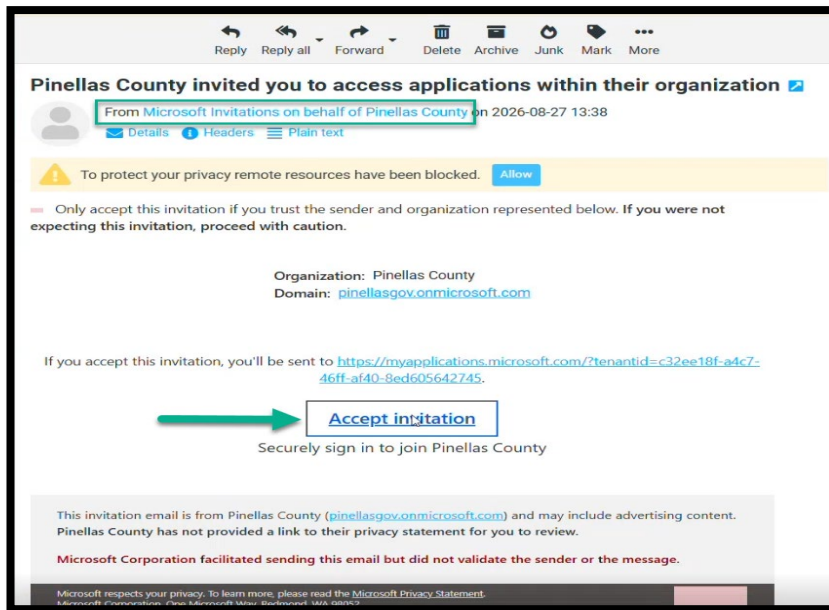


How to Set Up Microsoft Authentication on Your Phone or Tablet

1. HSConnects users will receive an email from Microsoft invitations on behalf of Pinellas County.



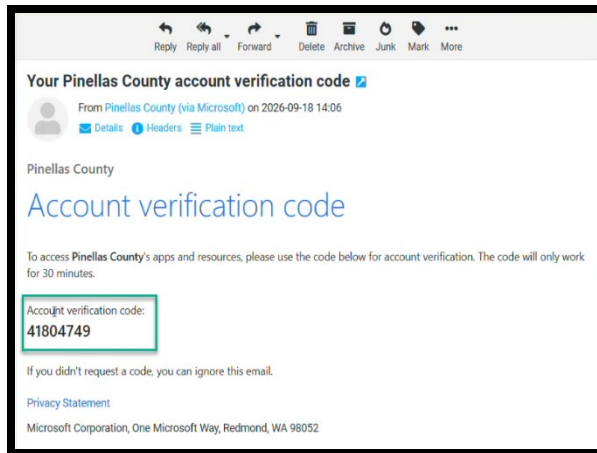
- If not in regular inbox, look in **spam folder**. If in the spam folder, mark the email as **not spam**.
Note: Link will not work while the email is in the spam folder.
- Go to the inbox to read the email, click Accept invitation button.

2. Click the **Send code** button when this screen appears.



- It's possible you may not be asked for this code. If not, scroll ahead to Permissions Requested.

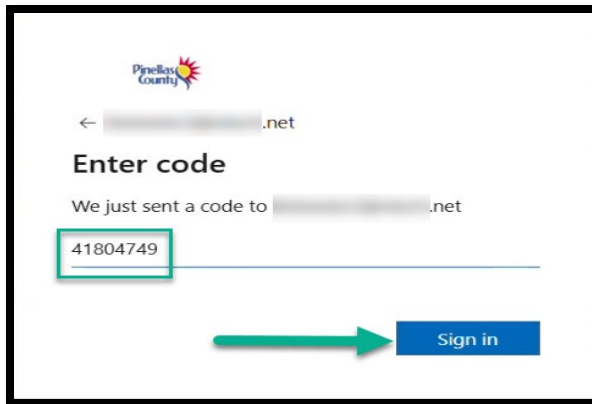
3. In email, look for new message with the verification code.



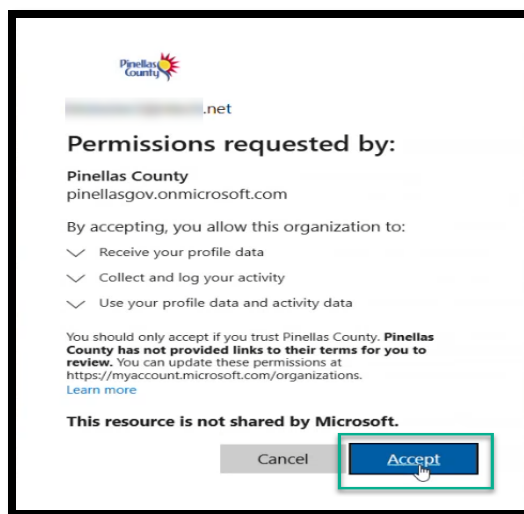
- Enter the code on the previous window.

Note: if you have previously configured Microsoft Authenticator with Pinellas County, you may not be prompted for a verification code. Check the Microsoft Authenticator app to see if Pinellas County is already listed as one of your options.

- Click **Sign in**.

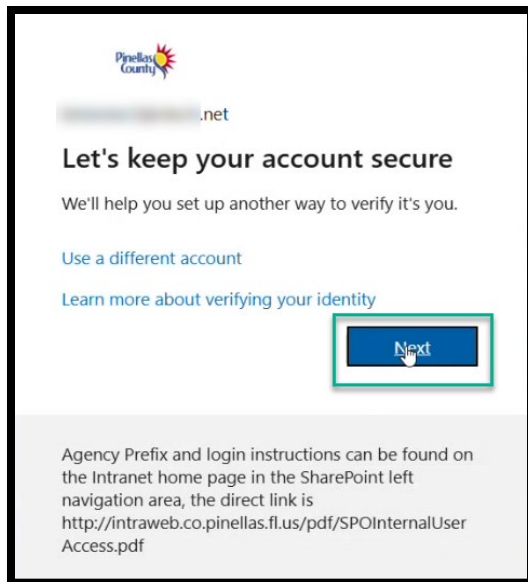


4. Permissions requested. Click on the carets to expand permissions.



- Click **Accept**

5. You will now be prompted to set up your Multifactor Authentication.

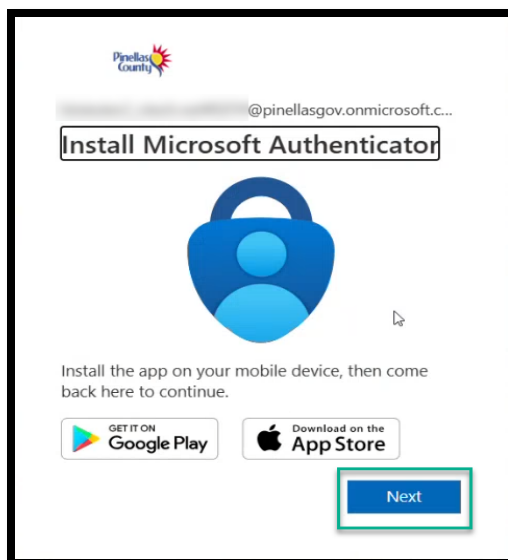


- Click **Next**

6. Click image of applicable app store to get Microsoft Authenticator app.

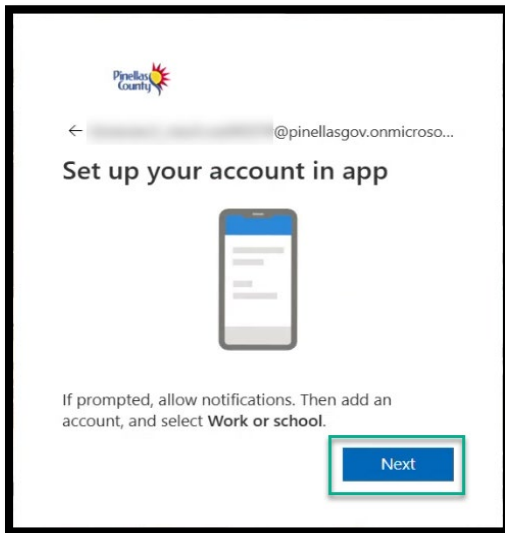
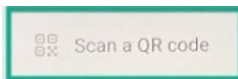


7. Install Microsoft Authenticator and open it on your mobile device.



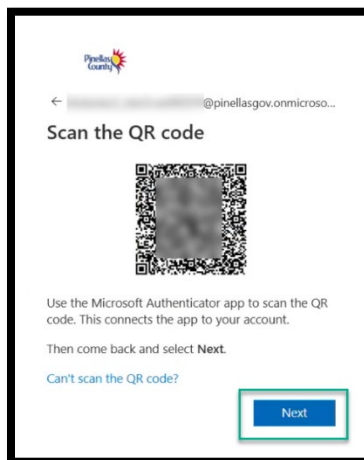
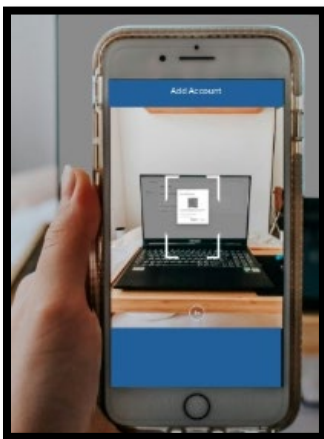
- Click **Next**

8. In the Authenticator app, click the Scan a QR code button.



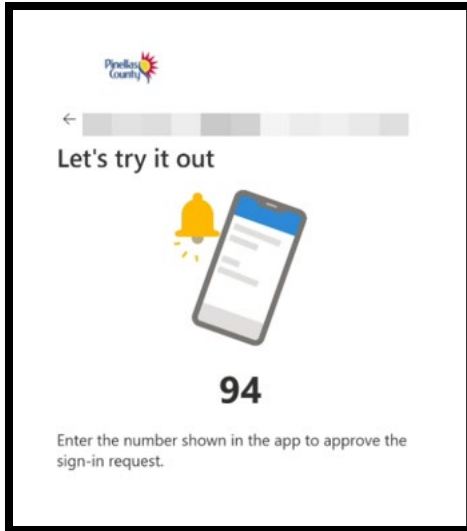
- On your computer, click **Next**.

9. Scan QR code with phone.

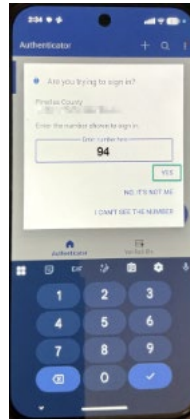


- Click **Next**

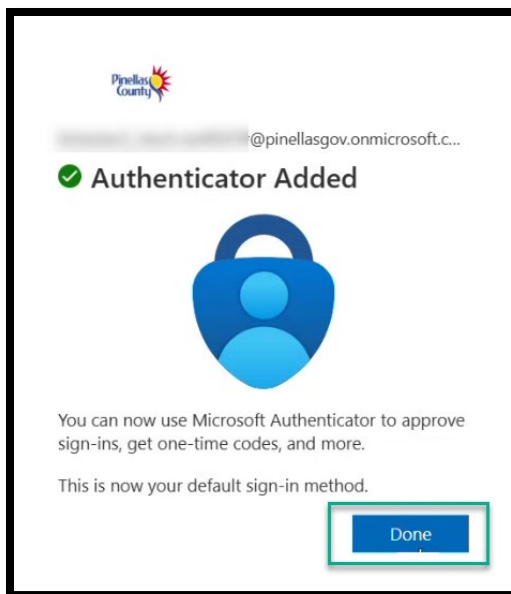
10. You will receive a prompt from Microsoft Authenticator to confirm you are logging in.



- Type the number shown on your computer into the prompt on your mobile device.



11. That's It.



- Click **Done**.

12. You will now be redirected to the [MyApps](#) page. Just click on the Appian tile to begin.