

## MFA Setup manual for Microsoft 365

### What is MFA?

MFA (Multi-Factor Authentication) is a method of proving the identity of a user using means other than the normal ID and password input.

In order to use Microsoft 365 provided by Dokkyo University off-campus internet network, MFA is required by installing the application 'Microsoft Authenticator' on a smartphone or other similar devices.

This is not required for on-campus internet network use.

#### Note:

- This configuration can only be done in an off-campus internet network. Do this at home or elsewhere before you start using Microsoft 365.
- The app is used every time Microsoft365 is used off-campus, so do not delete the app once it is installed.

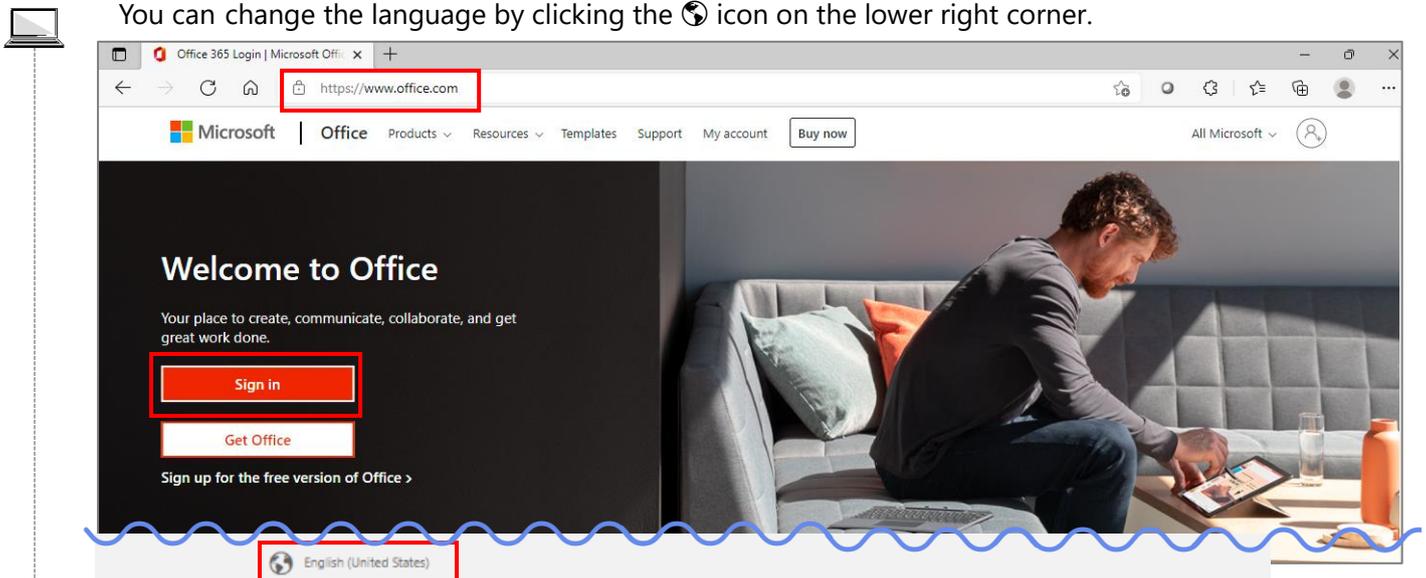
Prepare both a PC and a smartphone or tablet. Use them alternately when setting up.

### Setup procedure

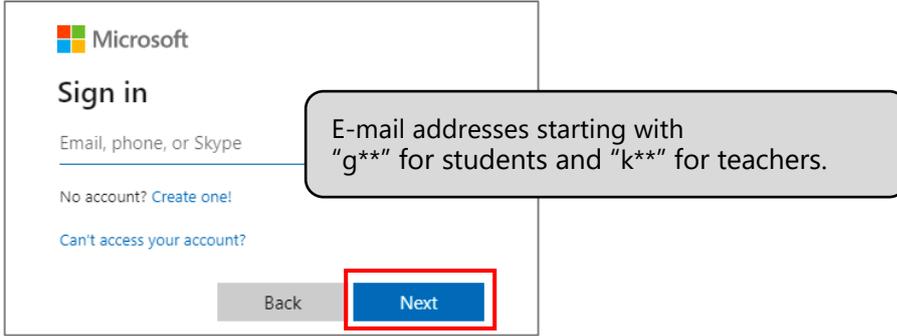
1. Install "Microsoft Authenticator" on your smartphone or tablet.  
Get the application from App Store or Google Play for free.



2. Access '<https://www.office.com/>' from a computer or other device's browser. Click 'Sign in'.  
You can change the language by clicking the  icon on the lower right corner.



3. Enter your Dokkyo e-mail address and click 'Next'.

Microsoft  
Sign in

Email, phone, or Skype

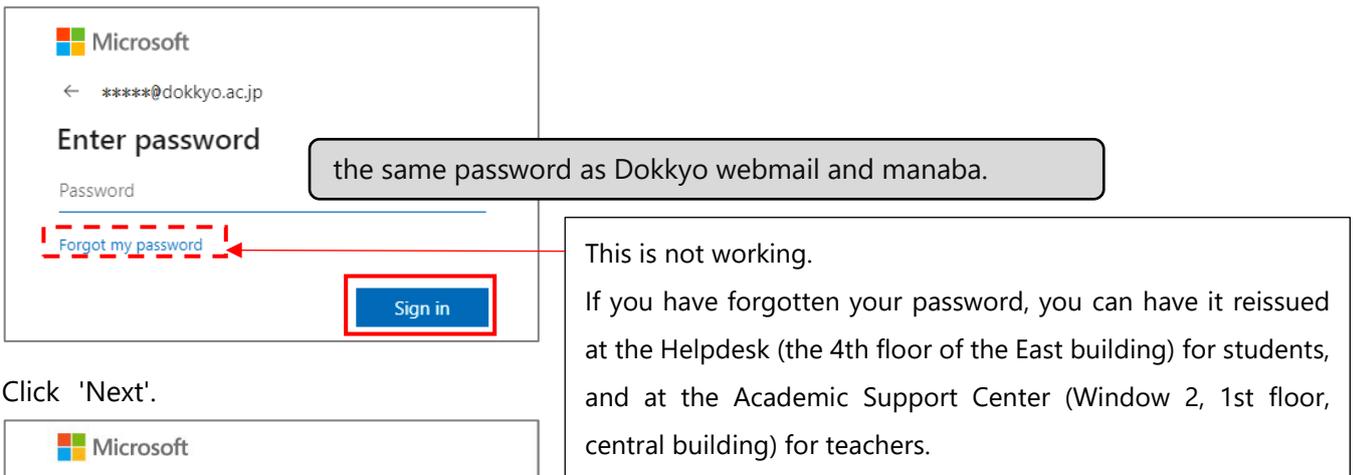
No account? [Create one!](#)

[Can't access your account?](#)

Back **Next**

E-mail addresses starting with "g\*\*" for students and "k\*\*" for teachers.

4. Enter the password you use to log in to webmail and manaba and click 'Sign in'.



Microsoft

← \*\*\*\*\*@dokkyo.ac.jp

Enter password

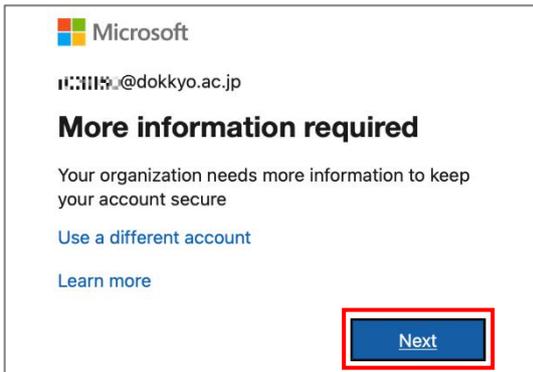
Password

[Forgot my password](#) **Sign in**

the same password as Dokkyo webmail and manaba.

This is not working.  
If you have forgotten your password, you can have it reissued at the Helpdesk (the 4th floor of the East building) for students, and at the Academic Support Center (Window 2, 1st floor, central building) for teachers.

5. Click 'Next'.



Microsoft

\*\*\*\*\*@dokkyo.ac.jp

**More information required**

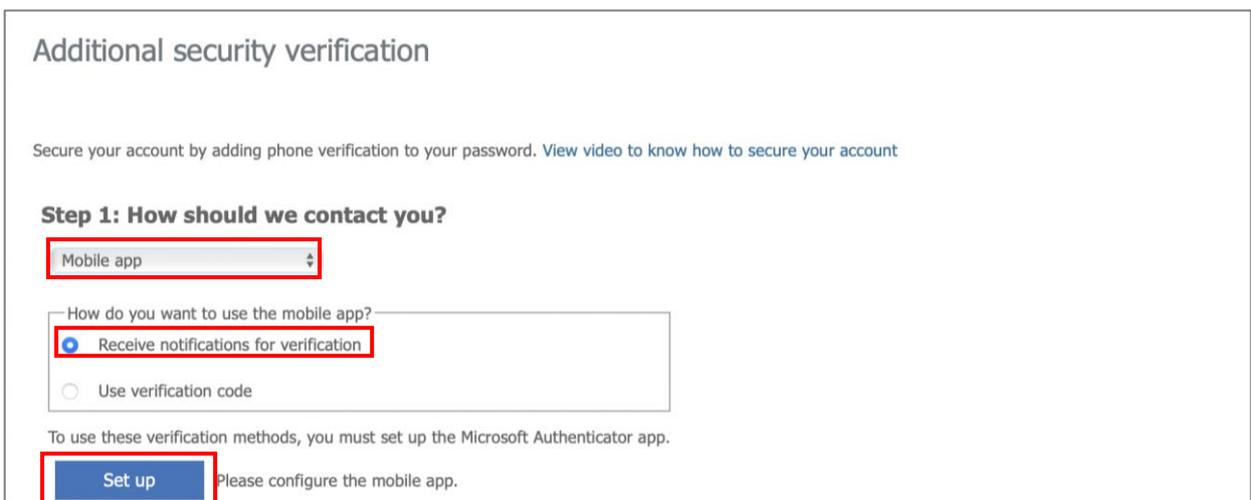
Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

**Next**

6. Select 'Mobile app', check 'Receive notifications for verification', and then click 'Set up'.



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 1: How should we contact you?**

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

**Set up** Please configure the mobile app.

7. When the QR code appears, don't do anything on the screen.  
Scan it after setting up the application on your smartphone in the next steps.



**Configure mobile app**

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

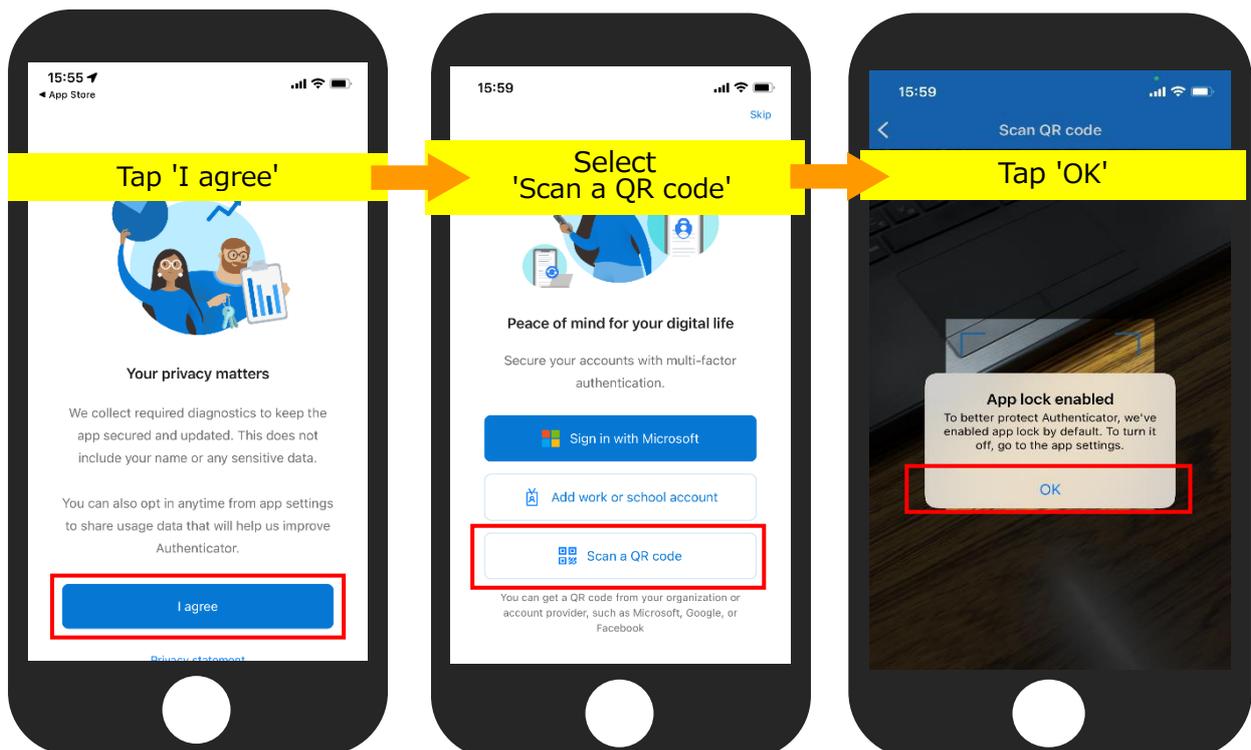
**Do not anything here.**  
**Proceed to the next step: 8. App settings.**

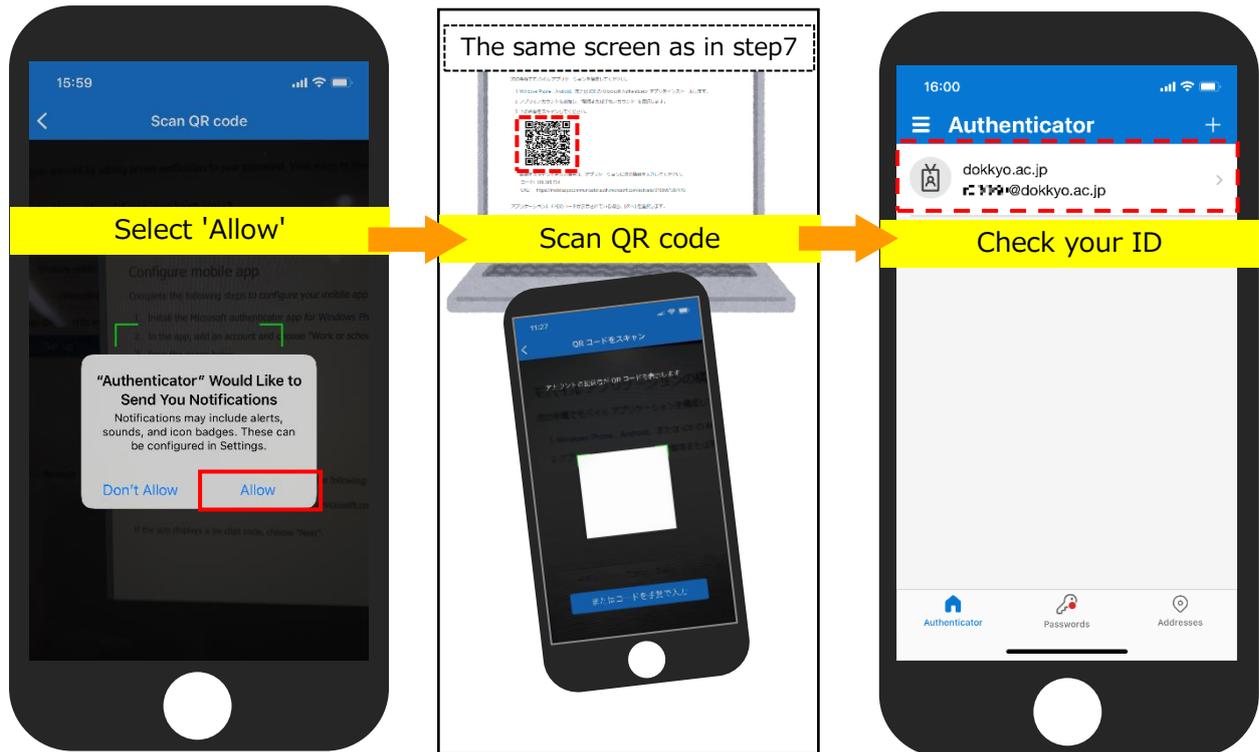
If you are unable to scan the image, enter the following information in your app.  
Code: 174 33 31  
Url: <https://www.microsoft.com/en-us/security/devices-locks/161677340-438>

If the app displays a six-digit code, choose "Next".

 **Next** cancel

8. Start the Authenticator installed on your smartphone.





9. Return to the computer screen and click 'Next'.



\*If the smartphone screen displays 'Activation failed',

**Operating a smartphone : Tap 'OK'**

**Operating a PC : Click 'Cancel', back to step 6 and click setup. A new QR code will be issued.**

**Rescan it with your smartphone.**

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3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.  
Code: 174 35 51  
Url: <https://www.microsoft.com/en-us/security/devices/verify/151677290-438>

If the app displays a six-digit code, choose "Next".

Next cancel

10. Ensure that the message 'Mobile app has been configured for notifications and verification codes' is displayed and click 'Next'.

Microsoft

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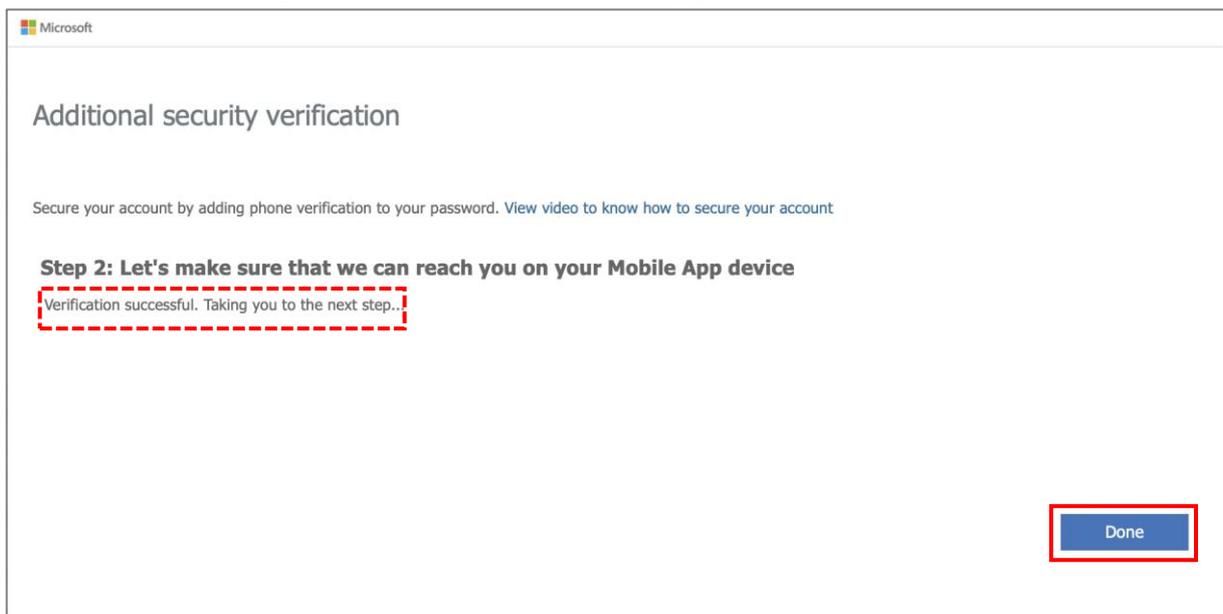
Set up Mobile app has been configured for notifications and verification codes.

Next

11. Tap 'Approve' when you receive a notification on your smartphone.



12. Ensure that the message "Verification successful. Taking you to the next step..." and then click 'Done'.



13. Select 'Yes' or 'No'



14. When Microsoft 365 Home screen appears, MFA setup is complete.

