Multi-Factor Authentication (MFA) Setup

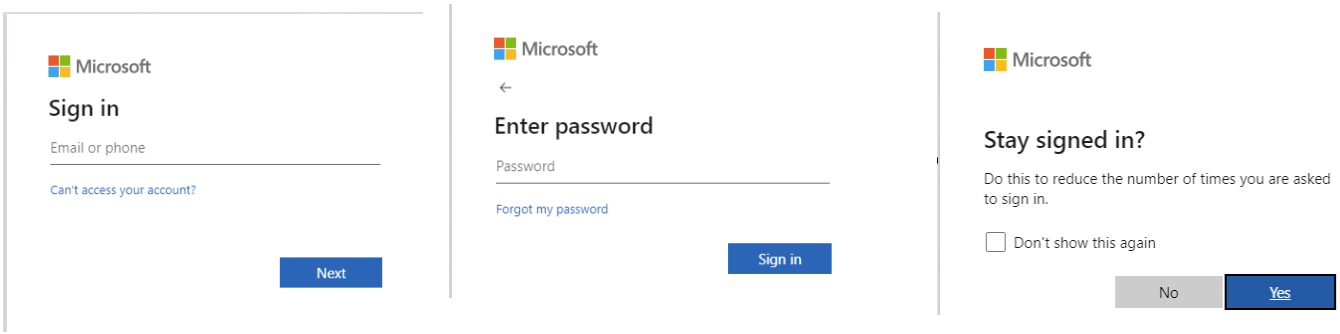
The CloudGen App will require multi-factor authentication every 24 hours.

*You can download Microsoft Authenticator App for your phone using this link: **Download the Microsoft Authenticator app**.*

You can setup more than one method for backup purposes.

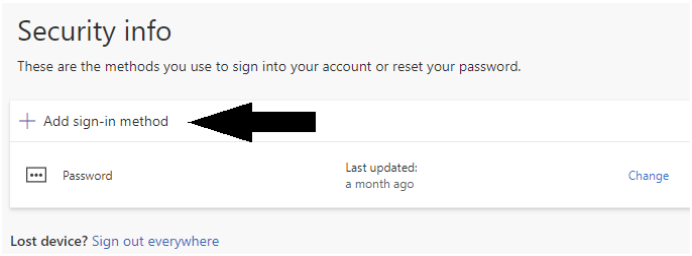
On your computer, set your authentication methods at https://mysignins.microsoft.com/security-info.

Sign in with your email address.

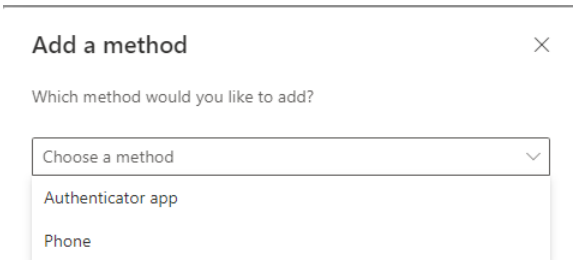


Whether you press Yes or No, you will be prompted every 24 hours.

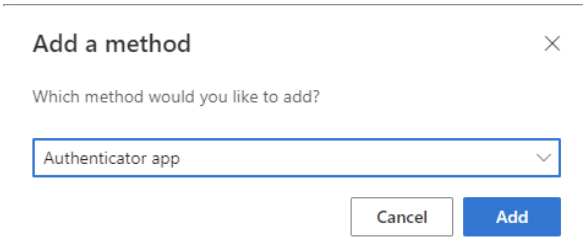
Click Add Sign-In method.



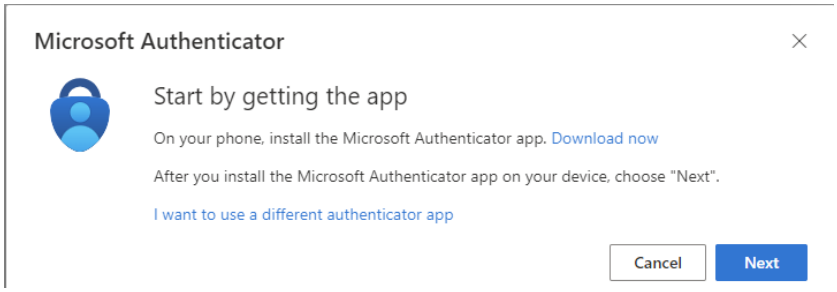
Choose the method you want to setup.



If you choose Authenticator app, press Add button



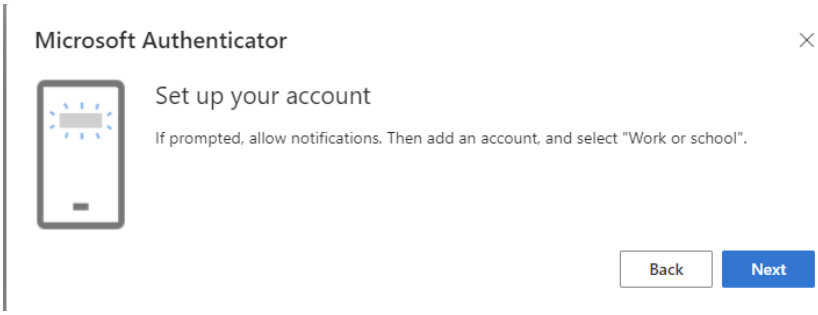
If you already have the app on your mobile device, press Next. If not, click "Download now" or "I want to use a different authenticator app"



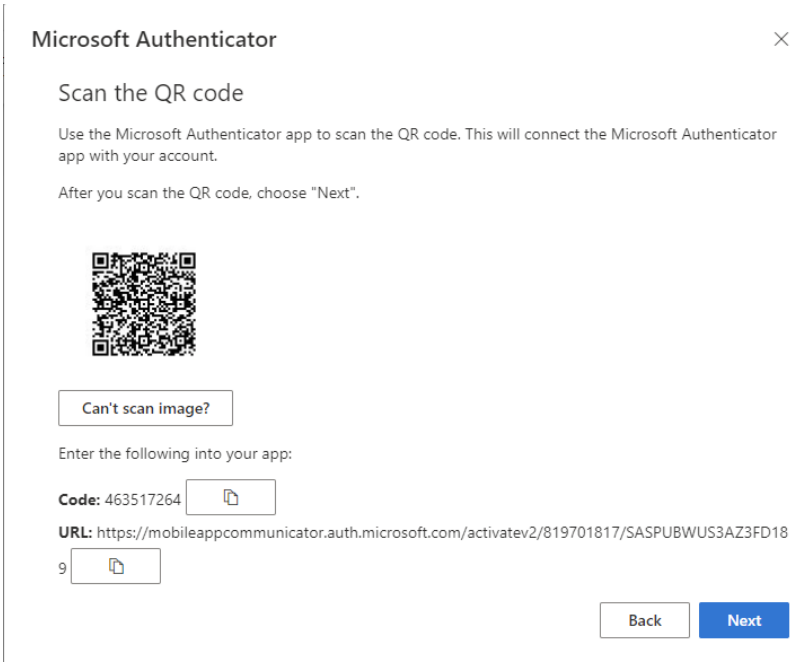
Open your Microsoft Authenticator app on your mobile device. Click through the screens until you arrive at the screen to choose Work or School Account or Scan QR code.

Press Scan QR code

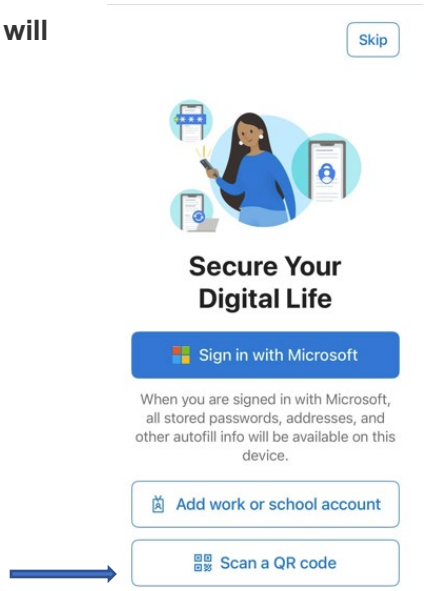
On your computer, Press Next.



With your mobile device Scan the QR code on your computer, if you cannot scan it, then press the "Can't scan image?" area an it will give you the code associated with the QR code.

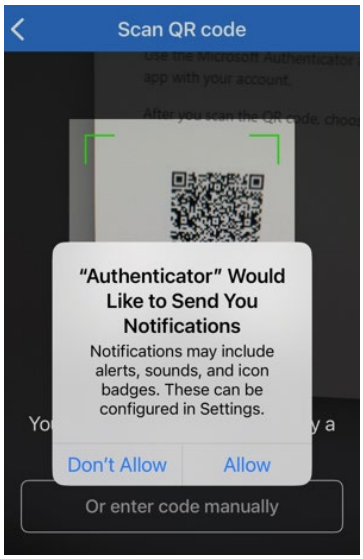


On your mobile device, if this is the first-time using Authenticator, you will choose Scan a QR code.

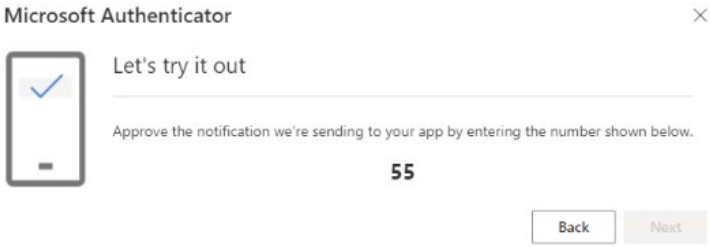


If you already have Microsoft Authenticator, press the + sign in the top right-hand corner to add an account. Click Work or School Account.

Press Allow.



On your computer, you will see a number. On your mobile device in the Microsoft Authenticator app, type in the number it gave you and press next.



The windows saying it was successful will pop up and you can press close.

Now you are back at the Security Info screen and can setup Phone (SMS) by pressing the Add sign-in method.