

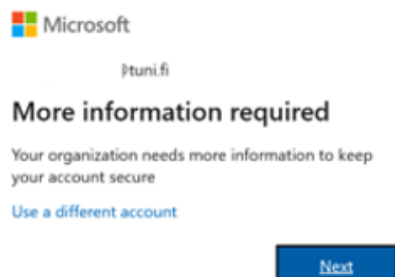
How do I start using multi-factor authentication as an external user at TUNI?

Microsoft Authenticator application installed on your phone as the authentication method

By external user, we mean a person who uses TUNI Microsoft Office 365 services (eg Teams or Sharepoint) but does not have a TUNI ID, for example a student from another university or an external person involved in a project.

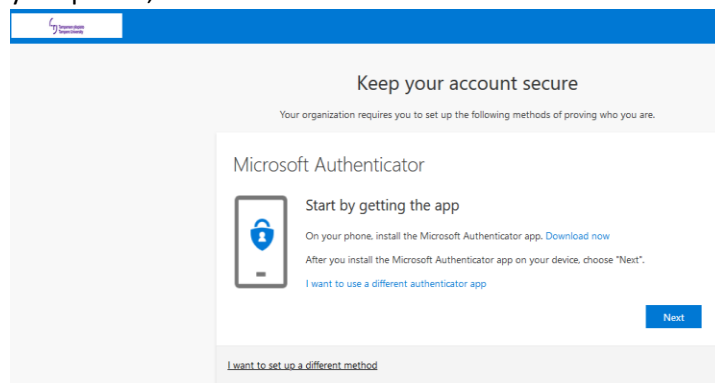
When having problems with logging in you should try another browser, incognito/private mode (hotkeys ctrl+shift+p or ctrl+shift+n depending on browser) or clearing your cookies (ctrl+shift+delete).

1. When you sign in to the TUNI Microsoft Office 365 service, you are prompted to start using TUNI multi-factor authentication. Choose **Next**.



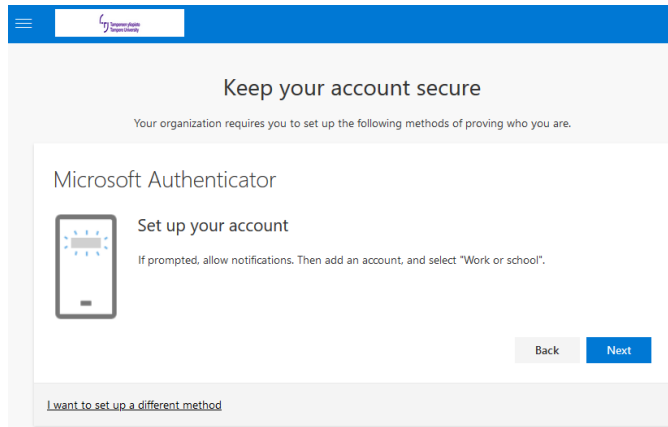
2. The browser will then guide you to install the Microsoft Authenticator app on your phone, which you will need for multi-factor authentication. You can download the app from the app store of your phone.

While the Microsoft Authenticator app is downloading or if you already have the app on your phone, choose **Next** in the browser window below.

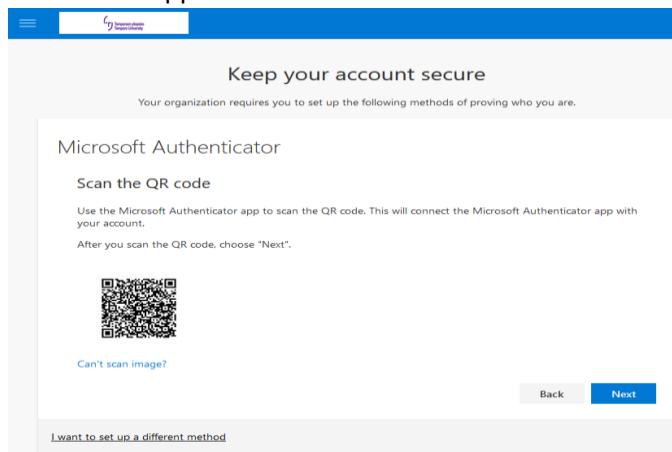


3. When the authenticator app is downloaded, **add a new work or school account** to it. Choose **Scan QR code** and the app starts waiting for the QR code.
 - If you already have the Microsoft Authenticator app on your phone, just add a new work or school account to it.

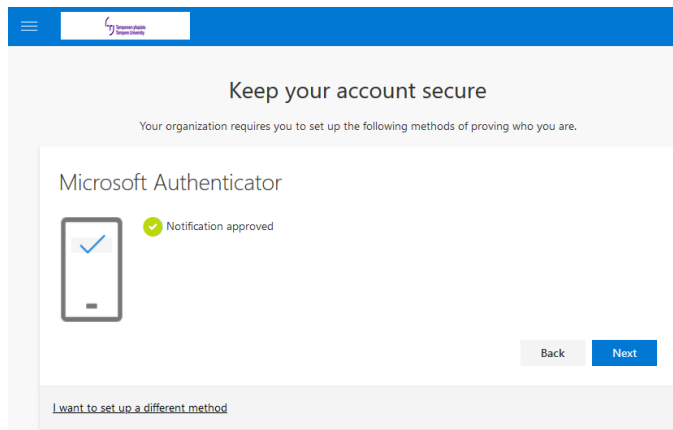
4. Choose **Next** in the browser window.



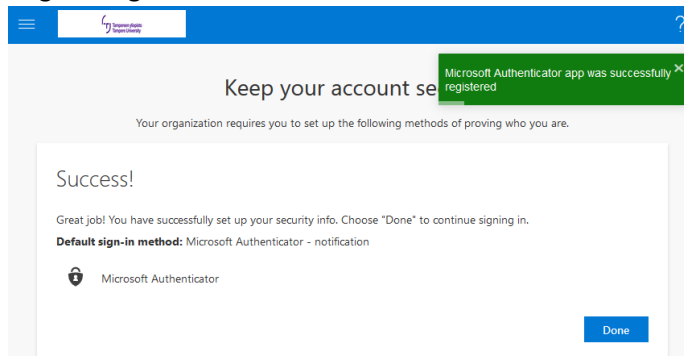
5. Take your phone and read the browser's QR code with the QR code reader of your open Microsoft Authenticator app. When you have scanned the QR code, choose **Next** in the browser window.
 - If the authenticator app on your phone has locked, use the unlocking code to open the app.



6. Approve the test message prompt sent to your phone's Microsoft Authenticator app and choose **Next** in the browser window.



7. Registering the Microsoft Authenticator was successful. Choose **Done**.



8. After this, you can sign in the TUNI Microsoft Office 365 service with your email address and password. The first login must be made with a browser. Approve the sign in request sent to Microsoft Authenticator app on your phone.