



REGISTERING YOUR GRACELAND EMAIL ACCOUNT  
WITH THE MICROSOFT AUTHENTICATOR APP

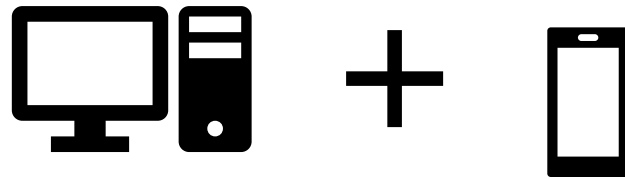
# OBJECTIVE

Microsoft will soon be requiring all Graceland users to register their email accounts with the Authenticator App for multi-factor authentication.

These steps will educate Graceland users in registering with the Authenticator App before experiencing any disruptions logging into their email accounts.

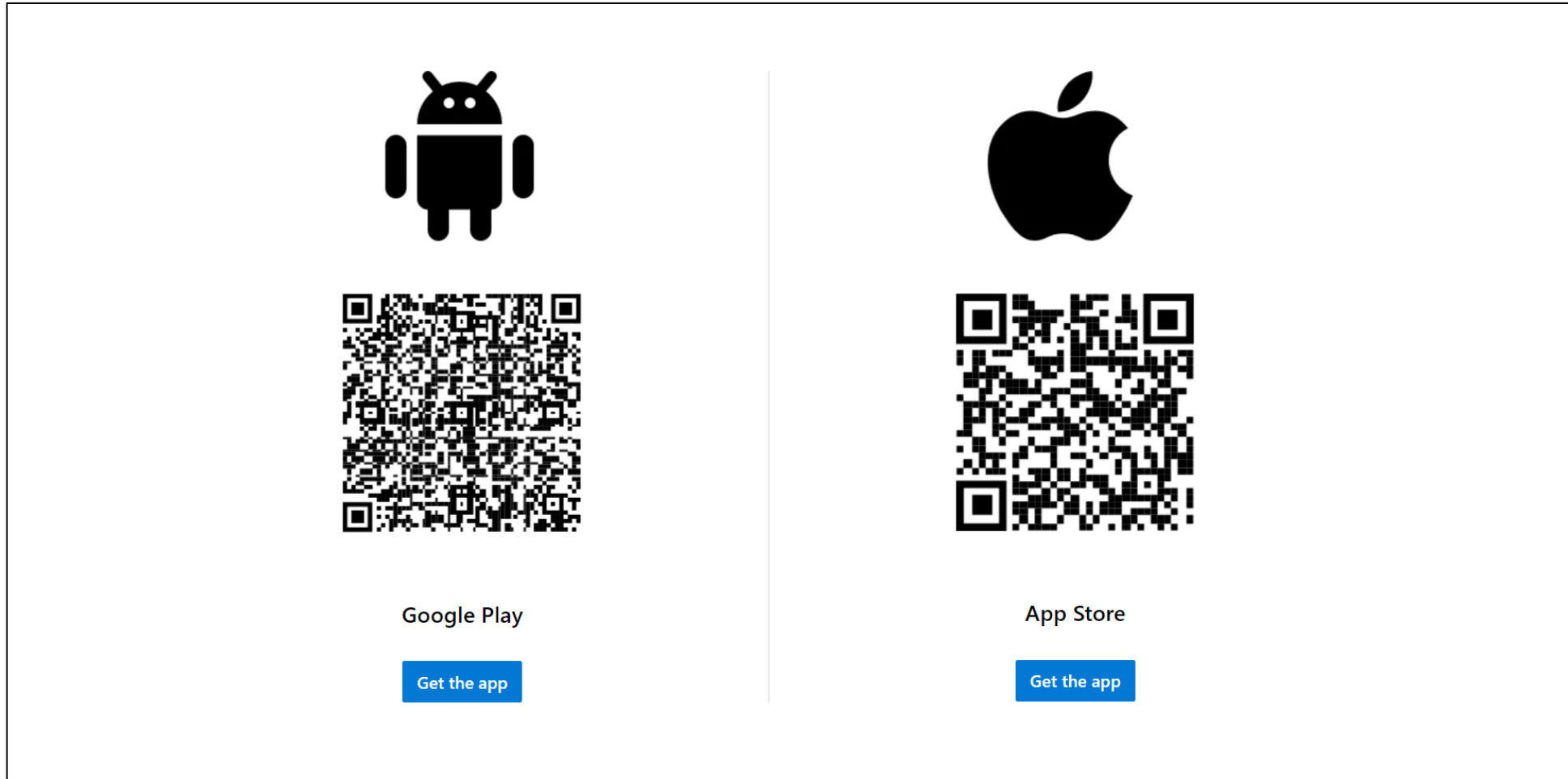
# STEP 1

You will need your mobile device *and* a laptop *or* desktop computer to complete the following steps.







# STEP 2

Download and install the Microsoft Authenticator app to your mobile device. You can scan the QR Code below, or search for *Microsoft Authenticator* in your app store. This app will be used later to set up authentication.



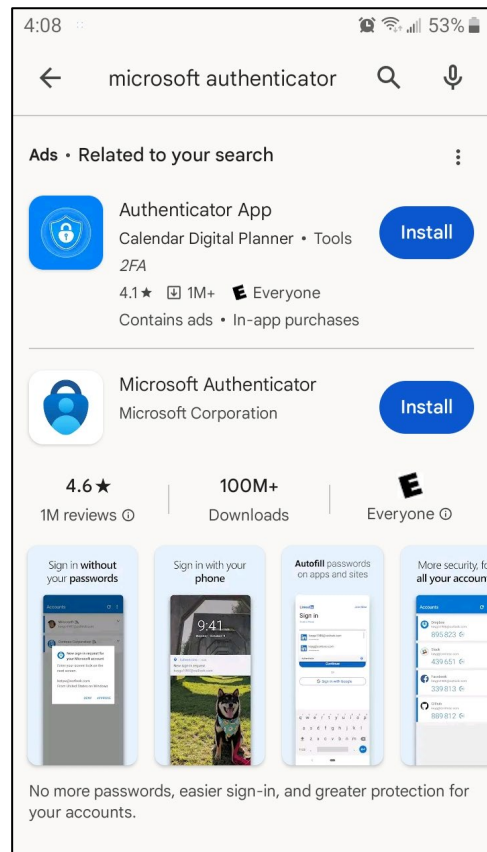
The image shows a screenshot of the Microsoft Authenticator app download page, divided into two columns for Android and iOS. The Android column features the Android robot icon, a QR code, the text "Google Play", and a blue "Get the app" button. The iOS column features the Apple logo, a QR code, the text "App Store", and a blue "Get the app" button.

Platform	Icon	QR Code	Store Name	Button Text
Android			Google Play	Get the app
iOS			App Store	Get the app

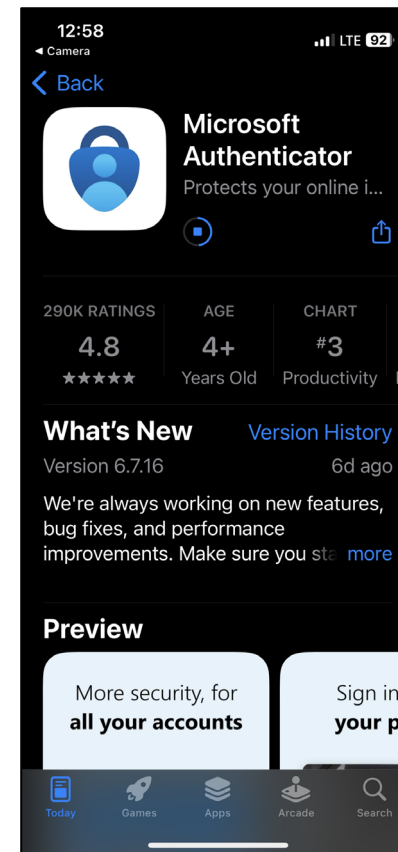
# STEP 3

You will be taken to your phone's App store.

*Android View:*



*iPhone View:*



# STEP 4a

## FOR WORK ACCOUNTS

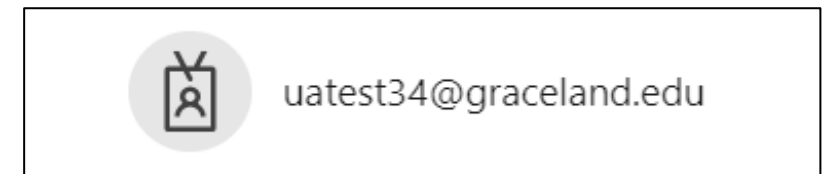
1) From your computer, visit [my.graceland.edu](https://my.graceland.edu) (you don't need to log in.)



2) Under *Quick Links* select *Direct Link to Email*\*



3) Log in to your @graceland.edu account



\* You can also visit *outlook.office.com* to log in to your email

# STEP 4b

## FOR STING ACCOUNTS

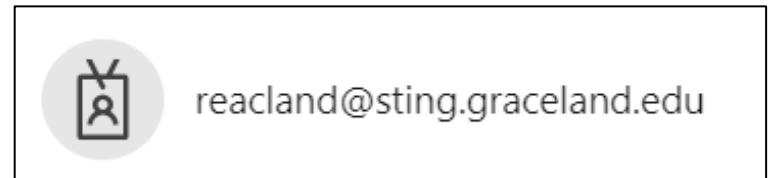
1) From your computer, visit [my.graceland.edu](https://my.graceland.edu) (you don't need to log in.)



2) Under *Quick Links* select *Direct Link to Email*\*



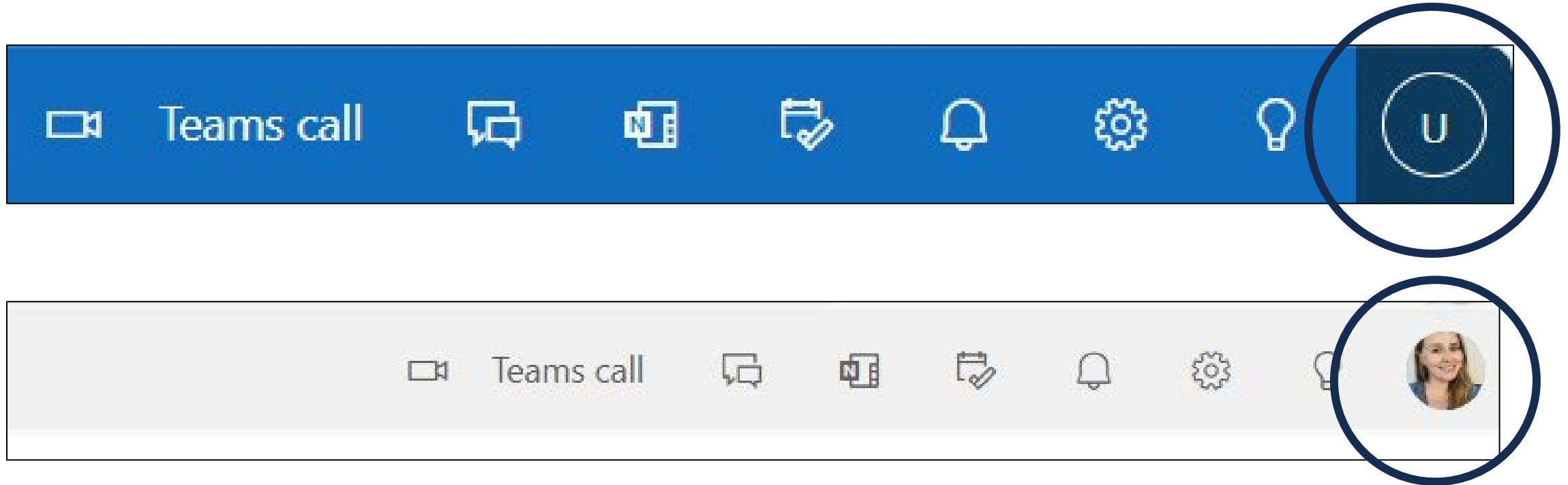
3) Log in to your @sting. graceland.edu account



\* You can also visit *outlook.office.com* to log in to your email

# STEP 5

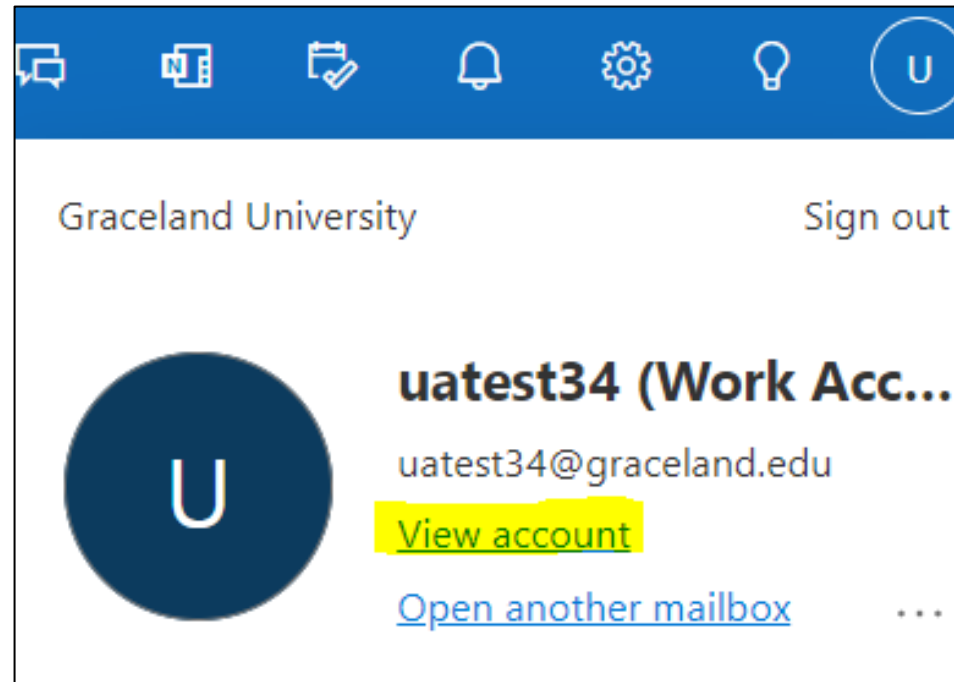
From the upper right-hand corner of your screen, select your initials or your profile picture.





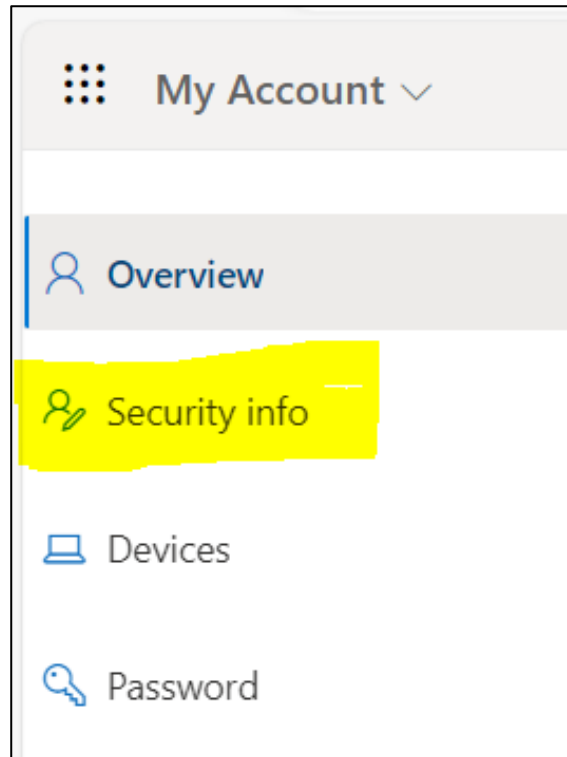
# STEP 6

Select *view account*.



# STEP 7

On the left-hand side of the screen, select *Security Info*.



# STEP 8


Select *add sign-in method*.

## Security info

These are the methods you use to sign into your account or reset your password.

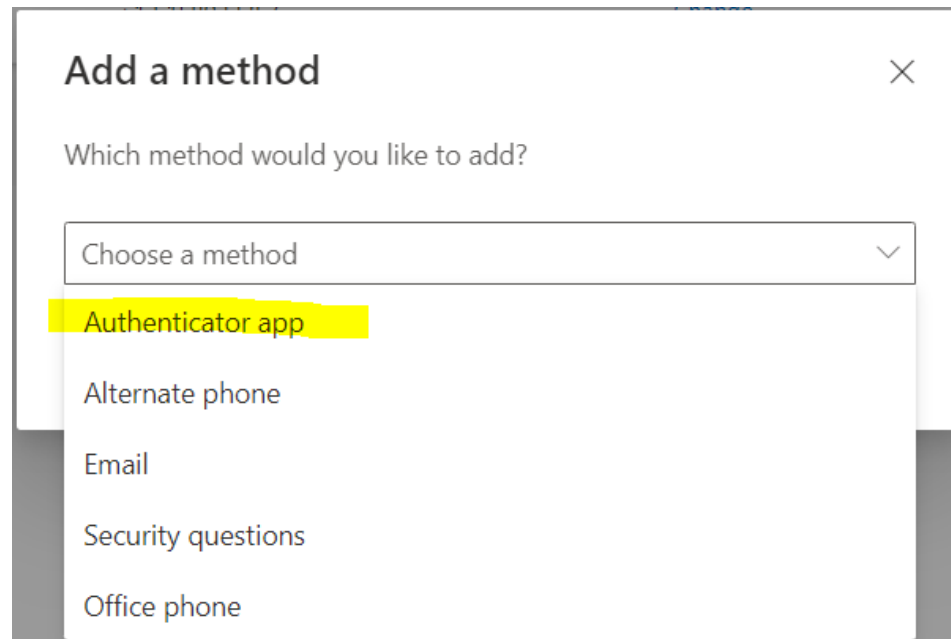
**Default sign-in method:** Phone - text +1 5158022357 [Change](#)

**+ Add sign-in method**

 Phone	+1 5158022357
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# STEP 9

Select *Authenticator app*.



The image shows a dialog box titled "Add a method" with a close button (X) in the top right corner. Below the title is the question "Which method would you like to add?". A dropdown menu is open, showing the following options: "Authenticator app" (highlighted in yellow), "Alternate phone", "Email", "Security questions", and "Office phone".

**Add a method** ×

Which method would you like to add?

Choose a method ∨

- Authenticator app
- Alternate phone
- Email
- Security questions
- Office phone

# STEP 10

Select *add*.

**Add a method** ×

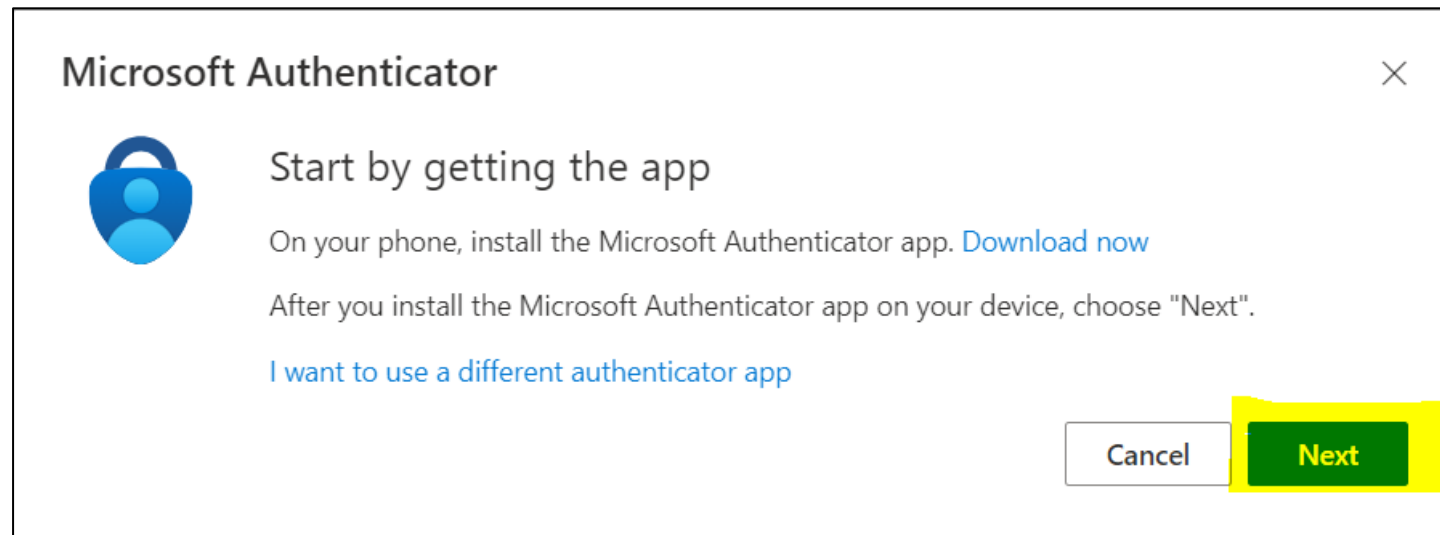
Which method would you like to add?

Authenticator app ∨

Cancel **Add**

# STEP 11


You downloaded the Microsoft Authenticator App in steps 2 and 3 – select *Next*.



# STEP 12

Select *Next*.

## Microsoft Authenticator



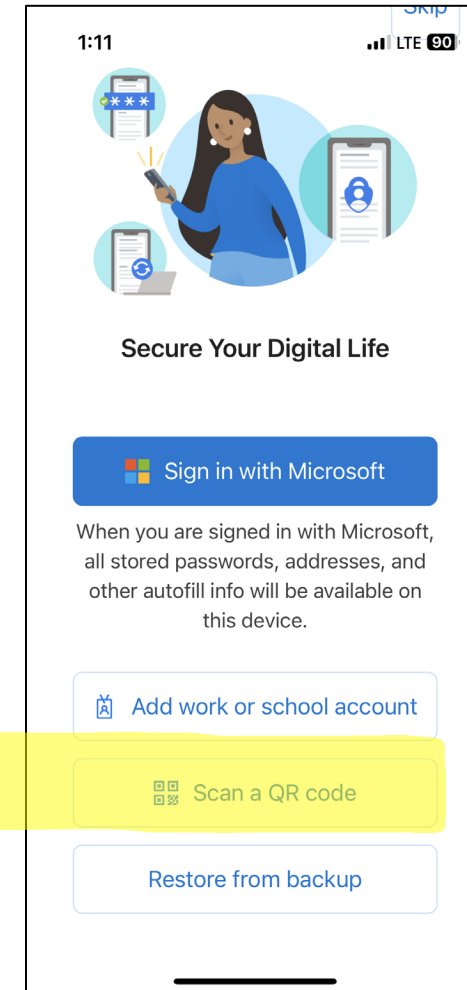
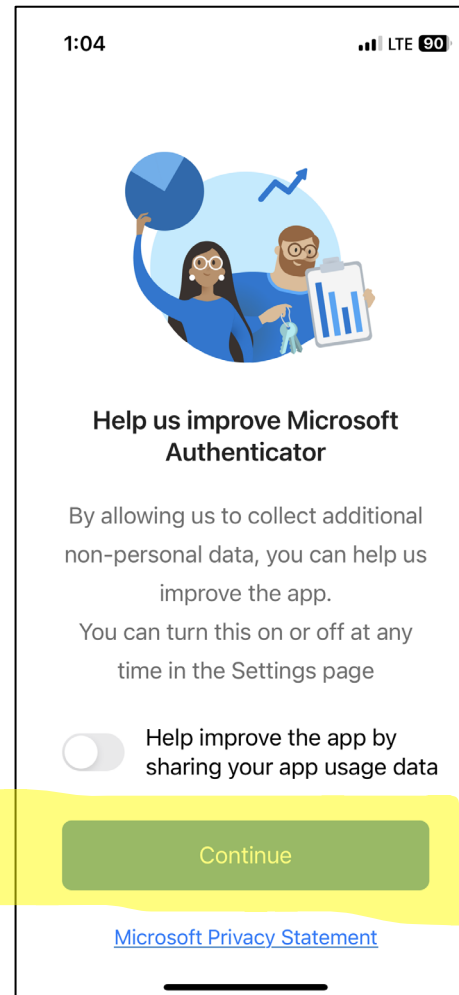
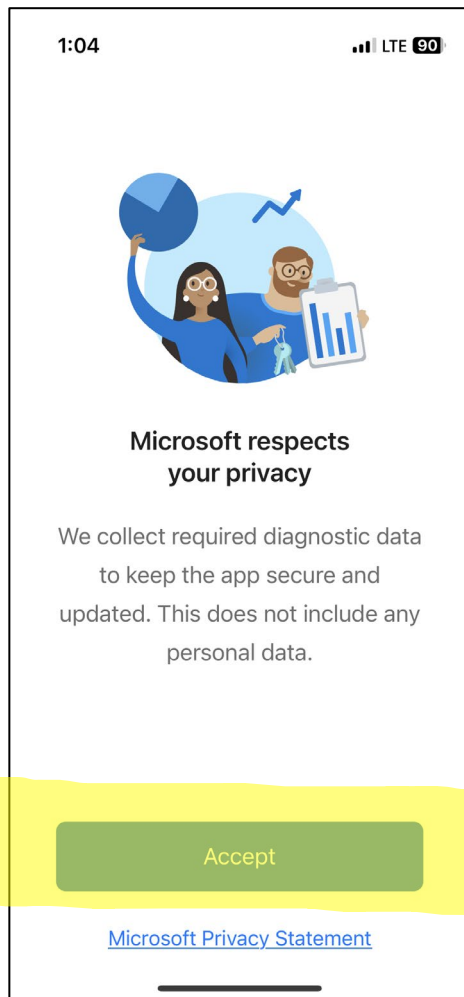
Set up your account

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

Back Next

# STEP 13a

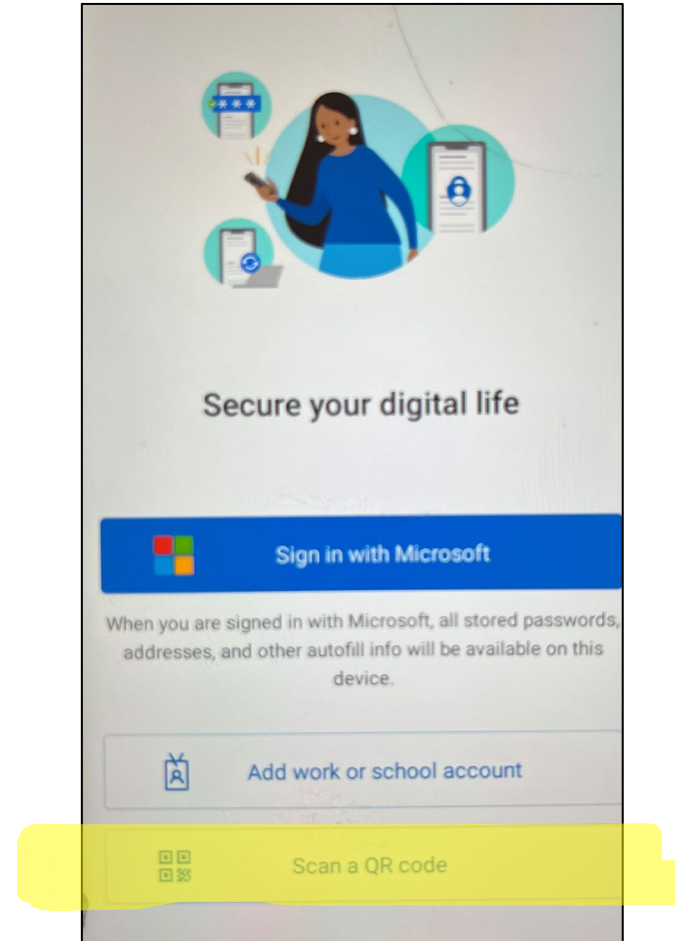
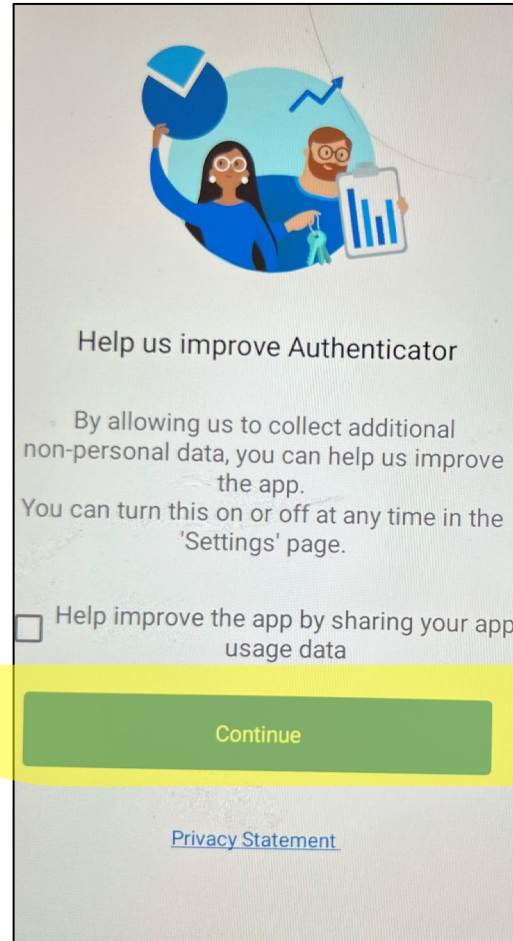
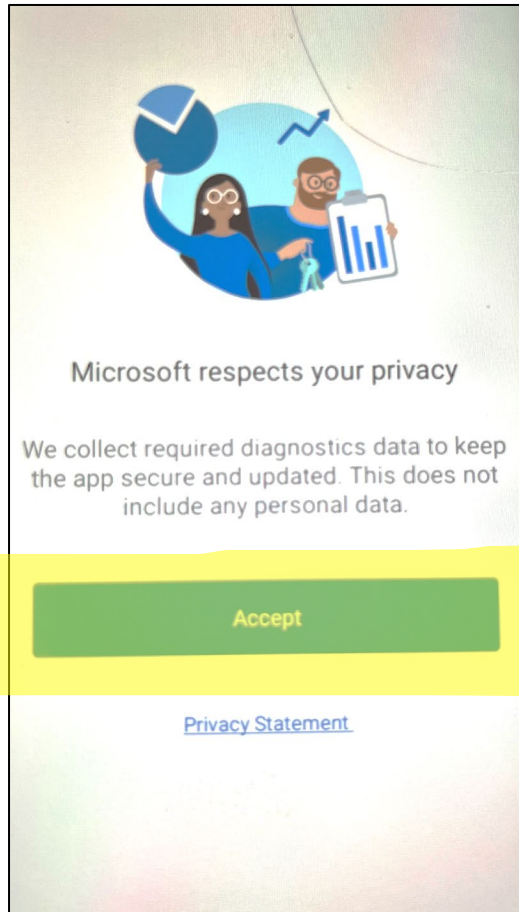
From your iPhone





# STEP 13b

From your Android

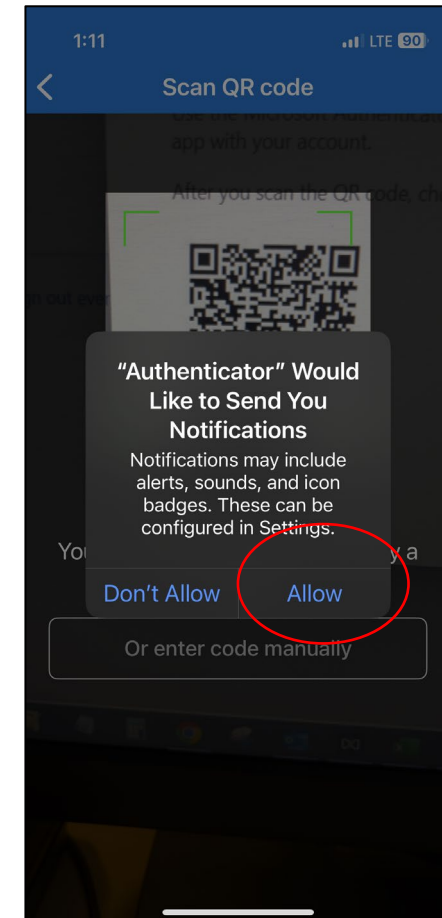
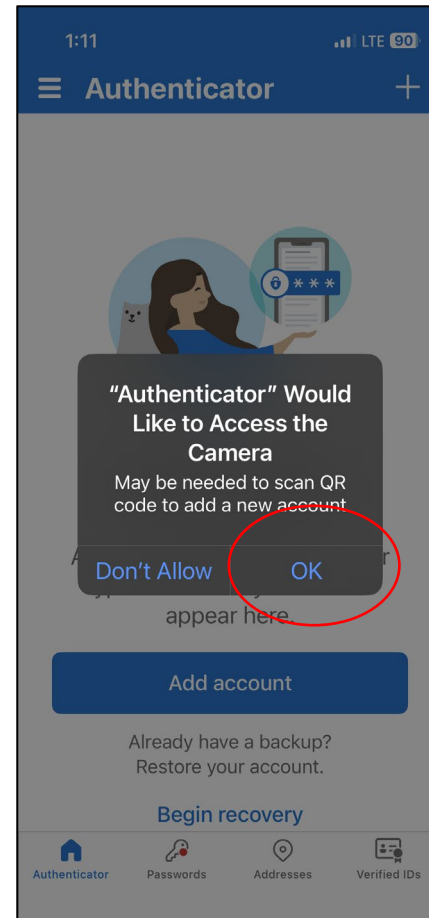
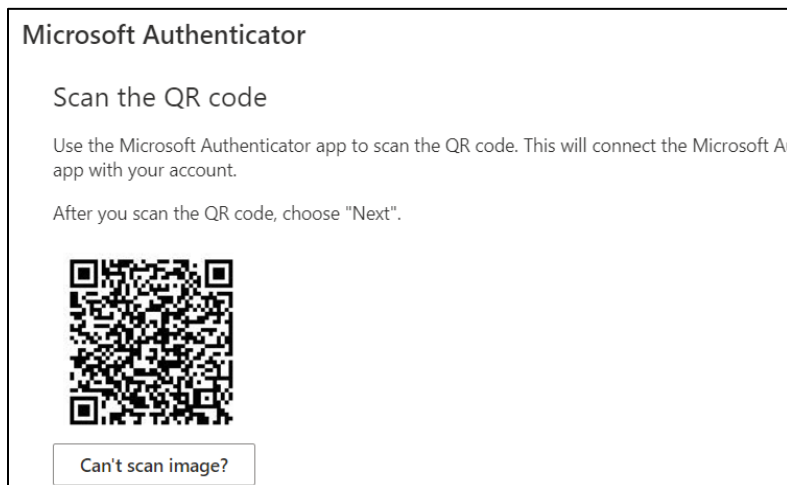


# STEP 14a

Using the Microsoft Authenticator App on your phone, scan the QR Code displayed on your computer screen.

*iPhone View:*

*Computer Screen View*



# STEP 14b

Using the Microsoft Authenticator App on your phone, scan the QR Code displayed on your computer screen.

*Android view:*


*Computer Screen View*

**Microsoft Authenticator**

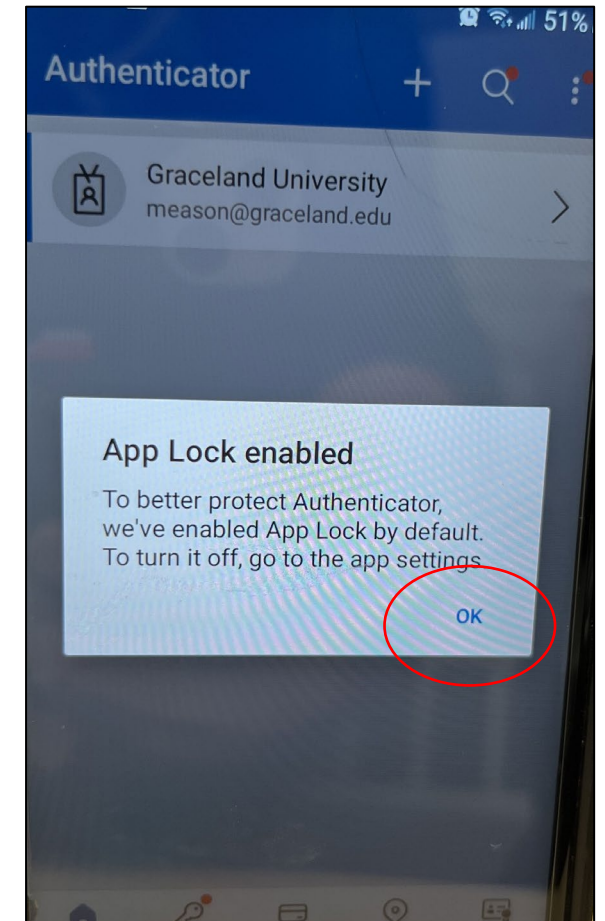
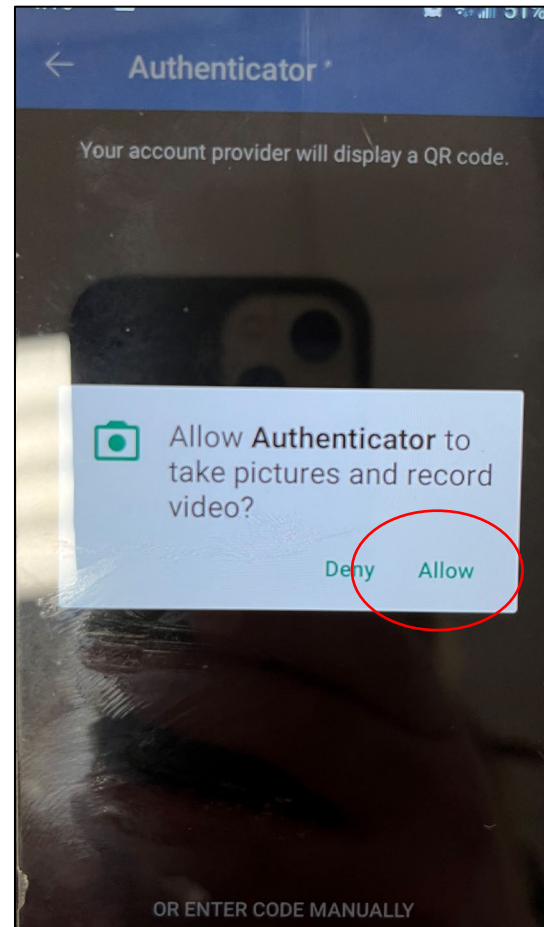
Scan the QR code

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".

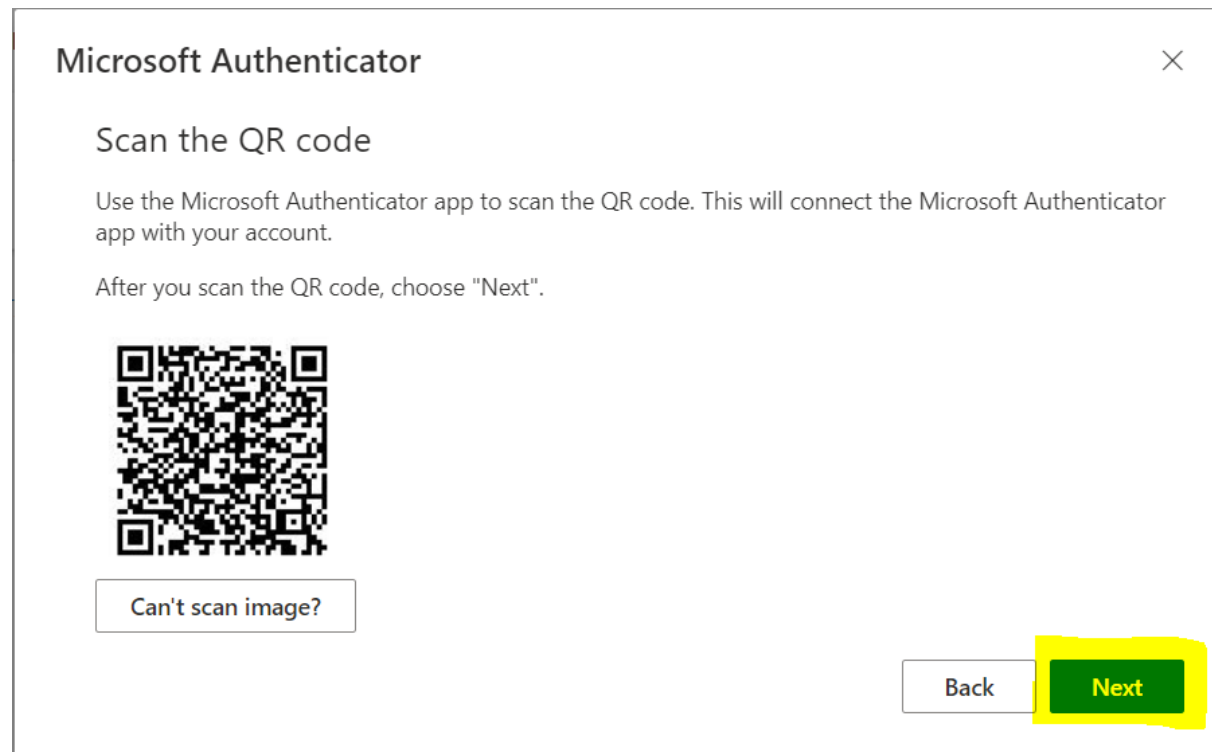


Can't scan image?



# STEP 15

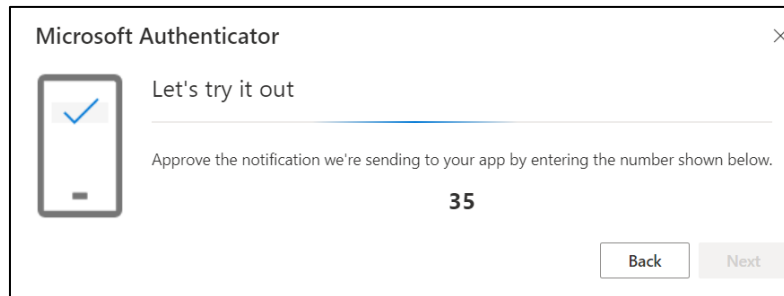
After you've scanned the QR Code with your phone, **on your computer**, select *Next*.



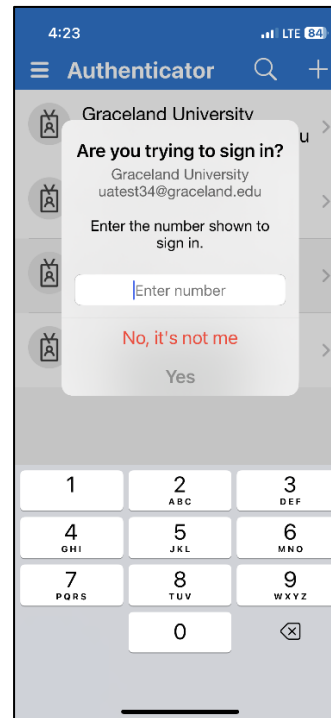
# STEP 16

Enter the code displayed on your computer screen into the Authenticator App on your phone.

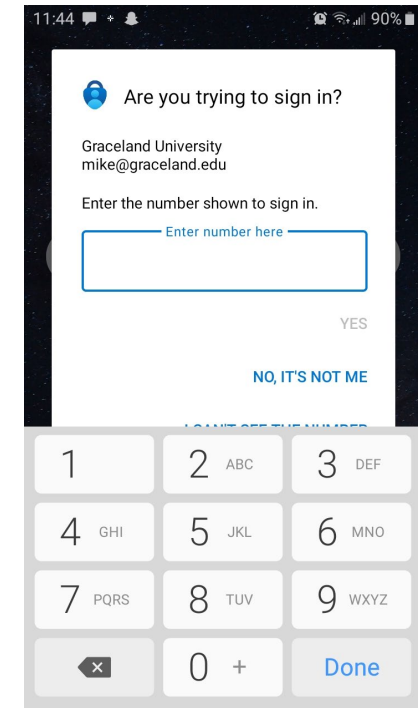
*View from your computer.*



*View from iPhone*

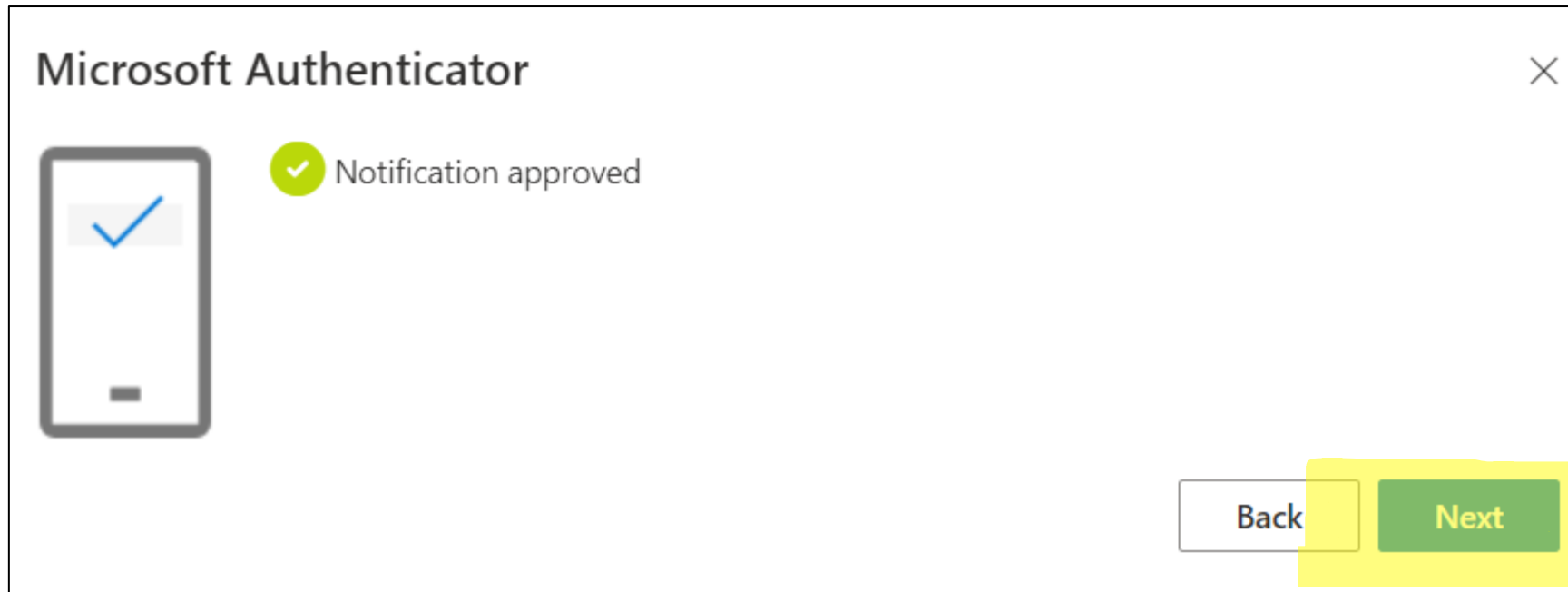


*View from Android*



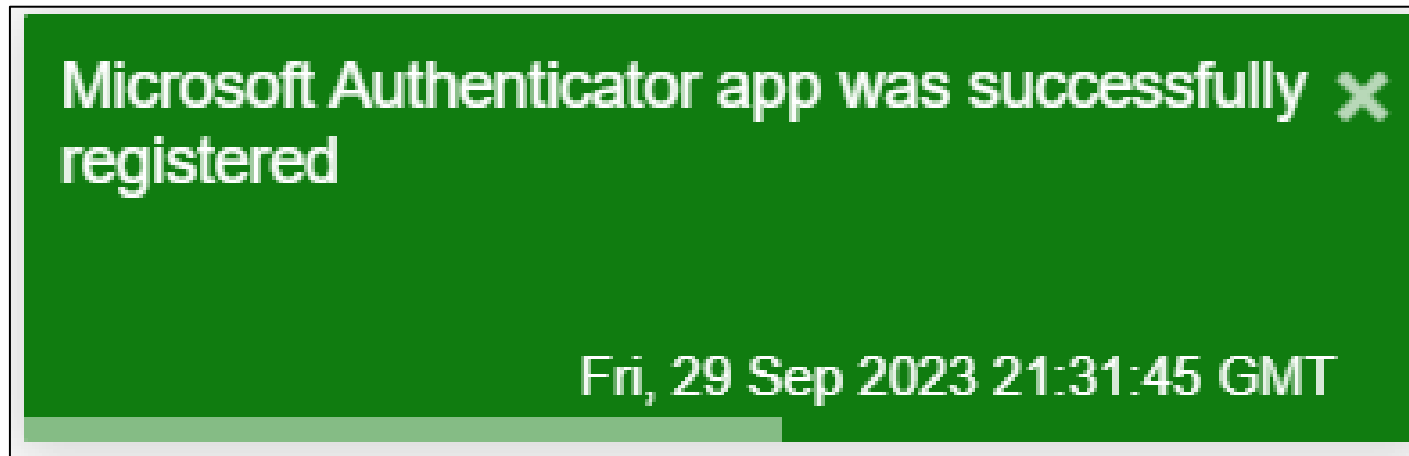
# STEP 17

On your computer, select *Next*.



# STEP 18

This alert will display on the right-hand corner of your computer screen.



# STEP 19

From your computer, select *change*.

## Security info

These are the methods you use to sign into your account or reset your password.

**Default sign-in method:** Phone - text +1 5158022357 [Change](#)

[+](#) Add sign-in method



Phone

+1 5158022357

[Change](#)

[Delete](#)



Microsoft Authenticator  
Push multi-factor authentication (MFA)

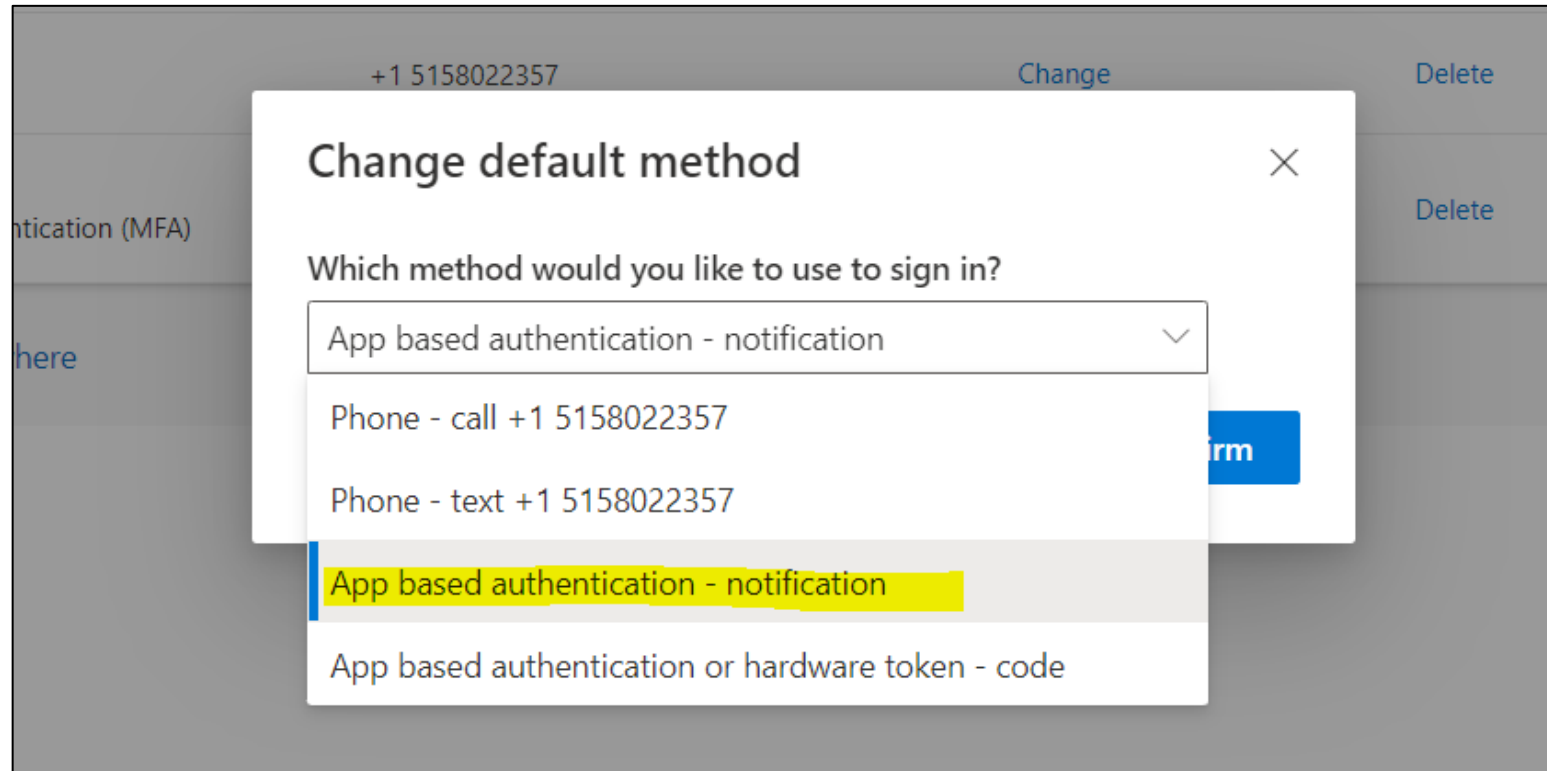
[Delete](#)

Lost device? [Sign out everywhere](#)



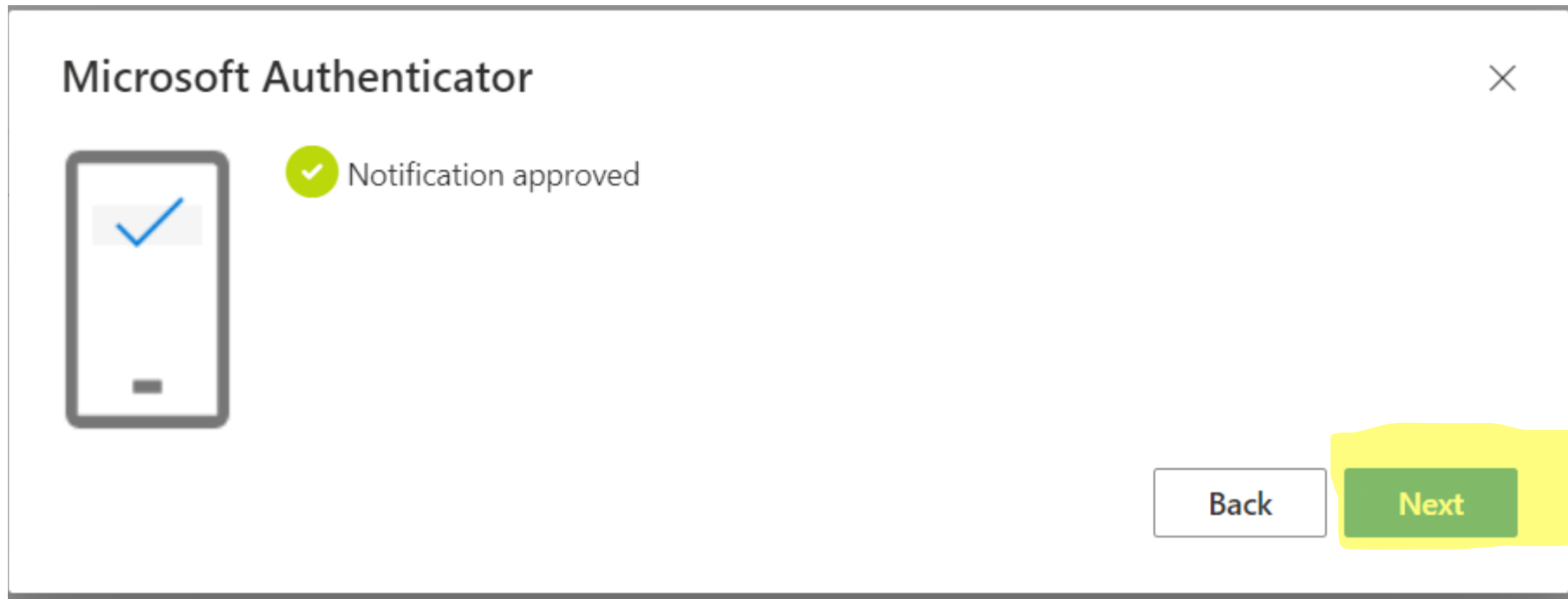
# STEP 20

Select *App based - notification*.



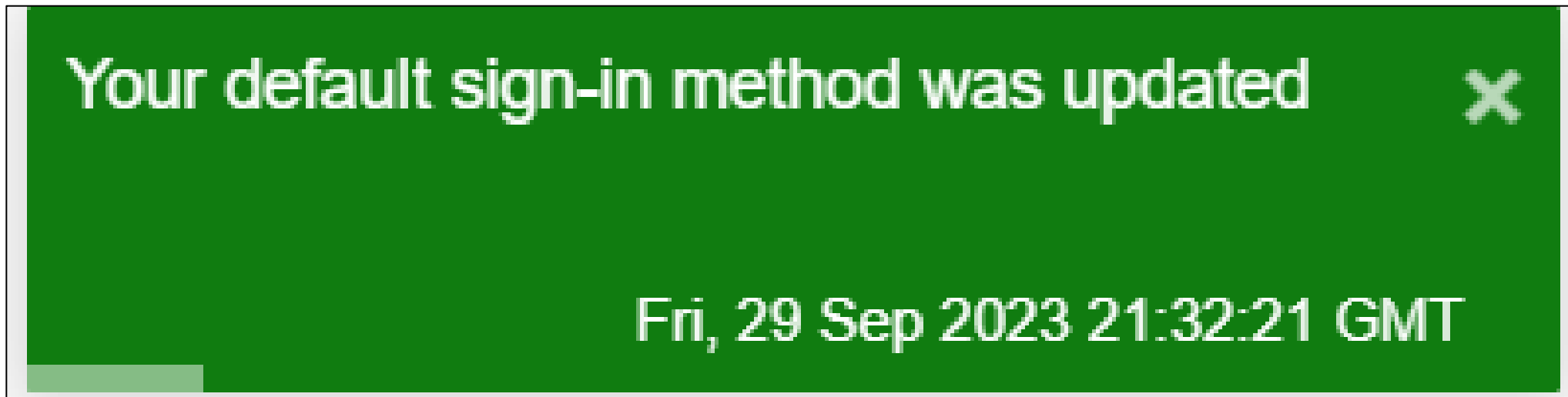
# STEP 21

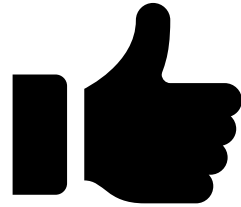
Select *next*.



# STEP 22

This alert will display on the right-hand corner of your screen.

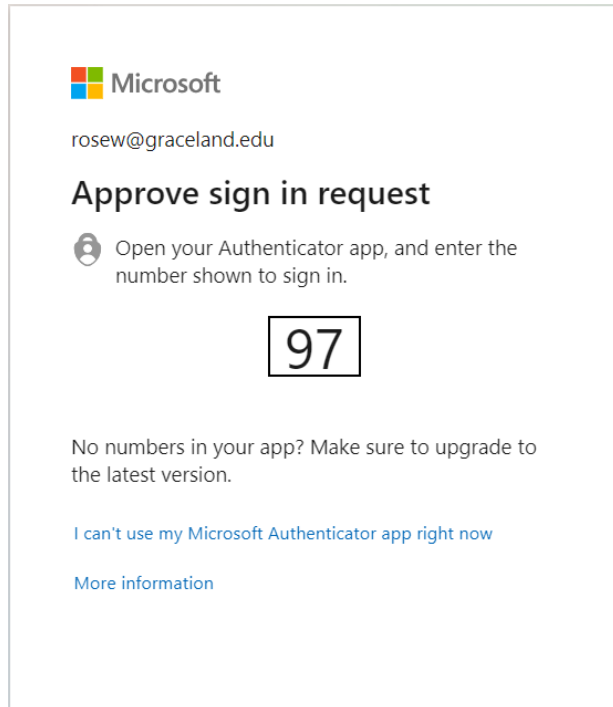




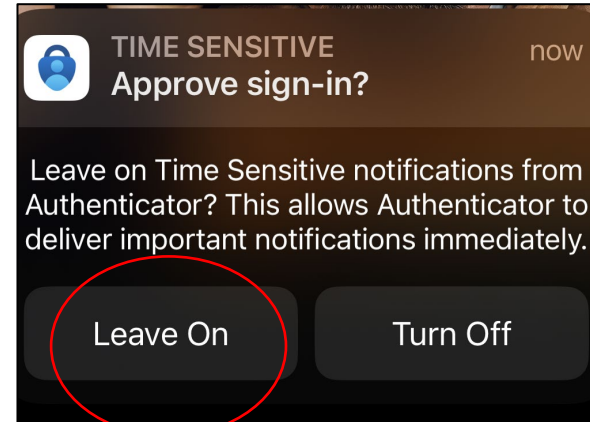
You have successfully registered your account  
with the Microsoft Authenticator App!

# When you log in next, this is what you will see.

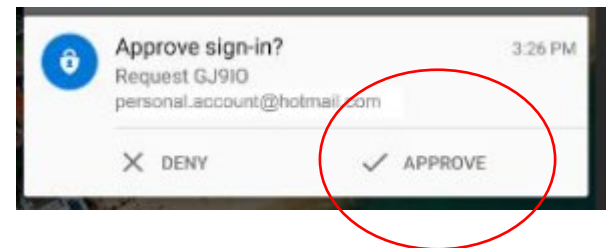
*Computer Screen View*



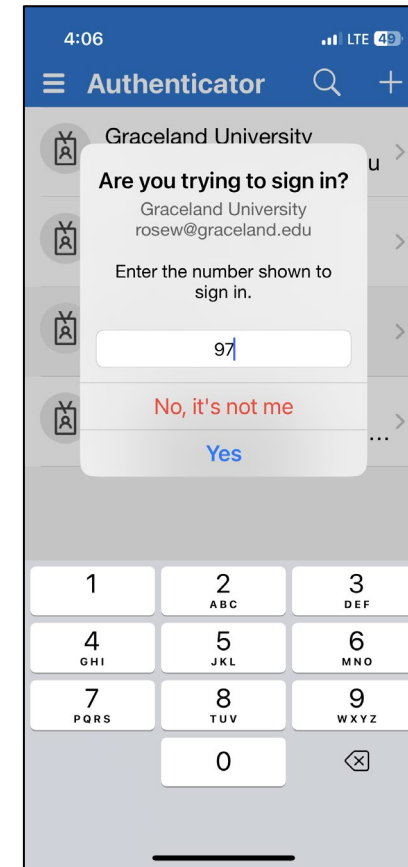
*iPhone view*



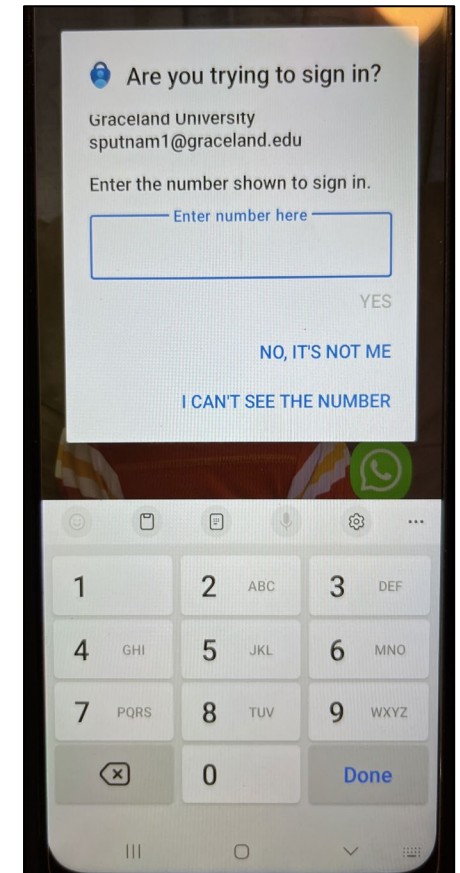
*Android View*



*iPhone view*

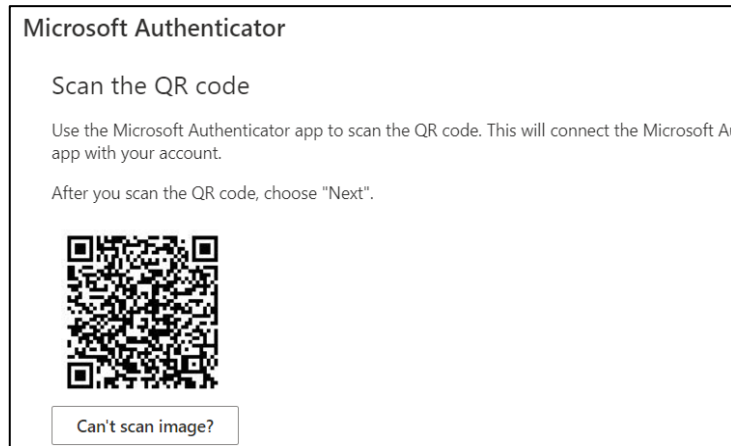


*Android View*

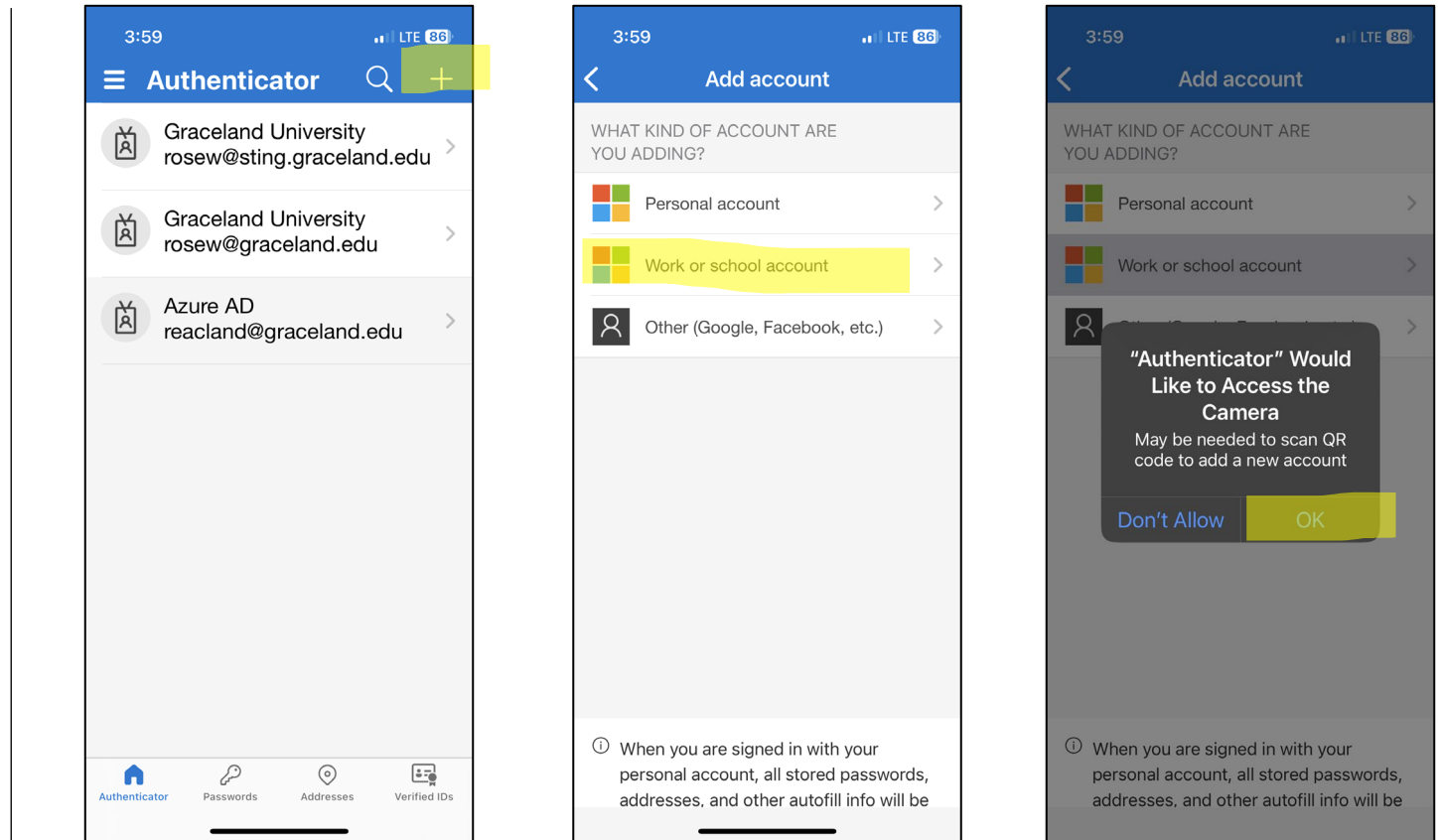


To register an additional account with the Authenticator App, follow steps 4-22, substituting the steps 13a -14b with the following steps.

### Computer Screen View

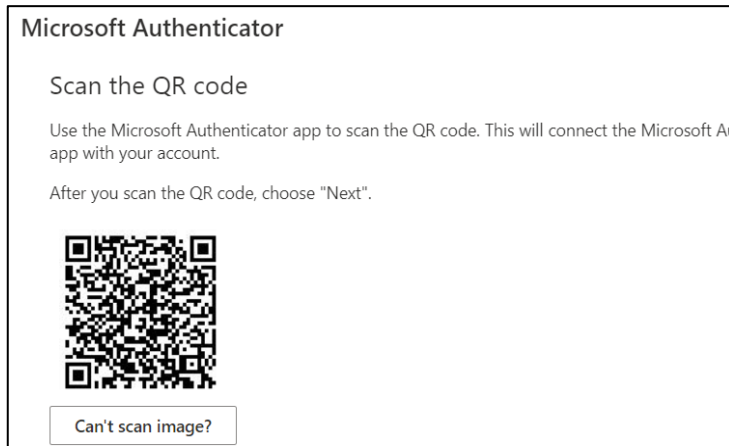


### iPhone view

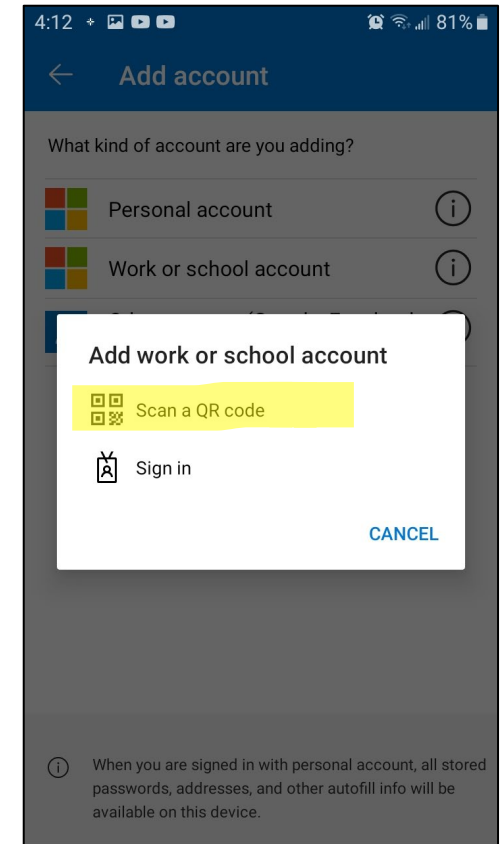
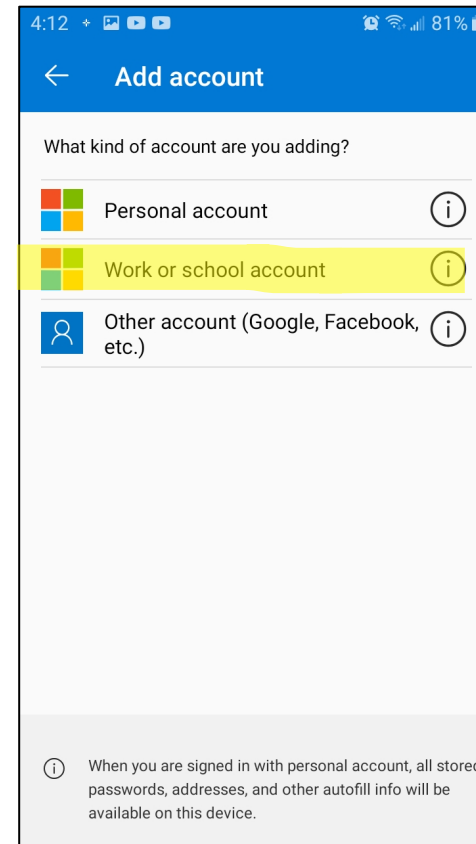
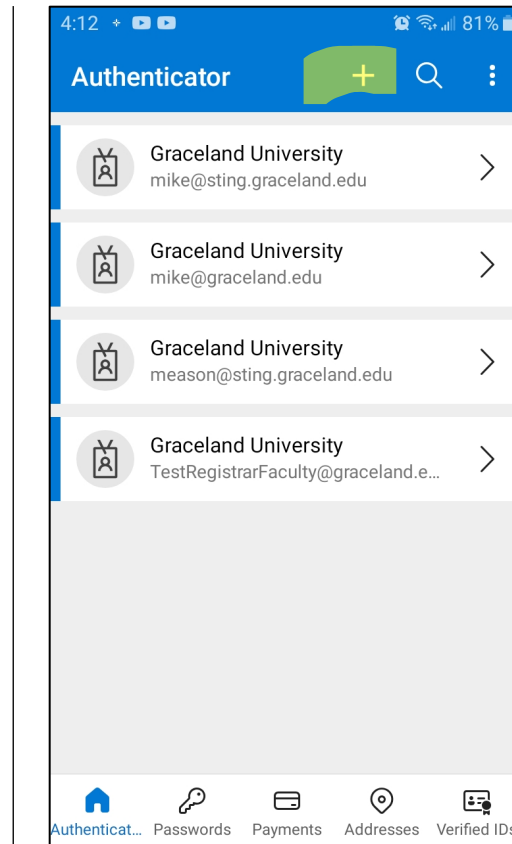


To register an additional account with the Authenticator App, follow steps 4-22, substituting the steps 13a and 13b with the following steps.

### Computer Screen View



### Android view



If you have any questions, please reach out to Tech Support.

[techsupport@graceland.edu](mailto:techsupport@graceland.edu)

641-784-5400

Monday-Friday, 8am-5pm on the lower level of Briggs.