

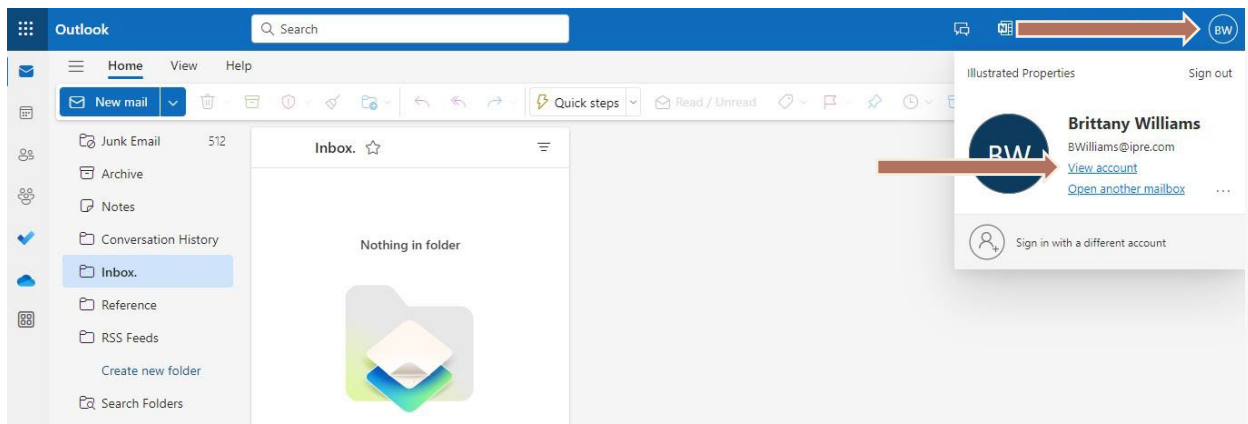
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PROPERTIES

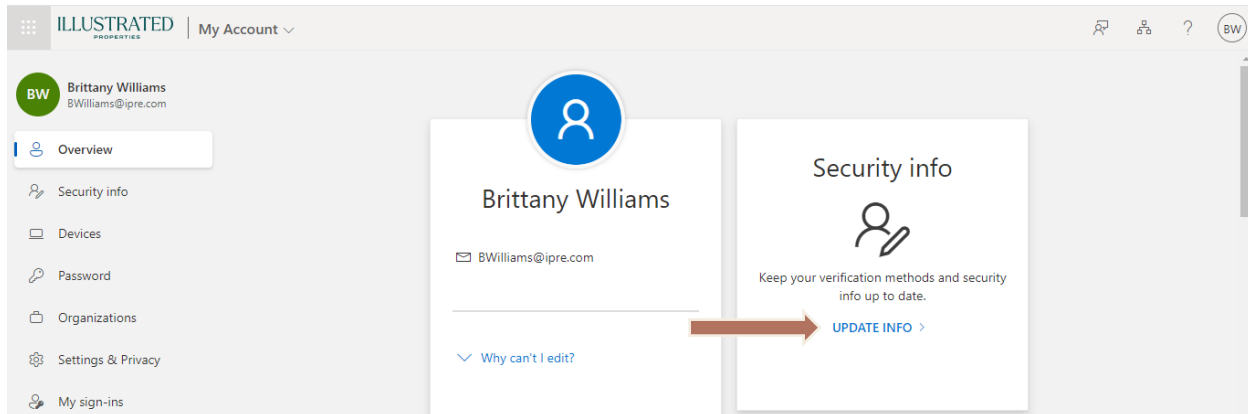
Multi-Factor Authentication Setup for O365 Email

Follow the instructions below to setup different authentication methods for your IPRE email account.

1. On your computer, login to your IPRE Email account at <https://outlook.office365.com>
2. Click on the **“Account manager button”**
3. Click on **“View account”**

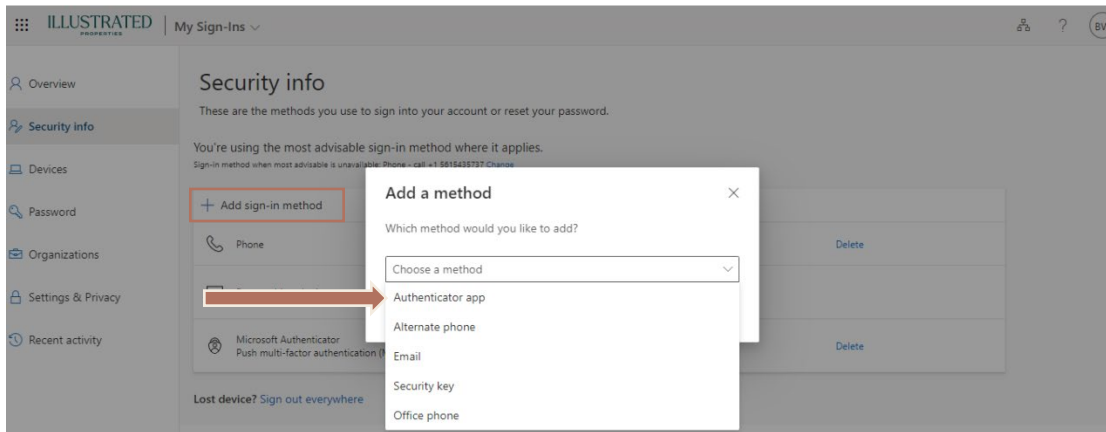


4. Under **“Security Info”**, click on **“Update Info”** (You may be prompted to sign in again)



Microsoft Authenticator App

5. Click on **“Add sign-in method”**
6. Click on **“Choose a method”** drop-down menu, select **“Authenticator app”** and click **“Add”**

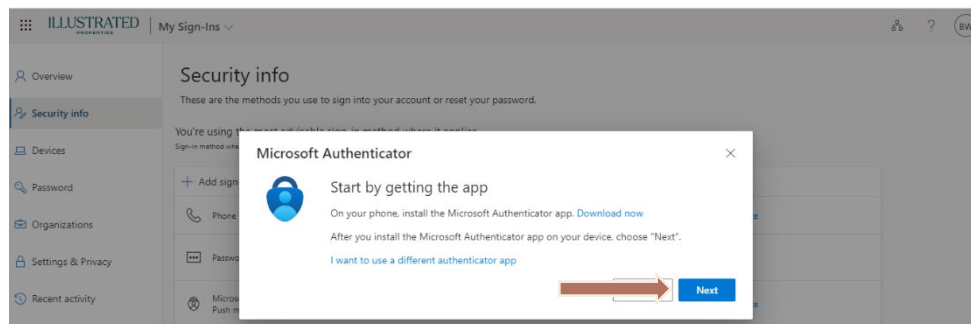


7. Install the Microsoft Authenticator App on your phone or tablet; after you install the Microsoft Authenticator App, click **“Next”** and follow the instructions on the screen.

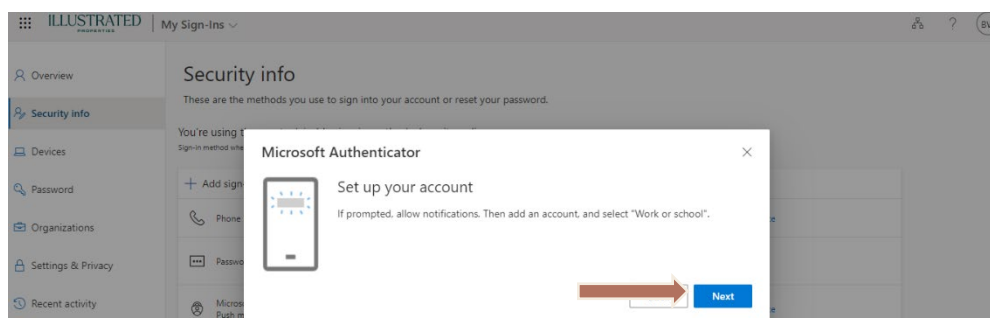
- For Google Android: On your Android device, go to Google Play to [download and install the Microsoft Authenticator app](#).
- For Apple iOS: On your Apple iOS device, go to the App Store to [download and install the Microsoft Authenticator app](#).

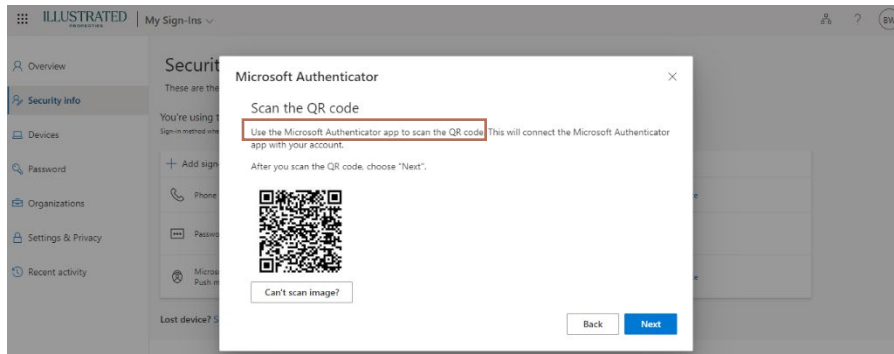
Important: If you're not currently on your mobile device, you can still get the Microsoft Authenticator app if you [send yourself a download link](#) from the Microsoft Authenticator app page.

Options: If you do not want to use the Microsoft Authenticator app, you can click “I want to use a different authenticator app” to choose an alternative, such as Google Authenticator.



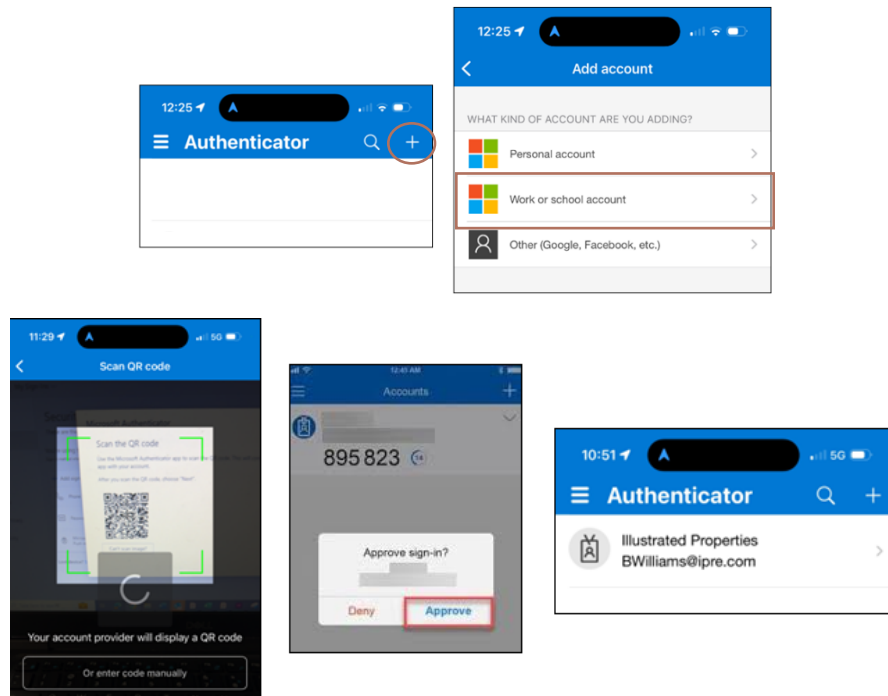
After clicking **“Next”** (above step), your web browser will display a QR code.





On your phone or tablet:

- Open the **Microsoft Authenticator app**.
- Select (+) in the upper right corner.
- Select **“Work or school account”**
 - NOTE: your phone or tablet may display a prompt to “Allow” the app to “take pictures”.
- Point your camera at the QR code (displayed on your web browser from previous step)
- You should be prompted, to complete the process: press **“Approve”** (on your phone or tablet).



NOTE: The Microsoft Authenticator App is free to use; if you are being prompted for a subscription or payment, you did NOT install the correct app on your phone or tablet.

Need Help? You can [watch this video](#) for step by step instructions