

Microsoft Authenticator – Installation, Set-Up, and Usage

Microsoft Authenticator supports multi factor authentication for Fairfax County work accounts. The app provides a second layer of security after your password. When logging in, you will enter your password, and then you will be asked for an additional way to prove it's really you. Depending on the access request, either approve the notification sent to the Microsoft Authenticator, or enter the verification code generated by the app.

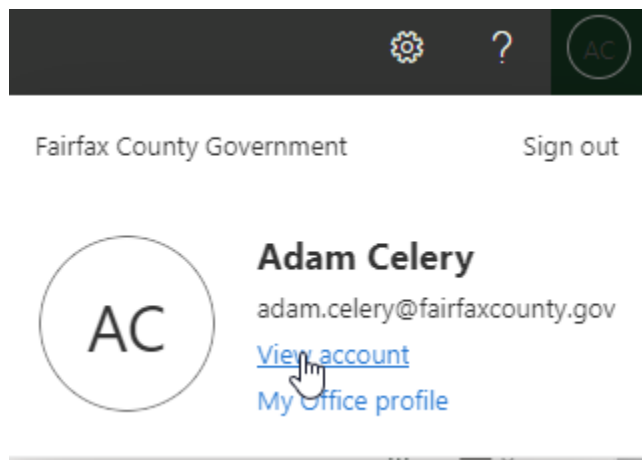
Set-Up (A companion video is available in Stream. [Click here](#))



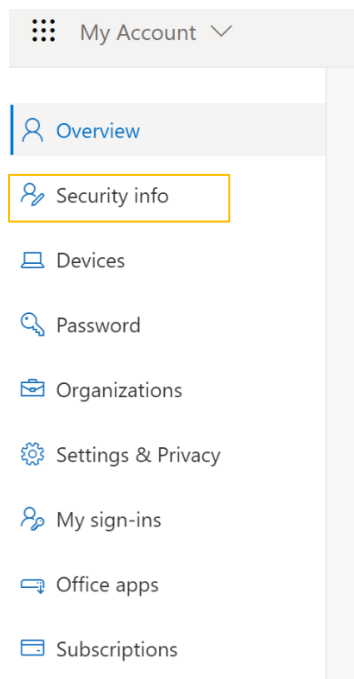
To complete the transition, you will need to have (1) access to the Edge Chromium or Chrome browser and (2) a mobile device (County issued or personal device), whatever device you currently have registered to use the VIP Access app.

From a Windows computer/laptop/tablet, logon to portal.office.com

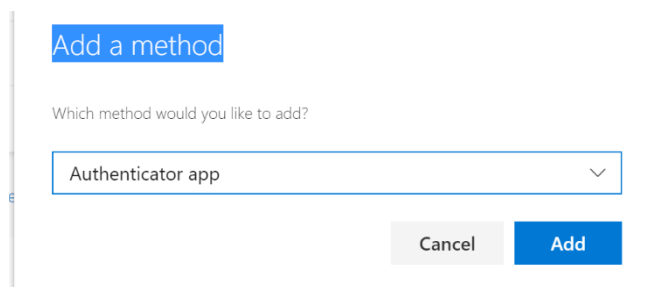
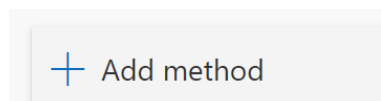
Login and choose “View account” under your name/initials/photo at the top right



Select “Security info” from the menu



Select “Add method”



Select “Authenticator app” from the drop down and click Add

On your personal or county owned mobile Apple or Android device download and install the Microsoft Authenticator app.

Once the app is installed click next

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Cancel

Next

Launch the newly install Microsoft Authenticator app on your mobile device

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back

Next

Read and agree to the Privacy statement. Allow notifications if asked, select work or school account and sign in using your county email address/password and VIP token.

Click next

On the mobile device Select the Scan a QR Code
you may be asked to allow Authenticator access to the camera, select Ok or Allow

Microsoft Authenticator

Scan the QR code

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".



[Can't scan image?](#)

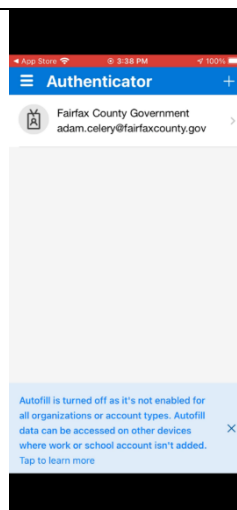
Back

Next

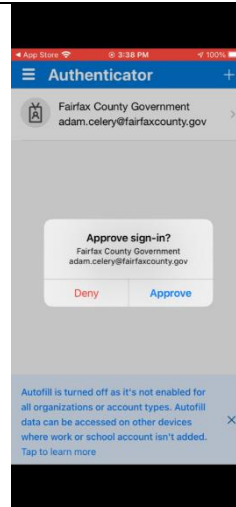
Using the camera, place the QR code image on your computer screen in the cameras view. You will be asked to allow Authenticator to send you notifications, Select Ok or Allow

Click next

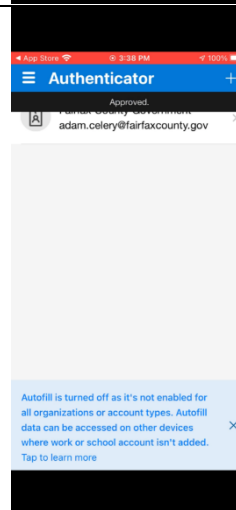
After your code scan is completed



After several seconds you will be prompted to approve sign-in. Approve



"Approved" message displayed over account name

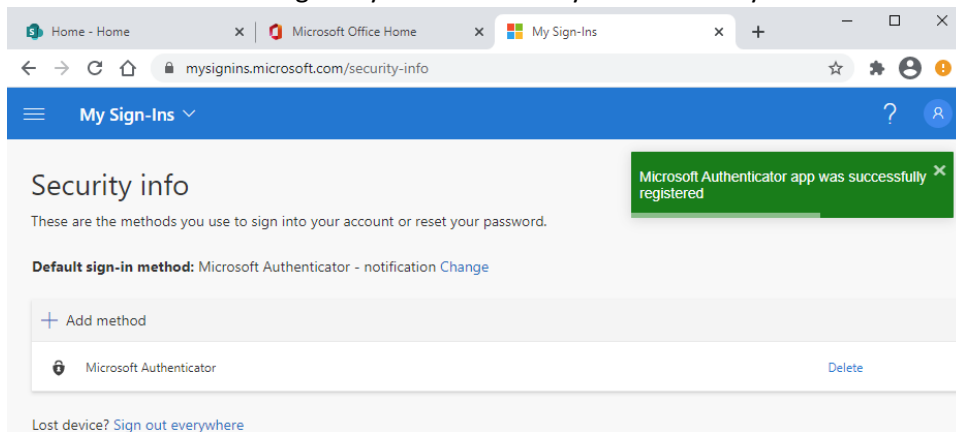


Back on the computer, you should see you approved the notification.



Click next

You will receive a message on your screen that you successfully enrolled in the authenticator app.



Using Microsoft Authenticator

Some applications you will use, will require additional authentication over your User email address and password. These requests are called Multi-Factor Authentication (MFA). The additional authentication is often referred to as 2 factor authentications. The first being your email address and password, and the 2nd factor, being a security token or code. Microsoft Authenticator serves as the 2nd factor.

When you are asked to supply a security code, you will access a one time use code from the Microsoft Authenticator app. To get a code, launch the Authenticator app, and depending on the device, you will need to provide your biometrics (TouchID , FaceID, Passcode, ...). Select your account, and your code will be displayed. You will have 30 seconds before the code changes. Touching the code will copy the code to the device clipboard.

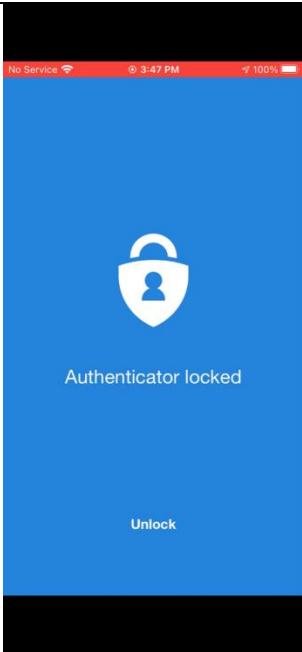


Figure 1 Launch Microsoft Authenticator

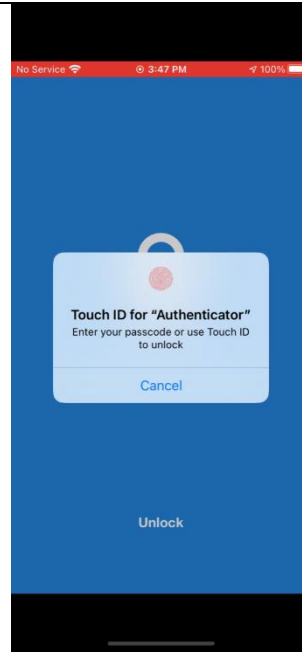


Figure 2 Supply passcode/touchID/facial recognition

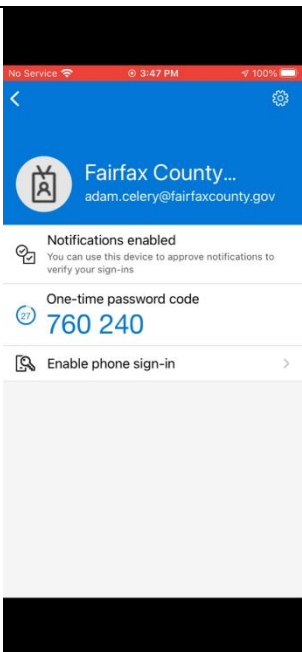


Figure 3 Select your account name

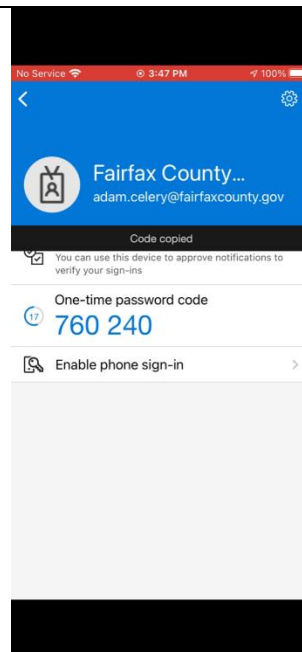


Figure 4 Type in your code or press code once to copy