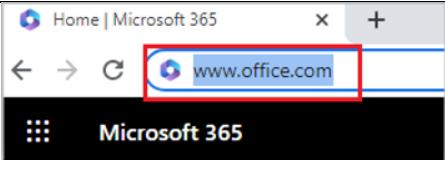
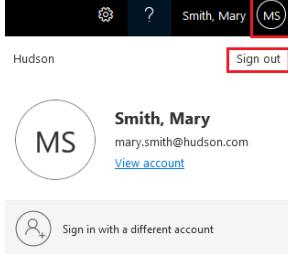
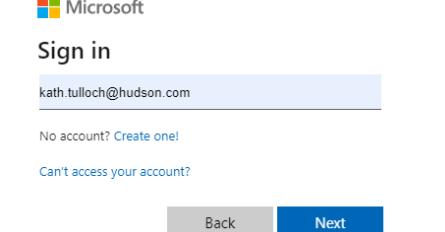


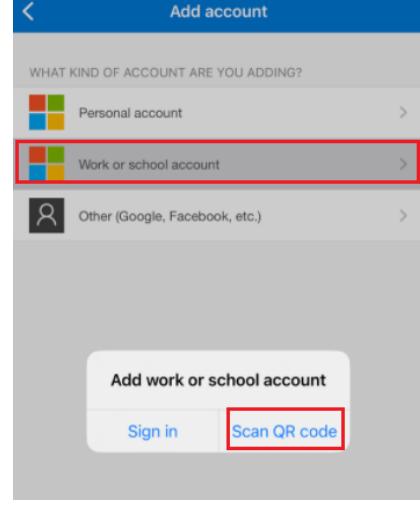
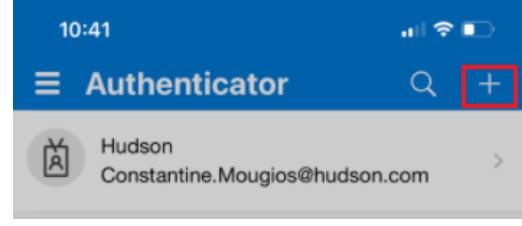
Apple iPhone Instructions to update the Authenticator App for existing users.

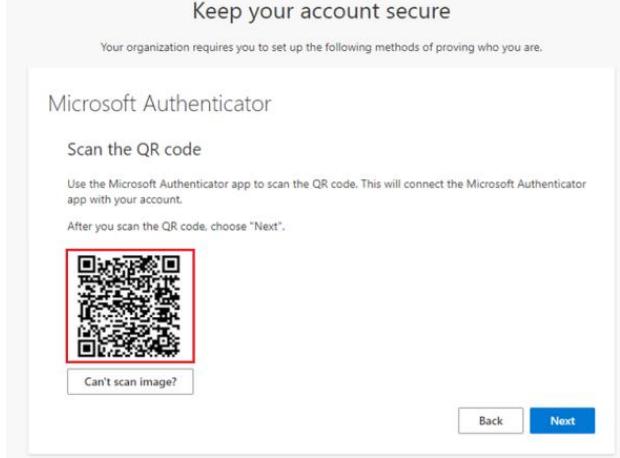
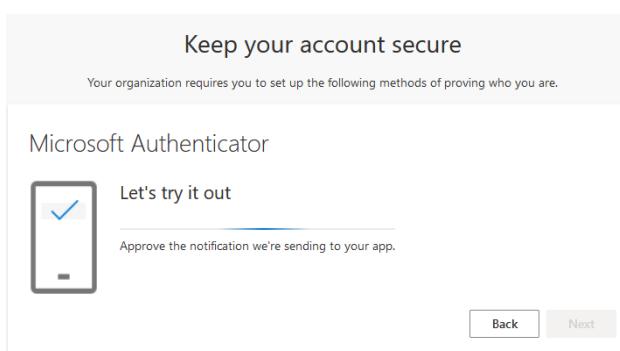
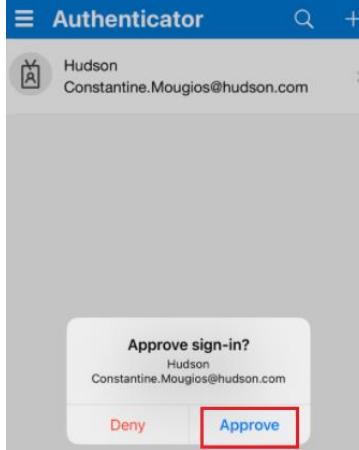
To complete this process, you will need your laptop and your iPhone.

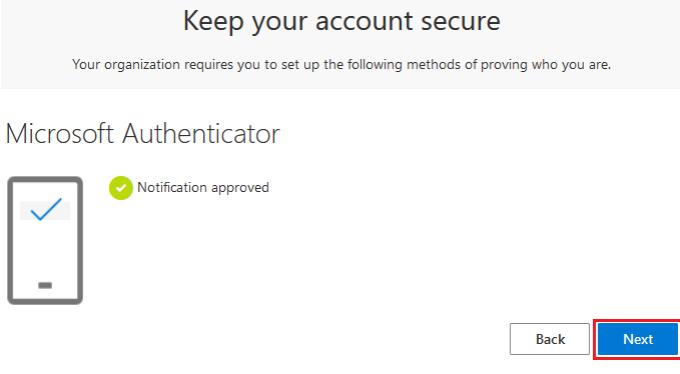
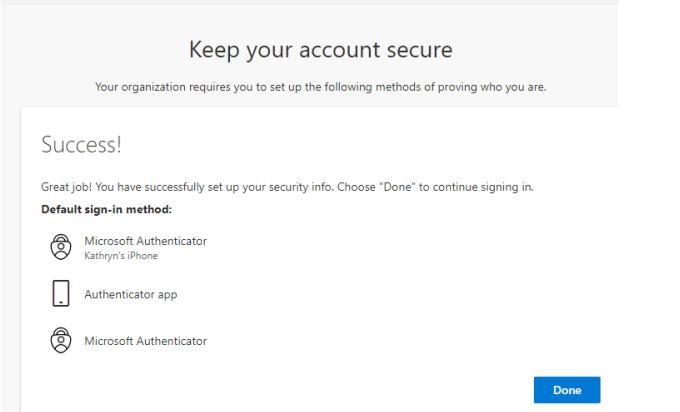
Once you start this process, please continue to the end without interruption.

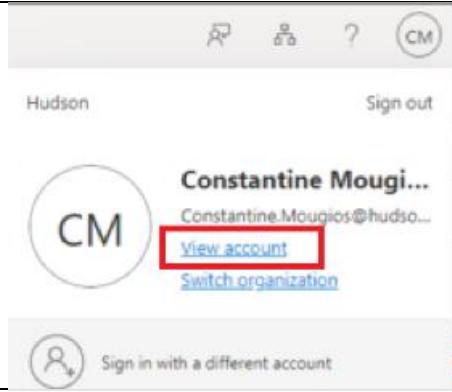
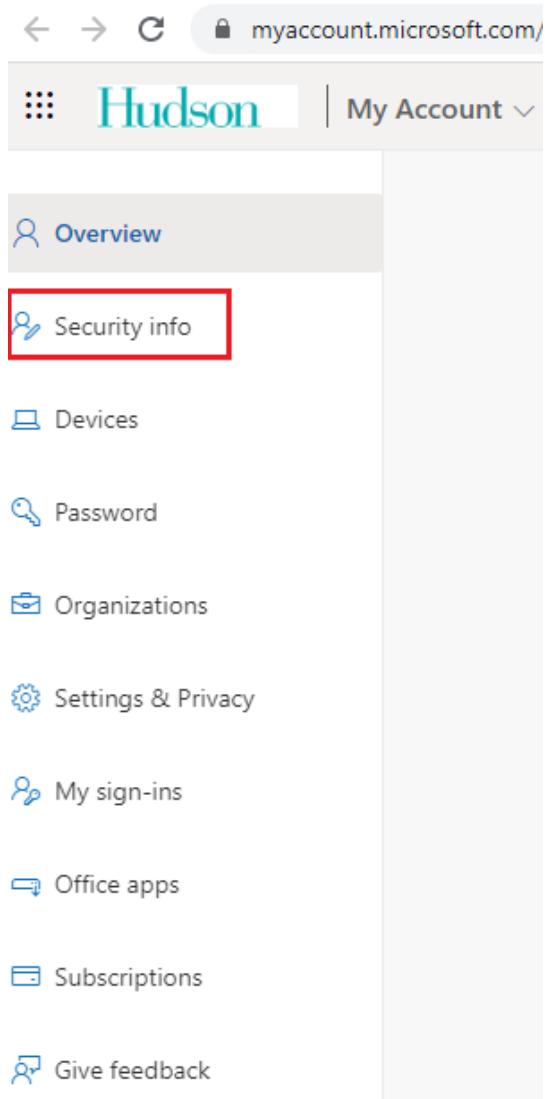
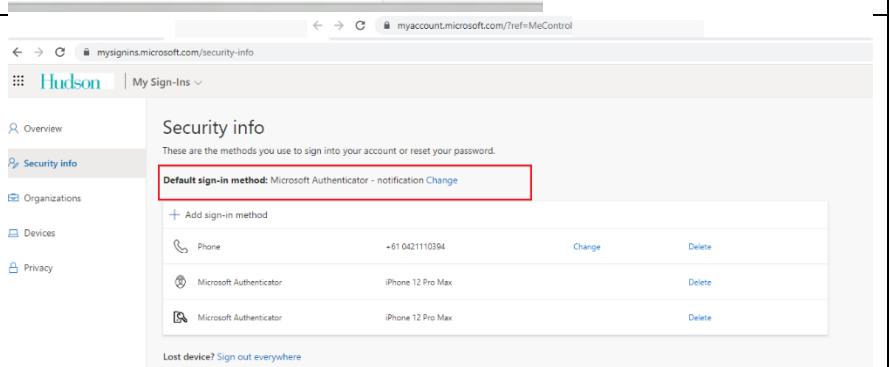
Pre-requisite	On your iPhone download Microsoft Authenticator from your App Store	
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Step 1.	<p>On your computer, close all open browsers, open your preferred browser, and type the URL: www.office.com</p> <p>If you see the following screen Select Sign In</p> <p>Note: If you do not see this screen, first Sign out as follows then repeat Step 1</p>    <p>Enter your work email and select Next</p> <p>Enter password that you use when you log on to your computer</p>	 <p>More information required</p> <p>Your organization needs more information to keep your account secure</p> <p>Use a different account</p> <p>Learn more</p> <p>Next</p>
Step 2.	Once you have signed in with your username and password, select Next when " More Information required " dialog box appears	

Step 3.	<p>Select Next, then</p> <p>Select Next to setup Microsoft Authenticator</p>	<p>Keep your account secure</p> <p>Your organization requires you to set up the following methods of proving who you are.</p> <p>Microsoft Authenticator</p> <p>Start by getting the app</p> <p>On your phone, install the Microsoft Authenticator app. Download now</p> <p>After you install the Microsoft Authenticator app on your device, choose "Next".</p> <p>I want to use a different authenticator app</p> <p>Next</p> <p>Keep your account secure</p> <p>Your organization requires you to set up the following methods of proving who you are.</p> <p>Microsoft Authenticator</p> <p>Set up your account</p> <p>If prompted, allow notifications. Then add an account, and select "Work or school".</p> <p>Back Next</p>
Step 4. Laptop	<p>The following window will appear.</p> <p>DO NOT SELECT "Next"</p> <p>The following steps will be done from your phone.</p> <p>Open Microsoft Authenticator on your iPhone that you have previously downloaded and proceed to Step 5</p>	<p>Keep your account secure</p> <p>Your organization requires you to set up the following methods of proving who you are.</p> <p>Microsoft Authenticator</p> <p>Scan the QR code</p> <p>Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.</p> <p>After you scan the QR code, choose "Next".</p> <p>Back Next</p>
Step 5. Phone	<p>On your iPhone in Authenticator Select "Work or school account" then select "Scan QR Code"</p> <p>Note: If your screen opens to an email and not this screen read below</p> <p>Your Authenticator app may open to your Hudson email</p> <p>Select the "+" sign Select Work or School account then Scan QR Code</p>	 

	<p>If it opens to an AD AZURE account, select this account and REMOVE ACCOUNT. Then select the “+” sign</p> <p>Select Work or School account then</p> <p>Scan QR Code</p>
<p>Step 6. Phone</p> <p>Scan QR Code from your iPhone (QR Code from Step 5), then</p> <p>When sucessfully scanned, on your phone Go back to your laptop and select Next on Microsoft Authentication to test it out</p> <p>The following screen appears waiting for you to Approve, see Step 7</p>	 
<p>Step 7. Phone</p> <p>The following message will appear on your Authenticator App, select “Approve”</p>	

Step 8. Laptop	<p>On your computer (where you logged into www.office.com in Step 1.) once you Approve from Step 7, the following message will appear. Select “Next” to continue.</p> <p>Note: If you do not have Microsoft Authenticator on this list please follow steps 9 on.</p>	 <p>Keep your account secure</p> <p>Your organization requires you to set up the following methods of proving who you are.</p> <p>Microsoft Authenticator</p> <p>Notification approved</p> <p>Next</p>  <p>Keep your account secure</p> <p>Your organization requires you to set up the following methods of proving who you are.</p> <p>Success!</p> <p>Great job! You have successfully set up your security info. Choose “Done” to continue signing in.</p> <p>Default sign-in method:</p> <ul style="list-style-type: none"> Microsoft Authenticator Kathryn's iPhone Authenticator app Microsoft Authenticator <p>Done</p>						
Step 9	<p>If your “Default sign-in method” as shown above is set to “Phone” then follow the steps below to set the authentication method as the Microsoft Authenticator to be the Default setting:</p> <ul style="list-style-type: none"> From the “www.office.com” screen on your computer, click on your account located at the top right corner of your screen. As shown below: 	<p>Security info</p> <p>These are the methods you use to sign into your account or reset your password.</p> <p>Default sign-in method: Phone - call +61 0415229694 Change</p> <table border="1"> <tr> <td>+ Add sign-in method</td> </tr> <tr> <td>Phone +61 0415229694</td> </tr> <tr> <td>Microsoft Authenticator Kathryn's iPhone</td> </tr> <tr> <td>Authenticator app</td> </tr> </table> <p>This is what you should see</p> <p>Security info</p> <p>These are the methods you use to sign into your account or reset your password.</p> <p>Default sign-in method: Microsoft Authenticator - notification Change</p> <table border="1"> <tr> <td>+ Add sign-in method</td> </tr> <tr> <td>Phone +61 0415229694</td> </tr> </table>	+ Add sign-in method	Phone +61 0415229694	Microsoft Authenticator Kathryn's iPhone	Authenticator app	+ Add sign-in method	Phone +61 0415229694
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Microsoft Authenticator Kathryn's iPhone								
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+ Add sign-in method								
Phone +61 0415229694								

Step 10	Click on “View Account”		
Step 11	The following screen appears. Select “Security Info”		
Step 12	The following screen will appear. Select the “Change” link to Change the Authentication Method to “Microsoft Authenticator”		

Step 13	<p>The following screen will appear. Click on the drop-down list and select “App based Authentication - notification”</p>	
Step 14	<p>Select “Confirm”</p>	<div style="text-align: center;"> Back Confirm </div>