

Microsoft365 Multi-Factor Authentication(MFA)

How to set up your additional verification method
during the setup period

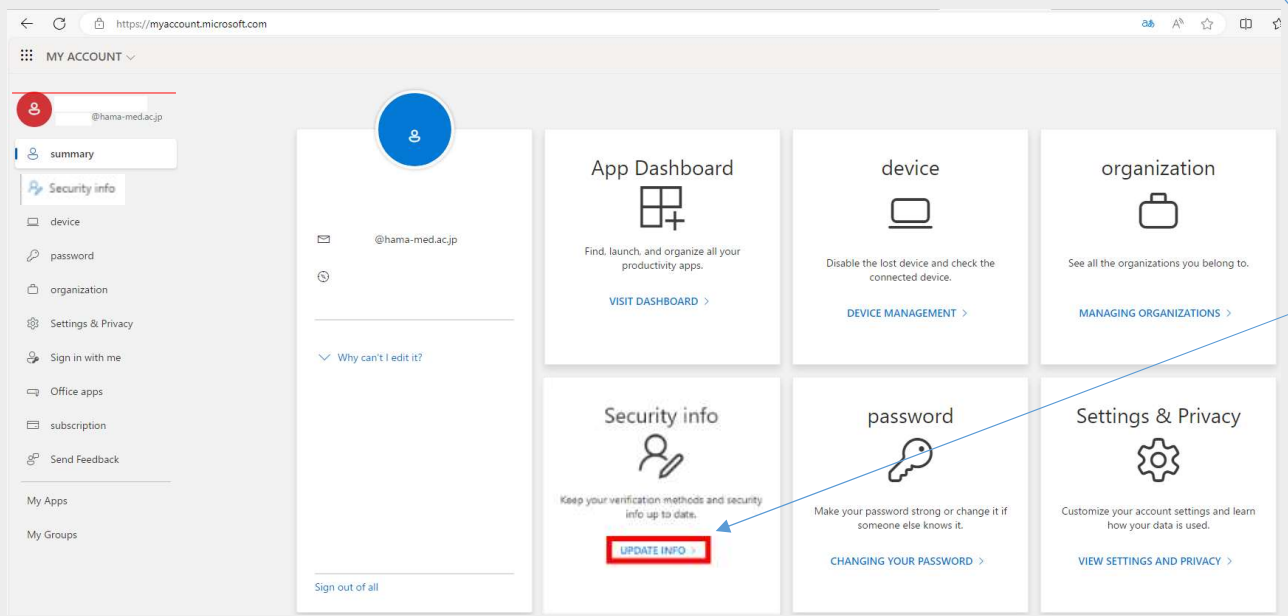
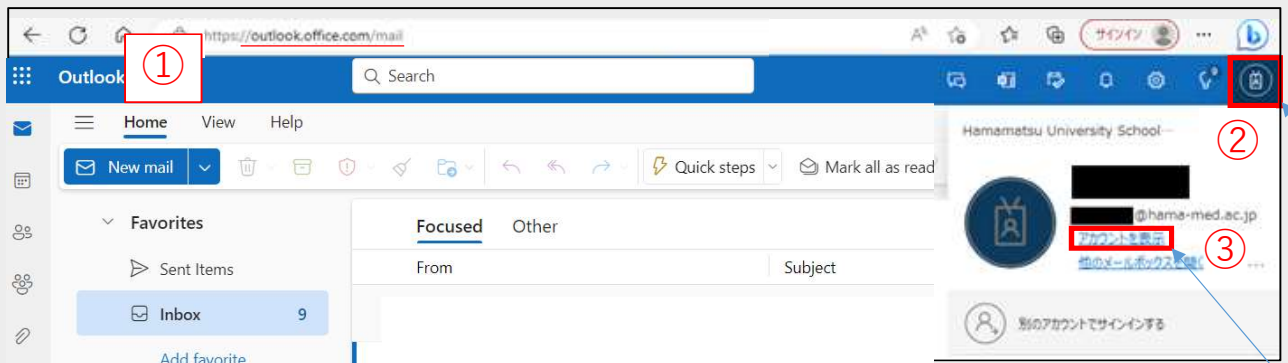
Information Technology Center

2023/11/21 created
2023/11/22 Ver.2
2024/1/30 Ver.3

1. To get to the security info page




(PC)



① Open Outlook in a browser.
<http://mail.hama-med.ac.jp>

② Click on the account information icon.

The icon could be this image. 

※Please confirm the name and email account displayed are yours.

③ Select “**View Account**” to view My Account.

④ Under Security Info, select **Update info**.

※If ② and ③ are not displayed, Please access to the URL below.
<https://aka.ms/mysecurityinfo>

2. Add sign-in methods



(PC)

The screenshot shows the Microsoft account Security Bulletin page. On the left, there is a navigation menu with 'Security info' highlighted. The main content area shows the 'Security Bulletin' title and a description. Below this, there is a 'Default sign-in method' section with a '+ Add a sign-in method' button. A blue arrow points from this button to a dialog box titled 'Add a method'. The dialog box asks 'Which method do you want to use?' and has a dropdown menu with 'Authenticator app' selected. Below the dropdown are 'cancel' and 'supplement' buttons. A second dialog box is shown to the right, with the 'Authenticator app' dropdown and the 'supplement' button highlighted.

① Security info

② + Add a sign-in method

③ Choose a method

④ supplement

① In the Security Bulletin (Security Info),

② Select **+ Add a sign-in method**.

③ Select **Choose a method** and then select an authentication method you want to add from the drop-down list.

④ Click Supplement (Add/Save)

[Set up Authentication methods:](#)

- [Mobile Phone \(SMS/text message\) 【P4 3-1】](#)
- [Mobile Phone \(phone call\) 【P5 3-2】](#)
- [Alternate Phone/Office Phone 【P6 3-3】](#)
- [Authenticator Apps 【P7 3-4】](#)

Please register multiple authentication methods.

3 - 1. 【Mobile Phone (SMS/text message)】



Phone ×

You can verify your identity by answering the call by phone or by receiving a code over the phone.

What phone number do you want to use?

① Japan (+81) 090 [redacted]

Country code +81 for Japan

Type your mobile number starting from 0.

Receive your code ②

call

Message and data charges may apply. By selecting Next, you agree to the Terms of [Service](#) and Privacy and [Cookies Statement](#).

cancel **Next**

Phone ×

✓ Verification is complete. Your phone is now registered.

⑤ **Finished**

Phone ×

Please show you are not a robot.

③

GWd5VG3

If this is not displayed, go to ④.

戻る **Next**

Phone ×

+81 090 [redacted] has received a 6-digit code. Enter the code below.

④ 056343

Resend code

return **Next**

- ① Select country “Japan (+81)”, and then type your mobile number.
- ② Select **Receive your code** from the Method area, and then select **Next**.
- ③ Enter the characters displayed on the screen to confirm that you are not a robot, and select **Next**.
- ④ Type the verification code from the text message sent from Microsoft, and then select **Next**.
- ⑤ Select **Finished (Done)**.

3 - 2. 【 Mobile Phone (Phone call) 】

(PC)

The diagram illustrates the five-step process for mobile phone verification on a PC. It consists of five sequential screenshots of the 'Phone' verification window, connected by blue arrows. Step 1 shows the user selecting 'Japan (+81)' from a dropdown menu and entering a mobile number starting with '090'. Step 2 shows the user selecting 'call' as the verification method. Step 3 shows a CAPTCHA challenge with the text 'GWd5VG3'. Step 4 shows a call icon with the instruction 'Pick up the phone and press "#". Step 5 shows the 'Finished' button being selected. Red boxes and arrows highlight key elements in each step, and text boxes provide additional instructions and warnings.

① Select country “Japan (+81)”, and then type your mobile number.

② Select **call** from the Method area, and then select **Next**.

③ Enter the characters displayed on the screen to confirm that you are not a robot, and select **Next**.

④ Pick up the phone and press the pound key(#) on your mobile device to verify your identity.

⑤ Select **Finished (Done)**.

3 - 3. 【Alternate Phone/Office Phone】



(PC)

Phone

When you answer the call by phone, you can verify your identity.

What phone number do you want to use?

Japan (+81) 053 [redacted]

Extension:
Enter an extension number

call

Message and data charges may apply. By selecting Next, you agree to the Terms of [Service](#) and Privacy [and Cookies Statement](#).

cancel **Next**

① Country code +81 for Japan

Type your office phone number starting from 0.

Do not enter the extension number.

②

Phone

Verification is complete. Your phone is now registered.

⑤ **Finished**

⑤



④ Pick up the phone and press "#"

Phone

Please show you are not a robot.

GWd5VG3

戻る **Next**

③

If this is not displayed, go to ④

Phone

We're calling +81 0 [redacted] now.

戻る

You'll receive a phone call from Microsoft.

- ① Select country "Japan (+81)", and then type your office phone number.
※Do not enter your extension number. (You may not be able to receive a phone call from Microsoft.)
- ② Select **call**, and then select **Next**.
- ③ Enter the characters displayed on the screen to confirm that you are not a robot, and select **Next**.
- ④ Pick up the phone and press the pound key (#) on your office phone to verify your identity.
- ⑤ Select **Finished (Done)**.

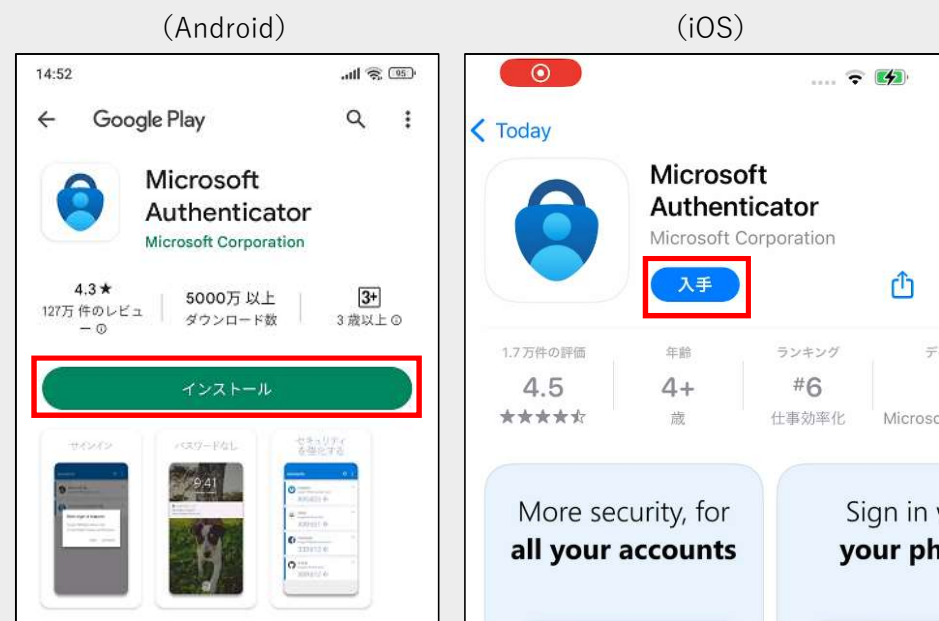
3 - 4. 【Authenticator App】 Install Step-1/4

(Android/iOS)

① Scan the QR code with your smartphone



② Install the Authenticator app

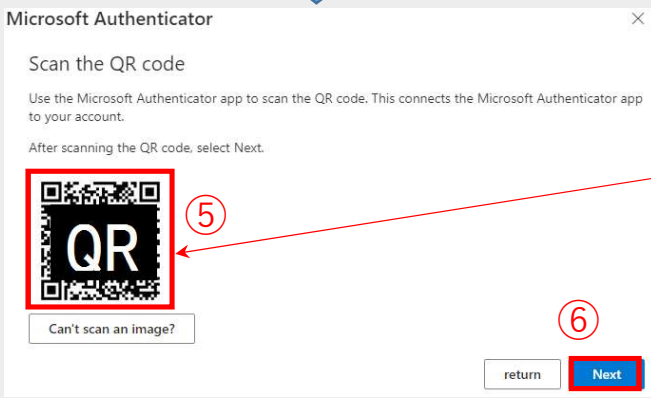
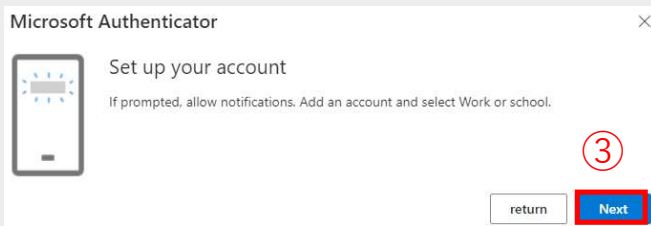
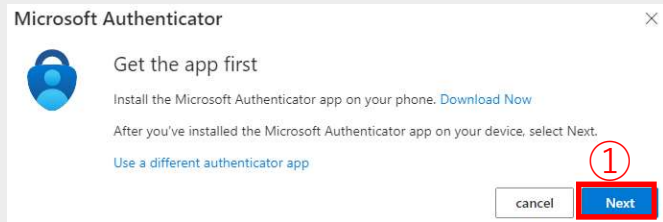


※ Install the latest version of the Authenticator app, based on your operating system.

3 - 4 . 【Authenticator App】 Install Step 2/4



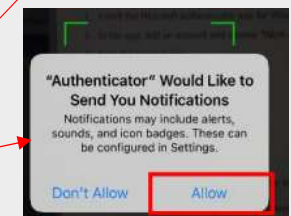
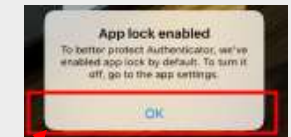
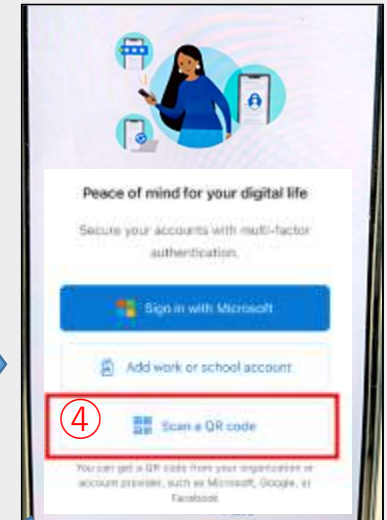
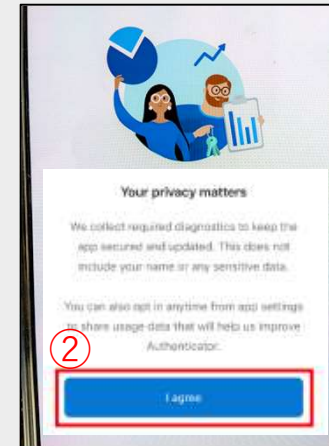
(PC)



- ① Select **Next**
- ② Select **I agree**
- ③ Select **Next**
- ④ Select **Scan a QR code***
- ⑤ Scan **the QR code**
- ⑥ Select **Next**



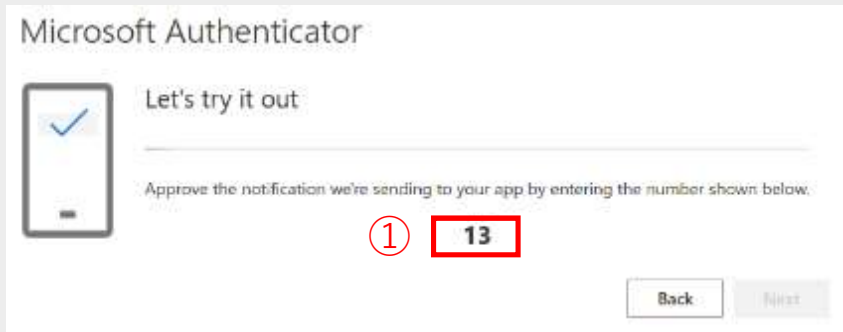
(Android/iOS)



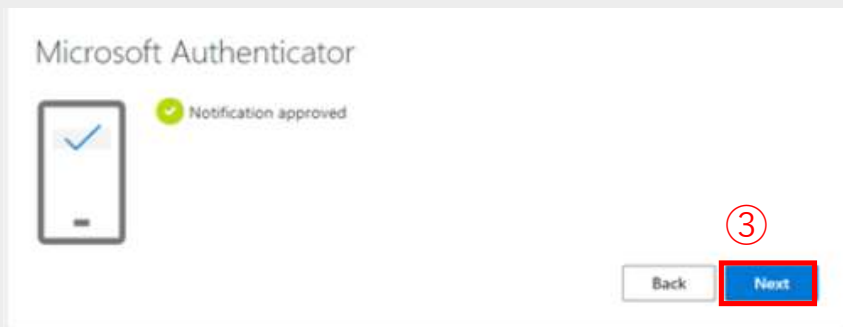
A message will appear when using the camera

*Caution : Please make sure to select "Scan a QR code". Authentication may fail if other methods are used.

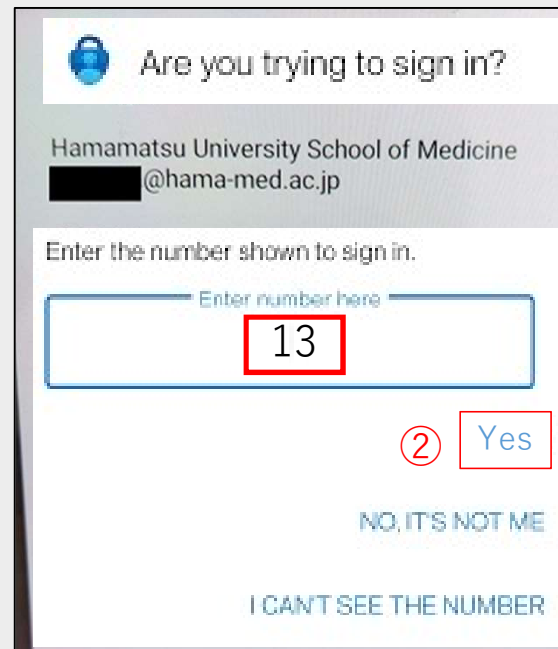
3 - 4 . 【Authenticator App】 Install Step 3/4



① A number is displayed on your PC.



③ When notification approved, select **Next**.



② Enter the number displayed on your PC and then select **Yes**.

3 - 4 . 【Authenticator App】 Install Step 4/4



(PC)

The screenshot shows the Microsoft account 'Security info' page. On the left is a navigation menu with options: summary, Security info (selected), device, password, organization, Settings & Privacy, and Recent Activity. The main content area is titled 'Security info' and includes a sub-header: 'This is the method you use to sign in to your account and reset your password.' Below this, it states 'Default sign-in method: Authenticator app or hardware token - code' with a 'change' link. A section titled '+ Add a sign-in method' contains a list of methods:

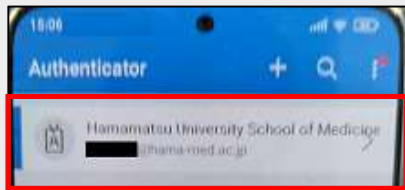
Method	Phone Number	Change	Deletion
Alternate Phones	+81 05 [redacted]	change	deletion
Phone	+81 090 [redacted]	change	deletion
Office Phone	+81 05 [redacted]	change	deletion
Microsoft Authenticator Push multi-factor authentication (MFA)	[redacted]		deletion

At the bottom, there is a link: 'What to do if you lose your device Sign out of all'.

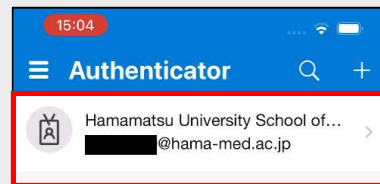
- After the setup is complete, Microsoft Authenticator will appear in the list of sign-in method.



(Android)



(iOS)



- Authentication information is also registered on your smartphone.