

Set up Microsoft Authenticator App

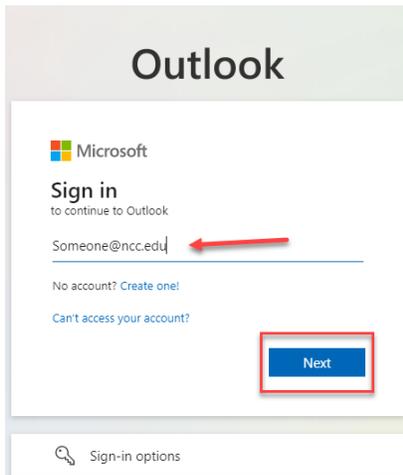
Before you start, install the Microsoft Authenticator app on your phone or tablet. The Microsoft Authenticator app is a **FREE** app that can be downloaded from the App Store or Google Play.



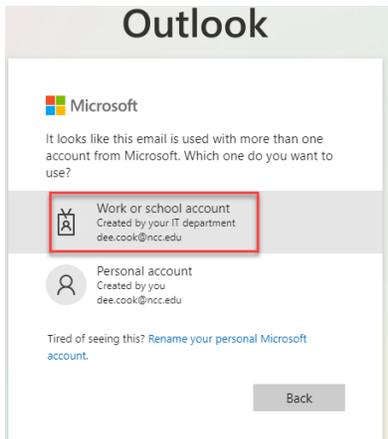
Once you installed the Microsoft Authenticator app on your device, log into your MyNCC Portal at <http://mync.ncc.edu> then click the Employee Email link. The email link will bring you to the Outlook login page.

Sign in to Outlook in your web browser by entering your email address

Click **Next**



Select **Work or school** account



Then enter your password and click **Sign in**

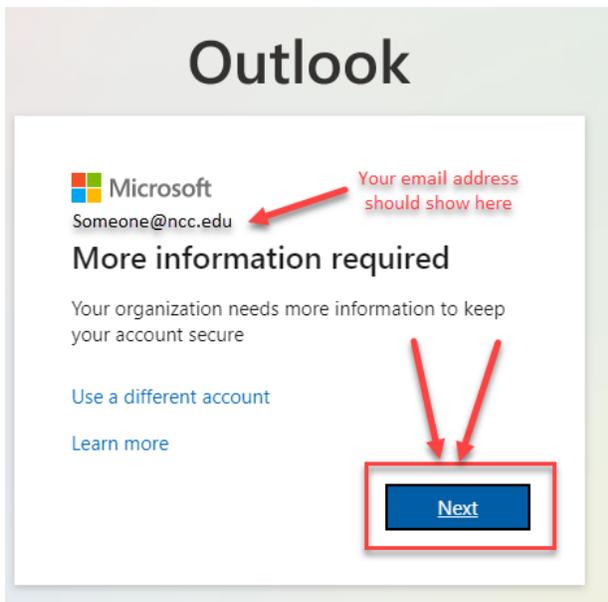
Enter password

.....

[Forgot my password](#)

Sign in

Once you click Sign in, you will get a message that **“More information is required”**. This is normal. Simply click the NEXT button.

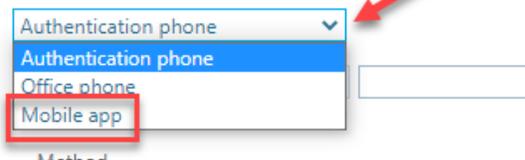


On the next screen, Additional security verification, click the down arrow and select **Mobile app**

Additional security verification

Secure your account by adding phone verification to your p

Step 1: How should we contact you?



Select a radio button – you will need to either approve from the app or get the code from the app to enter into the sign in window.

Click **Set up** to configure the mobile app

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

- Receive notifications for verification
- Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up

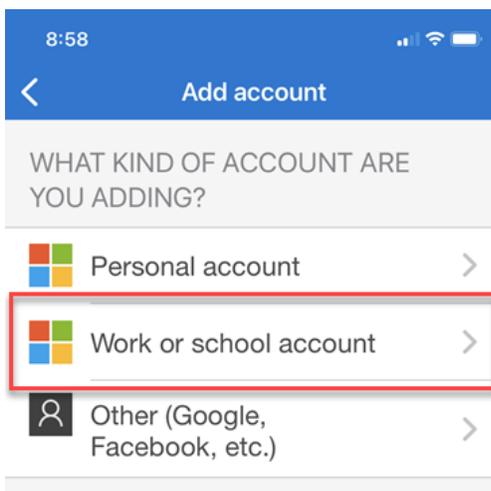
Please configure the mobile app.

Next

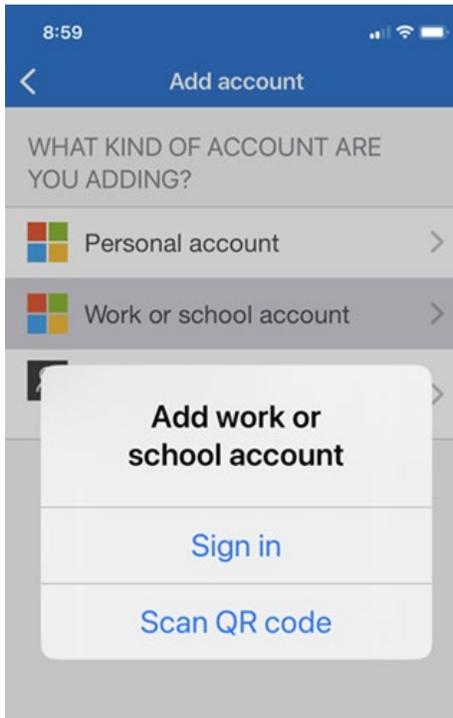
Open the Authenticator App. If you have another email configured, click the + on the top right to add your account. If there is no + skip to the next step.



Select **Work or School account**



Click **Sign in** or **Scan QR code**



When choosing **Sign in**, you will be prompted for your username and password. If you've already set up MFA with your cell phone, you can select Sign In. **If this is your first verification method**, select **Scan QR code**, you will see a page similar to the screen below in your web browser.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



[Configure app without notifications](#)

If you are unable to scan the image, enter the following information in your app.

Code: 674 710 778

Url: <https://mobileappcommunicator.auth.microsoft.com/activate/966471927/WUS>

If the app displays a six-digit code, choose "Next".

Next

cancel

Scan the QR code

If you receive an error scanning the QR code you can enter the Code and URL manually



After scanning the QR code, you will be brought back to this screen. Click **NEXT**

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

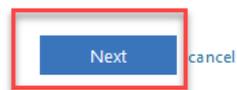


If you are unable to scan the image, enter the following information in your app.

Code: 818 246 930

Url: <https://mobileappcommunicator.auth.microsoft.com/activate/212907626/EUS>

If the app displays a six-digit code, choose "Next".



Click **NEXT** on this screen

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Mobile app has been configured for notifications and verification codes.

Next

Depending on your choice above you will either need to

Open the app to get the 6 digit code from your app and enter in Step 2 and click **Verify**

OR

Open the app and click **APPROVE**

This will bring you to **Step 3**. Select the country code and enter a phone number. Then click **Done**

If you do not want to enter a phone number, just click done.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 3: In case you lose access to the mobile app

Select your country or region

Done

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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