

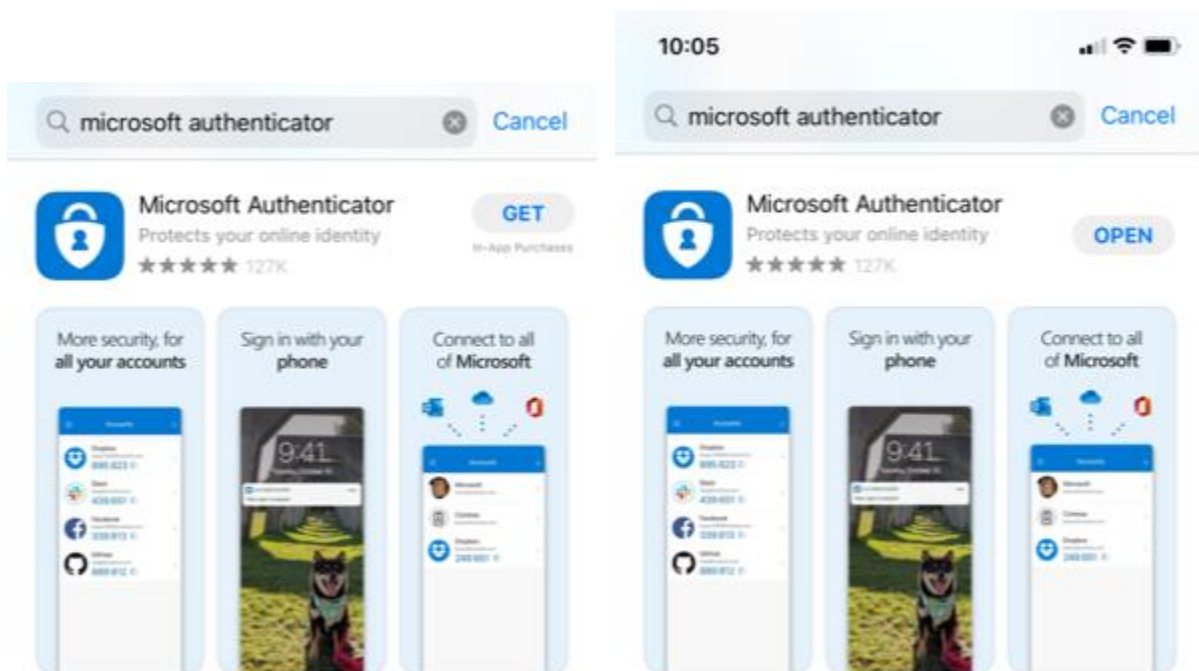


Install the Microsoft Authenticator App

The Microsoft Authenticator app helps you sign in to your accounts when you're using multi-factor authentication. With MFA, after you sign in using your username and password, you can either approve a notification or enter a provided verification code. It also allows you to easily change your password and security info.

Install the latest version of the Microsoft Authenticator app, based on your operating system:

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



Set up the Microsoft Authenticator app to send notifications using a QR Code

Note: The Microsoft Authenticator app is easier to setup if you have access to both a computer/laptop/tablet and your device. You will be able to use your computer to access the website to configure the mobile app and to scan a QR code

- 1) Login ([Additional security verification page](#)) with your Rhodes Email Address and password
- 2) Select the checkbox **Authenticator app or Token** and Select **Setup Authenticator App**

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Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. [View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default:

Text code to my authentication

how would you like to respond?

Set up one or more of these options. [Learn more](#)

<input checked="" type="checkbox"/>	Authentication phone	United States (+1)	567-204-9999
<input checked="" type="checkbox"/>	Office phone (do not use a landline)	United States (+1)	419-995-9999 Extension: <input type="text"/>
<input checked="" type="checkbox"/>	Alternate authentication phone	United States (+1)	419-222-9999
<input checked="" type="checkbox"/>	Authenticator app or Token	Set up Authenticator app	

[Save](#) [cancel](#)


Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

The **Configure mobile app** page appears.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



Configure app without notifications

If you are unable to scan the image, enter the following information in your app.

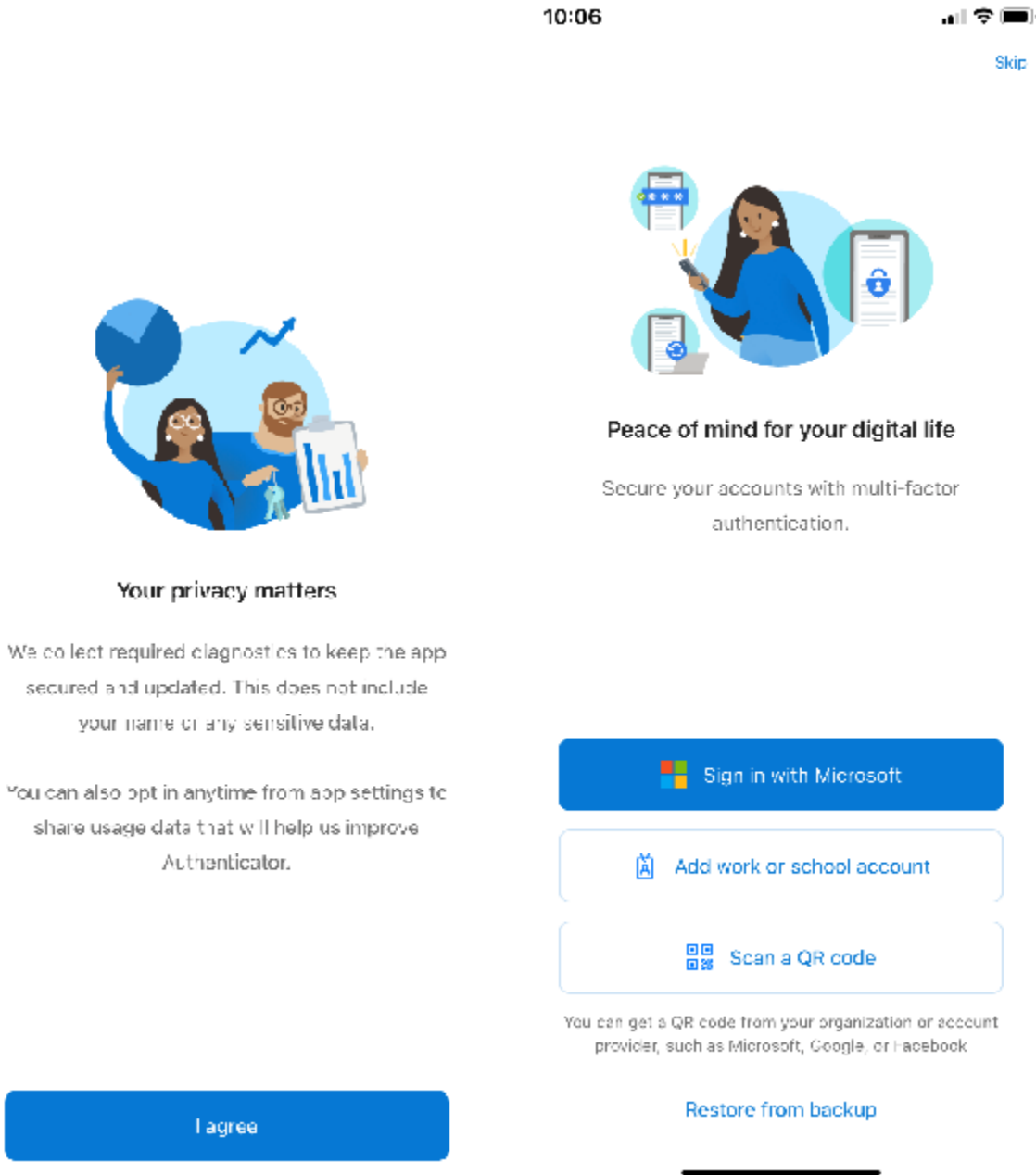
Code: 857 634 999

Url: <https://co1pfpad16.phonefactor.net/pad/648069390>

If the app displays a six-digit code, you are done!

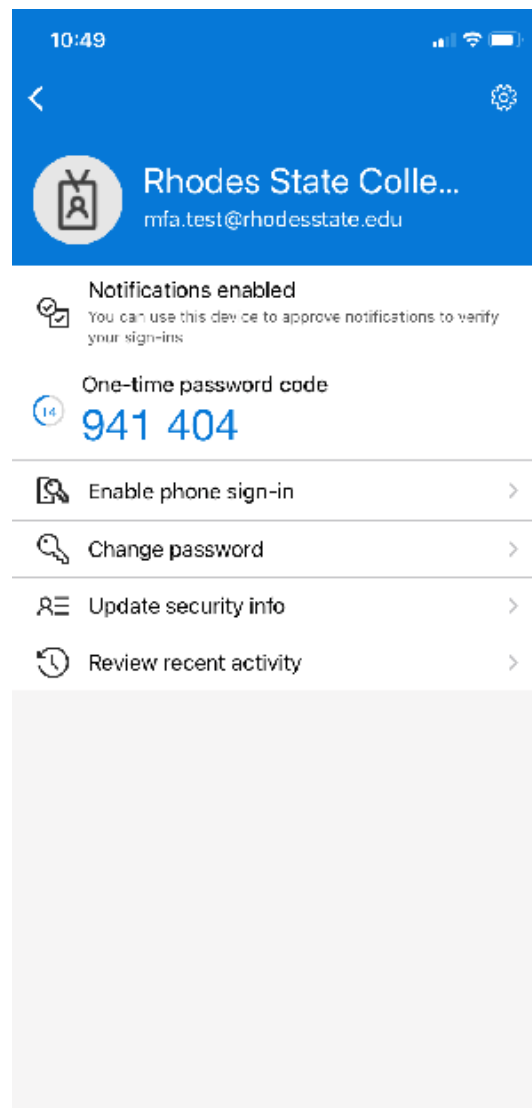
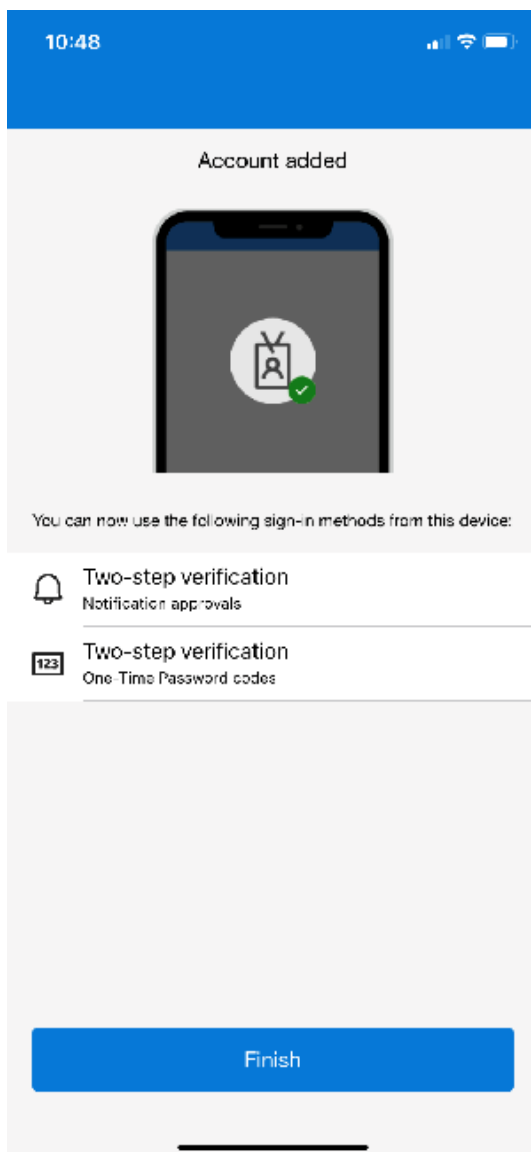
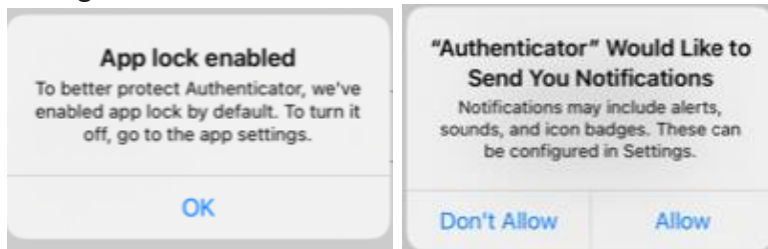
[Next](#) [cancel](#)

- 3) Go to your device, open the Microsoft Authenticator app, agree to the terms and then select **Scan a QR Code**



Note: If you receive a prompt asking whether to allow the app to access your camera (iOS) or to allow the app to take pictures and record video (Android), select **Allow** so the authenticator app can access your camera to take a picture of the QR code in the next step.

- 4) If prompted, select OK to App lock enabled. Use your device's camera to scan the QR code from the **Configure mobile app** screen on your computer. Select **Allow** so the authenticator app can send you notifications. Click **Finish**. You should now be able to select your account and then you should see a 6 digit notification code.



- 5) Return to your computer or browser and click **Next**. It will verify the app and confirm activation. Click **Save**

Manually set up the Microsoft Authenticator app to send notifications

Note: The Microsoft Authenticator app is easier to setup if you have access to both a computer/laptop/tablet and your device. You will be able to use your computer to access the website to configure the mobile app and to scan a QR code. However, if you do not have that ability, you can manually enter a **Code and URL**.

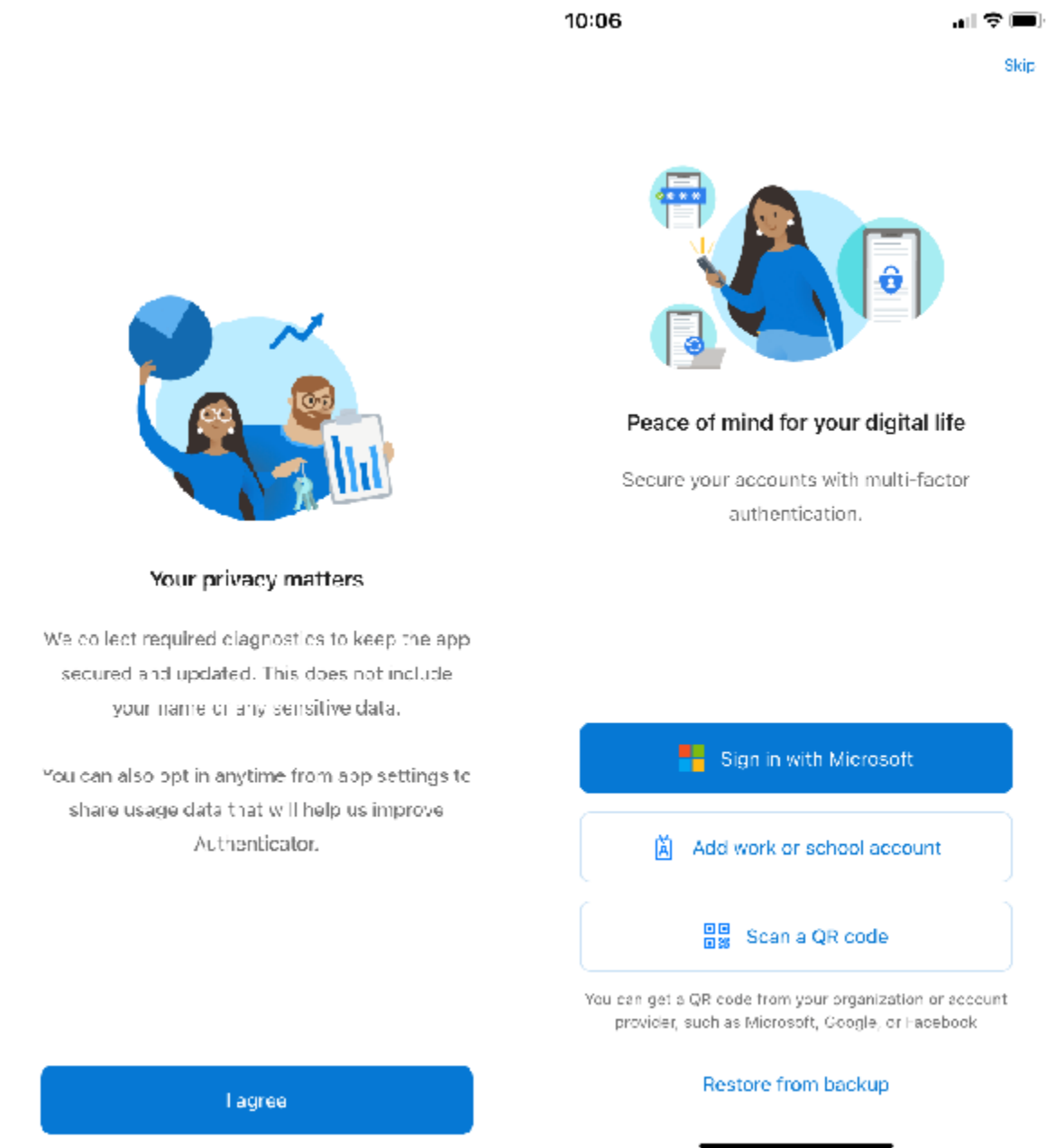
- 1) Login ([Additional security verification page](#)) with your Rhodes Email Address and password
- 2) Select the checkbox **Authenticator app or Token** and Select **Setup Authenticator App**

The screenshot shows the 'Additional security verification' page. At the top, it says 'Additional security verification' and provides a brief explanation of why this is required. Below that, it asks 'what's your preferred option?' and shows a dropdown menu set to 'Text code to my authentication'. Then it asks 'how would you like to respond?' and lists several options with checkboxes: 'Authentication phone', 'Office phone (do not use a landline)', 'Alternate authentication phone', and 'Authenticator app or Token'. The 'Authenticator app or Token' checkbox is checked, and a blue button labeled 'Set up Authenticator app' is next to it. At the bottom, there are 'Save' and 'cancel' buttons. A small note at the very bottom states: 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.'

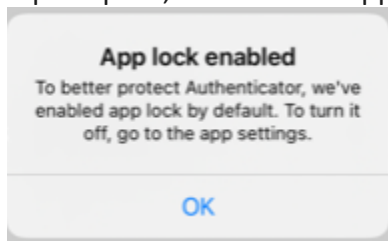
The **Configure mobile app** page appears.

The screenshot shows the 'Configure mobile app' page. It starts with the title 'Configure mobile app' and a sub-heading 'Complete the following steps to configure your mobile app.' followed by three numbered instructions: 1. Install the Microsoft authenticator app for Windows Phone, Android or iOS. 2. In the app, add an account and choose "Work or school account". 3. Scan the image below. Below the instructions is a large QR code. To the right of the QR code is a link that says 'Configure app without notifications'. Below the QR code, it says 'If you are unable to scan the image, enter the following information in your app.' followed by 'Code: 857 634 999' and 'Uri: https://co1pfpad16.phonefactor.net/pad/648069390'. At the bottom, it says 'If the app displays a six-digit code, you are done!' and there is a blue 'Next' button and a 'cancel' link.

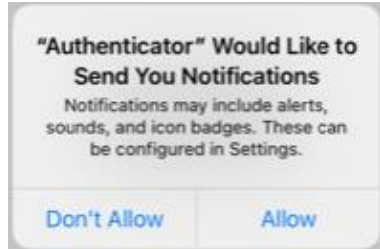
- 3) Go to your device, open the Microsoft Authenticator app, agree to the terms and then select **Add Work or School Account**.



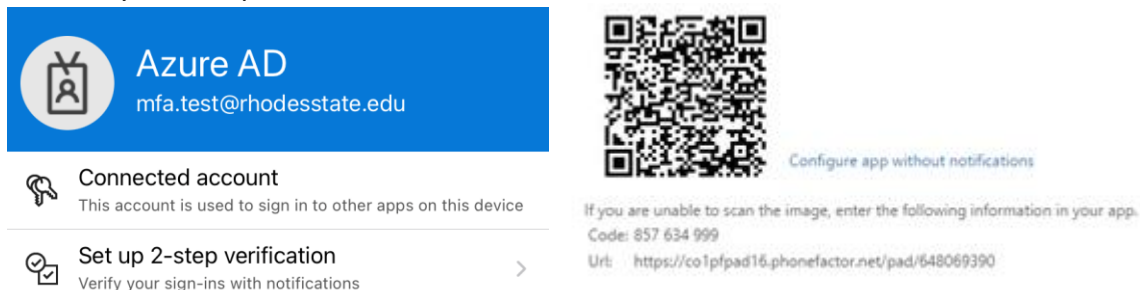
- 4) If prompted, select **OK** to App lock enabled. Login with your Rhodes email address and password.



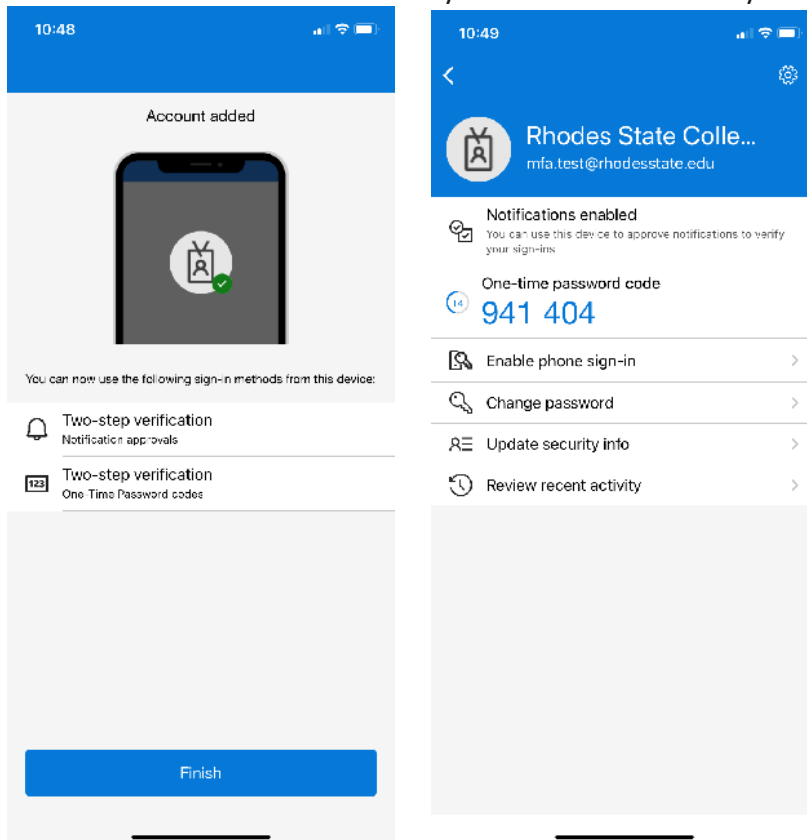
- 5) Select **Allow** so the authenticator app can send you notifications. Click **Finish**. You should now be able to select your account and then you should see a 6 digit notification code.



If the Authenticator did not connect to your account, you may need to manually add the **Code and URL** to the application. Click the **Set up 2-step verification**. Enter the **Code and URL** shown below the QR code on your computer or browser.



You should now be able to select your account and then you should see a 6 digit notification code.



- 6) Return to your computer or browser and click **Next**. It will verify the app and confirm activation. Click **Save**