Multi-factor authentication

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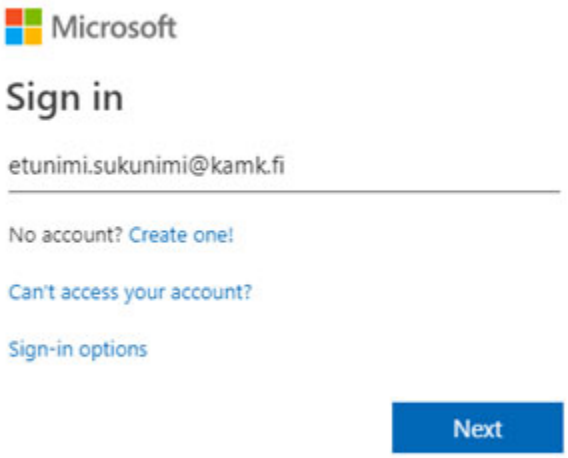
Follow the instructions below to set up multi-factor authentication. It is recommended to use a computer and a browser for commissioning.

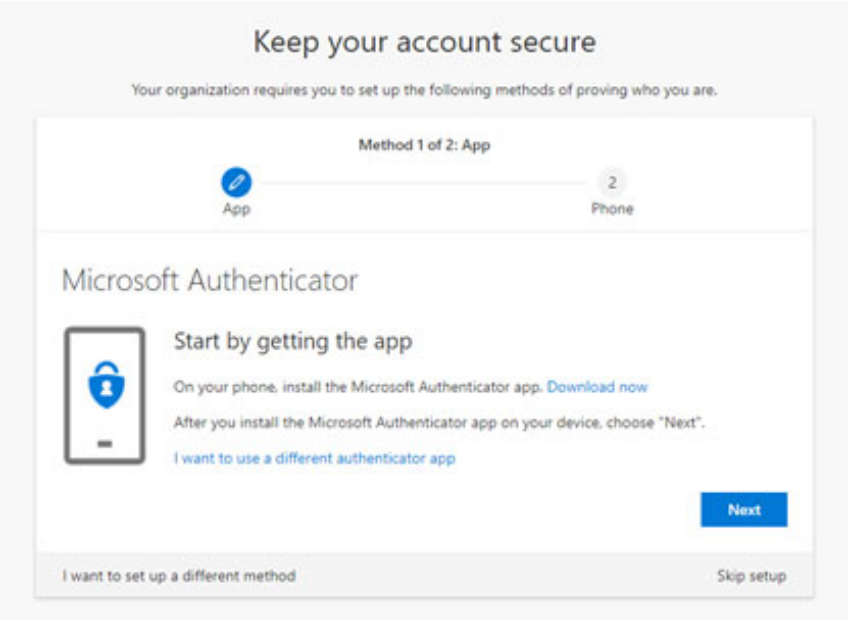
You also need your phone.

1. Open browser on your computer and log into https://aka.ms/ssprsetup
2. Type your own email address and password.



3. After logging in you are informed to download **Microsoft Authenticator** application to your mobile phone. You find the application in App Store or Google Play by name "Microsoft Authenticator".

4. **If you want to use phone call or SMS for multi-factor authentication instead of the Authenticator, move straight to step 14 in this guide.**



4G
11.38
Microsoft Authenticator
Microsoft Corporation
Uninstall
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What's new
Last updated 17 Dec 2020
We're always working on new features, bug fixes, and performance improvements. Make s...
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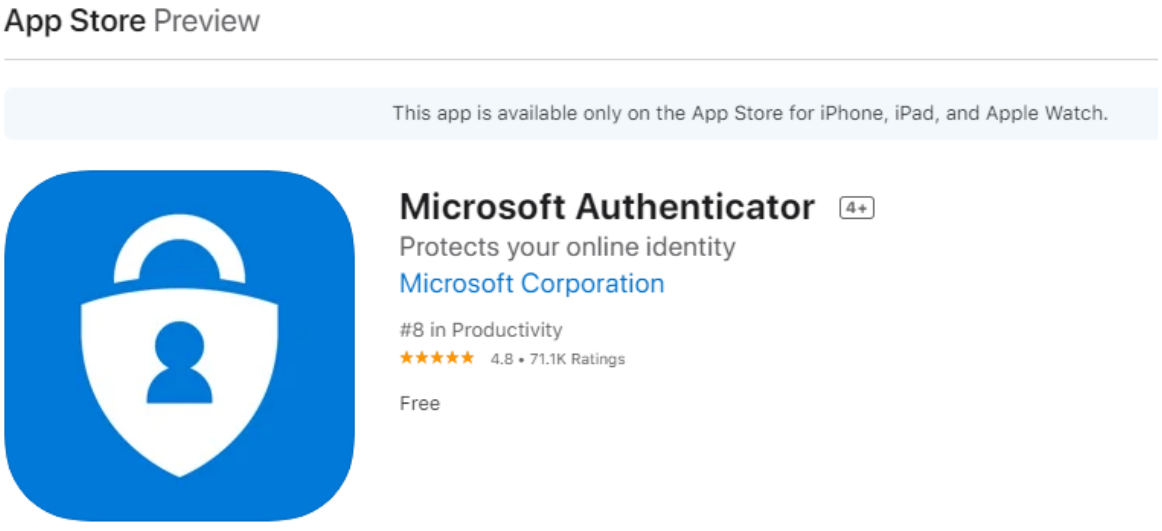
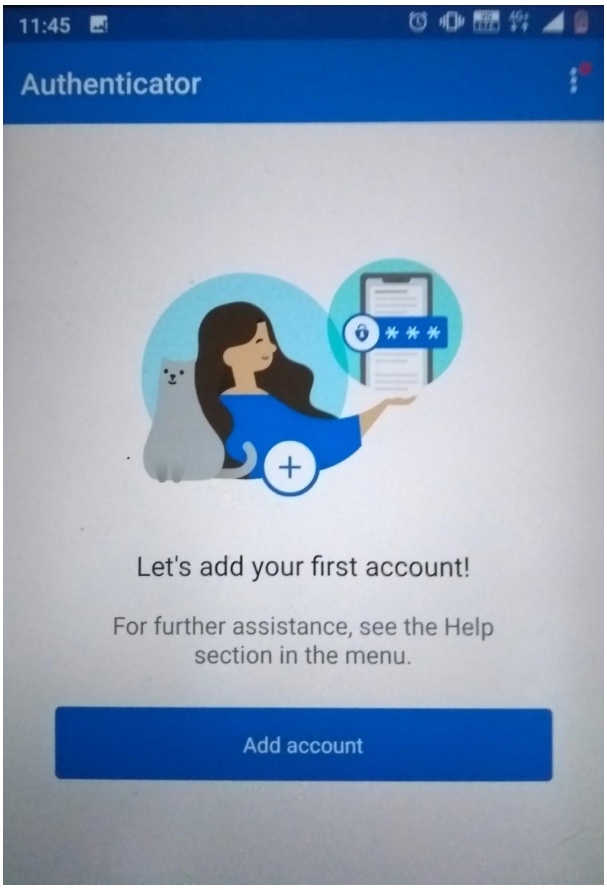
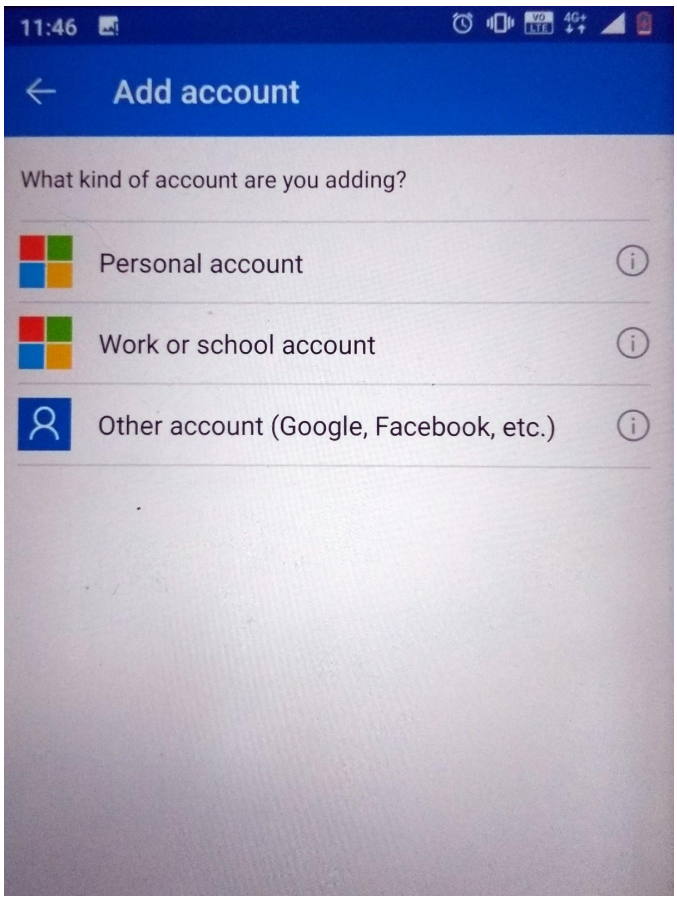

App Store Preview
This app is available only on the App Store for iPhone, iPad, and Apple Watch.
Microsoft Authenticator
4+
Protects your online identity
Microsoft Corporation
#8 in Productivity
4.8 • 71.1K Ratings
Free

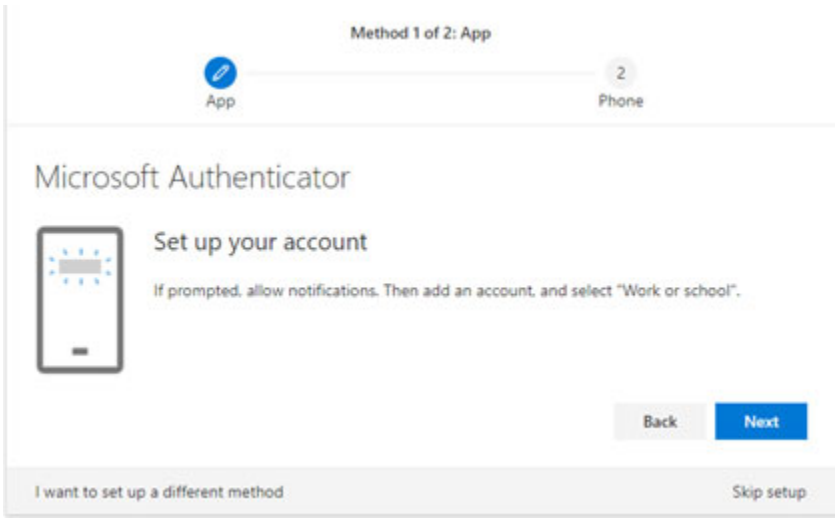
4. When the application is installed to mobile phone, click **Next** on your computer's browser.

5. Open installed Microsoft Authenticator application in your mobile phone and press **Add account**. Select **Work or school account**.

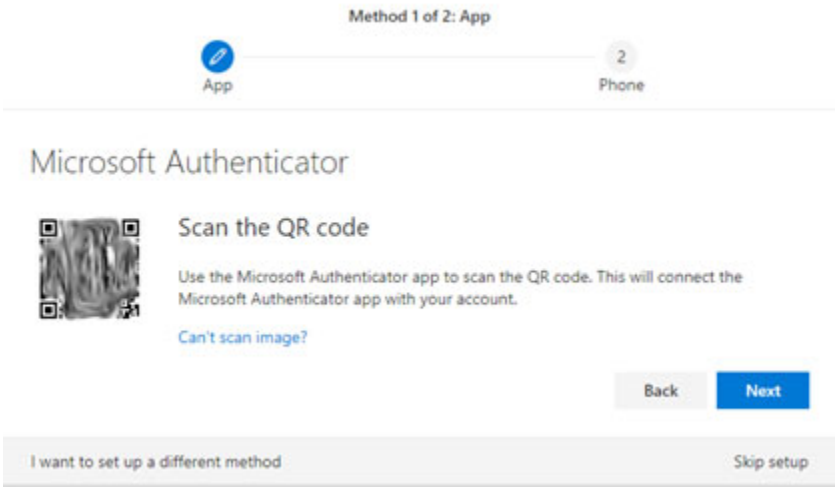




6. Press next button on your browser.



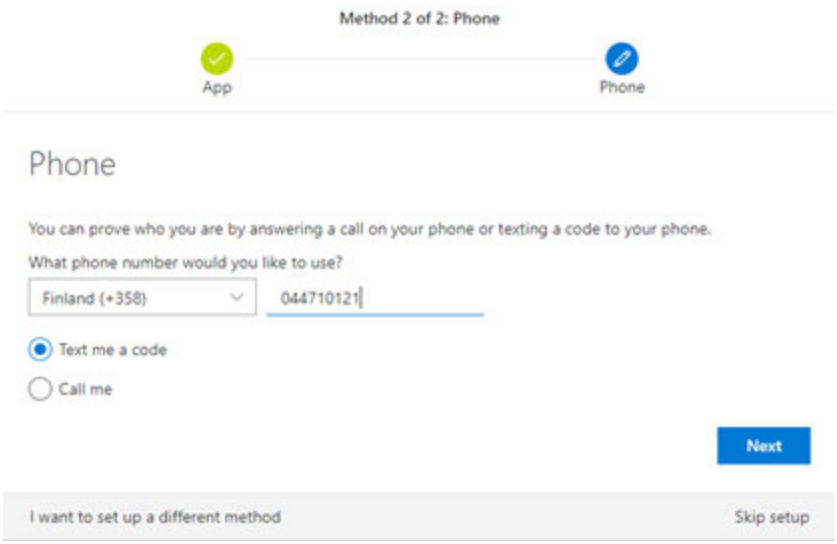
7. Next there will be QR code on your computer browser. Read QR code with your Microsoft Authenticator -application's QR code reader.



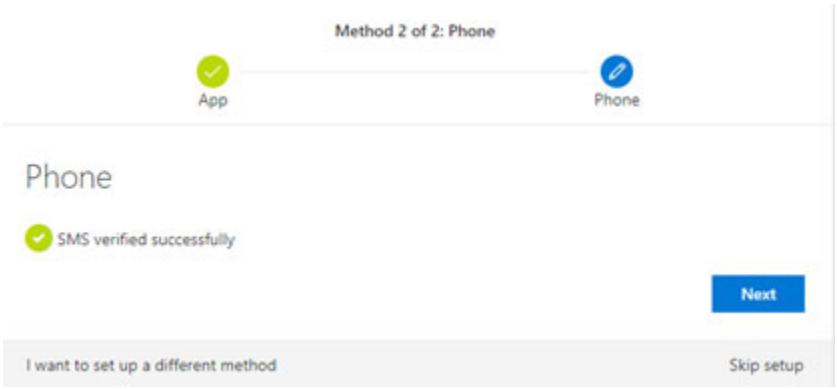
8. Press **Next** button in browser.
9. Next step is to verify that you are right person. Add your work phone number as your phone number (area code Finland +358) and choose wanted authentication method:

Text me a code: you will get text message from Microsoft. The message will come from number +44 7781 470659 or hidden number. There will be six digit number code in the message.

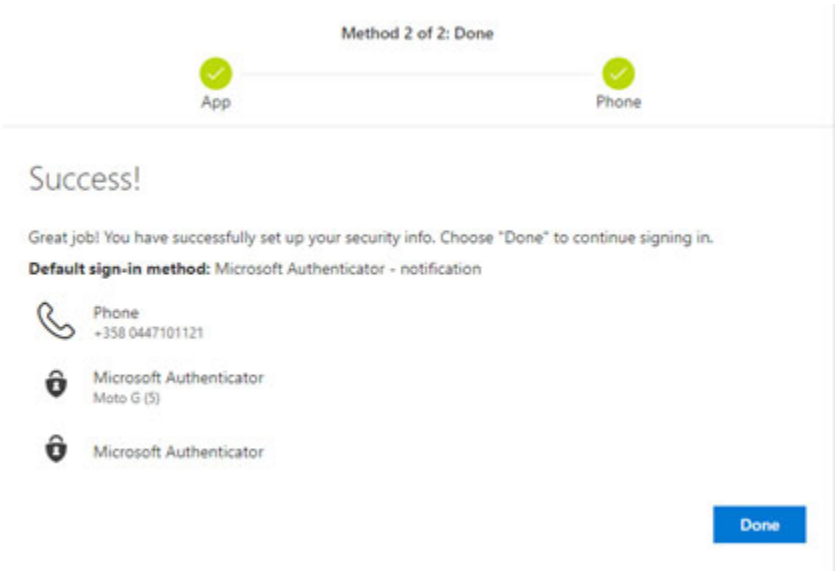
Call me: you will get phone call from hidden number. Phone call is automatic. You need to press # key (hash / number sign) on your phone during the call.



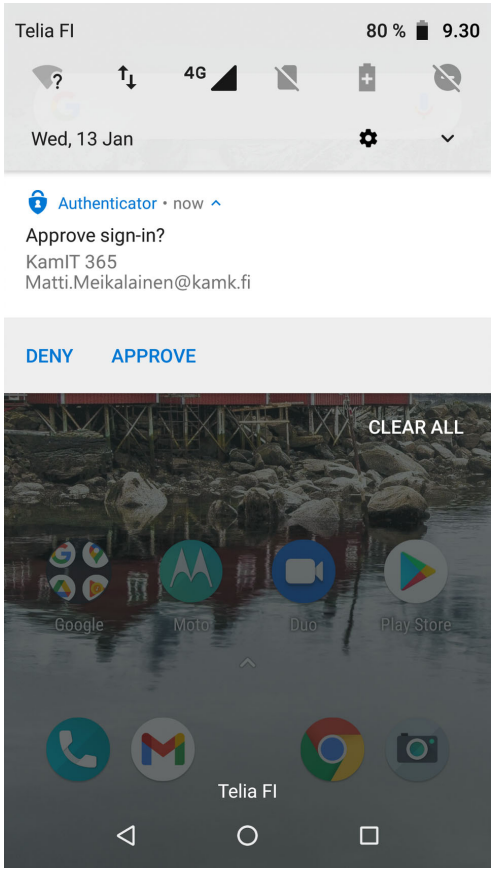
10. Press **Next** button on your computer browser.
11. Next you will get notification on your browser that verification was successful.



12. Finally you will get notification that set up for multi-factor authentication has been done successfully.

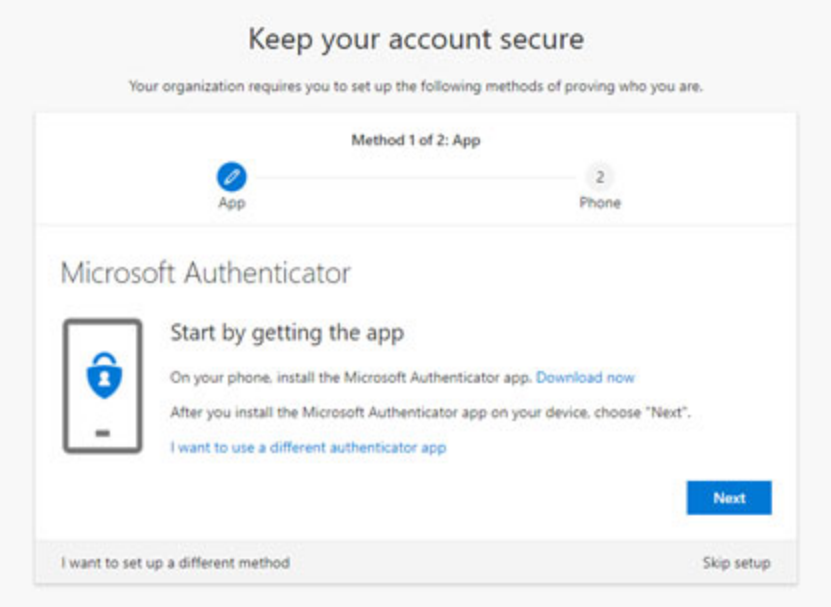


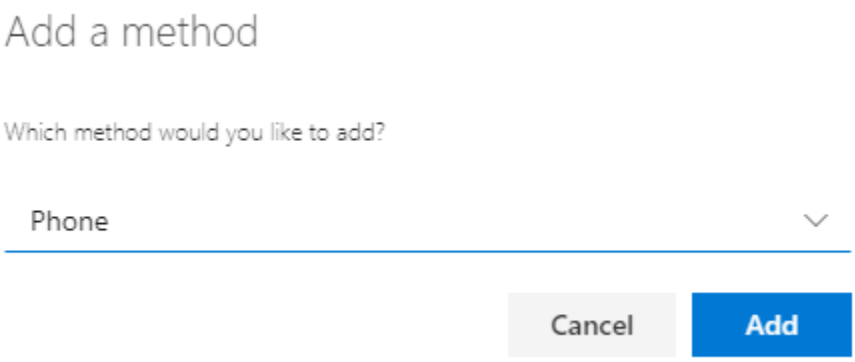
13. When later authenticating to services and there is a need for multi-factor authentication, you will get following notification on your phone.



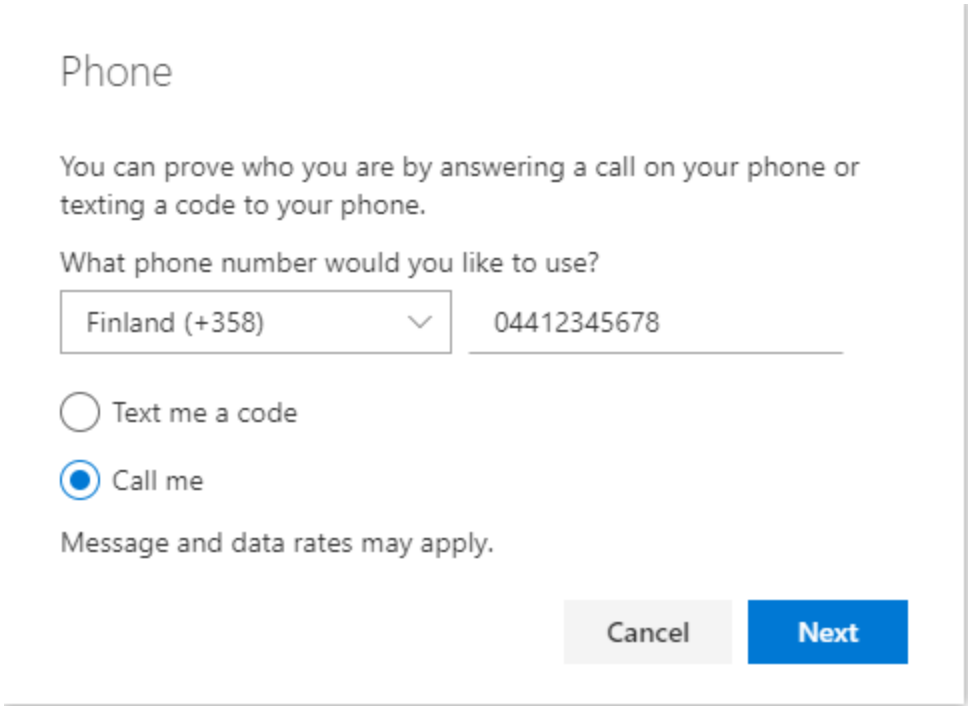
Authentication by phone call or text message

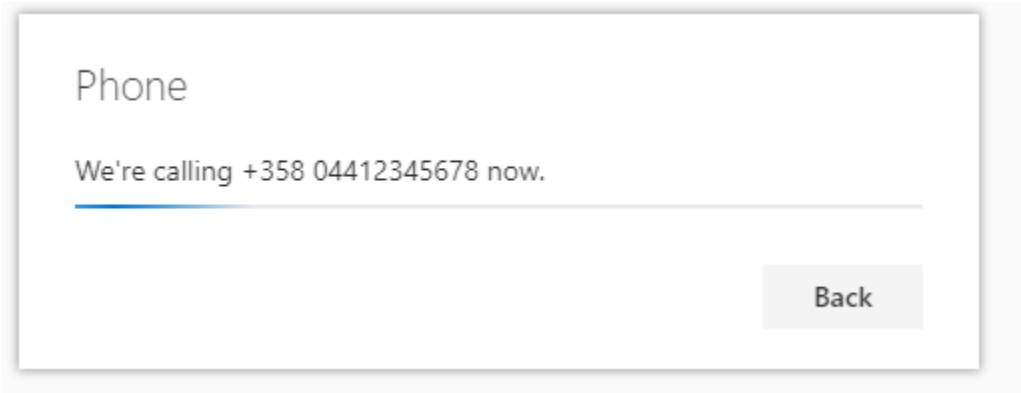
14. If you don't want to set Microsoft Authenticator application as multi-factor authentication method, you can choose also phone call or text message instead of it. This is done at the start of registration before downloading the application. Choose "**I want to set up a different method**". In this example we are using phone call authentication method.



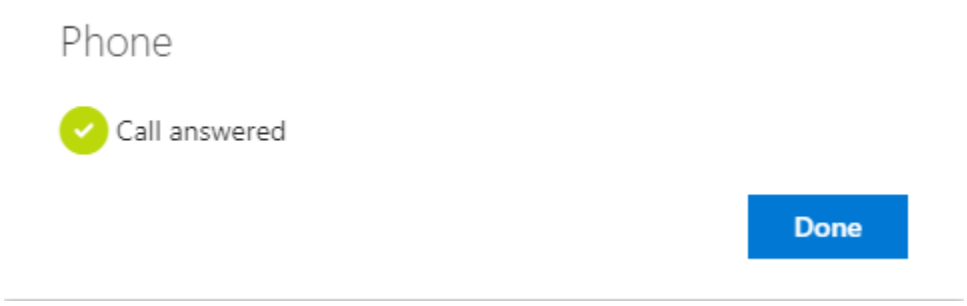


15. Next write your work phone number and choose preferred authentication between **Call me** or **Text me a code**. In this example we are using phone call authentication method.





16. During the phone call you will be told to **press # key (hash / number sign)** on your phone. After you have pressed **# key** you can close the phone call. You will get notification on your computer's browser that phone call was successfully done. Press **Done** button. You have now successfully completed the set up for multi-factor authentication.



17. If you selected call or text message, you will get call or text message every time there is need for multi-factor authentication. If you selected to use the application, you will get notification on your phone. Please, remember to keep your phone with you all the time when using services.