

# Microsoft365 Multi-factor authentication method

~Authentication method performed by the application using  
a personal computer and a smartphone~

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.



※ The operation on the smartphone is referred to as **【Smartphone】** , and the operation on the browser of the PC is referred to as **【PC】** .

1. **【Smartphone】**

Before starting the setting, download the authentication application "Microsoft Authenticator" from the following QR code.

iOS version



Android version



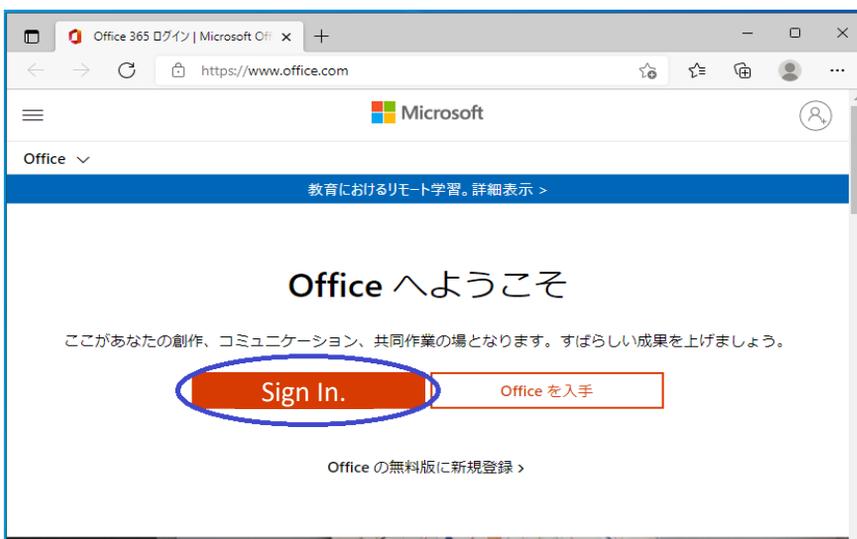
2. **【PC】**

Access the Microsoft 365 Website from the following URL or QR code.  
<https://portal.office.com>



3. **【PC】**

Click "Sign In".

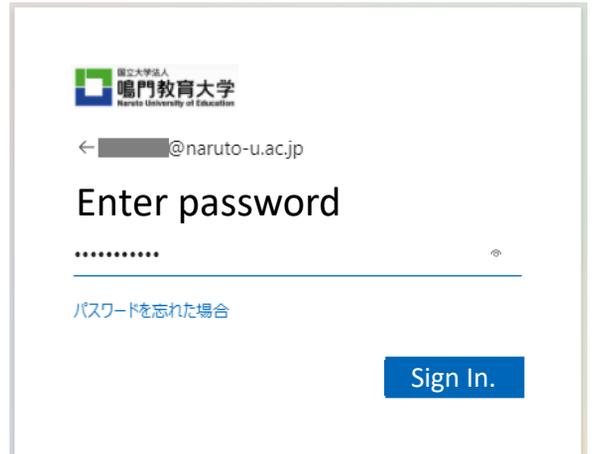


4. 【PC】

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



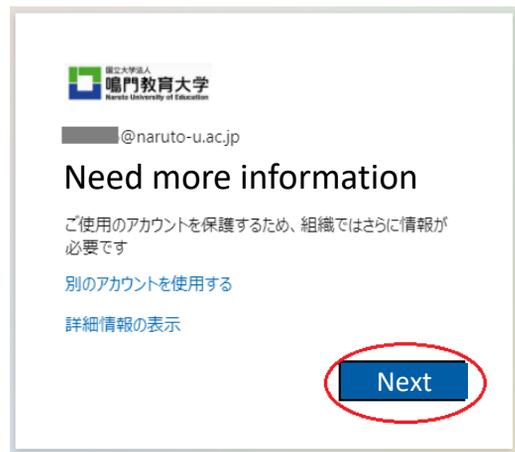
Microsoft  
Sign In.  
[redacted]@naruto-u.ac.jp  
Student ID number  
戻る Next



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

5. 【PC】

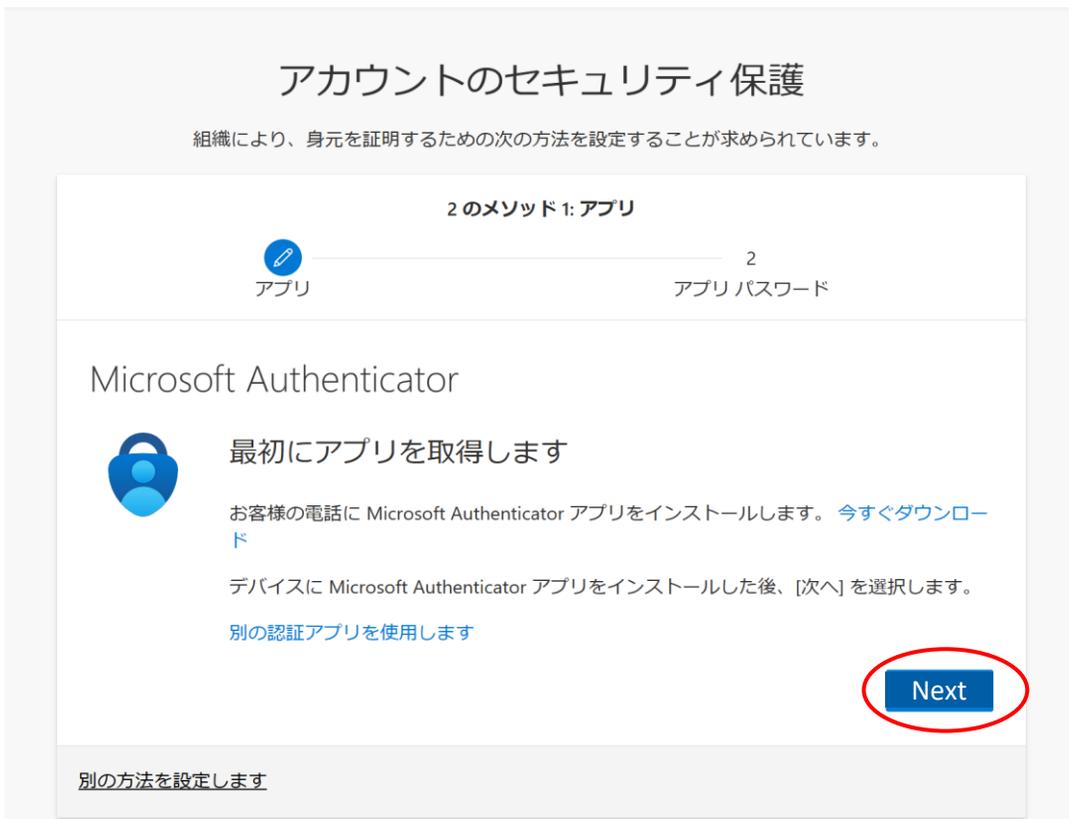
After entering the password, the following screen will be displayed. Click "Next".



国立大学法人 鳴門教育大学  
Naruto University of Education  
[redacted]@naruto-u.ac.jp  
Need more information  
ご使用のアカウントを保護するため、組織ではさらに情報が必要です  
別のアカウントを使用する  
詳細情報の表示  
Next

6. 【PC】

Click "Next" when the screens below is displayed.



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

アプリ 2 アプリパスワード

Microsoft Authenticator

最初にアプリを取得します

お客様の電話に Microsoft Authenticator アプリをインストールします。 [今すぐダウンロード](#)

デバイスに Microsoft Authenticator アプリをインストールした後、[次へ] を選択します。  
[別の認証アプリを使用します](#)

別の方法を設定します

Next

## 7. 【PC】

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

1 アプリ

2 アプリパスワード

Microsoft Authenticator

アカウントのセットアップ

プロンプトが表示されたら、通知を許可します。アカウントを追加し、[職場または学校] を選択します。

戻る Next

別の方法を設定します

## 8. 【PC】

When the following screen appears, start the application from your smartphone. Then scan the QR code.

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

1 アプリ

2 アプリパスワード

Microsoft Authenticator

QR コードをスキャンします

Microsoft Authenticator アプリを使用して QR コードをスキャンします。これにより、Microsoft Authenticator アプリとご自分のアカウントがつながります。

QR コードをスキャンした後、[次へ] を選択します。

sample

画像をスキャンできませんか?

戻る 次へ

別の方法を設定します

## 9. 【Smartphone】

When you start the app after operating 8, the following screen will be displayed. Please select "Agree", then select "Scan the QR code".



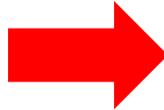
### お客様のプライバシーは大切です

アプリのセキュリティと最新の状態を維持するために必要な診断情報が収集されます。これには、お客様の名前や機密性の高いデータは含まれません。

いつでもアプリ設定から、Authenticator の改善に役立つ使用状況データを共有することをオプトインすることもできます。

Agree

[プライバシーに関する声明](#)



スキップ

### お客様のデジタル ライフに安心をご提供します

多要素認証を使用してアカウントを保護する。

Microsoft アカウントでサインイン

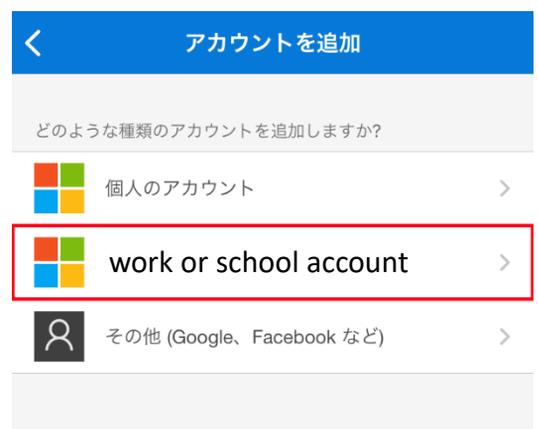
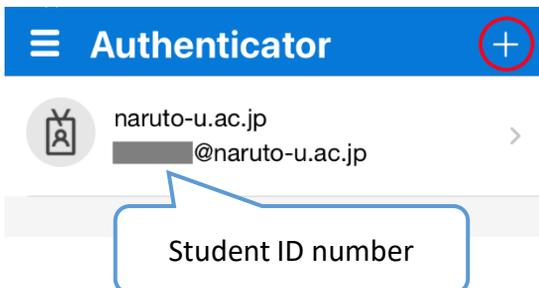
職場または学校アカウントの追加

Scan the QR code

お客様の組織またはアカウント プロバイダー (Microsoft、Google、Facebook など) から QR コードを取得できます

[バックアップから復元](#)

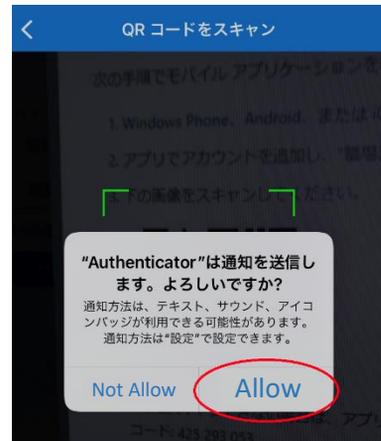
※If you already have Microsoft Authenticator installed and have added another account, press "+" at the top of the account list and select "work or school account", The screen will be changed to the QR code scanning screen.



## 10. 【Smartphone】

You will be asked to access the camera, so press "OK".

When the scan screen appears, scan the QR code in step 8 and press "Allow" to send the notification.

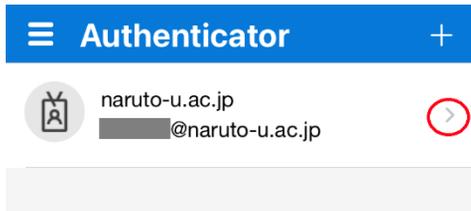


※The shutter button is not displayed when scanning.

The screen will be switched to the next screen automatically when scanned.

## 11. 【Smartphone】

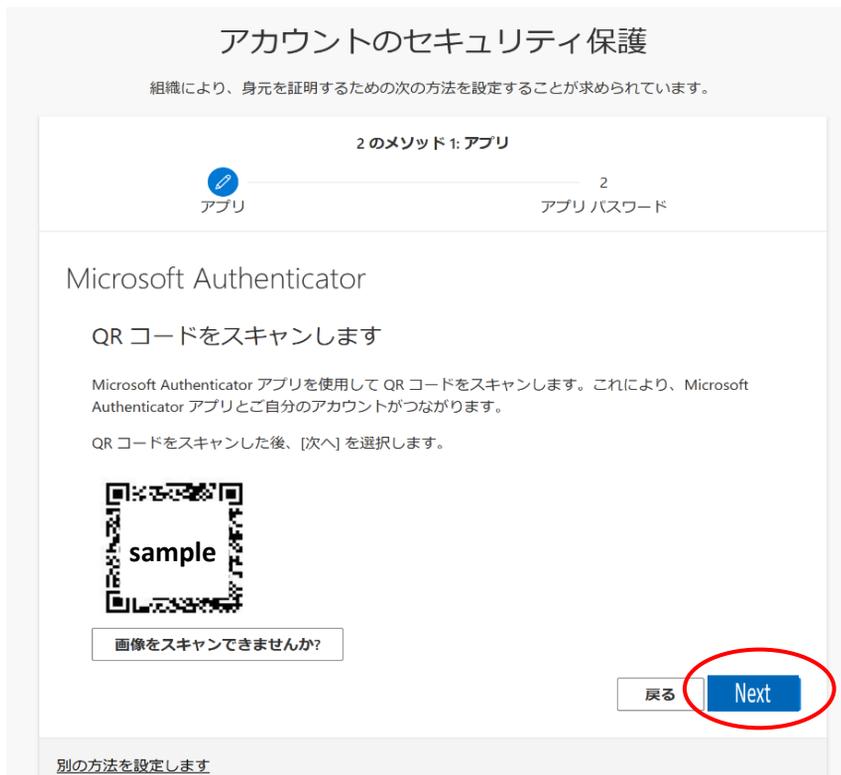
Now that the account has been added, press the ">" on the right.



Make sure you see a 6-digit number at the one-time passcode.

※At this moment, it is OK if you can just confirm just a 6-digit number.

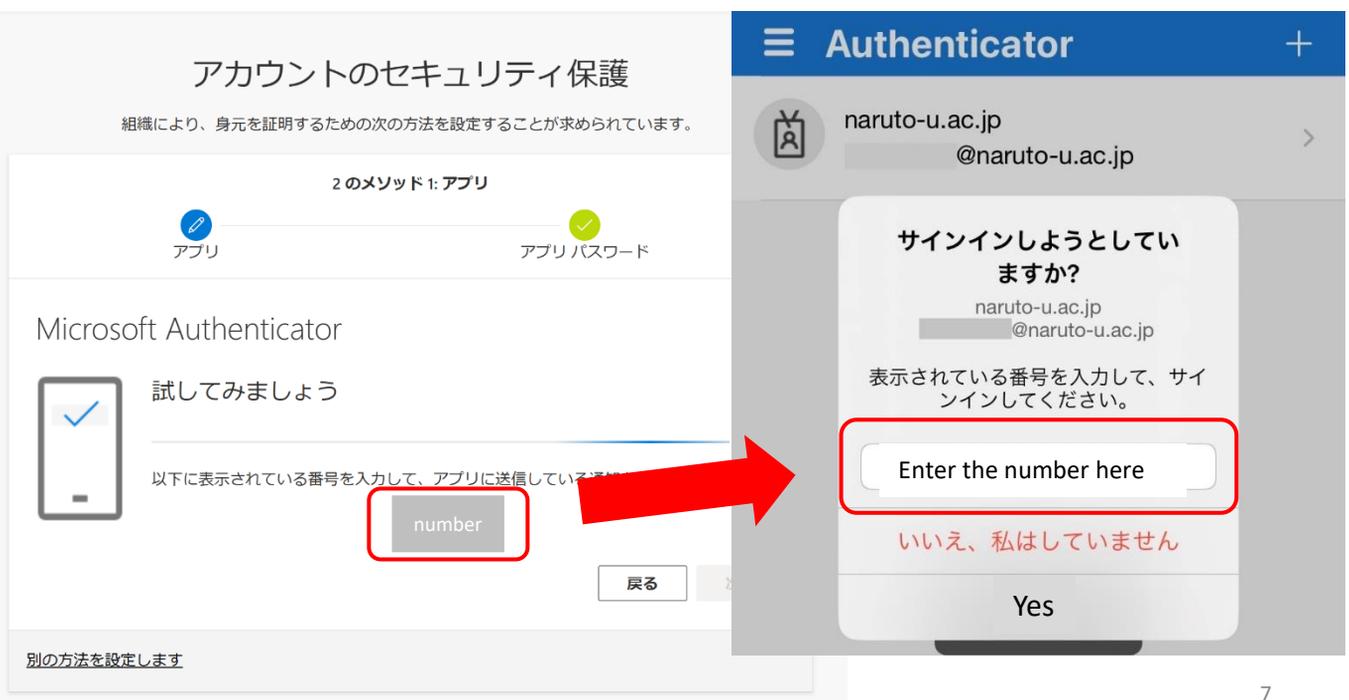
12. **[PC]** Return to your computer screen and click “Next”.



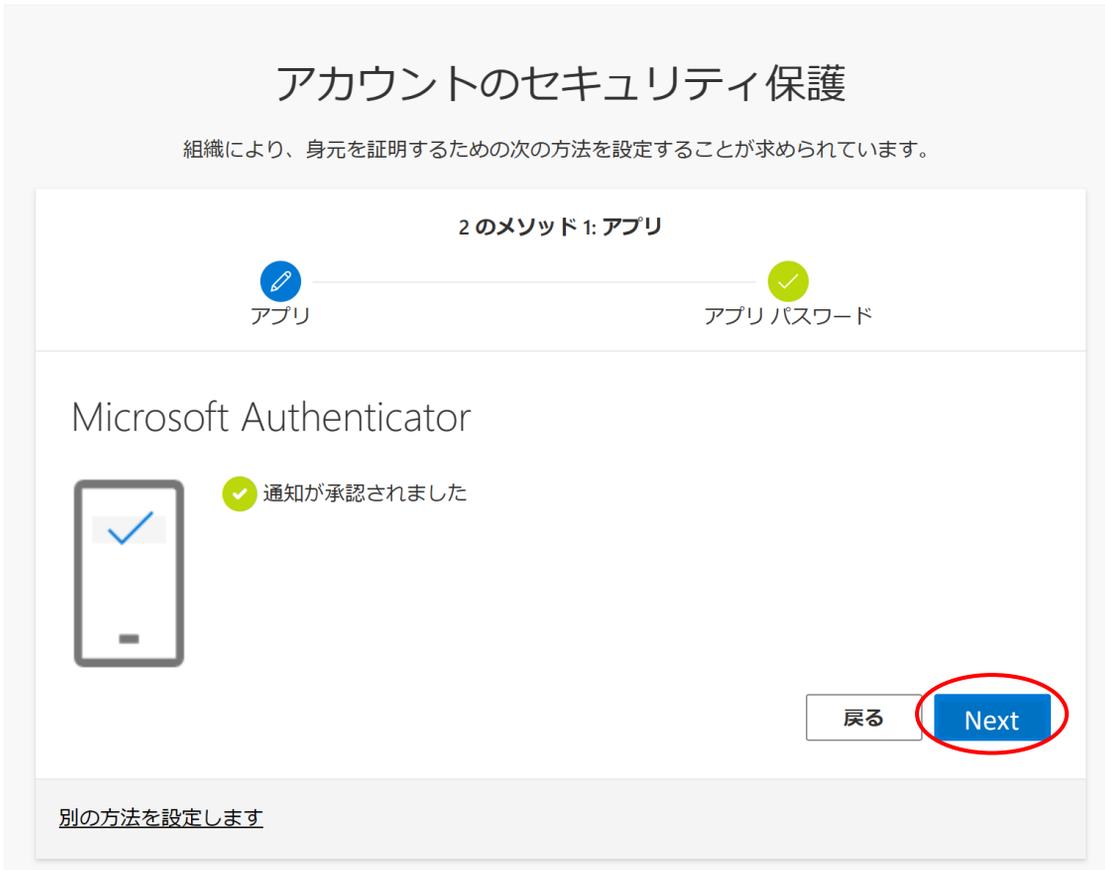
13.  
The computer and smartphone screens will switch to the following screen,  
Enter the number displayed on the computer into the application. After  
entering the number, press "Yes."

PC

Smartphone



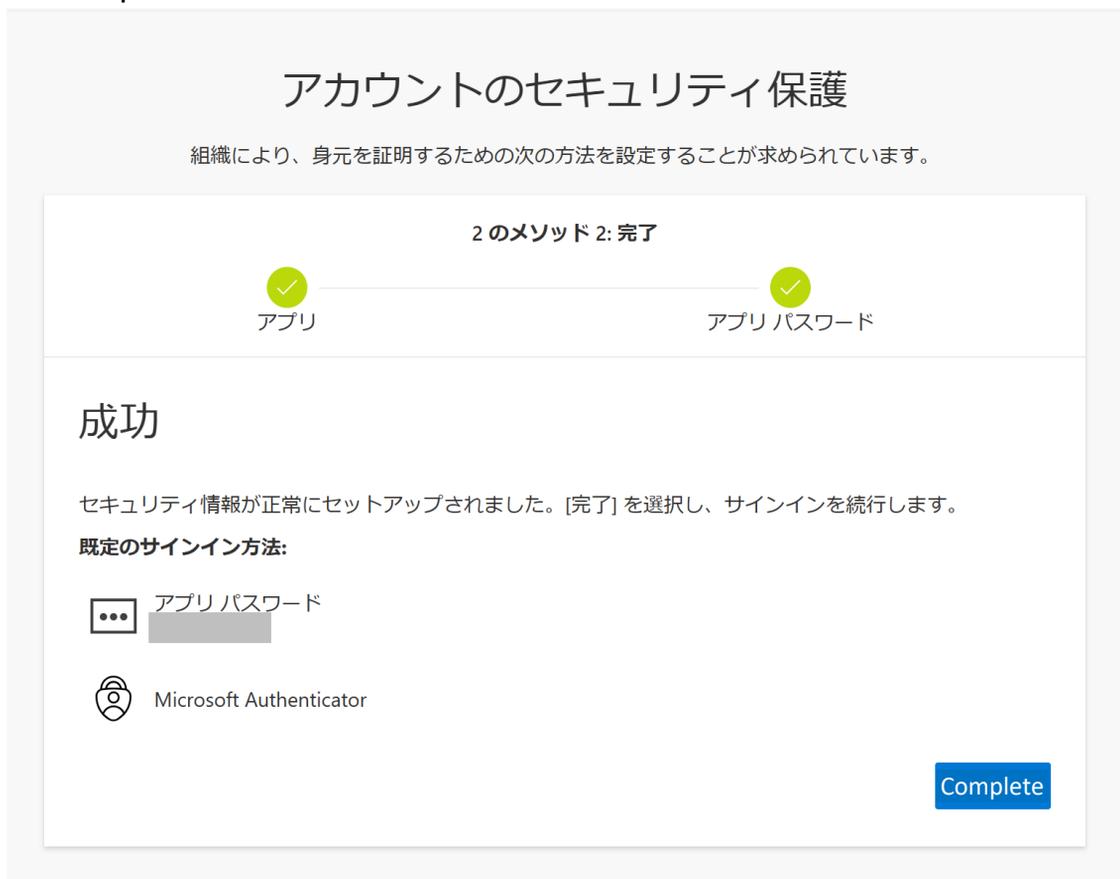
14.  
Click "Next".



※Enter your student ID number when the screen below is displayed.



## 15. Press "Complete".



※After setting, we recommend registering your phone number in case you are unable to application. Please register your phone number using the method described in 5-2 on pp. 12.

### 【Notes for setting up】

Enter a phone number that can be answered at any time. It will be used to authenticate your phone in case you are unable to connect to the application.

**\*Do not use the university's phone number.**

You do not need to enter the first "0" of the area code.

[e.g.] 090- × × × × - × × × ×

90- × × × × - × × × ×

## When using from off-campus

### 1. Sign in.

Enter your ID given by the university and password.

The first screenshot shows the Microsoft Sign In page. It has the Microsoft logo and the text 'Sign In.' Below that is a text input field containing a redacted email address '@naruto-u.ac.jp'. There are two lines of Japanese text: 'アカウントをお持ちではない場合、作成できます。' and 'アカウントにアクセスできない場合'. At the bottom are two buttons: '戻る' (Back) and 'Next'.

The second screenshot shows the Naruto University of Education sign-in page. It has the university logo and name. Below that is a text input field containing a redacted email address '@naruto-u.ac.jp'. The main heading is 'Enter password'. There is a password input field with a redacted password and a visibility toggle icon. Below that is a link: 'パスワードを忘れた場合'. At the bottom right is a blue 'Sign In.' button.

### 2. After you sign in, the message "Approve sign-in request" will be displayed and the app will notify you.

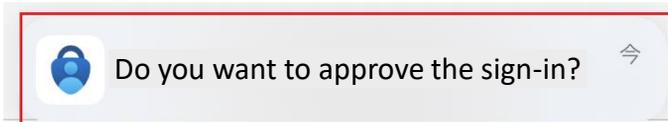
The app says "Do you want to approve the sign-in?", So press "Approve".



Redacted email address @naruto-u.ac.jp

### Approve sign-in request

Microsoft Authenticator アプリを開き、要求を承認してサインインします。



Press the app's notification bar to open the app.

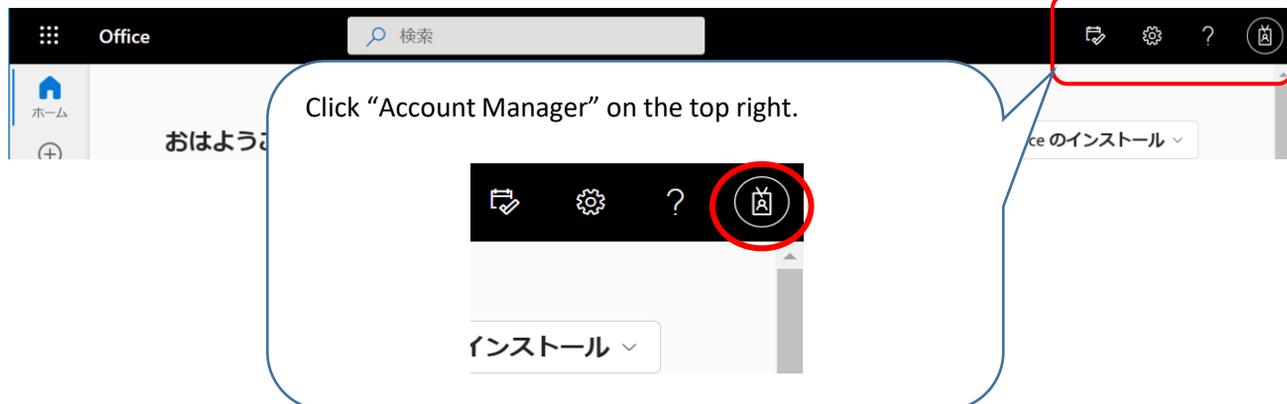


※If you have no idea about the approval request, please press "Reject".

## ※In such a case

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

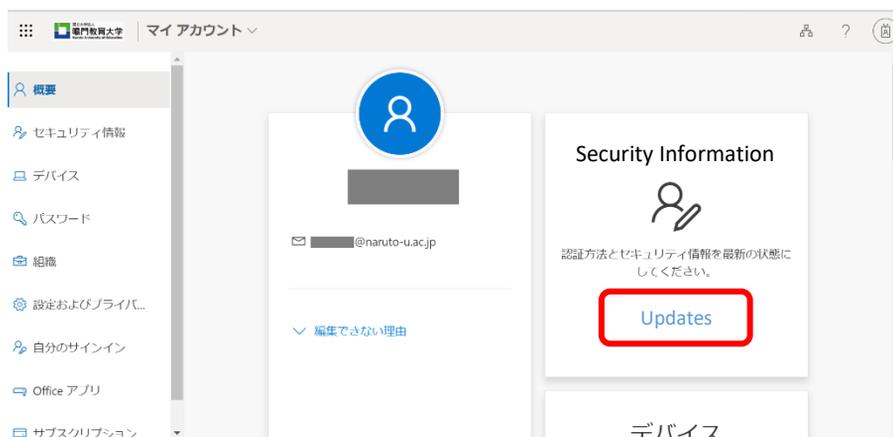
1. From the University webpage, connect to the university portal site and open Microsoft Office Home.



2. Click 「Show account」



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

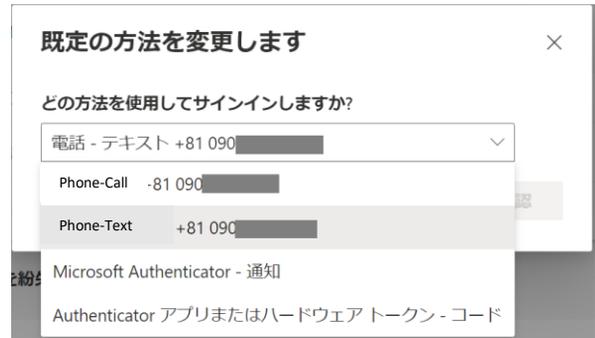


4. The Security Information screen will appear. From here, you can review and change your configuration information.



## 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.