



How to setup MFA

Group IT



Workflow validation				
Who	Service	Date	Comment	Signature
Parent Hugues	DSI Corp	07/03/25	Création	

Version history			
Version	Date	Who	Object
	Cliquez ou appuyez ici pour entrer une date.		



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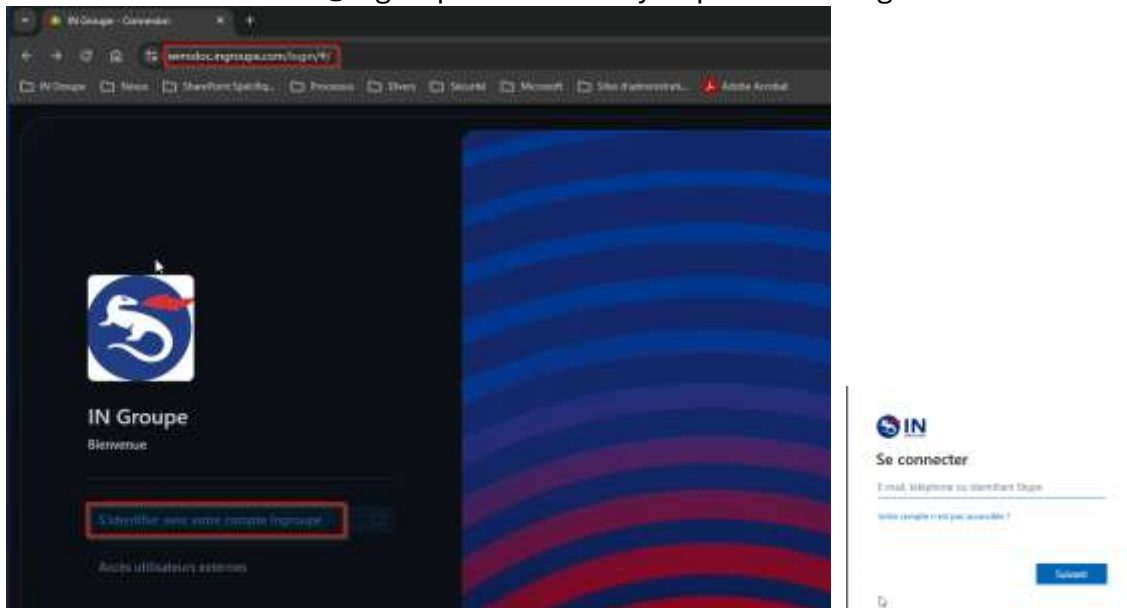
1. Pre requirement

1.1 Technical part

→ In top of all, you need to install “Ms Authenticator” under your smartphone.

1.2 What’s happen after

→ Each service based on @ingroupe.com identity required a strong authentication

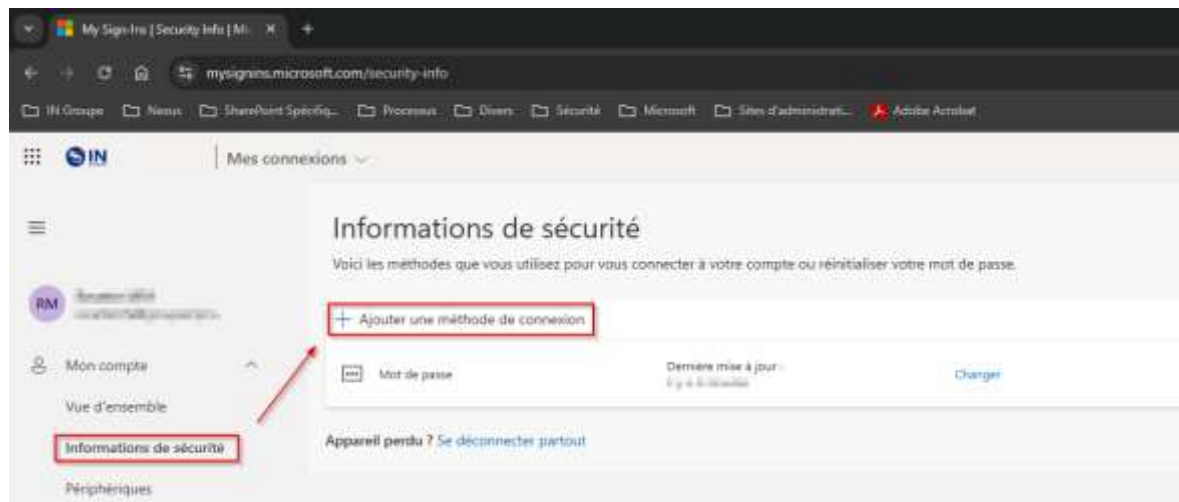


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- After put your password, number will shared and need to be write under your MS Authentificator apps.
- If number match, access is granted.

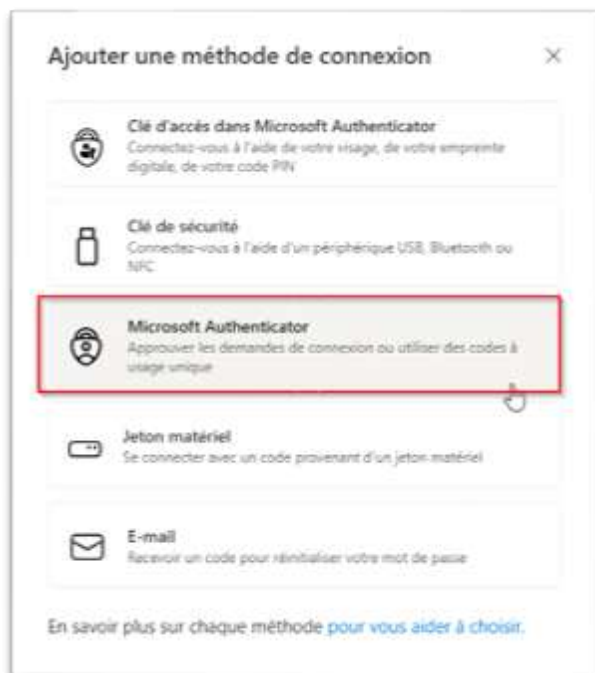
2. Step-By-Step process

2.1 From “My account”

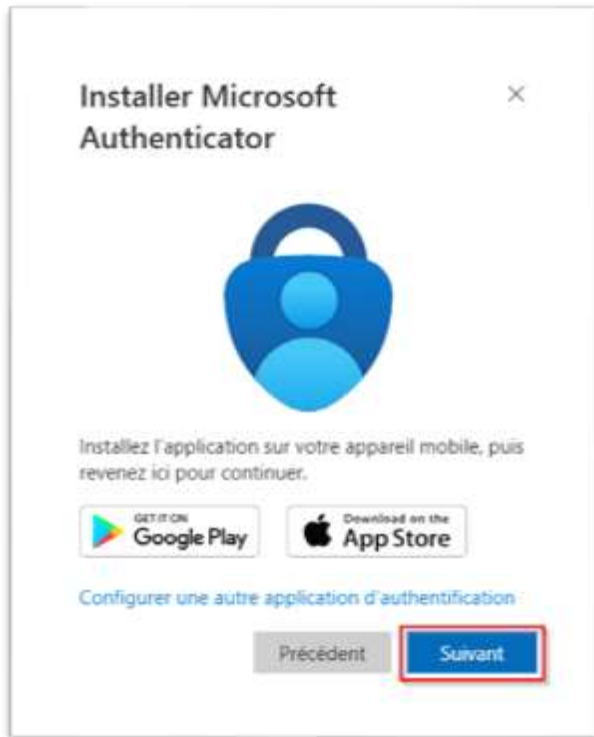
- Go to the URL <https://myaccount.microsoft.com/> in “Private” mode
- After authentication, go to” Security information”, click option “Add authentication method”



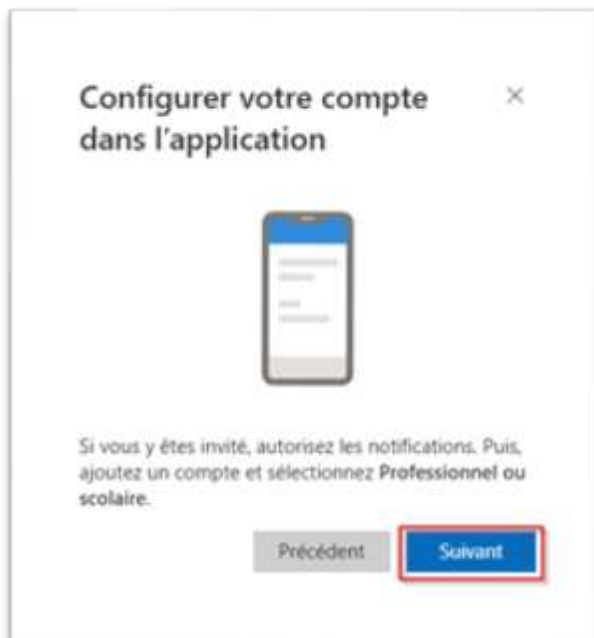
- Choose “Microsoft Authenticator”



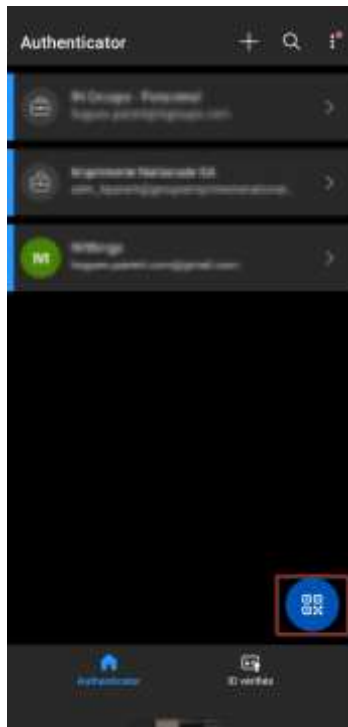
- Click “Next”



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- Click “Next”



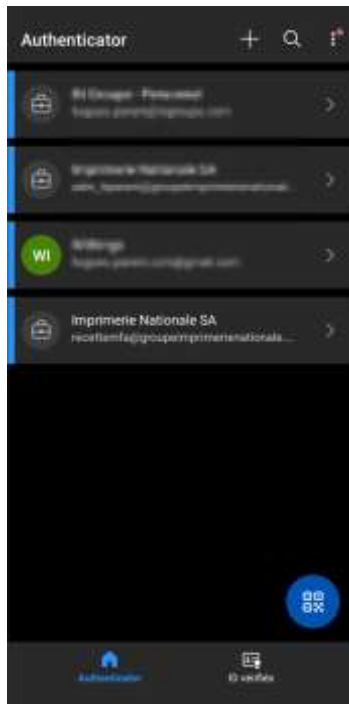
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- A QR is shared.
- Open “MS Authenticator” under you Smartphone and click on icon bellow



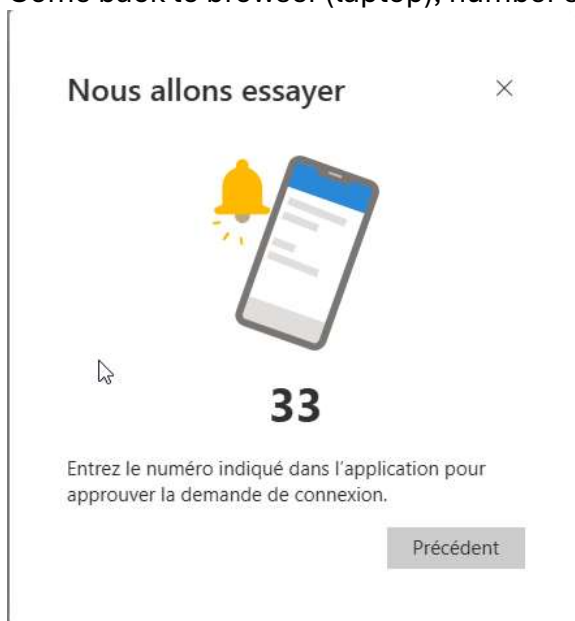
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- Scan QR code share



-
- Account is added under apps



-
- Come back to browser (laptop), number shared must be put under your smartphone



-
- If ok

✓ Authenticator Added



Vous pouvez maintenant utiliser Microsoft Authenticator pour approuver les connexions, obtenir des codes uniques, etc.

Il s'agit maintenant de votre méthode de connexion par défaut.

Terminé