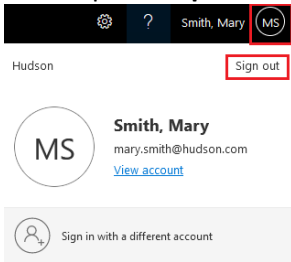
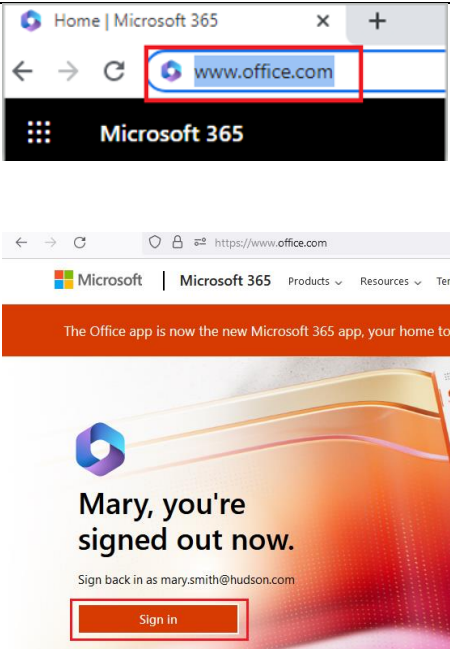
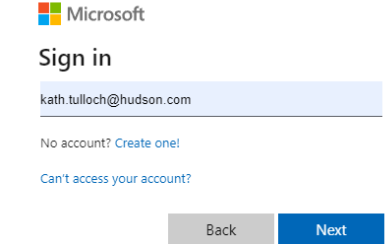


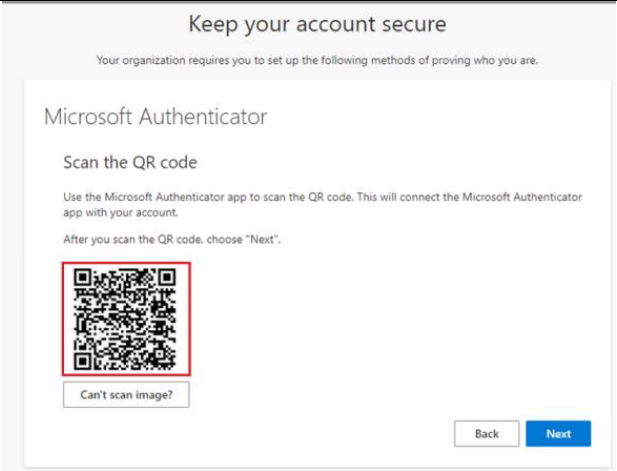
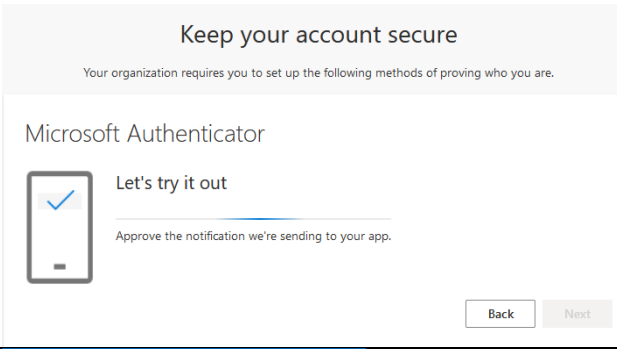
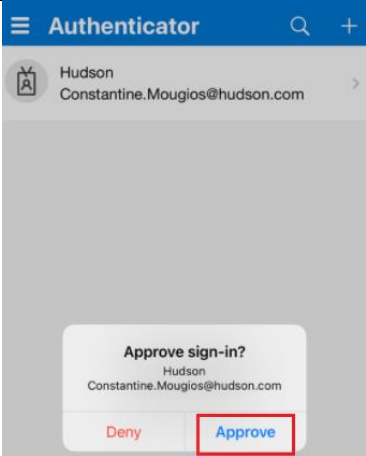
Apple iPhone Instructions to update the Authenticator App for existing users.

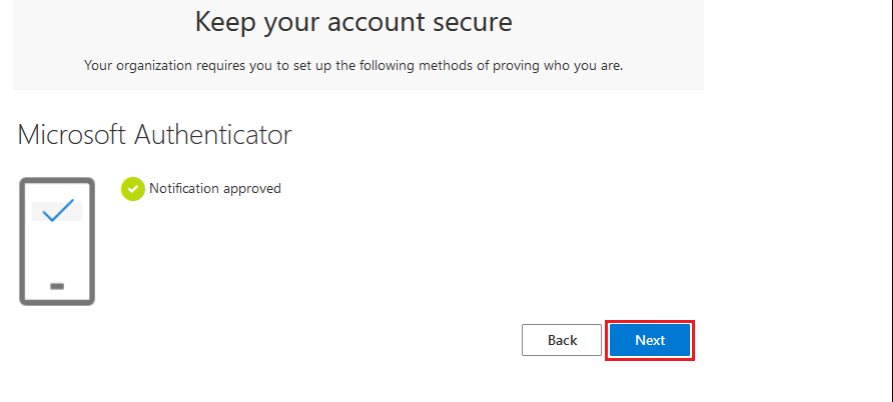
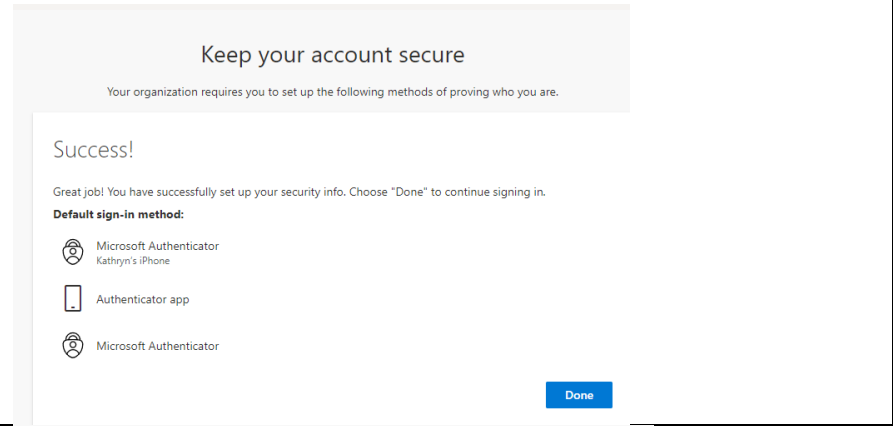
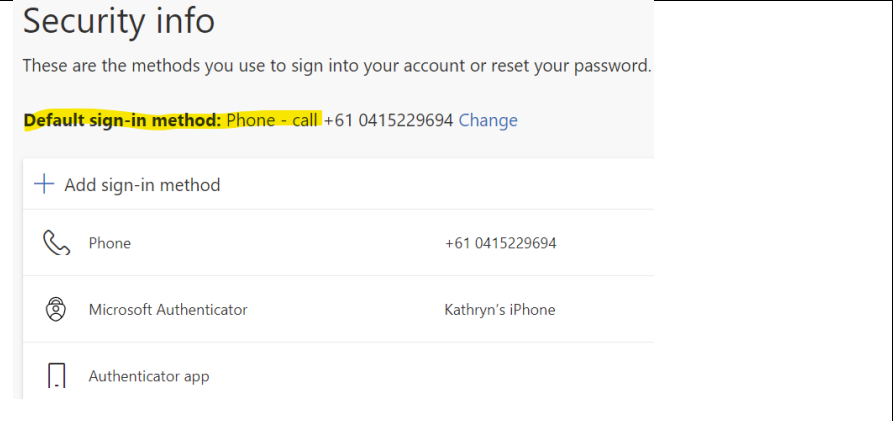
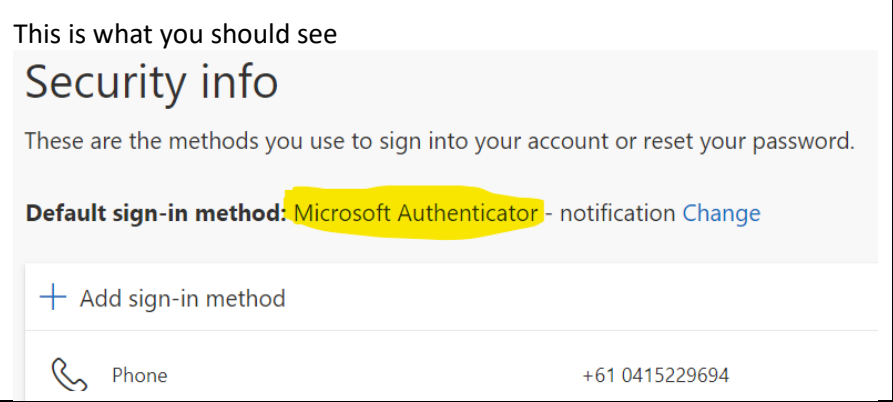
To complete this process, you will need your laptop and your iPhone.

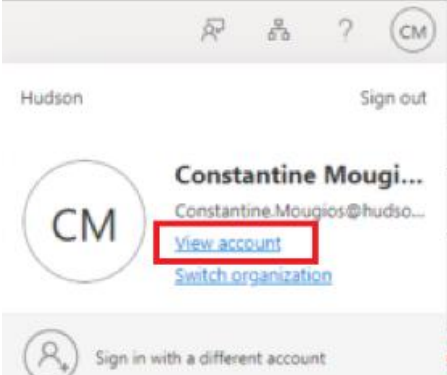
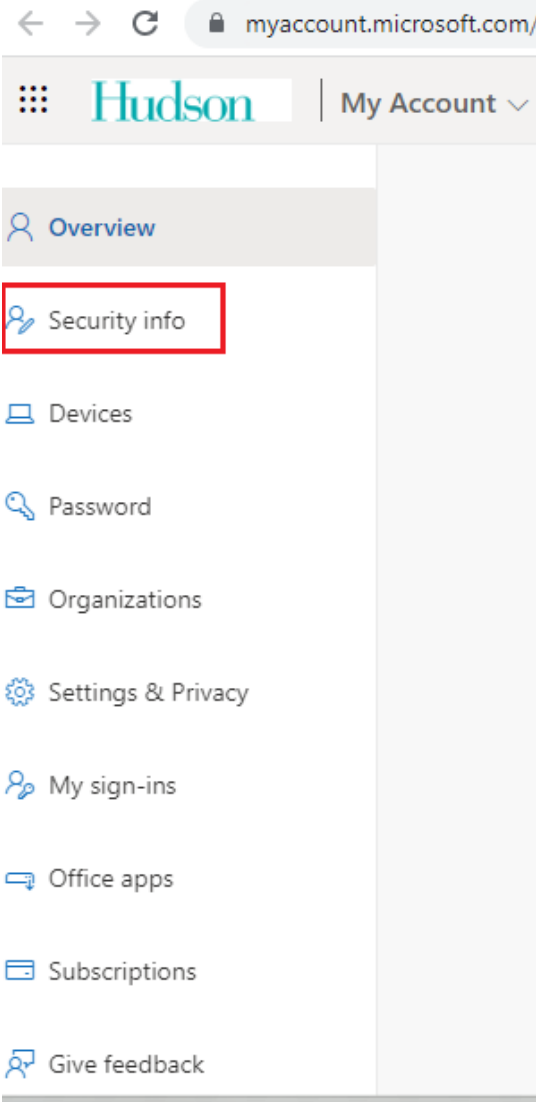
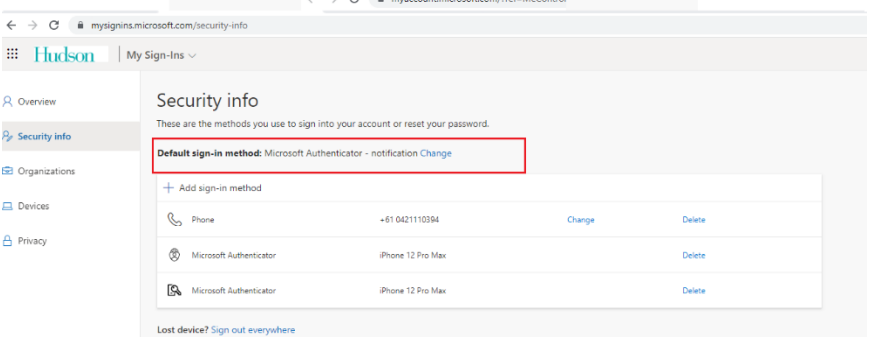
Once you start this process, please continue to the end without interruption.

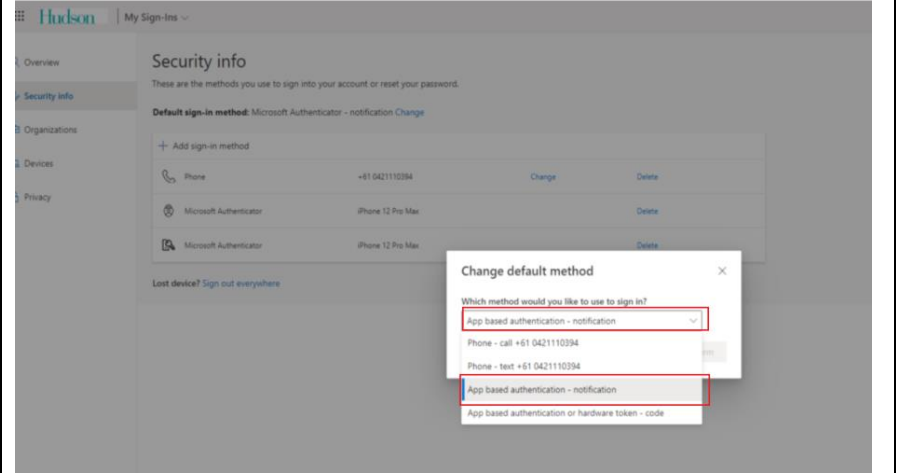
Pre-requisite	On your iPhone download Microsoft Authenticator from your App Store	
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Step 1.	<p>On your computer, close all open browsers, open your preferred browser, and type the URL: www.office.com</p> <p>If you see the following screen Select Sign 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>	 
Step 2.	Once you have signed in with your username and password, select Next when “ More Information required ” dialog box appears	<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>

	<p>If it opens to an AD AZURE account, select this account and REMOVE ACCOUNT. Then select the “+” sign Select Work or School account then 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>	

<p>Step 8. Laptop</p>	<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>Step 9</p>	<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>This is what you should see</p> 

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	The following screen will appear. Click on the drop-down list and select “App based Authentication - notification”	
Step 14	Select “Confirm”	