



Entra Download Instructions

Instructions for downloading Microsoft Authenticator (**iPhone, Android, CoR account**)

1. Download Microsoft Authenticator to your mobile phone using the link:

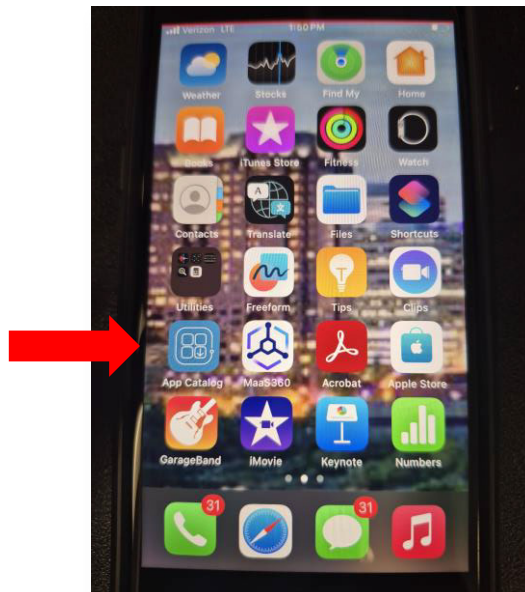
<https://www.microsoft.com/en-us/security/mobile-authenticator-app>

or scan QR code: for Android (Play Store) or iOS (App Store)

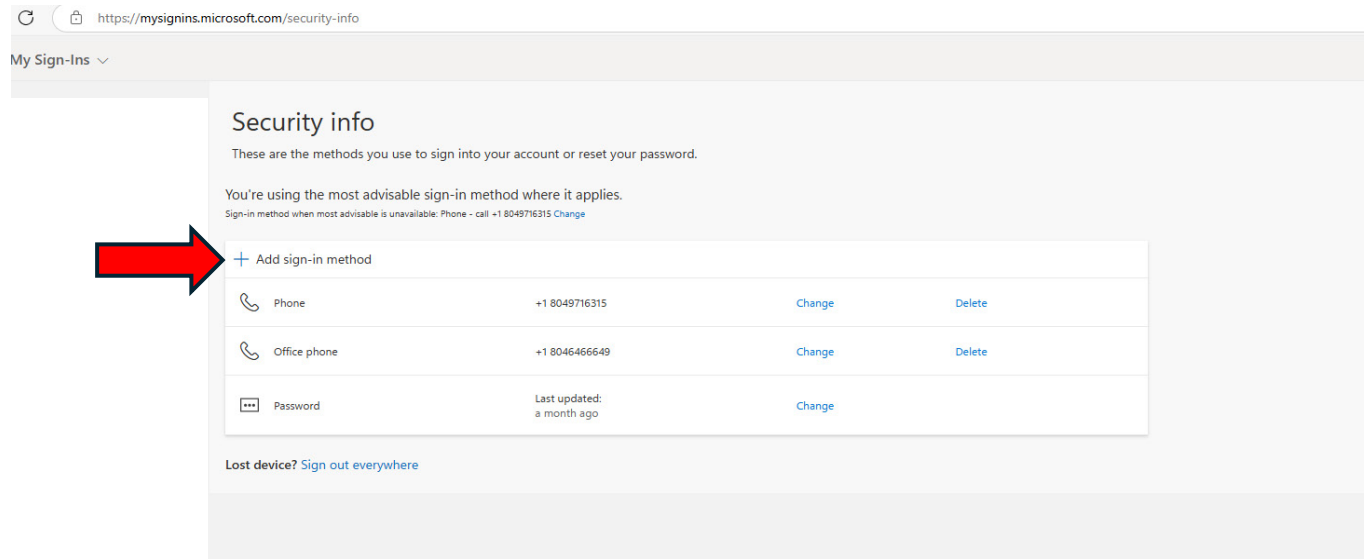


If you have a city issued iPhone, you can download Microsoft Authenticator from the Application Catalog or Comp Portal on the device.

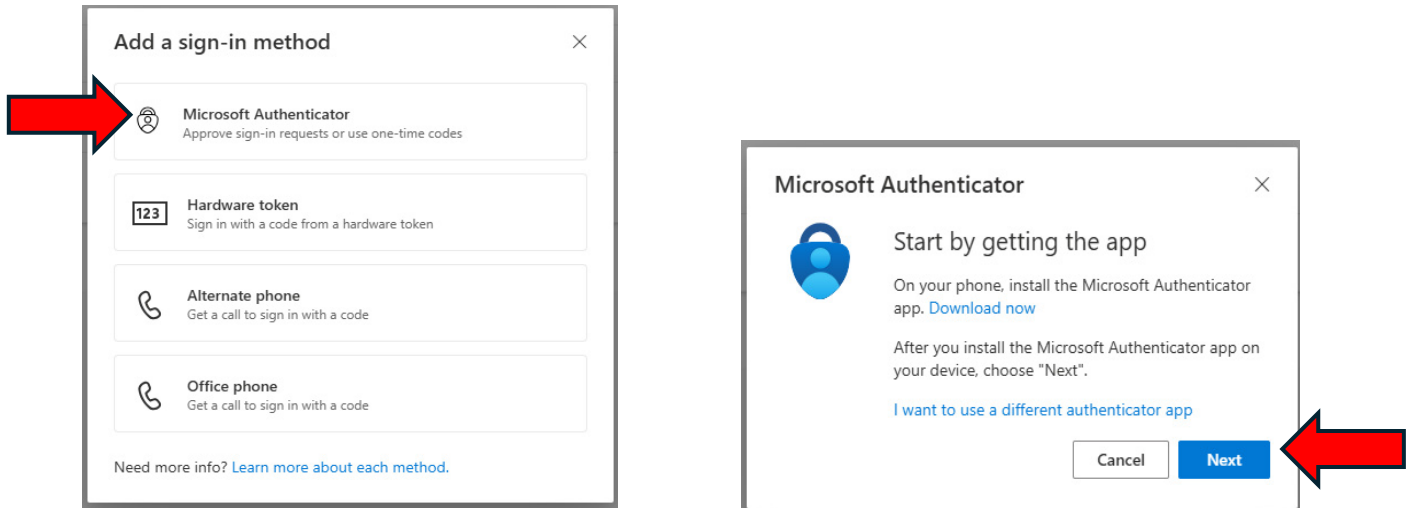
***Note:** If you already have Authenticator installed, skip this step.



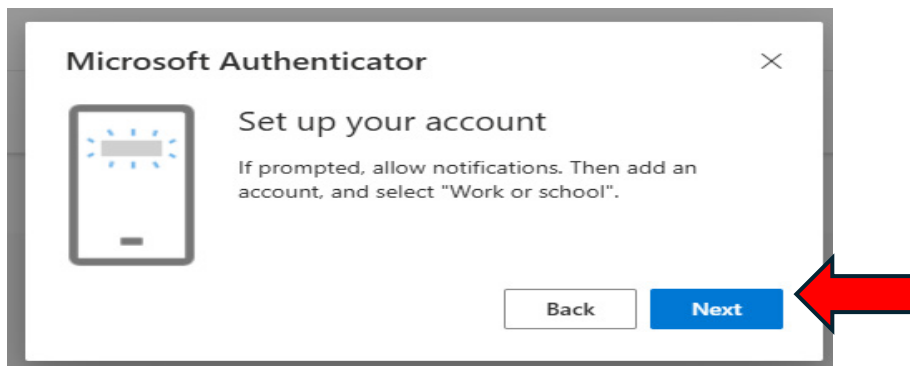
Add your CoR Microsoft 365 account to the Authenticator App by first going to : <https://mysignins.microsoft.com/security-info> and select on “Add sign-in method”



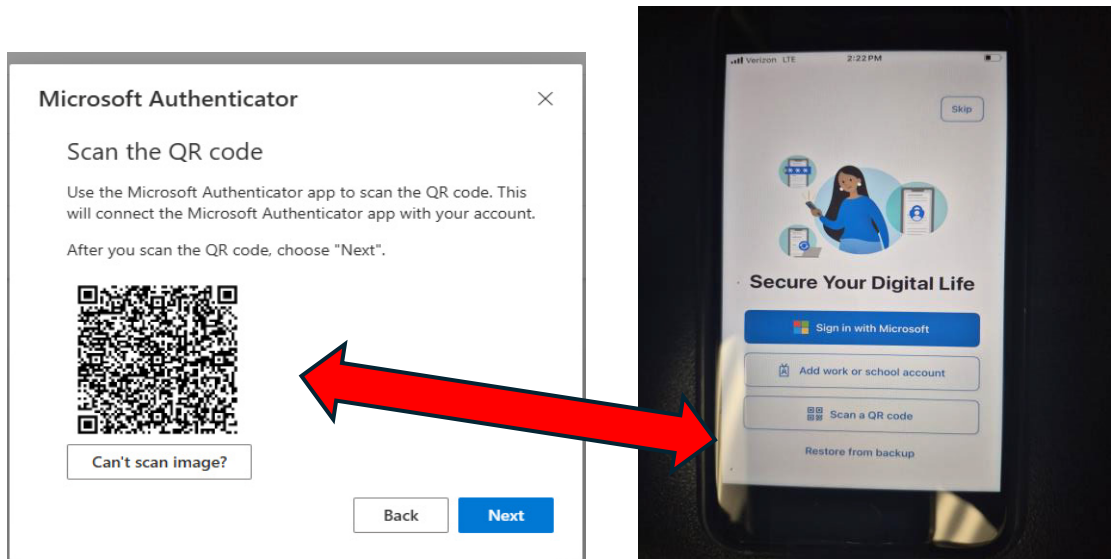
3. Select Microsoft Authenticator and then Next:



4. Select Next again:

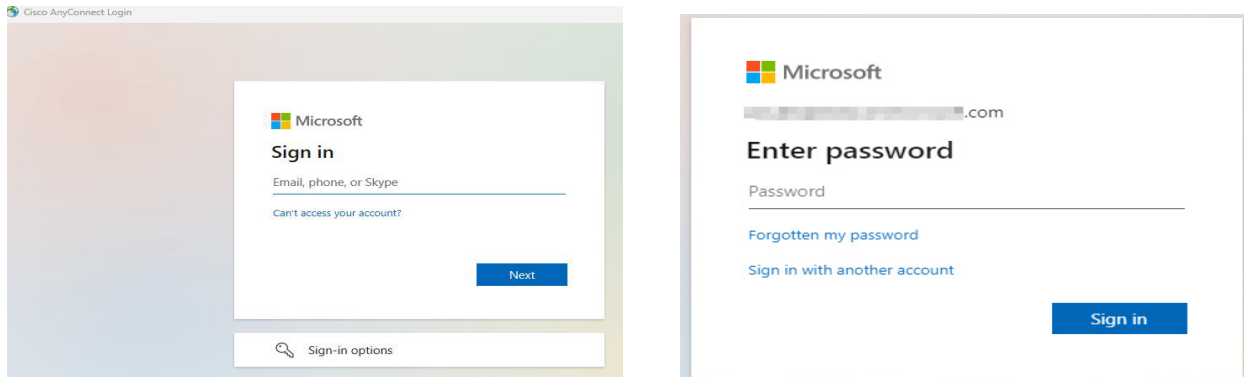


Open Microsoft Authenticator and scan the QR code with the QR code scanner inside the Authenticator app.



***Note:** Your menu may look different based on the version of your device/phone.

You will then be prompted to sign in. Sign in with your City of Richmond Microsoft 365 account credentials.

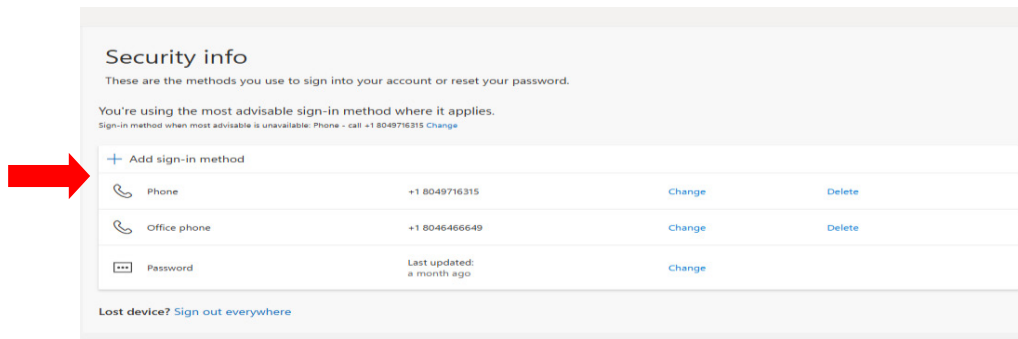


After successfully signing in, your Microsoft 365 account has now been successfully added to Microsoft Authenticator.

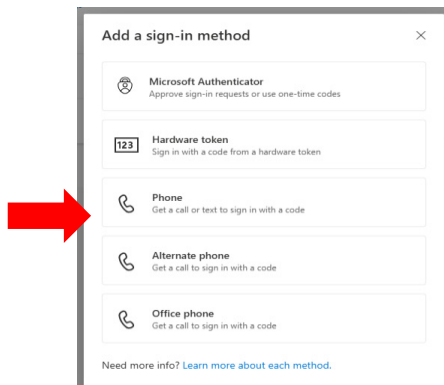
See next page for instructions for adding Microsoft Authenticator (Voice Call method)



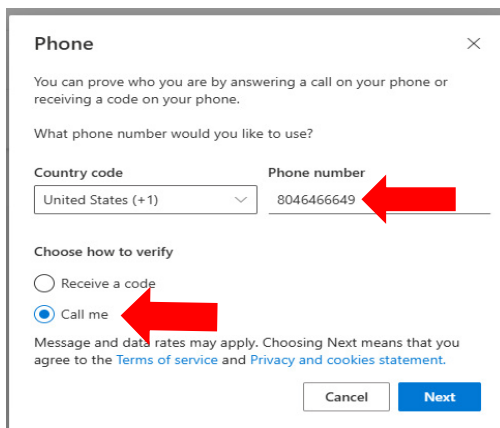
1. Go to: [My Sign-Ins | Security Info | Microsoft.com](#), select Add sign-in method



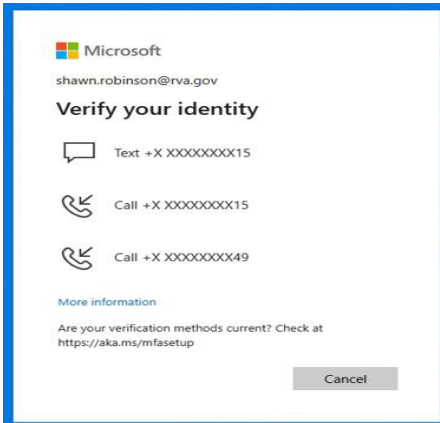
2. Choose Phone as your sign-in method



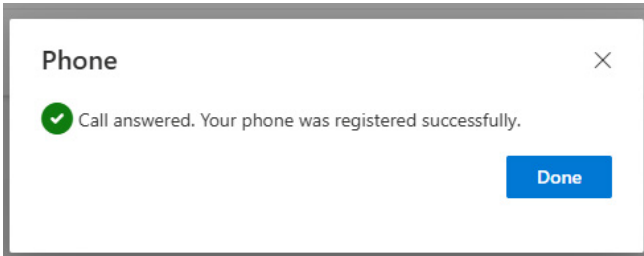
3. Add phone number, then select call me under choose how to verify






4. You will then choose the number to receive a voice call to confirm your identity. You will receive a call from Microsoft and will need to follow the instructions.



5. After verifying your identity, this prompt will appear, select done.



Your phone is now successfully added to your sign-in methods.

+ Add sign-in method			
	Phone	+1 8046466649	Change Delete
	Password	Last updated: a month ago	Change
	Microsoft Authenticator Push multi-factor authentication (MFA)	SM-S721U	Delete