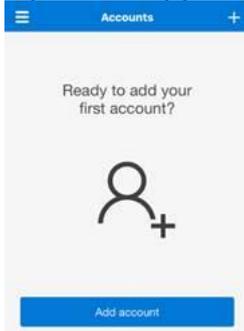
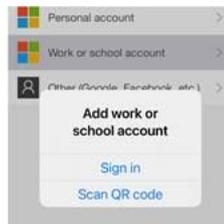
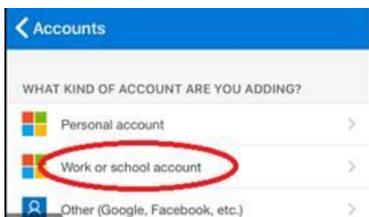


Setting up Microsoft Authenticator for access to Office 365 and SharePoint for non-LBB Access

- 1) Open the app and select add account



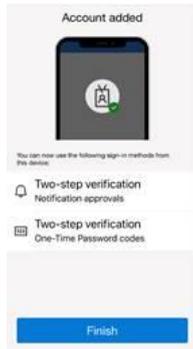
- 2) Select the type of account being added and click Sign in on the next screen prompt



- 3) When prompted, enter your email address and password
- 4) On the next screen you will be prompted for a code which will be sent as a text message to your mobile



5) You should then get the following screen. Click finish



Now that Microsoft Authenticator has been set up, you should be able to navigate to the Team or SharePoint site you have been given access to. When signing in, you will get an authentication prompt from Microsoft Authenticator. This will either be an allow button to confirm access or a text message code to input into the site