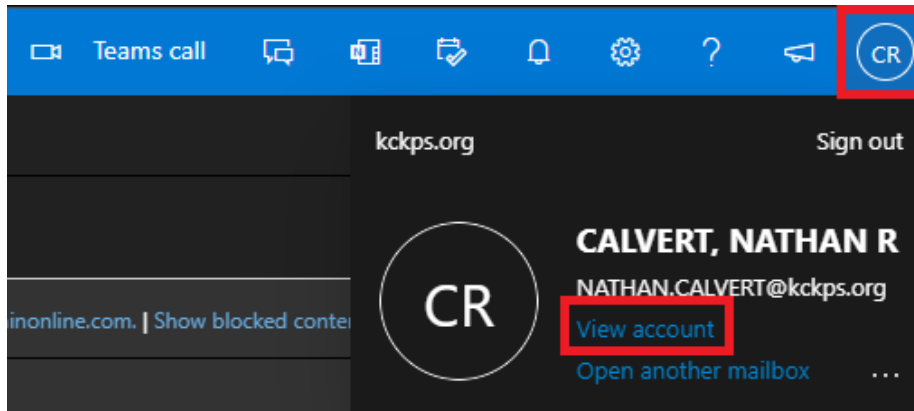
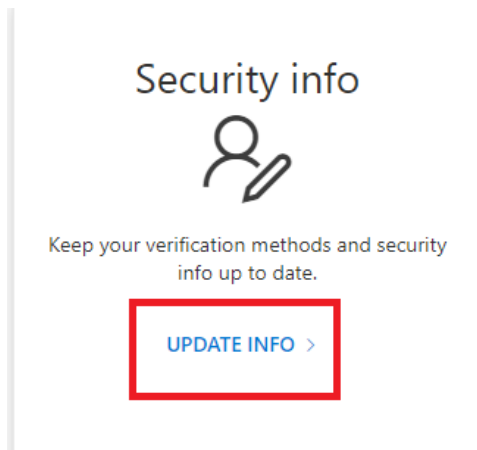


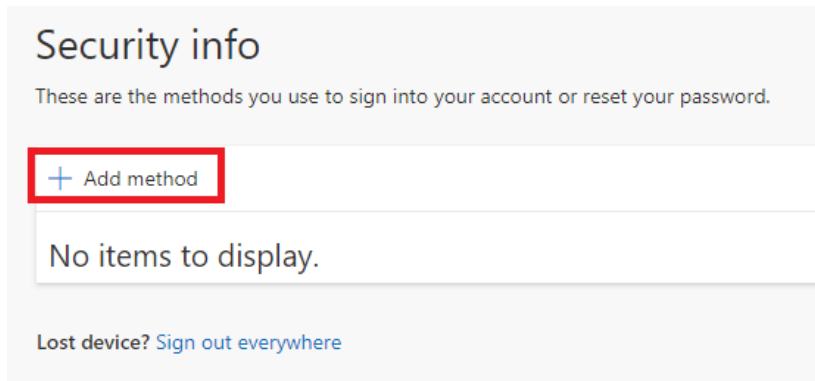
1. Navigate to <https://outlook.office365.com> from your computer and login to your district email account from your preferred web browser.
2. Click on the account manager icon on the top right corner, as shown below. Unless you've added a profile picture, this button is usually some form of your initials. After that, click on "View Account".



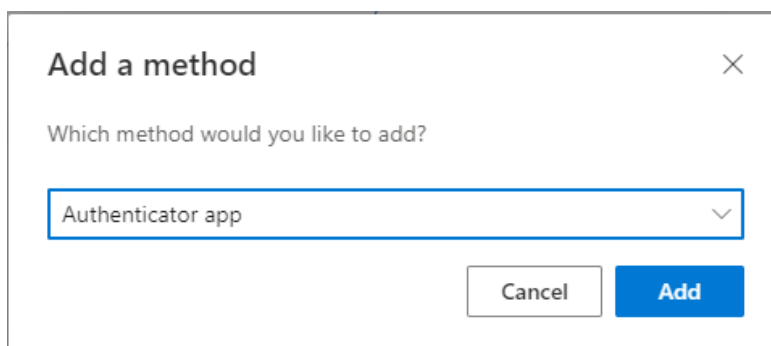
3. Click on update security info.



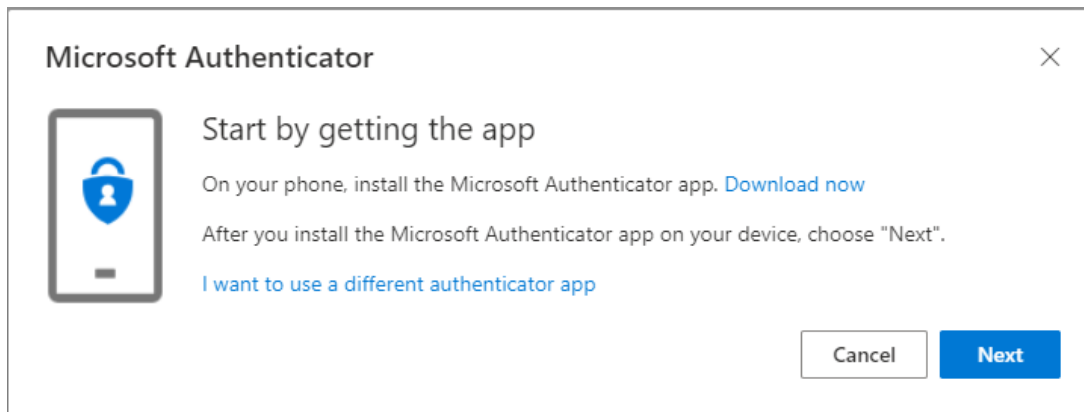
4. Now click on "+ Add Method".

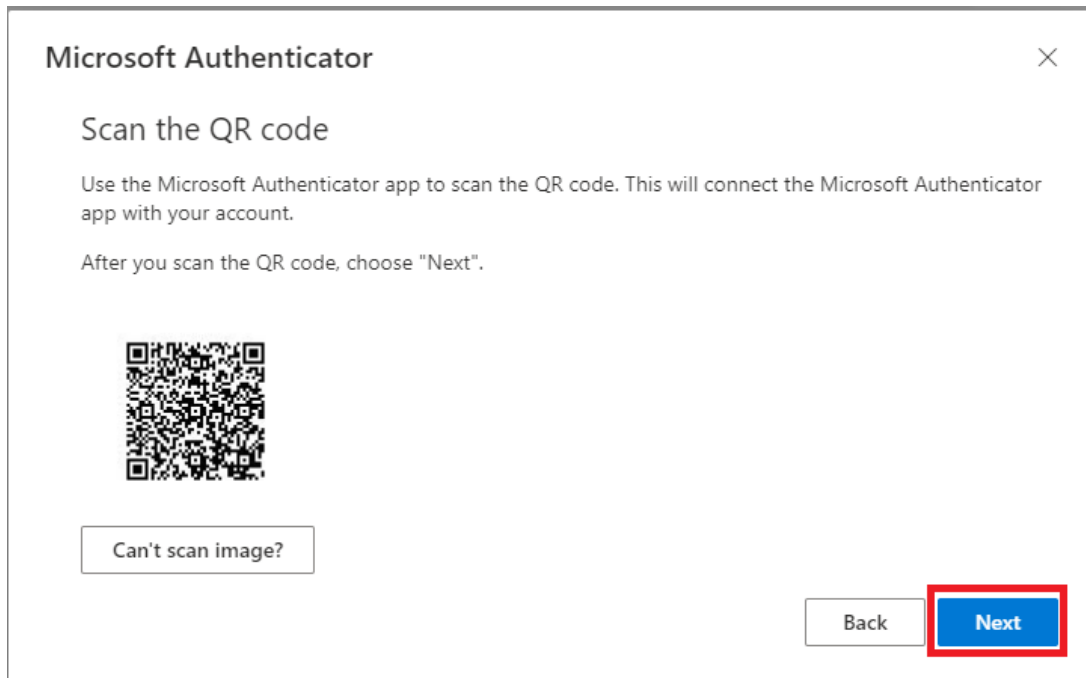


5. Select Authenticator App and click Add.



6. Click Next, until you see the QR code, then it's time to switch over to the phone portion.





7. My apologies I don't have detailed instructions for Android devices, although it shouldn't be much different. In the App Store on an iPhone, or Google App Store on an android, search for "Microsoft Authenticator", and install it. Once it's installed open it up and select "Scan QR Code".

4:48



[Skip](#)



Peace of mind for your digital life

Secure your accounts with multi-factor authentication.



Sign in with Microsoft



Add work or school account

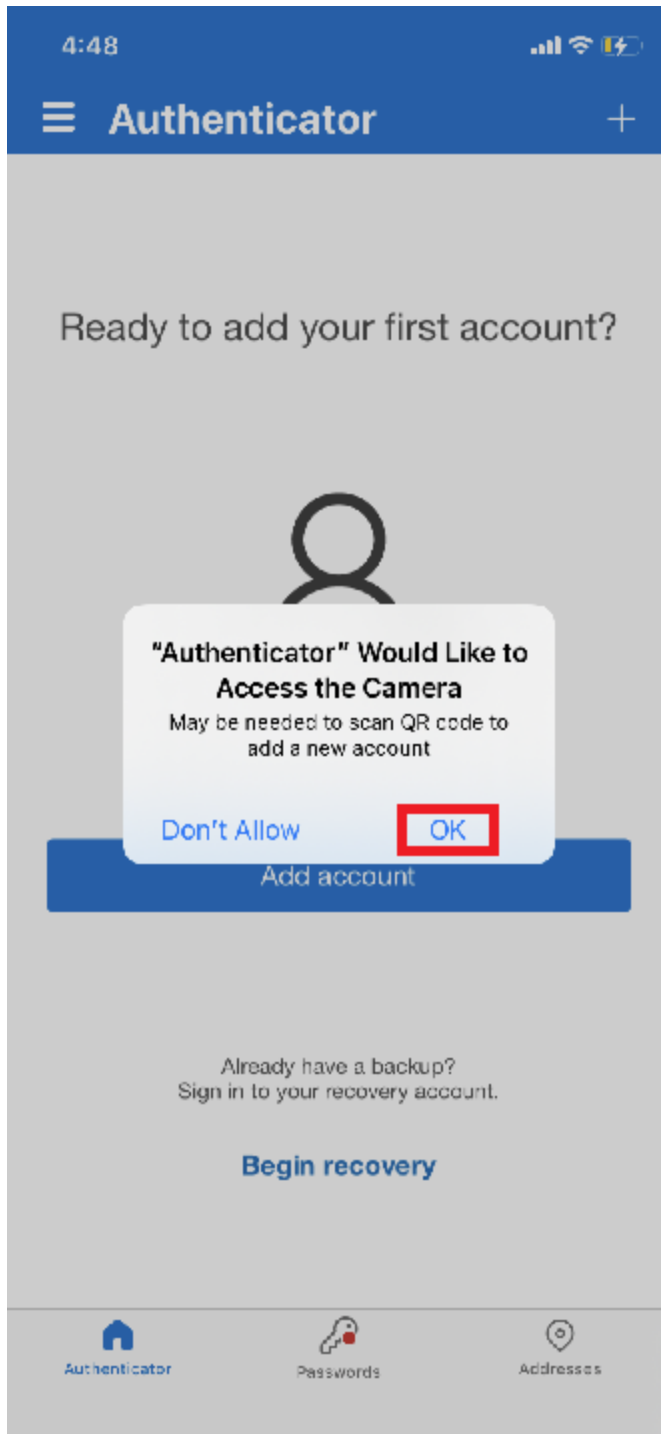


Scan a QR code

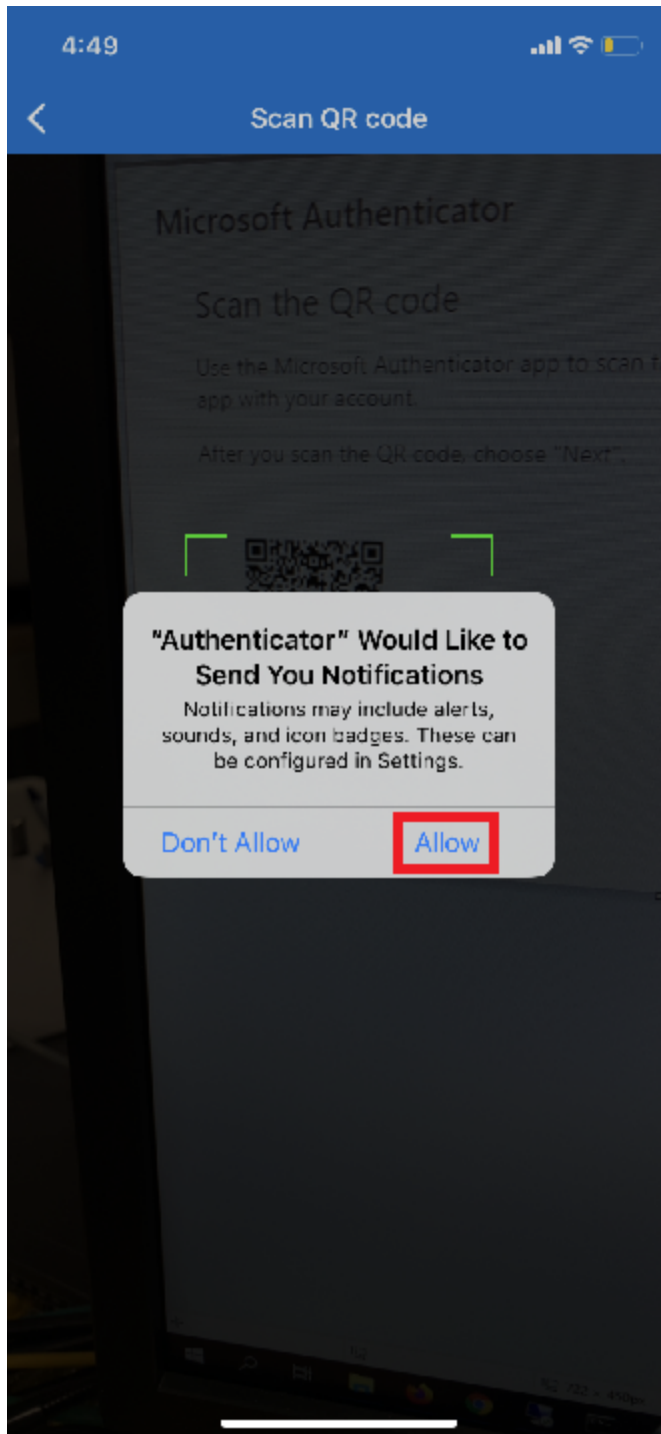
You can get a QR code from your organization or account provider, such as Microsoft, Google, or Facebook

[Restore from backup](#)

8. You'll see a prompt asking permission to access the phone's camera, click "ok", and point your phone's camera to the QR code displayed on your computer.

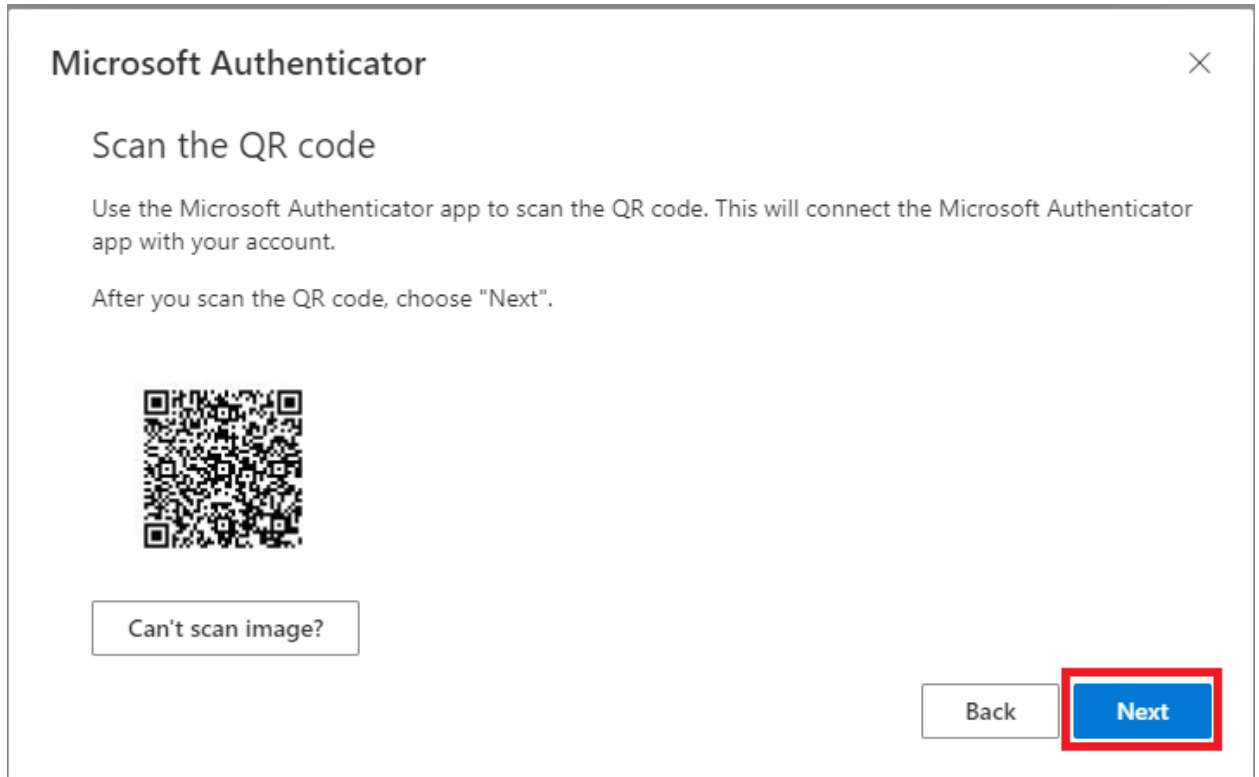


9. Next allow the authenticator app to send you push notifications, click allow.

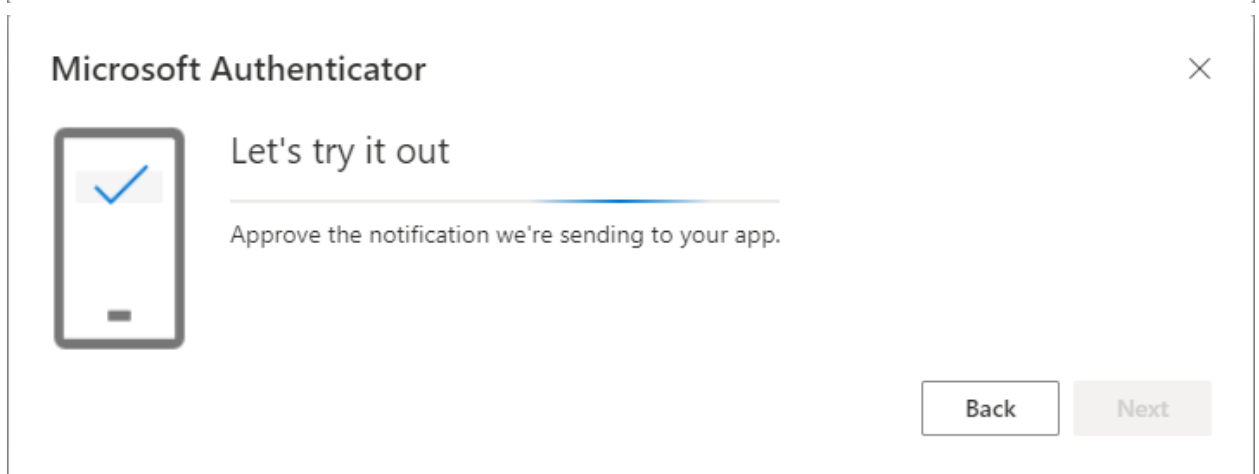


10. Now click on Next on your computer, which should still be on the QR code page, and it's time for a test.

11.



12.



11. You'll notice on your phone you can approve, or deny. Click approve, test successful, and you're all set.

4:51



Authenticator



kckps.org

Nathan.Richard@kckps.org



Approve sign-in?

kckps.org

Nathan.Richard@kckps.org

Deny

Approve



Authenticator



Passwords



Addresses