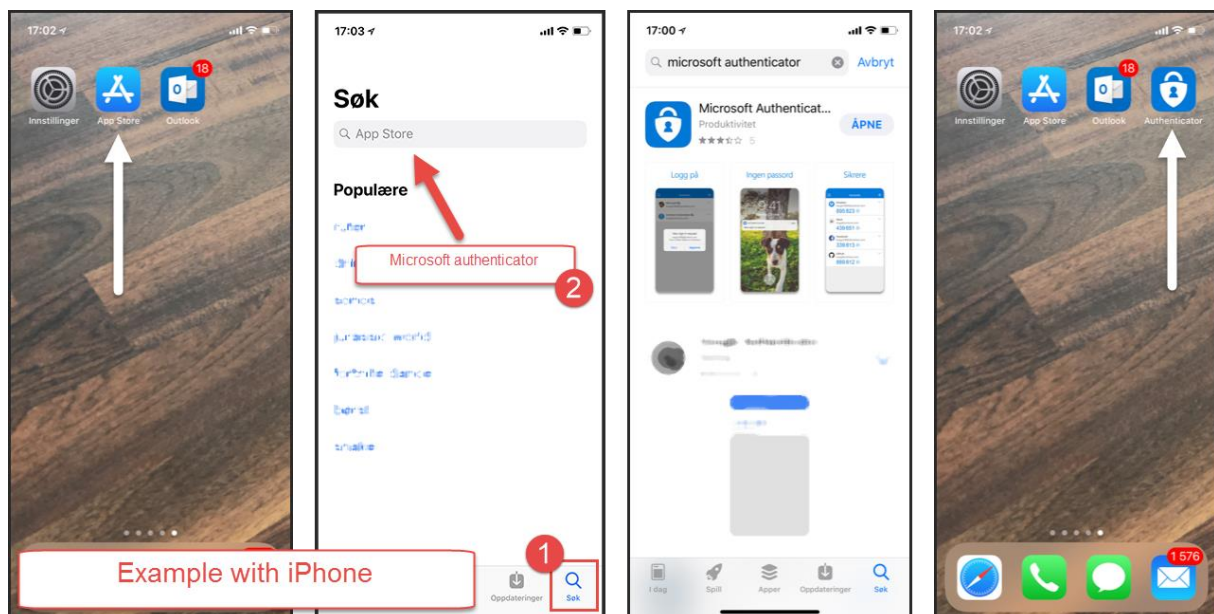


Get started with two-factor authentication via Outlook Web App (Microsoft Authenticator)

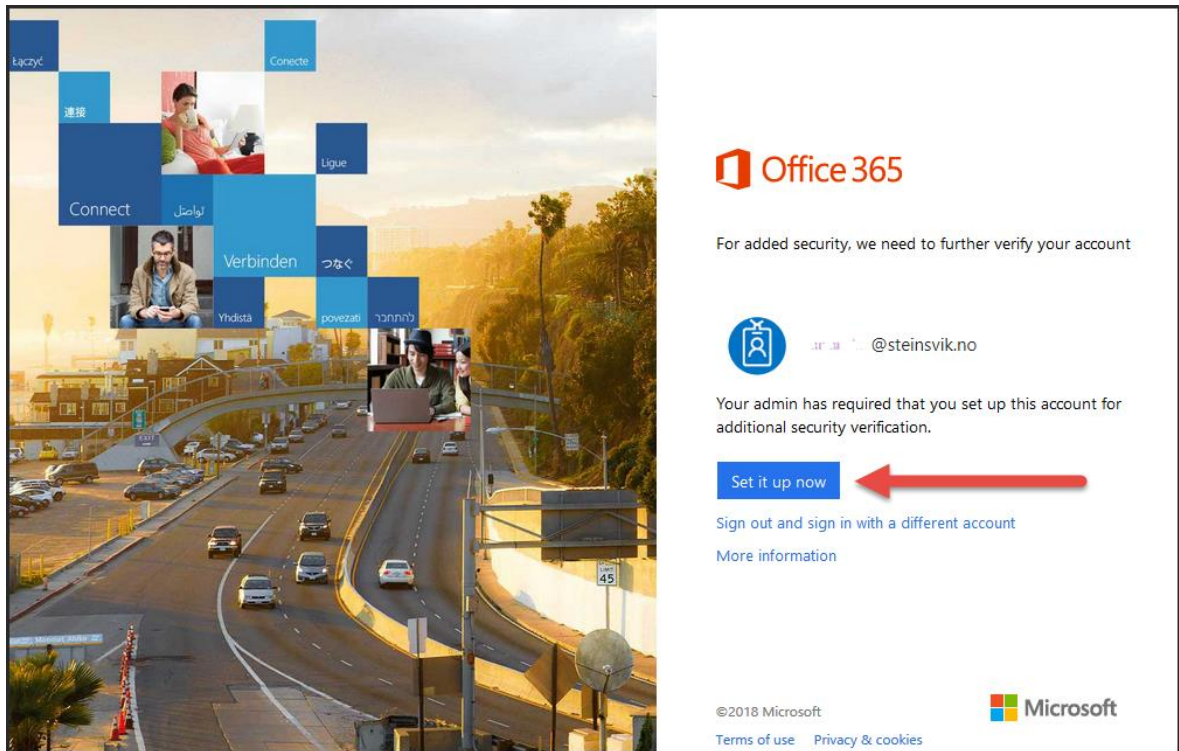
Microsoft Authenticator is an app you can install on your smartphone that lets you log in with two-factor authentication. It lets you use a code or directly approve the login

1. Find and download the "Microsoft Authenticator" app in Appstore (iPhone) or Google Play (Android). Do not start the app yet.



2. Log on to <https://outlook.office.com>
 - o Important: Remember that your user name is followed by @aqualine.no/aquaoptima.no (ie. abc123@aqualine.no)
3. You will be asked for additional security after logon.

4. Click on the blue button "Set it up now"



The screenshot shows the Office 365 security verification page. On the left, there is a collage of images with the word "Connect" in various languages: łącząc, Connecte, 连接, Connect, توصلت, Verbinden, つなが, Yhdistä, and poweżali. On the right, the Office 365 logo is displayed above the text "For added security, we need to further verify your account". Below this, a user profile icon and the email address "@steinsvik.no" are shown. The text states: "Your admin has required that you set up this account for additional security verification." A blue button labeled "Set it up now" is highlighted with a red arrow pointing to it. Other options include "Sign out and sign in with a different account" and "More information". At the bottom, there is a copyright notice "©2018 Microsoft" and links for "Terms of use" and "Privacy & cookies".

5. Choose "Mobile app", check the "Use verification code from app" and choose **Configure**




The screenshot shows the Norwegian security verification page titled "Ytterligere sikkerhetsbekreftelse". The text reads: "Sikre kontoen din ved å legge til telefonbeholdningen din og velge hvordan du sikrer kontoen din". The first step is "Trinn 1: Hvordan skal vi kontakte deg?". A dropdown menu is set to "Mobilapp". Below this, the question "Hvordan vil du bruke mobilappen?" is followed by two radio button options: "Motta varslinger for bekreftelse" and "Bruk bekreftelseskode". The second option is selected. A blue button labeled "Konfigurer" is visible, with the text "Konfigurer mobilappen." next to it. A "Neste" button is located at the bottom right. Red callout boxes with numbers 1, 2, and 3 point to the "Mobilapp" dropdown, the "Bruk bekreftelseskode" option, and the "Konfigurer" button, respectively.

6. A QR code will now appear on your screen. You are going to scan this code with the Microsoft authenticator

Konfigurer mobilapp

Fullfør de følgende trinnene for å konfigurere mobilappen.

1. Installer Microsoft Authenticator-appen for [Windows Phone](#), [Android](#) eller [iOS](#).
2. Legg til en konto i appen, og velg Jobb- eller skolekonto.
3. Skann bildet nedenfor.



QR-Code

Konfigurer appen uten varsler

Hvis du ikke kan skanne bildet, skriver du inn følgende informasjon i appen.

Kode: 577 306 654

Nettadresse: <https://bn1pfpad16.ph>

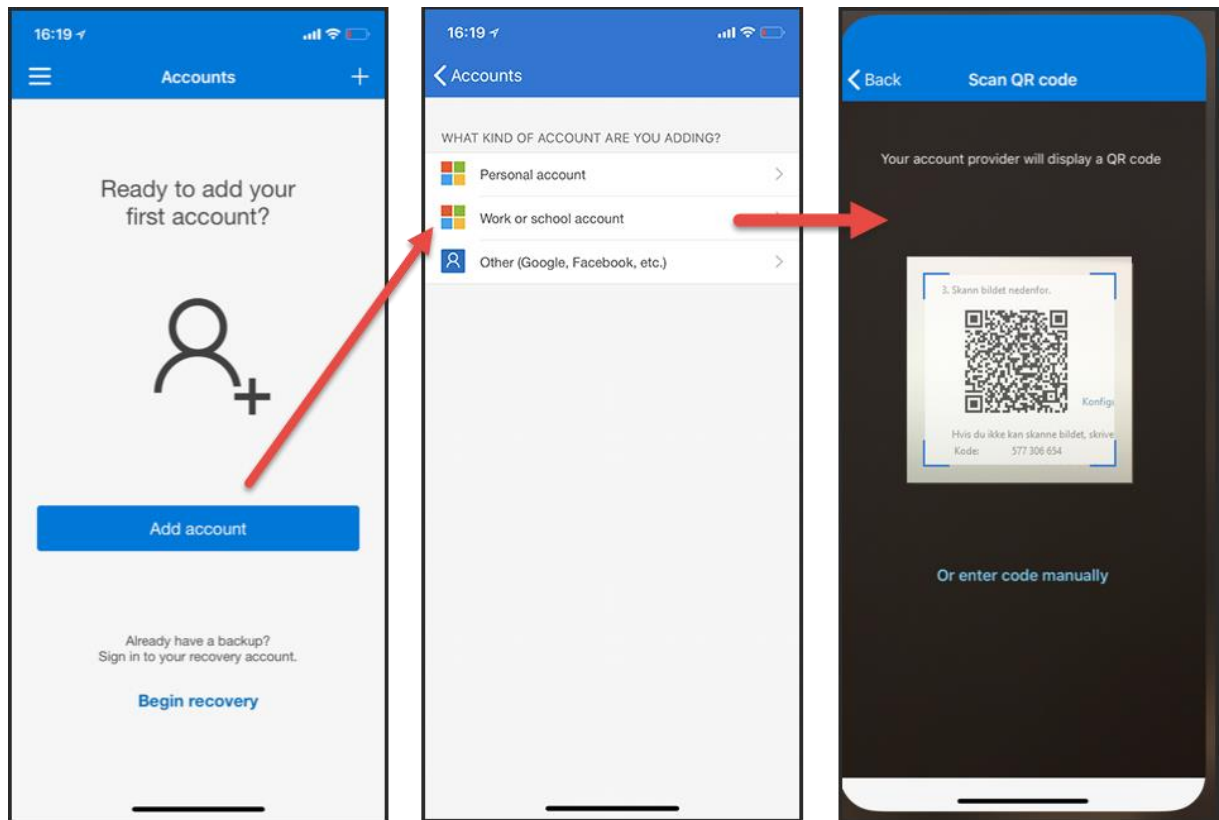
Hvis en sekssifret kode vises i appen, velg

Optional: If you are unable to scan the code: Type this code manually inn the app

Neste

avbryt

7. Start Microsoft Authenticator on your phone and choose "**Add account**". Choose "**Work- or School account**"(The camera is activated, and you can now scan the QR-code on the web page).



8. When you have scanned the code, press **Next**. (In step 6.)

9. Type in the code from the app and you are done.