How to set up **Google Authenticator** for Media Room

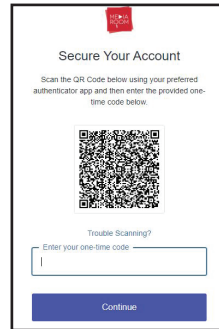**FOR MICROSOFT AUTHENTICATOR, PLEASE REFER TO PAGE 2 OF THIS DOCUMENT**

Step 1

Download the Google Authenticator app from your mobile device's App store and install this on your device first, before proceeding with these steps.

You will have received an invitation to Media Room in your email. Please open this mail on your desktop or laptop and click on SET UP ACCOUNT.
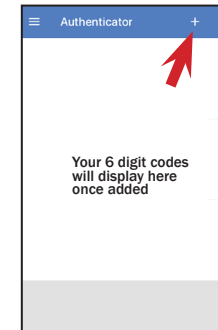
Step 2

Once you click on 'set up account' and have filled in your details, a QR code will appear in the next window, with a space to put in a 6 digit code.

Using your mobile device, you will have to scan the QR code via the Authenticator app with your camera (See step 3).
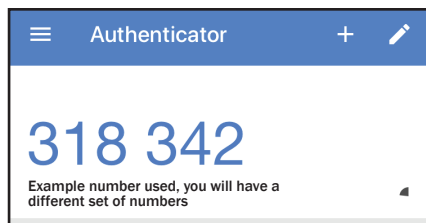
Step 3

On your device (iOS is used in this example) open the Google Authenticator App and tap on the + symbol in the top right corner.

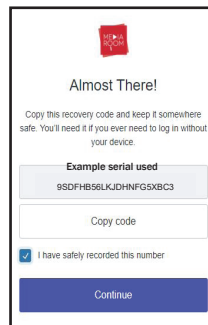This will open your camera to scan the QR code from step 2

Alternatively you could open your camera app and scan the code, then give permission to Google Authenticator to open. But this may not work on all devices.

Step 4

318 342

The app will now start showing you a random set of 6 numbers. These numbers will be displayed for approx 10 seconds, before it generates a new set of numbers. Use the latest generated number in the next step

Step 5

Enter your latest generated 6 digit number into the log in screen from step 2 on your desktop and press continue. After a successsfull log in it will display this message with a serial code. Please copy this code and keep it safe, should you ever be locked out of your account.

CLICK ON CONTINUE

You are now logged into Media Room using the Google Authenticator App.
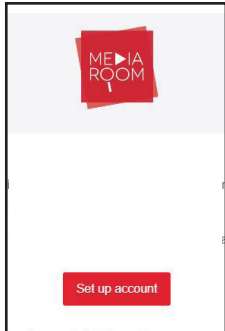
NOTE: When logging out, your next session may require you to repeat this 2 step authentication. Please refer to step 4 to repeat the login process. You should only have to type in a newly generated code from the Google Authenticator App to continue your new session. Thank You

How to set up **Microsoft Authenticator** for Media Room

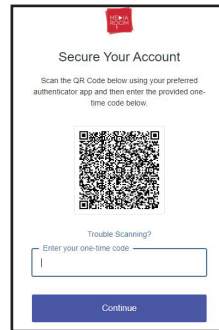**FOR MICROSOFT AUTHENTICATOR, PLEASE REFER TO PAGE 2 OF THIS DOCUMENT**

Step 1

Download the Microsoft Authenticator app from your mobile device's App store and install this on your device first, before proceeding with these steps.

You will have received an invitation to Media Room in your email. Please open this mail on your desktop or laptop and click on SET UP ACCOUNT.
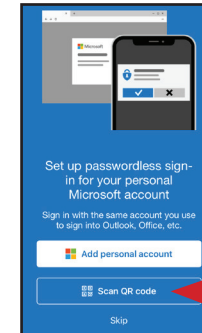
Step 2

Once you click on 'set up account' and have filled in your details, a QR code will appear in the next window, with a space to put in a 6 digit code.

Using your mobile device, you will have to scan the QR code via the Authenticator app with your camera (See step 3).
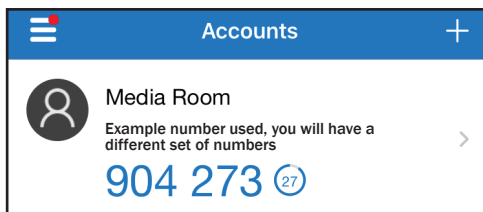
Step 3

On your device (iOS is used in this example) open the Microsoft Authenticator App and tap on 'Scan QR Code' at the bottom of the app

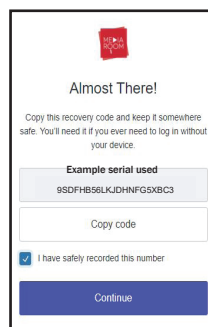This will open your camera to scan the QR code from step 2

Alternatively you could open your camera app and scan the code, then give permission to Microsoft Authenticator to open. But this may not work on all devices.

Step 4

The app will now start showing you a random set of 6 numbers. These numbers will be displayed for approx 10 seconds, before it generates a new set of numbers. Use the latest generated number in the next step

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Enter your latest generated 6 digit number into the log in screen from step 2 on your desktop and press continue. After a successsfull log in it will display this message with a serial code. Please copy this code and keep it safe, should you ever be locked out of your account.

CLICK ON CONTINUE

You are now logged into Media Room using the Microsoft Authenticator App.

NOTE: When logging out, your next session may require you to repeat this 2 step authentication. Please refer to step 4 to repeat the login process. You should only have to type in a newly generated code from the Microsoft Authenticator App to continue your new session. Thank You