

SecureAuth Authenticate

# Enable two-factor authentication for Outlook

The best way to manage your two-factor authentication (2FA) accounts is to use the SecureAuth Authenticate app. The mobile app makes it easy for you to securely manage your online accounts and move beyond simple username + password credentials to protect your data and privacy.

## **1. Install the SecureAuth Authenticate app**

Install SecureAuth Authenticate on your device:

- iOS https://itunes.apple.com/us/app/secureauth-otp/id615536686
- Android https://play.google.com/store/apps/details?id=secureauth.android.token&hl=en\_US

**Note:** If sites prompt you to use Google Authenticator for two-factor authentication, you can substitute and use the SecureAuth Authenticate 2FA app instead.

## 2. Locate two-factor authentication

Secure your Microsoft Outlook account with something stronger than SMS/text-based 2FA, secure it with SecureAuth Authenticate app's time-based one-time passcode (TOTP) 2FA.

> Sign-in to your Outlook account: https://outlook.live.com/

**Click your profile picture or icon** located at the top right of the page.



## **Click the "My Account" link.**



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In the next window, select "Security" from the navigation menu at the top of the page.

:	Microsoft account	Your info	Privacy	Security	Rewards
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From the options available, scroll to Advanced Security Options and click "Get Started".



Note: Because you are accessing sensitive data, you will be asked to reenter your password credential. A pop-up window provides the option to receive a verification code via SMS/text. Once received, enter the code and click "Verify".





**Click "No Thanks"** 





# 3. Setup and Enable 2FA on the SecureAuth Authenticate app

From the Security management page scroll to the bottom of the page where you will see Twostep verification, **click "Turn on"** 

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Se	ecurity		C C L	hange password ast update: 19/01/2021 hange >		Two-step verification OFF Manage >	
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	Last changed Change password	19/01/2021 View activity		Used for	Account sign-in		
>	Text a code		9519669738		<b>9</b> U	Up to date	
	<ul> <li>Add a new way t</li> </ul>	to sign in or verify					
Addition Increase	onal security e your security by requirin Two-step verificat OFF Turn on	ng two steps to verify your account whe	n you sign in. Learn more	about whether this is right for you.			

**Note:** You will be prompted again to enter your account password.

From the Setup two-step verification page, review the four bullet points and **click "Next"** 

III Microsoft account Your info Privacy Security Rewards Payment & billing 🗸 Services & subscriptions Devices Family

## Set up two-step verification

Two-step verification adds an extra layer of protection to your account. After you've turned it on, we'll ask you to enter an additional security code when you sign in. We'll provide this security code to you only.

In the following steps, we'll help you:

- 1. Make sure you have up-to-date security info where you can receive security codes.
- 2. Set up an authenticator app if you have a smartphone. (With an authenticator app, you can get security codes even if your phone isn't connected to a mobile network.)
- 3. Print or write down your recovery code.
- 4. Create app passwords for apps and devices (such as Xbox 360, Windows Phone 8 (or earlier) or email apps on your other devices) that don't support two-step verification codes.



On the next page, click "Setup a Different Authenticator app"

your identity?	
To finish setting up, we need one more way to make sure you're you. How would you like to receive a verification code?	
Verify my identity with:	
An app	
Get the Microsoft Authenticator app to sign in with your phone, not your password. Or, set up a different	
Authenticator app.	
Cancel Get it now	

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## Ready your mobile device:

- 1. Get your device and "open" the SecureAuth Authenticate app.
- 2. Touch the "plus" button in the upper left-hand corner and Select "Connect with QR code"
- 3. Point your device camera at the QR code. A 6 digit code will be generated.
  - a. Note: The code is good for 30 seconds, then a new code is displayed
- 4. Enter the code into the field provided and click "Next".

#### **Steps 1 & 2** Step 3 63% 🔲 🖓 🗲 📲 Verizon 🤶 10:03 AM 10:05 AM 66% 🔲 ' 🗲 III Verizon 🤶 **{} Authenticate Connect with QR code** Finish Ø Connect with URL P Please Confirm Connection 47 Connect with QR code Enter the following passcode in your enrollment portal. cloudsecurea.identity.secureau... 054 423 6 iendres 860 927 47 When you have confirmed the connection, tap "Finish" in the top right corner. Google Google%3Ame%40joshendres.com 643 805 (17

# **Congratulations!!**

You successfully paired the SecureAuth Authenticate app with your Outlook Account.

### Step 4



# 4. Finishing Up

Be sure to capture your recovery code and secure it in a safe place and Click "Next"

# Two-step verification is turned on

If you ever need to recover access to your account, this code will help. You should print it or write it down, and store it in a safe place. We strongly recommend that you don't store your recovery code on a device.

If you previously had a recovery code, it is no longer valid. Use this new code instead.

Your new code is **LLY9H** 

**SB** Print code

#### Next



> If you sync your Outlook email with a mobile device, follow the instructions provided by Microsoft.

# Setting up your smart phone with an app password

There are a few steps you need to take to make sure all your apps and devices work with your Microsoft account. You need to create an app password for apps or devices that don't accept security codes. First, if you sync your Outlook.com emails with your smartphone, choose a link below to get instructions.

Do you sync your Outlook.com emails on any of the following devices?

I sync my Outlook.com emails on an Android phone I sync my Outlook.com emails on an iPhone I sync my Outlook.com emails on a BlackBerry phone

If you don't sync your Outlook.com emails with any of the above devices, tap or click Next.

Next



Follow the instruction accompanying each of these apps or devices as appropriate. **Click "Finish"** 

Some other apps and devices need an app password too

If you use any of the following, learn more about how to set them up:

Xbox 360 Outlook desktop app for your PC or Mac Office 2010, Office for Mac 2011 or earlier Windows Essentials (Photo Gallery, Movie Maker, Mail, Writer) Zune desktop app

You can also set these apps and devices up with an app password later, but they won't work until you do. Visit the security info page at any time to get a new app password for each app or device that needs one.

### Finish