## Setting up two-factor authentication (MFA) with Microsoft Authenticator

To use two-factor authentication (MFA) in North Denmark Region (RN), it is necessary to set up your mobile phone and user account with Microsoft Authenticator.

In this guide, you can see how to set up MFA on your Region Nordjylland user account. To complete the guide, you need a PC and a mobile phone.

Log in to: <u>https://myaccount.microsoft.com/</u> with your RN email and password from a PC - you
must be able to scan a QR code on the PC with your mobile phone.
NOTE: If you do not have an RN email, e.g. because you are not employed by RN, you must
write ext.[username]@rn.dk in the email field (for example: ext.abcd@rn.dk).

Select Security information from the left menu pane:



2. Click Add method +.

Contoso	My Profile $ ho$ Search
<ul> <li>Q Overview</li> <li>Security info</li> </ul>	Security info These are the methods you use to sign into your account or reset your password.
<ul> <li>Organizations</li> <li>Devices</li> </ul>	+ Add method
A Privacy	No items to display.
- Privacy	

- 3. On the Add a method-page, select Authenticator app from the list, and then select Add.
- 4. Download and install the **Microsoft Authenticator App** on your mobile phone via the phone's App store (skip this step, if the app is already installed on your phone) and press **Next** on your PC.



## 5. When you see this:



click Next.

6. Open the Microsoft Authenticator App on your mobile phone and add an account by clicking on +



7. Select Work or school account from the list



- 8. Select Scan QR code
- 9. Select **Next** on the *Scan the QR code*-page on your PC. A notification is sent to the Microsoft Authenticator app on your mobile phone to test your account.

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.				
	Can't scan image?				
		Back	Next		

10. Enter the code, you are presented with in your Microsoft Authenticator App, on your PC.

Microsoft Authenticator					
	Let's try it out				
_	Approve the notification w Resend notification	ve're sending	to your app.		
		Back	Next		

## 11. and click Yes.



## 12. Finish by selecting Next.

Microsoft Authenticator		
	Back	Next

13. You have now added Microsoft Authenticator as a logon method to your account.

Please see the guide **Login to ESA from external network** to learn how to use Microsoft Authenticator to login to ESA.