

# MICROSOFT AUTHENTICATOR

## Why do I need the Authenticator app

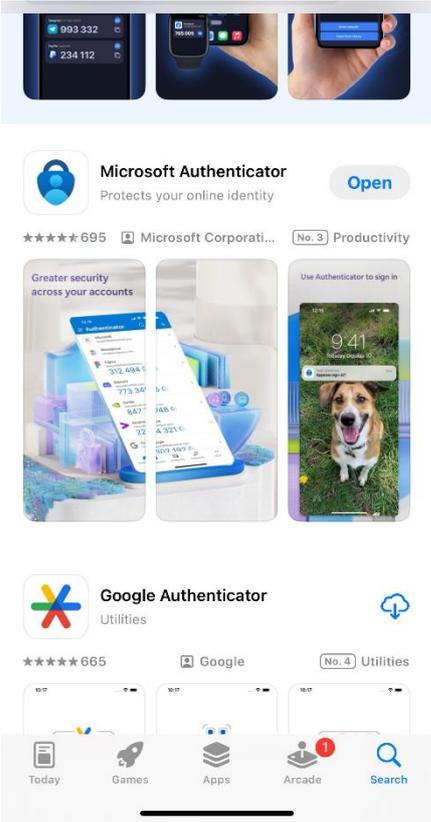
If an employee wants to access Office 365 systems (Word, Excel, Teams, Outlook, OneDrive, etc.) on their phone, they need to download the **Intune Company Portal** app.

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 LSH internet), they need to authenticate on their phone. This is done using an app called **Microsoft Authenticator**.

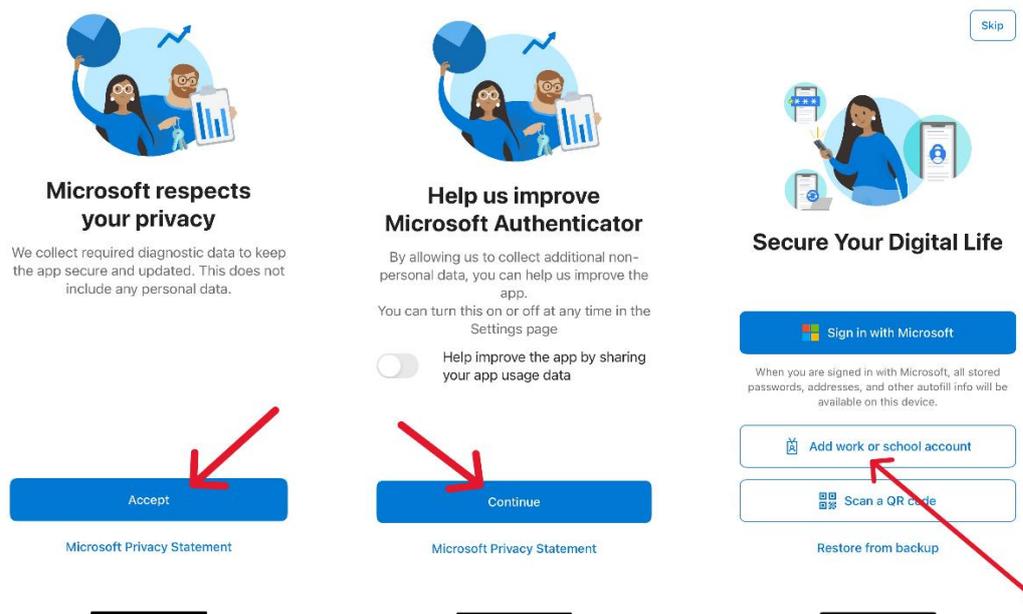
## How do I download the Authenticator app?

### Iphone

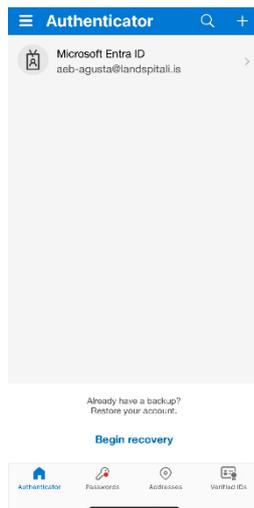
Go to the App Store and search for **Microsoft Authenticator**. Click **Get** and then **Open**.



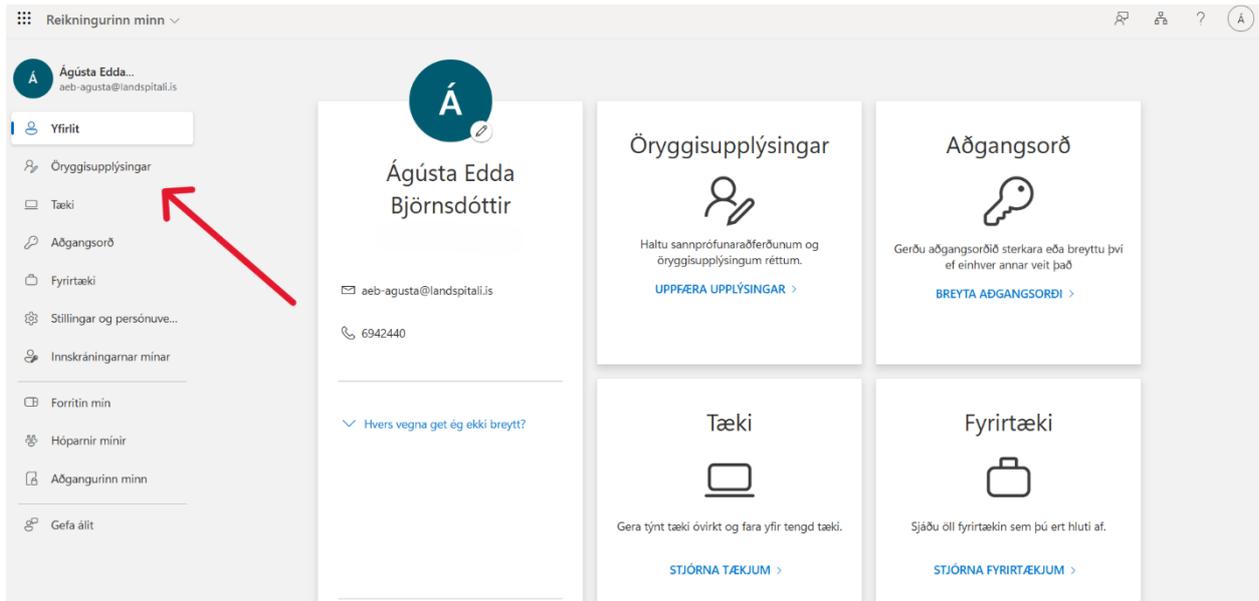
1. Next, you need to set up the app and sign in with your Landspítali username and password.



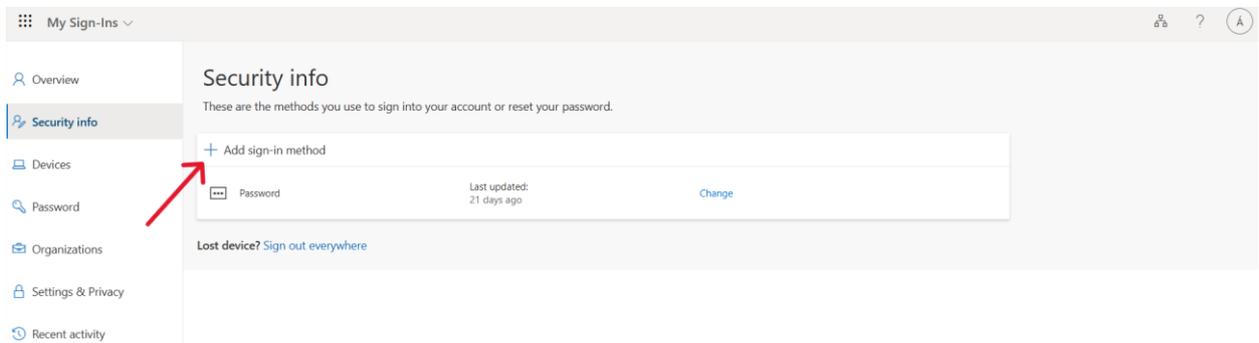
Then the screen should look like this:



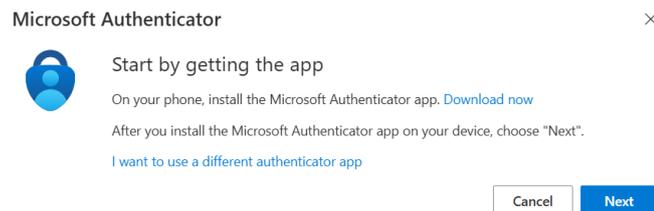
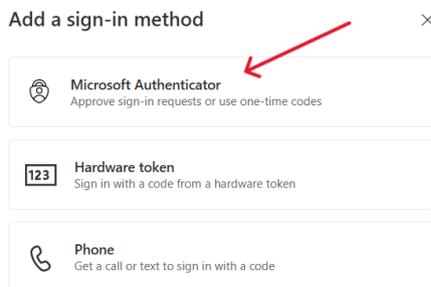
2. Now you need to activate the access on your computer. Open a browser on your computer and open the site **myprofile.microsoft.com**.
3. Sign in to your account with your Landspítali username and password.
4. Click on **Security info** on the left in the menu.



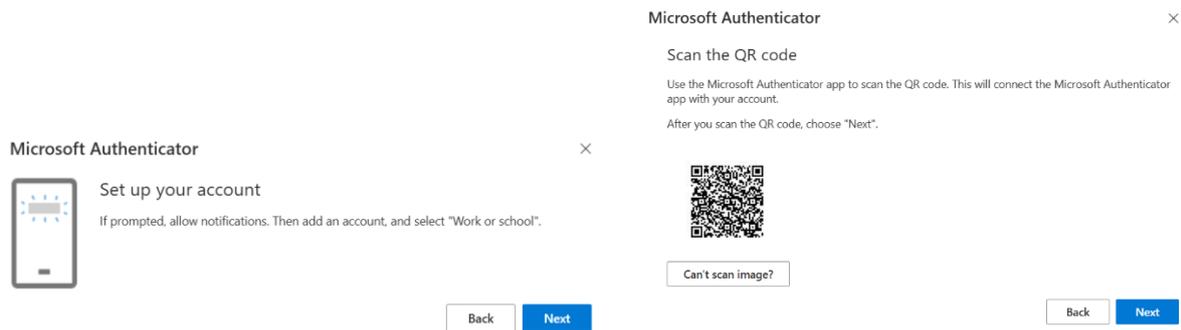
## 5. Click on + Add sign-in method.



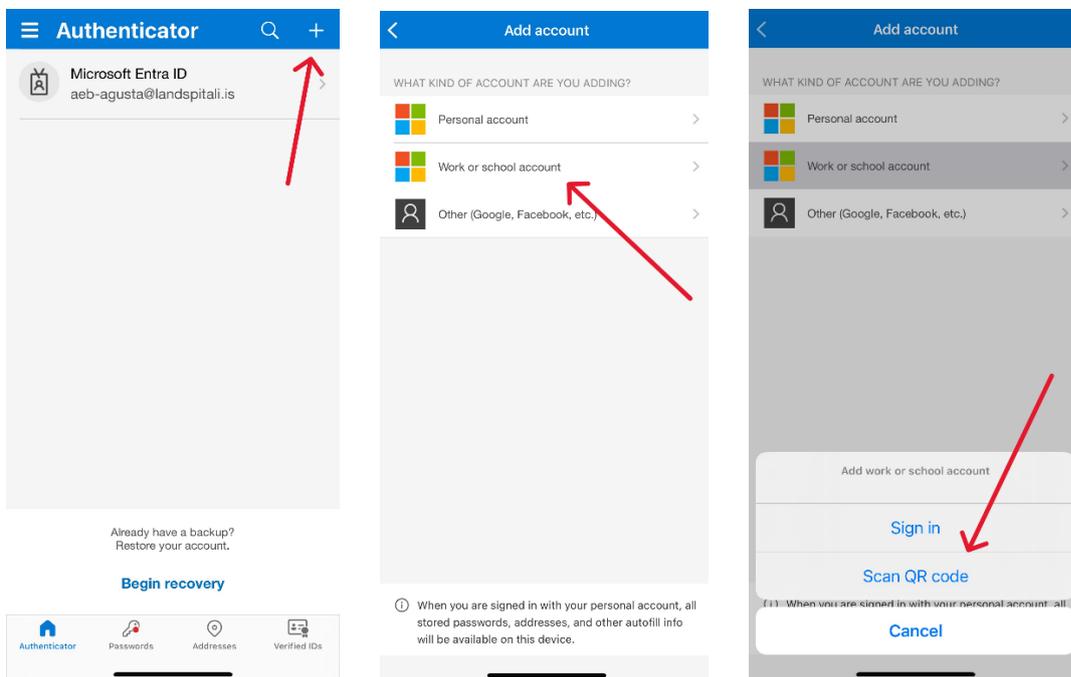
## 6. Select Microsoft Authenticator and then click Next.



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



8. Now you need to open the **Authenticator** app on your phone. Click **Allow** when the app asks for permission to send notifications.
9. Click the **plus sign (+)** in the top right corner, select **Work or school account** and then **Scan QR code**.



10. Use your phone to scan the QR code on the computer screen. Your account will automatically be added to the app on your phone (you might need to select **Allow** when Authenticator requests access to the camera).
11. After scanning the QR code, click **Next** on the computer screen. A number will appear on the computer screen. You need to enter this number in the app on your phone.

## Microsoft Authenticator



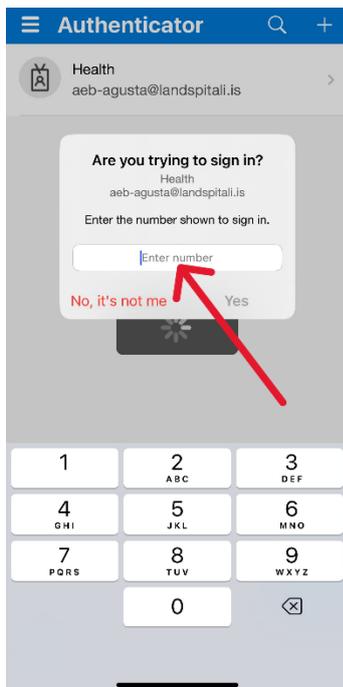
Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

72

Back

Next



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

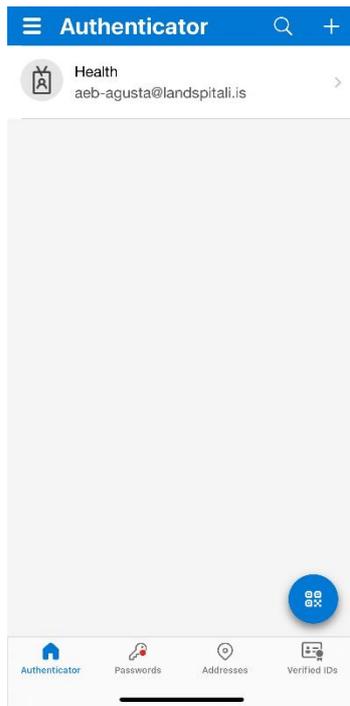
## Microsoft Authenticator



✔ Notification approved

Next

13. Now your phone should look like this:



14. Now your computer screen should look like this:

