

# CONFIGURING MICROSOFT AUTHENTICATOR APP FOR JSCO.NET EMAIL ACCOUNTS

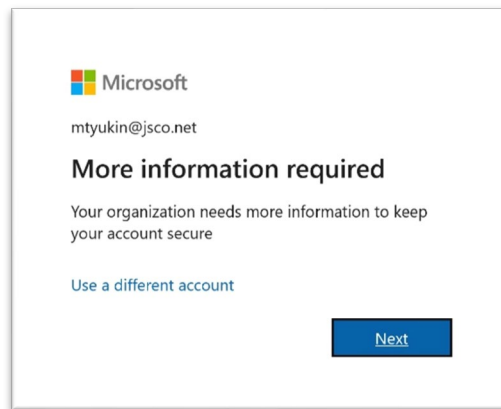
Please follow the instructions below to configure the MICROSOFT AUTHENTICATOR APP to further secure your email account.

NOTE:

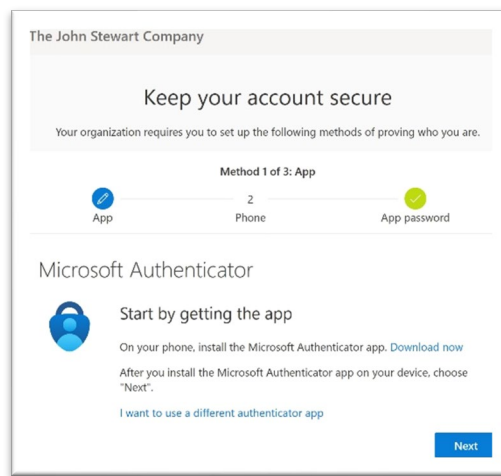
- If you are using a **COMPANY-ISSUED PHONE**, the MICROSOFT AUTHENTICATOR APP is already loaded on your phone (see icon below) – you can proceed to the instructions below.
- If you are using a **PERSONAL PHONE** (monthly reimbursement) download and install the MICROSOFT AUTHENTICATOR APP from the Play Store or App Store on your phone before proceeding to the instructions below.

If asked to configure additional security for your account:

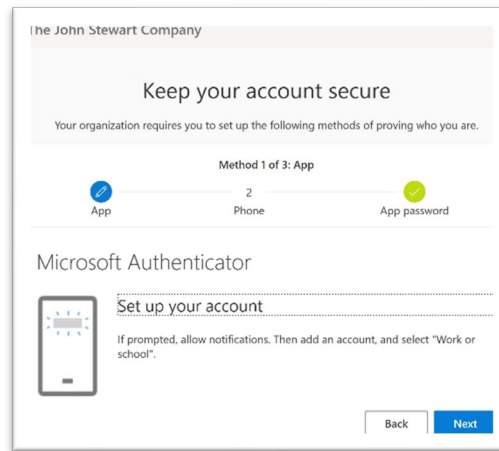
1. Press NEXT on the 'More information required' window:



2. Assuming you already have the MICROSOFT AUTHENTICATOR APP, click NEXT



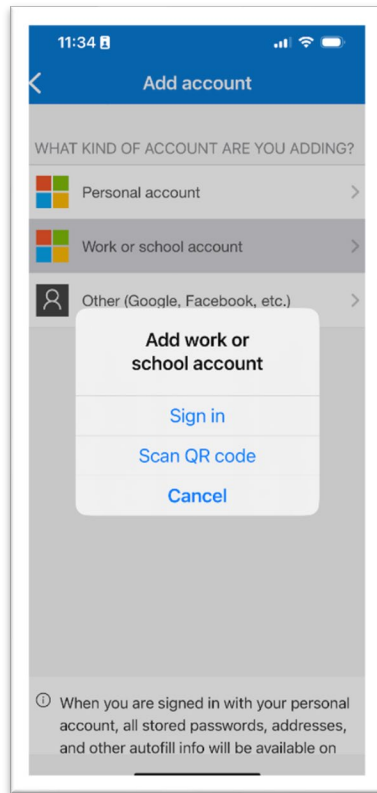
3. Click NEXT on 'Keep your account secure' window



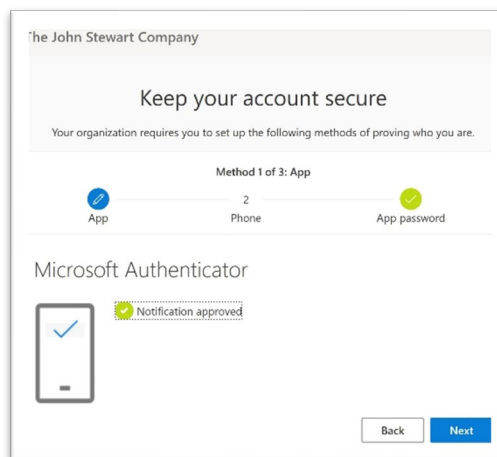
4. Open the MICROSOFT AUTHENTICATOR APP on your phone and TAP the PLUS sign in the upper right corner.



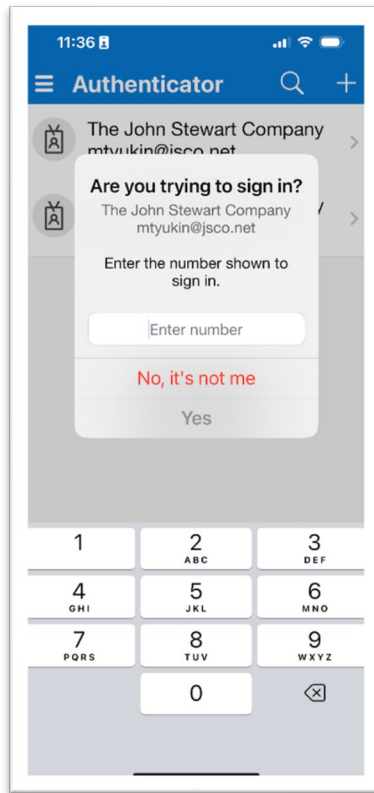
5. Select 'WORK OR SCHOOL' as the type of account to add and then tap 'Scan QR code'



6. Align the QR window on your phone with the QR code displayed on your computer.
7. Once the QR code is scanned, the account will be automatically added to your mobile MICROSOFT AUTHENTICATOR APP.
8. Once the account has been successfully added, click NEXT to verify your account prior to login.



9. A code will be generated by your system and will need to be verified on the mobile MICROSOFT AUTHENTICATOR app. Open the MICROSOFT AUTHENTICATOR APP and enter the number displayed on your computer screen (see next page).



As always, if you have any questions, please email [support@jSCO.net](mailto:support@jSCO.net).

JSCO IT Department.