



Setting up the Microsoft Authenticator App Using only a Phone to access NMTAFE systems.

Note: To access your TAFE email on your phone, Microsoft requires the installation of the Outlook Application on your device.

1. First download the Microsoft Authenticator App from the Play Store or App Store.



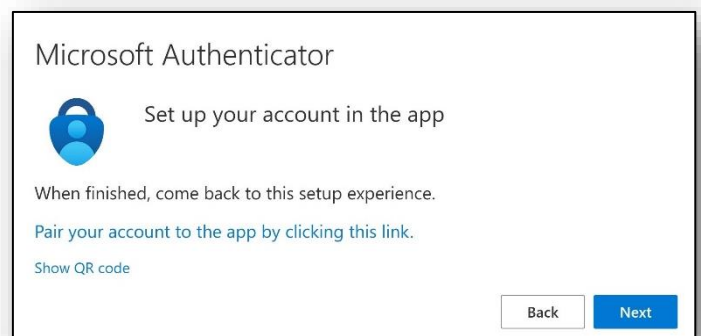
Microsoft Authenticator

2. From the North Metropolitan TAFE website, **open the Microsoft 365 [link](#)**.
3. Log into Microsoft 365 with your student login details:
Email Login: Student ID Number@tafe.wa.edu.au
Password: Your default password (unless you have already changed your password at home or on a student PC)
4. You will be prompted that “More information is required”.
Click Next three times.
5. **Press “Pair your account to the App by pressing this link.”**

This will set up your account with Microsoft Authenticator automatically.

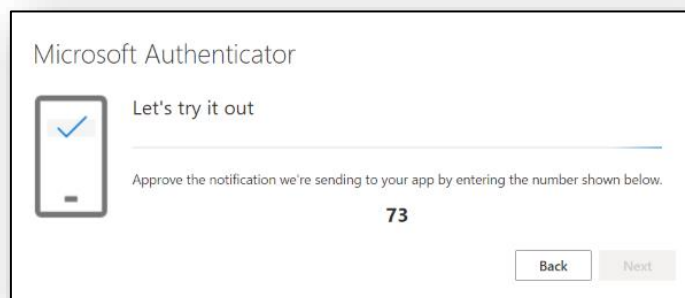
First time users of Microsoft Authenticator may need to *Press Skip* in the App to see their account.

Once this is done, **press next** on the browser.

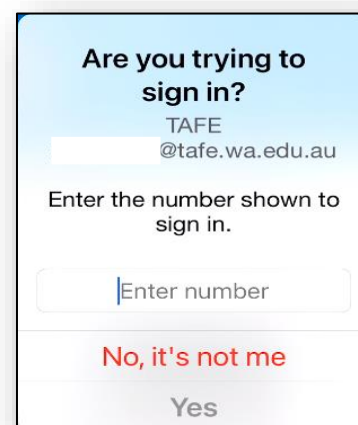




6. Your browser screen will refresh and ask you to **enter the number displayed** on the Microsoft 365 page.

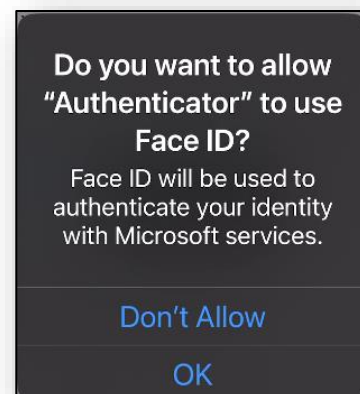


7. Enter this number in the authenticator app, then press “Yes”.

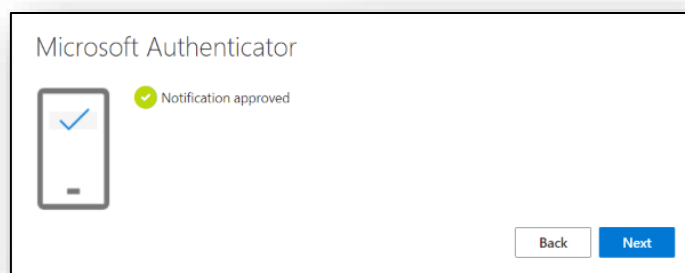


8. Security Options

- a. If you use Face ID, or Finger Print to unlock your phone you can also use this to unlock Microsoft Authenticator.
- b. If you wish not to use this option, select “Don’t Allow”.
- c. You will be prompted to enter your phone’s PIN.



9. The Microsoft 365 page should display this screen:



10. Click **Next**.



11. Enter details in the Phone screen as follows:

- Enter **Australia** as your region.
- Enter your **phone number**, then click **Next**.

Method 2 of 2: Phone

App Phone

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Australia (+61) Enter phone number

☒ Text me a code
☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

12. Your phone will receive a code via SMS. Enter this code on this screen. Then click **Next**.

Phone

✓ SMS verified. Your phone was registered successfully.

Next

13. You will reach this screen. **Click Next**.

14. You are now set up! **Click Done** to continue to Microsoft 365.

Method 2 of 2: Done

App Phone

Success!

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

Default sign-in method:

Phone +61
Microsoft Authenticator

Done

If you require assistance with the above process, please visit your campus library, or give a call. Contact details and opening hours can be found [here](#).

Further information about Microsoft Authenticator can be found on the Microsoft Help page which you can access by clicking [here](#)

