

C-UM-Procédure de configuration double authentification_EN



Object: Set Up Two-Factor Authentication

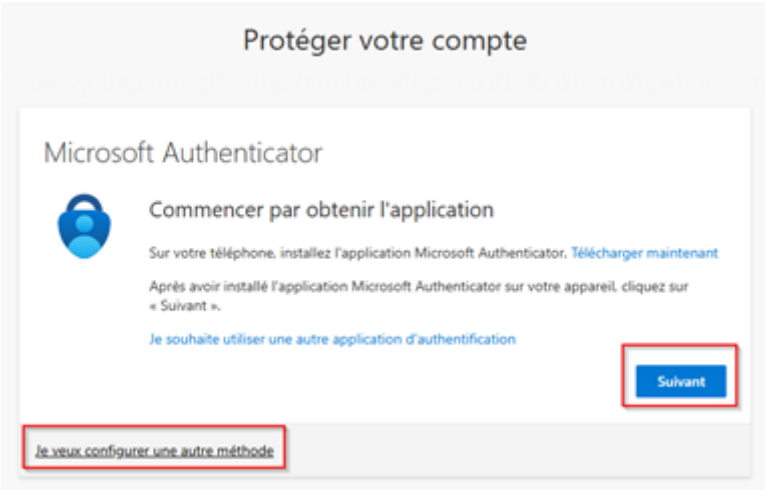
Description

This guide explains how to configure two-factor authentication for your Microsoft account using either the Microsoft Authenticator app or your phone number.

Steps

1. Click **Next**  information to your account during your

first login.

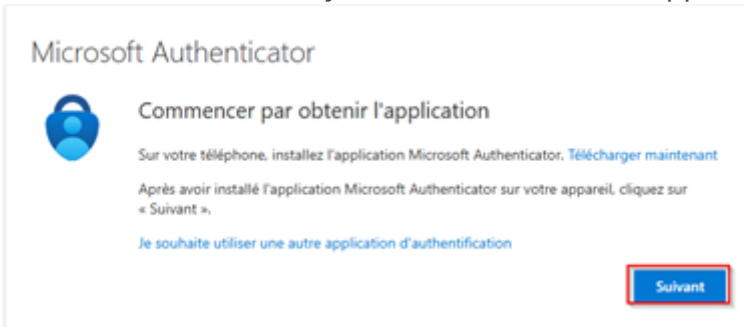
2.  2.

Follow the instructions for your

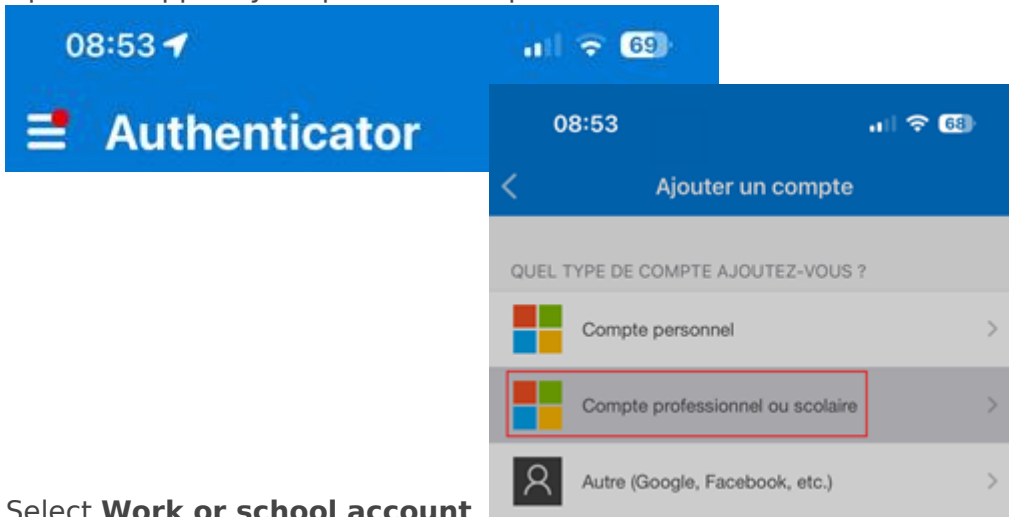
preferred method below.

To set up with the Microsoft Authenticator app (Recommended): 3. Download and install the **Microsoft Authenticator** app on your mobile phone from the Apple Store or Google Play

Store. 4. Click **Next** in your browser once the app is installed.



5. Open the app on your phone and tap the + icon to add an account.

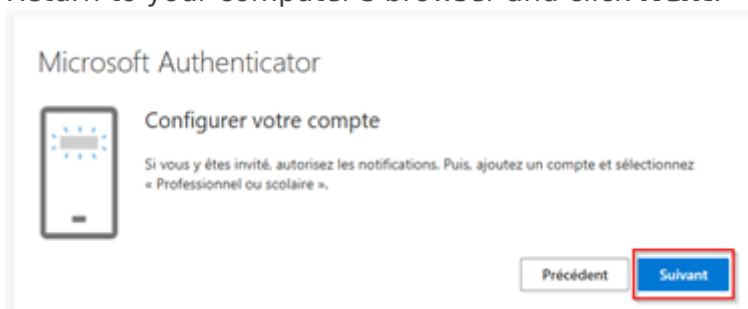


6. Select **Work or school account**.



7. Choose the **Scan a QR code** option.

8. Return to your computer's browser and click **Next**.



9. Use your phone to scan the QR code displayed on your computer screen, then click **Next**.

Microsoft Authenticator

Scanner le code QR

Utiliser l'application Microsoft Authenticator pour scanner le code QR. Ceci permet de connecter l'application Microsoft Authenticator à votre compte.

Après avoir scanné le code QR, cliquez sur « Suivant ».



Impossible de numériser l'image ?

Précédent

Suivant

10. Approve the Microsoft Authenticator notification on your phone and enter the number shown on



Nous allons essayer

Approuvez la notification que nous envoyons à votre application en entrant sur le numéro ci-dessous.

82

Précédent

Suivant

your screen.

11. Click **Next** in the browser to complete the setup.

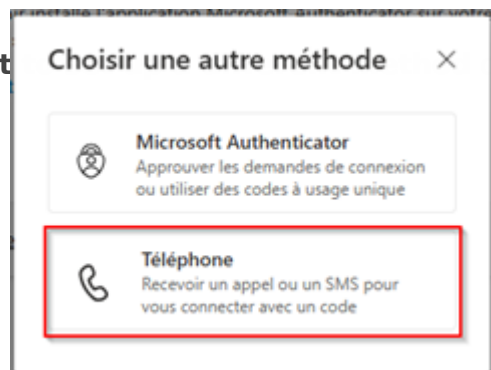
Microsoft Authenticator



Notification approuvée

Suivant

To set up with your phone number: 12. Click **I want**



setup screen. 13. Select **Phone** from the list of options.

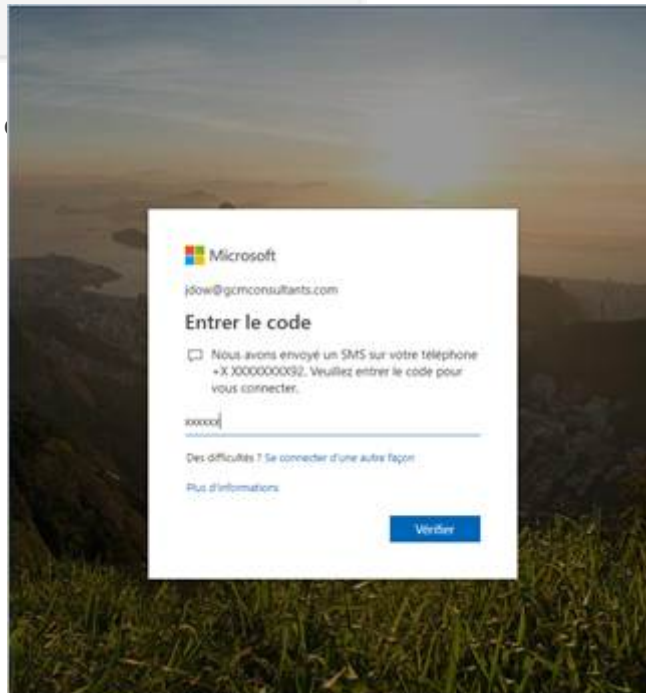
14. Select your country (e.g., Canada (+1)) and enter your mobile phone number without any dashes.



15. Ensure the **Text me a code** option is selected and click **Next**.
16. Enter the 6-digit code you receive via text message from Microsoft.
17. Click **Next** to confirm the code and complete the setup.



First Login After Setup: 18. Enter the code (received via text message)



and click **Verify** to access your account.

Notes

- If you receive an authentication request when you are not trying to log in, do not approve it.
- Report any suspicious activity to your IT department immediately.

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