

Microsoft Authenticator (MFA) - Setting up multi-factor authentication for the first time

Microsoft Authenticator is an application that generates two-step verification when you log into Hedeselskabet's network, when you are out of office.

NB: The installation may vary if you already have enabled your Microsoft Authenticator account.

1. Go to: <https://aka.ms/MFASetup> from a webbrowser on your computer.
2. Choose how you want to receive codes (We recommend "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.

3. The "Configure mobile app" screen appears on your computer with a QR code for you to scan with the authenticator app on your smart phone. Follow the guide one your computer and execute the steps on your smart phone.

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: 154 019 572
Uri: <https://cys01pfpad16.phonefactor.net/pad/903008722>

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

Next cancel

4. When the app is ready this screen will appear on your computer
Press "Next"

Additional security verification

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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

Checking activation status.

Next

- Microsoft Authenticator mobile app will ask you to "Approve" this login from your Smart Phone. Tap "message request" on your phone and Tap "Approve"

Additional security verification

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

Step 2: Let's make sure that we can reach you on your Mobile App device

Please respond to the notification on your device.

- Choose "Country" and enter your phone number on the screen on your computer Tap "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

Denmark (+45)

Done

- You will be prompted to "Approve" login from your phone. Tap "Approve" on your phone.
- You have now activated your Microsoft Authentication account and your Mobil Authentication app.

Now you will be logged in to your personal site where you at all time can change the way you want to receive your two-factor approval. (Link to site: <https://aka.ms/MFASetup>)

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Notify me through app

how would you like to respond?

Set up one or more of these options. [Learn more](#)

<input checked="" type="checkbox"/> Authentication phone	Denmark (+45)	40 30 61 56
<input type="checkbox"/> Office phone	Denmark (+45)	40 30 61 56
<input type="checkbox"/> Alternate authentication phone	Select your country or region	Extension

Authenticator app [Set up Authenticator app](#)

Authenticator app - Steen Helleræe - iPhone [Delete](#)

[Save](#) [cancel](#)