

Ehime University Microsoft365

Multi-factor Authentication

User's Manual

(For Staff)

January 2023

Center for Information Technology

## Table of Contents

<b>1. Overview of multi-factor authentication.....</b>	<b>2</b>
<b>2. Preparing for use (First-time access) .....</b>	<b>3</b>
2.1 Access to Microsoft365 .....	3
2.2 Use in the smartphone app.....	4
2.3 Use by the cord transmission (SMS) .....	10
2.4 Use by telephone call.....	12
<b>3. How to use multi-factor authentication.....</b>	<b>16</b>
3.1 Webmail (Outlook on the web) app.....	16
3.2 Webmail (Outlook on the web) code .....	17
3.3 Outlook client (Android) .....	19
<b>4. How to add a sign-in method.....</b>	<b>22</b>
<b>5. Others .....</b>	<b>24</b>
5.1 Other software.....	24
5.2 Cancellation procedure .....	25
5.3 Important notes.....	25
5.4 For reference .....	26

# 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.

### ● Sending the code to your phone for authentication

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

### ● 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.

### ● 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", "2.3", or "2.4". The method you choose can also be changed after the setup.

### 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」→ 「・職員用 Web ウェブメール」

- 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.

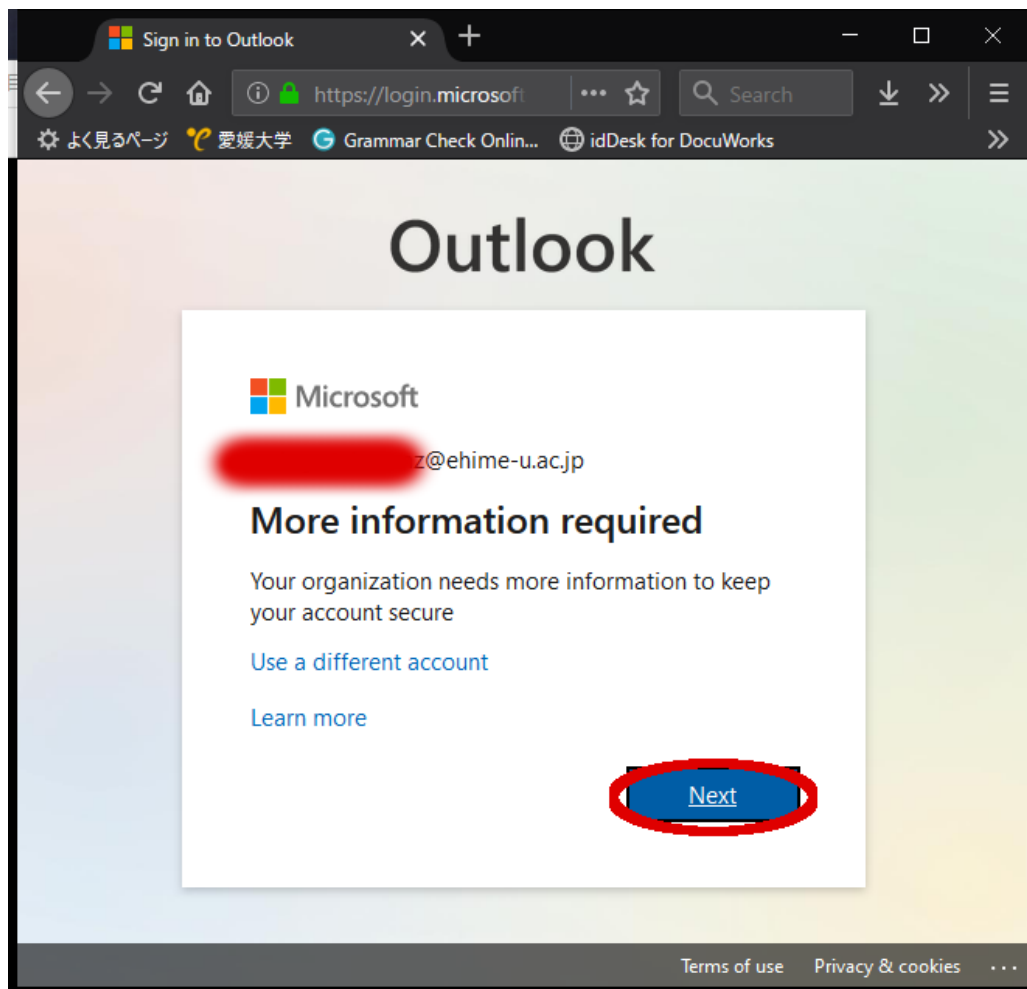


Microsoft Authenticat...

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".



When the screen for additional security confirmation appears, select "Mobile app" and then select "Receive notifications for verification" and click "Set up".

\* If you have selected "Use verification code", you will be asked to enter the code displayed after launching the app.

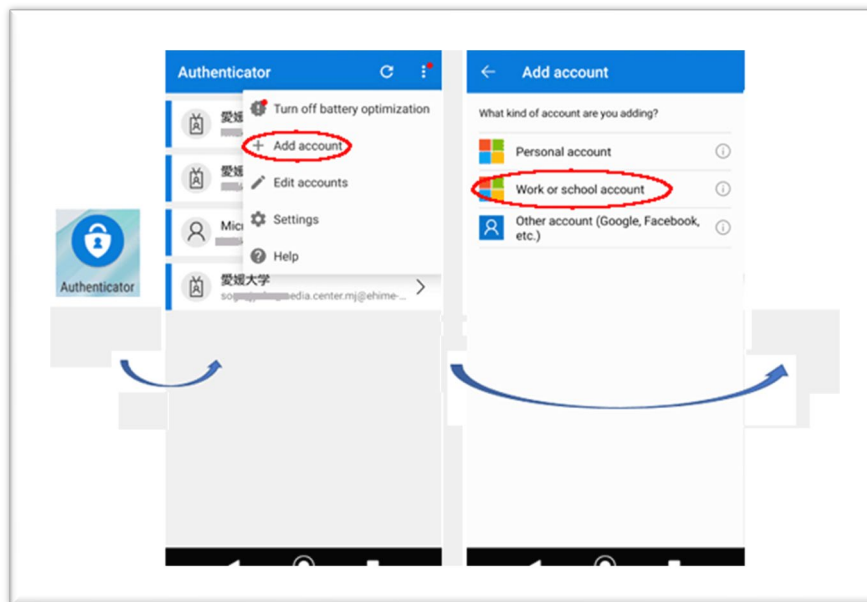
This screenshot shows the 'Additional security verification' step in a Microsoft account setup process. The title is 'Additional security verification'. Below it, a link says 'Secure your account by adding phone verification to your password. View video to know how to secure your account'. The main heading is 'Step 1: How should we contact you?'. There are two radio button options: 'Mobile app' (which is selected and circled in red) and 'Use verification code'. Below these, a text box asks 'How do you want to use the mobile app?'. Inside this box, 'Receive notifications for verification' is selected and circled in red, while 'Use verification code' is unselected. Below the text box, a note states 'To use these verification methods, you must set up the Microsoft Authenticator app.' There are two buttons: 'Set up' (circled in red) and 'Next' (disabled). At the bottom, there is a footer with '©2020 Microsoft', 'Legal', and 'Privacy' links.

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

This screenshot shows the 'Configure mobile app' screen. The title is 'Configure mobile app'. Below it, a heading says 'Complete the following steps to configure your mobile app.' followed by three numbered instructions: 1. Install the Microsoft authenticator app for Windows Phone, Android or iOS. 2. In the app, add an account and choose "Work or school account". 3. Scan the image below. Below the instructions is a QR code. A mouse cursor is pointing at the QR code. Below the QR code, there is a note: 'If you are unable to scan the image, enter the following information in your app.' followed by 'Code: 162 375 063' and 'Url: https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/320554602'. At the bottom, there is a note: 'If the app displays a six-digit code, choose "Next".' There are two buttons: 'Next' (circled in red) and 'Cancel'.

---

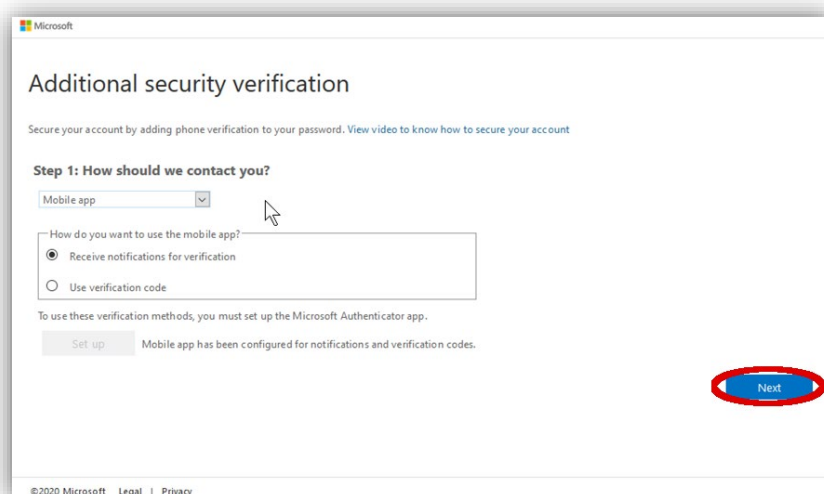
## <Operation on Smartphone> (Example for Android)



---

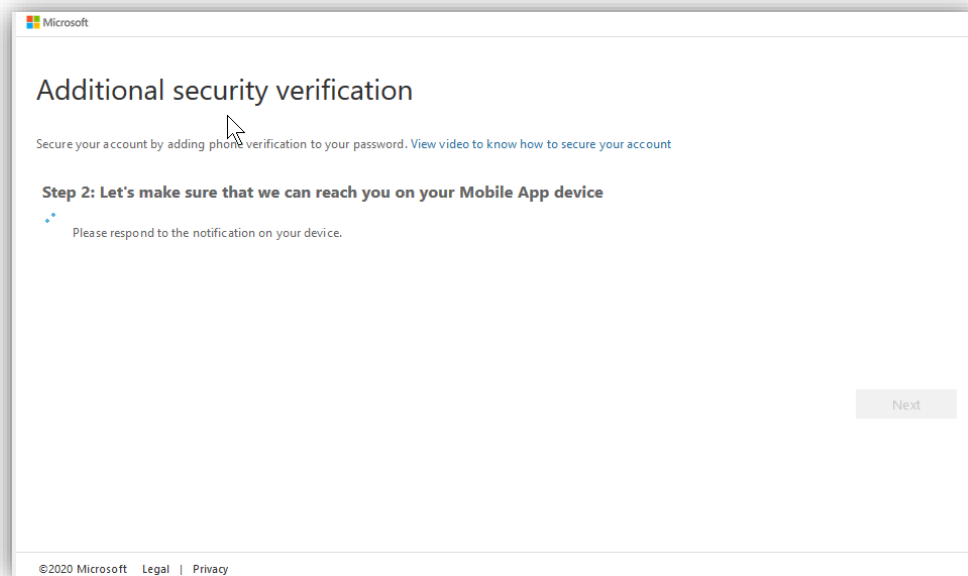
\* The operation may fail if the network condition is bad. Please try again in a good network environment.

4. Once the mobile app has been configured, you will be presented with the "Additional security verification" screen. Click "Next".





5. You will receive a notification on your smartphone. Click "Approve".



---

### <Operation on Smartphone> (Example for Android)



---

6. Click "Next" on the "Additional security verification" screen.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 3: In case you lose access to the mobile app**

Select your country or region

[Next](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

7. Click "Done" on the "Additional security verification" screen.

If you need the application password, please make a copy and keep it separately. If you do not need it, you can delete it after the set-up.

Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 4: Keep using your existing applications**

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

[Done](#)

©2020 Microsoft Legal | Privacy

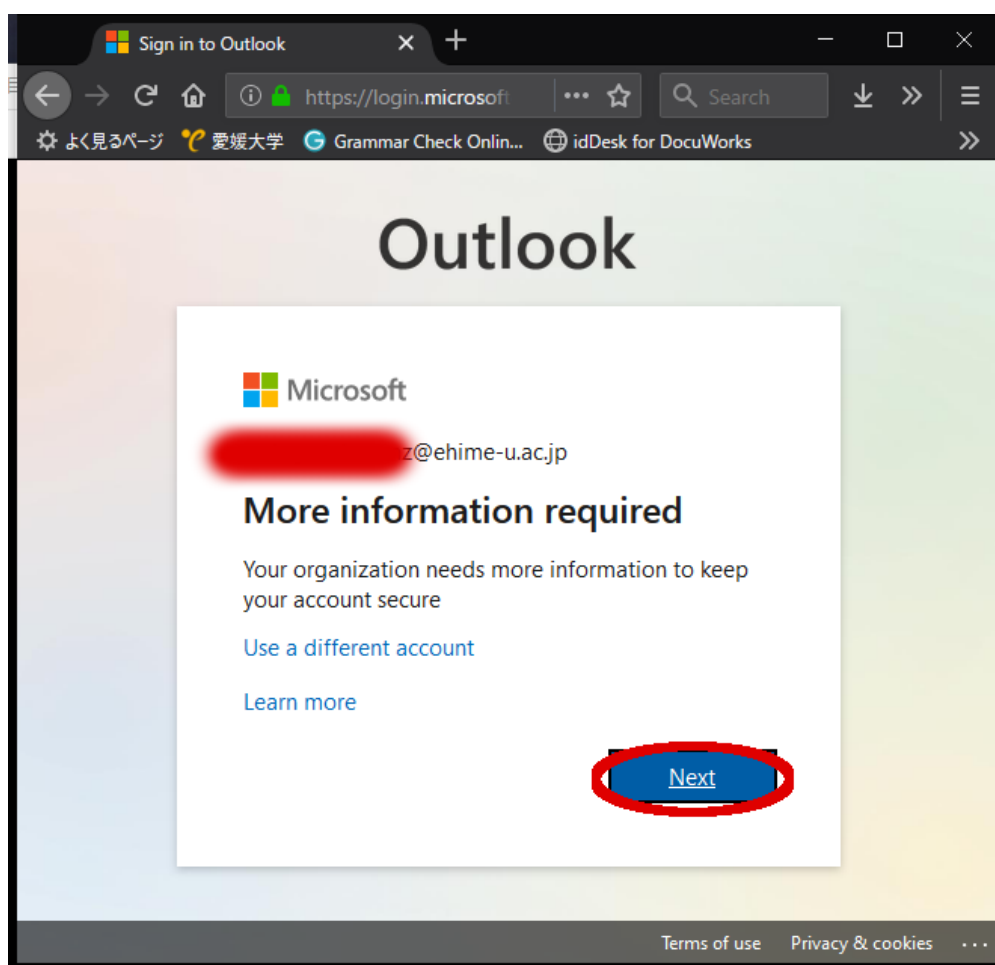
8. The "Outlook on the web" screen in Microsoft365 will appear.

## 2.3 Code transmission (SMS)

1. Please have an authentication device (e.g., smartphone) ready to receive the code.
2. Follow the steps in 2.1 to access Microsoft365.

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. When the "Additional security verification" screen appears, select "Authentication phone", enter your phone number and select "Send me a code by text message" and click "Next".

Microsoft

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 1: How should we contact you?**

Authentication phone

Japan (+81)

Method

☒ Send me a code by text message

☐ Call me

[Next](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

© 2020 Microsoft | [Legal](#) | [Privacy](#)

4. You will receive an SMS message at the phone number you entered.

## Additional security verification

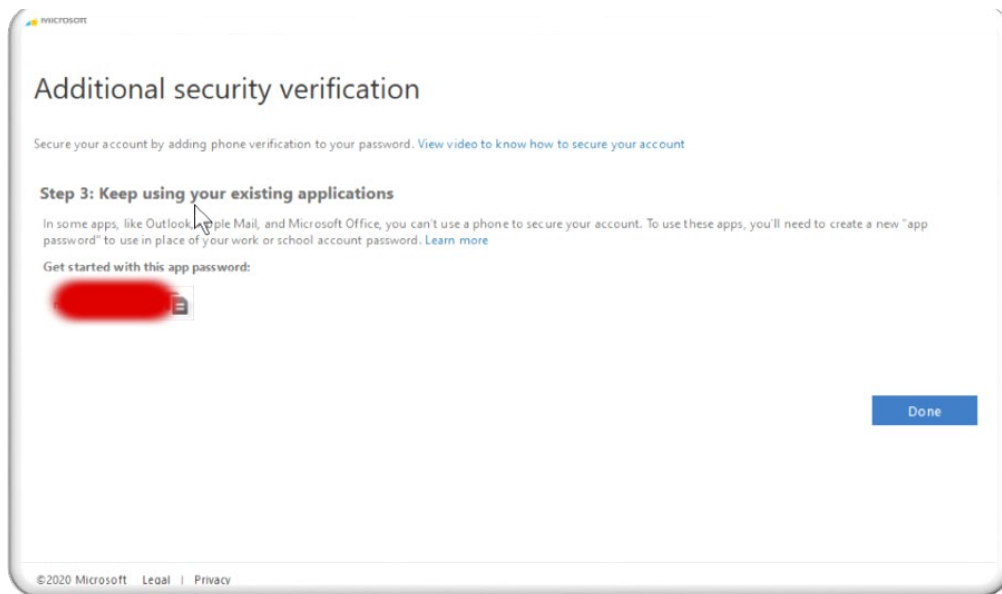
Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 2: We've sent a text message to your phone at +81 [redacted]**

When you receive the verification code, enter it here

[Cancel](#) [Verify](#)

5. Enter the numbers you received, and your setup is complete. Click "Done".

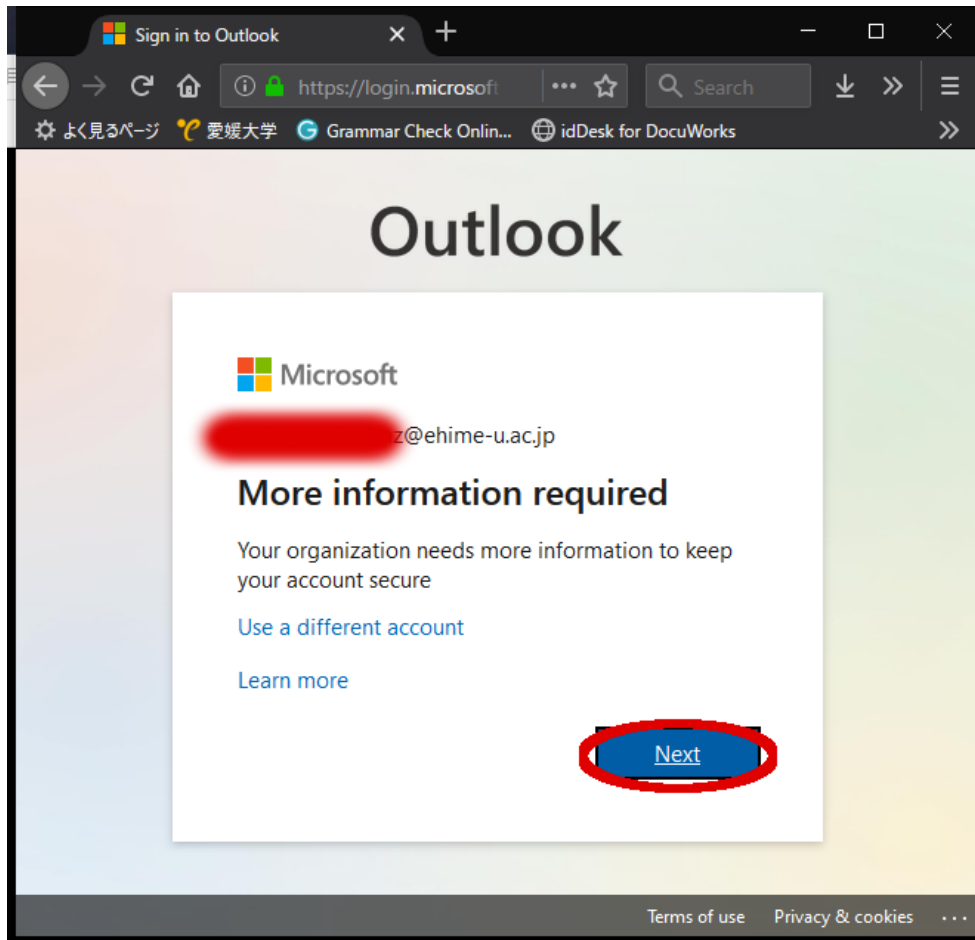


6. The “Outlook on the web” screen in Microsoft365 will appear.

## 2.4 Use by telephone call

1. Follow the steps in 2.1 to access Microsoft365.

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".



2. When the "Additional security verification" screen appears, select "Authentication phone", enter your phone number and select "Call me" and click "Next".

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 1: How should we contact you?**

Authentication phone

Japan (+81)

Method

☐ Send me a code by text message

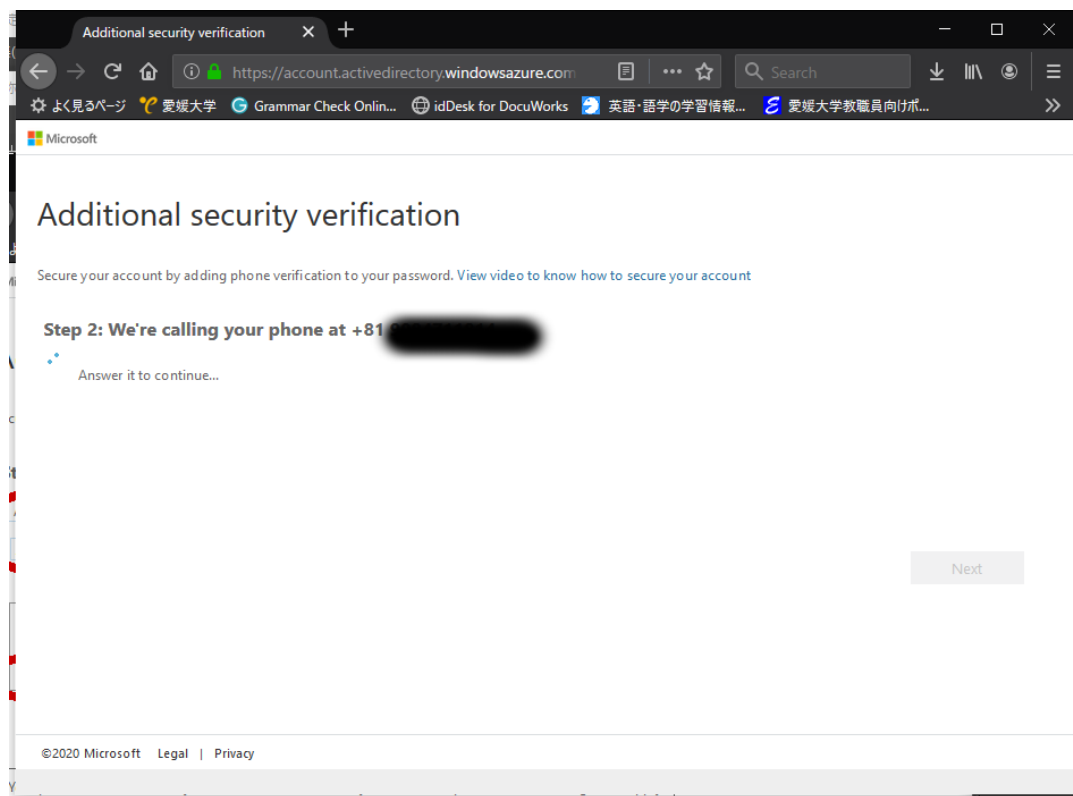
☒ Call me

Next

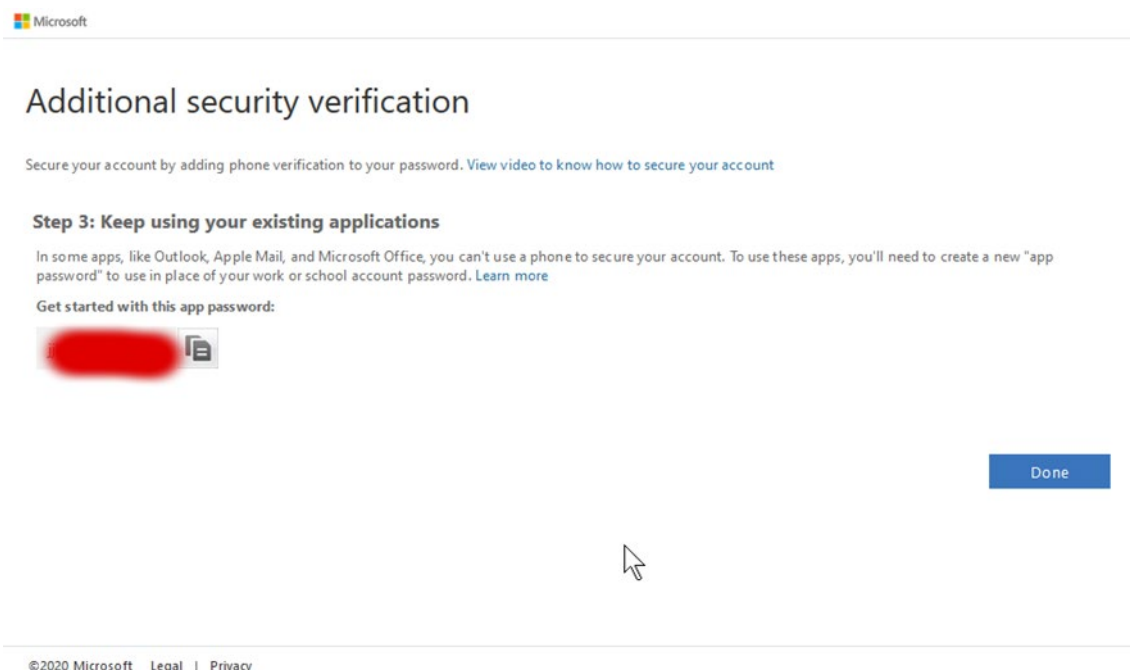
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

©2020 Microsoft Legal Privacy

3. You will receive a phone call. Please follow the voice guidance and enter #. (If you have an old-fashioned dialing line, press the tone button (\*) and then the # button to authenticate your call.)



4. When the confirmation is complete, the "Additional security verification" screen will appear. Click "Done".





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

## 3. How to use multi-factor authentication

After the initial setup by "2.2", "2.3" or "2.4", 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

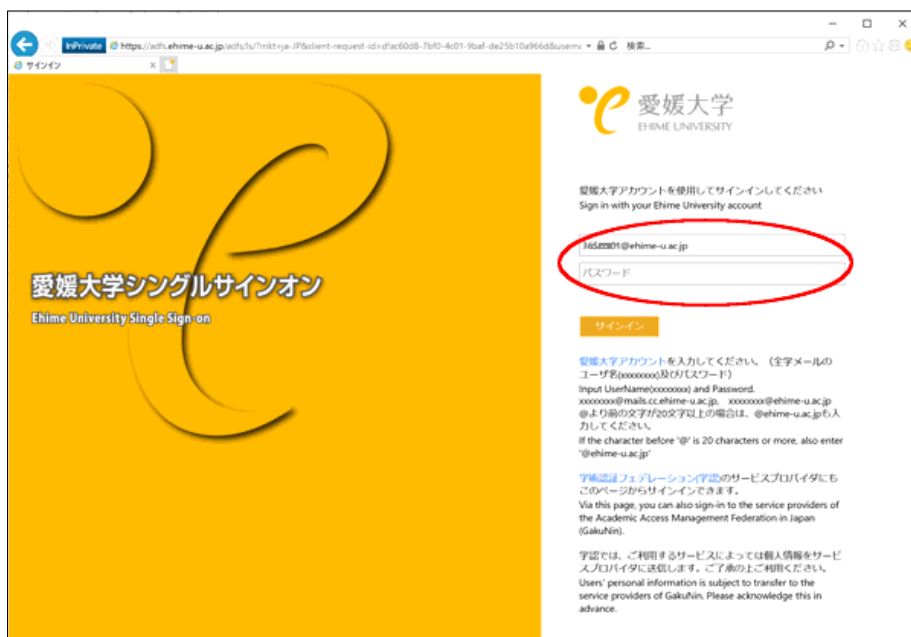
1. Please have an authentication device (e.g., smartphone) ready.
2. Microsoft365 can be accessed from the website of the Ehime University Center for Information Technology.

「ショートカット」→ 「・職員用 Web ウェブメール」

- ・ Microsoft365 can also be accessed from the following URL.

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

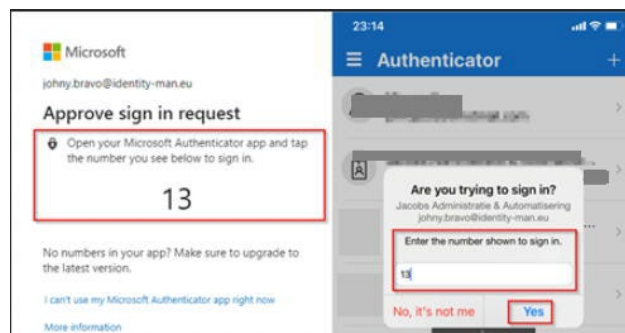
The Ehime University Single Sign-on screen is displayed.



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. When the authorization screen appears on the authentication device, click "Approve".
- It may take some time. (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.)

---

### <Operation on Smartphone> (Example for Android)



- 
5. 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.

愛媛大学  
EHIME UNIVERSITY

愛媛大学アカウントを使用してサインインしてください  
Sign in with your Ehime University account

165.8901@ehime-u.ac.jp

パスワード

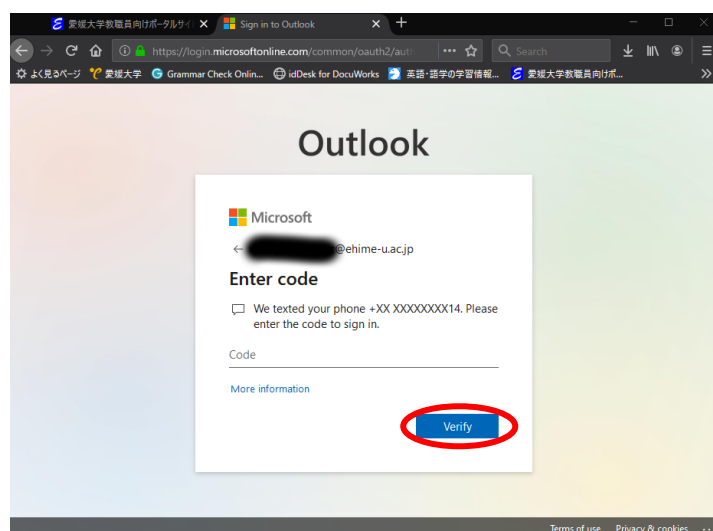
サインイン

愛媛大学アカウントを入力してください。(全学メールの  
ユーザ名(xxxxxxxx)及びパスワード)  
Input UserName(xxxxxxxx) and Password.  
xxxxxxxx@mails.cc.ehime-u.ac.jp, xxxxxxxx@ehime-u.ac.jp  
@より前の文字が20文字以上の場合は、@ehime-u.ac.jpも入  
力してください。  
If the character before '@' is 20 characters or more, also enter  
'@ehime-u.ac.jp'

学術認証フェデレーション(学認)のサービスプロバイダにも  
このページからサインインできます。  
Via this page, you can also sign-in to the service providers of  
the Academic Access Management Federation in Japan  
(GakuNin).

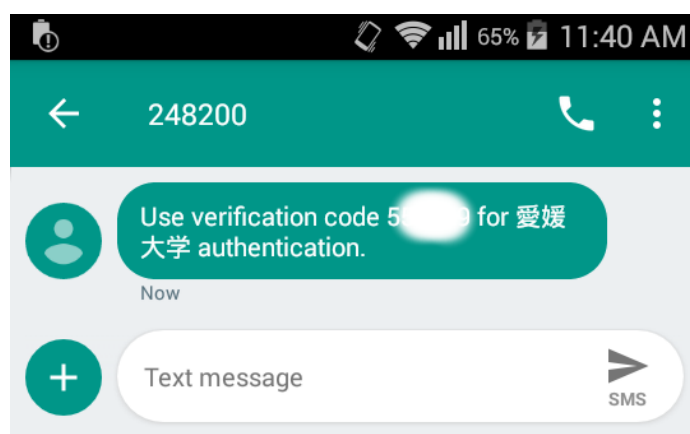
学認では、ご利用するサービスによっては個人情報をごサ  
ービスプロバイダに送信します。ご了承の上ご利用ください。  
Users' personal information is subject to transfer to the  
service providers of GakuNin. Please acknowledge this in  
advance.

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>



---

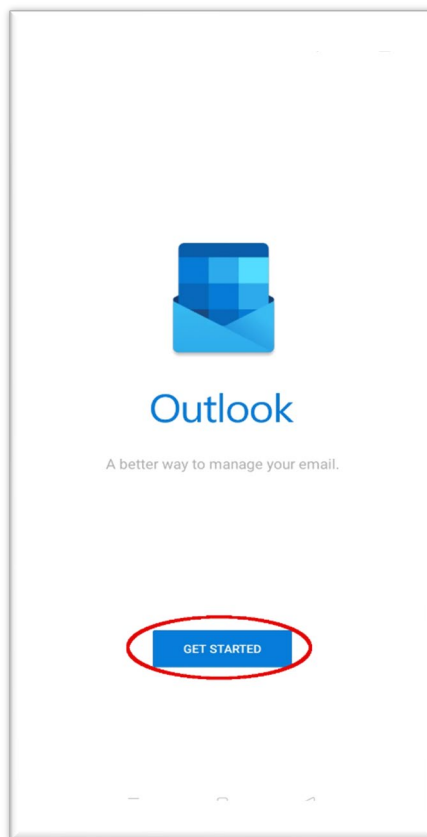
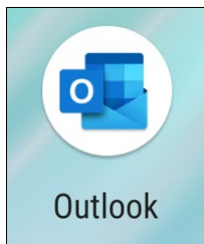
5. After approval, you will be connected to “Outlook on the web”.

## 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.

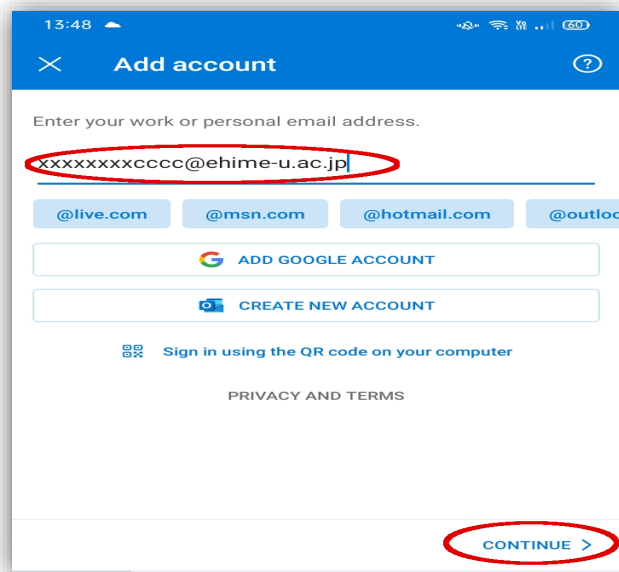
2. Install the Outlook Android version from Google Play.

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".

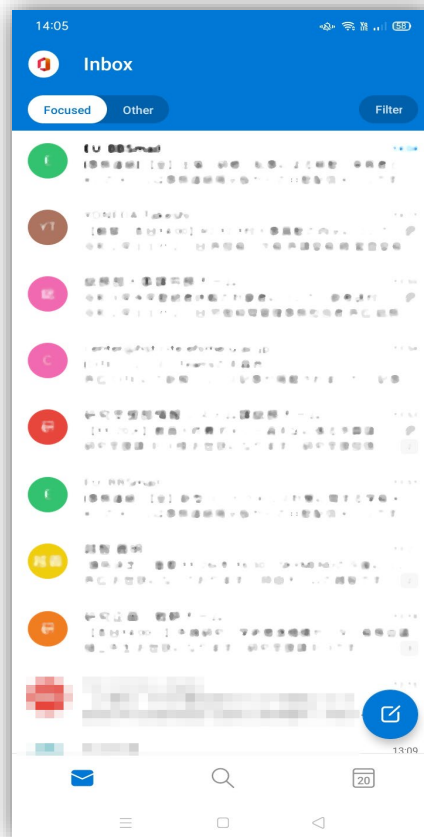


The Ehime University Single Sign-on screen is displayed. Enter your Ehime University account username and password (the same as your Study Support System account) and tap "サインイン".

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)



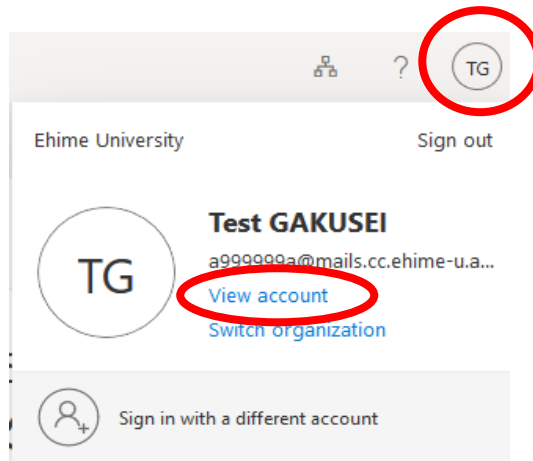
7. When you launch the Outlook app, the Office365 email screen is displayed.



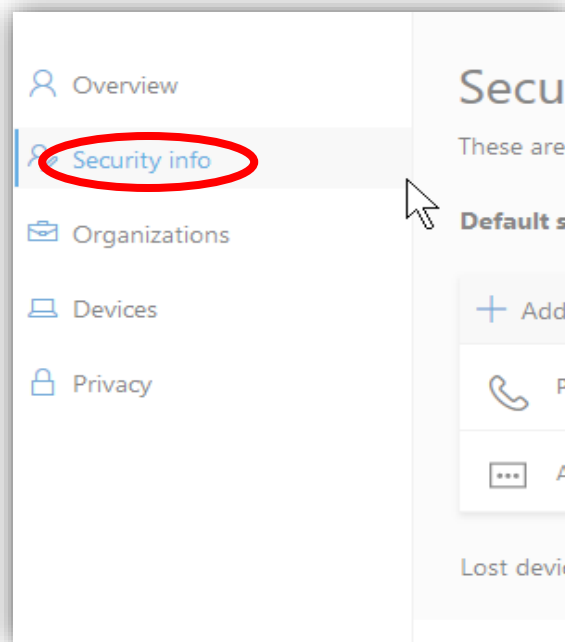
## 4. How to add a sign-in method

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".

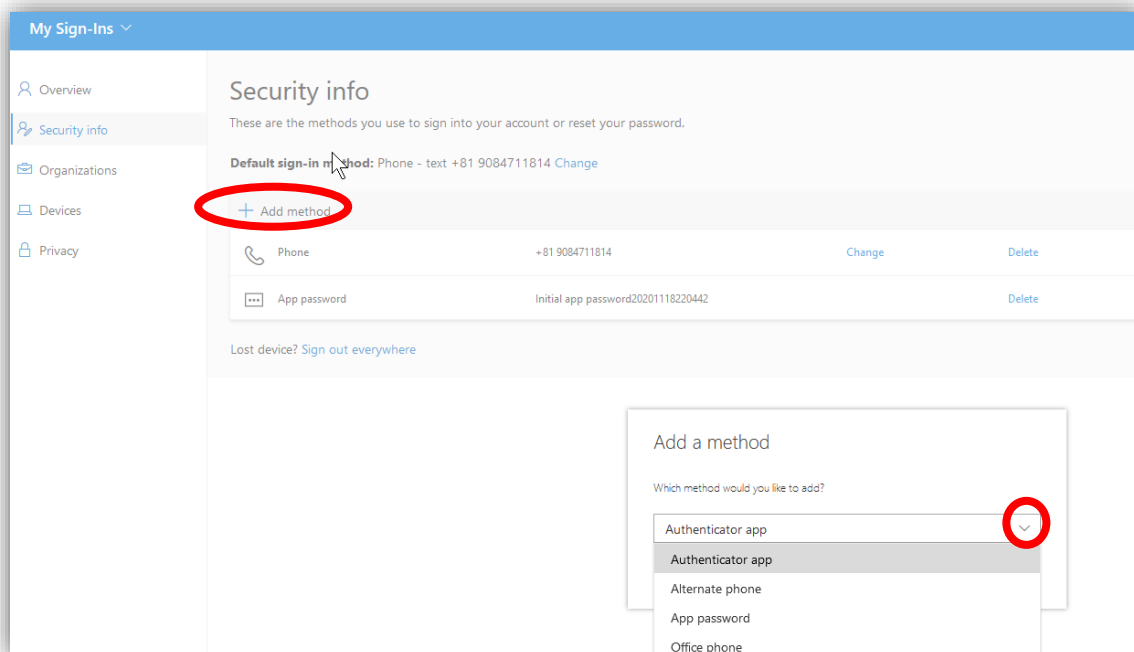


2. Click "Security info".



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