app on your phone. Click on **Scan a QR code**. You might be asked to enter the PIN you use to unlock your phone. Click on **Allow** when the app asks for permission to take pictures and videos



10. Use your phone to scan the QR code on the computer screen. Your account will be automatically added to the app on your phone.
11. After scanning the QR code, click on **Next** on the computer screen. A number will then appear on the computer screen. You need to enter this number in the app on your phone (first you might need to click on **OK** for App Lock enabled) and then click on **YES**.



12. A window should now appear on the computer saying **Notification approved**.
Click on **Next**.



13. Now your phone should look like this (first you might need to enter the PIN for your phone):



14. Now your computer screen should look like this:

