Microsoft Multi-factor Authentication

As a Park Holidays UK Ltd. employee, you are required to use Multi-factor Authentication when using corporate applications and services linked to your @parkholidays.com / @parkleisure.co.uk email address.

The below guide details how to configure MFA for use with your work login using an authenticator app on your mobile device. We recommend using Microsoft Authenticator – available in both the iOS and Play Store.

1. Setting up MFA with the Microsoft Authenticator App (Recommended)

1. Download the Microsoft Authenticator app from the iOS or Play Store on your mobile

2. From your phones web browser, browse and log in to: **https://aka.ms/mfasetup**
3. When prompted click **Next**
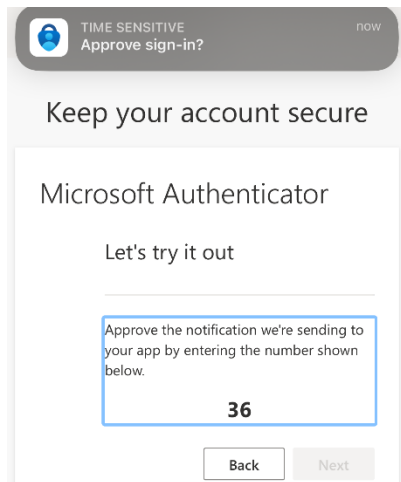

4. When prompted click **Next**

5. When prompted click **Pair your account to the app by clicking this link.**
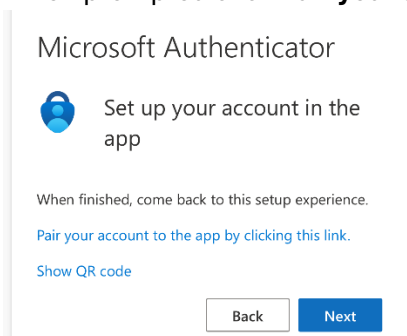
6. When prompted, allow notifications from the "Authenticator" app
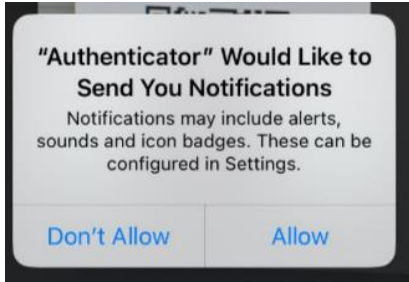
7. *If prompted*, click **Add Account** > select **Work or school account** and sign in
8. Go back to your mobile browser and click **Next**
9. A number will now display in your mobile browser along with some instructions, at the same time you should receive a notification from the Microsoft Authenticator app – open this up

10. Enter the number that was previously displayed in your mobile browser into the Microsoft Authenticator app
11. Go back to your browser click **Next** then when prompted click **Done**
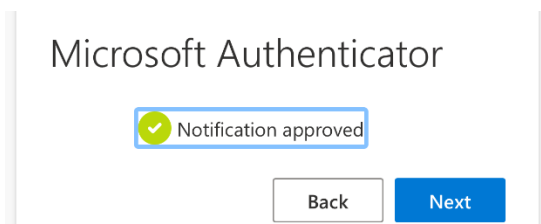
2. Setting up MFA with a 3ʳᵈ party Authenticator App such as Google Authenticator

1. Download the preferred Authenticator app of your choice from the iOS or Play Store on your mobile
2. From your mobile browse and log in to: **https://aka.ms/mfasetup**
3. When prompted click **Next**

taccount1@parkholidays.com

More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more

Next

4. When prompted click **I want to use a different authenticator app**

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. Download now

After you install the Microsoft Authenticator app on your device, choose "Next".

I want to use a different authenticator app

Next

5. Follow the onscreen instructions to copy the Account Name and Secret Key into your preferred authenticator app

Authenticator app   ✕

Copy and paste this information into your app

Account name: Park Holidays

Limited:TAccount1@parkholidays.com

Secret key: ▮▮▮▮▮▮fycvm

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