

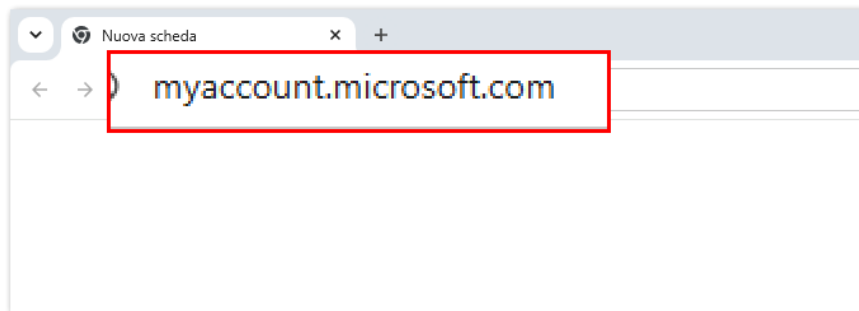
How to Set Up the Microsoft Authenticator App for Your University Microsoft 365 Account

IMPORTANT: Before you do this, check that the phone number used as an authentication method is correct and up to date.

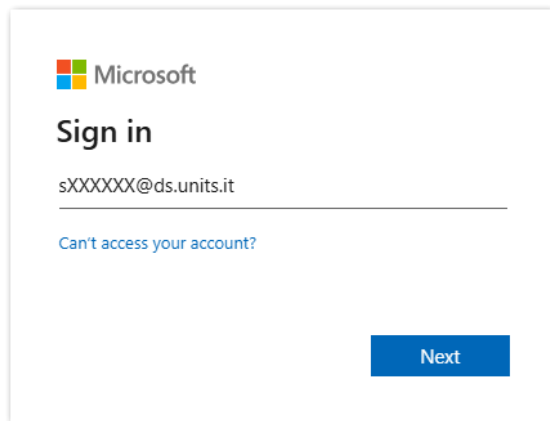
If you do not know how to check it, please read the guide on how to change the phone number linked to your institutional Microsoft 365 account.

- Open any web browser and go to this page:

<https://myaccount.microsoft.com/>



- Sign in with your institutional credentials: sXXXXXXX@ds.units.it, your password, and the authentication code (if you still have Microsoft Authenticator installed on another device), or the verification code sent by text message, if you don't have any authenticator app linked to your account.



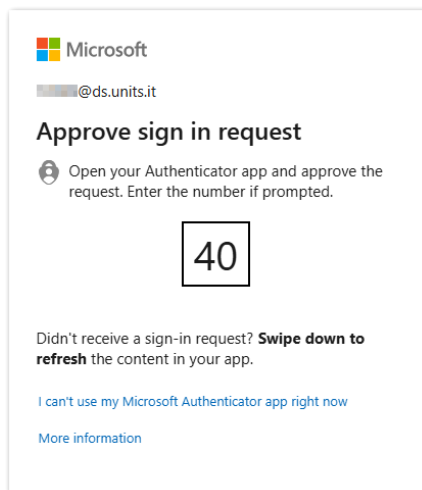
Microsoft

Sign in

sXXXXXX@ds.units.it

[Can't access your account?](#)

Next



Microsoft

@ds.units.it

Approve sign in request

Open your Authenticator app and approve the request. Enter the number if prompted.

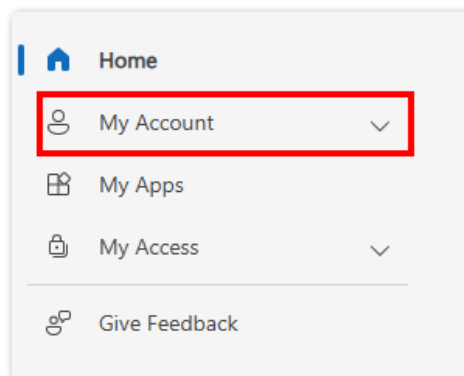
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Didn't receive a sign-in request? **Swipe down to refresh** the content in your app.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

- In the side menu, click **My Account**.



Home

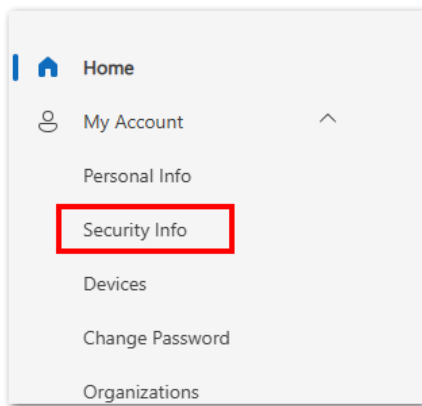
My Account

My Apps

My Access

Give Feedback

- Select **Security info**.

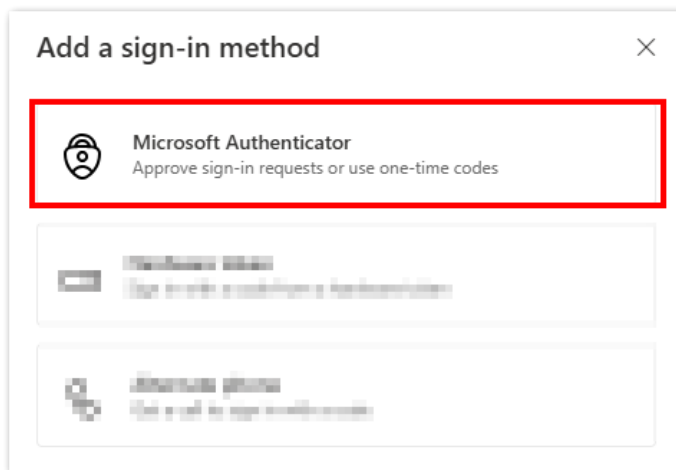


- Microsoft will ask you to complete an additional security check using Authenticator or by text message.

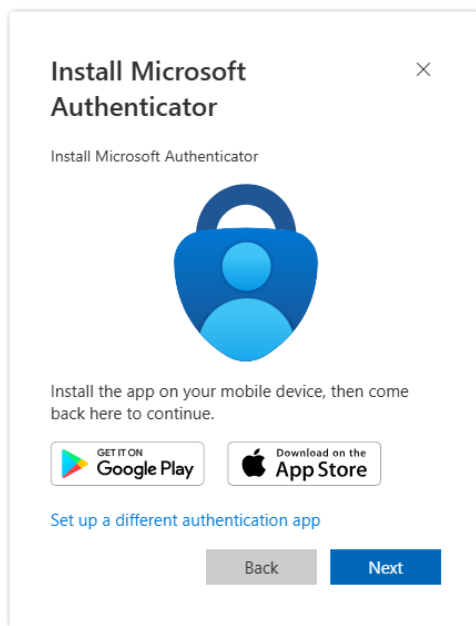
- In the list of sign-in methods, click **Add sign-in method**.



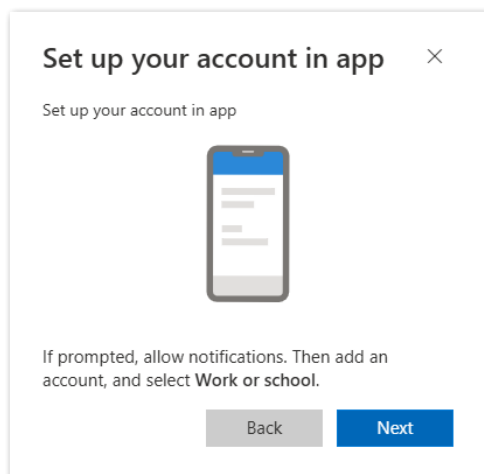
- Select **Microsoft Authenticator**.



- **Install** the Microsoft Authenticator app and click **Next**

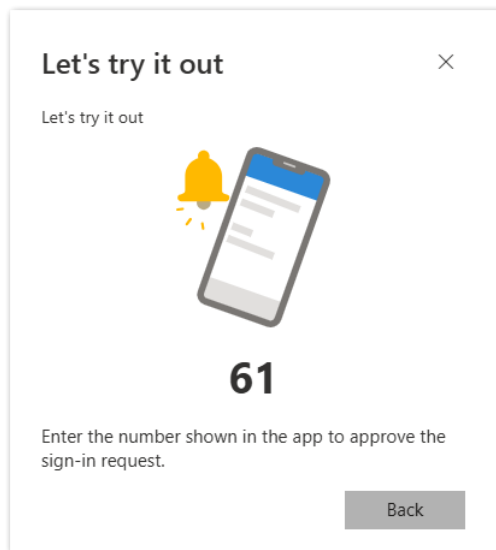


- **MOBILE DEVICE:** open the Microsoft Authenticator App, allow notifications (if asked) and select **Add work or school account**
- **MOBILE DEVICE:** Select **Scan QR code**
- **COMPUTER:** click **Next**



- **MOBILE DEVICE:** scan the QR code and click Next.

- **MOBILE DEVICE:** type the number shown on the computer to pass the verification test.



- **PC:** click **Done** to complete the setup

