**For Apple Phone Users:**

* Please go to the App Store
* Search and download:
  + Microsoft Authenticator
    - This is to ensure you get a prompt to approve your VPN Cisco connection
  + Microsoft Outlook
    - This is pickup Company emails on your phone
* Once these apps have been downloaded completely, go to an internet browser (Chrome/Edge) and access [Aka.ms/mfasetup](https://house1works-my.sharepoint.com/personal/tnang_house-works_com/Documents/Aka.ms/mfasetup)
* Enter your email information and follow the prompts
  + Graphical user interface, application, Teams

    Description automatically generated
* Enter your network password
  + Please reach out to me if you are unable to sign in or need to have your password reset
  + Graphical user interface, application

    Description automatically generated
* Check off “Don’t show this again” and click Yes
* If you have done this registration successfully, you should see two items on the next screen.
  + Your phone number to get text verification from Microsoft
  + Microsoft Authenticator for VPN
    - Graphical user interface, text, application

      Description automatically generated
  + If you DO NOT have both, please click on “Add sign in Method”
    - Graphical user interface, text, application

      Description automatically generated
  + Go through the steps of adding your phone number and/or Microsoft Authenticator
    - If you add a phone number, you will get a text from Microsoft to complete the setup
    - If you add Microsoft Authenticator, you will need to scan the QR
      * Please download the Microsoft Authenticator first before scanning QR code
  + Default sign-in method should be the: Microsoft Authenticator
  + Test VPN connection