

Installing and Setting Up the App – First Time MFA User

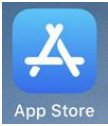
Microsoft Authenticator

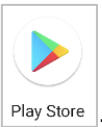
Microsoft Authenticator is a multi-factor authentication app on your mobile device that you can use to securely sign in to services like Microsoft Teams, Office apps on mobile devices, and much more.

Note: The instructions in this tip sheet are for an iOS device. The instructions and screenshots for an Android device may be slightly different.

Installing the App

How to: Install the App

1. On an iOS device, tap  .
or

- On an Android device, tap  .
2. Search for **Microsoft Authenticator**.
3. Install the app, e.g., for an iOS device, tap **Get**, and then tap **Install**.

Note: If you have access to the *LW App Store* on your mobile device, you can install the app from there instead.


The  app appears on the Home screen.

Adding Your Latham Account

After you install Microsoft Authenticator, you must add your Latham account to the app.

IMPORTANT: Contact [Technology Support](#) to request a *Temporary Access Pass* before you perform the steps in this section.

How to: Add Your Latham Account to Microsoft Authenticator

1. On the device Home screen, tap  .
Note: If this is the first time you have opened the app, a privacy disclosure screen appears. Tap **I agree** to continue.
2. Add a new account to the app.
Note: This process varies depending on whether you have never used the app before, or you are a current user and already have other accounts added to the app.
 - If you have never used Microsoft Authenticator before, perform the steps in the [Add Your First Account](#) section.
 - If you have other accounts added to Microsoft Authenticator, e.g., for personal purposes, perform the steps in the [Add an Additional Account](#) section.

Add Your First Account

After you accept the privacy disclosure, a welcome screen appears.

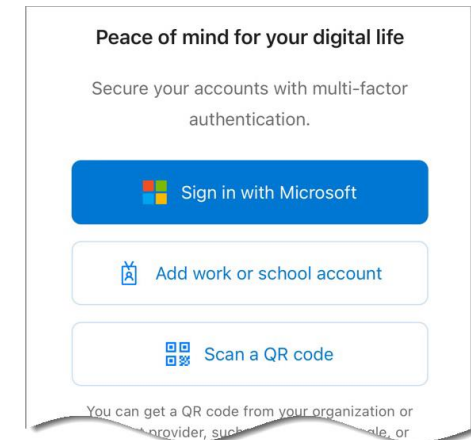


Figure 1: The *Welcome* screen

Tap **Add work or school account**.

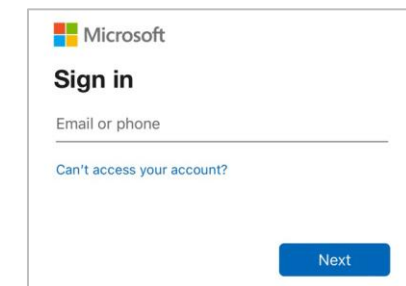


Figure 2: The Microsoft *Sign in* screen appears.

Add an Additional Account

When you open the app, the Microsoft Authenticator dashboard appears, which lists all the accounts you have already added to the app.

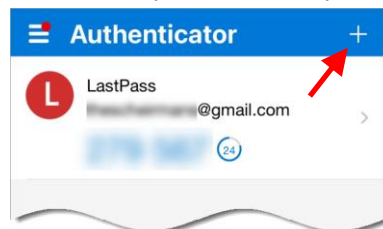



Figure 3: The Microsoft Authenticator dashboard

- 1) Tap the **Add account**  button in the upper-right corner.

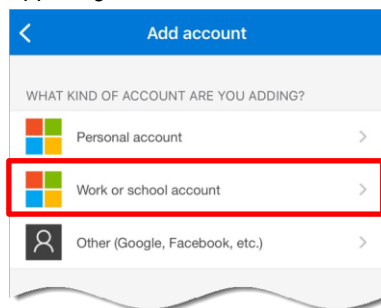


Figure 4: The **Add account** screen appears.

- 2) Tap **Work or school account**, and then tap **Sign in** on the dialog box.

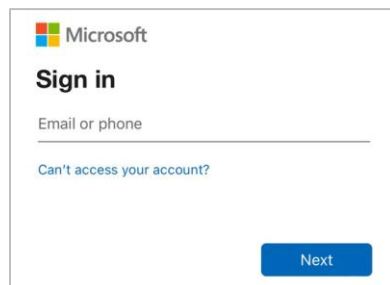


Figure 5: The Microsoft **Sign in** screen appears.

3. When the Microsoft **Sign in** screen appears, type your Latham email address in the *Email or phone* box, and then tap **Next**.

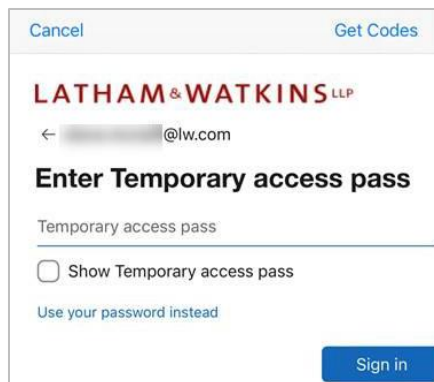


Figure 6: The Latham *Temporary access pass* screen appears.

4. Locate the email message from Technology Support that contains the *Temporary Access Code*.
5. Type the code in the *Temporary access pass* box, and then tap **Sign in**.

Note: If a request for Microsoft Authenticator to send notification appears, tap **Allow** so the app can notify you when an authentication request is sent to your device.

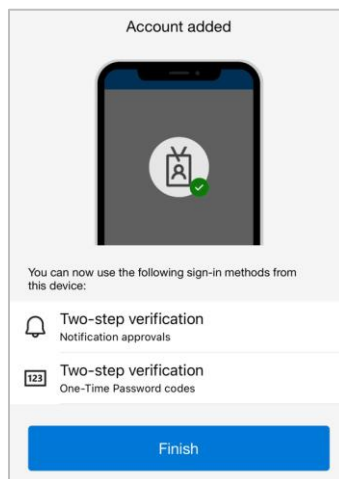


Figure 7: An *Account added* page appears.

6. Tap **Finish**.



Figure 8: Your Latham account appears on the *Authenticator* screen.