

# Multi-Factor Authentication Setup Manual

Information Technology Center  
2026/3

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# 1. Login → Settings Screen

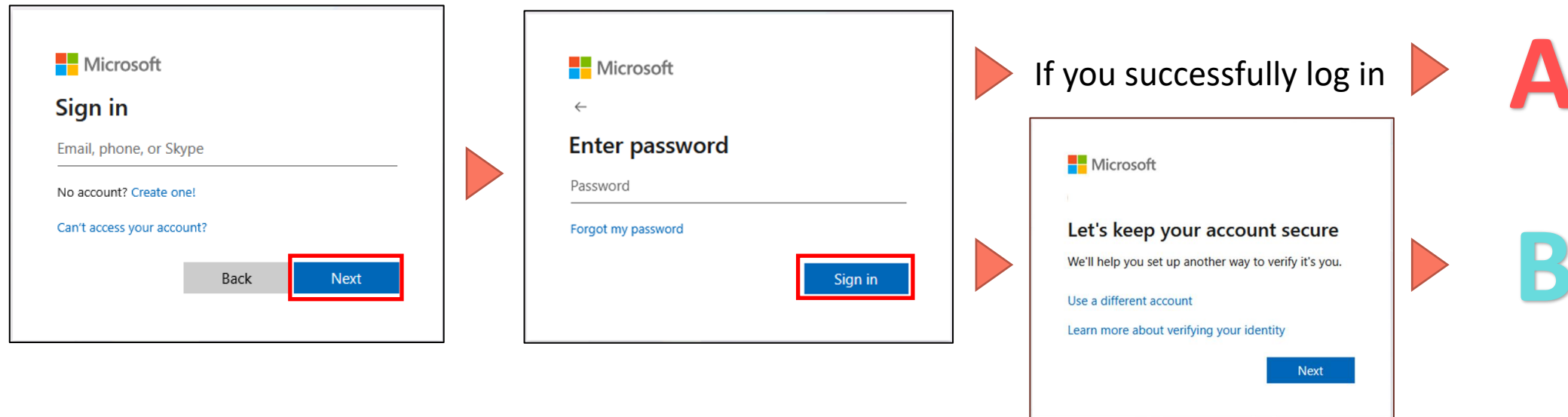
Open the login screen via QR code or URL:  
<https://mysignins.microsoft.com/security-info>

(If you are already logged into Outlook in your browser:

Top-right icon  → “View account” → “Security info”)

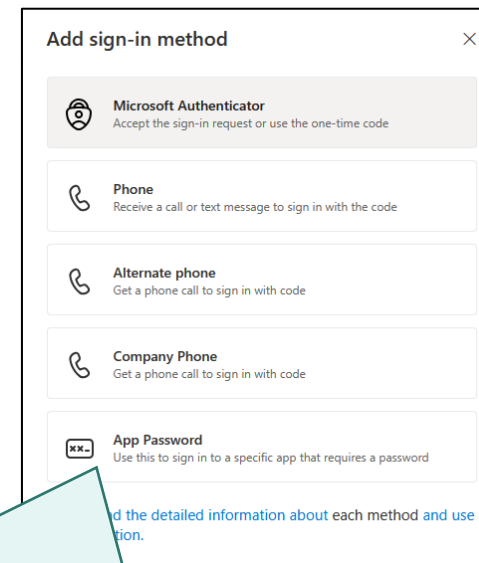
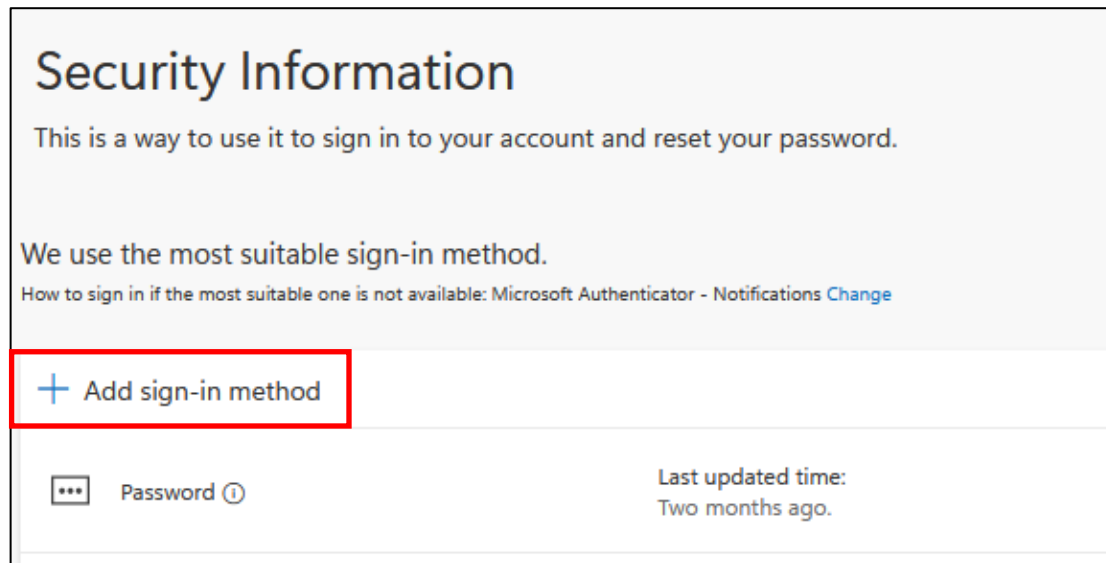


Enter your email address and password.



# 1. Login → Settings Screen

**A** Click “Add sign-in method” → Select the method you want to register:

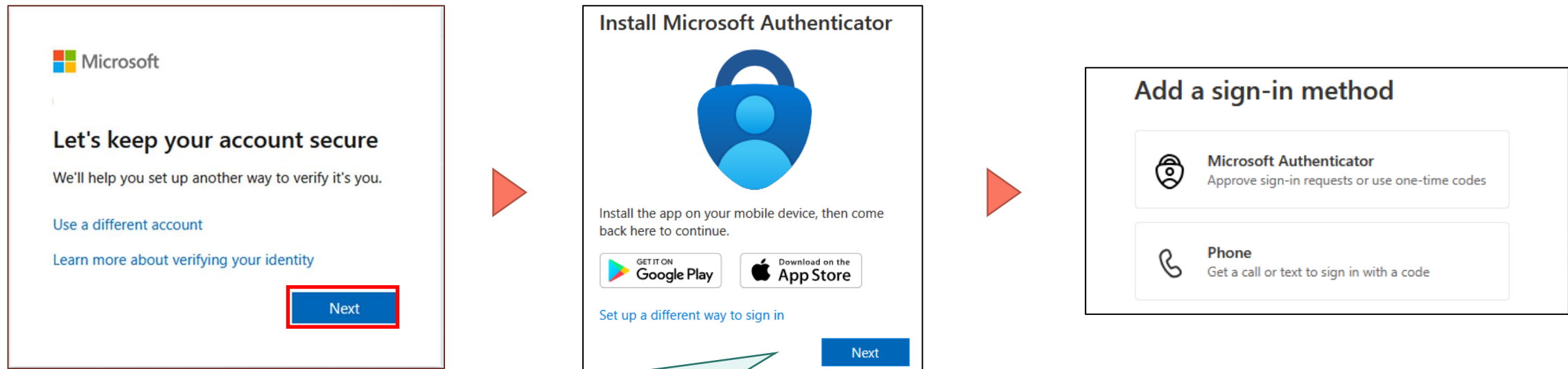


## Method

- ① Authenticator App → “Microsoft Authenticator”
- ② SMS → “Phone”
- ③ Mobile Voice Call → “Phone”
- ④ Office Phone Voice Call → “Company phone”

# 1. Login → Settings Screen

**B** Click “Next” and proceed according to the selected authentication method:



## Method

- ① Authenticator App → “Next”
- ② SMS → “Set up different way to sign in” → “Phone”
- ③ Mobile Voice Call → “Set up different way to sign in” → “Phone”
- ④ Office Phone → “Set up different way to sign in” → “Phone”

## 2. Setup by Authentication Method

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The following steps differ depending on the method you register.

Please register multiple methods so you can authenticate even after changing devices.

P7~ ① Authenticator App

P12~ ② SMS

P14~ ③ Mobile Voice Call

④ Office Phone Voice Call



Recommended:  
Register these two first.



For users who cannot use SMS.



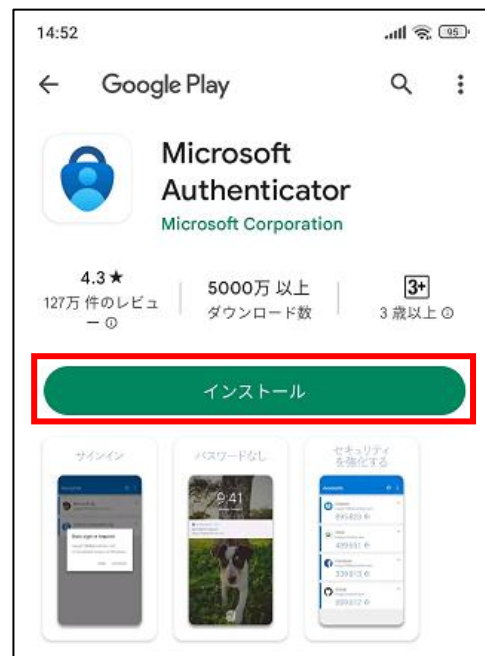
For users who cannot use  
their phone during work.

## 2. ① Authenticator App

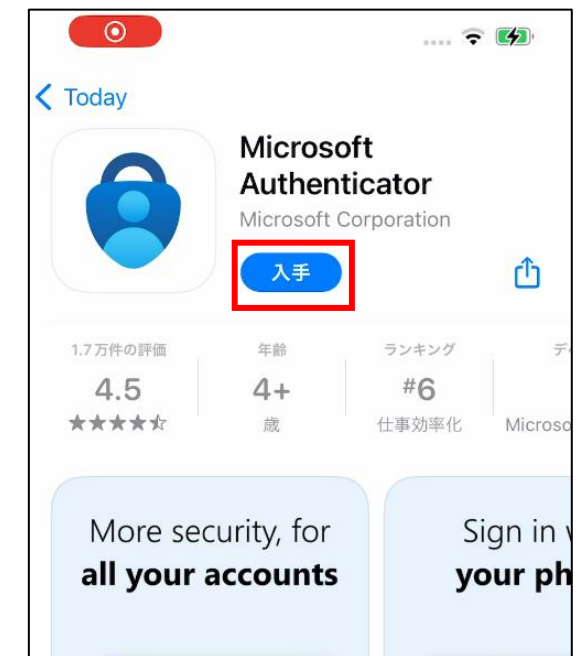
(1) Install the Microsoft Authenticator app on your smartphone.

Search “Microsoft Authenticator” in the Google Play Store or App Store, or scan the QR code.

Android

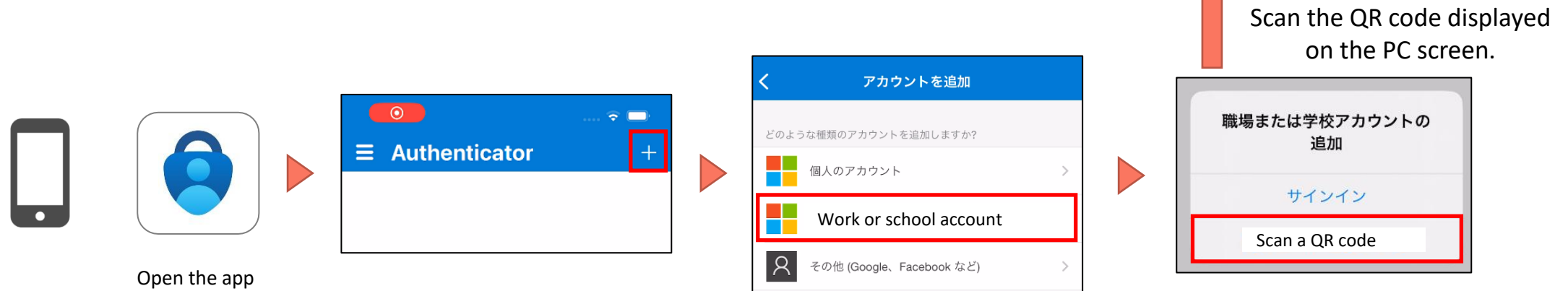
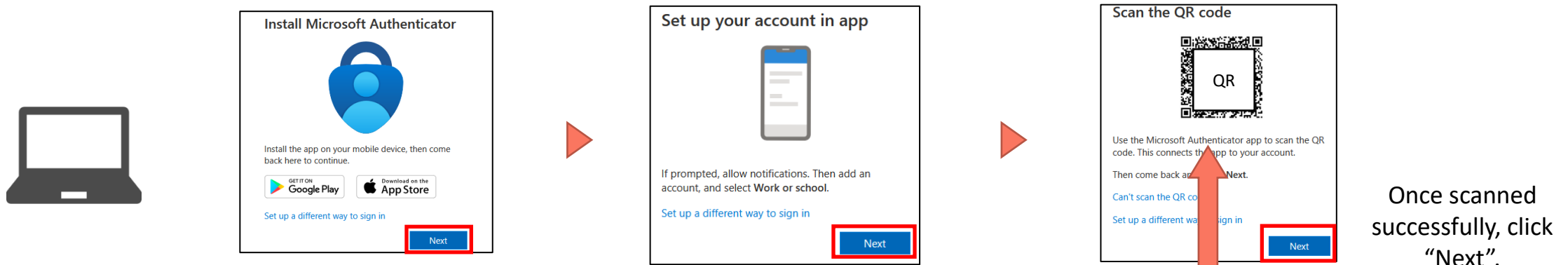


iPhone



## 2. ① Authenticator App

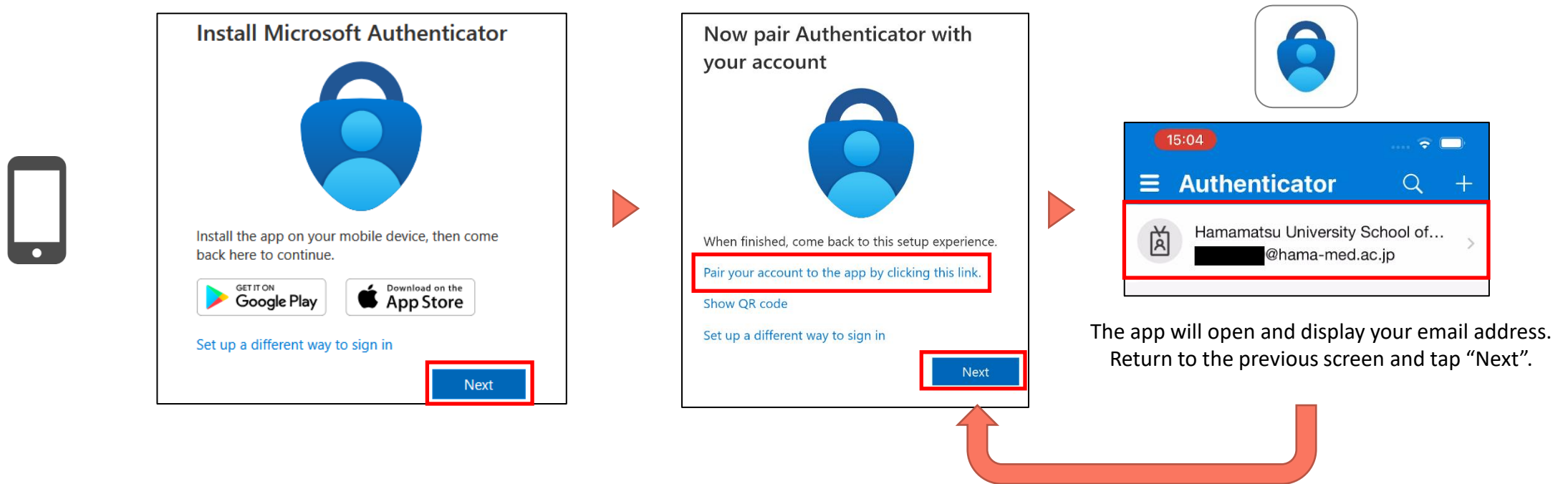
(2 – A) When performing “Login → Settings Screen” on a **PC**



If a pop-up appears requesting access to notifications or the camera, be sure to select “Allow.”

## 2. ① Authenticator App

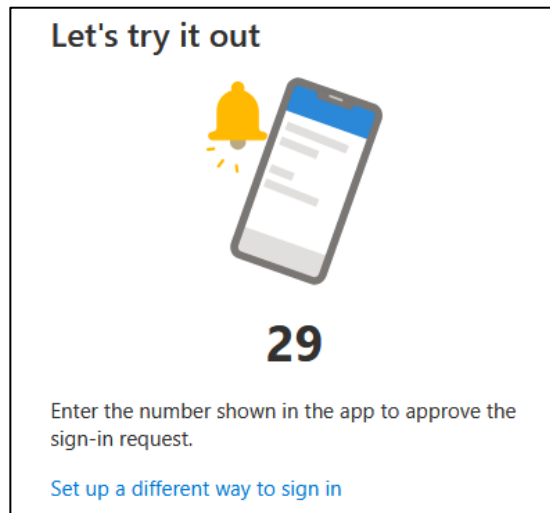
(2 – B) When performing “Login → Settings Screen” on a **smartphone**



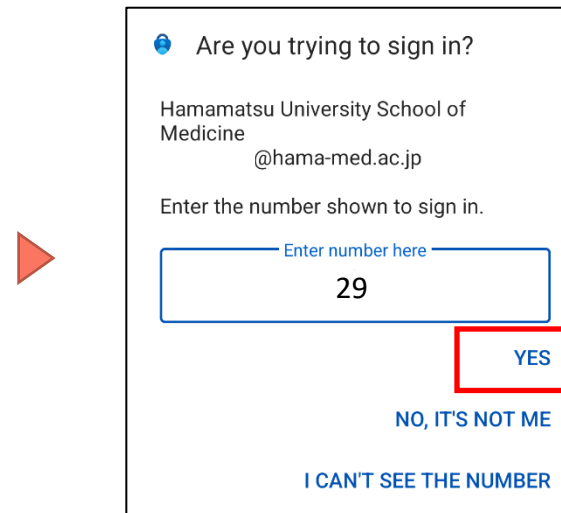
If a pop-up appears requesting access to notifications or the camera, be sure to select “Allow.”

## 2. ① Authenticator App

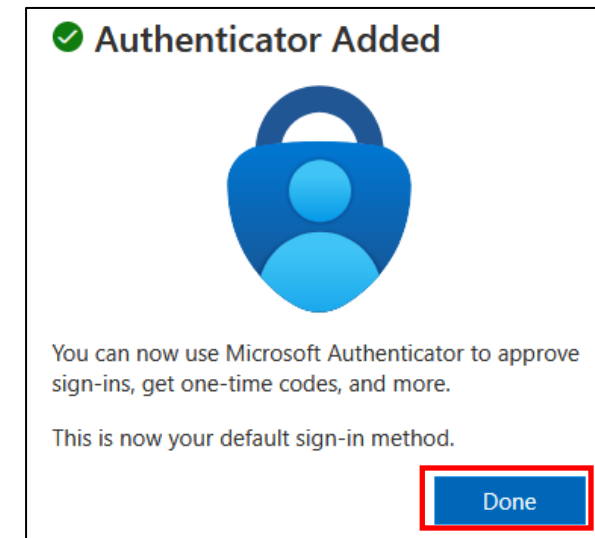
### (3) Enter the code



The code will be displayed.



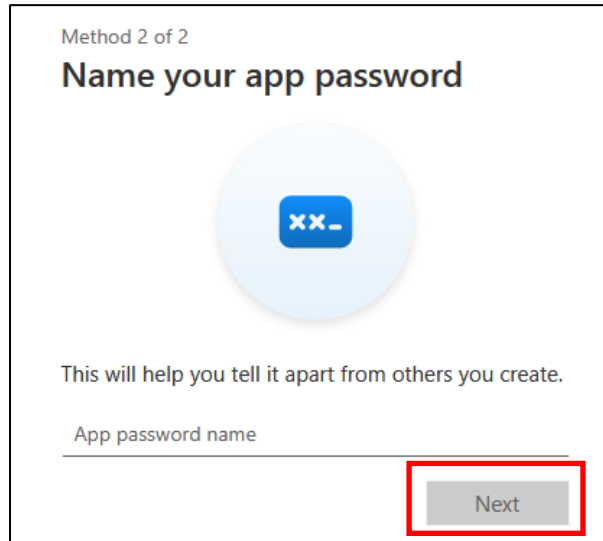
A notification will arrive on your phone.  
Open it and enter the displayed code.




Click "Done".  
✘ If the Microsoft Authenticator app opens, return to the tab showing the code.

## 2. ① Authenticator App

(4) Set an app password (This password will not be used, but setup is required.)



Method 2 of 2  
**Name your app password**



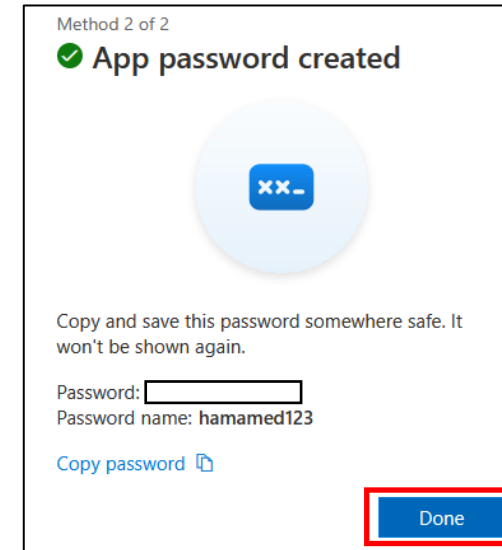
This will help you tell it apart from others you create.

App password name  
\_\_\_\_\_


**Next**

Enter a name for the password:

- Only alphanumeric characters allowed
- At least 8 characters
- Do NOT use your usual passwords



Method 2 of 2  
**App password created**



Copy and save this password somewhere safe. It won't be shown again.

Password: \_\_\_\_\_  
Password name: hamamed123

[Copy password](#)

**Done**


Registration is complete.

## 2. ② SMS

(1) Enter your phone number:



### Add a phone number ×



Send a call to the phone or send a text code to verify your identity.

①  米国 (+1) ▼

②  Enter your phone number

Select a confirmation method

③  Send SMS to code

Call

The communication fee for messages and data may apply.[ By pressing Next , you agree to: [Terms of Service](#) and [Privacy and Cookies Statements](#).

④

- ① Select country code
- ② Enter your mobile phone number
- ③ Click “Send SMS to code”
- ④ Click “Next”

## 2. ② SMS

### (2) Enter the code



### Confirm the phone number

Please enter the code you sent to +81 09092218207.


[Can't get the code?](#)

Next

Enter the code and click "Next".



✓ Phone number has been added.



You can now receive the code every time you sign in.

Done.

Registration is complete.

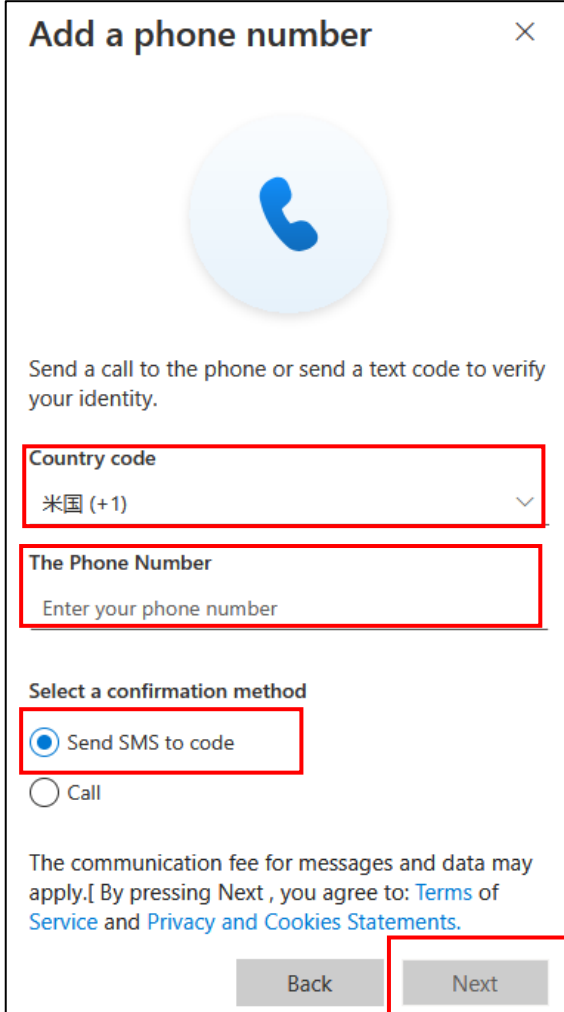


Use verification code 613142 for Microsoft authentication.

A code will be sent via SMS to the number you entered.

## 2. ③ Mobile Voice Call ④ Office Phone

(1) Enter your phone number:



The screenshot shows a dialog box titled "Add a phone number" with a close button (X) in the top right corner. Below the title is a blue telephone handset icon. The text reads: "Send a call to the phone or send a text code to verify your identity." There are three red boxes with numbers 1, 2, and 3 pointing to the "Country code" dropdown menu (showing "米国 (+1)"), the "The Phone Number" input field (with the placeholder "Enter your phone number"), and the "Send SMS to code" radio button under the "Select a confirmation method" section. At the bottom, there are "Back" and "Next" buttons, with a red box and number 4 pointing to the "Next" button.

- ① Select country code
- ② Enter your mobile phone number
- ③ Click "Send code"
- ④ Click "Next"

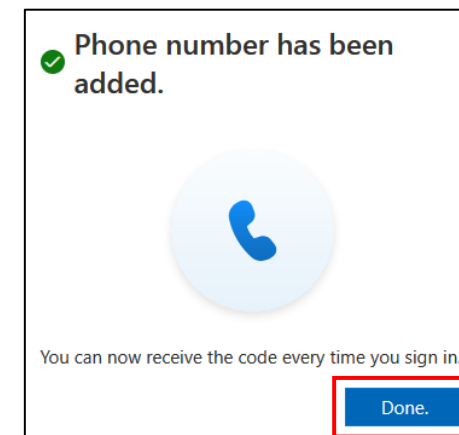
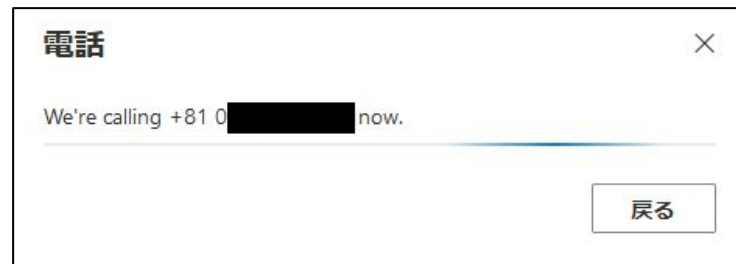
✘ For Office Phone, an "Extension number" field may appear — Do NOT enter anything.

## 2. ③ Mobile Voice Call ④ Office Phone

(2) Answer the call



Answer the incoming call and press “#” (pound key).



Registration is  
complete.