




# Setup MFA

Have your laptop and mobile phone ready!

## Step 1:

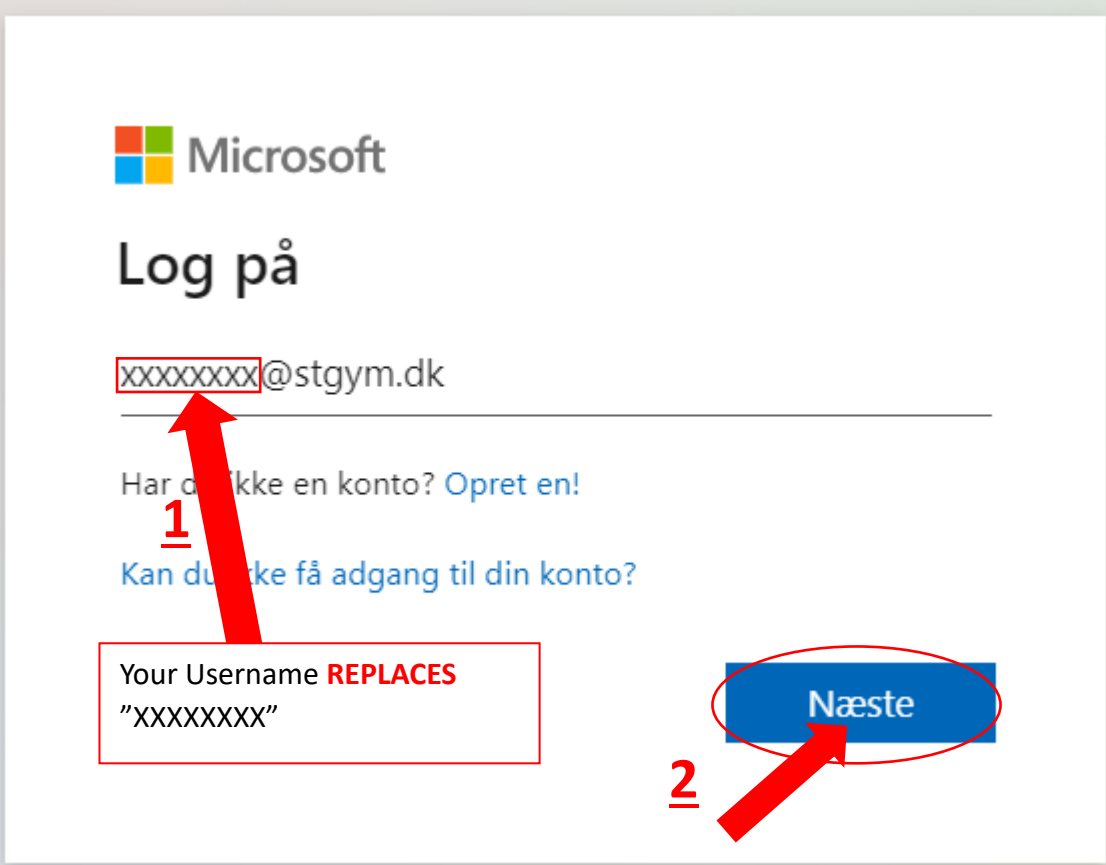
Download the app "Microsoft Authenticator" to your mobile phone

<p>Android:</p>  <p><a href="#">Google Play Store</a></p> 	<p>Apple iOS:</p>  <p><a href="#">Apple Appstore</a></p> 
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## Step 2:

On your laptop go to [\[aka.ms/mfasetup\]](https://aka.ms/mfasetup) in your browser.

## Step 3:



The screenshot shows the Microsoft login page. At the top is the Microsoft logo and the text "Log på". Below this is a text input field containing "xxxxxxxx@stgym.dk", with a red box around the "xxxxxxxx" part and a red arrow pointing to it labeled "1". Below the input field are two links: "Har du ikke en konto? Opret en!" and "Kan du ikke få adgang til din konto?". At the bottom right is a blue button labeled "Næste", which is circled in red with a red arrow pointing to it labeled "2".

[Fill in] your school e-mail: "your Username"@stgym.dk  
[Click] on the "Næste" button.

Translations  
"Næste" = "Next"

#### Step 4:

[Type] your Password.

[Click] then on the "Log på" Button.

Translations  
"Log på" = "Log in"

STRUER STATSGYMNASIUM  
HEX - 1015 - HEK - 10 - 11. KLASSE  
KORTSKOLE

Office 365

← "Username"@stgym.dk

### Indtast adgangskode

.....

[Jeg har glemt min adgangskode](#)

**Log på**

#### Step 5:

[Click] on either the "Nej" or "Ja" button.

Translations  
"Nej" = "No"  
"Ja" = "Yes"

**Du you want to stay logged on?**  
This reduces the times you will be asked to log in.  
 Don't show this again

STRUER STATSGYMNASIUM  
HEX - 1015 - HEK - 10 - 11. KLASSE  
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Office 365

"Username"@stgym.dk

### Vil du forblive logget på?

Gør dette for at reducere det antal gange, du bliver bedt om at logge på.

Vis ikke dette igen

**Nej** **Ja**

#### Step 6:

[Click] on the "Næste" button.

Translations  
"Næste" = "Next"

STRUER STATSGYMNASIUM  
HEX - 1015 - HEK - 10 - 11. KLASSE  
KORTSKOLE

Office 365

"Username"@stgym.dk

### Yderligere oplysninger krævet

Din virksomhed har brug for at få flere oplysninger til at beskytte din konto

[Brug en anden konto](#)

[Få mere at vide](#)

**Næste**

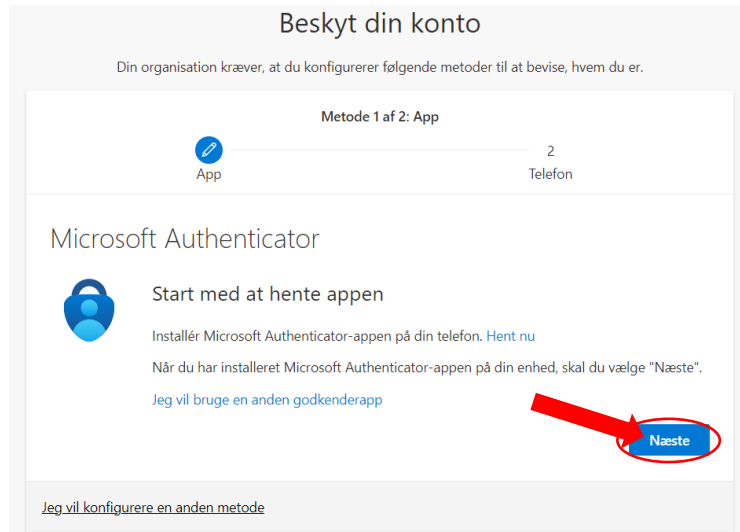
## Step 7:

If you have not already installed the app “Microsoft Authenticator”.

Then you need to do that now before proceeding with the guide. The links to the apps are at [\[Step 1\]](#).

When you have the app installed. **[Click]** on the “Næste” button.

Translations  
“Næste” = “Next”



## Step 8: First open of the app.

**[Open]** the app “Microsoft Authenticator” on your mobile phone.

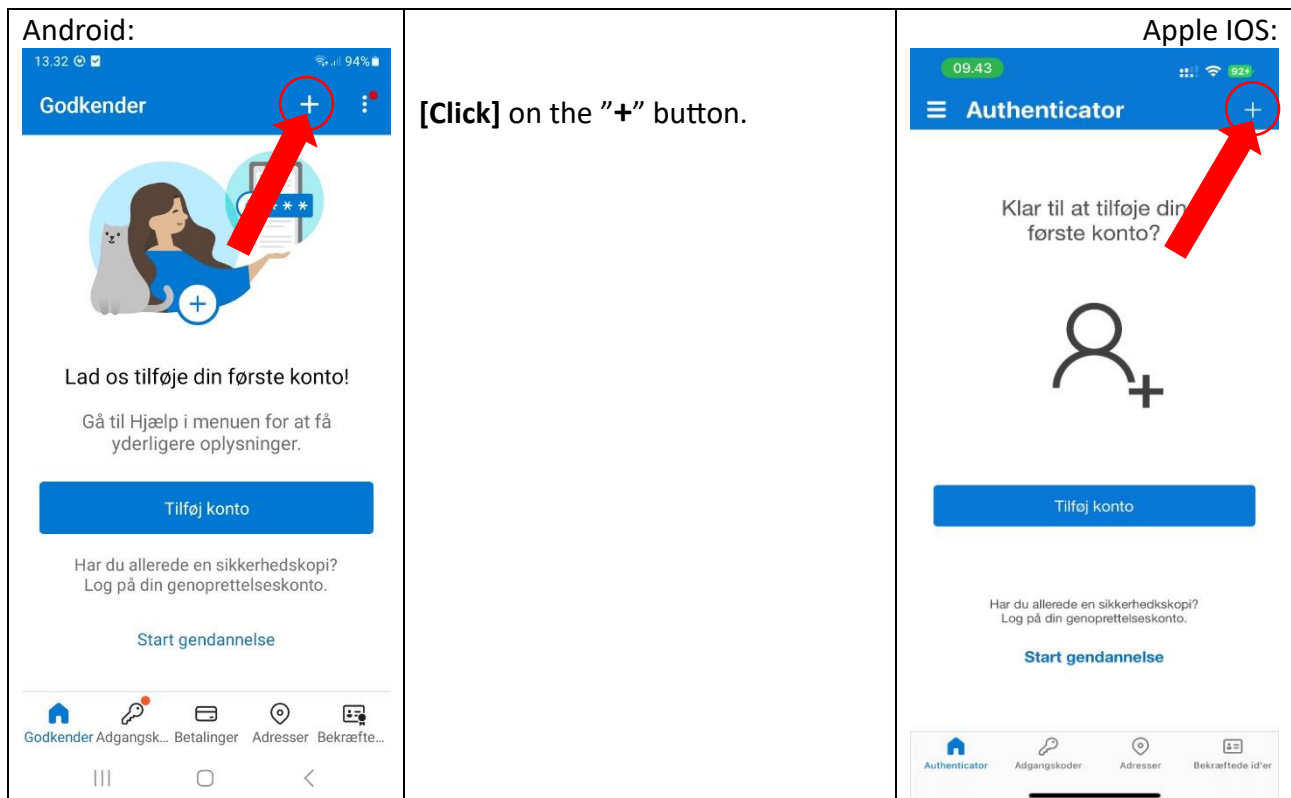
**[IMPORTANT]:** When you start the app and it ask for permission to send notifications. You **HAVE TO** allow it.

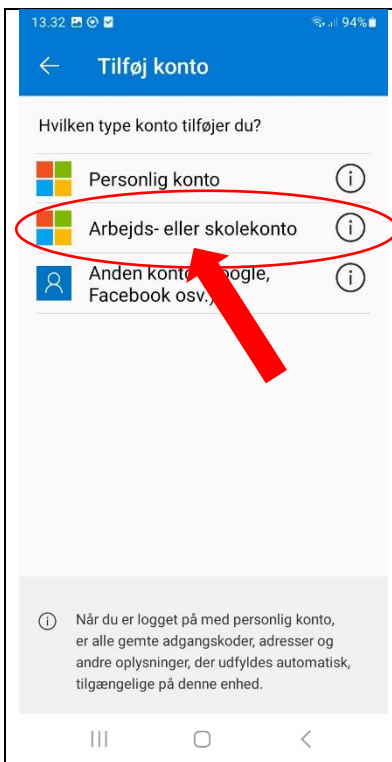
After that **[Click]** on the “Acceptèr” button. Then **[Click]** on the “Forsæt” button.

Translations  
“Acceptèr” = “Accept”  
“Forsæt” = “Continue”  
“Spring over” = “Skip”

To get it to look like the guide then you need to **[Click]** on “Spring over” in the top right corner.

## Step 9: Add Account to Microsoft Authenticator.

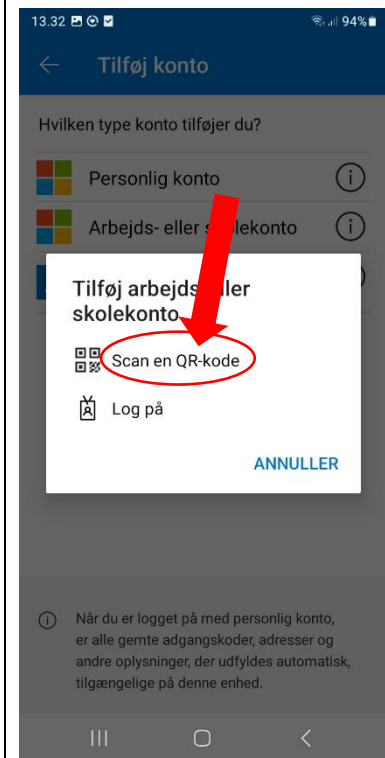
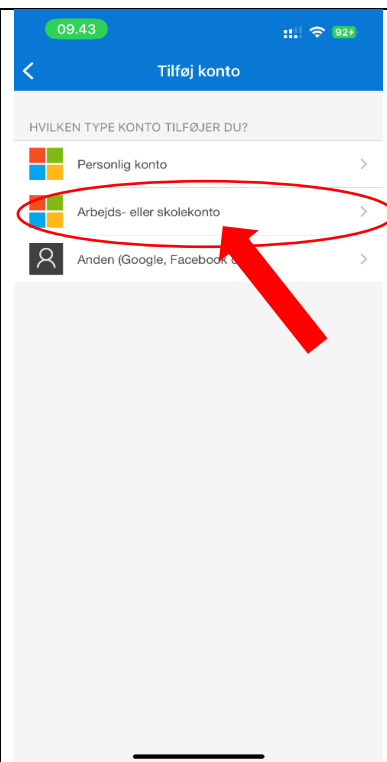




**[Select] "Arbejds- eller skolekonto"**

Translations

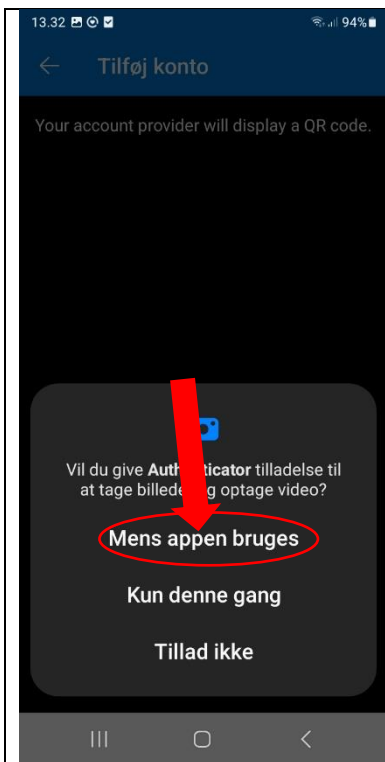
"Arbejds- eller skolekonto" =  
"Work or school account"



**[Choose] to scan a QR-code.**

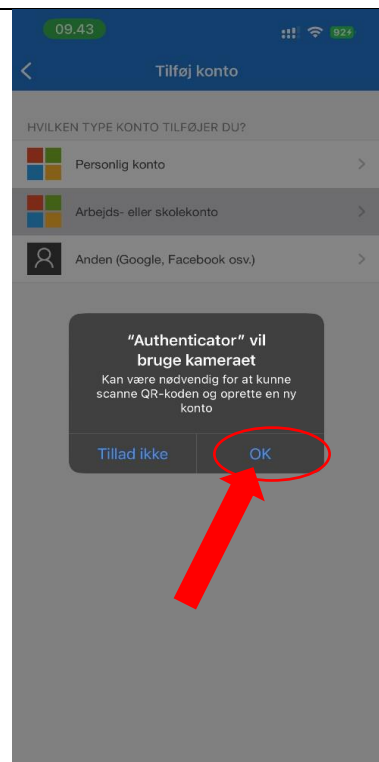
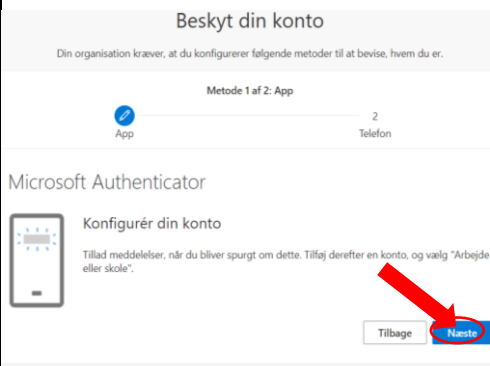
Translations

"Scan en QR-kode" =  
"Scan a QR-code"



[Allow] the app to use camera.

On your laptop you [Click] on the "Næste" button.



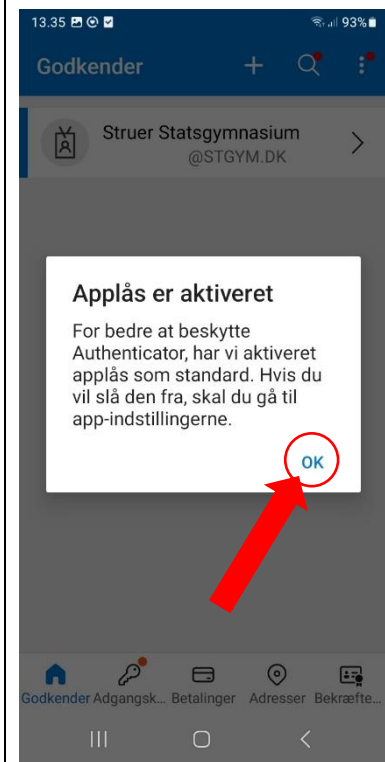
[Scan] the QR-code on your laptop with your mobile phone

Translations

"Næste" = "Next"

"Applås er aktiveret" =

"Applock is activated"



After you have accepted "Applås er aktiveret" you are done.

