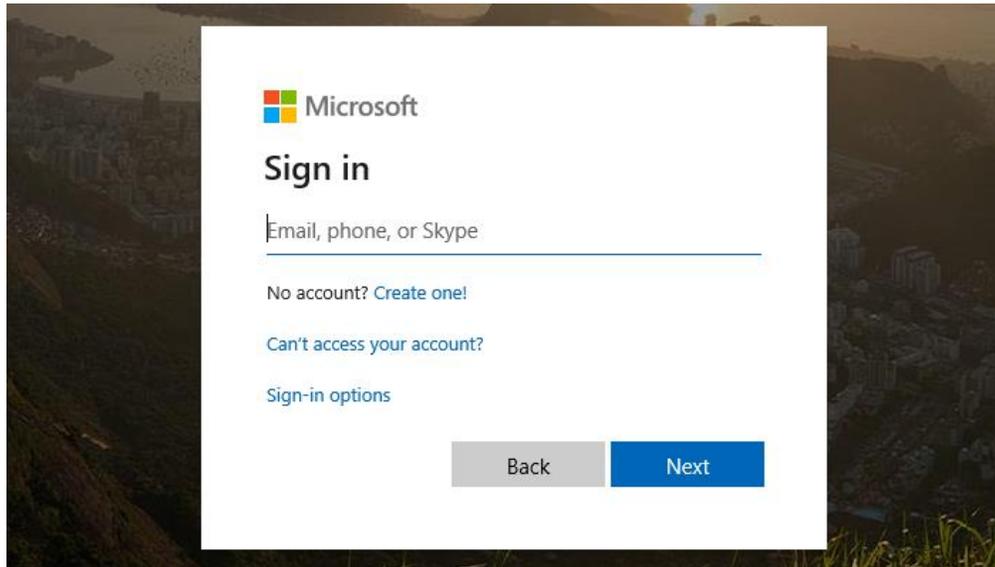


## Microsoft Authenticator Install Guide

1. If you have not done so already, please download the Microsoft Authenticator app on your mobile device via the Apple app store or Google play store.
2. On your computer, open [portal.office.com](https://portal.office.com) and sign in with your AMC Networks email address and password.



Sign in with your organizational account

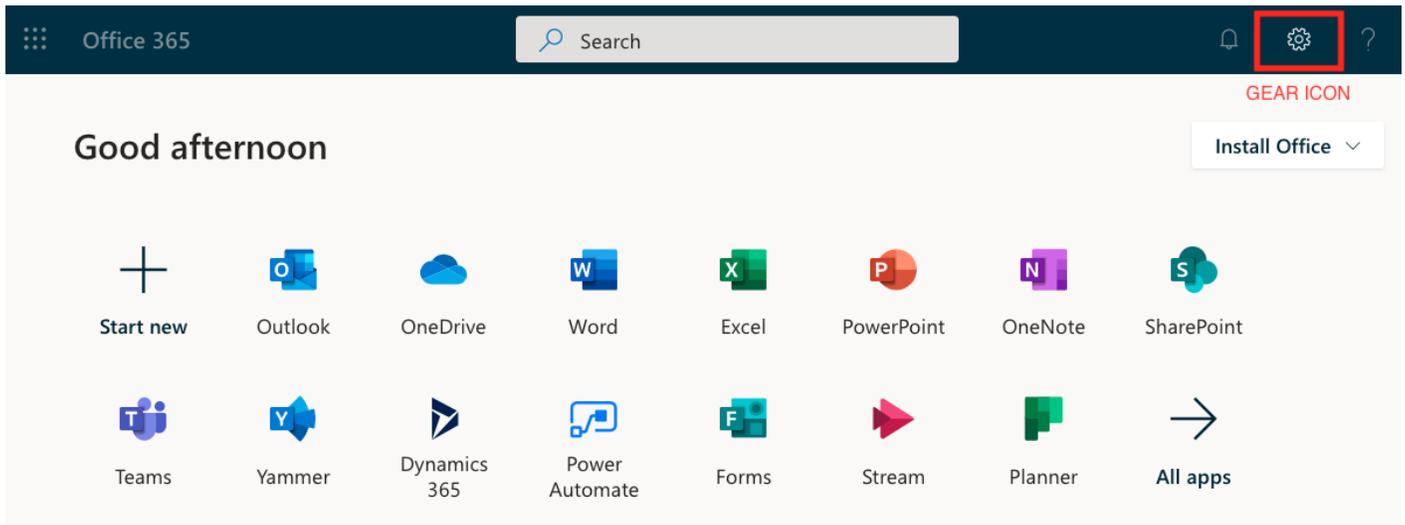
matthew.pollack@amcnetworks.com

Keep me signed in

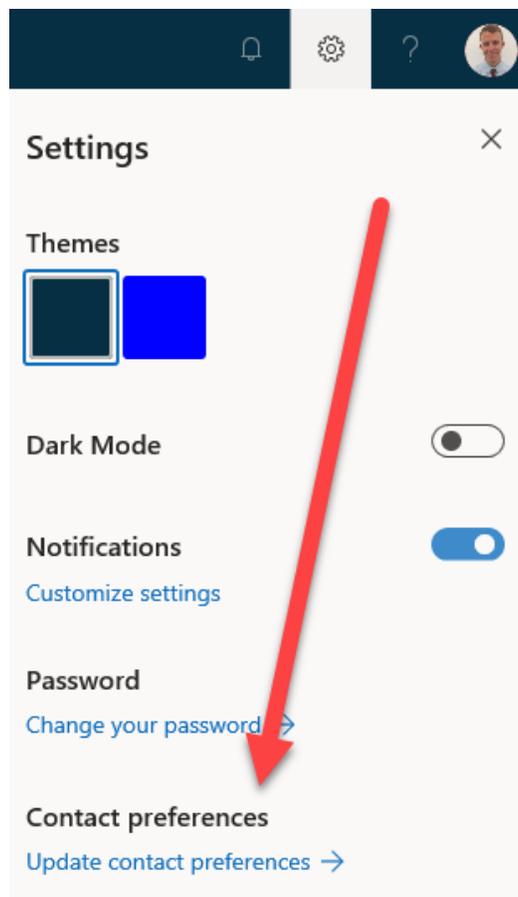
Sign in

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

3. Once you've logged in, select the gear icon in the top-right corner.



4. Scroll down to “Contact Preferences” and select **Update contact preferences**.



5. From under “Security & Privacy” select **Additional security verification**. This will expand to include more options where you should select **Update your phone numbers used for account security**. If you are not connected to our network, you will be prompted to use your existing MFA method to access this page.

Security & privacy

My account

Personal info

Subscriptions

Security & privacy

App permissions

Apps & devices

**Password**  
Change your password.

**Contact preferences**  
Manage how and why you are contacted. On

**Organization Privacy Statement**  
View your organization's Privacy Statement

**Additional security verification**  
Your admin has turned on additional security verification to better secure your account.

To sign in to Office 365, you need to enter a password and respond back to the security message that is sent to your phone.  
[Update your phone numbers used for account security.](#)

- Under what's your preferred option, please click the drop down and select **Notify me through app**.

## 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

- Then under "How would you like to respond" make sure that you check off **Authenticator app or token**. When you select this, please click **Set up Authenticator app**.

# 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?

- Call my authentication phone
- Text code to my authentication phone
- Call my office phone
- Notify me through app
- Use verification code from app or token

## how would you like to respond?

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

<input checked="" type="checkbox"/> Authentication phone	United States (+1)	5165551212
<input type="checkbox"/> Office phone	Select your country or region	(646) 7405646 Extension
<input type="checkbox"/> Alternate authentication phone	Select your country or region	

<input checked="" type="checkbox"/> Authenticator app or Token	<a href="#">Set up Authenticator app</a>
--	--

Authenticator app - Ed's Samsung S5 [Delete](#)

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

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

8. A QR code will appear on the screen with instructions on how to configure the application. Make sure that you enable the app to have access to the camera on your phone to scan the QR code.

## Configure mobile app

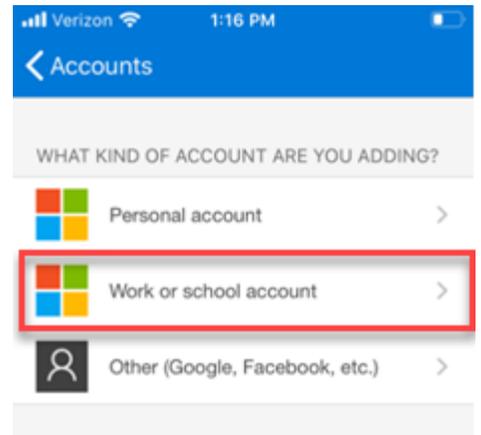
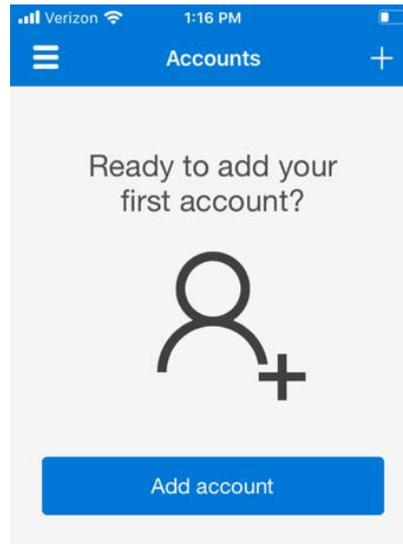
Complete the following steps to configure your mobile app.

1. Install the Microsoft 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.

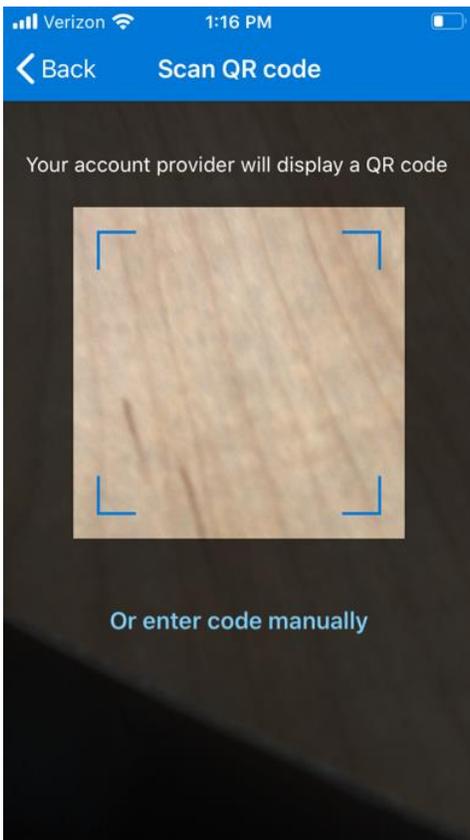


Configure app without notifications

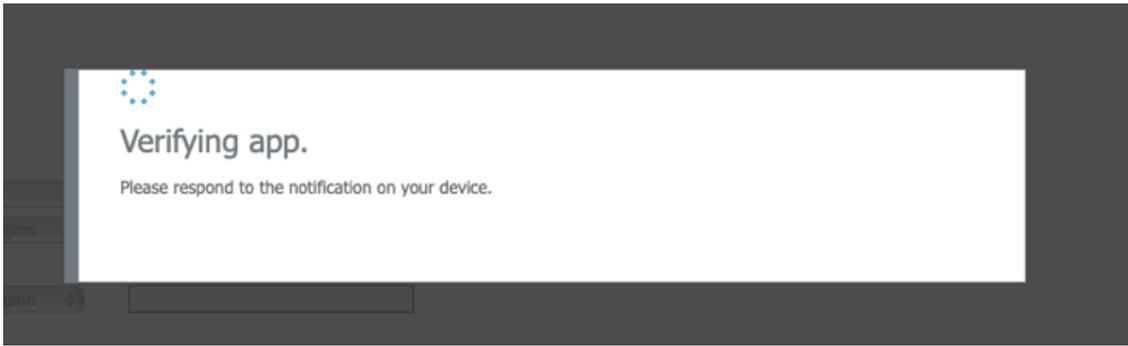
9. On your mobile device open the Microsoft Authenticator app, select add account, and select work or school account.



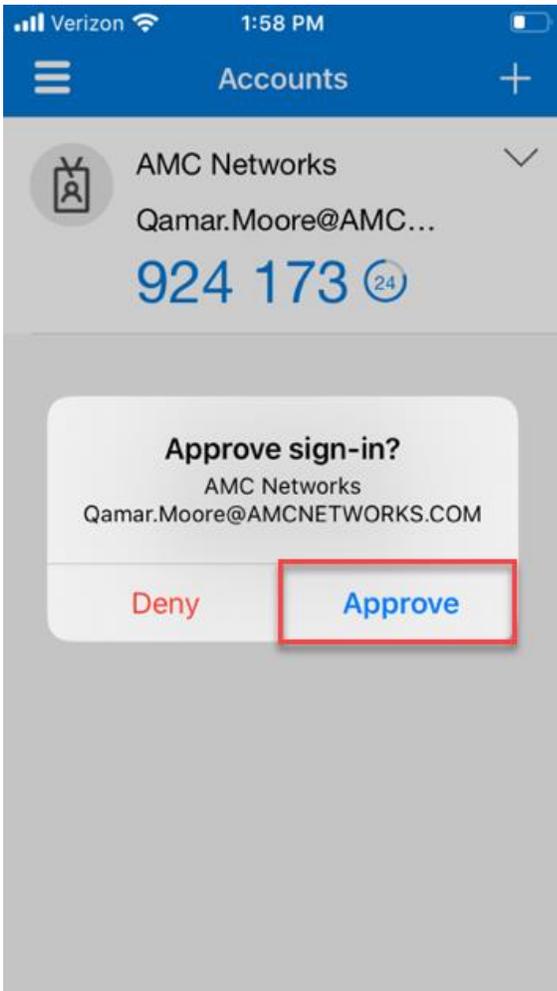
10. Allow the application to access your mobile device's camera and scan the QR code that appears on the screen or enter the information manually.



11. Once scanned a verification window will appear on the computer



12. On your device you will then see an option to approve the sign in. When you save your updated settings you may have to select approve on your mobile device once again.



13. Going forward, when logging in from outside the office, you will be prompted to use the Microsoft Authenticator app to gain access to our network.