



Set up new MFA method / Change in Mobile Device

Tutorial for Guest Users

10.05.2022

A photograph of a modern, multi-story office building with a light-colored stone or concrete facade and many windows. The building is angled towards the right. On the roof of the building, the word "DATEV" is displayed in large, teal, three-dimensional letters.

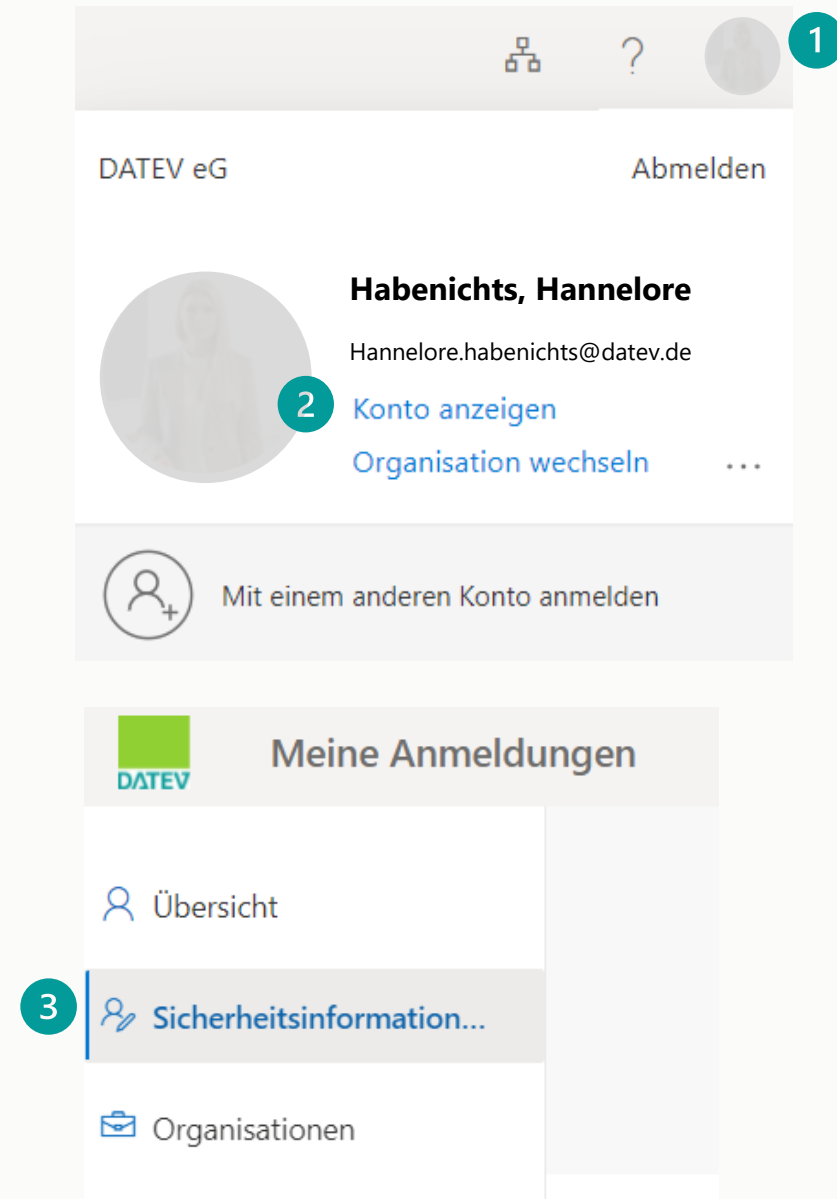
DATEV

Change MFA Authentication Method

Register new device for MFA

You have a new mobile device or you want to change your authentication method (MFA)? You have to set up your new method before you can delete the old method. Please proceed as follows:

1. In the Browser navigate to the website [My Apps \(microsoft.com\)](https://myapps.microsoft.com).
2. Click on your profile in the upper right corner and select **Account** (2).
3. In browser window on the left hand navigation bar, click the option **security information** (3).



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4. You will see a dialog which shows the authentication method you are currently using. **Please do not click on delete yet!** First you have to set up your new authentication method.
5. Click New Method (4), to register your new mobile device or for another method.


Sicherheitsinformationen

Die folgenden Methoden werden zum Anmelden bei Ihrem Konto oder zum Zurücksetzen Ihres Kennworts verwendet.

Standardanmeldemethode: Microsoft Authenticator – Benachrichtigung [Ändern](#)

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Methode hinzufügen

	Microsoft Authenticator	SM-G975F	Löschen
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Haben Sie Ihr Gerät verloren? [Überall abmelden](#)

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6. In the drop-down menu please select the method of your choice (5). In this tutorial we will teach you the method with the **authenticator app**.
7. Finally select to **Add** this method (6).

Methode hinzufügen

Welche Methode möchten Sie hinzufügen?

Methode auswählen

5

▼

Authenticator-App

Telefon

Alternative Telefonnummer

Telefon (geschäftlich)

Methode hinzufügen

Welche Methode möchten Sie hinzufügen?

Authenticator-App

6

▼

Abbrechen

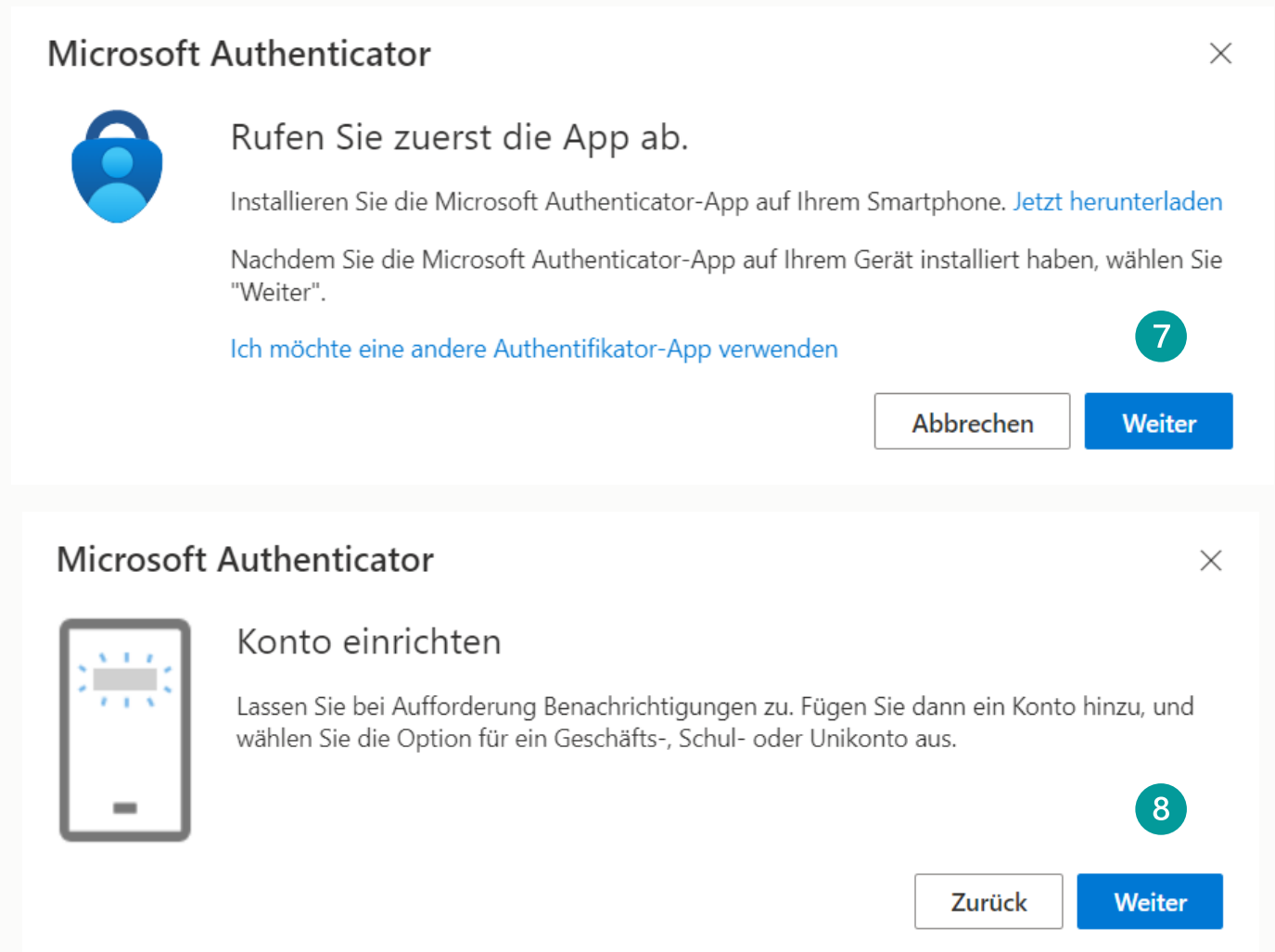
Hinzufügen

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8. **Start by getting the app** (microsoft authenticator) on on your (new) mobile device. If so, please select **Next** (7).
9. **Set up your account**, read the information on the dialog box before you click **Next** (8).

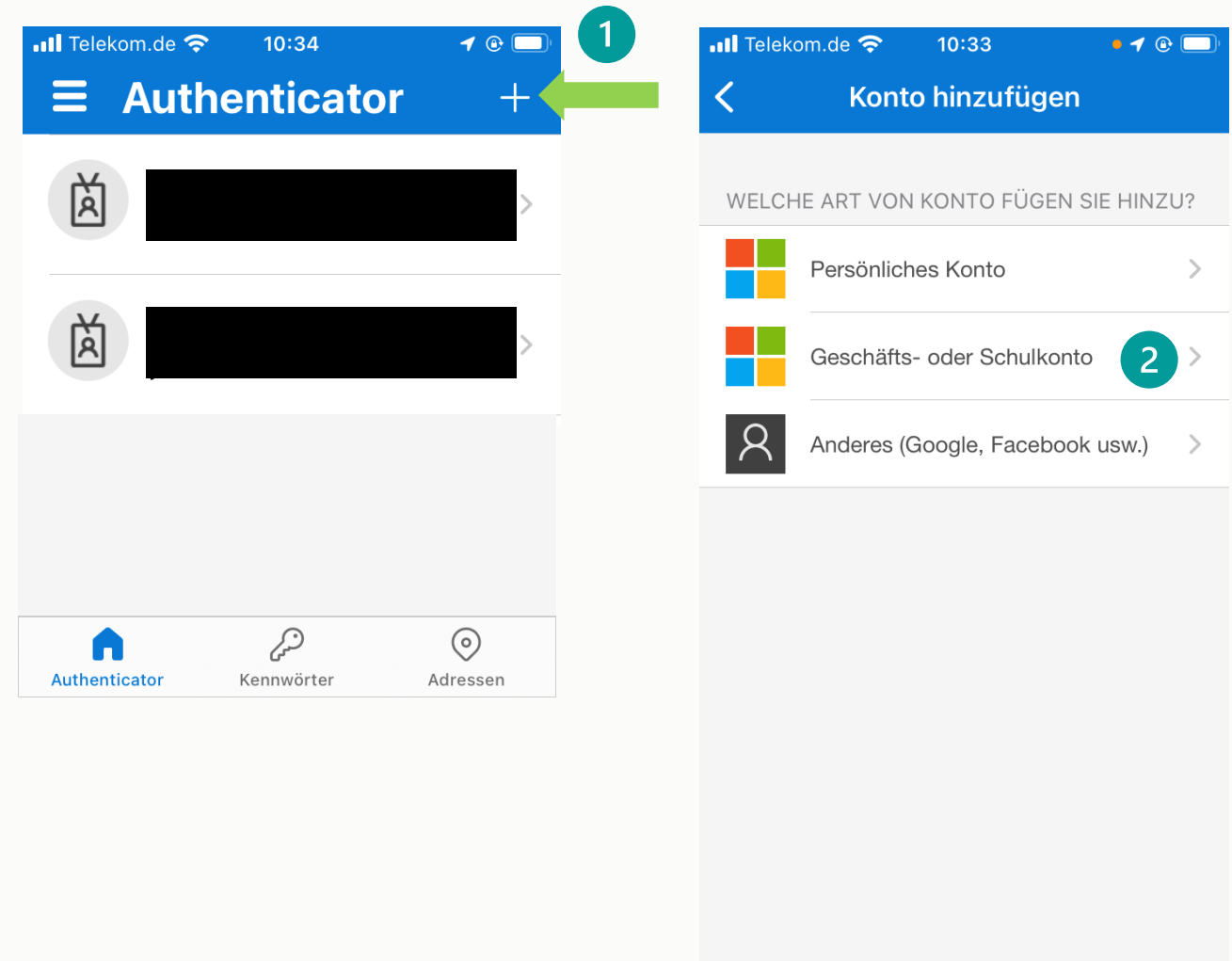
On the next page of this tutorial you will find dialog boxes appearing on your smartphone in the microsoft authenticator app during the setup (Step 9a and 9b). **These steps are necessary before you can perform Step 10 of this tutorial!**



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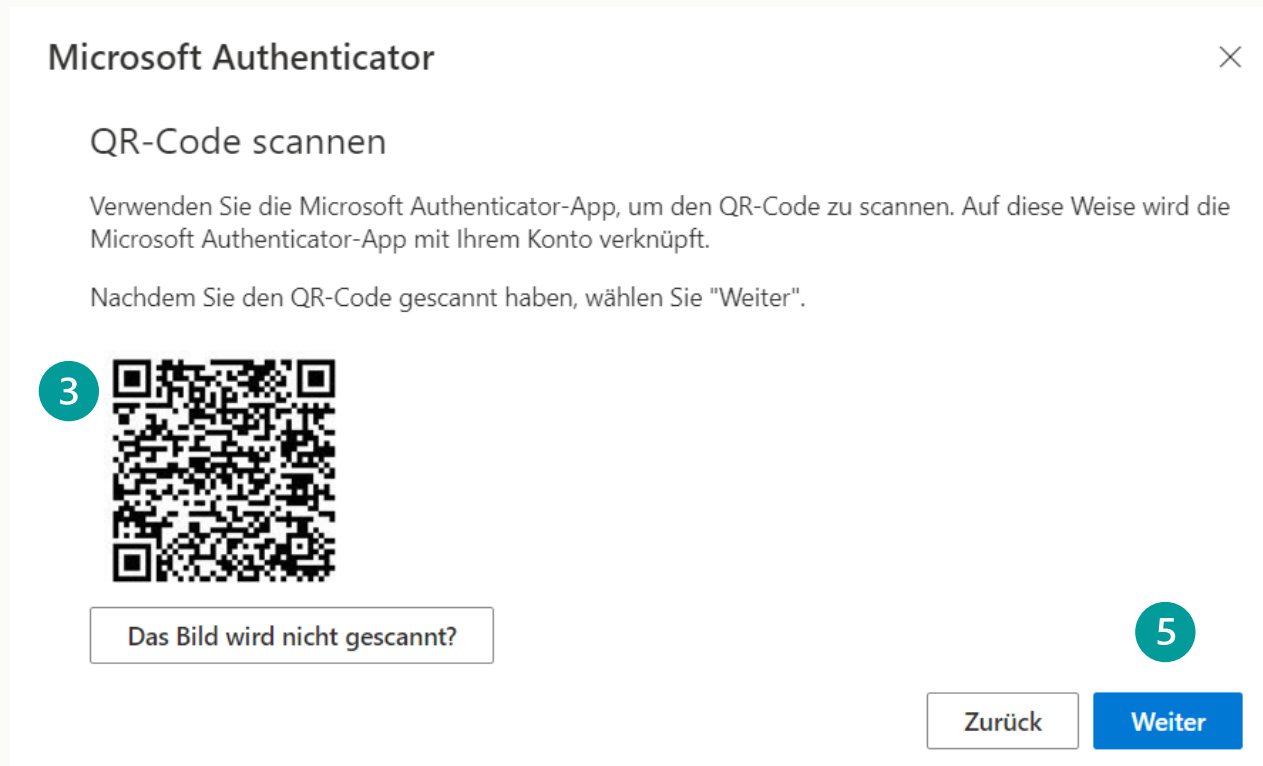
- 9a) In the Microsoft authenticator app on your smartphone, click the plus sign in the upper right corner to **add a new account** (1).
- 9b) Choose **work or school account** (2), in order to scan the QR Code, which will be shown in the dialog box in the browser of your PC (step 10 of this tutorial).



Change MFA Authentication Method

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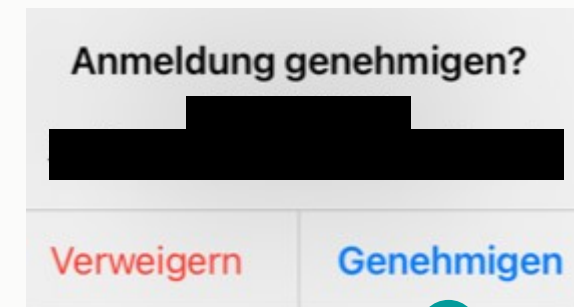
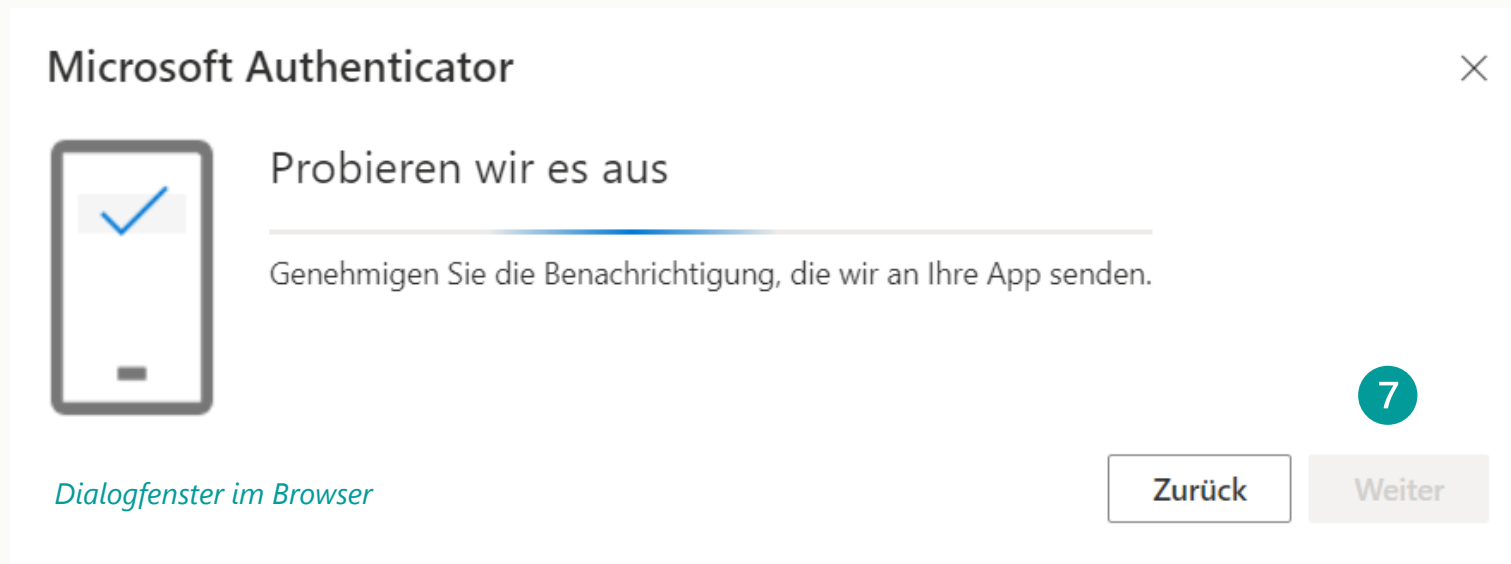
10. In the dialog box of your browser (on your PC), you will be prompted to scan the displayed QR code 3). Please use your smartphone to scan this code with your Microsoft Authenticator App (not your native smartphone camera!). If you position the scanner frame correctly, the scan usually performs automatically (4). After the code has been scanned click **Next** in your browser dialog box (5).



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11. Your Microsoft Authenticator App is now connected to your new authentication method.
Approve the first push notification that appears on the mobile device (6). Once approved finish the process by clicking **Next** in the browser dialog box of your PC.



Dialogfenster in der Authenticator App am Mobilgerät

Change MFA Authentication Method

Register new device for MFA

10. Your new authentication method has now been successfully set up, so that you can finally delete the old method. Open the website <https://myapps.microsoft.com/>, click on your profile in the upper right corner to select **Account** and choose **Security Information** in the following window (left navigation). Now, delete the old method by clicking **Delete** (see Screenshot).

Sicherheitsinformationen

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[Standardanmeldemethode festlegen](#)

+ Methode hinzufügen



Microsoft Authenticator

SM-G975F

Löschen



Microsoft Authenticator

Löschen