



Secure Student Email Access with Multi-Factor Authentication

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What is multi-factor authentication in Office 365?

Multi-factor authentication :

Multi-factor authentication increases the security of user logins for your email services above and beyond just a password. With Multi-Factor Authentication for Office 365 email, users are required to acknowledge a phone call, text message, or an app notification on their smartphone after correctly entering their password.

How to enable multi-factor authentication in your email?

• After logging in, you will be directed to the following screen:



- Click the "Next" button to proceed to the next page, which is for installing the "Microsoft Authenticator" app on your smartphone:



Keep your account secure				
Method 1 of 2: App				
	Арр	App password		
Microsoft Authenticator				
Start by getting the app On your phone, install the Microsoft Authenticator app. Download now				
				After you install the Microsoft
	I want to use a different authe	nticator app		
		Next		
I want to set up a different method				

- This page asks you to install the "Microsoft Authenticator" app on your smartphone, so move to your smartphone and scan the QR code corresponding to your phone as shown below to install the app.

Scan the QR code with your Android or IOS mobile device.





App Store

Get the app



 After installing the application on the phone, return to the browser to the same previous page as shown below:



- From this page, click on the "Next" button to go to the next page:

Keep your account secure			
Method 1 of 2: App 2 App App password			
Microsoft Authenticator Set up your account If prompted, allow notifications. Then add an account, and select "Work or school". Back Next			
I want to set up a different method			

- Click on the "Next" button to go to the next page for adding your account to the application, where a QR code will appear to scan using the app.

Note: The QR code shown in the image below is for illustration purposes only, as each user has their own code.



Method 1 of 2: App			
App	2 App password		
Microsoft Authenticator			
Scan the QR code Use the Microsoft Authenticator app to scan the QR	code. This will connect the Microsoft Authenticator		
After you scan the QR code, choose "Next".			
Can't scan image?			
	Back Next		
<u>l want to set up a different method</u>			

- Open the "Authenticator" app on your phone, then select "Add account" as shown on the following screen:





- Select "Work or school account", then choose "Scan QR code":



- Scan the code that appears in your browser, and then the following screen will appear in the app, showing your email account:





- In the browser, click the "Next" button to proceed to the next page, where a two-digit code will be displayed (the digits will change each time):

	Me	ethod 1 of 2: App	
		App ga	2 assword
Microso	ft Authenticator Let's try it out	Υψρ μα	
L-J	Approve the notification we're	sending to your app by entering 10	Back Next
<u>l want to set up</u>	a different method		

- In the app, the following screen will appear, enter the code displayed in the browser, then click "Yes":

\equiv Authenticator Q +			
Arah Open University - ΑΟU Are you trying to sign in? Arab Open University - AOU StudentidKSA@aou.edu.sa Enter the number shown to sign in. Enter number No, it's not me Yes			
1	2 АВС	3 Def	
4 6н1	5 JKL	6 MNO	
7 PQRS	8 TUV	9 wxyz	
١٢٣	0	\bigotimes	



- In the browser, the following screen will appear:

Method 1	of 2: App		
App	2 App password		
Microsoft Authenticator			
Notification approved			
<u>l want to set up a different method</u>			

 Click the "Next" button to complete the authentication process and you will then be redirected to the application password page.

	Method 2	of 2: App password	
	Арр	App password	
App passw	ord		
Start by creating a na	me for your app password. T	This will help differentiate it from others.	
characters.	ou like to use? Minimum len		
Enter app password	name		
1			

- On this page, enter a name of your choice, no less than eight characters long, to be the name of the password that will be created later, then click the "Next" button to move to the next page.

	Method	2 of 2: App password
	App	App password
Арр ра	assword	
App passwor return here a Name: Mohammad	rd was successfully created. Copy the and choose 'Done'	e password to clipboard and paste into your app. Then

- Click the "Done" button to complete the app password generation process and move to the next page.

Method 2 of 2: Done					
App	App password				
Success!	Success!				
Great job! You have successfully set up your security in Default sign-in method:	Great job! You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method:				
App password Mohammad					
Microsoft Authenticator					
	Done				

- From this page, click the "Done" button to complete the authentication process. Now, authentication has been activated and you have successfully logged into your university email.
- Next time, when you log in to your account, after entering your password, a two-digit code will appear on the screen. Open the app on your mobile phone, enter the code, and select "Yes" to complete the login process.