

1. Install Microsoft Authenticator on your Smartphone

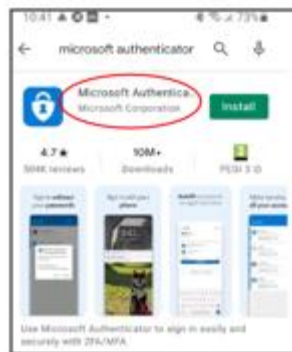


You will need your Smartphone

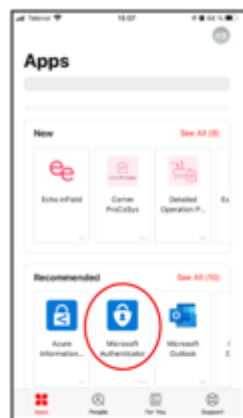


If you have not already installed Microsoft Authenticator on your smartphone, open the Company Hub or App store (iphone) / Play Store (Android), search for "Microsoft Authenticator" and install the application on your smartphone. It should take no more than a few minutes.

Authenticator is available within the Apple App Store and the Android Play Store



Authenticator is available within the Company Hub



2 Enroll MS Authenticator for Azure services



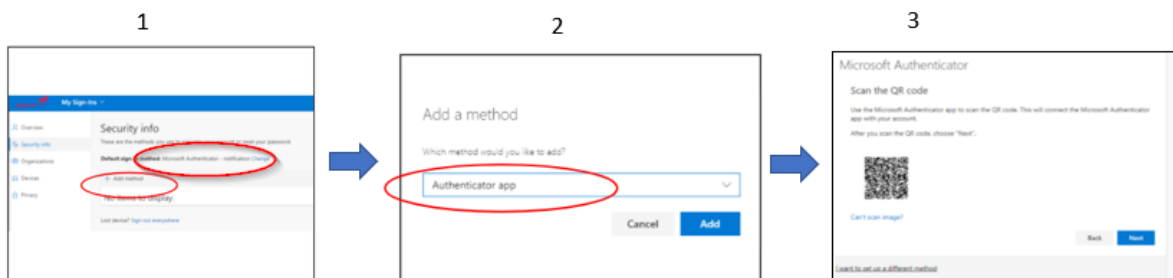
You will need your computer

Note! The following steps needs to be performed in an **InPrivate** or **incognito** window. You can open an incognito window by opening a browser (Edge/Google Chrome) and pressing CTRL + SHIFT + N, or by pressing the three dots in the top right and choosing "New InPrivate window":



In your InPrivate/Incognito window on your web browser, enter the following URL: <https://aka.ms/setupmfa>

1. Login using your Equinor e-mail address. Your Azure information page will be displayed.
2. Select Security Info > Add Method > Choose Authenticator App > Click Add
3. A pop up screen will appear, just click next until you see the window where it ask to scan the QR code.
Keep the QR Code visible on your laptop and proceed to your smartphone.



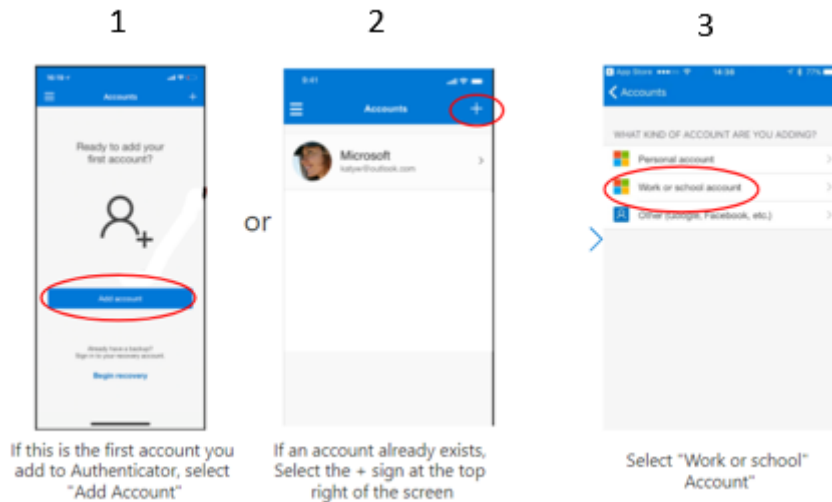
You will need your Smartphone

On your smartphone, start the Microsoft Authenticator application.

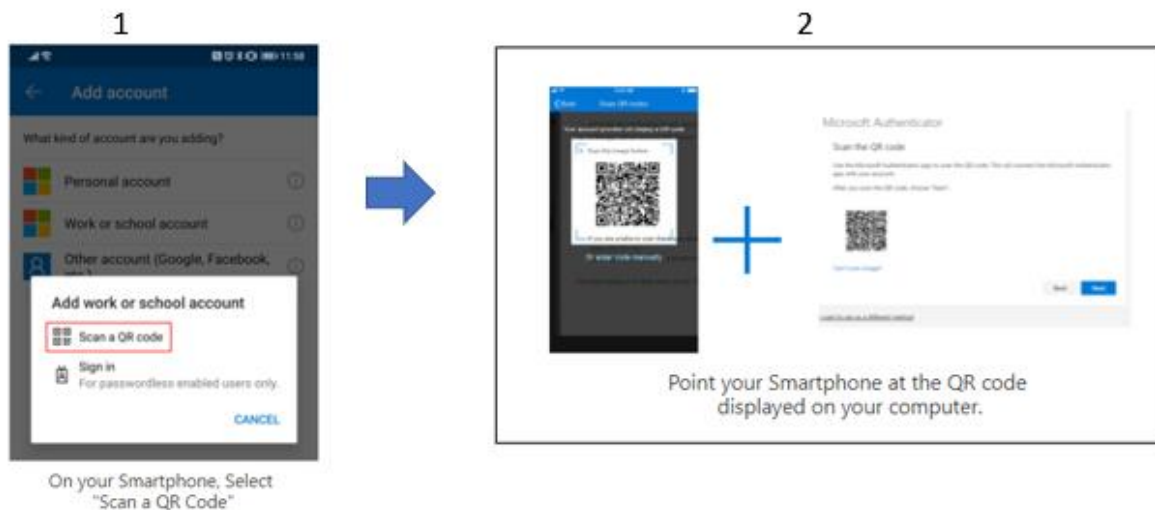
1. If this is the first time you add an account to Authenticator, select "Add Account"

2. If you already have an account within Authenticator, Select the (+) icon at the top-right of your smartphone screen.

3. Select "Work or school" account > Scan QR code (The camera will activate)

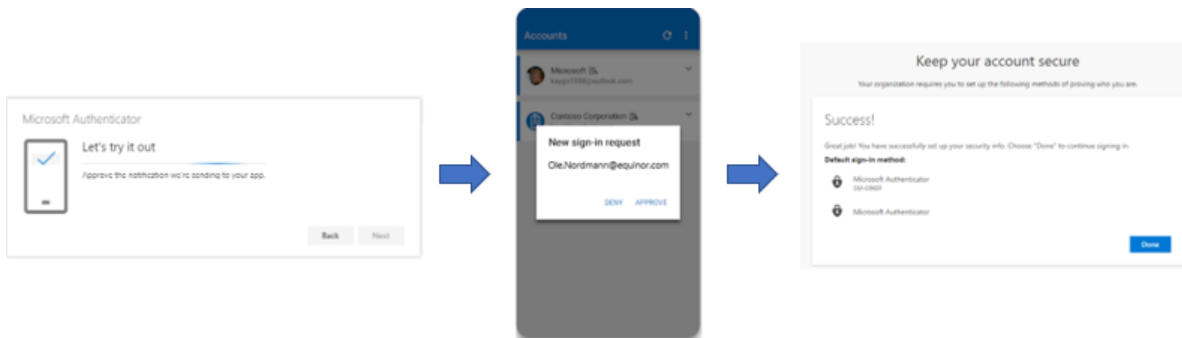


2. Point your Smartphone at the QR Code displayed on your computer.



3. VERIFY THAT AUTHENTICATOR IS WORKING CORRECTLY

Once you have completed the previous step - you should receive an "Authenticator Notification" on your smartphone asking you to "approve" a sign-in to your Equinor Account. Simply approve this request.

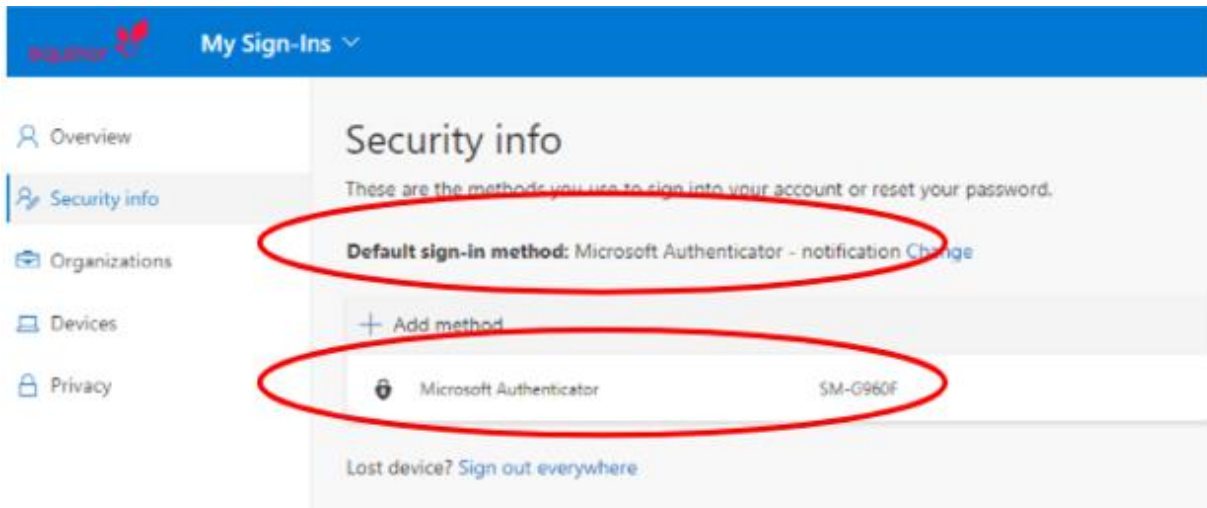


4. DOUBLE CHECK - VERIFICATION OF AZURE MFA STATUS

Once completed - you can always check your Azure MFA status and verify that that all is correct.

A. Log into <https://aka.ms/setupmfa>

1. Ensure that your Default Sign-in method is set to Microsoft Authenticator
2. Ensure that the method for your device is Microsoft Authenticator



In the Authenticator App



1. Verify that you have an entry named "Equinor".

Congratulations, you have now enrolled for Equinor MFA Services.

If you have any questions, please contact the Service desk or visit [Go-To IT](#)