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How to Set-Up Microsoft Authenticator / Entra MFA

Christine Clevenger - 2025-10-24 - [Accounts and Access](#)

First, Download the Microsoft Authenticator Application

1. On your phone, head to the app store and find Microsoft Authenticator or scan the QR code below.
2. Linking your account to the app will happen in the steps below in the next section.



Second, Enroll in Microsoft Entra MFA

1. Open the Microsoft "Authenticator" application
2. When asked if you are Ready to add an account click "Add account" or hit the + in the top right to add a new account
 1. If it prompts for what kind of account, select "Work or School Account"
3. Enter your NetID followed by @fau.edu. **Example: testaccount22@fau.edu, testaccount23@health.fau.edu for users with HIPAA email accounts**
4. Follow the on-screen instructions to complete the Microsoft Authenticator enrollment process. See below for example screenshots.

Sample Enrollment Process, this may differ from phone to phone:

1. Open the Authenticator Application

Search apps

Personal

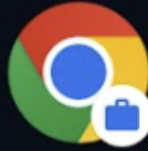
Work



Authentic...



Calendar



Chrome



Contacts



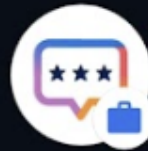
Docs



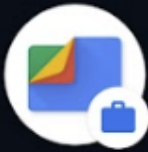
Drive



Duo Mobile



Feedback



Files



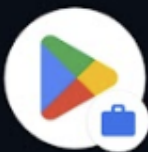
Gmail



Outlook



Photos



Play Store



Sheets



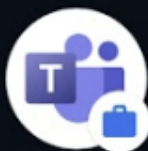
Skype



Slack



Slides



Teams



Word

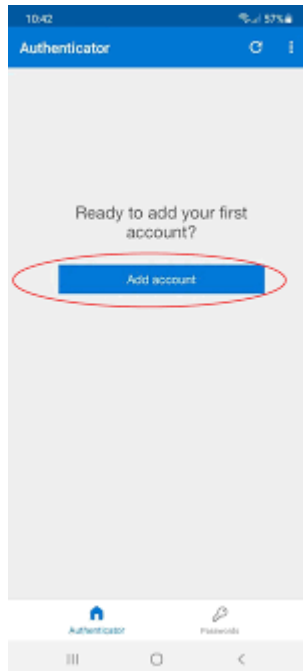


Zoom



Pause work apps

1. Accept the Microsoft Privacy Policy
2. If this is your first account to add to the Authenticator app; tap the Add account button and then Work or School account and hit Sign in.
 1. If you already have the Microsoft Authenticator app setup for other services, tap the plus button and select Work or school account, then tap Sign In.



1. Enter your FAU email address

Cancel



Sign in

user@health.fau.edu

[Can't access your account?](#)

Next



Sign-in options

[Get codes](#)

1. Login with your FAUNet ID



LOGIN TO OFFICE 365 (OR OTHER MICROSOFT SERVICES)

SIGN IN WITH YOUR FAUNET ID

LOGIN

[Forgot your password?](#) or
[Set Up a New Account](#) or
[Need Help?](#)

☐ Don't Remember Login

You have requested access to Office 365 (or other Microsoft services) which requires FAU Net ID authentication. Type your

1. Confirm your Duo MFA when prompted
2. If prompted to enroll in Entra MFA, Click Finish Later when asked to configure Entra MFA as you are already completing this task.



SIGN IN TO FAU:

... please complete the following
required tasks

Entra MFA

FAU is migrating from Duo to
Microsoft Entra MFA please
click this dialog to start the
process

[Click to complete](#)

FINISH LATER

WHAT'S HERE?

Notifications from the University
to you. Make sure to read and

1. Successfully added account

Authenticator



Florida Atlantic University
netid @fau.edu



Authenticator



Verified IDs

