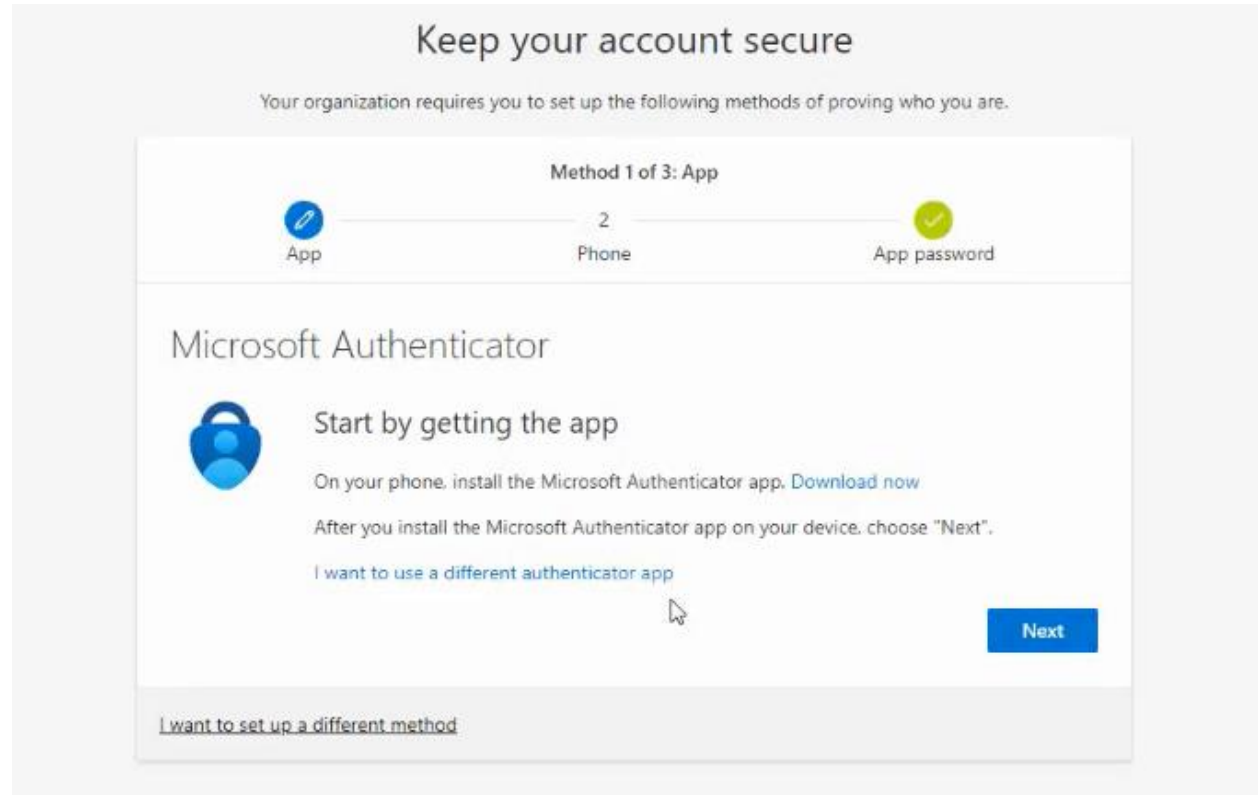


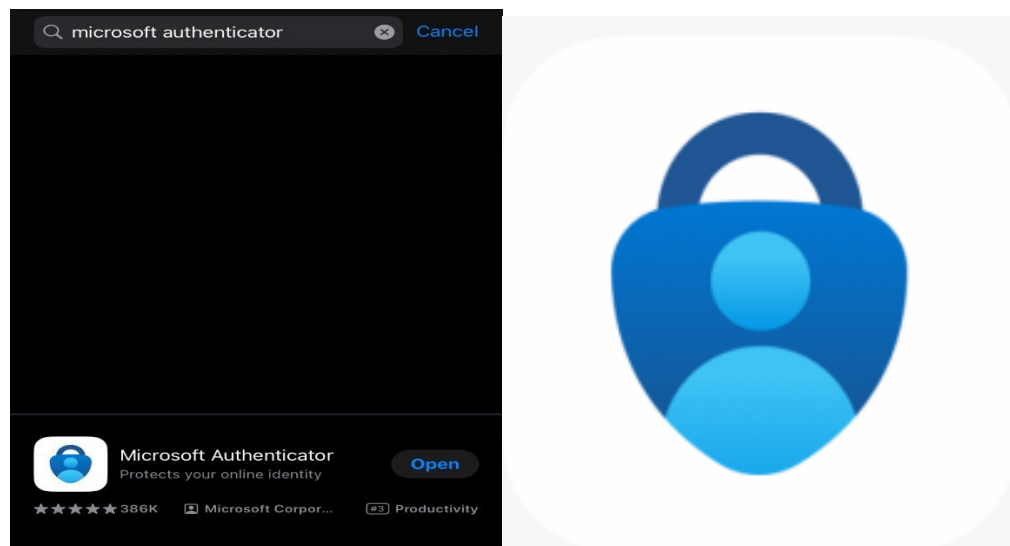
Authenticator Instructions updated: 06/24

The two factor authentication is an additional layer of security for your @nhccare.com account. The first thing you will see is this popup when trying to sign into portal.office.com:



You will need to open up the App Store if on Iphone or the Google Play store if on Android. Search for the "microsoft authenticator" and download the one pictured below.

IF IT ASKS FOR PAYMENT YOU HAVE DOWNLOADED THE WRONG APP



Download the app and then open it when the download is complete, in the top right there will be “+” button, press it and choose “add work/school account” and then select “Scan QR code”





Add account

WHAT KIND OF ACCOUNT ARE YOU ADDING?



Personal account



Work or school account



Other (Google, Facebook, etc.)



Add work or school account

Sign in

Scan QR code

Cancel

Return to the screen on your computer that prompted you to download the app and click “next”, it will tell you to set up your account by following the steps above. Click “next” again and you will be presented with a QR code, scan your QR code with your phone camera and then click “next”

(The QR code below is not active and will not work for your authenticator setup)

Method 1 of 3: App

App

2
Phone

App password

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.

After you scan the QR code, choose "Next".

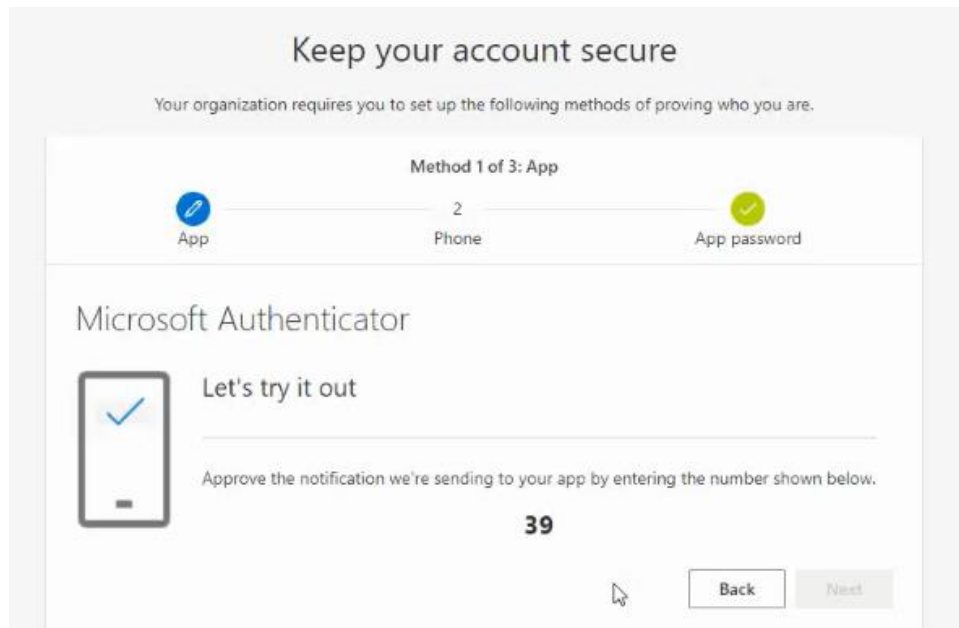


Can't scan image?

Back

Next

You will be given a 2-digit code on your computer screen which you will need to enter on the authenticator app on your phone in order to confirm authentication setup



When completed, you will get a message that says that the notification was approved. This means that the authentication setup was successful and it will occasionally prompt you to use the authenticator to log into Teams/Outlook.

