

Microsoft Authenticator for Office 365

To access the legislature's email system, you will need to use a multi-factor authentication method.

We recommend using the Microsoft Authenticator, which can be downloaded from the app store, play store, or by scanning the QR Codes below.



Google Play



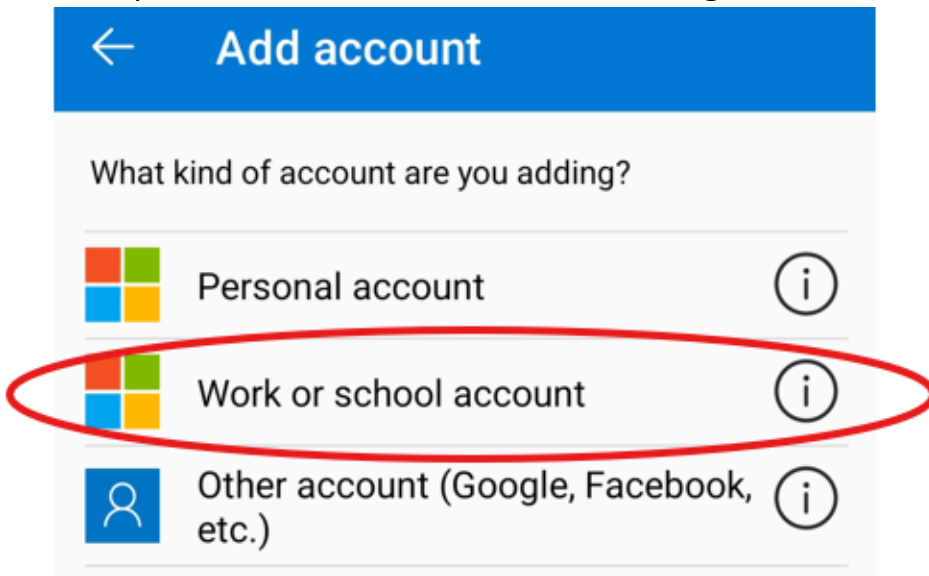
Apple Store

To add an account by signing into your “work or school account” using your credentials:

1. Open Authenticator and select the plus icon on the top menu bar.



2. Tap **Work or school account**. Select **Sign in**.



3. Enter the account credentials you were provided, your email address and then password.



Sign in

Percival.Baxter@legislature.maine.gov

No account? [Create one!](#)

[Can't access your account?](#)

Back

Next

4. . On “More information Required”, click next



Percival.Baxter@legislature.maine.gov

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Next](#)

5. Select “Next” on the “Keep your account secure” screen

6. On the “Set up your account in the app” screen, select Next and follow the prompts to test.

A screenshot of the Microsoft Authenticator app setup screen. The screen displays the Microsoft logo and the text "Microsoft Authenticator". Below this is a blue icon of a person's head and shoulders, followed by the text "Set up your account in the app". Underneath, it says "When finished, come back to this setup experience." A red oval highlights the text "Pair your account to the app by clicking this link." in blue. Below this is a link "Show QR code". At the bottom, there are two buttons: "Back" and "Next".

Follow the prompts to complete sign-in. If you have secured your phone, you don't need an app password.