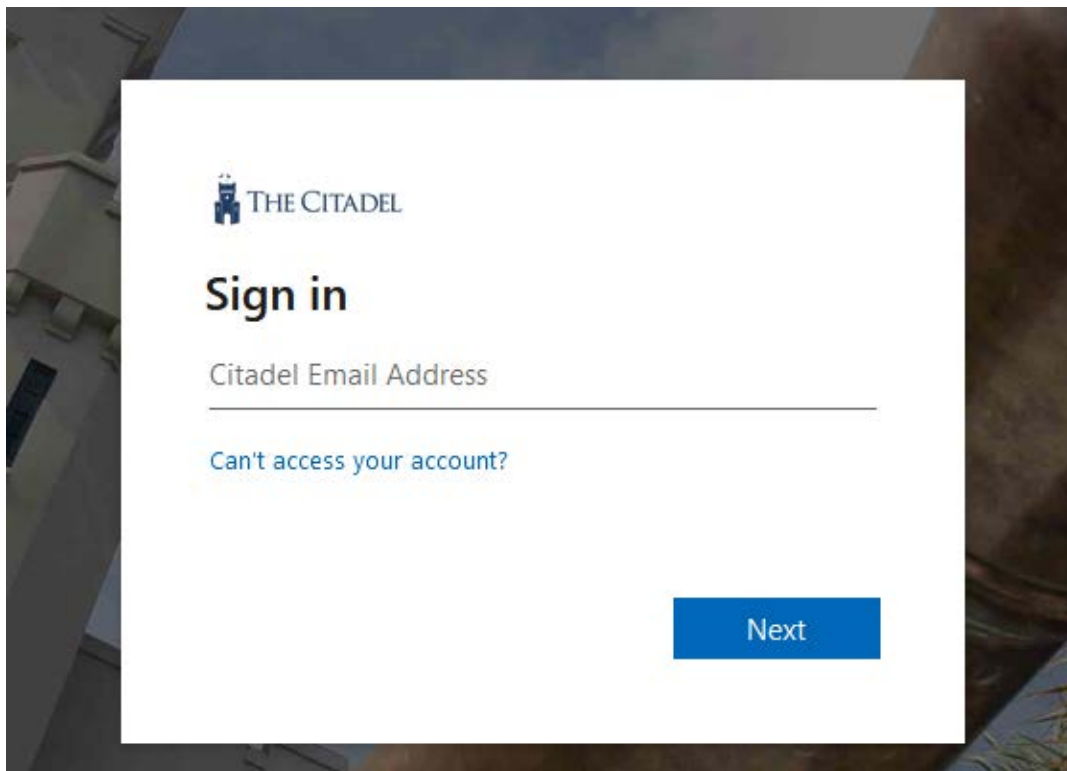# Microsoft Authenticator App Install:

Step 1: At your computer, open your preferred web browser (ie: Chrome, Firefox, Edge, Safari).

Step 2: Type "my.citadel.edu" in the search bar and hit Enter.

Step 3: Enter your email address.
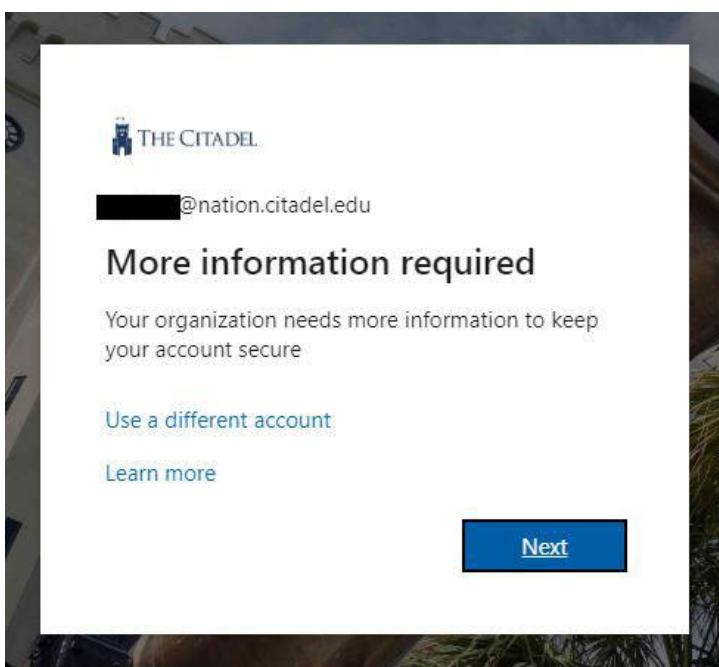
Step 4: Enter your Citadel Password. Select Sign In. If this is your first time signing in you will see a prompt requesting more information.

Step 5: Select next and prepare to follow the Microsoft Setup Tutorial. <mark>**It is very important to read the directions carefully.**</mark>
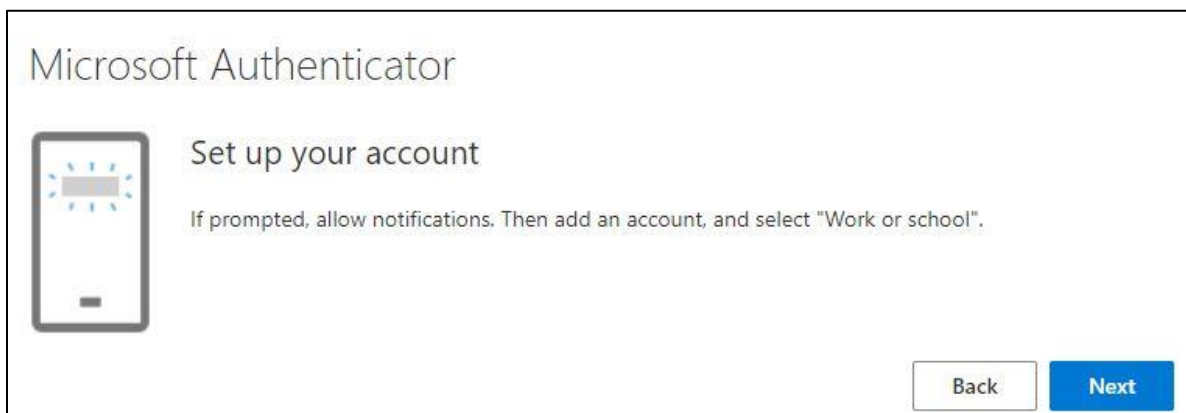
Step 6: <mark>**On your phone**</mark>, install the Microsoft Authenticator app. You can find it in your phones app store by searching for Microsoft Authenticator.
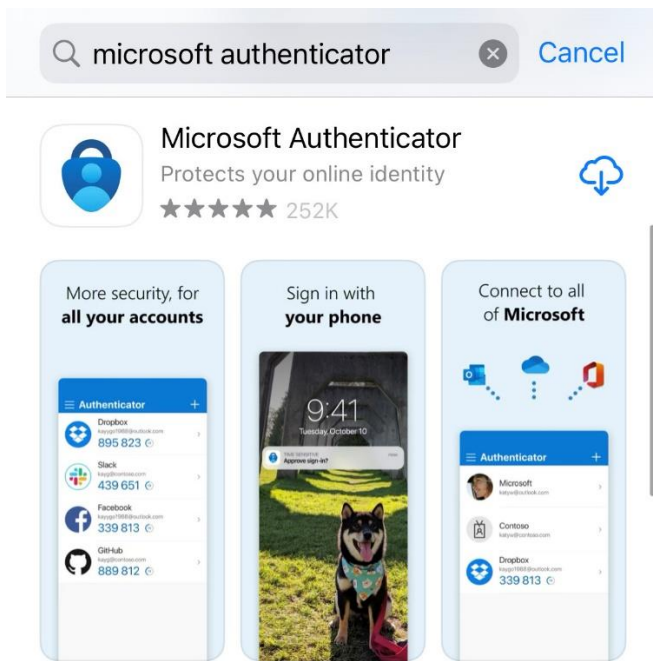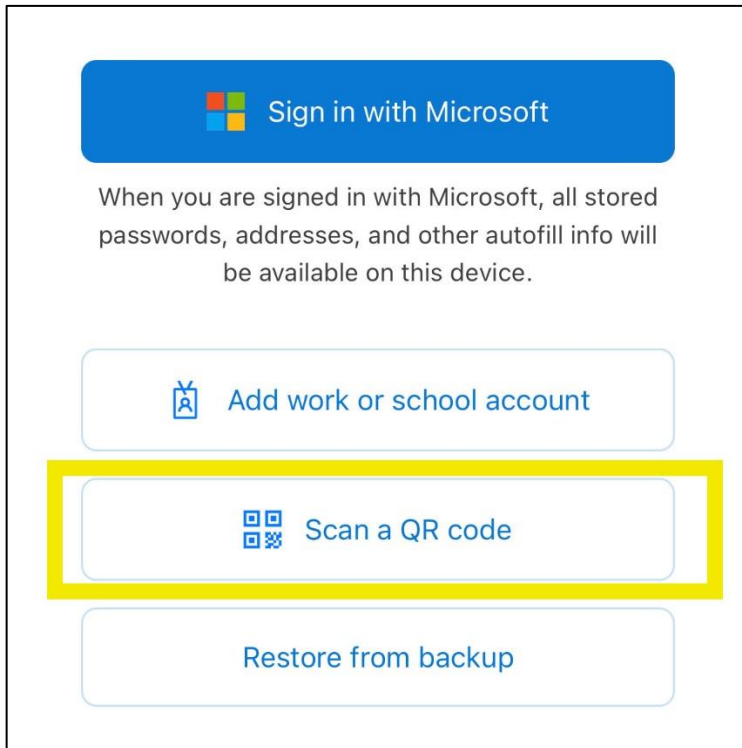

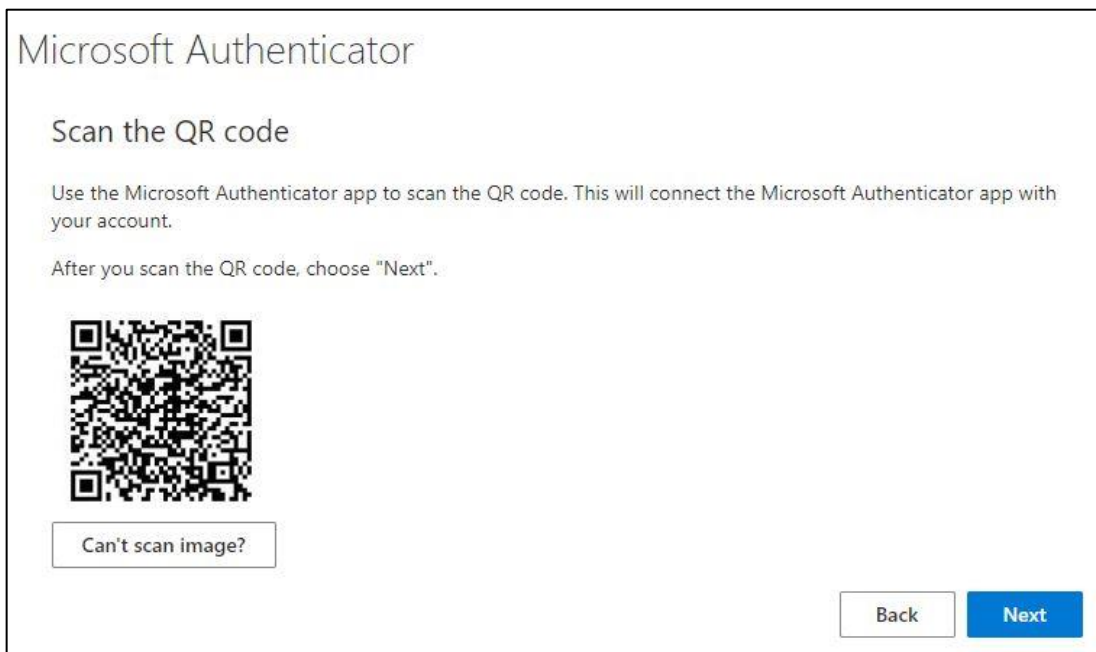**Step 7:** Once the Microsoft Authenticator App is installed select "Next".
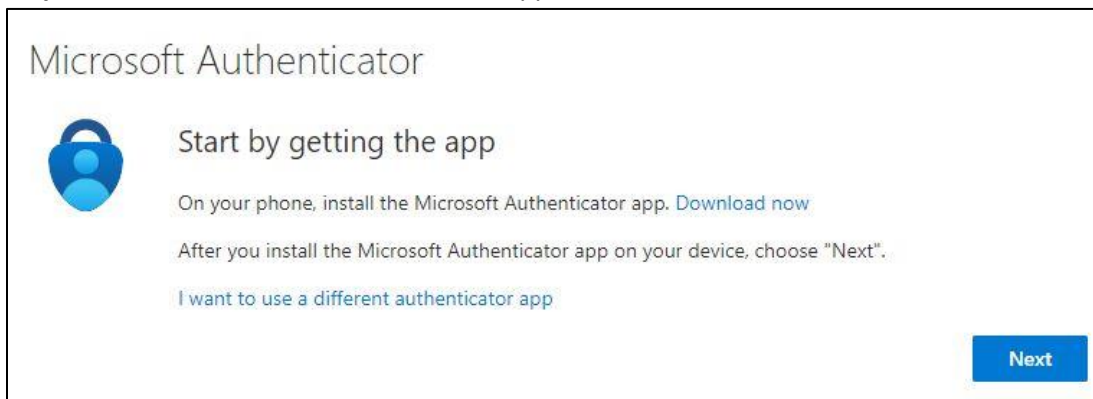
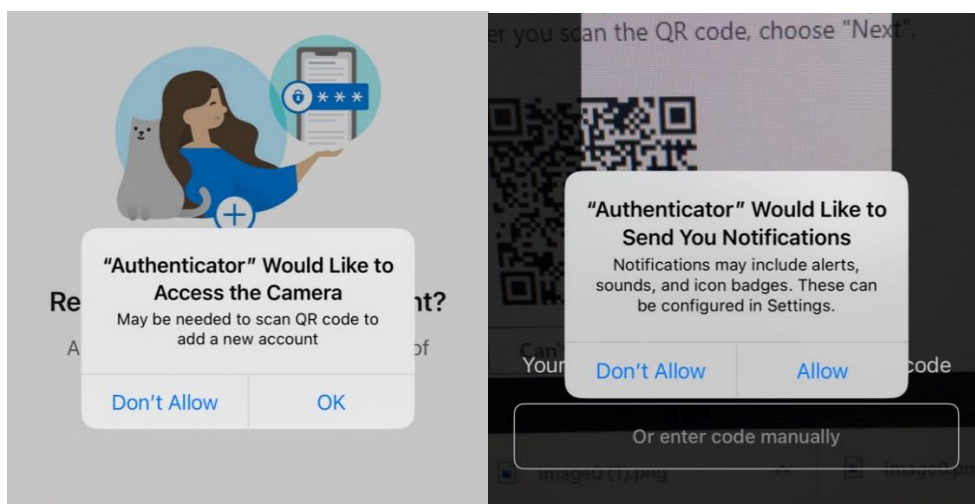**Step 8**: Read the next set of directions and select "Next".

Step 9: On your Phone, open the **Microsoft Authenticator App** accept the privacy statement and opt out of the feedback program. Then select "**Scan a QR code**."
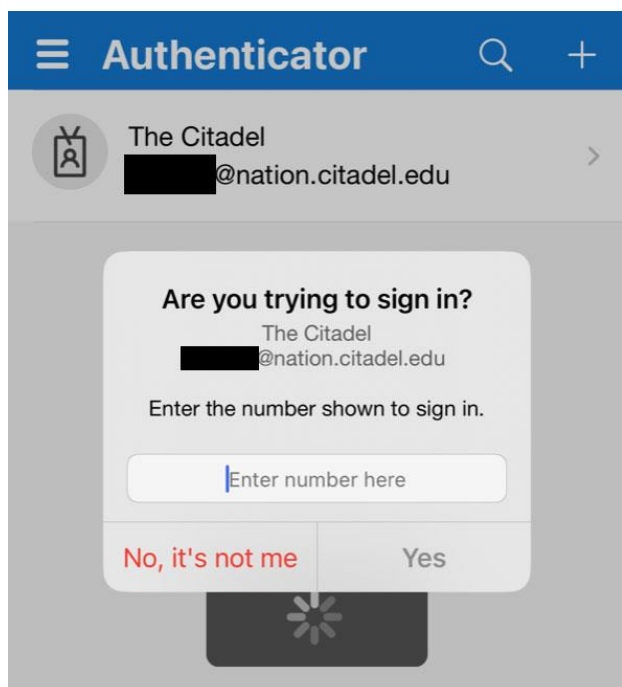

Step 10: Proceed to scan the QR code provided on your computer.

Step 11: On your phone, follow the prompts to allow camera access and notifications.

Step 12: Next you will be prompted to enter the number on your computer into the Authenticator app on your phone.

Step 13: Upon success you will receive a notification approve message.

Step 14: Follow the remaining Microsoft Instructions to conclude the Microsoft Authenticator App installation. **This app will be used to change your password and log into Citadel accounts off campus.**

If you have any questions or run into any issues, please don't hesitate to contact the Citadel Helpdesk at

843-953-HELP