

Ehime University Microsoft365
Multi-factor Authentication
User's Manual

2023

Center for Information Technology

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1. Overview of multi-factor authentication

Ehime University allows for various university systems to be accessed using a single account (username (ID, User ID), and password) issued by the university.

Although this is convenient for users, if a set of account information is somehow stolen, it could provide an attacker with external access to Ehime University systems and could result in serious damage both inside and outside the university. In recent years, an increasing number of organizations are implementing multi-factor authentication to prevent this from occurring.

Multi-factor authentication can also be used to access Microsoft365, which is used for Office365, OneDrive and Teams etc.

【What is Multi-factor Authentication (MFA)?】

Multi-factor Authentication (MAF) is a method of preventing identity theft by combining two or more of the three elements of authentication: knowledge information (e.g. password), possession information (e.g. smartphone) and biometric information (e.g. fingerprint).

【Multi-factor Authentication in Microsoft365】

In addition to your username and password, your smartphone or other device is used to verify your identity in Microsoft365. Please set up multiple methods to avoid failing to verify your identity.

The following are the methods of multi-factor authentication in Microsoft365.

● Notifying with an app

An app on your smartphone (Microsoft Authenticator) can be used to authenticate with an approval confirmation.

● Using an app's confirmation code or token

An app on your smartphone (Microsoft Authenticator) can be used to authenticate with a verification code.

● Sending the code to your phone for authentication

A confirmation code will be sent by SMS to your registered phone number.

● Call to a registered phone number

You will receive a call to your registered phone number. Follow the voice guidance. If you want to set up your office phone, please get permission from the person in charge at the office.

2. Preparing for use (First-time access)

A mobile phone (smartphone or cellphone) or landline phone is required for authentication. Please select the device according to your environment. After enabling multi-factor authentication, if you access Microsoft 365 as described in "2.1" for the first time, you will need to select "2.2".

2.1 Access to Microsoft365

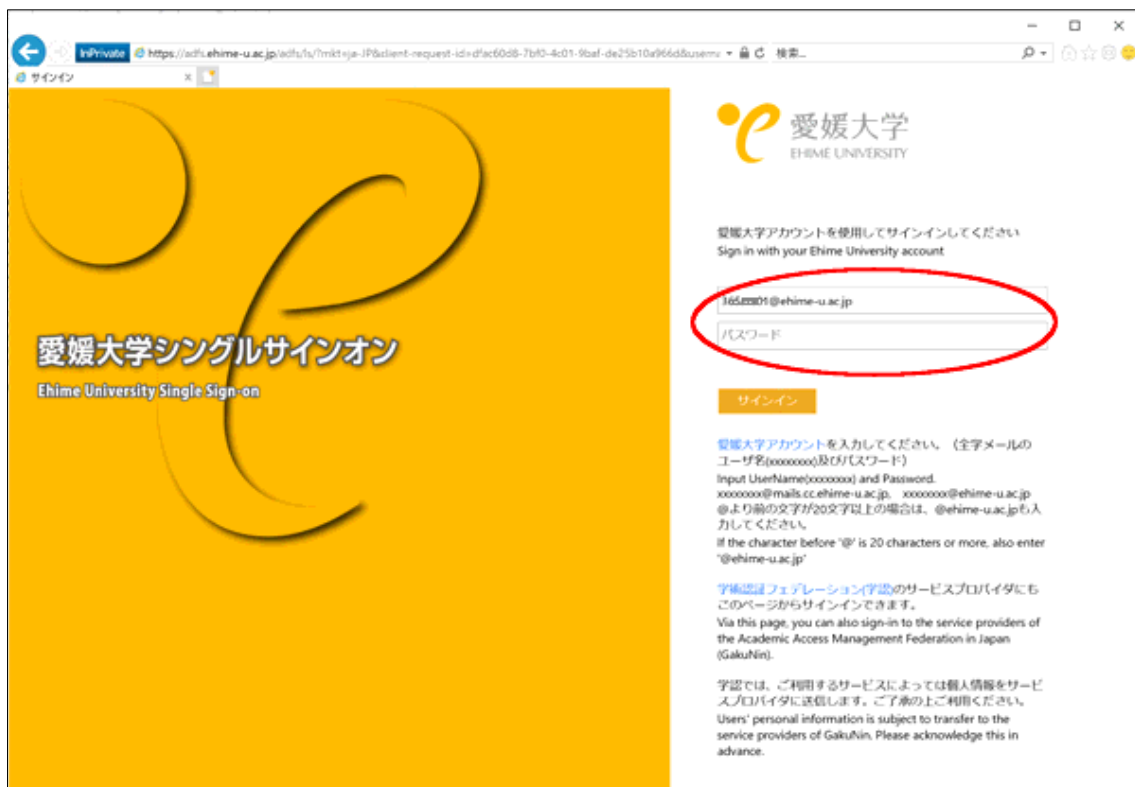
• Microsoft365 can be accessed from the website of the Ehime University Center for Information Technology. <https://www.cite.ehime-u.ac.jp>

「ショートカット」 → 「教職員 Web メール」

- Microsoft365 can also be accessed from the following URL.

<http://www.outlook.com/ehime-u.ac.jp>

The Ehime University Single Sign-on screen is displayed.



- Enter your Ehime University account username and password (the same as your Study Support System account) and click "サインイン". If the number of characters that precede "@" is 20 or more, please include "@ehime-u.ac.jp".

2.2 Use in the smartphone app

1. Please have your smartphone ready and download and install the "Microsoft Authenticator" app from App Store or Google Play beforehand.



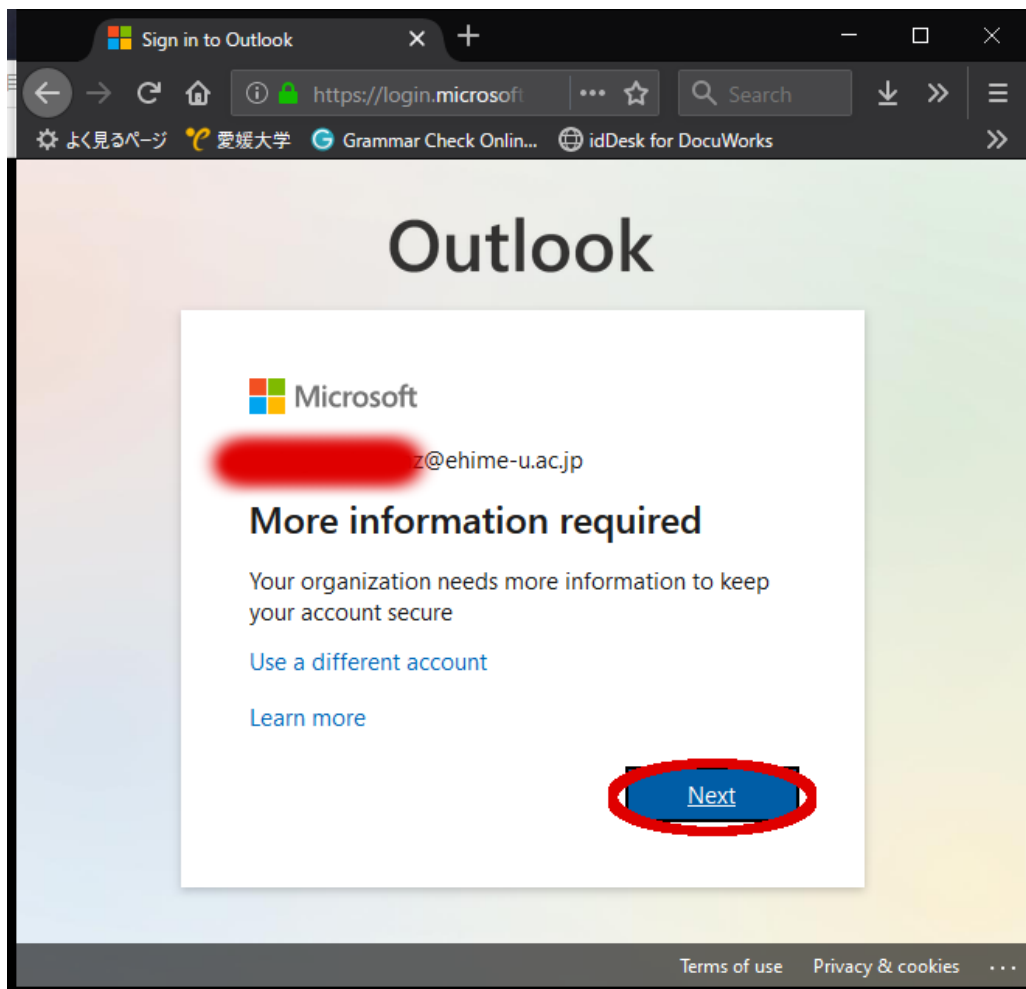
Microsoft Authenticat...

Microsoft Corporation

2. Follow the steps in 2.1 to access Microsoft 365.

If this is the first time you access Microsoft365 after multi-factor authentication is enabled, the following screen will be displayed. It will not be displayed the next time.

Click "Next".

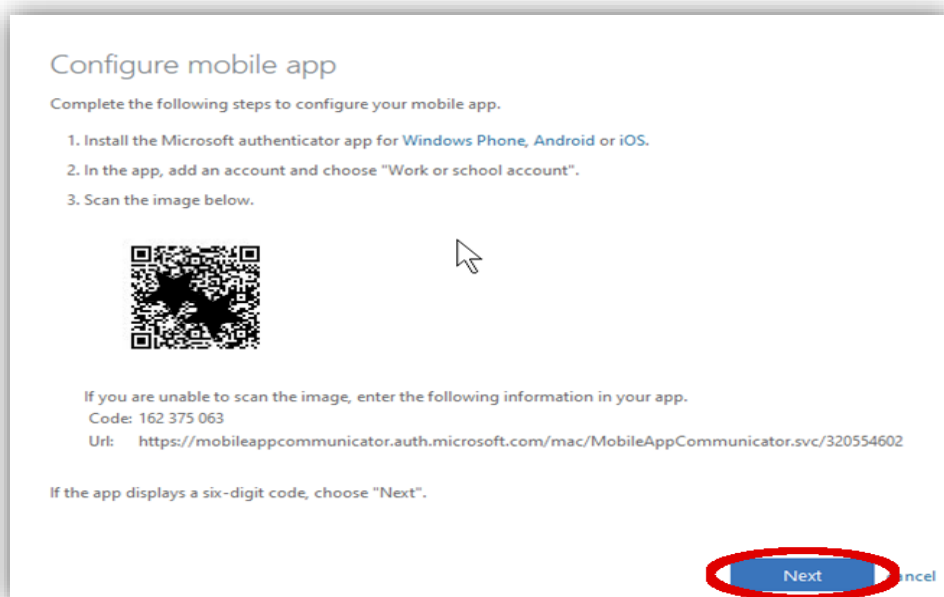


3. The default authentication method is to use the free Microsoft Authenticator app. If you have it installed on your mobile device, select **Next** and follow the prompts to add

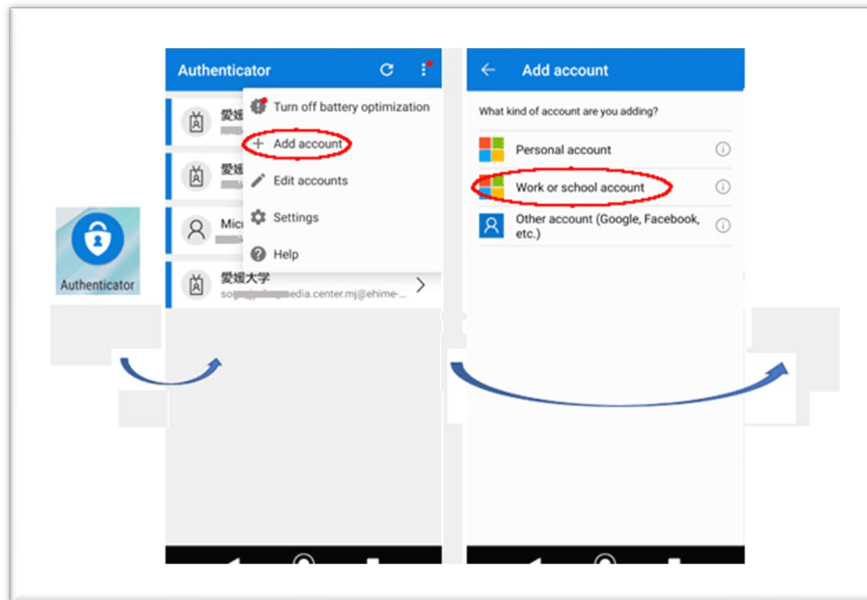
this account. If you don't have it installed there is a link provided to download it.

If you would rather use SMS messages sent to your phone instead, select **I want to set up a different method**. Microsoft 365 will ask for your mobile number, then send you an SMS message containing a 6-digit code to verify your device.

4. The following screen will be displayed. Launch "Microsoft Authenticator" on your smartphone and scan the image.



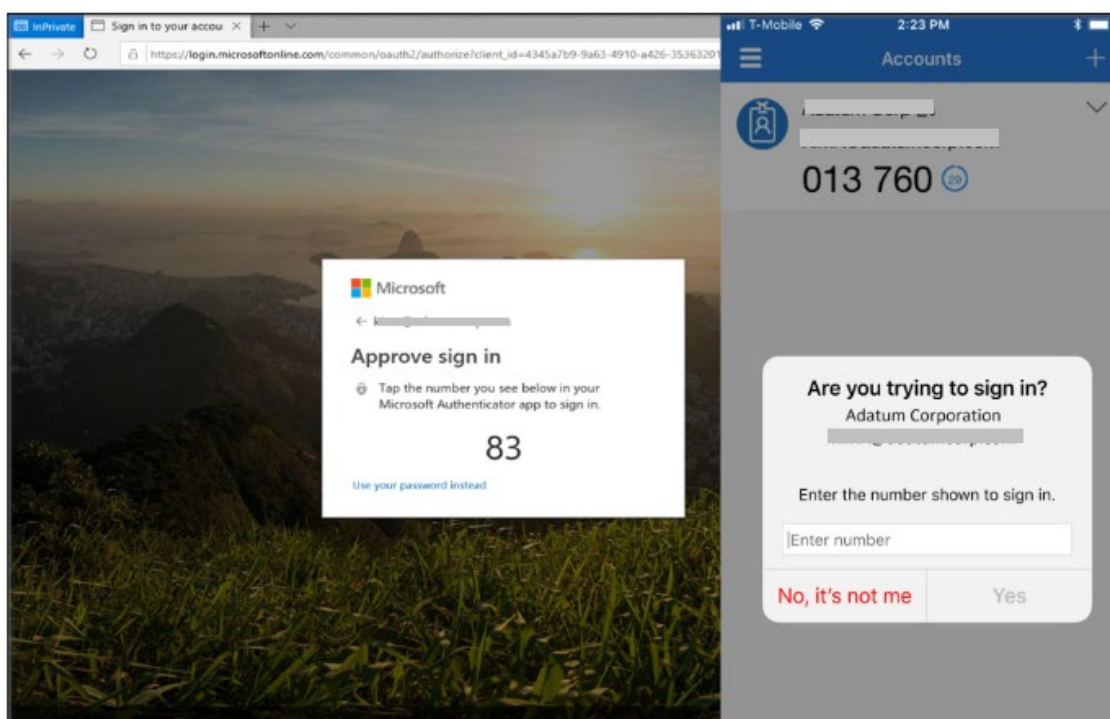
<Operation on Smartphone> (Example for Android)



* The operation may fail if the network condition is bad. Please try again in a good network environment.

5. A number will appear on the confirmation screen.

6. Enter the number displayed in "Microsoft Authenticator".



7. The “Outlook on the web” screen in Microsoft365 will appear.

3. How to use multi-factor authentication

After the initial setup by "2.2", you can access Microsoft365 in the following ways. The following is an introduction to the method for using email.

3.1 Webmail (Outlook on the web) app

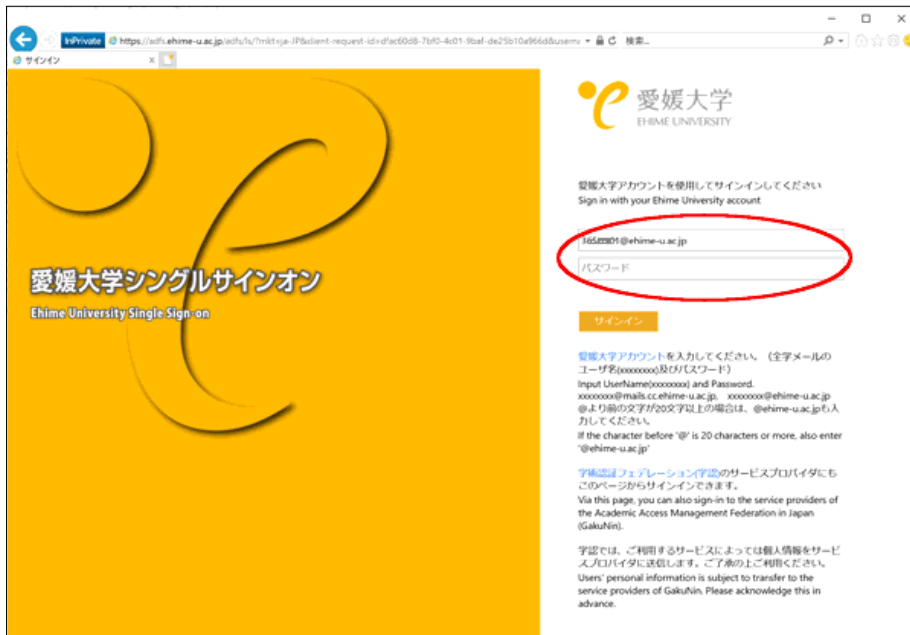
1. Please have an authentication device (e.g., smartphone) ready.
2. Microsoft365 can be accessed from the website of the Ehime University Center for Information Technology.

「ショートカット」 → 「教職員 Web メール」

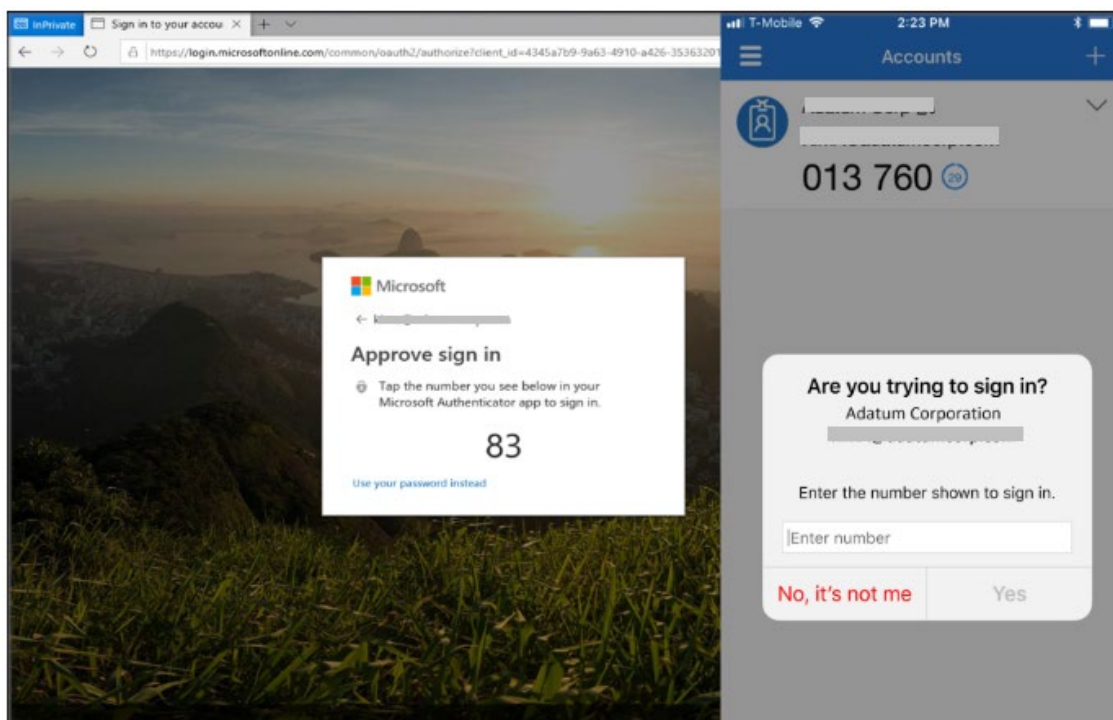
- Microsoft365 can also be accessed from the following URL.

「 <http://www.outlook.com/ehime-u.ac.jp> 」

The Ehime University Single Sign-on screen is displayed.



3. Enter your Ehime University account username and password (the same as your Study Support System account) and click "サインイン". If the number of characters that precede "@" is 20 or more, please include "@ehime-u.ac.jp".
4. A number will appear on the confirmation screen.
5. Enter the number displayed in "Microsoft Authenticator". (By default, the app is locked by "Microsoft Authenticator" security, so please remove the lock if necessary. Launch "Microsoft Authenticator" and select "Settings" from the top right corner. Turn off the application lock in security.)



6. After approval, you will be connected to “Outlook on the web”.

3.2 Webmail (Outlook on the web) code

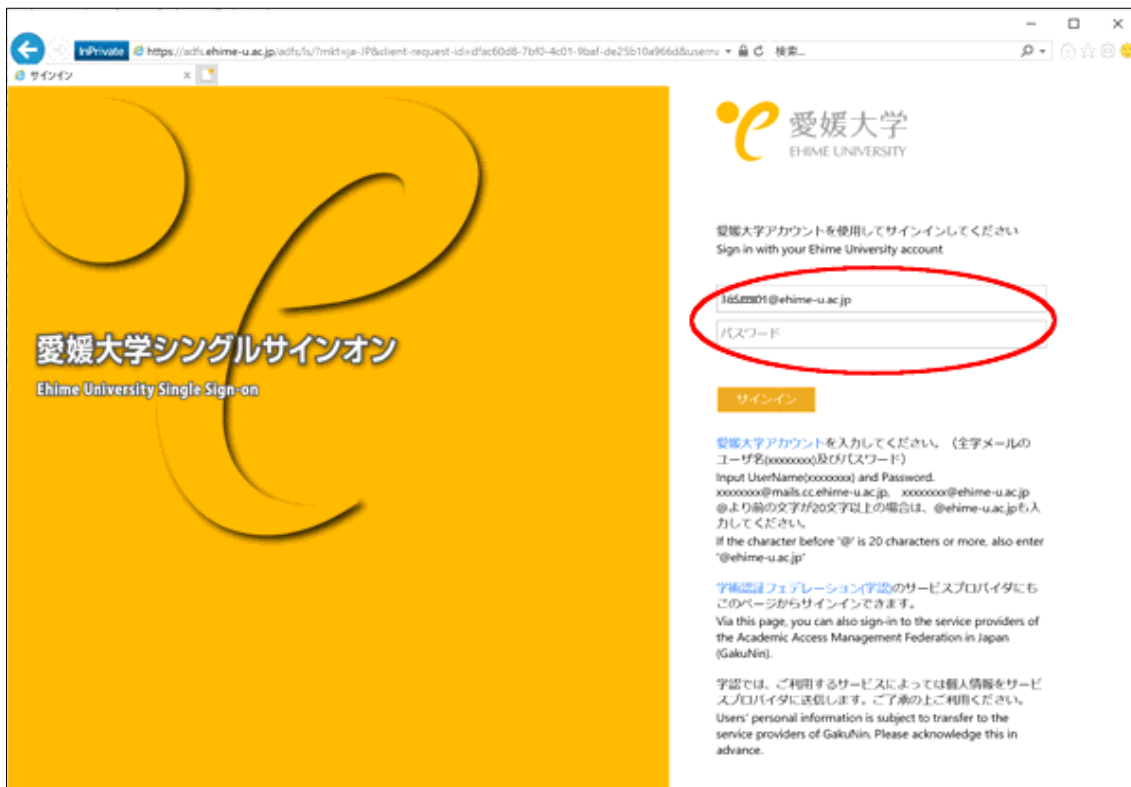
1. Please have an authentication device (e.g., a smartphone) ready.
2. Microsoft365 can be accessed from the website of the Ehime University Center for Information Technology.

「ショートカット」 → 「職員用 Web メール」

- Microsoft365 can also be accessed from the following URL.

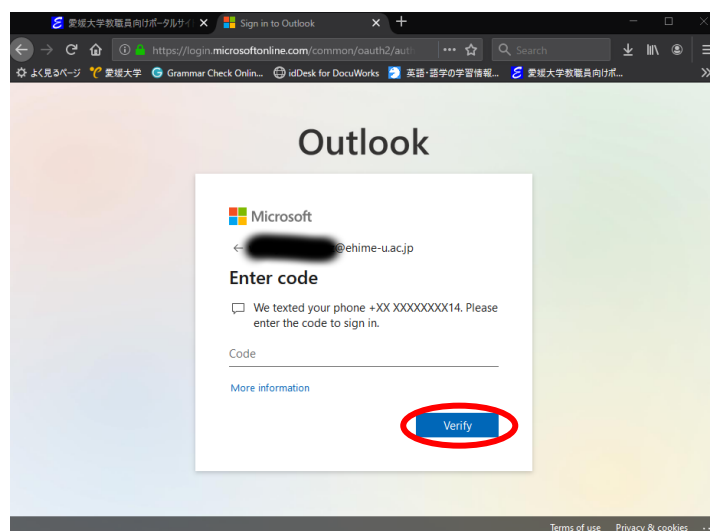
「 <http://www.outlook.com/ehime-u.ac.jp> 」

The Ehime University Single Sign-on screen is displayed.

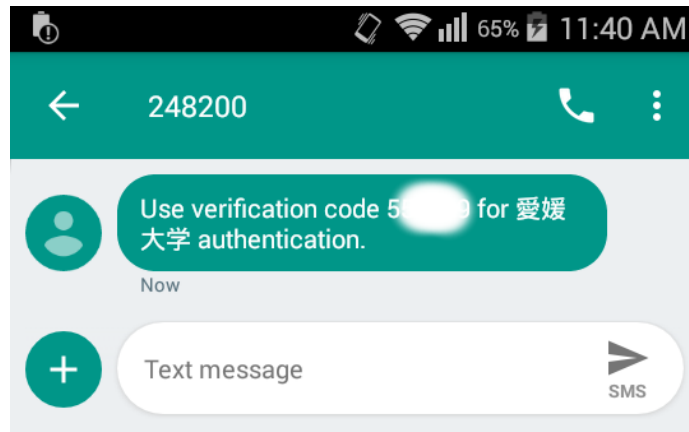


3. Enter your Ehime University account username and password (the same as your Study Support System account) and click "サインイン". If the number of characters that precede "@" is 20 or more, please include "@ehime-u.ac.jp".

4. The "Enter code" screen will appear. You will receive a confirmation code in the SMS of the authentication device. Enter the code and click "Verify".



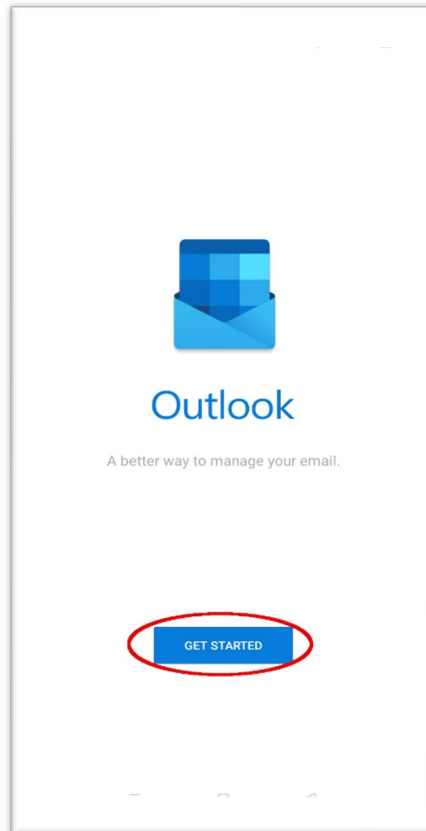
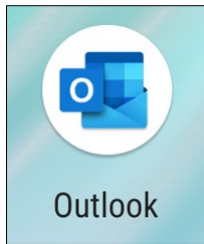
<SMS message to the authentication device>



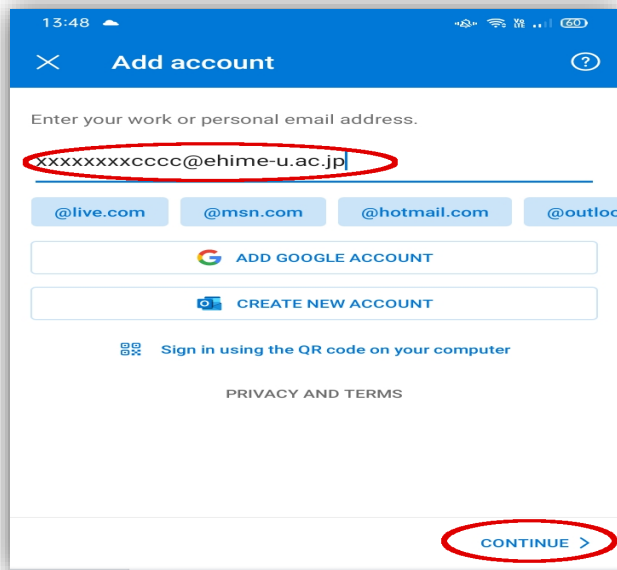
5. After approval, you will be connected to “Outlook on the web”.

3.3 Outlook Client (Android)

1. Please use the latest version of Android and Outlook. Depending on the model, the set-up may not be possible.
2. Install the Outlook Android version from Google Play.
3. Tap the Outlook app.



4. If it's your first time, tap "Get started". Otherwise, go to "Settings" (gear symbol), "Add account", and select Outlook.
5. Enter your full email address and tap "Continue".



The Ehime University Single Sign-on screen is displayed. Enter your Ehime University account username and password (the same as your Study Support System account) and tap "サインイン".

6. When the authentication confirmation is displayed, tap "Approve". Once authentication is approved, you won't need to re-authenticate for about 60 days. (For the app authentication)

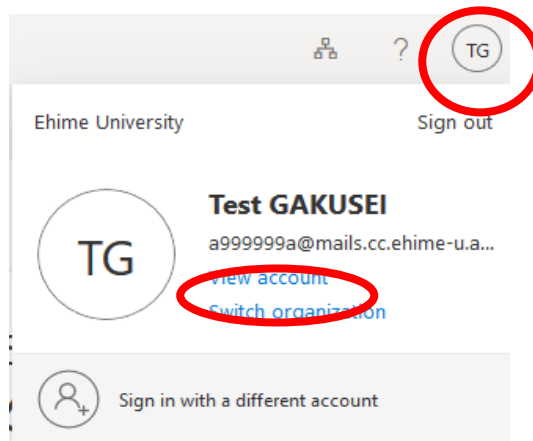
7. When you launch the Outlook app, the Office365 email screen is displayed.



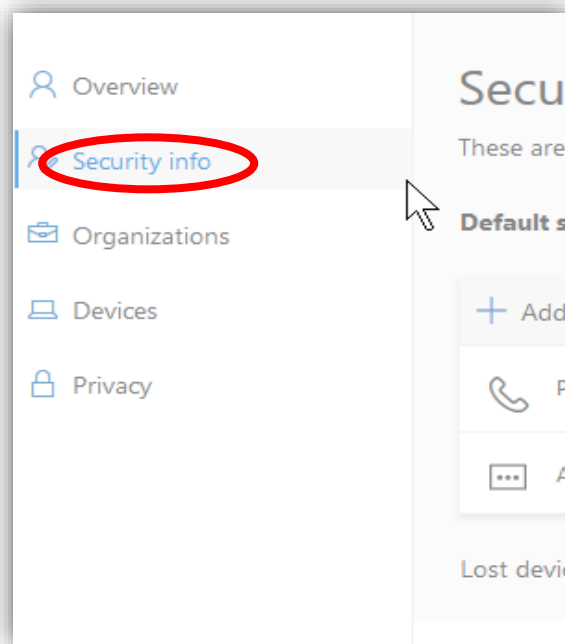
4. How to add a sign-in method

After setting up, you can add or change the sign-in method. Be sure to complete the setting in advance if you want to change authentication devices.

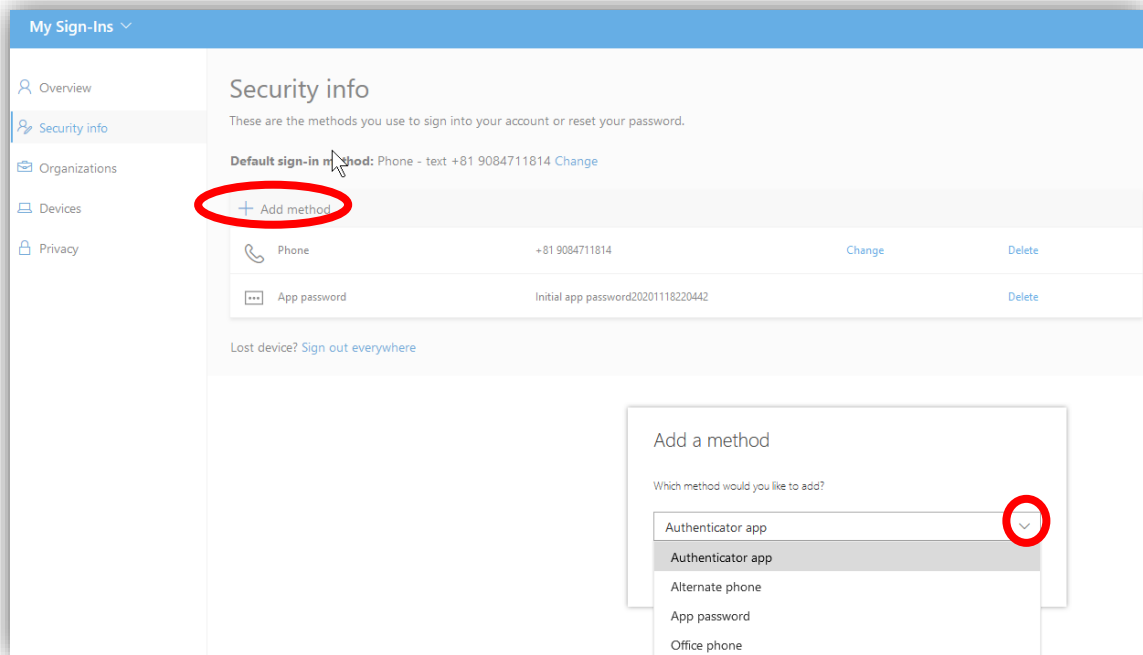
1. Go to Microsoft365's Outlook on the web, click on Account Manager in the upper right corner, and then click "View account".



2. Click “Security info”.



3. Click “Add method” to select the method you want to add.



4. Fill in the required information for each.

5. Others

5.1 Other software

Check to see if your email client software or application software supports Multi-factor Authentication (MFA). If it does not support MFA, you will be required to enter the application password. Depending on the software, it may not be possible to set up MFA, so we recommend that you use a software that supports MFA, such as Webmail (Outlook on the web) and Outlook.

Thunderbird 78.3.1 and later versions support MFA (OAuth authentication), so no application password is required. If you are using a Thunderbird that does not support MFA, please upgrade to the latest version. Please refer to the following page for the setup

procedure.

「Mail Client Settings Manual for Mozilla Thunderbird」

<https://www.cite.ehime-u.ac.jp/mail/office365-riyou/Thunderbird-2.pdf>

5.2 Cancellation procedure

If you forget or lose your phone, you will not be able to authenticate it. If there is no other way, please contact the Center for Information Technology (MAIL:center@dpc.ehime-u.ac.jp). Please note that the center is closed on holidays.

5.3 Important notes

- If you receive a notice requesting approval of multi-factor authentication when you are not signed in, there is a high possibility that your Ehime University account has been compromised by a third party, so please change your password and contact the Center for Information Technology immediately.
- If you change your phone number or phone model, please make sure that you don't become unable to sign in by setting up multi-factor authentication again before you change.
- If the authentication device is lost, be sure to change the multi-factor authentication settings to another device as soon as possible.
- Be sure to sign out if more than one user is using the system on a single computer.
- Even if you use Microsoft365 only on campus, please make the initial settings for multi-factor authentication.

5.4 For reference

「[What is: Multifactor Authentication](#)」 : Microsoft

「[Set up your Microsoft 365 sign-in for multi-factor authentication](#)」 : Microsoft