

Procedure for setting up Microsoft 365 multi-factor authentication using "authentication app" of smartphone

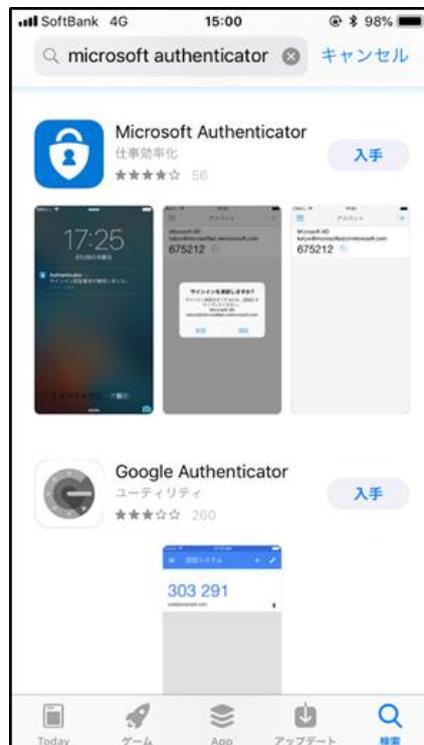
For smartphone users

This manual is intended for users who are using smartphones among users who perform multi-factor authentication by phone number.

1. Smartphone authentication app prepared in advance

In preparation, install the free Microsoft Authenticator app on your phone.

For iPhone, go to the App Store. For Android, go to the Google Play Store and search for "Microsoft Authenticator" to install.



2. Procedure for setting up "Authentication Apps" in the Microsoft 365 Portal

Sign in to the Microsoft 365 portal site (enter sign-in ID and password, multi-factor authentication operation),

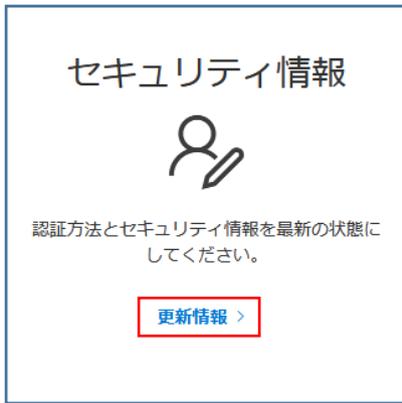
click "Account Manager"



(human shaped), and then click "Account View".



Click on "Updates" under "Security Information" in the "My Account" screen.



Click "+ Add Sign-In Method" on the "Security Information" screen.



Select "Authentication Application" on the "Add Method" screen and click [Add].



Launch the Microsoft Authenticator application on your smartphone.

Tap the "+" in the upper right corner of the Authenticator screen.

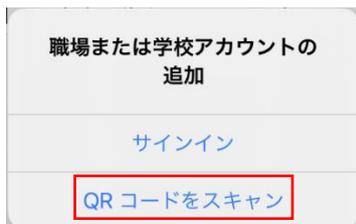


Tap "Work or School Account" under "Add Account."



Tap Scan QR Code under Add a Work or School Account

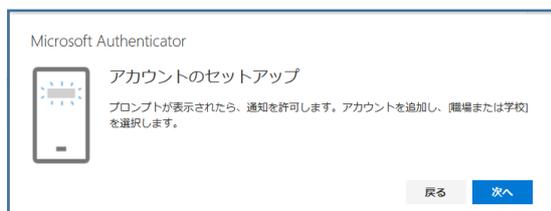
to make the QR code scannable.



On the Microsoft 365 screen, click [Next] on the "Get App First" screen.



Click [Next] on the "Account Setup" screen.

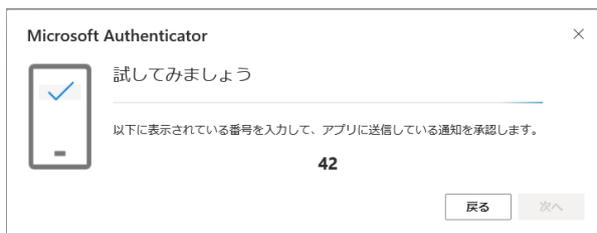


After scanning the QR code on the "Scan QR code" screen with the Authenticator app on your smartphone, click [Next].

※ This is not the QR code in this document, but the QR code displayed in



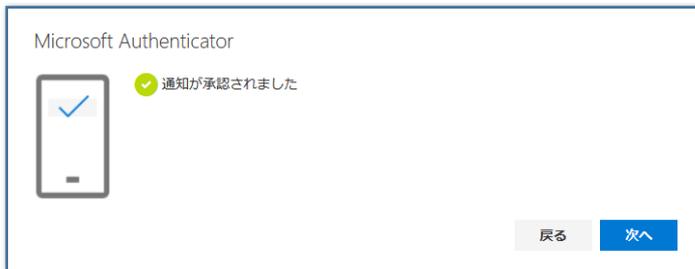
The "Try Microsoft Authenticator" screen will appear.



The "Authenticator" app on your smart phone will ask, "Are you trying to sign in?" and enter the number from the "Try it" screen and tap "Yes".



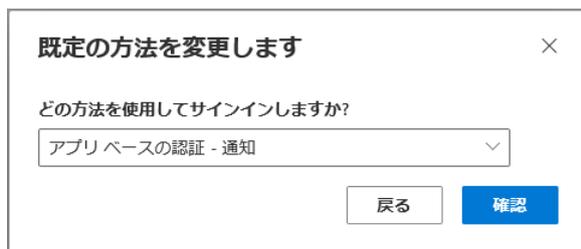
When the "Notification has been approved" screen appears, click [Next].



If you want to authenticate with an authentication app, click "Set the default sign-in method" on the "Security Information" screen.



Select "App-Based Authentication - Notification" and click [Confirm].



From the next sign-in, a "sign-in authorization request" will be sent to the "Authenticator" app on your smartphone.