

Microsoft365 Multi-factor authentication method

~Authentication method performed by PC and telephone~

※Use a telephone that can send tone signals.

Multi-factor authentication is required when using our Microsoft 365 from off-campus.
Please follow the steps on the following pages for multi-factor authentication.
(Even if you use it in on-campus, you must make initial settings before using it.)

※The operation may not proceed normally if it is connected to INDIGO.
In that case, disconnect INDIGO before operating, or set at home.

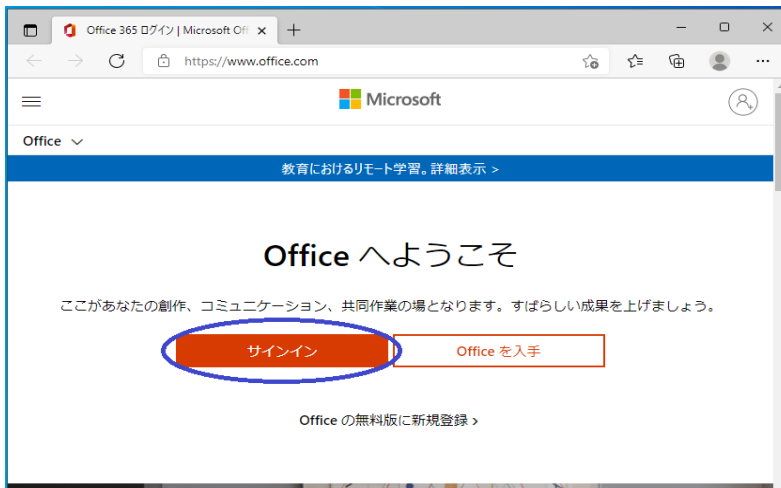


1. Access the Microsoft 365 Website from the following URL or QR code.

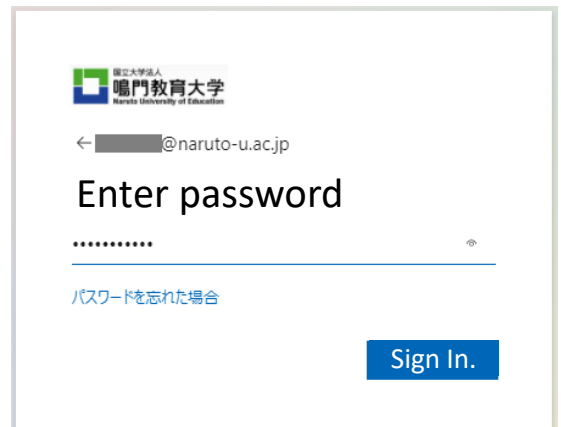
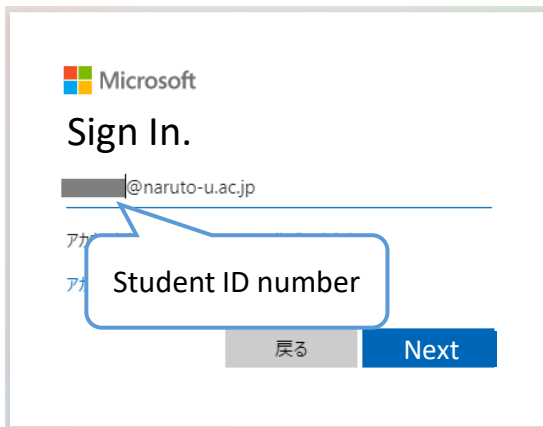
<https://portal.office.com>



2. Click "Sign In".

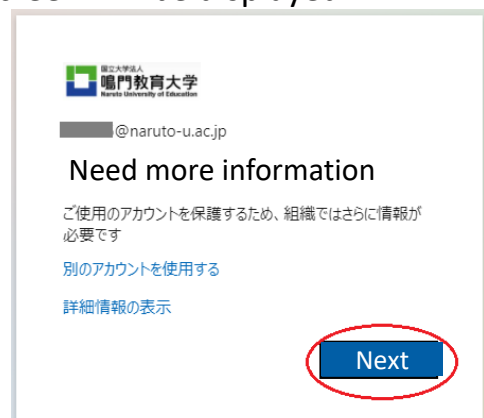


3. Enter your ID given by the university, and enter your password.



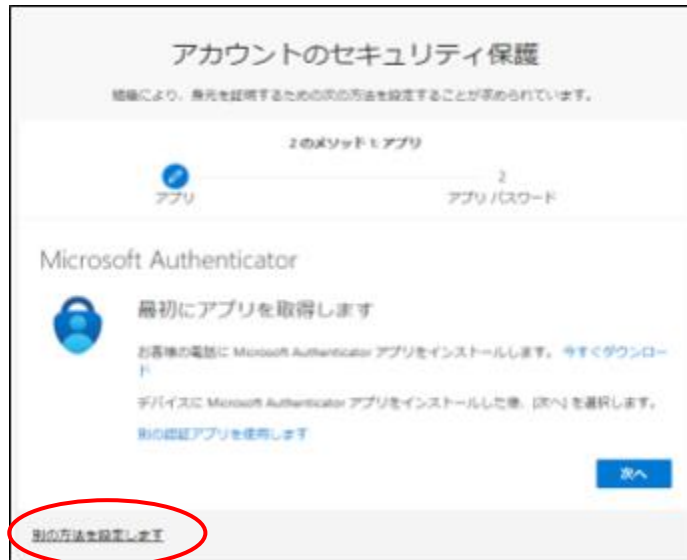
4. After entering the password, the following screen will be displayed.

Click "Next".



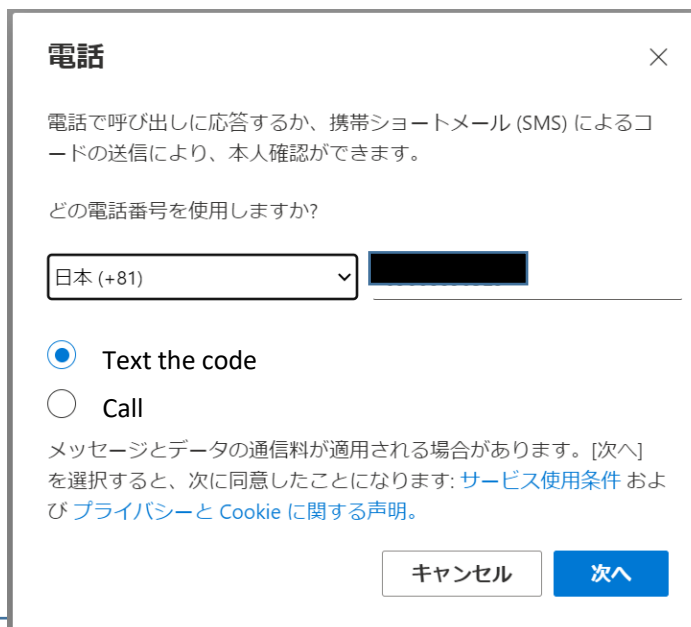
5.

Click “Set up another method” and a selection screen will appear. Then select “(電話) Phone”. After making your selection, click “確認(Confirm)”.



6.

Select “Japan (+81)” from the “Please select a country / region” pull-down menu. Please enter your phone number. Select either “Text the code” or “Call” for the method, and click “Next”.



Please enter a number that can be answered at any time.

※Please do not use the university's phone number.

You do not have to enter the first "0" in the area code.

[Example] 090-××××-××××

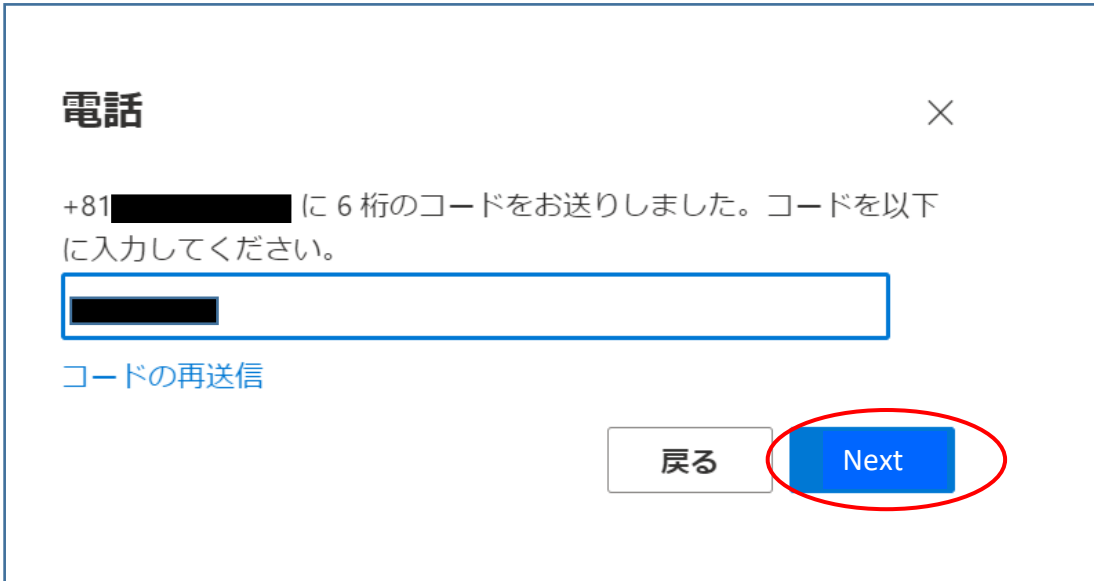
90-××××-××××

) Either is okay

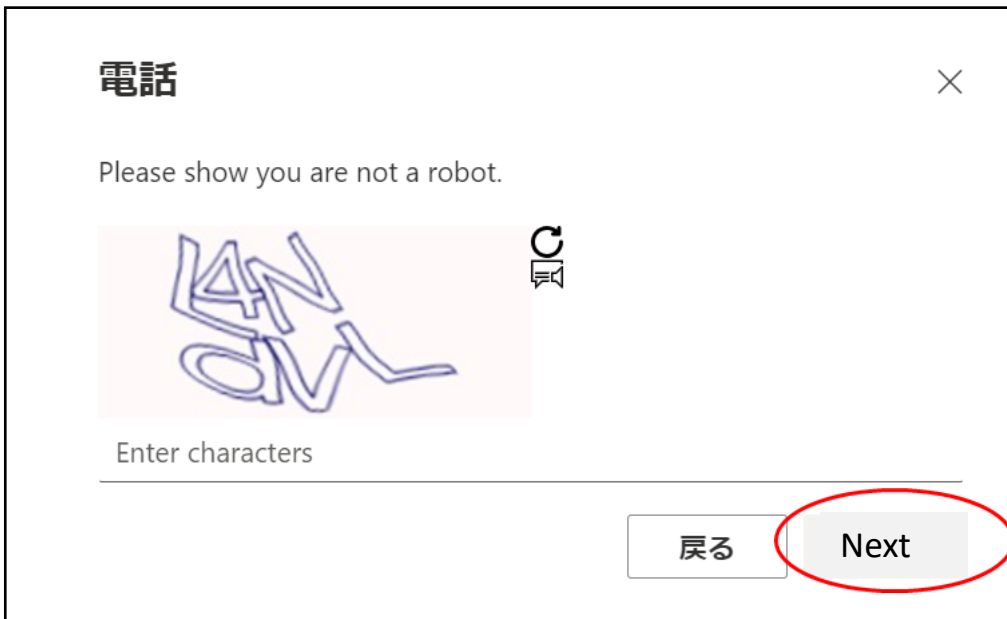
7.

In case you chose "Text the code"

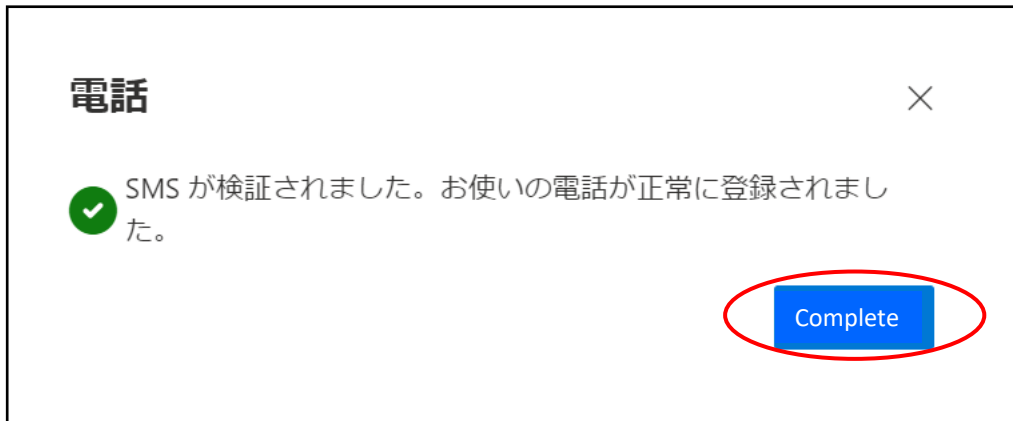
The code will appear as shown below. Please enter the code when you receive it on your cell phone. After entering the code, click "Next."



※If you see the robot authentication, please enter the letters or numbers that appear. After entering the code, click "Next."



When the authentication is completed, "Authentication succeeded" is, so click "Complete".



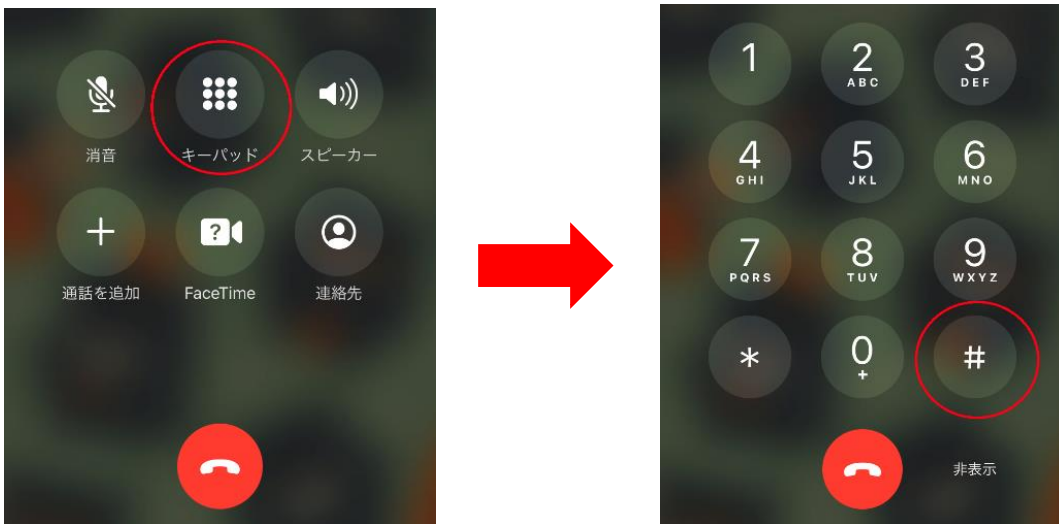
8.

In case you chose "Call"

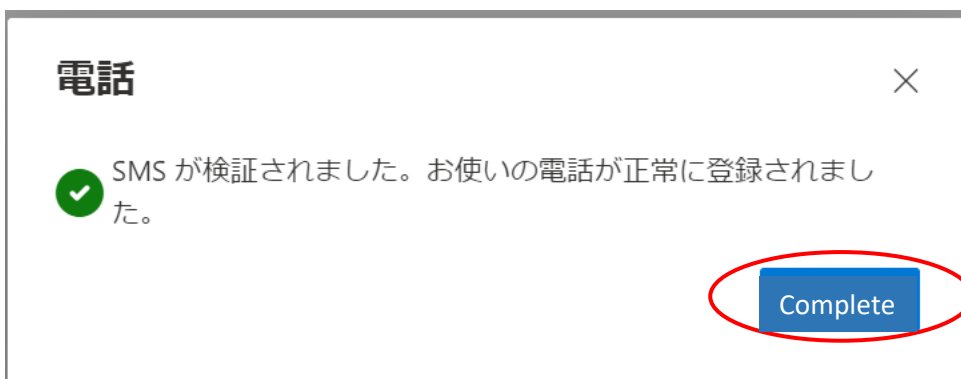
The figure below will appear. You will then receive a call at the phone number you entered, follow the instruction to authenticate.



※As you will hear a guidance to press "#", open the keypad and press "#".



After the authentication is complete, the message "Authentication succeeded" will appear.



10. Click “Next”.


アカウントのセキュリティ保護

組織により、身元を証明するための次の方法を設定することが求められています。

2 のメソッド 1: アプリ

電話 アプリパスワード

Microsoft Authenticator

 通知が承認されました

戻る Next

別の方法を設定します

※The display of application password is appeared, enter your student ID number.

アカウントのセキュリティ保護

組織により、身元を証明するための次の方法を設定することが求められています。

2 のメソッド 2: アプリパスワード

電話 アプリパスワード

アプリパスワード

最初に、アプリパスワードの名前を作成します。他のユーザーと区別するのに役立ちます。
どの名前を使用しますか? 長さは 8 文字以上です。

Next

11. When you click “Complete”, the all settings will be done.

アカウントのセキュリティ保護

組織により、身元を証明するための次の方法を設定することが求められています。

2 のメソッド 2: 完了

電話 アプリ パスワード

成功

セキュリティ情報が正常にセットアップされました。[完了] を選択し、サインインを続行します。

既定のサインイン方法:

- 電話 XXXXXXXXXX
- アプリ パスワード XXXXXXXXXX

Complete

When using from off-campus

1. Sign in.

Enter your ID given by the university and password.

Microsoft
Sign In.
@naruto-u.ac.jp
アカウントをお持ちではない場合、作成できます。
アカウントにアクセスできない場合
戻る Next

国立大学法人
鳴門教育大学
Naruto University of Education
< @naruto-u.ac.jp
Enter password
.....
パスワードを忘れた場合
Sign In.

2. When you sign in, you will see the screen below, "Confirm ID".

When you press "Call", the screen will switch to "Approve sign-in request" and you will receive a call. Follow the voice guidance as you did when authenticating.

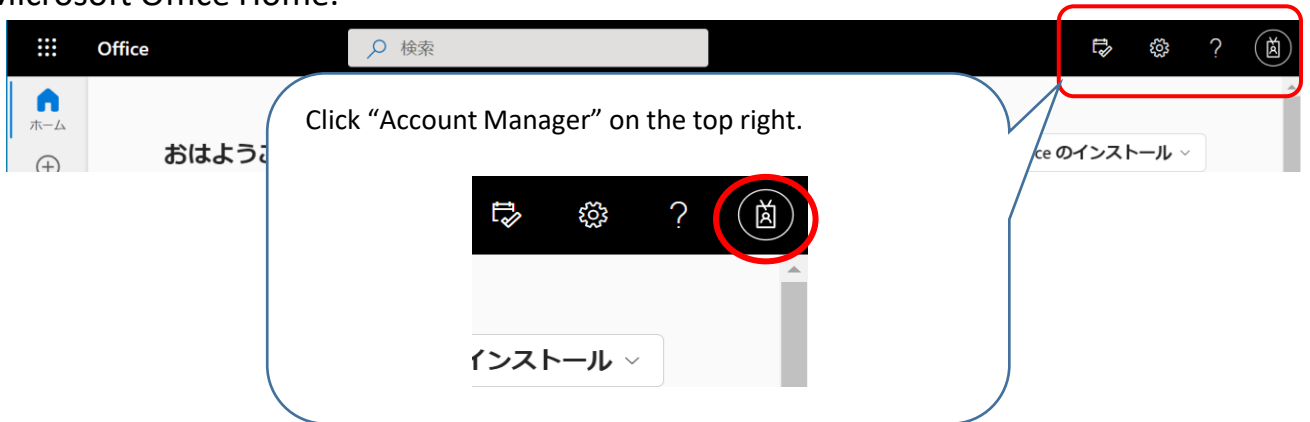
国立大学法人
鳴門教育大学
Naruto University of Education
@naruto-u.ac.jp
IDを確認する
+XX XXXXXXXXXX に SMS を送信
Call +XX XXXXXX
詳細情報
お客様の確認方法は最新ですか? <https://aka.ms/mfasetup> でご確認ください
キャンセル

国立大学法人
鳴門教育大学
Naruto University of Education
@naruto-u.ac.jp
Approve sign-in request
お客様の電話にかけています。続行するには、応答してください。
問題がありますか? [別の方法でサインインする](#)

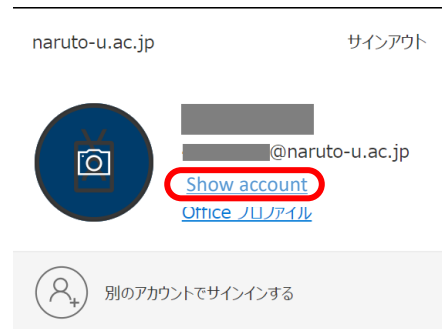
※In such a case

○In case you want to check/change the setting information after setting

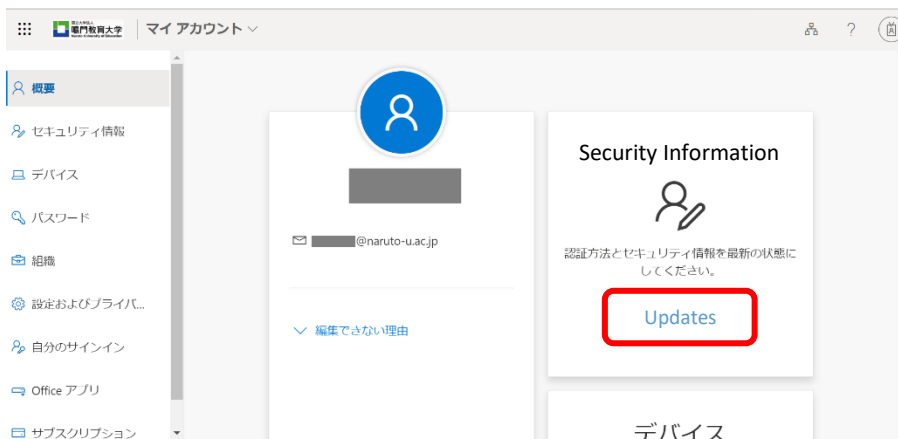
1. From the University webpage, connect to the university portal site and open Microsoft Office Home.



2. Click 「Show account」



3. When the My Account screen opens, click on "Updates" under Security Information.

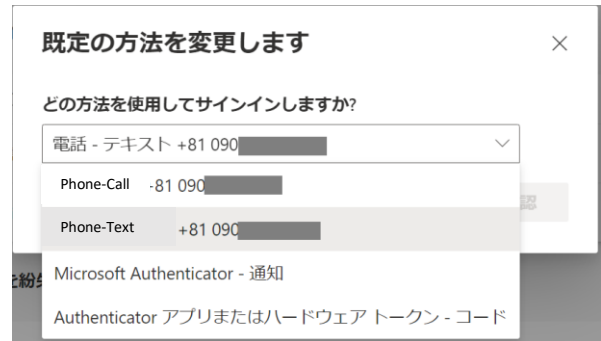
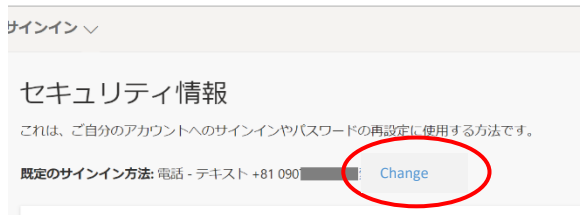


4. The Security Information screen will appear. From here, you can review and change your configuration information.



5-1. In case you want to change how to sign-in

Click "Change" next to the default sign-in method to see the registered sign-in methods. From there, select the method you wish to change.



5-2. In case you want to add the sign-in method

Click on "Add Sign-In Method" under the default sign-in method. The Add Method screen will appear, from which you can add the method you wish to add.



○ If you want to authenticate from overseas

"Confirmation code display method by app" can be used even if the LTE line is out of service area.

When authenticating from overseas, we recommend using a verification code.

If you have selected another authentication method, change the authentication method using the method described in the "If you want to check / change your information after setting" section at the top of this page.

It is assumed that the environment is different from usual, such as when you cannot receive voice / SMS overseas or when roaming communication is required, so it is recommended to check and set in advance.

○ If you want to change the registration of the device that has the authentication application "Microsoft Authenticator" installed

The migration procedure is also required when changing models of your smart phone. For details, please see the following site.

<https://jpazureid.github.io/blog/azure-active-directory/move-authenticator-to-new-phone/>

If you have any other questions, please contact the Center for Information Technology Services Usage Support Office.