

## Multi-Factor Authentication Setting Guide (for students)

### Multi-Factor Authentication

Multi-factor authentication is a technique that requires the use of **an additional authentication factor known only by the user**, in addition to ID and password authentication, for boosting authentication security to prevent malicious persons' unauthorized sign-in to Office 365 using a web browser. Yokohama National University has decided to deploy multi-factor authentication for students from August 5, 2019 (Mon).

### Systems Requiring Multi-Factor Authentication

Multi-factor authentication is required for all email addresses provided by Office 365 (YNU email) with the domain "@ynu.jp."

### Requirements for Using Multi-Factor Authentication to Sign in to Office 365

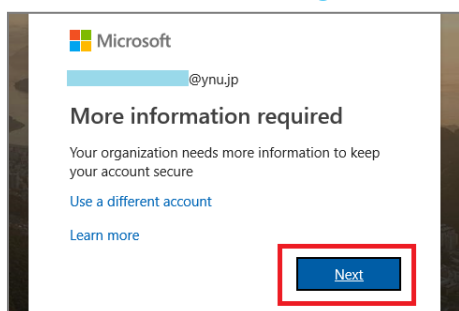
Users are required to use multi-factor authentication when signing in to Office 365 from any location outside the Yokohama National University Campus Information Network, such as their home or outside their home, or with a smartphone (through a telecommunications carrier line, such as LTE). When signing in to Office 365 through a campus information network (except eduroam), multi-factor authentication is automatically skipped.

#### [Important information]

When establishing connection for the first time after activating multi-factor authentication by the Information Technology Service Center, the multi-factor authentication setting is required for all email addresses with the domain @ynu.jp even when connecting through a campus information network. Multi-factor authentication is skipped for any subsequent access through a campus information network thereafter.

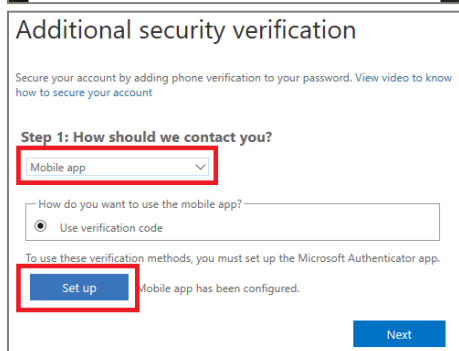
## Multi-Factor Authentication using your smart phone

### ★ Initial Setting



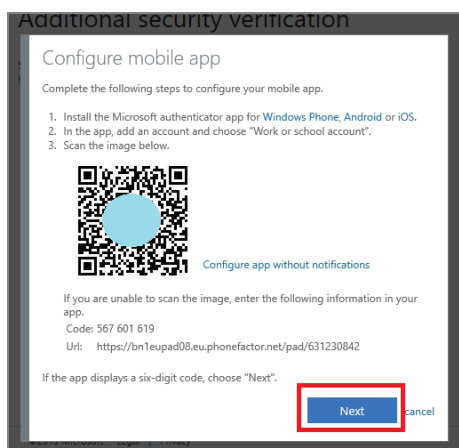
[Initial setting-1]

In the "More information required", Click "Next".



[initial setting-2]

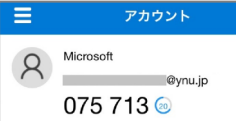
- Step 1 : How should we contact you ?  
⇒ Choose "Mobile app"
- Click "Set up"



[initial setting-3]



Microsoft Authenticator

- Install Microsoft Authenticator app in your smartphone.
  - Android ==> Google Play
  - iPhone ==> App Store
- In the App, add your YNU Mail account , and choose "Other ( Google, Facebook, etc. )".
- Scan the QR code.
- Click "Next".

**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?

Use verification code

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

[Set up](#) Checking activation status.

[Next](#)

[initial setting4]

Click "Next"

**Additional security verification**

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

**Step 2: Enter the verification code from the mobile app**

Enter the verification code displayed on your app

397972

[Cancel](#) [Verify](#)

[initial setting 5]

1. Step 2 : Enter the verification code from the mobile app  
Enter the verification code (6 digits ) displayed on your app.

2. Click "Verify"



**Additional security verification**

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

**Step 3: In case you lose access to the mobile app**

Japan (+81) 090

Phone number can contain only the digits 0-9, dash, space, period and parentheses.

[Next](#)

[Initial Setting 6]

Setp 3 : In case you lose access to the mobile app

1. Set your phone number

2. Click "Next"

**Additional security verification**

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

**Step 4: Keep using your existing applications**

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

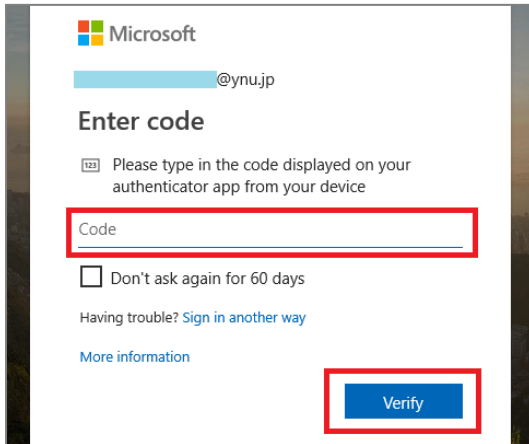
qqsglc

[Done](#)

[Initial Setting 7]

Click "Done"

## ★ Authentication after initial setting



The screenshot shows the Microsoft Office 365 sign-in page. At the top, the Microsoft logo is visible. Below it, the user's email address is partially shown as "@ynu.jp". The main heading is "Enter code". Below the heading, there is a text box with a red border containing the word "Code". To the right of the text box is a red rectangular box. Below the text box, there is a checkbox labeled "Don't ask again for 60 days". Below the checkbox, there is a link "Having trouble? Sign in another way" and a link "More information". At the bottom right, there is a blue button labeled "Verify" with a red rectangular box around it.

1. Sign-in Office365 website using User ID / Password .
2. Enter code ( 6 digits ) displayed on your authenticator app from your device.
3. Click "Verify"

