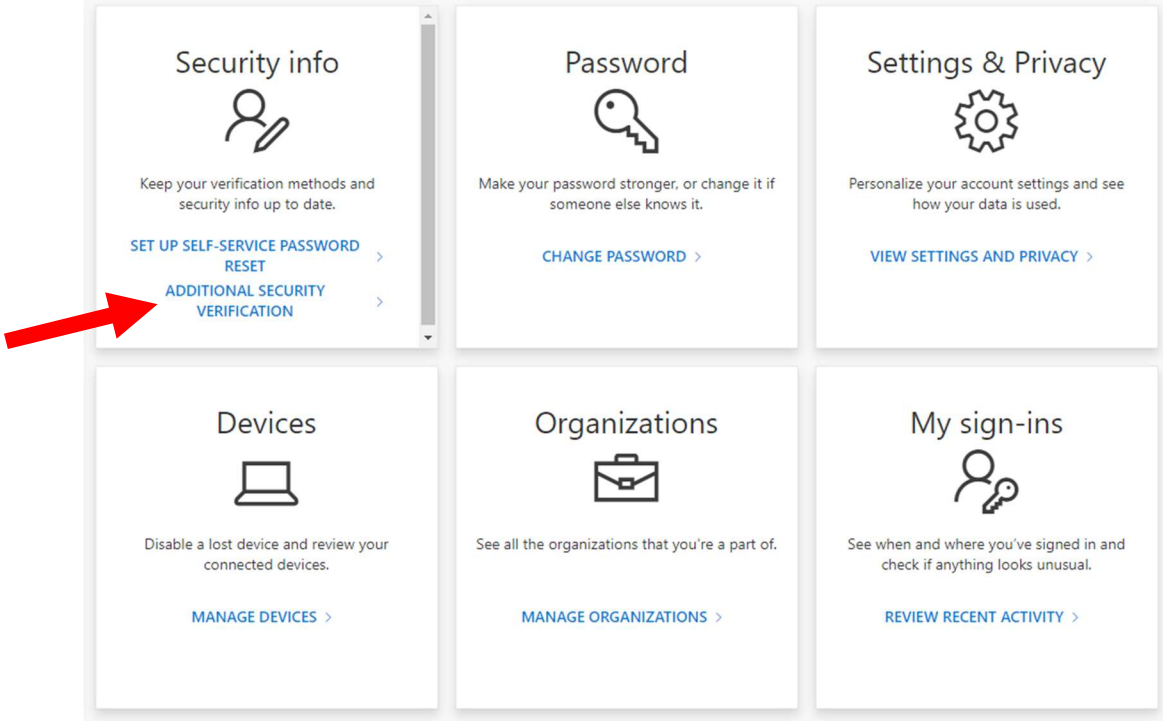


## Setup the MFA Authenticator App on a mobile device

1. To use the authenticator app as a sign in method for MFA you need to first sign into mail.hanover.edu
2. Once you have opened your mailbox, click on the picture (or your initials) in the top right corner of the screen and then click “My Account”
3. On the new screen, locate the Security info box and click “ADDITIONAL SECURITY VERIFICATION”



4. On the new screen, make sure to select “Notify me through the app” in the drop down box

### Additional security verification

When you sign in with your password, you are also required to respond.  
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

5. Now click the blue button that says “Set up Authenticator App.”

Authenticator app or Token

6. This will open a new window that displays a QR code for you to scan. Open the Microsoft Authenticator App on your phone and follow the instructions by the QR code.