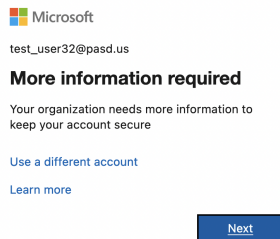


Microsoft Authenticator App with Laptop Email

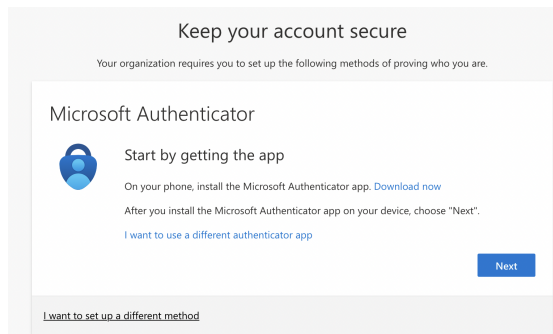
Please use these directions to sign into the email on your laptop using the Microsoft Authenticator App on a phone or iPad.

-On your laptop, sign into your school email in a web browser.

-Click “Next” on the More information required screen.



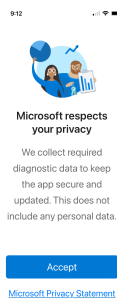
-You will now see this screen.



-Download the [Microsoft Authenticator App](#) to your device from your app store . *Please make sure it is the correct app as there are a few similar ones in the App store!

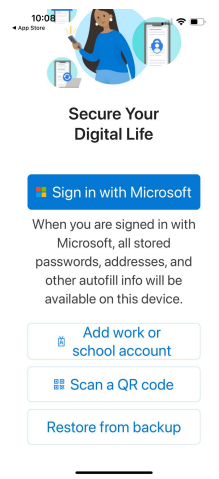


-Open the app and click “Accept” next to the privacy statement.

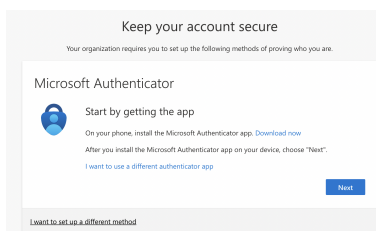


-Click “Continue”.

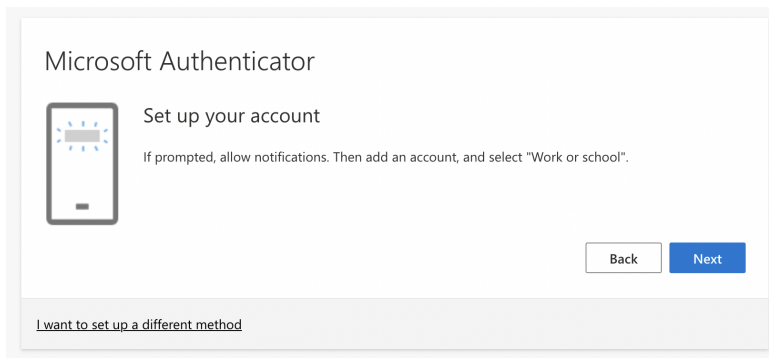
-Scroll to the bottom of the screen on your device and click “Scan a QR code”. Click “Ok” to allow Authenticator to access the camera.



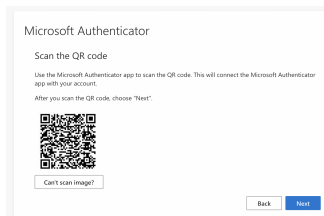
-On your laptop, click Next.



-Click “Next” again on your laptop.

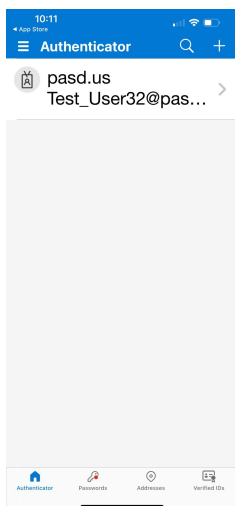


-You will now see a QR code. Scan the code with your device.

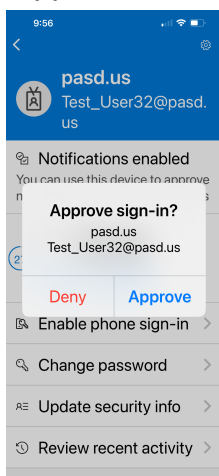


-Click “Allow” on your device to send notifications.

-Click the PASD email account on your device. Click “Next” on the laptop browser window with the QR code.

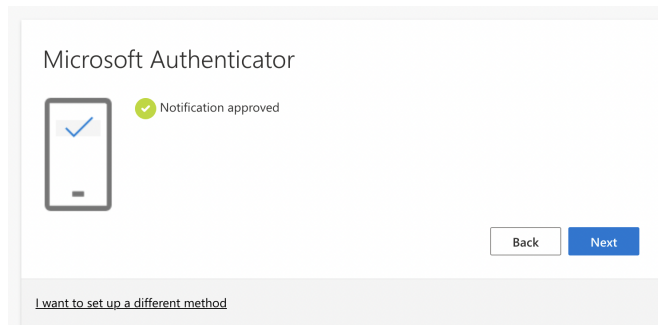


-Approve the sign in on your device.

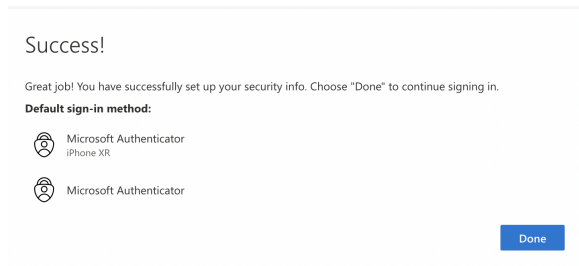


-Click “OK” to allow Face ID if desired.

Notification will now be approved on your laptop email. Click Next.



-Click Done on your browser.



-You will be taken back to the PASD email sign in page. You will now be able to access your email.