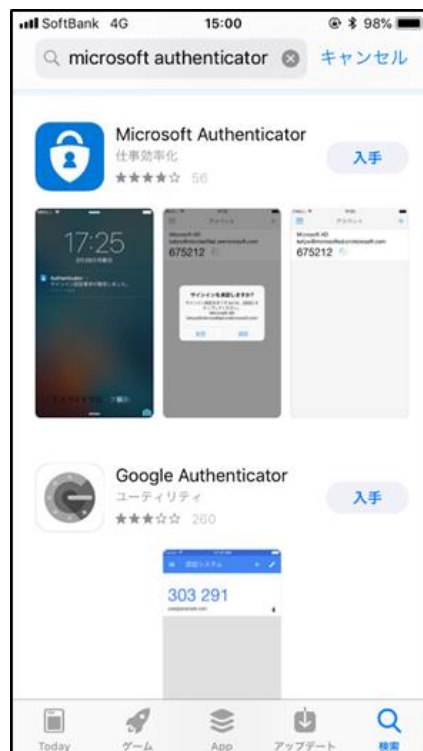# Set Up MFA (Using Authenticator App) – Microsoft 365 Initial Configuration Guide

Important: Before you begin

To complete this setup smoothly, please ensure you have two devices ready:
・A computer (or secondary device) to follow the setup instructions
・A smartphone or tablet where you'll install and use the Microsoft Authenticator app for MFA

You can download the Microsoft Authenticator app from the App Store or Google Play, depending on your device.
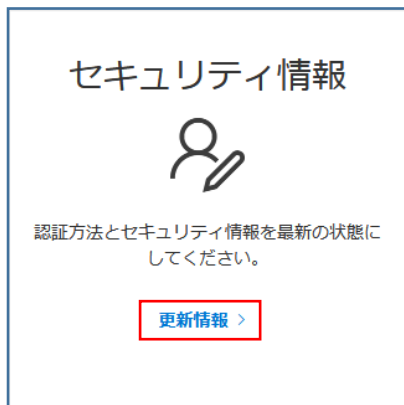

【PC】
2. Setting Up the Authenticator App via Microsoft 365 Portal

Sign in to the Microsoft 365 portal using your sign-in ID and password. Complete the multi-factor authentication process.
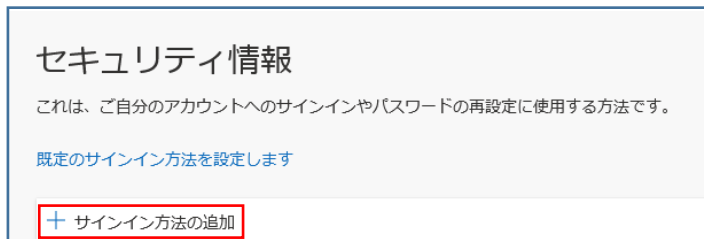
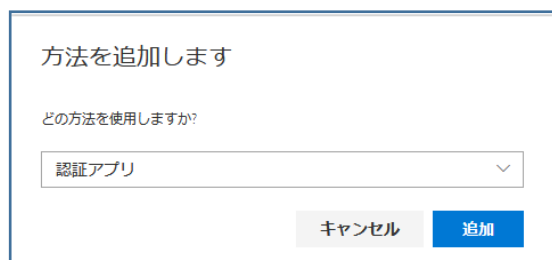Click the Account Manager icon (the person-shaped icon), then select View Account.

On the My Account page, click Update Info under Security Info.

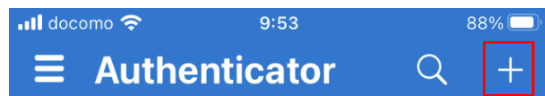On the Security Info screen, click + Add sign-in method.

In the Add a method window, choose Authenticator App, then click Add.

【Smartphone】

Open the Microsoft Authenticator app on your smartphone.
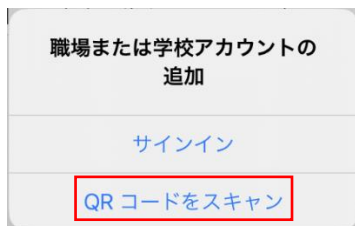
Tap the "+" icon in the top-right corner of the screen.

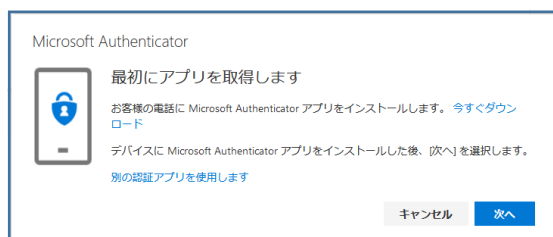Select "Work or school account" on the Add account screen.

Tap "Scan QR code" on the Add work or school account screen to activate the camera
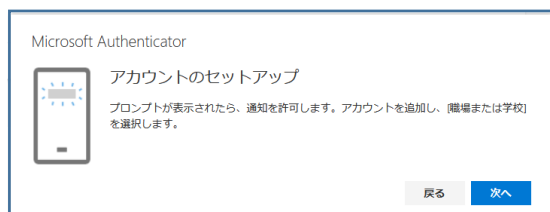
and prepare to scan.

【PC】

On the Microsoft 365 screen, click Next on the "Get the app first" page.

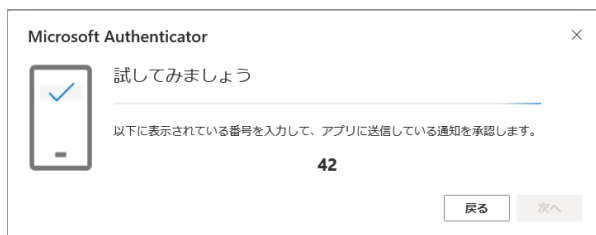Then, click Next on the "Set up your account" page.

When the "Scan the QR code" page appears, use the Microsoft Authenticator app on your smartphone to scan the QR code displayed in your browser

※ （note: do not use the QR code shown in this document）Once scanned, click Next again.

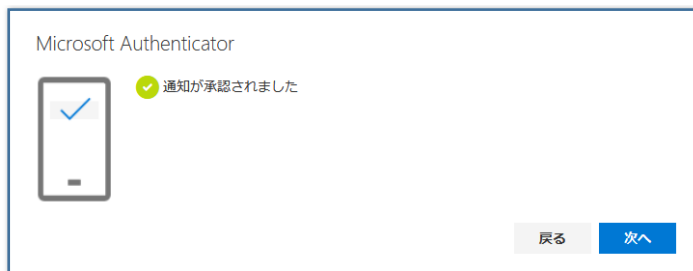You will see the page titled "Let's try Microsoft Authenticator."

【Smartphone】

When a pop-up saying "Are you trying to sign in?" appears in the Microsoft Authenticator app on your smartphone, enter the number shown on the "Let's try it" page and tap Yes.

【PC】

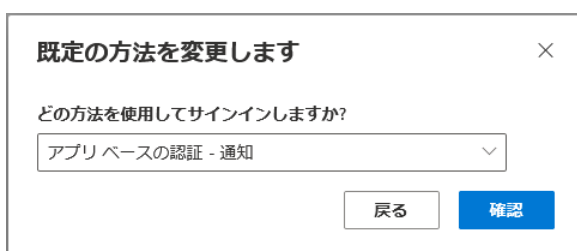Once you see the screen "Notification approved", click Next.

The screen "Microsoft Authenticator app was successfully registered" will appear, indicating setup is complete.

If you'd like to change your default sign-in method, go to the Security Info page and click Set default sign-in method.

Select App-based authentication – Notification, and click Confirm.

From the next sign-in onward, a Sign-in request will be sent to the Microsoft Authenticator app on your smartphone.