Microsoft365 Multi-Factor Authentication (MFA)

How to set up when MFA is already in operation

Information Technology Center

2023/11/22 created 2023/11/30 Ver.2 2024/1/30 Ver.3

Situations where authentication is required

- When signing in for the first time
- When signing in from a new device for the first time
- When signing in after signing out from Microsoft365
- When using email software
- When you have not signed in for more than 90 days
- When signing in from different browsers (e.g. newly signed in using Firefox instead of Edge you have been using)

% Authentication will not be required every time if you didn't sign out.

Initial authentication method – mobile phone 1/3

When signing in, "**More information required**" will be displayed. ① Select "**Next**" and "**Start by getting the app**" window will be displayed.

② Select "I want to set up a different method".



Initial authentication method – mobile phone 2/3

- Select "phone" from the drop-down list and Select "Confirm".
- Enter your mobile number and select "Text me a code".
- Select "Next".

	Your organis	Keep your account secure Your organisation requires you to set up the following methods of proving who you are.		
Choose a different method × Which method would you like to use? Phone × Cancel Confirm	Phone You can prove who you What phone number w Japan (+81) Text me a code Call me Message and data rate and cookies statement. 	Country code +81 for Japan	Type your mobile number starting from 0.	

Initial authentication method – mobile phone 3/3

- A text message with a code will be sent to your mobile phone.
- Enter the code and then select "**Next**".

	08:25	.ıl ? ■.)
Phone	< 6	
We just sent a 6-digit code to +31 8934. Enter the code below.	445047	vorification
Resend code Enter 6 digit code	Today	08:19
Back Next	6 digit coc	le
If you didn't receive a code, click here to resend.		

< Mobile phone image >

· Once the setup is complete, the following window will be displayed.

Select "Next" on the first window, and when the success window is displayed, select "Done".

Phone SMS verified. Your phone was registered successfully.	SUCCESS! Well done. You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method: Phone
Next	Done