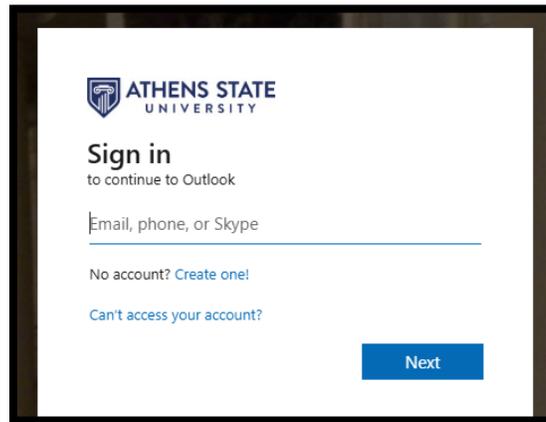


Installing Microsoft Authenticator App and Adding a School Email Account

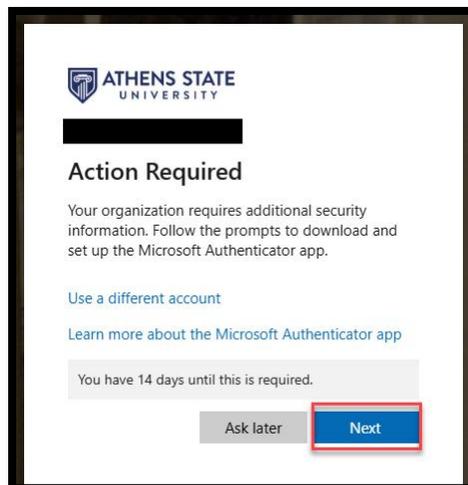
Link to Athens State Student Email Login Page:

[Athens State Student Email Login Page](#)

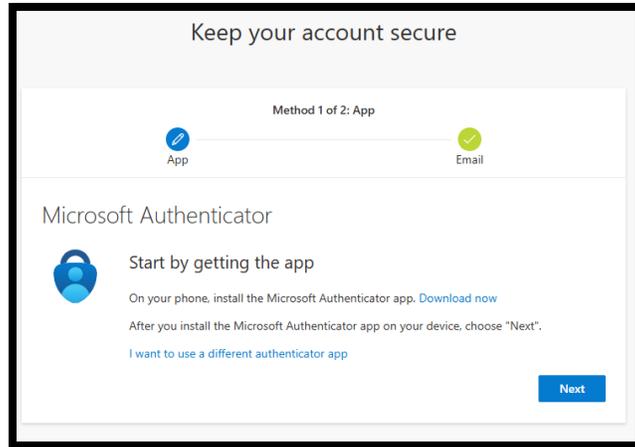
1. On your computer, visit the [Athens State Student Email login page](#) and log in using your school credentials.



2. You'll see a message notifying you that you have 14 days to set up the Microsoft Authenticator app. Click **Next** to proceed.



3. The next screen will prompt you to install the Microsoft Authenticator app on your smartphone. **Do not click “Next” yet.** Instead, follow the instructions below to install the app on your smartphone.



Installing the App on your smartphone

1. Navigate to your smartphone’s app store to install the Microsoft Authenticator application.



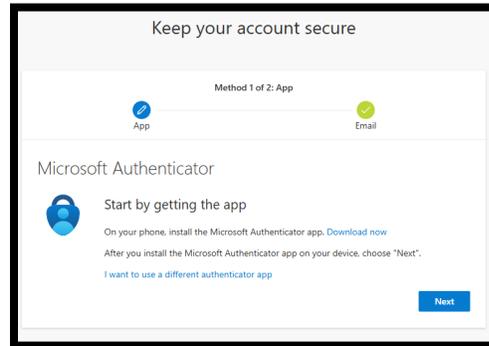
2. For devices using App Store or Google Play, click the button below:



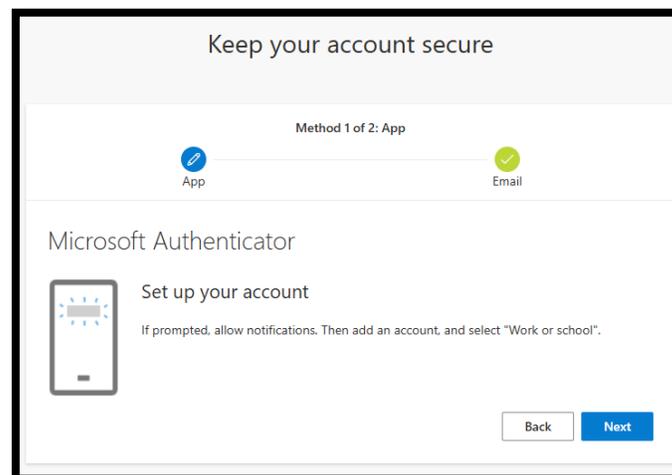
3. Once installed, open the Microsoft Authenticator app.
-

Add Your School Email Account in the App

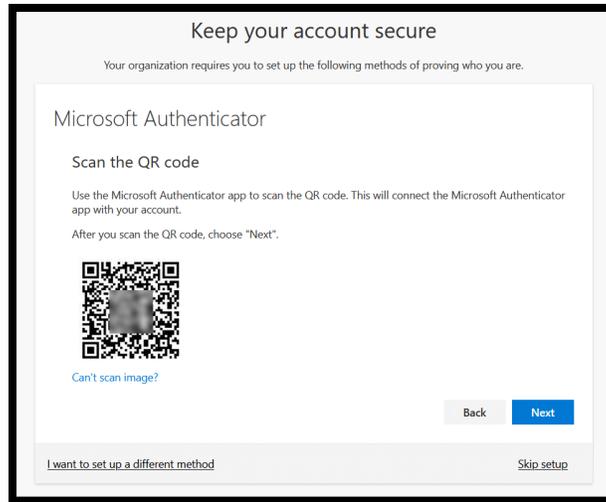
1. Return to your computer where the Microsoft Authenticator setup screen is still open as shown below. Click **Next** to proceed.



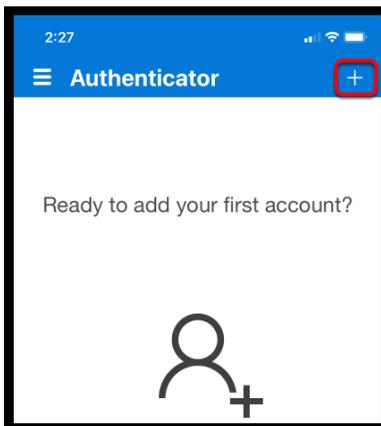
2. Next, you will see the message shown in the image below prompting you to set up your email account through the Microsoft Authenticator App. Select **Next** again.



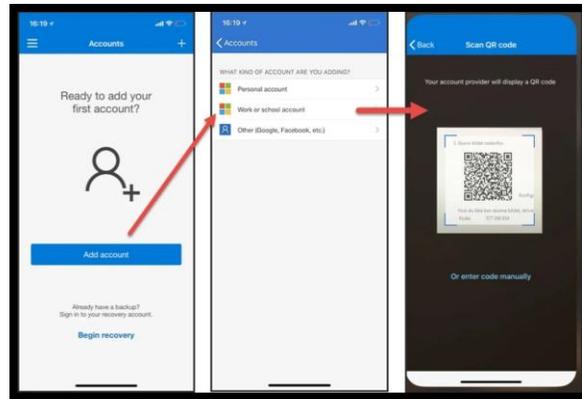
3. A QR code will appear on the screen as shown in the image below. **STAY ON THIS PAGE** and switch to your smartphone.



4. Go to the **Microsoft Authenticator App** on your smartphone.
5. Add your school email account in the App by selecting the **+ icon** at the top, right corner of your smartphone as shown in the image below.



6. Select **“Work or School Account”** from the list of account types.
7. Select **“Scan QR Code,”** and allow the app to access your phone’s camera if prompted. Use the camera to scan the QR code displayed on your computer screen.

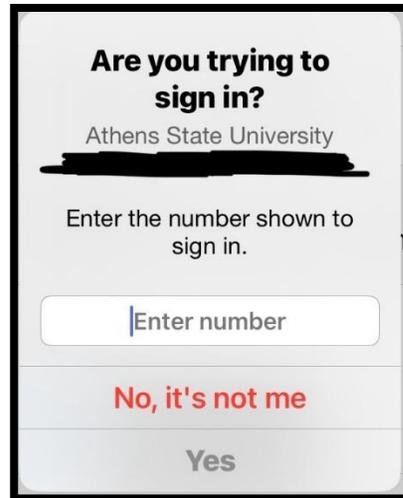


Finalize the Setup

1. After scanning the QR code, return to your computer and click **Next** on the setup screen.
2. A verification code will appear on your computer screen as shown in the picture below.



3. Go back to the Microsoft Authenticator app on your smartphone to type that code into the blank box then select **“Yes,”** as shown in the picture below.



4. Go back to your computer/laptop screen and select **"Next."**
5. You have successfully set up the Microsoft Authenticator app to secure your account.

Important Reminder

Moving forward, you will be prompted to approve email sign in requests.

If you encounter any issues, contact the Athens State Help Desk for assistance.