

# Set up two-step verification/MFA for external users

This guide is for you who are an external user and need to enable two-step verification/MFA.

You need to use two-step verification/MFA when you e.g., are invited to a team in Microsoft Teams.

To be able to follow this guide you need:

- Computer and internet access
- Mobile phone with the ability to install apps

*Should you lose your phone, or for some other reason no longer have the ability to approve your login with the phone, you can [get your Authenticator reset from the KI website](#).*

## Step 1:

On your computer, start by clicking on the link in the invitation that you received from the person who invited you, or shared a file with you.

You will then be informed that **More information is required**.

Alternatively, use [this link](#) and sign in with the e-mail address that received the invitation.

For consultants with external support accounts, use your username@user.ki.se.

Confirm that the email address listed is the address you received the invitation with, then press **Next**.



## More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

### **Step 2:**

You now need to open your phone and open the **Microsoft Authenticator** app.

If you do not have this app on your phone, you need to install it from the Google Play Store (Android) or the App Store (iPhone).

After opening the app on your phone, click **Next** on the computer.

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Microsoft Authenticator



#### Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

*Microsoft Authenticator is currently the only approved authentication app at Karolinska Institutet.*

#### Step 3:

You should now add your account to the app.

If this is the first time you open the app, you will have the option to add an account immediately.

Otherwise, press the plus (+) at the top right to add a new account (iPhone), or the three dots at the top right, then **Add account** (Android).

Choose to add a **Work or school account** to your phone, then press **Next** on your computer.

### Microsoft Authenticator



#### Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

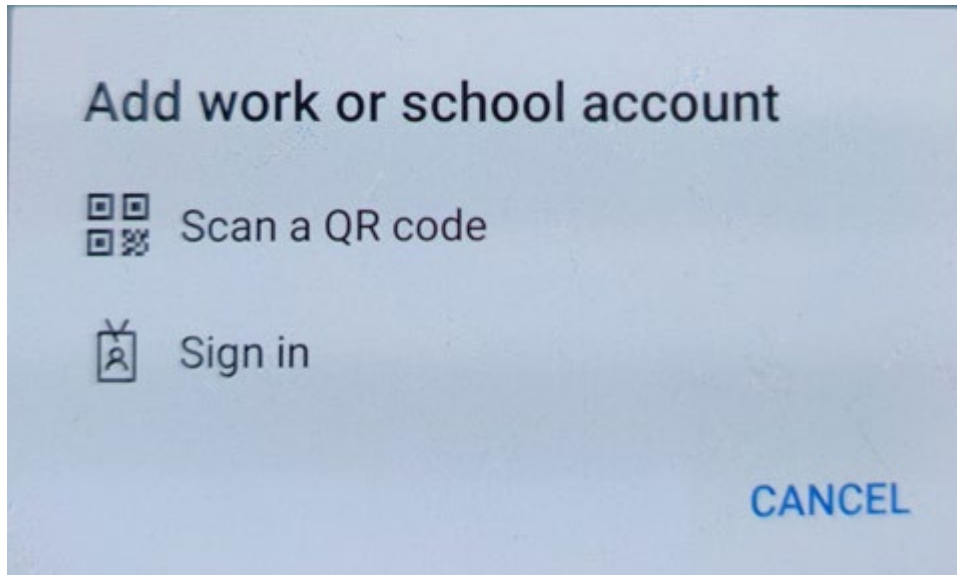
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**Step 4:**

On the phone, select **Scan a QR code** after selecting the account type.

If the app requests access to the camera, this needs to be approved to proceed.



**Step 5:**

You should now see a QR code on your computer that you will need to scan with your phone.

The camera on the phone should also have started.

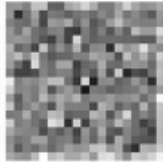
After scanning the QR code with your phone, click **Next** on the computer.

# Microsoft Authenticator

## Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

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### Step 6:

You will now receive a message asking you to enter the number shown on your computer into the prompt on your phone in order to approve your log-in.

## Microsoft Authenticator



### Let's try it out

Approve the notification we're sending to your app by entering the number shown below.




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### Step 7:

Once you have approved the message will appear below on your computer.

 Notification approved

Then click **Next** on the computer.

If everything went well, you will now see a message on the computer saying that the setup is complete.

## Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

### Default sign-in method:



Microsoft Authenticator

Done

When logging in, you may now be asked to approve the login with your phone.

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