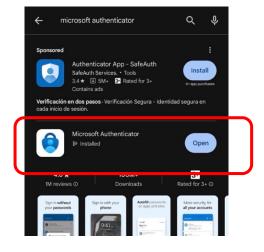
# Setting Up Outlook on Your Personal Device

1. Download and Set Up the Authenticator App First

#### **Download Microsoft Authenticator:**

- Go to the Google Play Store (Android) or App Store (iOS).
- Search for **Microsoft Authenticator** and download the app.



## 2. Open the Outlook Website

• On your mobile device, open your web browser and go to <a href="https://outlook.office.com/mail/">https://outlook.office.com/mail/</a>.

## 3. Sign In

- Enter your email address and password to log in.
- If prompted, change your password by entering your current password and then creating a new one.

Outlook	Outlook	Outlook	Outlook
Microsoft Sign in to continue to Outlook Email address, phone number or Skype No account? Create one! Can't access your account? Back Next	Microsoft Sign in to continue to Outlook testms@brandinfluencegroup.com No account? Create one! Can't access your account? Back Next	Microsoft  testms@brandinfluencegroup.com Enter password  Forgotten my password  Sign in	Microsoft testms@brandinfluencegroup.com Update your password because this is the first time you are signing in, or because your password has expired. Current password New password
🖏 Sign-in options	G Sign-in options		Confirm password

# 4. Set Up Authenticator (Screenshots below)

- a) You will be asked to enhance your account security by setting up an authenticator app.
- b) Click Next
- c) Click "I want to use a different authenticator app" and click Next.
- d) Set up your account  $\rightarrow$  Click next
- e) You'll be given an account name and secret key.

 f) Leave that there (don't click anything now) and open Microsoft Authenticator App (see next steps below screenshots)

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Outlook	Brand Influence Group	Brand Influence Group ?	Brand Influence Group ?
Microsoft testmsgibrandinfluencegroup.com Action Requires additional security information. Follow the prompts to download and set up the Microsoft Authenticator app. Use a different account Learn more about the Microsoft Authenticator app You have 14 days until this is required. Mext	Keep your account secure Method 1 of 2: App	Keep your account secure	Keep your account secure Method 1 of 2: App 2 Authenticator app Copy and paste this information into your app Ar _ ame: Brand Influence Group method Influence Group Me

# 5. Configure Microsoft Authenticator: (Screenshots below)

## **Open Microsoft Authenticator App**

• Launch the **Microsoft Authenticator** app on your device. If you don't have it installed, download it from the App Store (iOS) or Google Play Store (Android) and open it.

#### **Initial Sign-In Screen**

• Upon opening the app, you may be prompted to sign in if you are not already signed in. If you are signed in, you will be directed to the home screen of the app.

#### **Access Home Screen**

• On the home screen of the app, you will see a "+" (plus) button. Tap this button to add a new account.

#### **Add Account Options**

- You will be presented with several options:
  - o Personal account
  - Work or school account
  - Other accounts (Google, Facebook, etc)
- Select Other accounts from these options.

#### **Permissions and Setup**

• If this is the first time you are adding an account, the app may ask for camera permissions. Grant the necessary permissions if prompted.

#### **Choose Setup Method**

- You will then be given two options to add your account:
  - Scan a QR code (usually used for automatic setup)
  - Enter a setup code (manual setup)
- Choose Enter a setup code.

#### **Enter Setup Information**

- You will need to manually enter the account setup details. This typically includes:
  - **Account Name**: This could be something like "Outlook Account" or any name you choose.
  - **Secret Key**: This is a unique code provided to you by your organization or account administrator.

#### **Input Details**

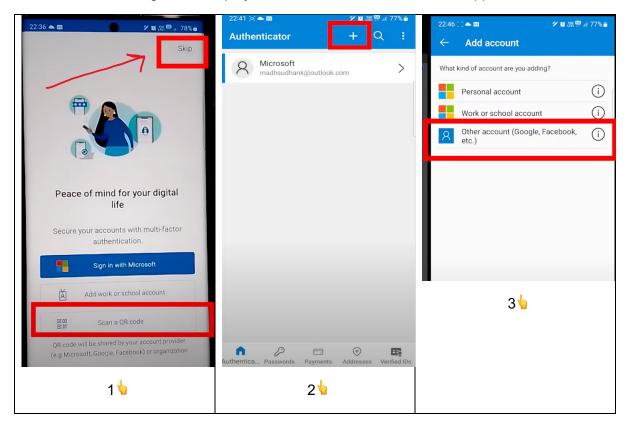
• Enter the provided Account Name and Secret Key into the appropriate fields.

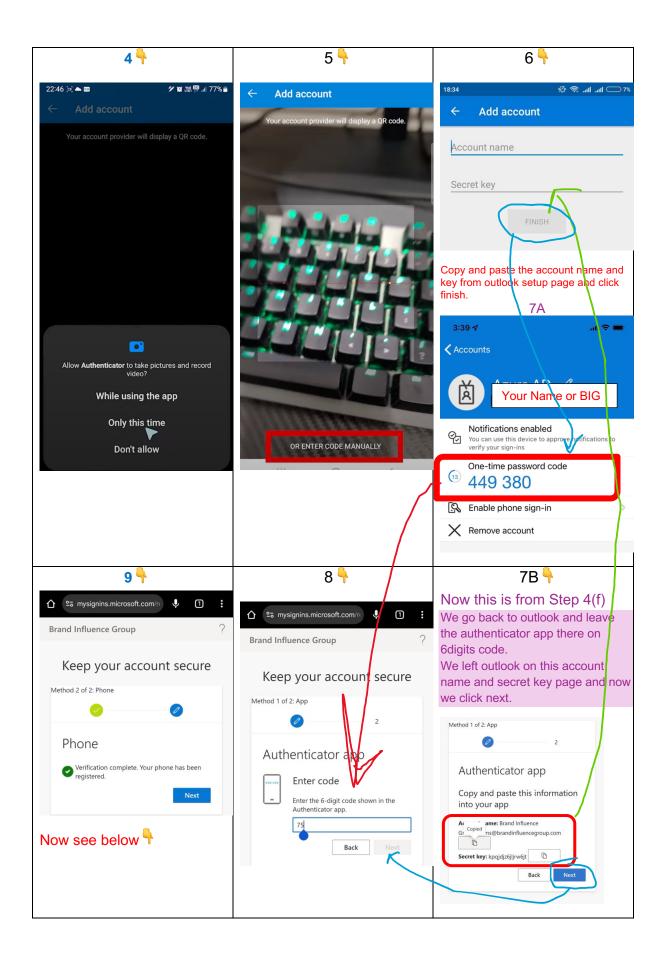
#### **Finish Setup**

• After entering the details, the app will generate a 6-digit code for the account.

## Verify Code on Outlook

- Go back to the **Outlook website** (or the application where you are setting up the account).
- Enter the 6-digit code displayed in the Microsoft Authenticator app and click Next.





# 6. Add and Verify Your Phone Number: (Screenshots below)

- Outlook will prompt you to enter your phone number.
- Choose Australia as your country and enter your phone number.
- Click Next.
- You'll receive a text message with a 6-digit code.
- Enter this code on the Outlook website and click **Next**.

	truecaller SMS + 02:36 pm X	Keep your account secure
Brand Influence Group ?	Microsoft 936 844	Method 2 of 2: Phone
Keep your account secure	Don't share your OTP with anyone COPY OTP	<b>0</b>
Method 2 of 2: Phone	Method 2 of 2: Phone	Phone
<b>⊘⊘</b>		Verification complete. Your phone has been registered.
Phone	Phone	Next
You can prove who you are by receiving a code on your phone. What phone number would you like to use?	We just sent a 6 digit code to +61 04 Enter the code below. Enter code	Click Next
Australia (+61)	Resend code Back Next	Method 2 of 2: Done
Receive a code	I want to set up a different method	Success!
Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.		Great job! You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method:
L want to set up a different method		Authenticator app
		Done

#### 8. Access Your Mailbox:

• You're all set! You should now be inside your Outlook mailbox and if not then sign-in.