How to setup MFA for Guest Users

This Document describes MFA setup for guest accounts (externals) MFA authentication methods.

- Open Application link sent to your Mailbox from Novartis.
- It will re-direct to URL https://mysignins.microsoft.com/security-info
- Follow the instructions. You will be able to configure Microsoft authenticator app.

When you see the prompt to install the **Microsoft Authenticator application**, you need to:

Open the **Microsoft Authenticator** application on your mobile device. Tap the **Authenticator** icon to open the Microsoft Authenticator application.

If you don't have Authenticator App installed on your mobile device, then download/install the **Microsoft Authenticator** application from the Play Store or App Store and tap the **Authenticator** icon to open the application.

U NOVARTIS	
	Keep your account secure
	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 Microsoft Authenticator app
	I want to set un a different method
	4

Click Next.

Add an account in Mobile authenticator app and Select "Work or school."

Sec	Urity info)	
These a	are the methods y	You use to sign into your account or reset your password.	
+ A	Microsoft	Authenticator Set up your account If prompted, allow notifications. Then add an account, and select "Work or school". Back	×

Select Scan QR code option in Laptop and Use your mobile device to scan the QR code that appears on the desktop. This will connect the **Microsoft Authenticator application** with your desktop account.

Scan the OR code	
Lice the Microsoft Authenticator and to scan the OP code. This will connect the Microsoft Authenticator	or
app with your account.	UI
After you scan the QR code, choose "Next".	
TELEVISION CONTRACTOR	
Can't scan image?	
	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?

On your mobile device, tap the **Authenticator** icon to open the **Microsoft Authenticator application**.



On the Accounts screen, tap Add account.



Tap Work or school account.



Select **Scan QR code.** If a prompt to allow the **Authenticator** access to the camera appears, tap **OK**.

Use your mobile device to scan the QR code that appears on your desktop/Laptop. This will connect the Microsoft Authenticator application with your desktop account.

Enter the verification number that appears on the window as shown in the following image.

H A Micro	soft Authenticator	×
?	Approve the notification we're sending to your app by e	ntering the number shown below.
		Back

Now on your mobile device, in the Microsoft Authenticator App notification, type in the exact number showing the laptop screen and tap on **Yes**.

In the Notification approved message that appears on your laptop, click Next.

Secu These ar	urity info re the methods you use to sign into your account or reset your password.	
+ Ar ? Lost de	Microsoft Authenticator	Dele Back Next

Once Microsoft authenticator app set up successfully, as secondary method we can add Mobile Number as well, if users are willing to share their Mobile Number with country, we can add Mobile Number from Azure console.



Once MFA authenticator app setup successfully, users can sign into application without any error.

Further information

For further **IT support**, please click <u>here</u>.