

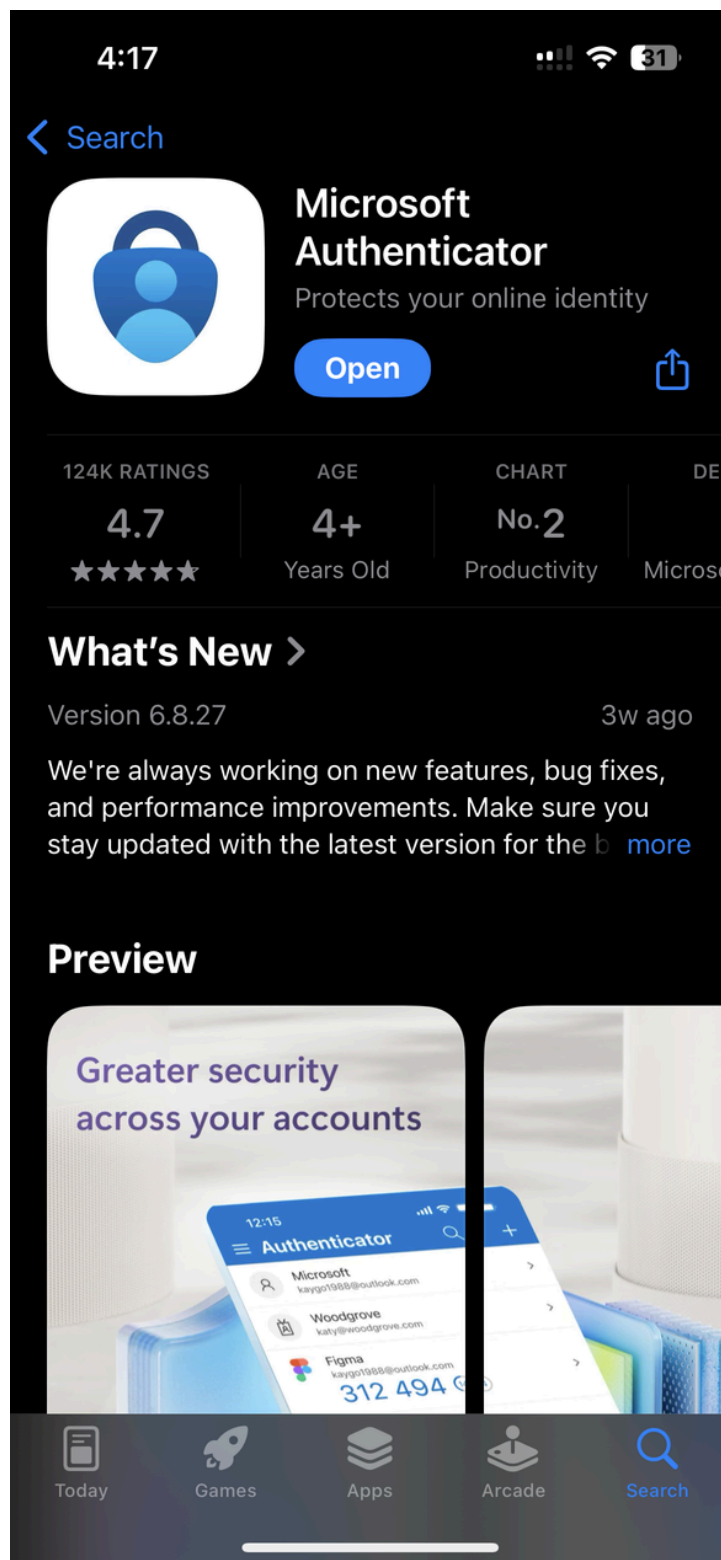
# Client Guide to 2-Factor Authentication | Quantum Cloud

## Installing the Authenticator App

Quantum Cloud is protected with 2-factor authentication. The guide below shows how to download and install the 2-factor authentication app Microsoft Authenticator.

Microsoft Authenticator is straightforward and free to use. It can be installed through Google Play (Android users) or the App Store (Apple users).

**Kindly be aware that there are certain applications that mimic the appearance of the Microsoft Authenticator app. Please be careful and only install the official Microsoft Authenticator app onto your mobile device.**



## Logging on to Quantum Cloud


Once your solicitor has added you as Quantum user, a link will be emailed to you, inviting you to create an account. Click on the link and enter the username and password provided in the email.

Your solicitor has invited you to access Quantum Collaborate.

You can log in using  
Username: [events@classlegal.com](mailto:events@classlegal.com)  
Temporary password: [JTR9dTT3](#)

Please note that you have 48 hours to use your temporary password until it expires. If you need a new temporary password please contact your solicitor. Here is a [guide on how to use Quantum Collaborate](#)  
Please log in to your account at [quantum.classlegal.com](https://quantum.classlegal.com) and change your password to one you will remember.

Click on the link to [quantum.classlegal.com](https://quantum.classlegal.com) and enter the username and password provided in the email.

 **Quantum  
Cloud™**

### Sign In

Email Address

Email Address

Password


Password

👁

Sign in

Forgot your password?

You will then be prompted to change your password.

 **Quantum  
Cloud™**

### Change Password

Password

Enter your Password

👁

Confirm Password

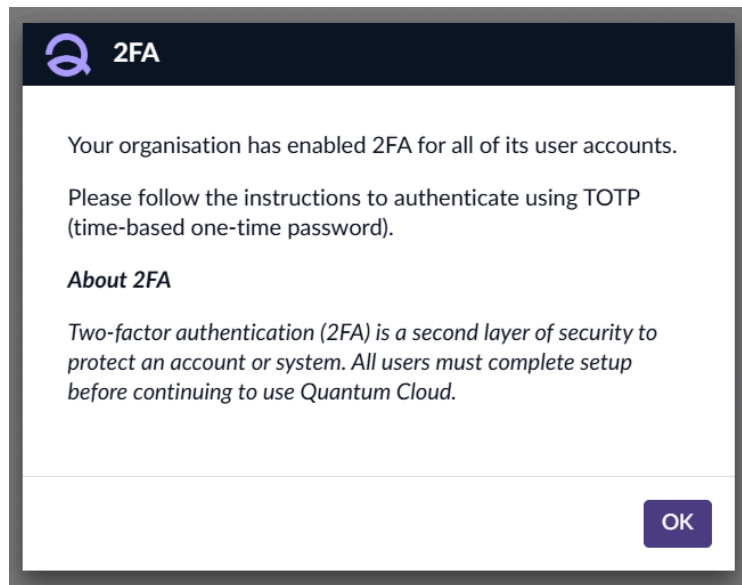
Please confirm your Password

👁

Change Password

Back to Sign In

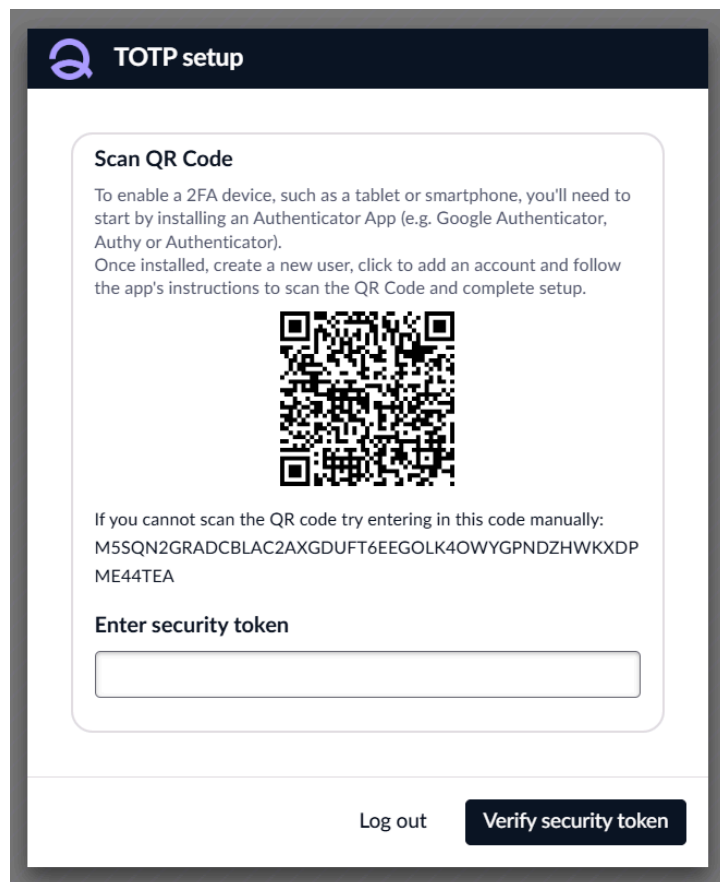
Next, you will be asked to set up 2-factor authentication.



*If you are logging in to Quantum Cloud on the same device that you are using the authenticator app on, please scroll to “Setting up the 2-Factor Authentication | Mobile”.*

## Setting up the 2-Factor Authentication

When you click 'OK' a QR code will appear on the screen.



Open the Microsoft Authenticator app that you have downloaded to your mobile device.

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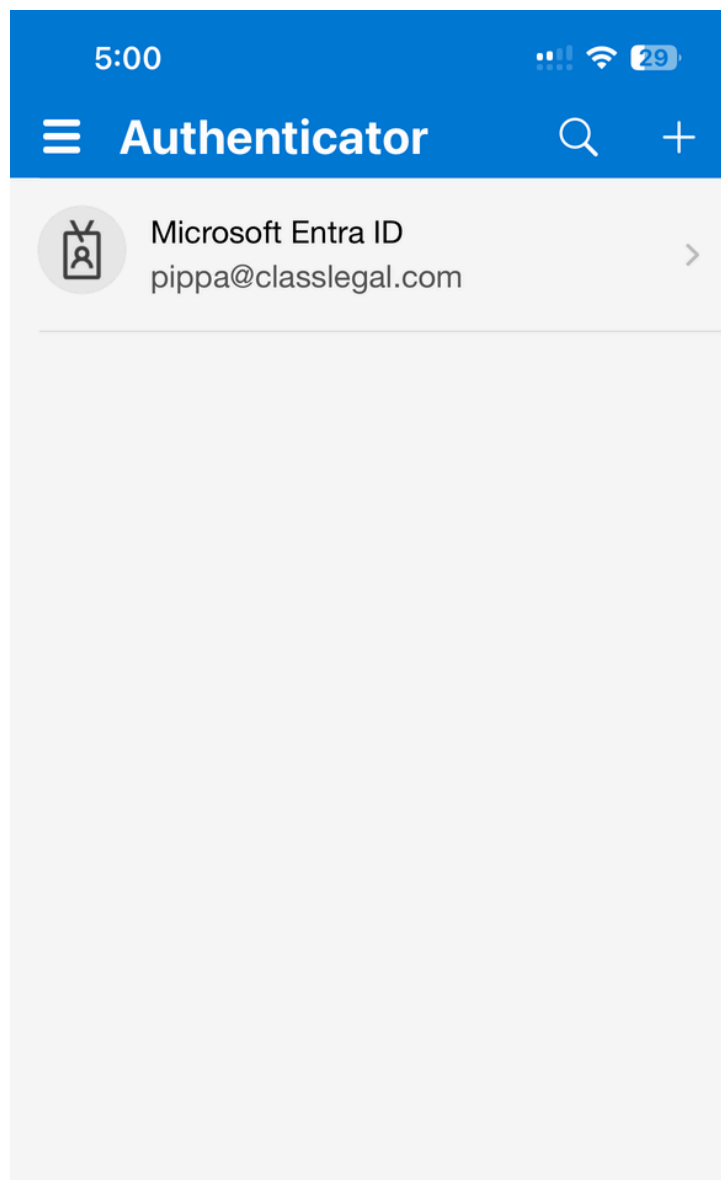
29



Authenticator

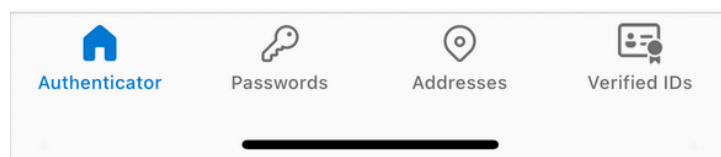
Search



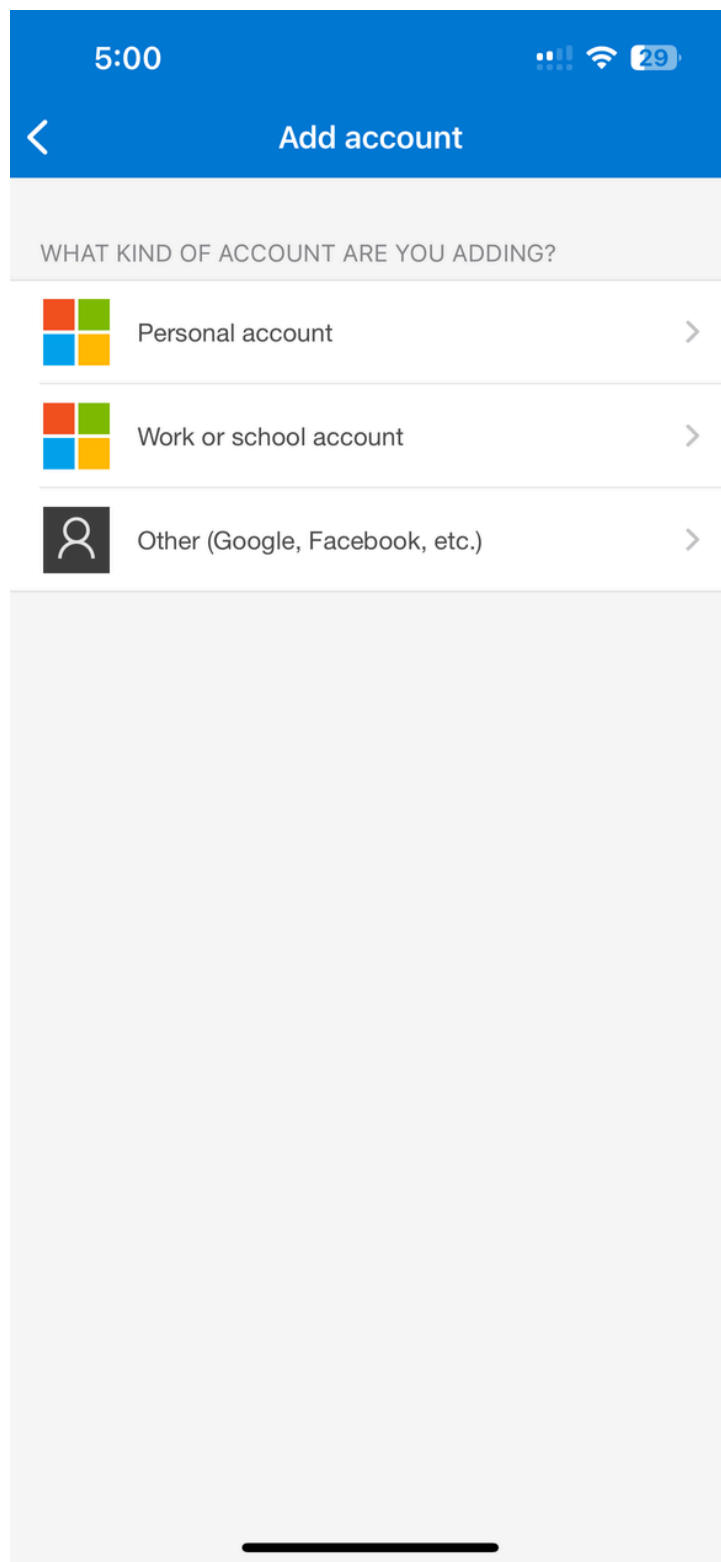


Already have a backup?  
Restore your account.

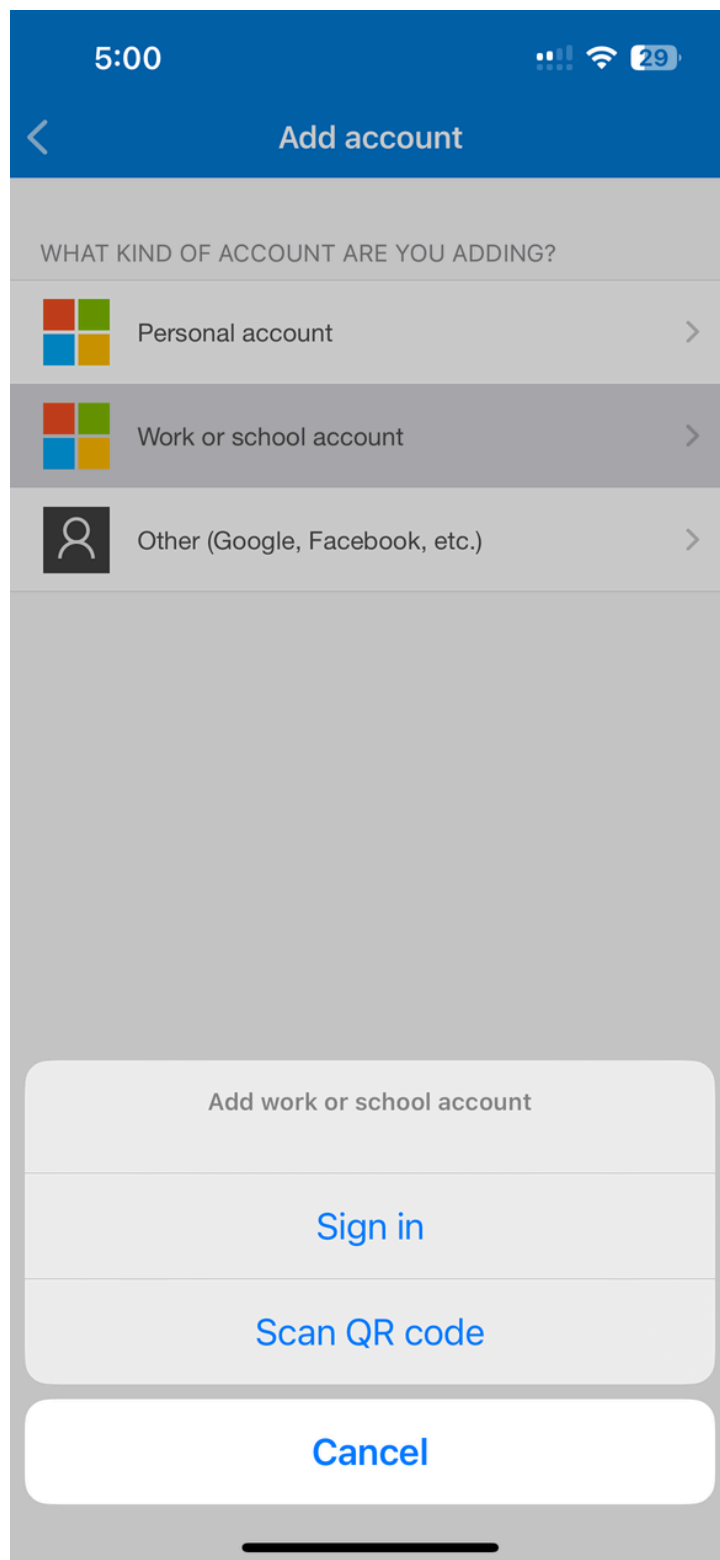
**Begin recovery**



Tap the 'plus symbol' at the top of the Microsoft Authenticator screen.

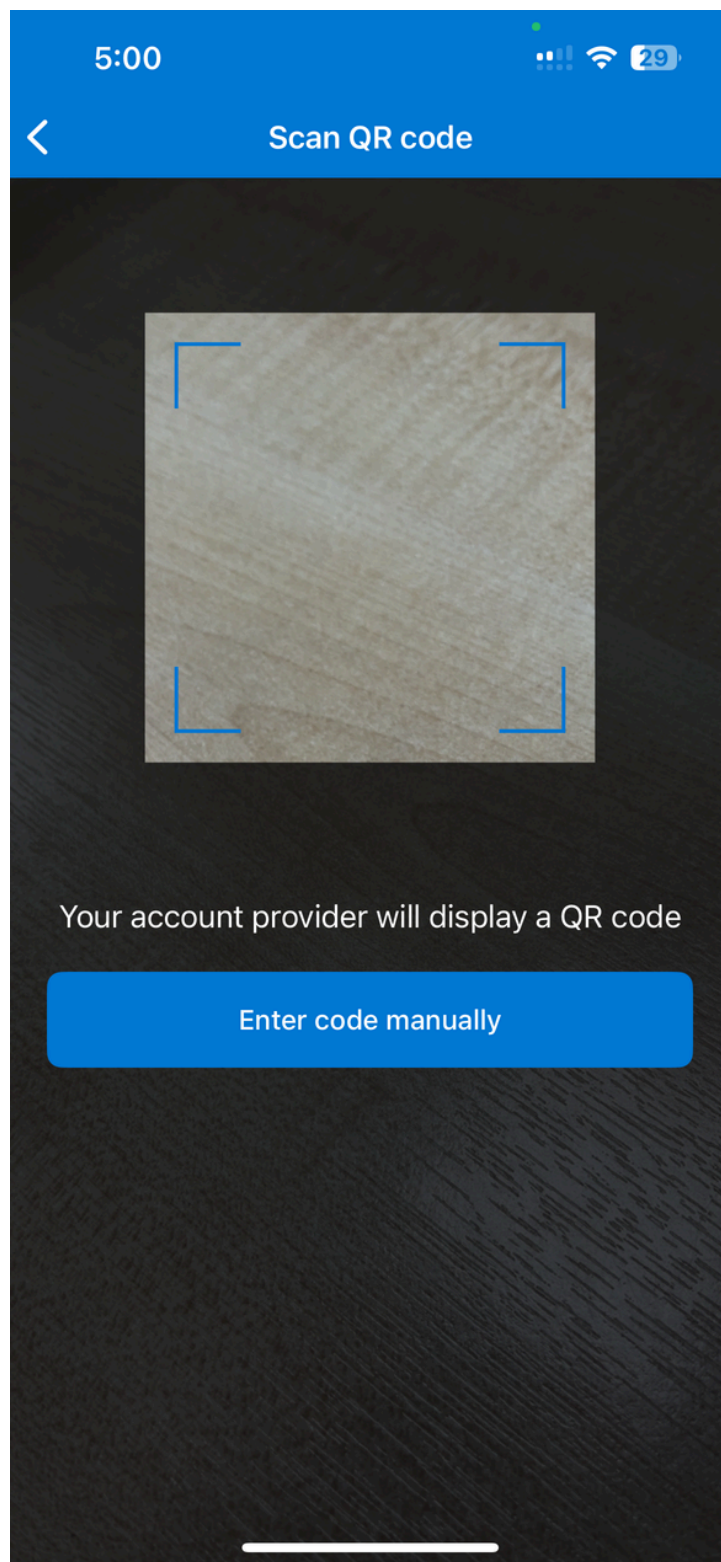


Select 'Work or school account'.

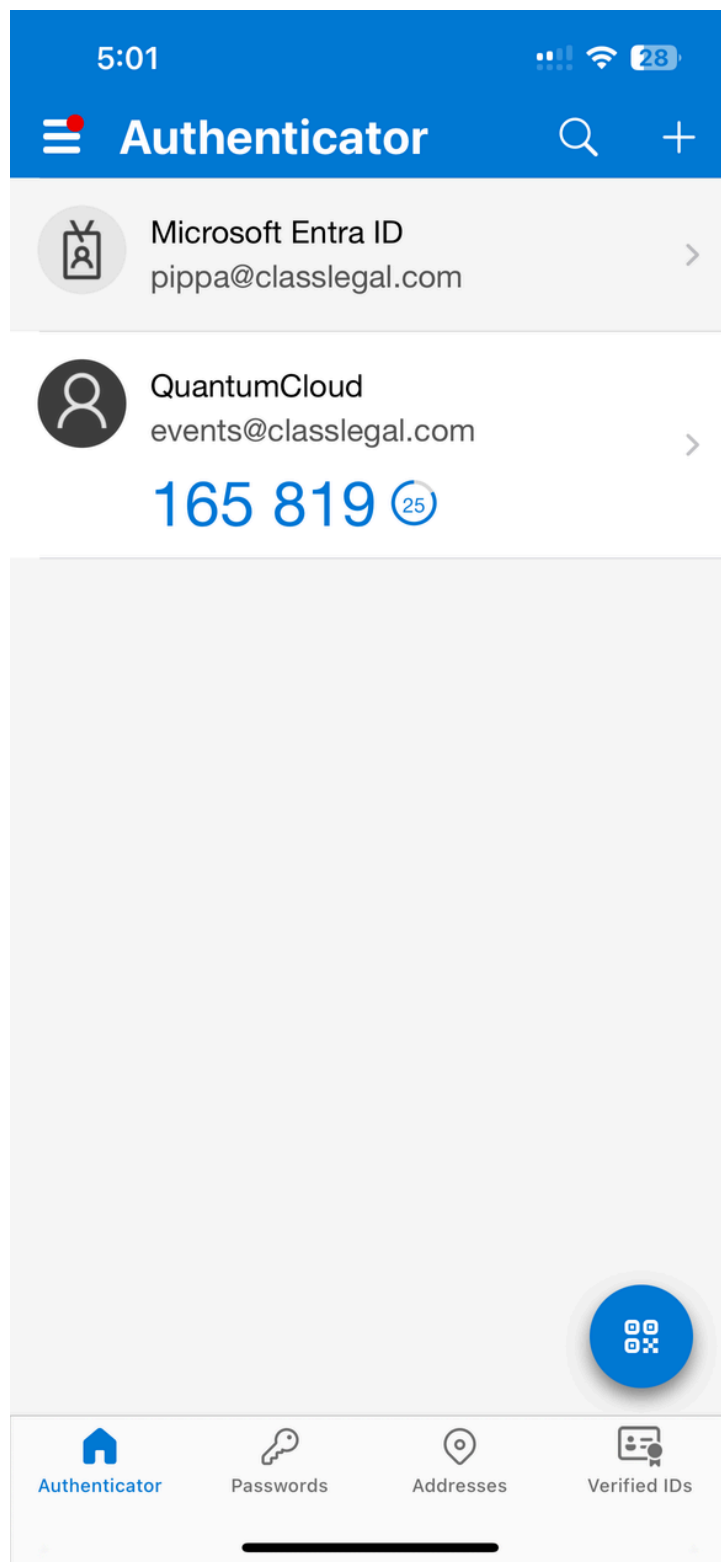


Click on the 'Scan QR Code' button at the bottom of your screen. This will open your camera, point the camera at the QR code to scan it.






A Quantum Cloud account will be created, with a 6 digit code underneath and a timer next to it.




Enter the 6 digit code, without any spaces, into the 'Enter security token' box on your Quantum screen and click 'Verify security token'.

**Please note, the code will change every 30 seconds as indicated by the timer, please ensure you input the code within the 30 second time frame.**

 **TOTP setup**

**Scan QR Code**

To enable a 2FA device, such as a tablet or smartphone, you'll need to start by installing an Authenticator App (e.g. Google Authenticator, Authy or Authenticator). Once installed, create a new user, click to add an account and follow the app's instructions to scan the QR Code and complete setup.




If you cannot scan the QR code try entering in this code manually:  
M5SQN2GRADCBAC2AXGDUFT6EEGOLK4OWYGPNDZHWKXDP  
ME44TEA

**Enter security token**

[Log out](#) [Verify security token](#)

You will now be successfully logged in to your Quantum Cloud account.

 **TOTP setup**

Your TOTP authentication has been verified.

**You will now be asked for a verification code every time you sign in.**

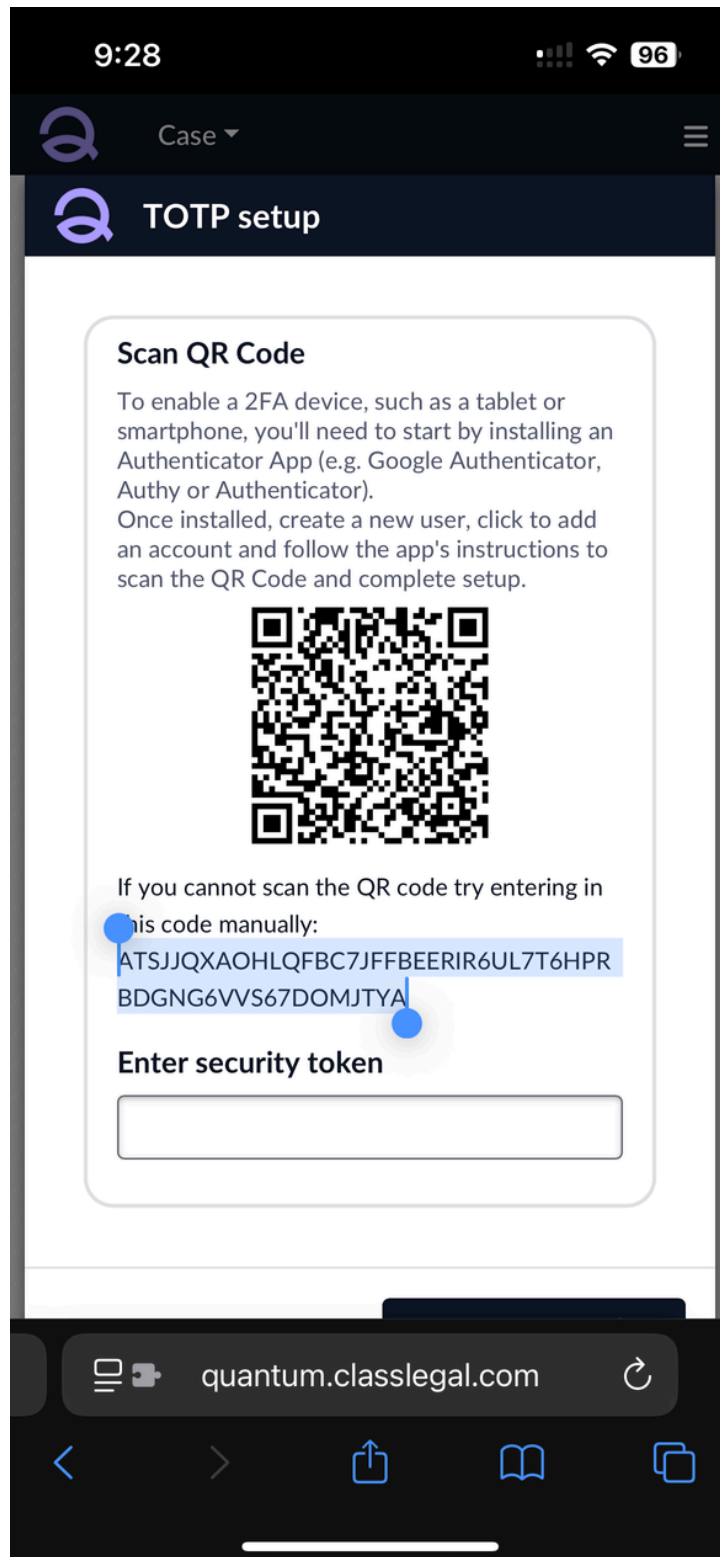
[Close](#)

In future, each time you need to login to Quantum Cloud, you need to open the authenticator app and enter the code in to the login screen when prompted.

Setting up 2-Factor Authentication | Mobile

***Please only use this method if you are logging in to Quantum Cloud on the same device that your authenticator app is on, and therefore unable to scan the QR code.***

When you click 'OK' a QR code will appear on the screen with a long code underneath it.



Open the Microsoft Authenticator app that you have downloaded to your mobile device.

4:58

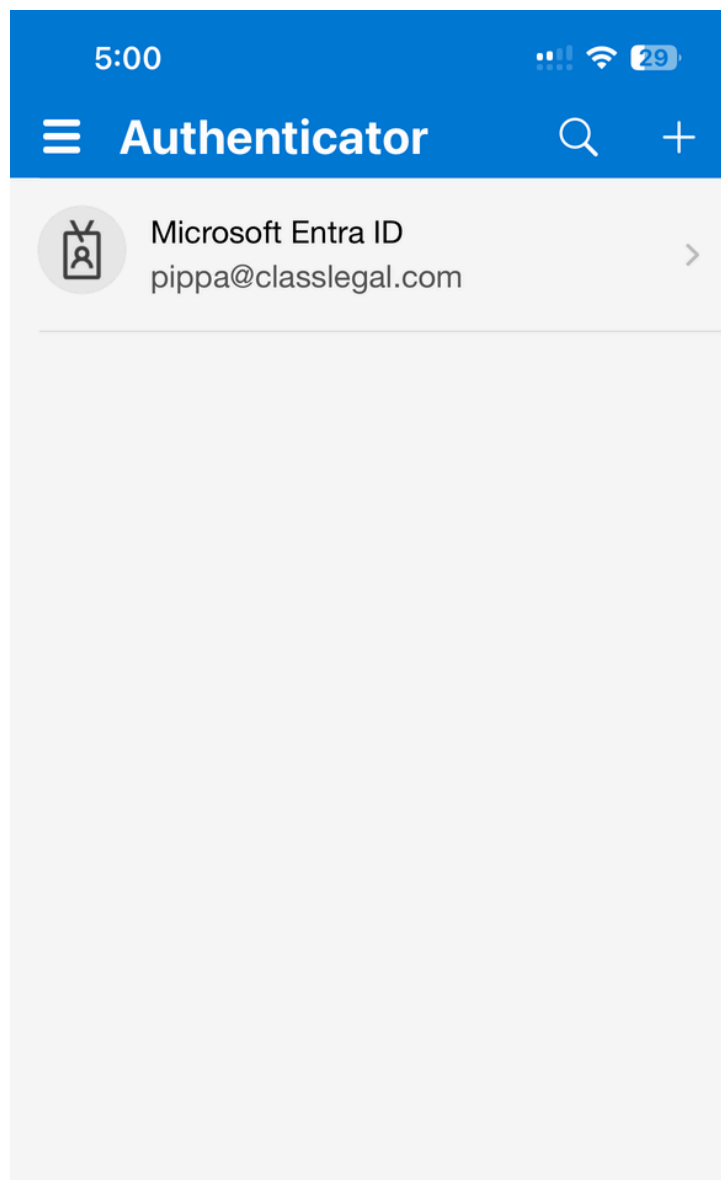
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Authenticator

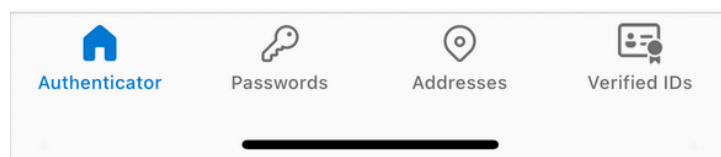
Search



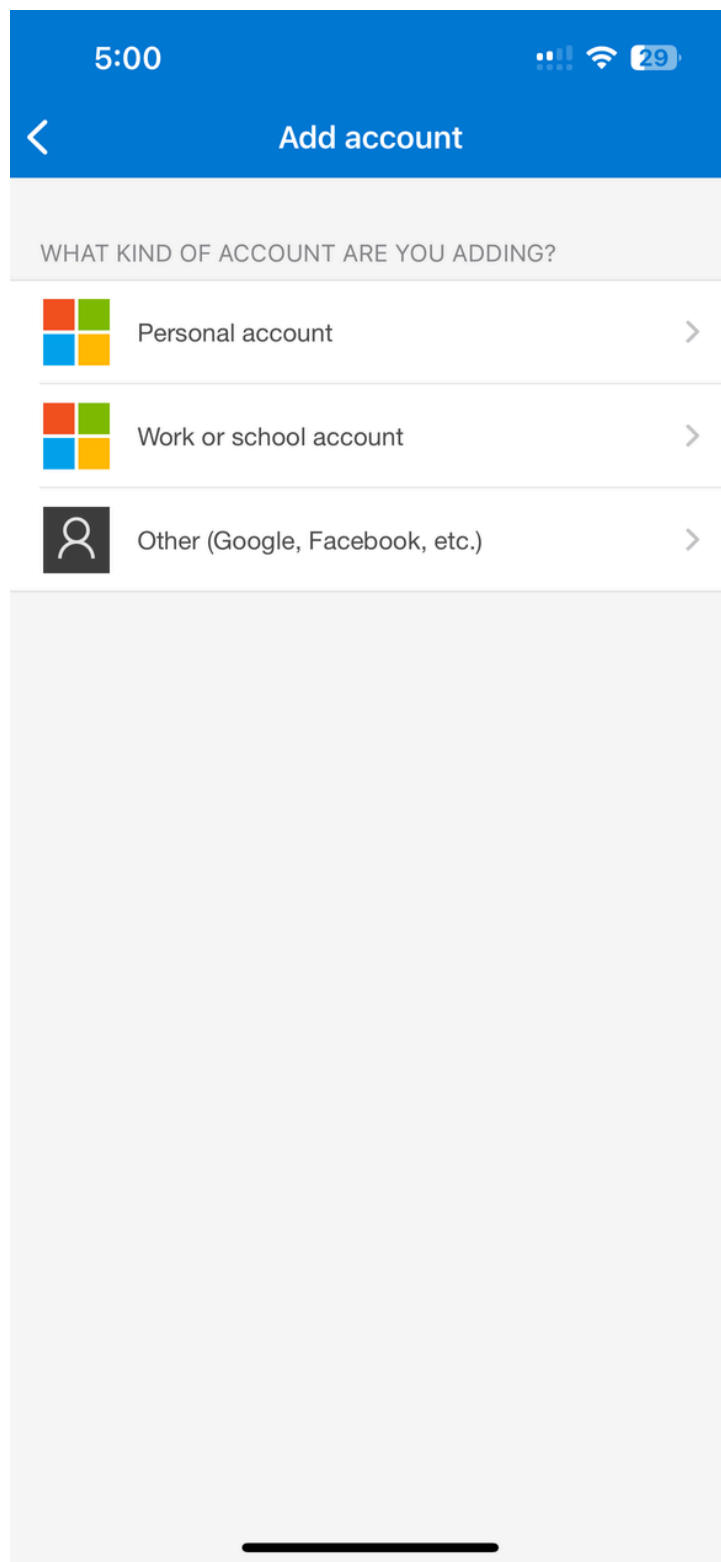


Already have a backup?  
Restore your account.

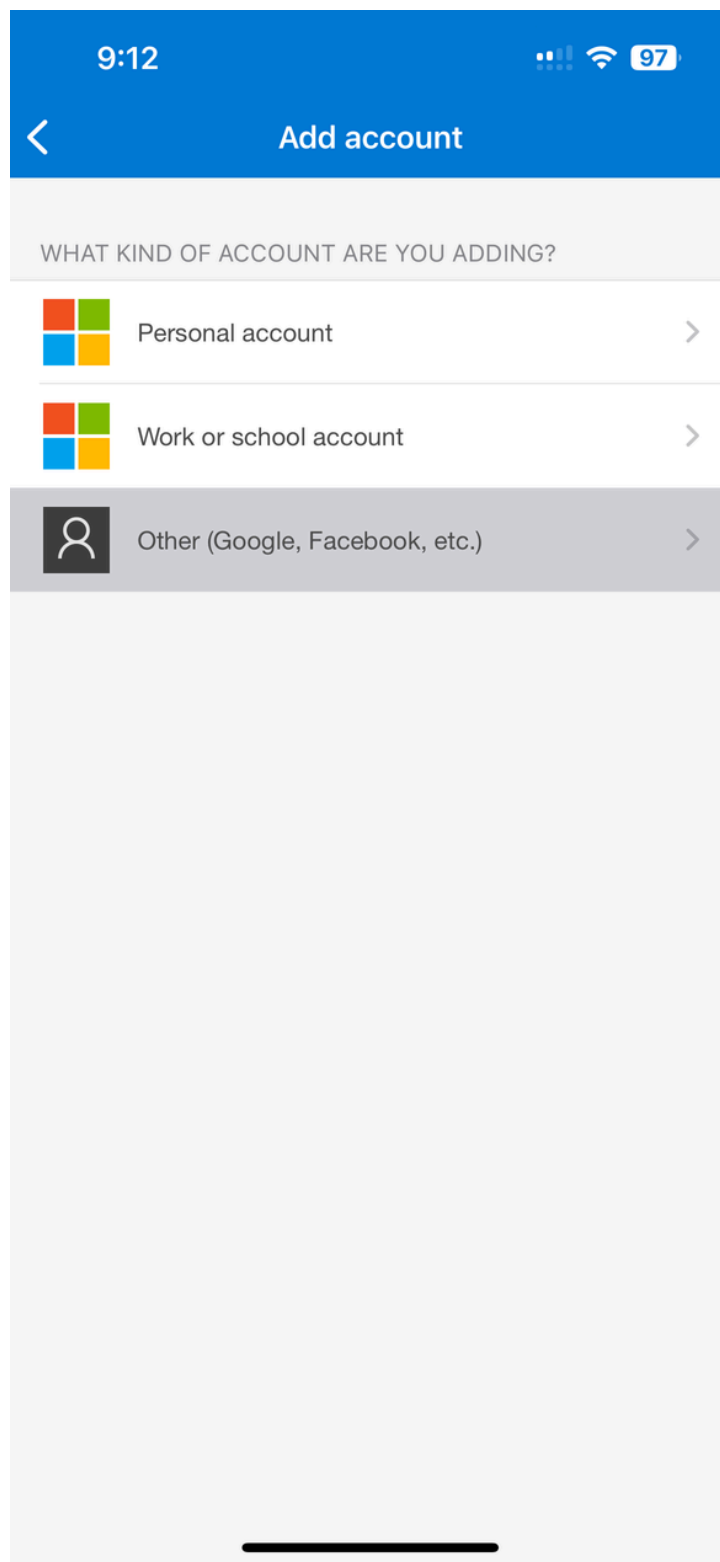
**Begin recovery**



Tap the 'plus symbol' at the top of the Microsoft Authenticator screen.

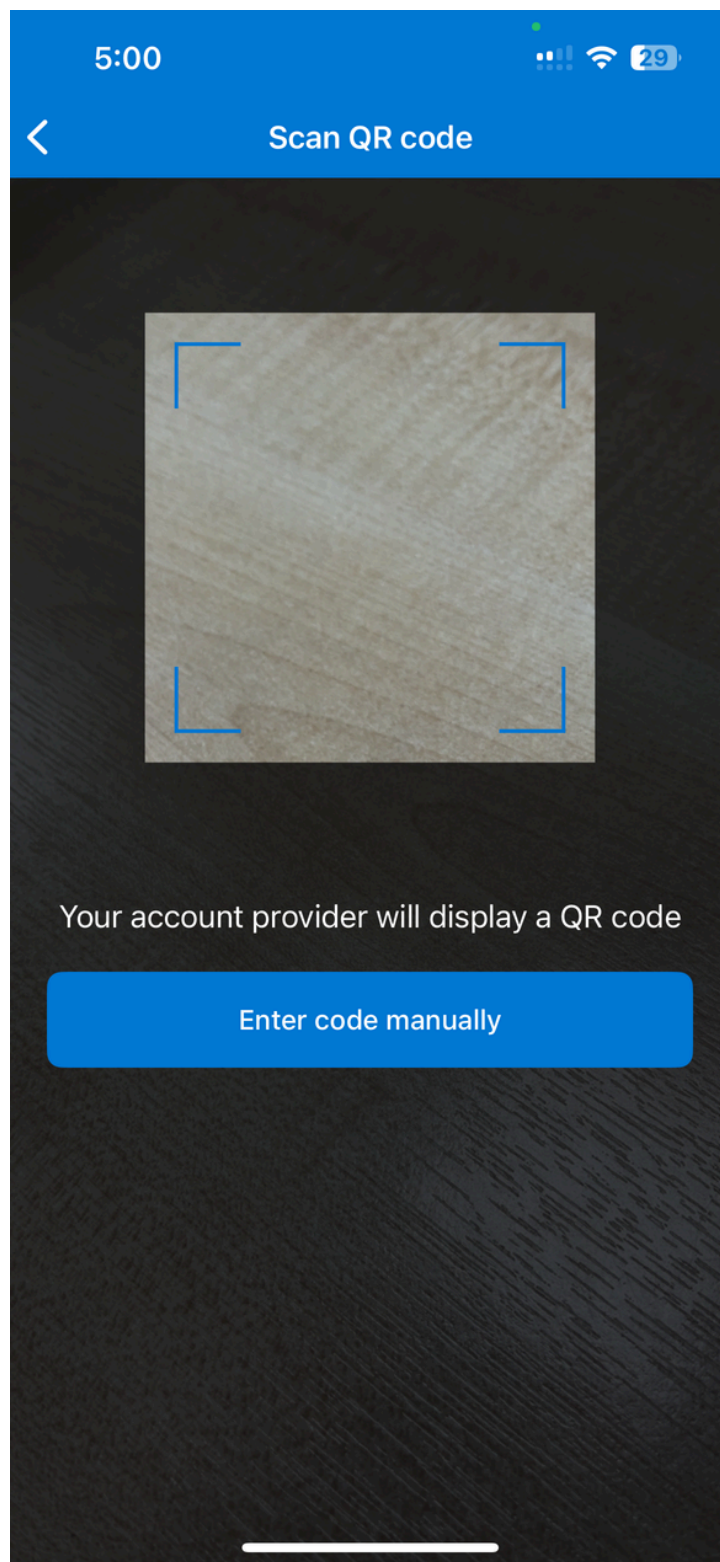


Select 'Other (Google, Facebook, etc).'

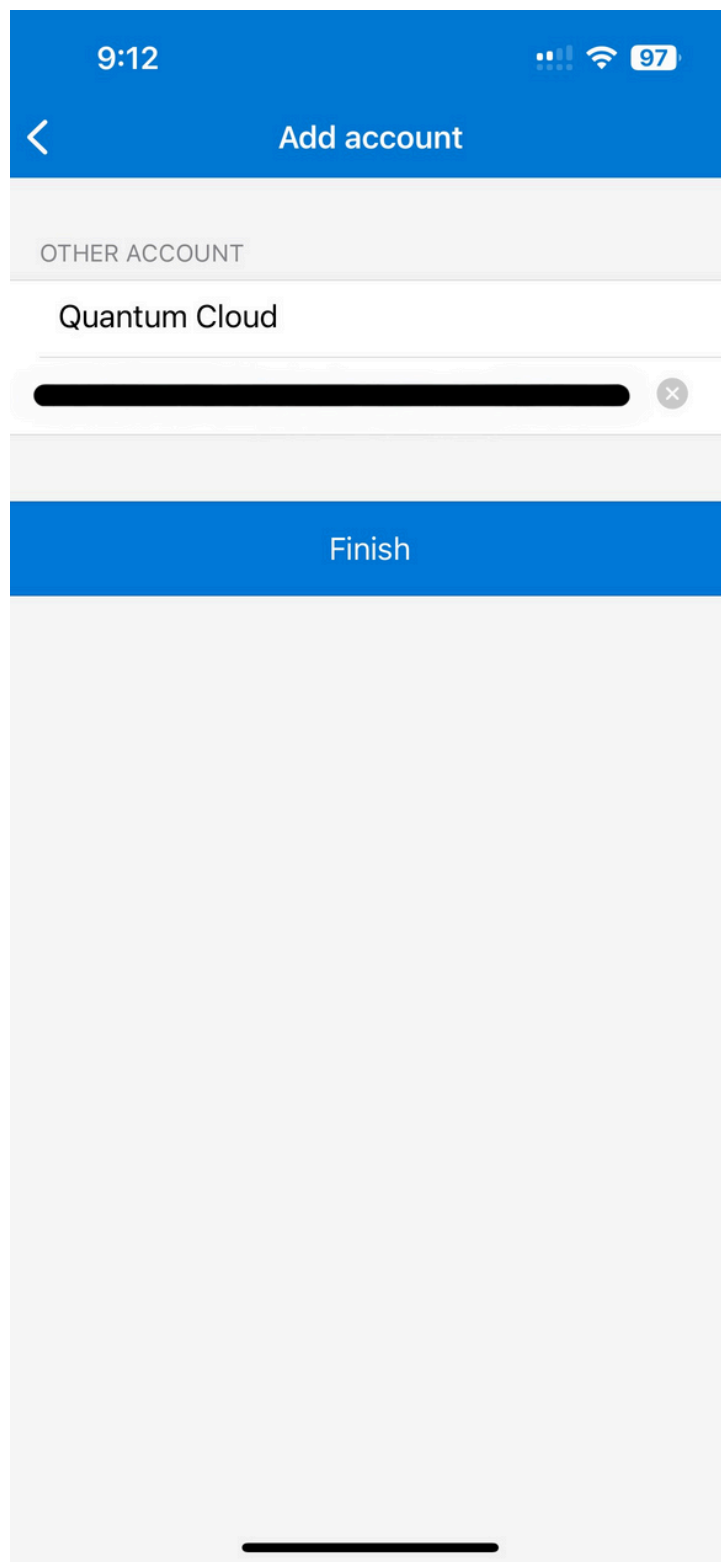


When your camera opens, click the 'Enter code manually' button.



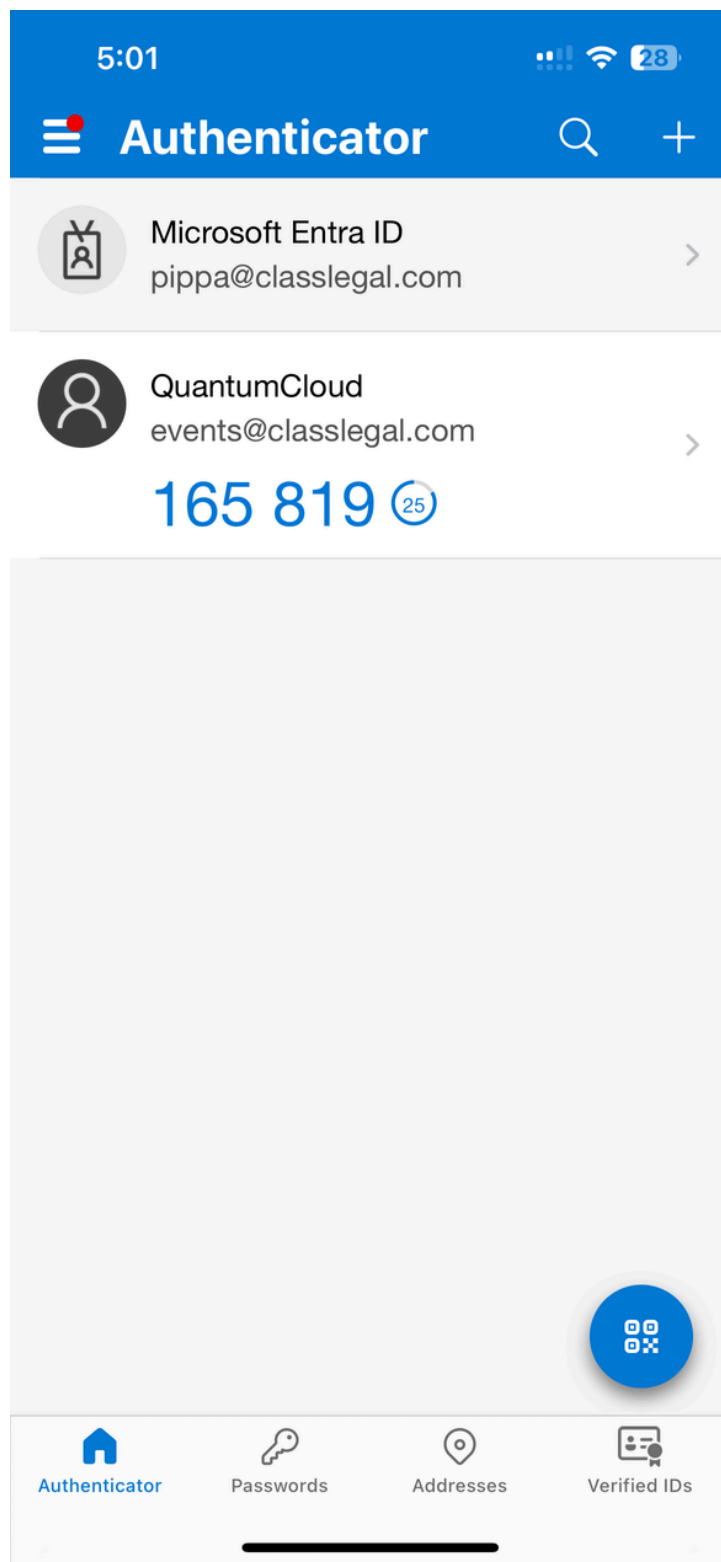


Enter the account name 'Quantum Cloud' and add the long code.

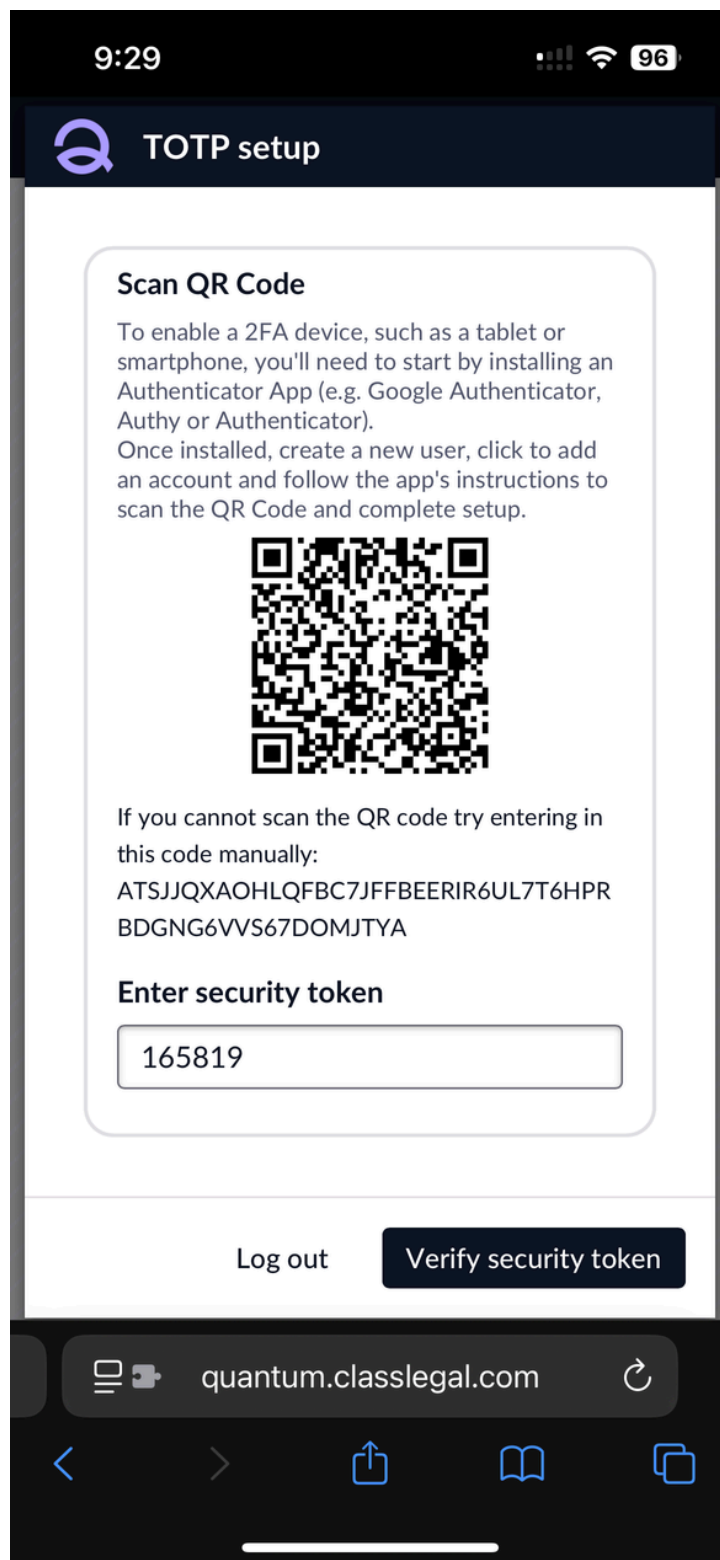


Click "Finish".

A Quantum Cloud account will be created, with a 6 digit code underneath and a timer next to it.

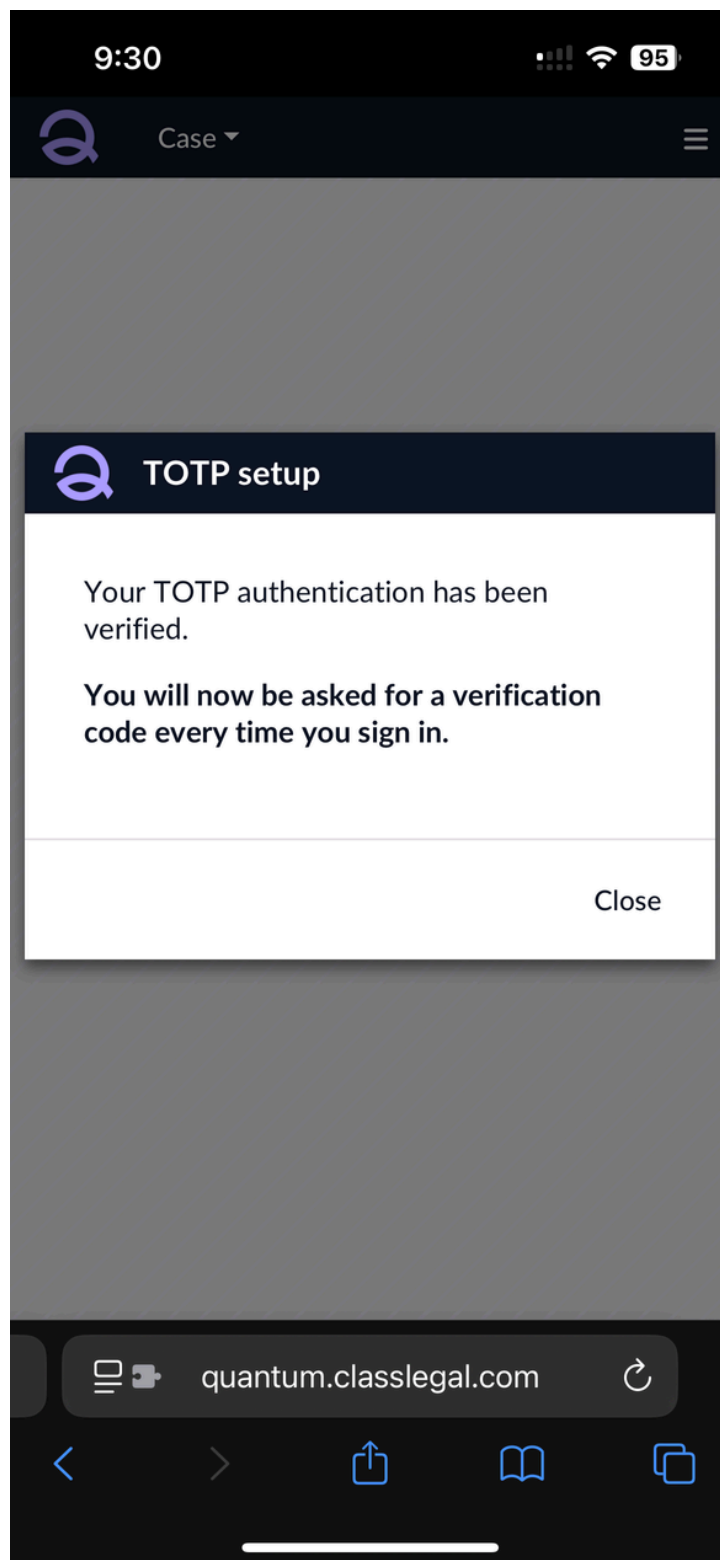


Enter the 6 digit code, without any spaces, into the 'Enter security token' box on your Quantum screen and click 'Verify security token'.



Please note, the code will change every 30 seconds as indicated by the timer, please ensure you input the code within the 30 second time frame.

You will now be successfully logged in to your Quantum Cloud account.



In future, each time you need to login to Quantum Cloud, you need to open the authenticator app and enter the code in to the login screen when prompted.

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If you have any questions or need support please email us at [info@classlegal.com](mailto:info@classlegal.com) or call us on 01652 652222. We are open from 9am-5.30pm, Monday to Friday.