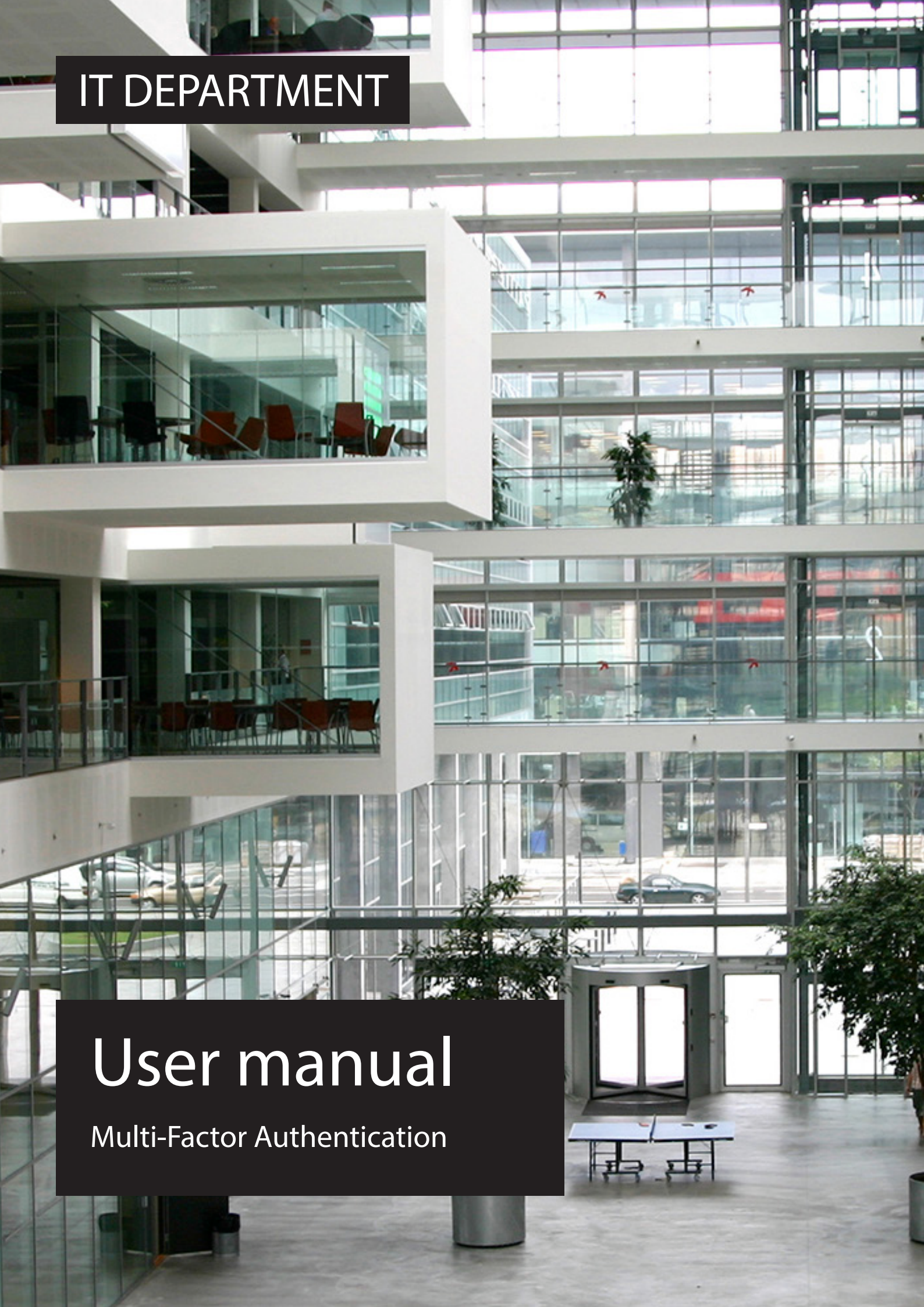


A photograph of a modern, multi-story office building interior. The building features large glass walls and multiple levels with white concrete railings. On the left, there are two visible office floors with desks and chairs. The right side shows a large glass wall that looks out onto a city street with cars and buildings. The ground floor has a large open space with a glass door and some small tables. The overall atmosphere is bright and modern.

IT DEPARTMENT

# User manual

Multi-Factor Authentication

# User manual

A guide on how to set up  
and use multi-factor  
authentication

## Contents:

1. Set up multi-factor authentication
2. Set up authenticator mobile app
3. Set up Passkey

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2300 Copenhagen S  
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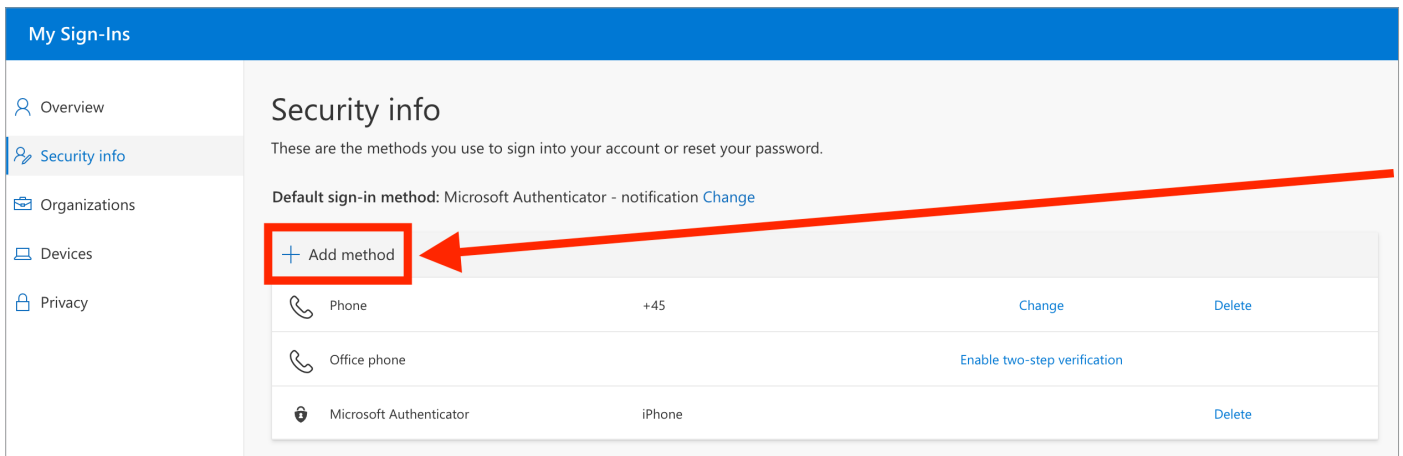
Last updated September 2026.

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1

# Set-Up Multi-Factor Authentication

## 1.1

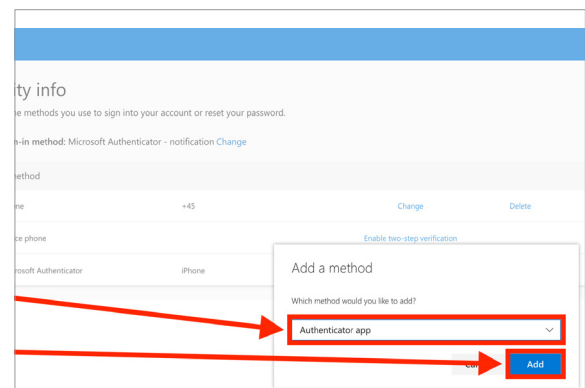


Go to <https://aka.ms/mfasetup> and you will meet this set-up page. Make sure you are in the 'security info' tab.

Click on the '+' to add a MFA method.

## 1.2

Choose your method of verification. It is VERY IMPORTANT that you register AT LEAST 2 different methods.



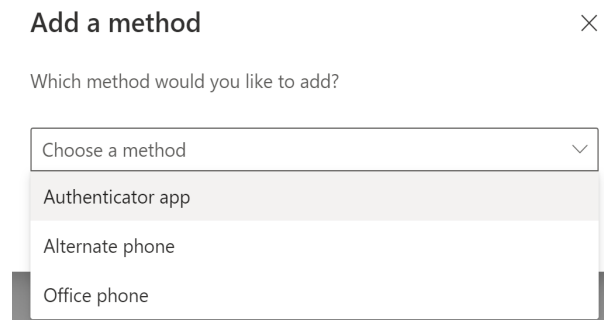
In the following we will describe how to set up authentication via mobile app and passkey.

2

Set up  
Authenticator  
mobile app

## 2.1

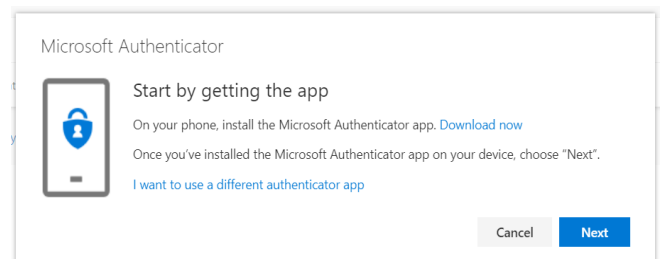
Select Authenticator app.



## 2.2

Follow the instructions to install the Microsoft Authenticator app on your mobile device.

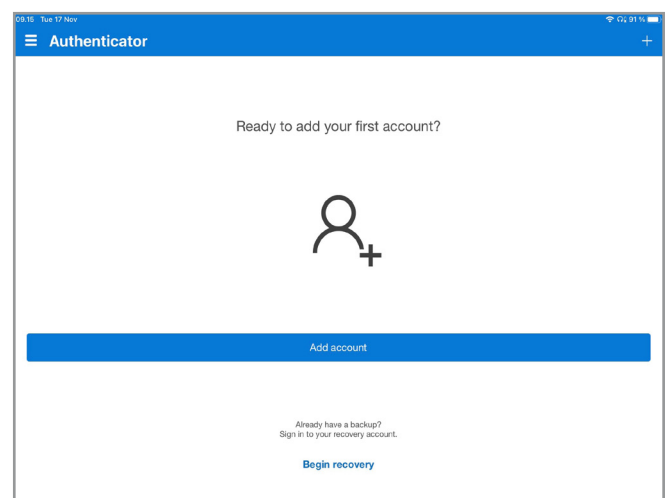
Once the app is installed, click 'next'.



## 2.3

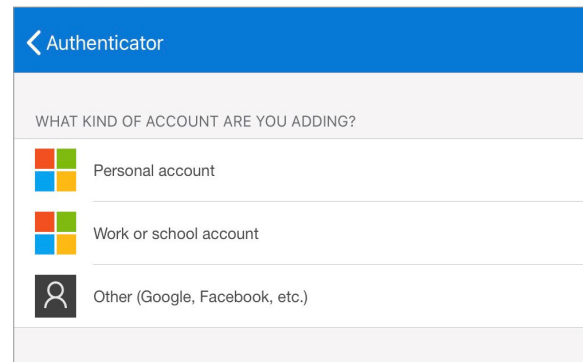
Open the Microsoft Authenticator app on your mobile device.

Select "Add account".



## 2.4

Select “Work or school account”.

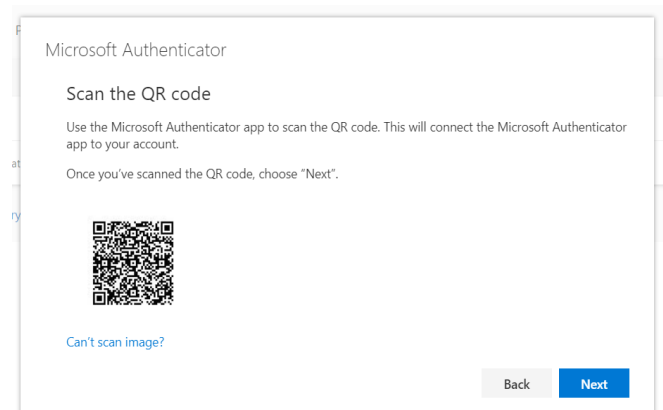


## 2.5

Now use the Microsoft Authenticator app to scan the QR code.

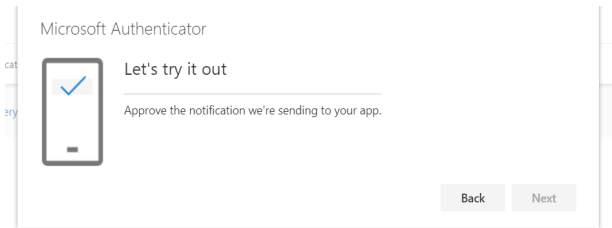
Once you have scanned it, your account should be registered in the app.

Click “Next”.



## 2.6

When a notification appears on your mobile device, click “Approve”.



Click “Next” to finish the setup.

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## 2.7

### IMPORTANT!

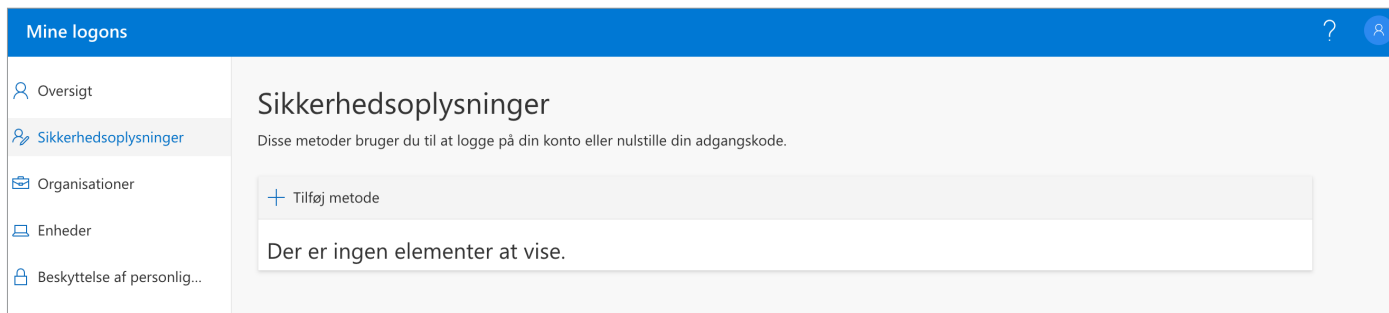
Please add another option for MFA now, so you aren't locked out of your account if you lose your phone.

Please continue with Passkey setup from 3.1.

3

Set up  
Passkey

## 3.1



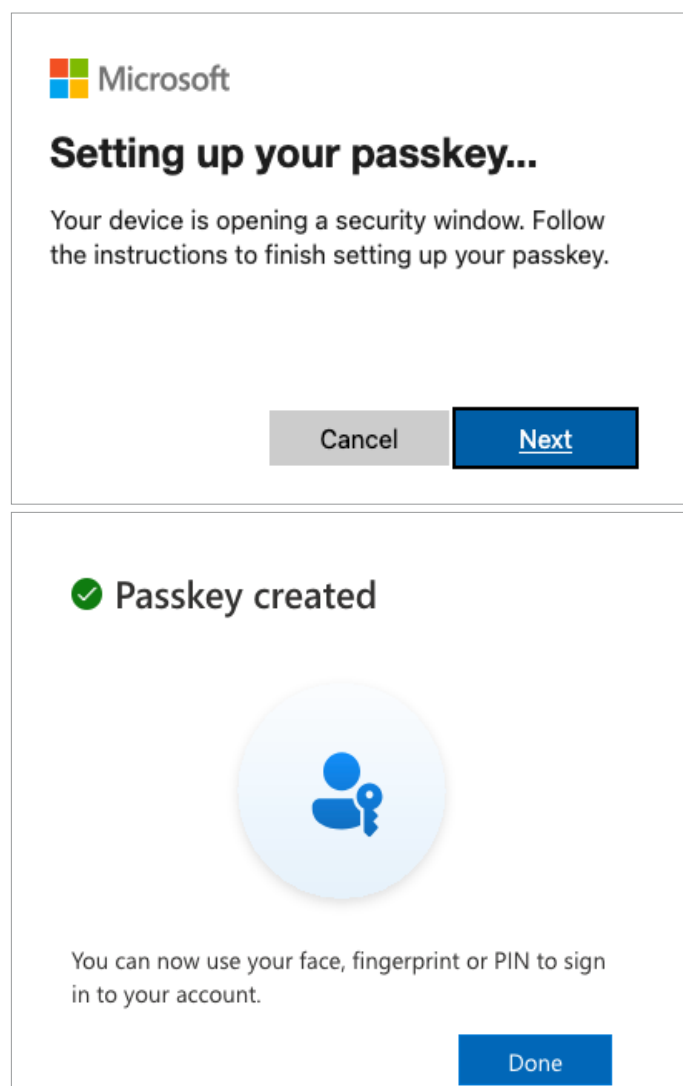
Click on the '+' to add another MFA method and select 'Passkey'.

## 3.2

Your device will open a security window.

Follow the instructions to save your Passkey onto your device.

Give your Passkey a name to remember what it is used for, and you are done.



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