

## How to setup MFA for Guest Users

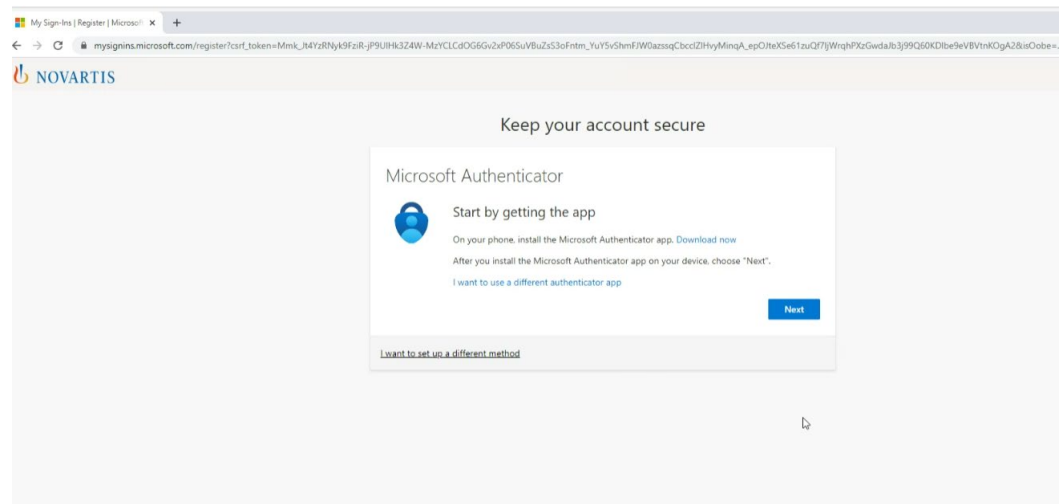
This Document describes MFA setup for guest accounts (externals) MFA authentication methods.

- 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:

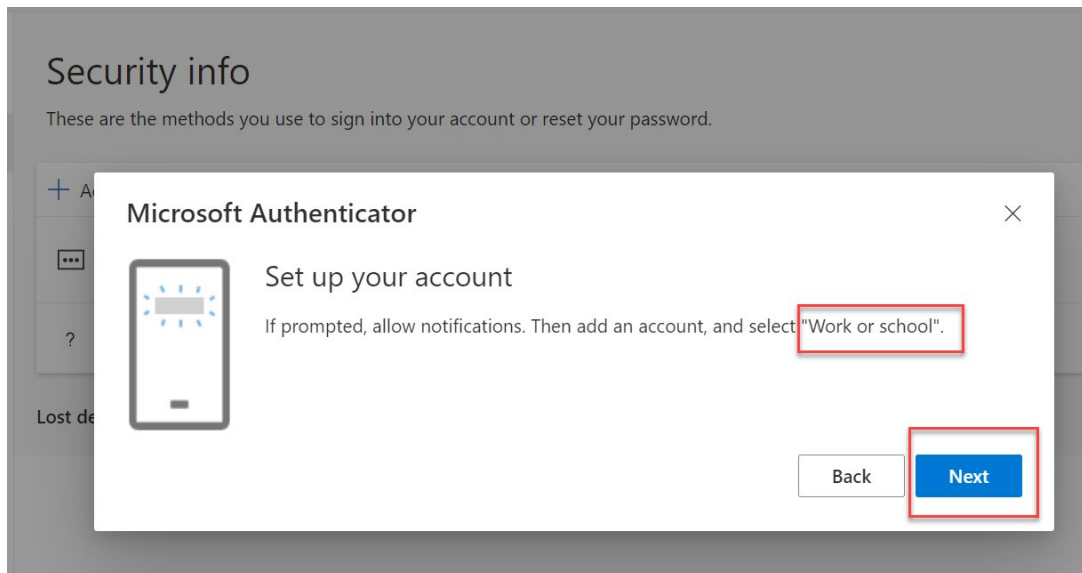
Open the **Microsoft Authenticator** application on your mobile device. Tap the **Authenticator** icon to open the Microsoft Authenticator application.

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.

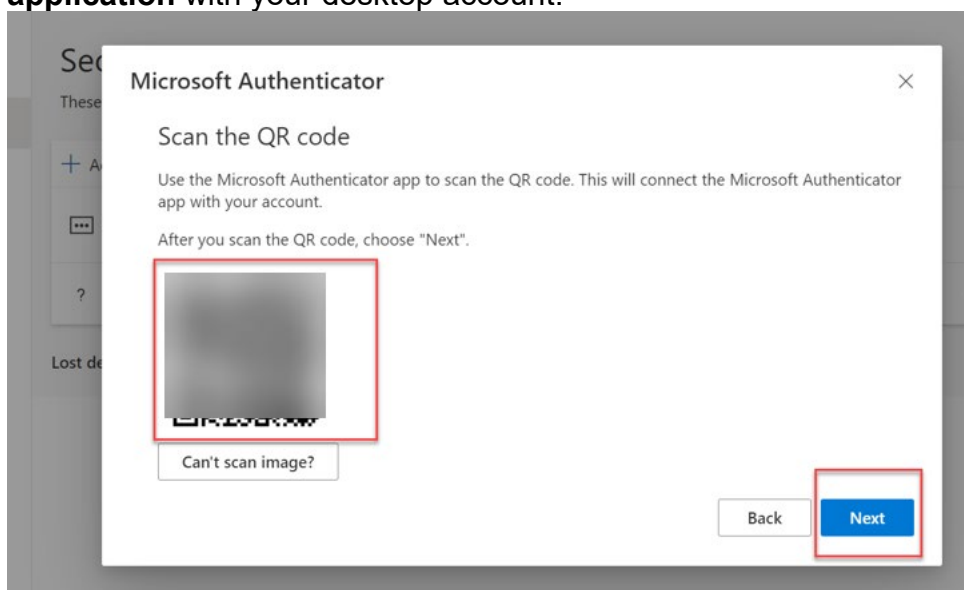


Click **Next**.

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



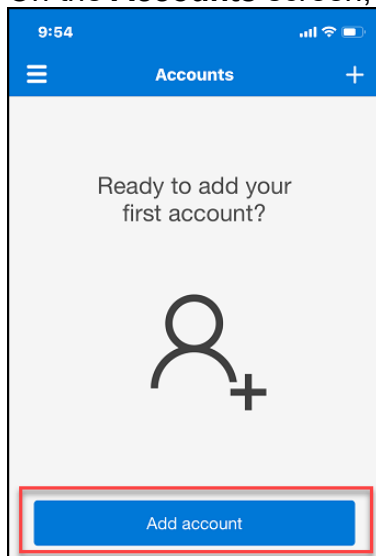
Select Scan QR code option in Laptop and Use your mobile device to scan the QR code that appears on the desktop. This will connect the **Microsoft Authenticator application** with your desktop account.



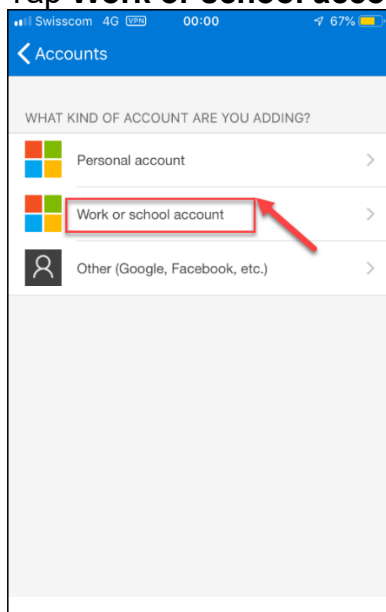
On your mobile device, tap the **Authenticator** icon to open the **Microsoft Authenticator application**.



On the **Accounts** screen, tap **Add account**.



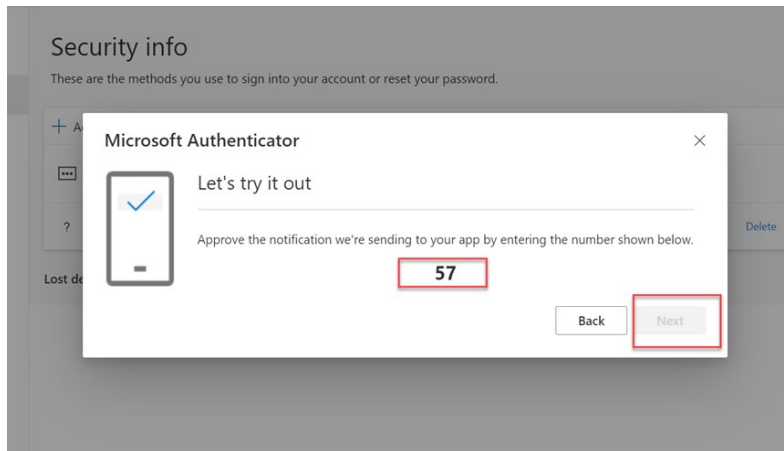
Tap **Work or school account**.



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

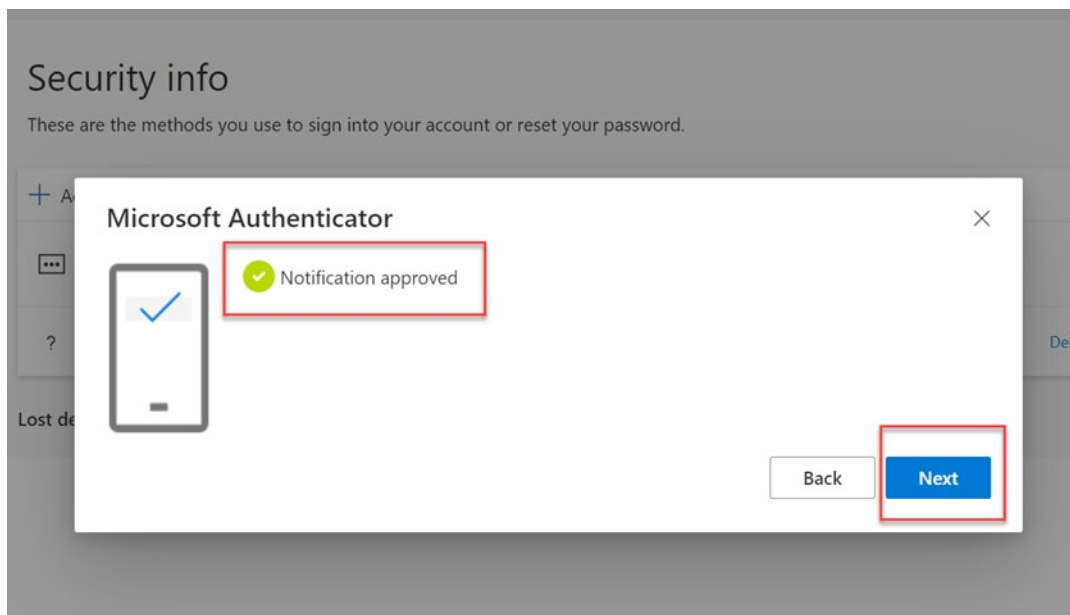
Use your mobile device to scan the QR code that appears on your desktop/Laptop. This will connect the Microsoft Authenticator application with your desktop account.

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

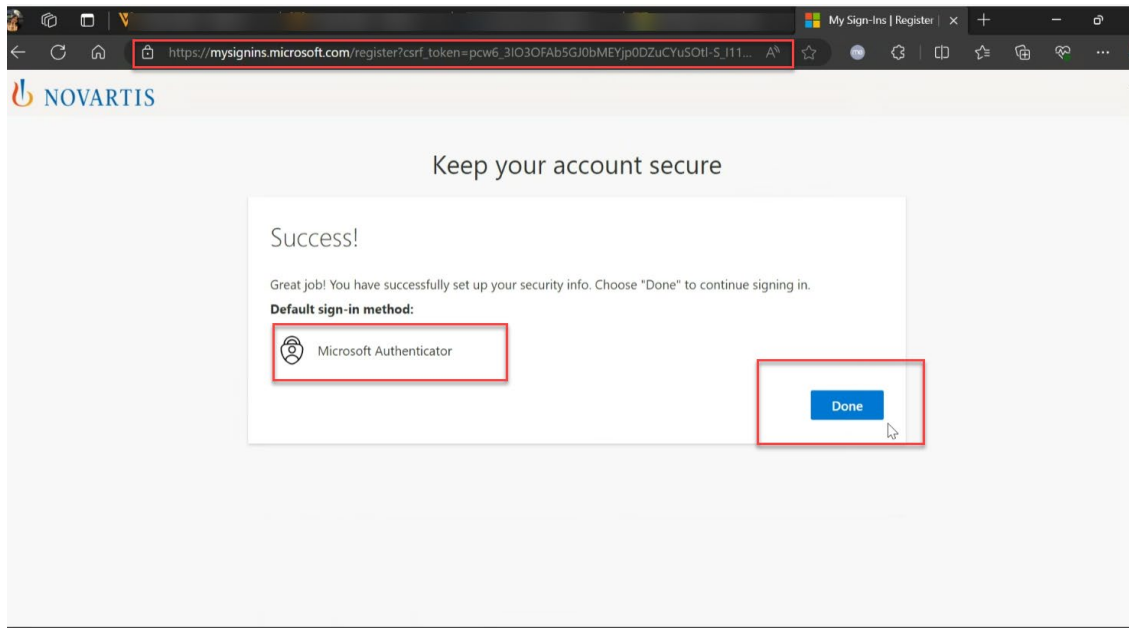


Now on your mobile device, in the Microsoft Authenticator App notification, type in the exact number showing the laptop screen and tap on **Yes**.

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



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 [here](#).