

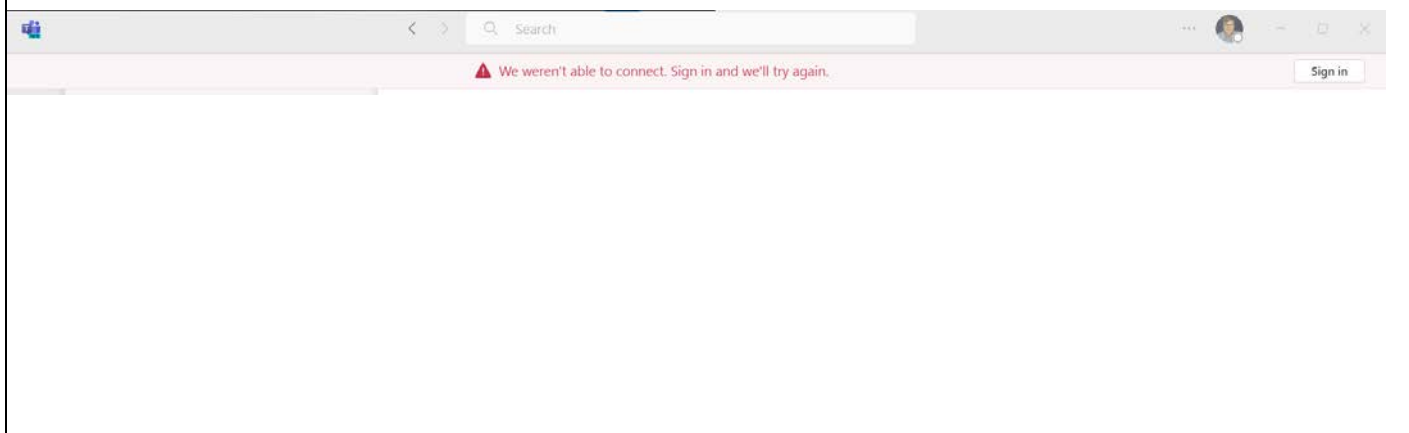
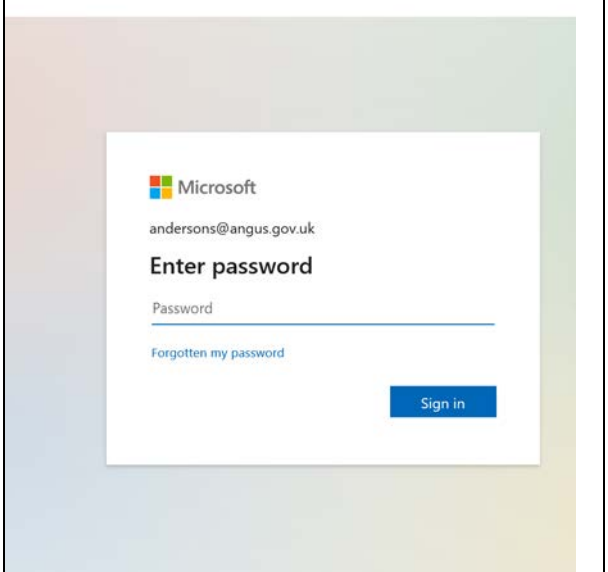
Setup of MFA (Multi-Factor Authentication) When Prompted
User Documentation

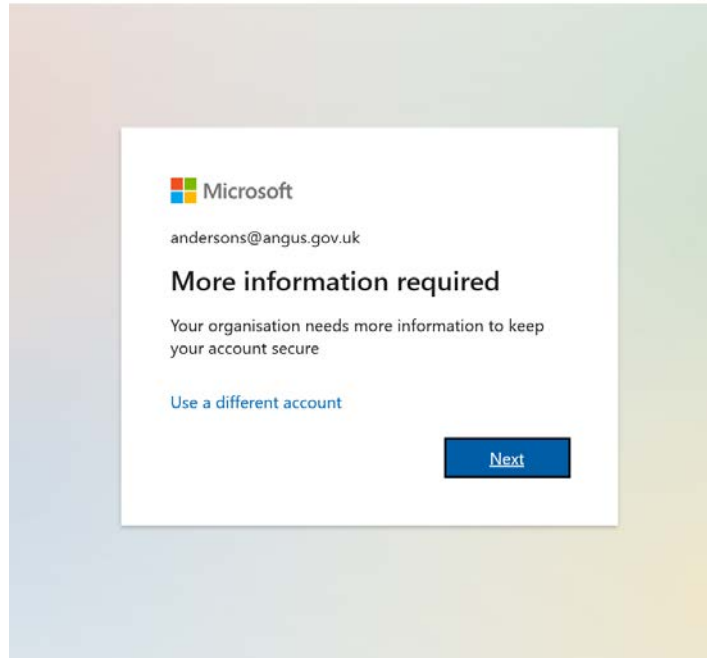
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Setup with Microsoft Authenticator

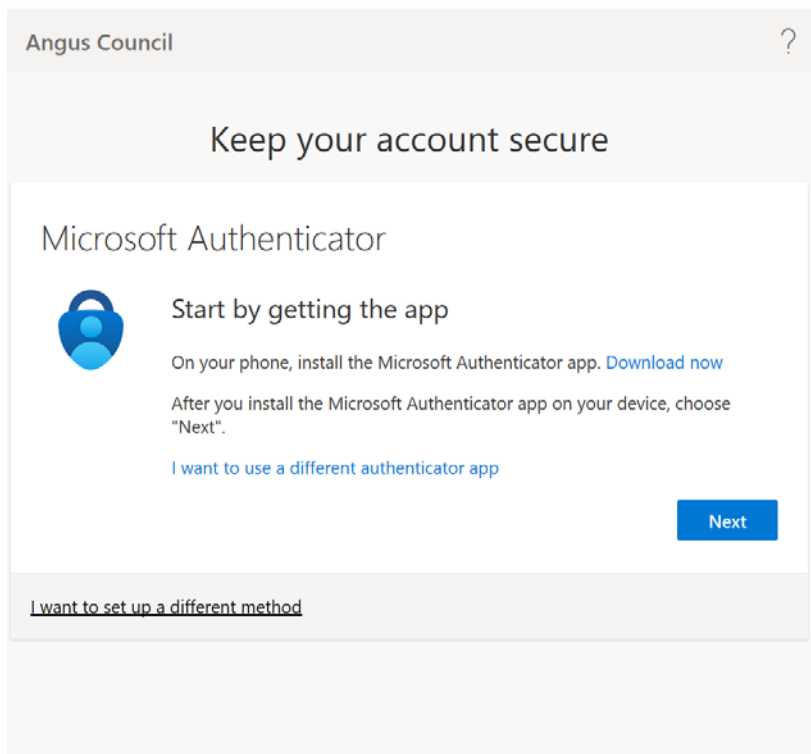
This section will explain how to setup MFA with Microsoft authenticator.

 A screenshot of a Microsoft Teams web browser interface. At the top, there is a navigation bar with a search box and a user profile icon. Below the navigation bar, a red error message is displayed: "We weren't able to connect. Sign in and we'll try again." To the right of the message is a "Sign in" button.	 A screenshot of the Microsoft sign-in page. The page features the Microsoft logo at the top left, followed by the email address "andersons@angus.gov.uk". Below the email address, the text "Enter password" is displayed. There is a password input field with a blue underline, a "Forgotten my password" link, and a blue "Sign in" button at the bottom right.
<p><u>Step 1</u></p> <p>Access to Office 365 applications such as teams, sharepoint and outlook will cease access until you setup MFA.</p> <p>Open teams and click the sign in option.</p>	<p><u>Step 2</u></p> <p>You may be prompted for your password, if you are, enter your password and click sign in.</p>



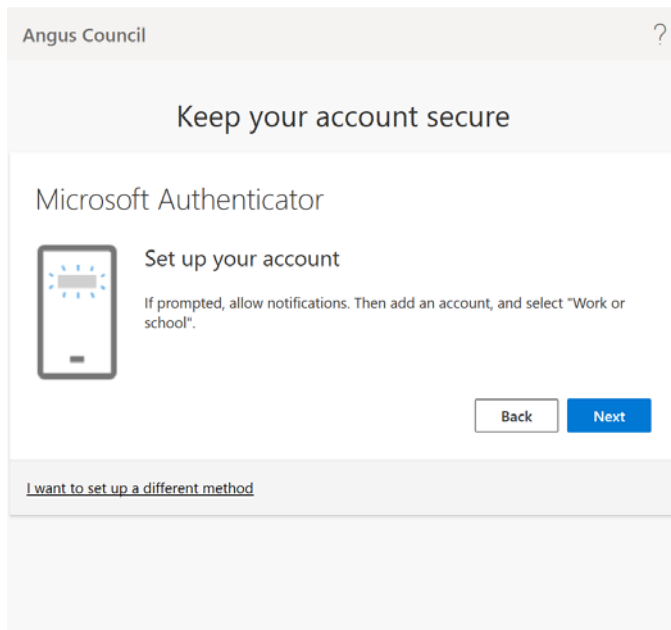
Step 3

Select Next.



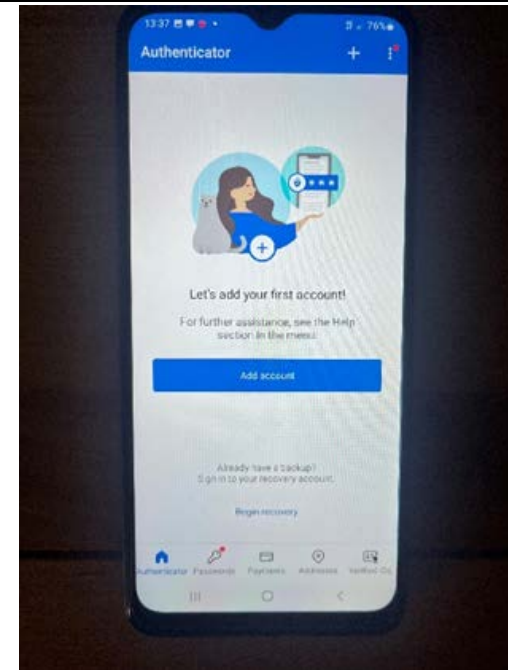
Step 4

Click next to continue with setting up Microsoft Authenticator.



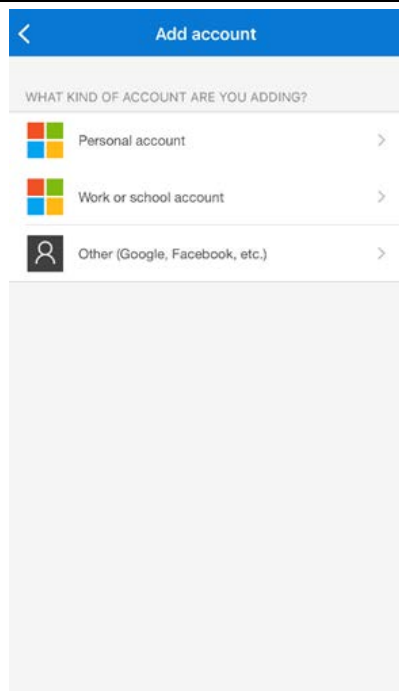
Step 5

Press next.

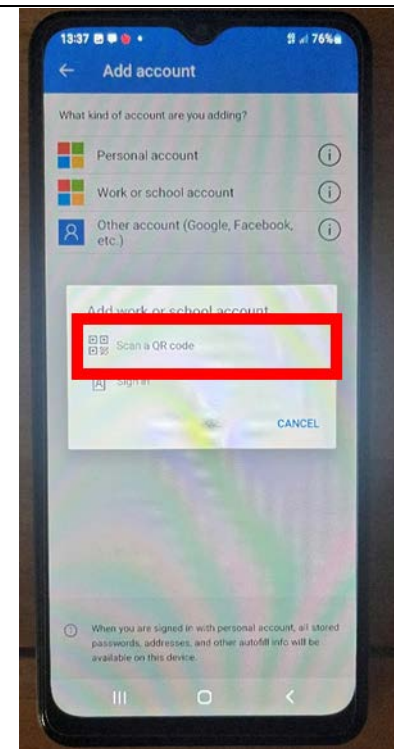


Step 6

Open Microsoft Authenticator on your mobile and select the plus at the top right corner.



ⓘ When you are signed in with your personal account, all stored passwords, addresses, and other autofill info will be available on this device.

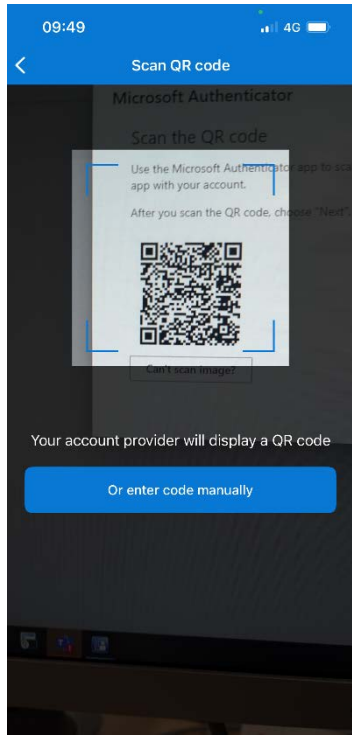


Step 7

Select work for school account.

Step 8

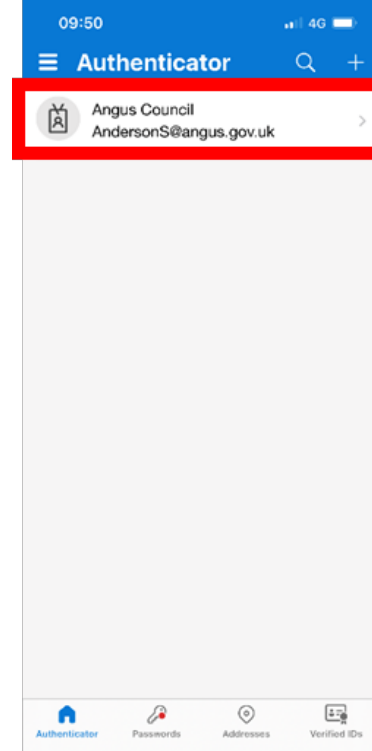
Select scan a QR code, and this will open the camera.



Step 9

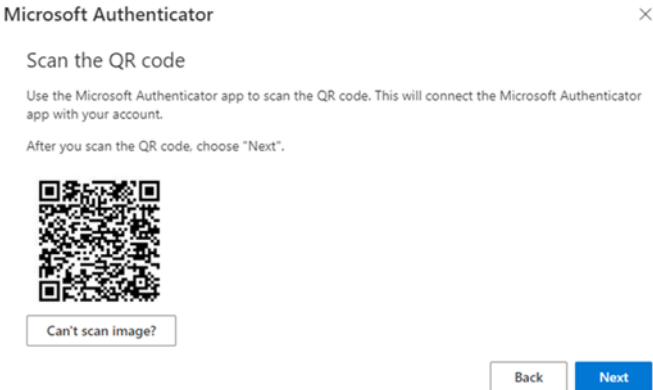
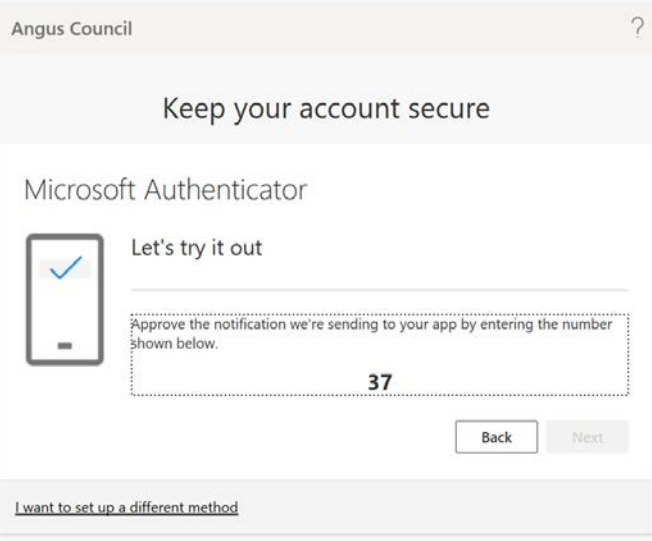
Point the camera at the QR code displayed on your screen with your mobile device to scan it.

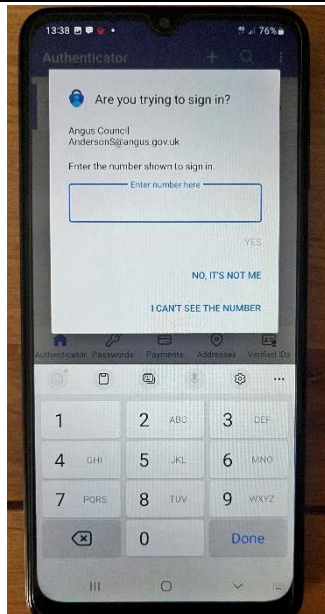
If you are unable to scan the QR code, [click here](#).



Step 10

After you have scanned the QR code you should see your account added to your authenticator application called "Angus Council"

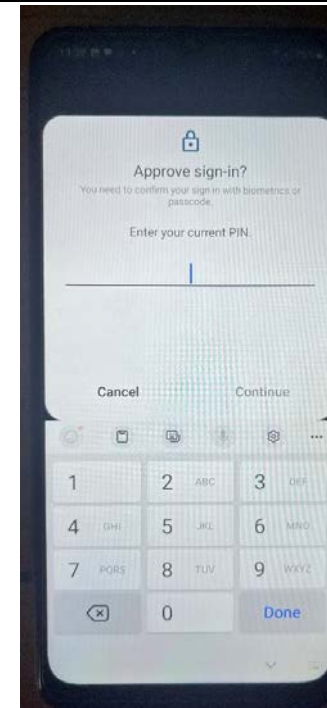
 <p>The screenshot shows the Microsoft Authenticator app interface. At the top, it says "Microsoft Authenticator" with a close button. Below that, it says "Scan the QR code" and provides instructions: "Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account. After you scan the QR code, choose 'Next'." A QR code is displayed in the center. Below the QR code is a button that says "Can't scan image?". At the bottom right, there are two buttons: "Back" and "Next".</p>	 <p>The screenshot shows the Angus Council account security screen. At the top, it says "Angus Council" with a close button and a help icon. Below that, it says "Keep your account secure". The main heading is "Microsoft Authenticator". Underneath, it says "Let's try it out" next to a smartphone icon showing a checkmark. A text box contains the instruction: "Approve the notification we're sending to your app by entering the number shown below." The number "37" is displayed in a large font. Below the number are two buttons: "Back" and "Next". At the bottom, there is a link that says "I want to set up a different method".</p>
<p><u>Step 11</u> Press next to proceed to final stage.</p>	<p><u>Step 12</u> IMPORTANT – Failing to complete this step will result in the authentication method being non-useable. To authenticate your account, you are required to enter the unique number that is generated.</p>



Step 13

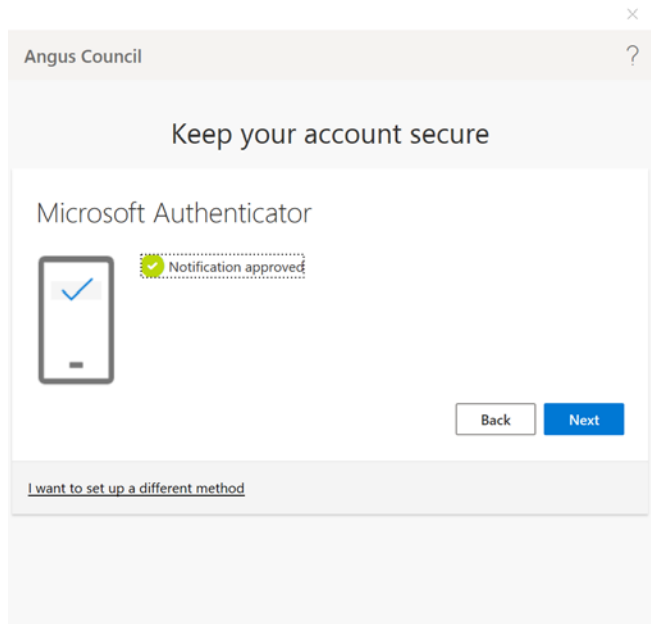
Enter the code which is displayed on your screen into your mobile and press yes.

Once again this is unique so it will not be the same as the example provided.



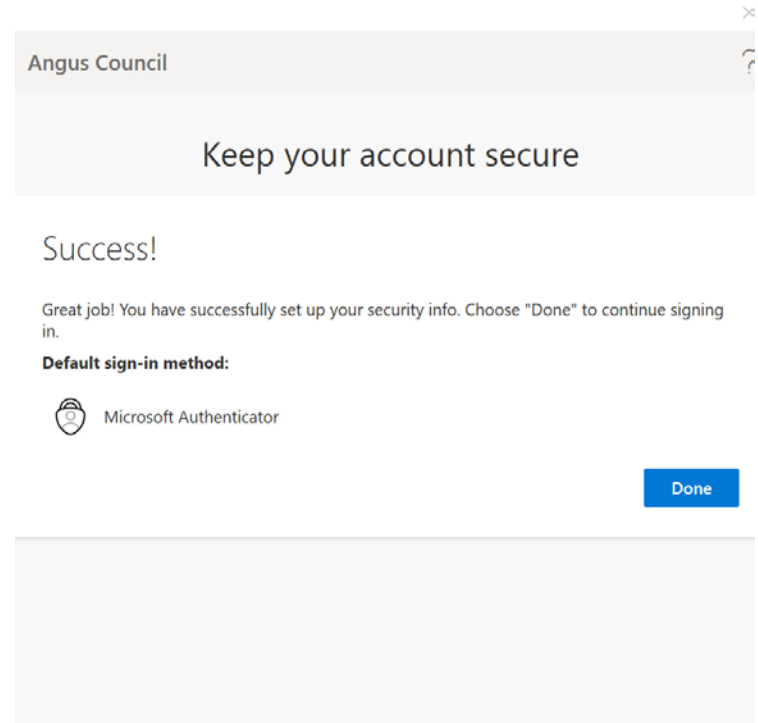
Step 14

Finally, you will be asked to enter your passcode/password for your mobile device.



Step 15

If successful, you will see the message below. Press next to complete the setup.



Step 16

Select Done.

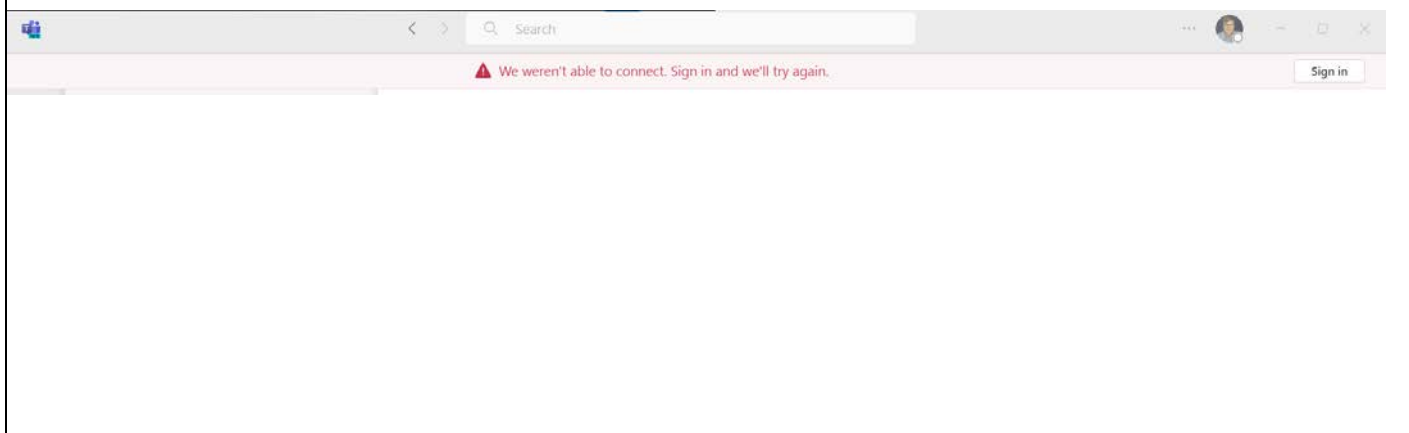
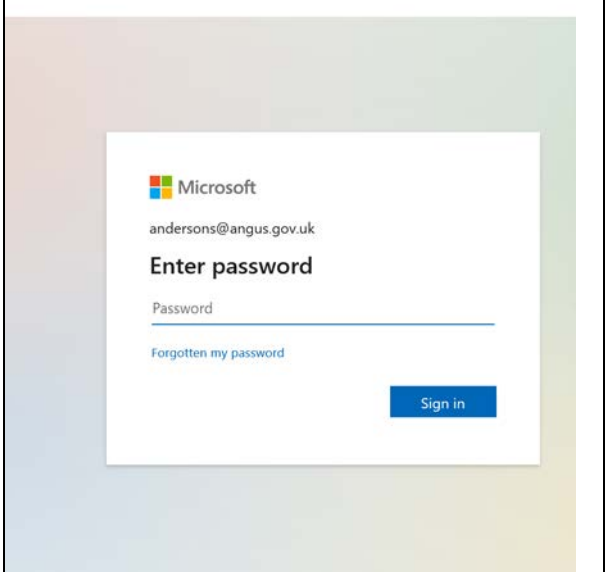
Please sign out of your account and sign back in to ensure your credentials are passed correctly to all Office 365 applications.

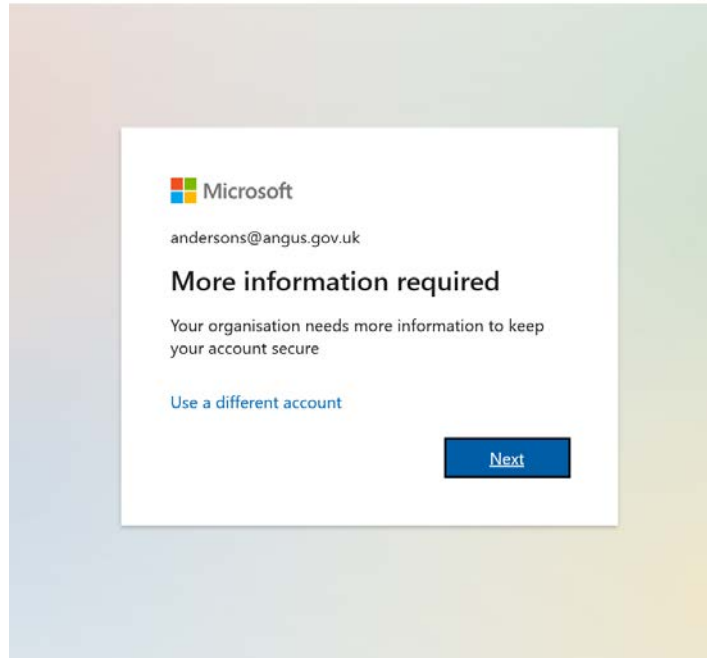
Not signing out and in may result in you being prompted to enter your password and authenticate for all Office 365 applications.

Setup Complete.

Setup with Google Authenticator

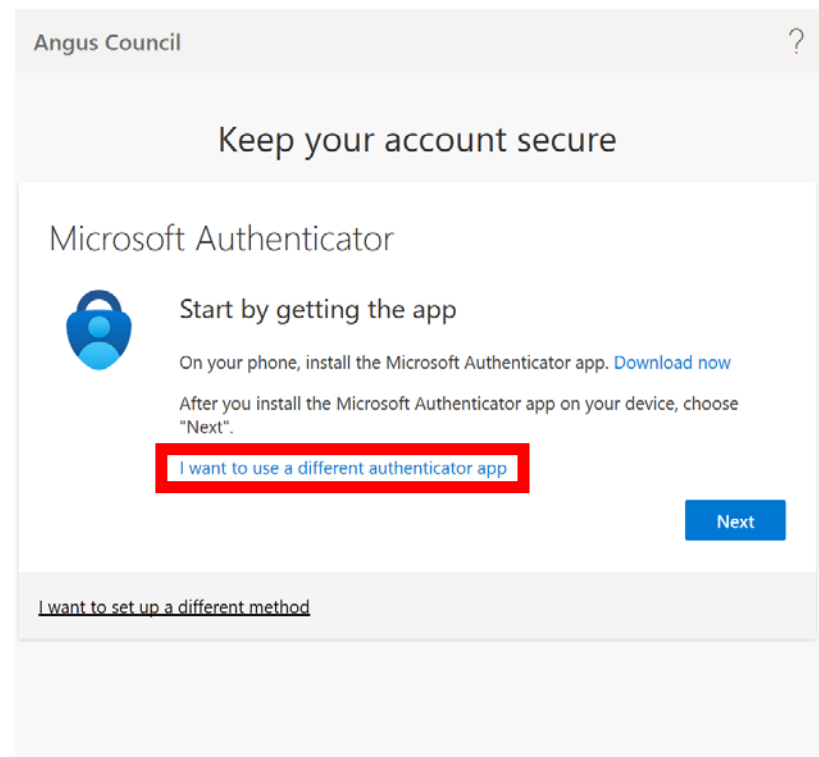
This section will explain how to setup MFA with Google authenticator.

 A screenshot of a web browser window showing a Microsoft Teams sign-in error. The address bar contains a search bar. Below the address bar, a red error message reads: "We weren't able to connect. Sign in and we'll try again." A "Sign in" button is visible in the bottom right corner of the error message.	 A screenshot of a Microsoft sign-in page. The page features the Microsoft logo at the top left, followed by the email address "andersons@angus.gov.uk". The main heading is "Enter password". Below this is a password input field with a blue underline. To the left of the input field is the text "Password". Below the input field is a link that says "Forgotten my password". A blue "Sign in" button is located in the bottom right corner of the sign-in area.
<p><u>Step 1</u></p> <p>Access to Office 365 applications such as teams, sharepoint and outlook will cease access until you setup MFA.</p> <p>Open teams and click the sign in option.</p>	<p><u>Step 2</u></p> <p>You may be prompted for your password, if you are, enter your password and click sign in.</p>



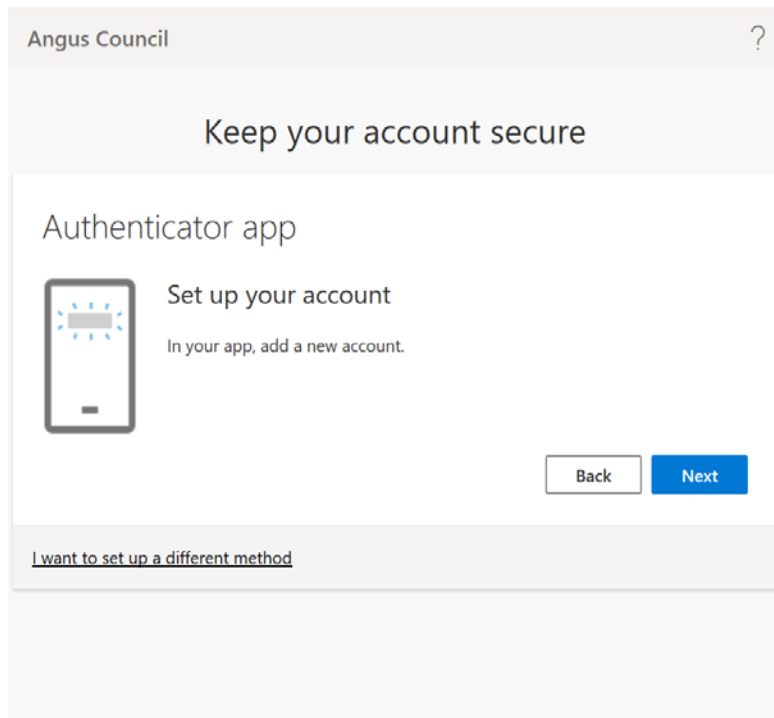
Step 3

Select Next.



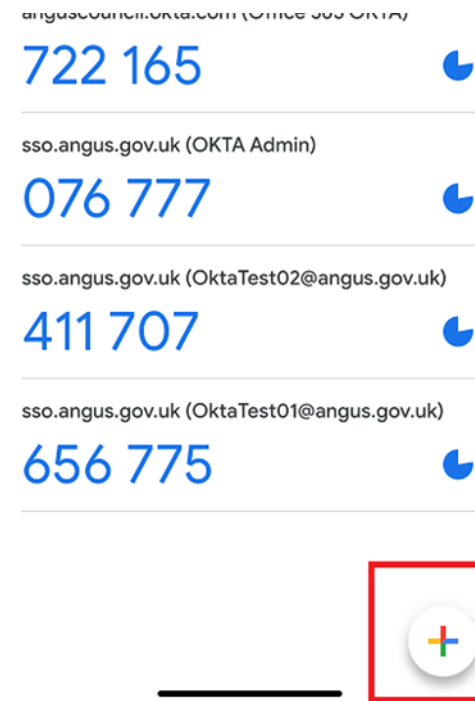
Step 4

Select I want to use a different authenticator app.



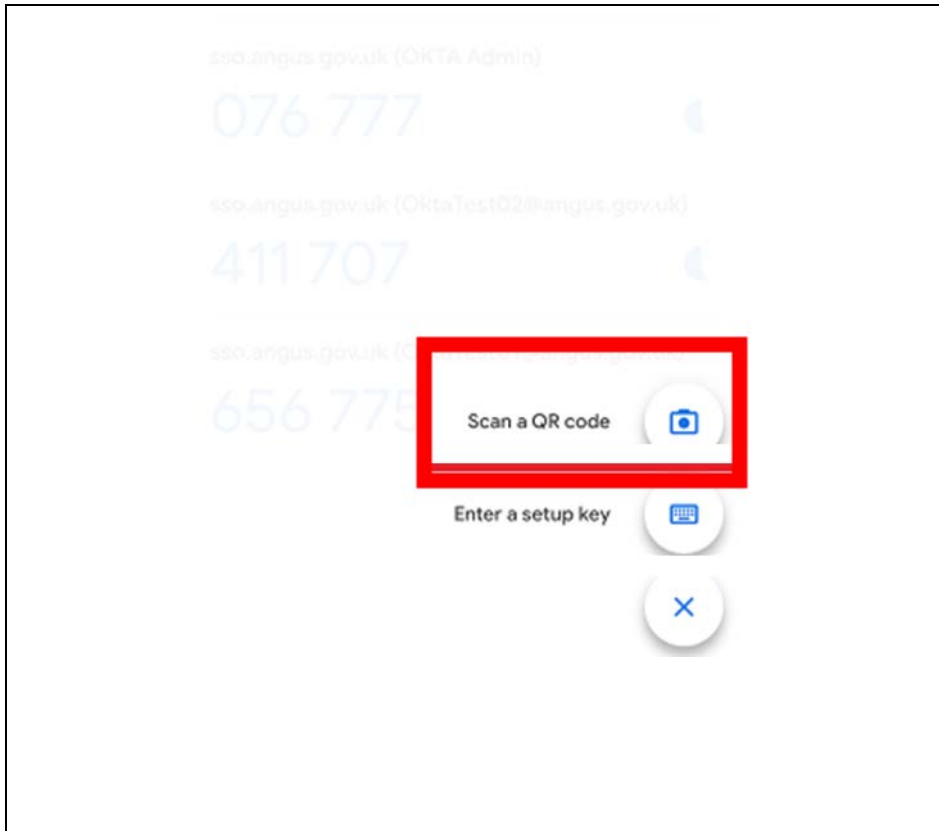
Step 5

Select next.



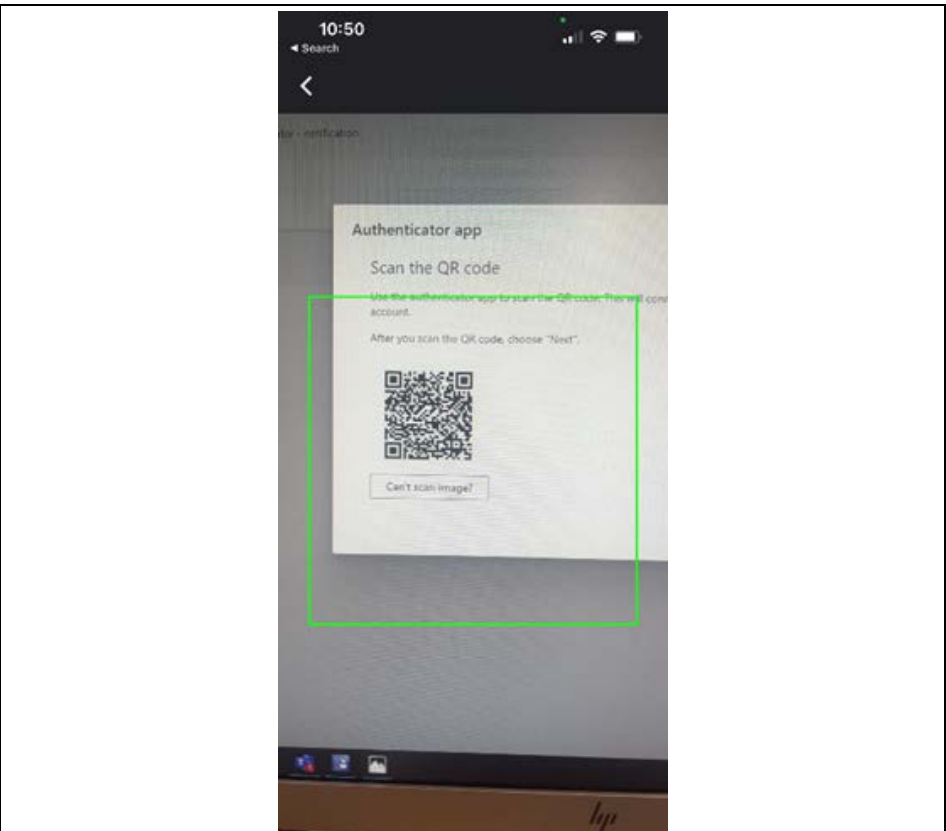
Step 6

Open the google authenticator app on your mobile device.
Select the + button at the bottom right corner.



Step 7

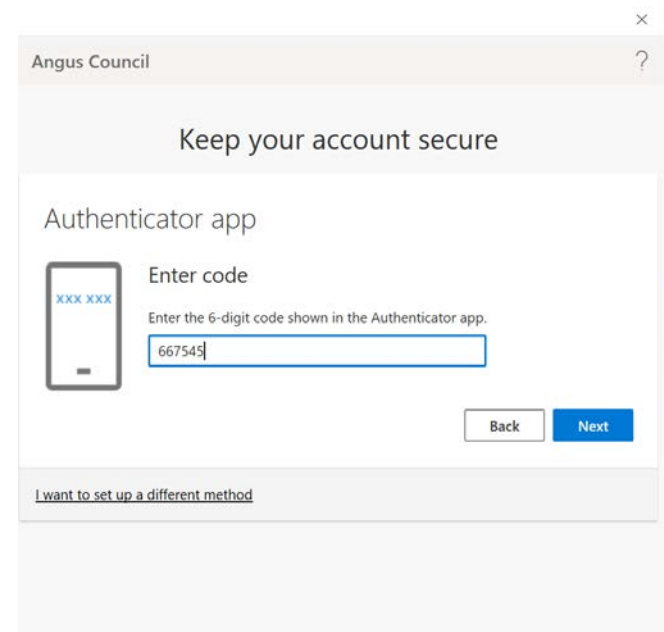
Select Scan a QR Code.



Step 8

This will open your camera, point the camera at the QR code displayed on your screen and scan it.

If you are unable to scan the QR code [click here](#).



Step 9

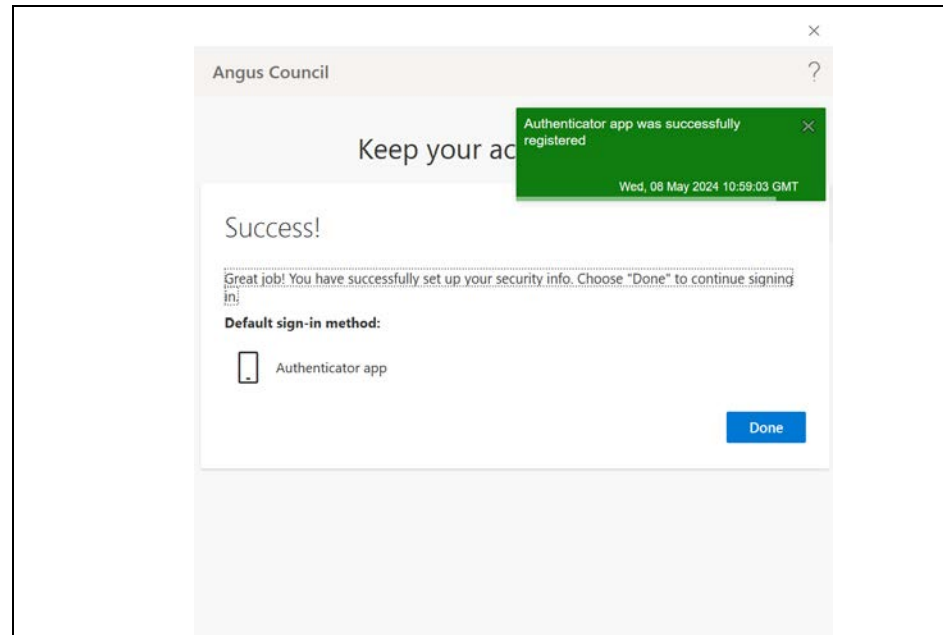
After you have scanned the QR displayed on the screen, press next.

You will know it has been successful as an entry called "Microsoft: Angus Council:(EMAIL ADDRESS)" will be an option within the application.

Step 8

The final stage is to enter an authentication code.

NOTE: You do NOT need to include spaces between the first three numbers and the second three.



Step 9

Select Done.

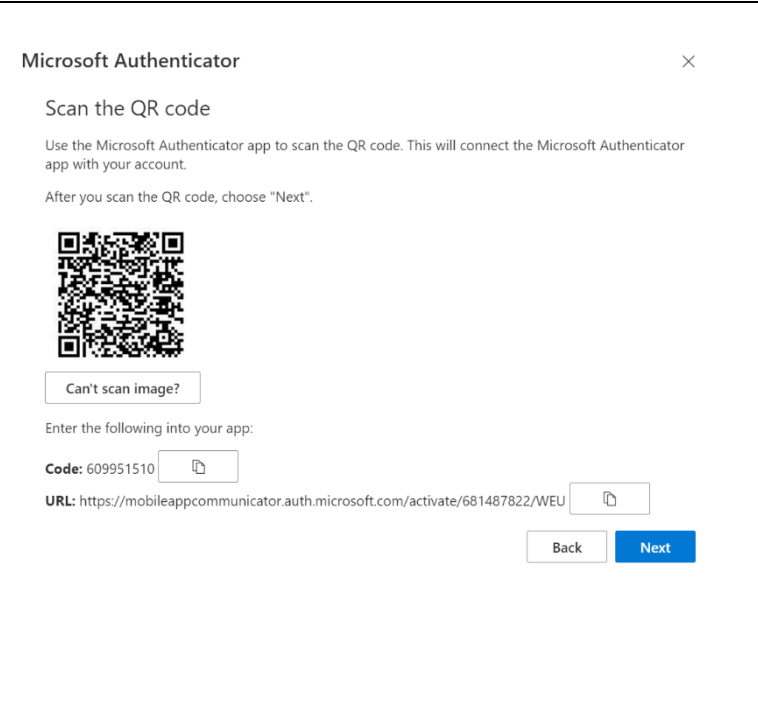
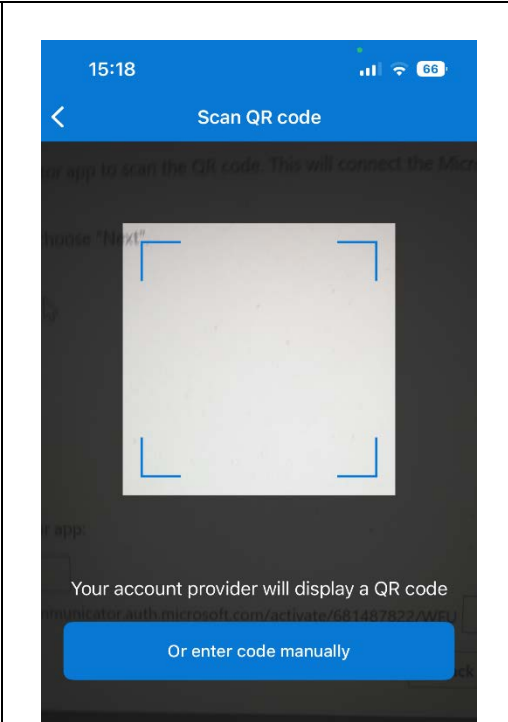
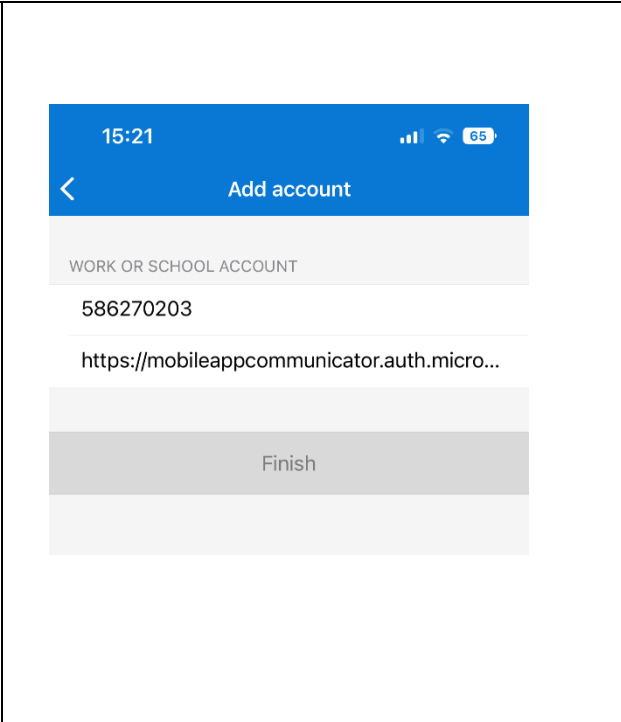
Please sign out of your account and sign back in to ensure your credentials are passed correctly to all Office 365 applications.

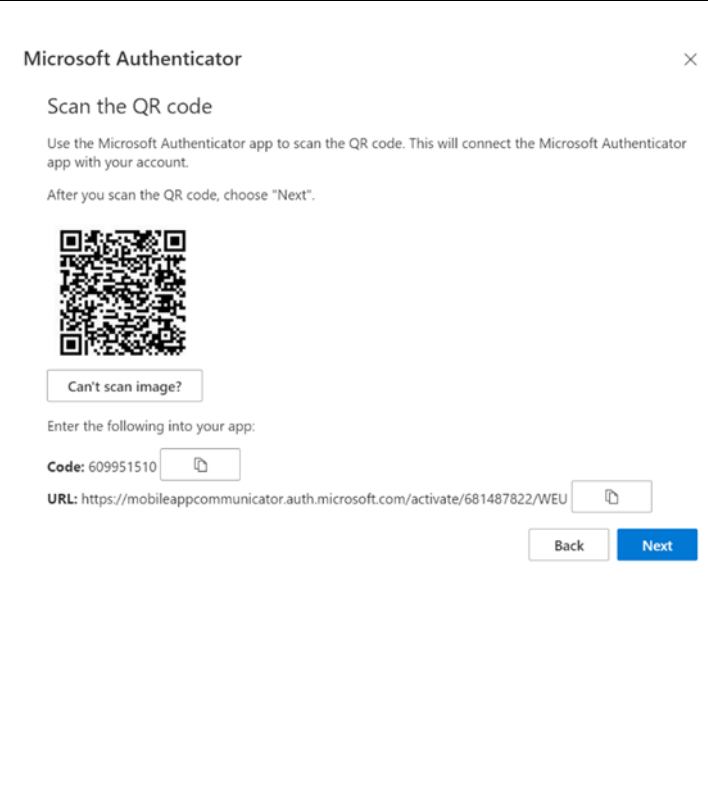

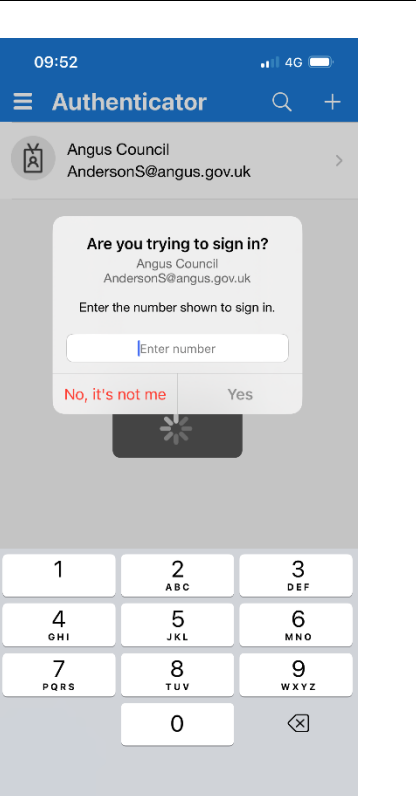
Not signing out and in may result in you being prompted to enter your password and authenticate for all Office 365 applications.

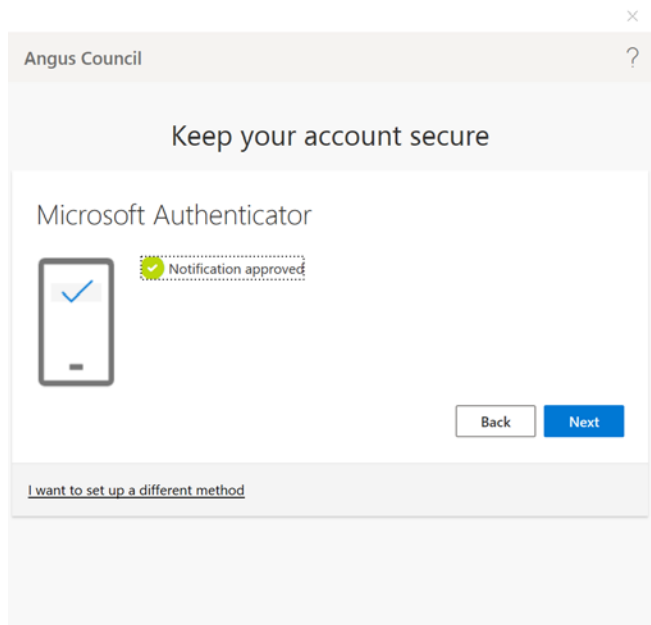
Setup Complete.

Microsoft Authenticator – Unable to Scan QR Code

If you are having issues with scanning the QR code when setting up Microsoft Authenticator, please find below the instructions of how to manually set this up.

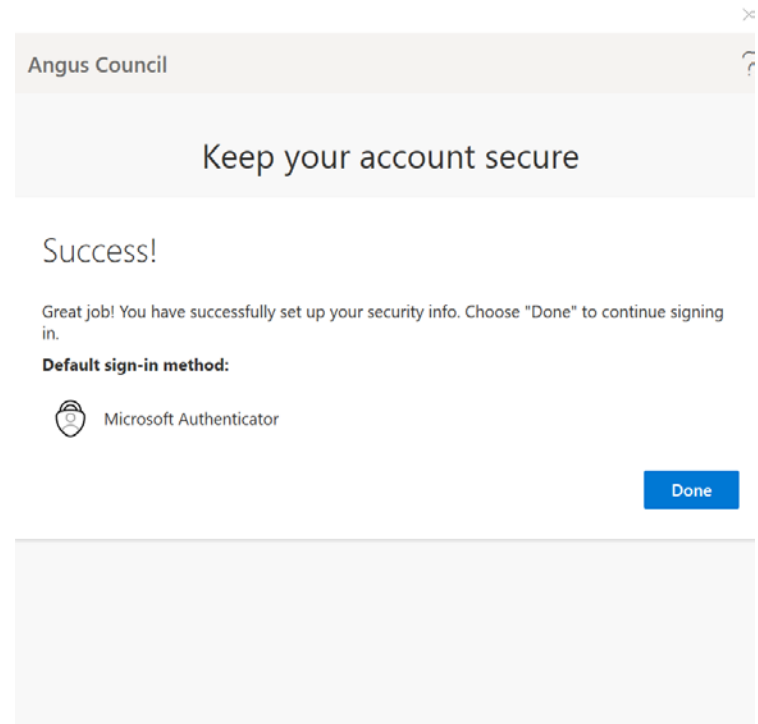
		
<p><u>Step 1</u></p> <p>Select "Can't scan image?" you will need the code and URL for the next stage.</p>	<p><u>Step 2</u></p> <p>In the Microsoft Authenticator app select "or enter code manually"</p>	<p><u>Step 3</u></p> <p>Enter the unique code and URL that is displayed on your screen into the Microsoft Authenticator app, once completed select finish.</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>Can't scan image?</p> <p>Enter the following into your app:</p> <p>Code: 609951510</p> <p>URL: https://mobileappcommunicator.auth.microsoft.com/activate/681487822/WEU</p> <p>Back Next</p>	 <p>Microsoft Authenticator</p> <p>Let's try it out</p> <p>Approve the notification we're sending to your app by entering the number shown below</p> <p>36</p> <p>Back Next</p>	 <p>09:52 4G</p> <p>Authenticator</p> <p>Angus Council AndersonS@angus.gov.uk</p> <p>Are you trying to sign in? Angus Council AndersonS@angus.gov.uk</p> <p>Enter the number shown to sign in.</p> <p>Enter number</p> <p>No, it's not me Yes</p> <p>36</p> <p>1 2 3 ABC DEF 4 5 6 GHI JKL MNO 7 8 9 PQRS TUV WXYZ 0</p>
<p>Step 4</p> <p>Select Next</p>	<p>Step 5</p> <p>To authenticate your account, you are required to enter the unique number that is generated.</p>	<p>Step 6</p> <p>Enter the code, which is displayed on your screen, once again this is unique so it will not be the same as the example provided</p>



Step 7

If successful, you will see the message below. Press next to complete the setup.



Step 8

Select Done.

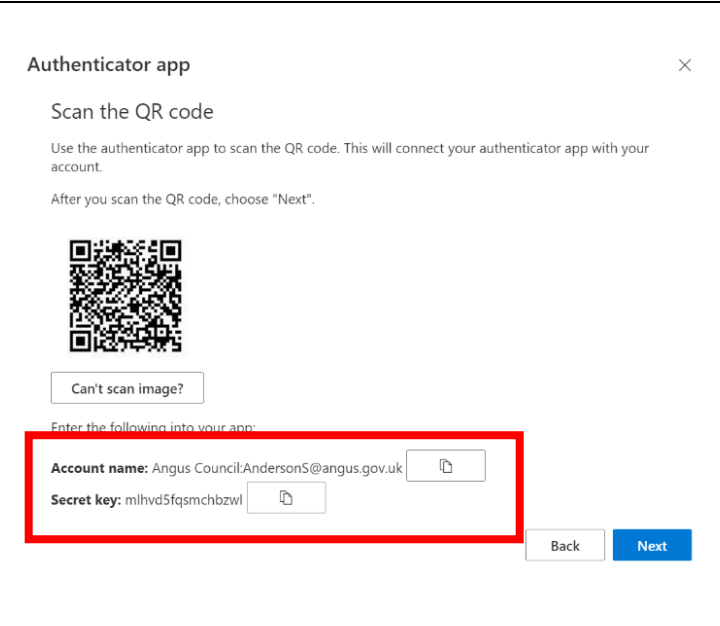
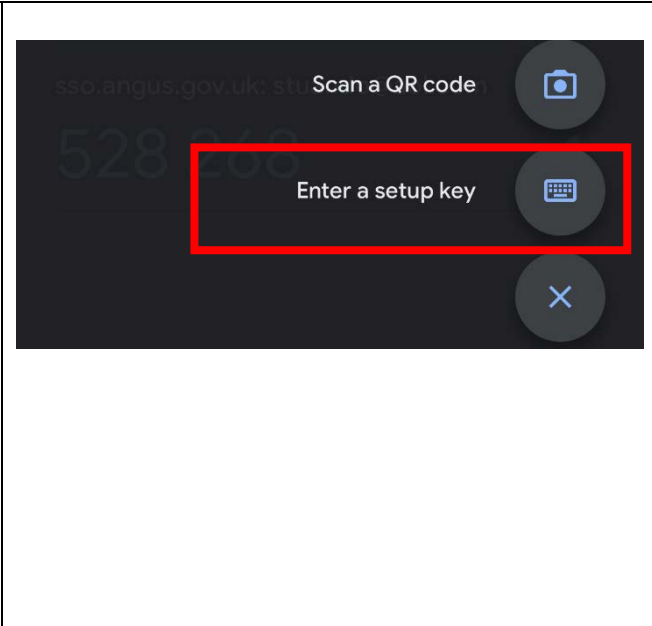
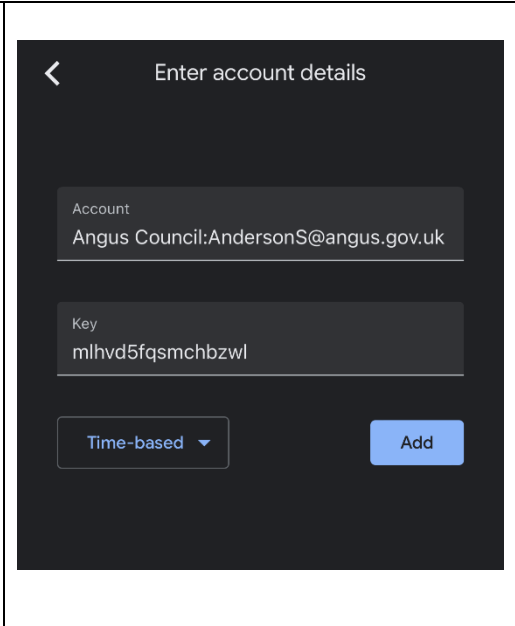
Please sign out of your account and sign back in to ensure your credentials are passed correctly to all Office 365 applications.

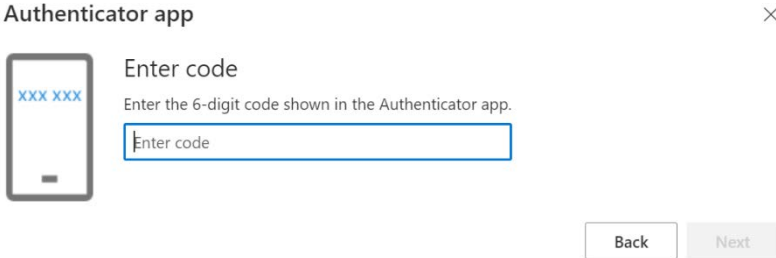
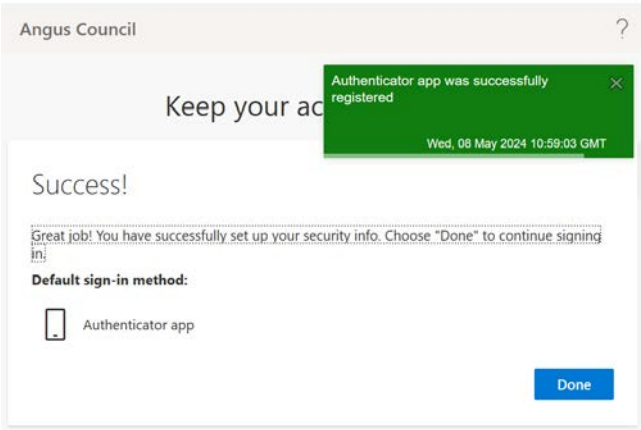
Not signing out and in may result in you being prompted to enter your password and authenticate for all Office 365 applications.

Setup Complete.

Google Authenticator – Unable to Scan QR Code

If you are having issues with scanning the QR code when setting up Google Authenticator, please find below the instructions of how to manually set this up.

		
<p><u>Step 1</u></p> <p>Select “can’t scan image?” you will need the account name and secret key for the next stage.</p>	<p><u>Step 2</u></p> <p>Within the Google Authenticator app select the + button at the bottom right and “Enter a setup key”</p>	<p><u>Step 3</u></p> <p>Enter the account name and unique secret key that is displayed on your screen into the Google Authenticator app, once completed select add.</p>

	
<p><u>Step 4</u></p> <p>After you have added the account press next,</p> <p>You will then be asked to authenticate. Enter a 6-digit code that has been generated on the google authenticator application into your device.</p> <p>NOTE: You do NOT need to include spaces between the first three numbers and the second three</p>	<p><u>Step 9</u></p> <p>Select Done.</p> <p>Please sign out of your account and sign back in to ensure your credentials are passed correctly to all Office 365 applications.</p> <p>Not signing out and in may result in you being prompted to enter your password and authenticate for all Office 365 applications.</p> <p>Setup Complete.</p>