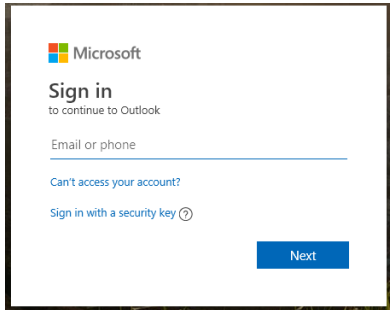


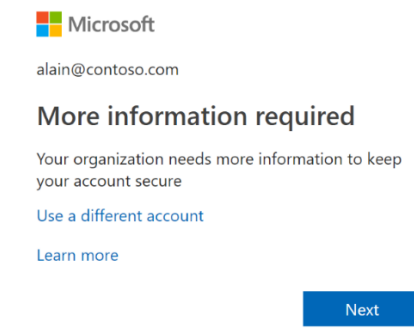
- Download the 'Microsoft Authenticator App' from your store (Google play or Apple store) (note: if you are using an SDHB provided iPhone, you will already have this app installed)



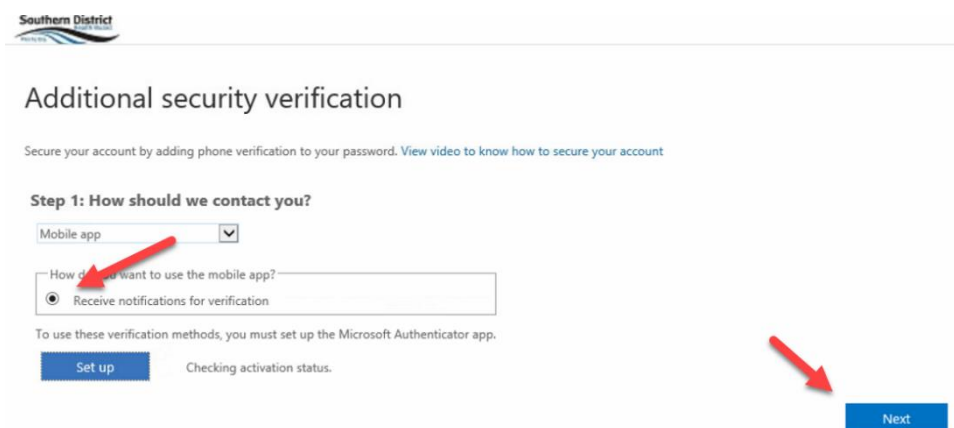
- On your PC browse to <https://account.activedirectory.windowsazure.com/proofup.aspx?proofup=1>
- At the sign in screen type your SDHB email address and then enter your password



- When the More information required screen comes up, click Next



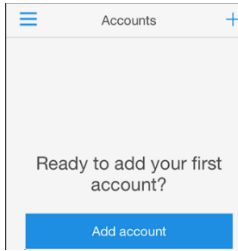
- Click the 'Set up' Button and then click Next



- Open the Microsoft authenticator app on your phone



- Tap Add account in your Authenticator app and choose a 'Work or School Account'




- Use your Camera to scan the QR Code that comes up on the screen of your PC

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Azure Authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

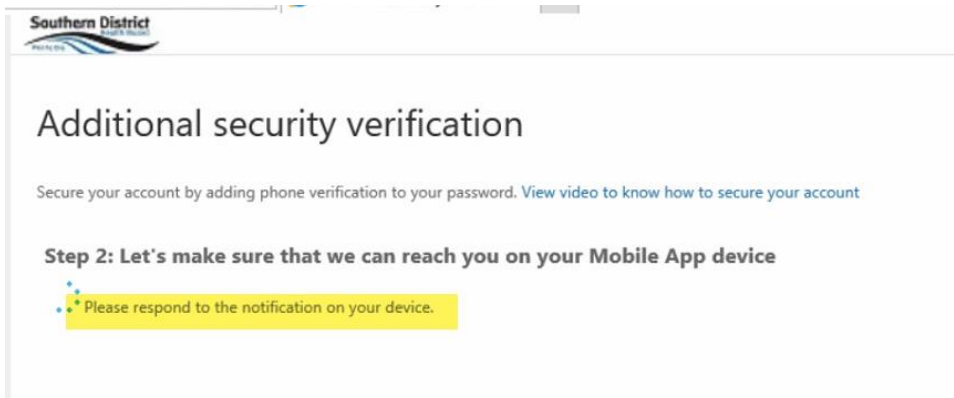


Configure app without notifications

If you are unable to scan the image, enter the following information in your app.  
Code: 555 555 555  
Url: <https://uiheretocopy.phonefactor.net/5555555555555555>

If the app displays a six-digit code, you are done!

- Follow the prompts on your PC to test notifications are working



Southern District  
Public Works

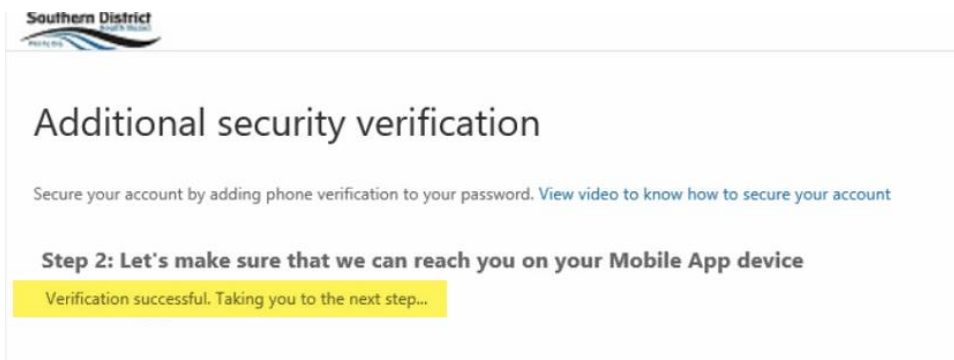
## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 2: Let's make sure that we can reach you on your Mobile App device**

- Please respond to the notification on your device.

- After responding to the notification on your phone you will see the following message confirming it is working correctly.



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Public Works

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 2: Let's make sure that we can reach you on your Mobile App device**

Verification successful. Taking you to the next step...

- Once you see the following screen the process is complete meaning you can now approve access through to your Office 365 applications on your PC.

Southern District  
emma.laing@southern.dhb.govt.nz

## Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.  
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Notify me through app

how would you like to respond?

Set up one or more of these options. [Learn more](#)

Authenticator app or Token [Set up Authenticator app](#)

Authenticator app - BEMP Media's iPhone [Delete](#)

Authenticator app - BEMP Media's iPhone [Delete](#)

[Save](#) [cancel](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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Once you get to this screen, you are setup and can close this window