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الجامعة العربية المفتوحة
Arab Open University

Secure Student Email Access with Multi-Factor Authentication

Information Technology Department

Arab Open University

Kingdom of Saudi Arabia

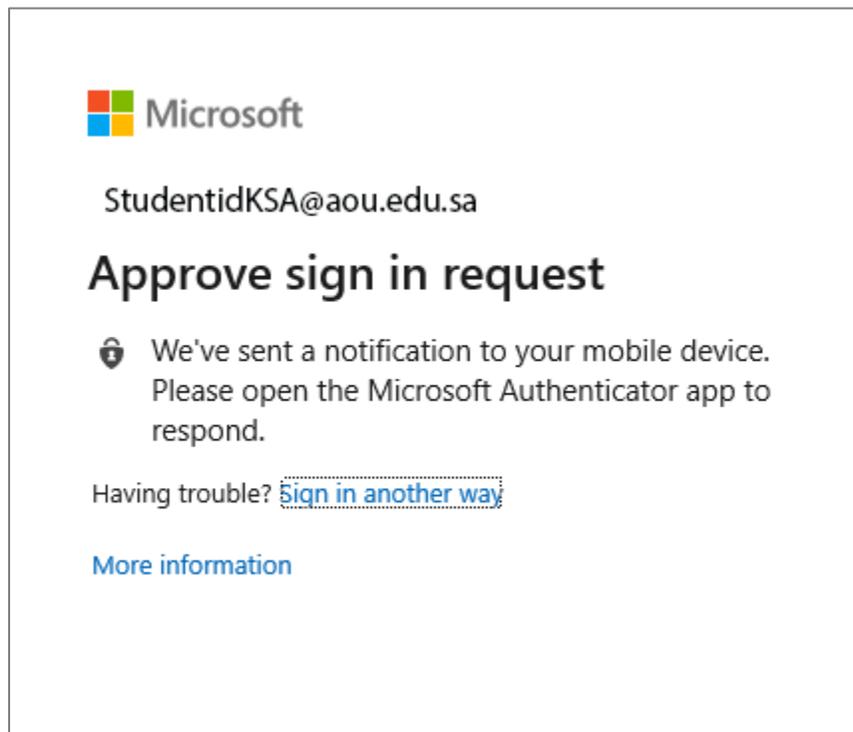
What is multi-factor authentication in Office 365?

Multi-factor authentication :

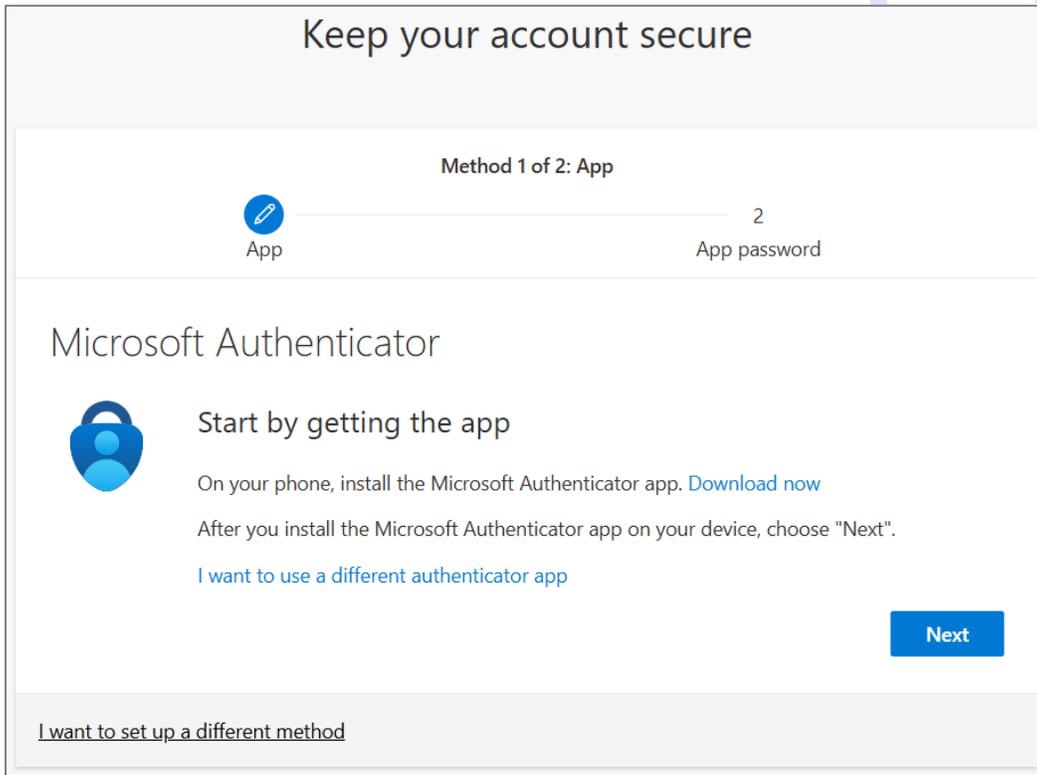
Multi-factor authentication increases the security of user logins for your email services above and beyond just a password. With Multi-Factor Authentication for Office 365 email, users are required to acknowledge a phone call, text message, or an app notification on their smartphone after correctly entering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



- 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.



Google Play

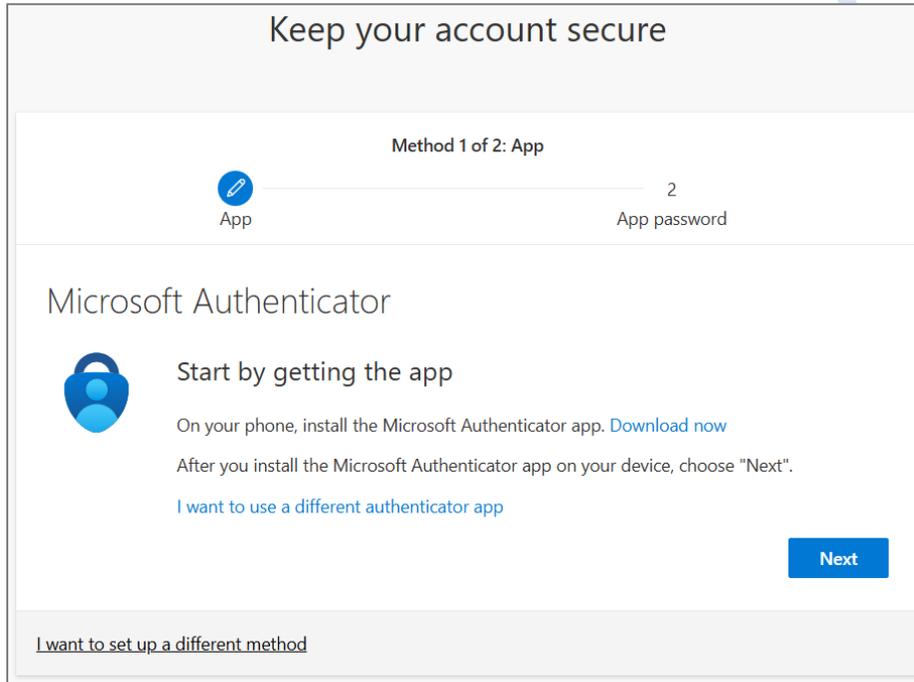
[Get the app](#)



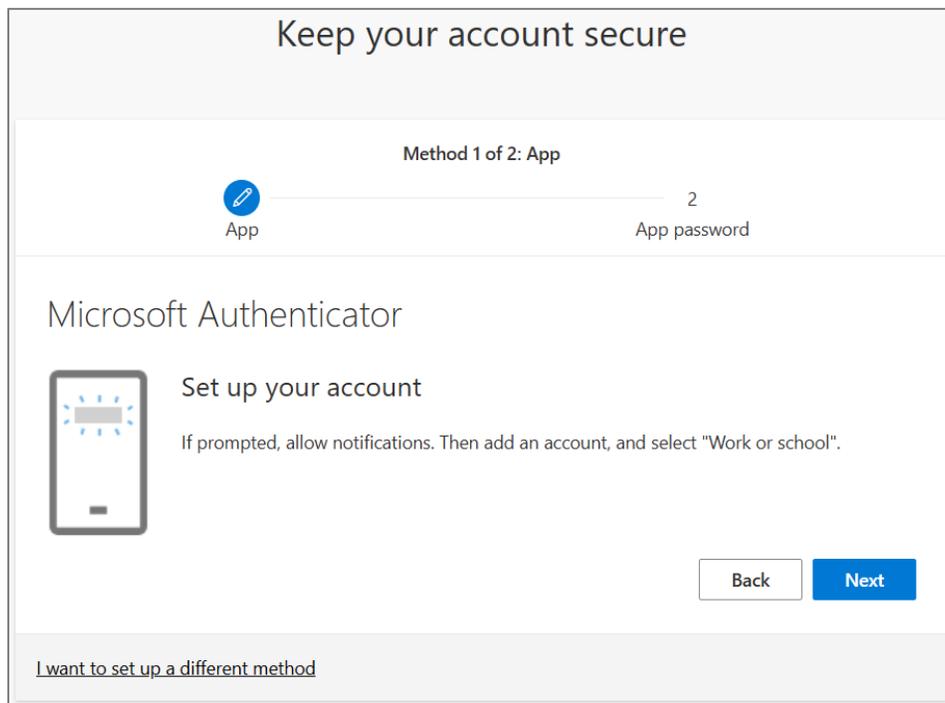
App Store

[Get the app](#)

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

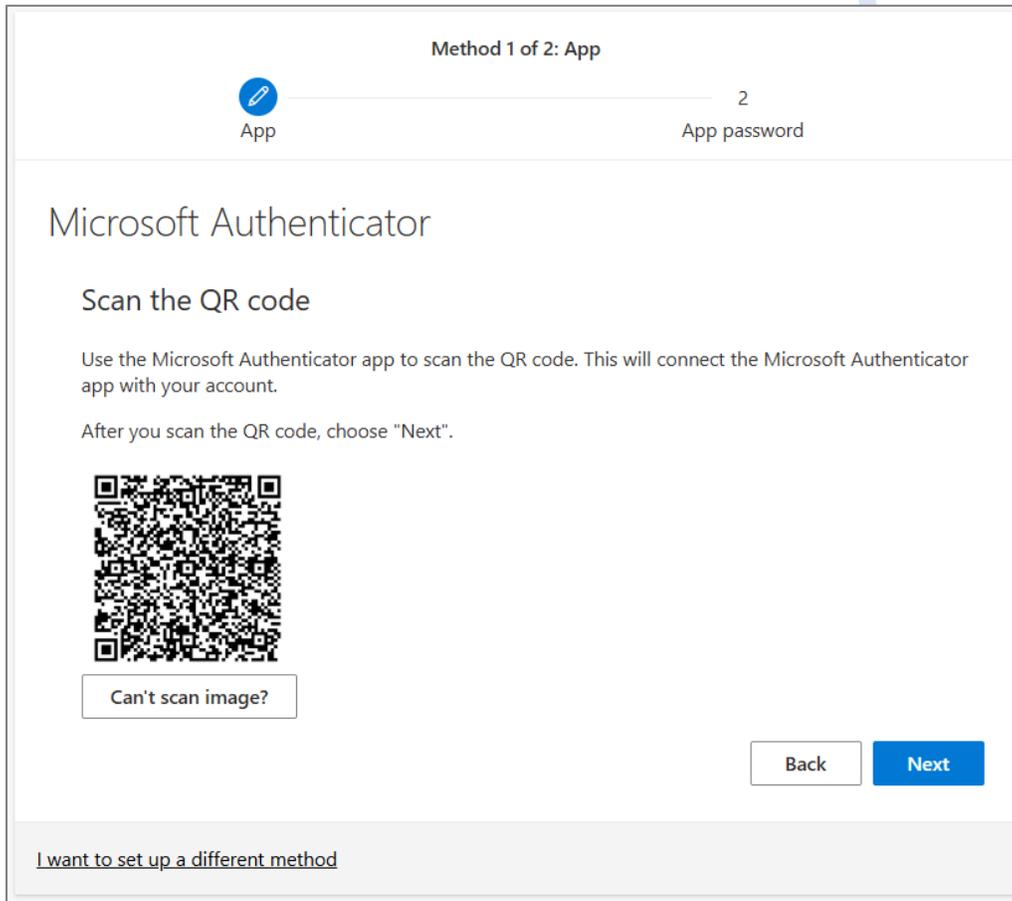


- From this page, click on the "Next" button to go to the next page:

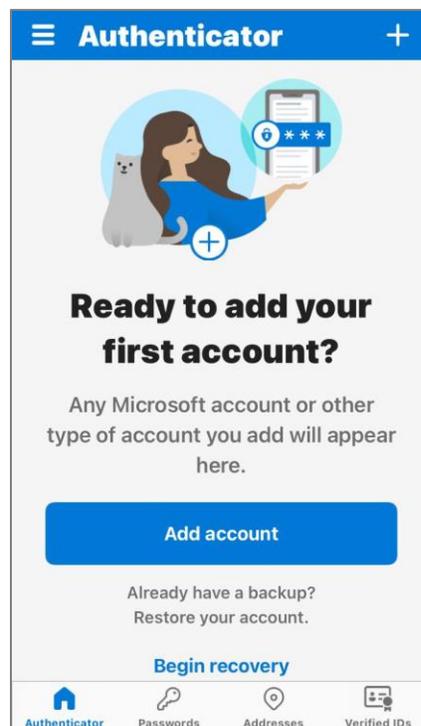


- Click on the "Next" button to go to the next page for adding your account to the application, where a QR code will appear to scan using the app.

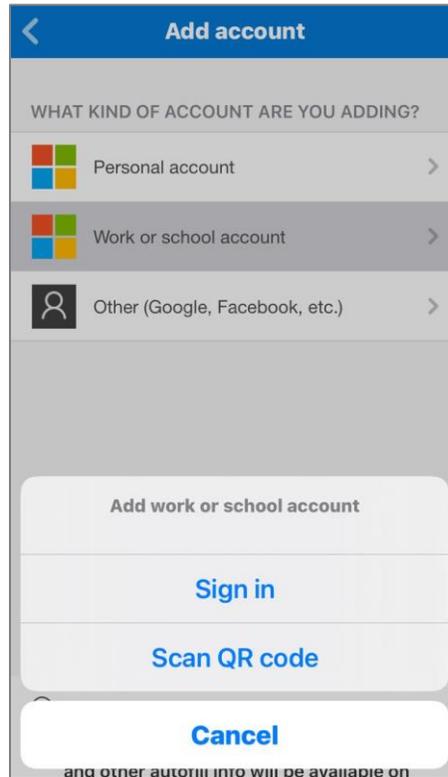
Note: The QR code shown in the image below is for illustration purposes only, as each user has their own code.



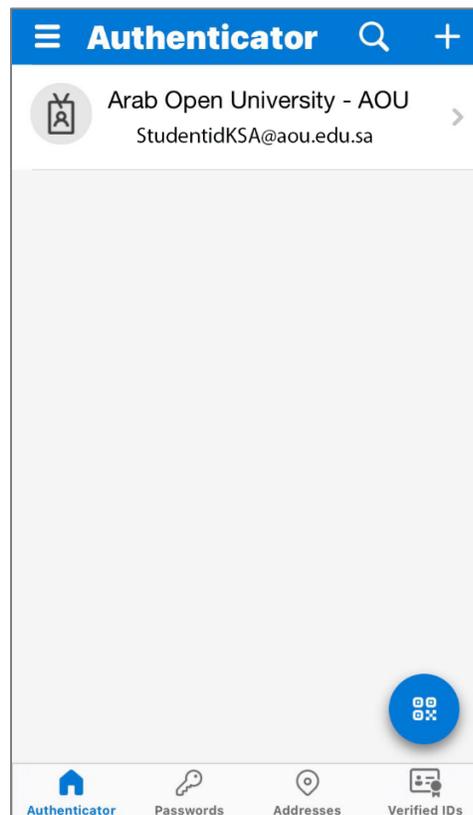
- Open the "Authenticator" app on your phone, then select "Add account" as shown on the following screen:



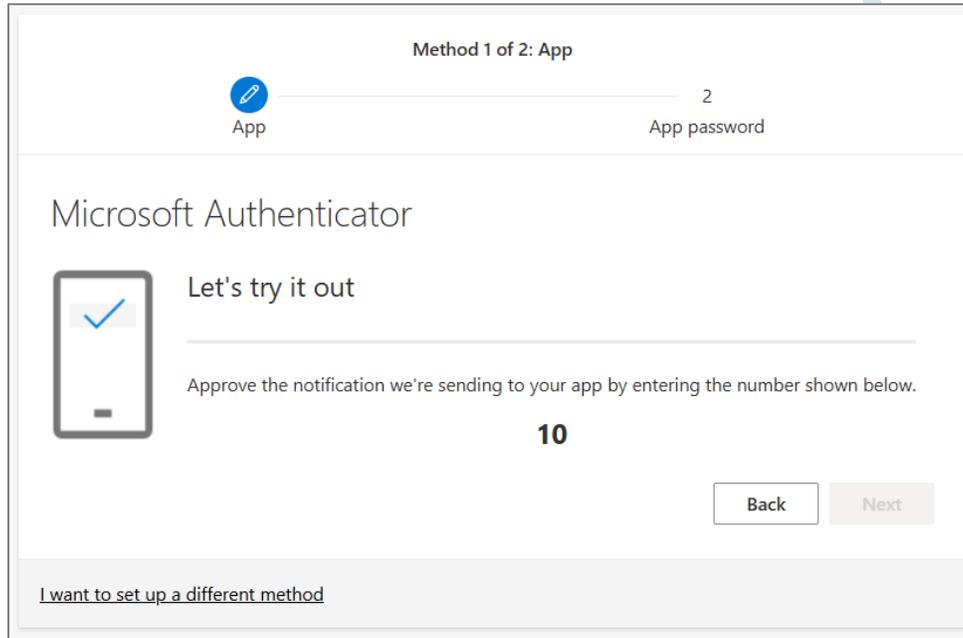
- Select "Work or school account", then choose "Scan QR code":



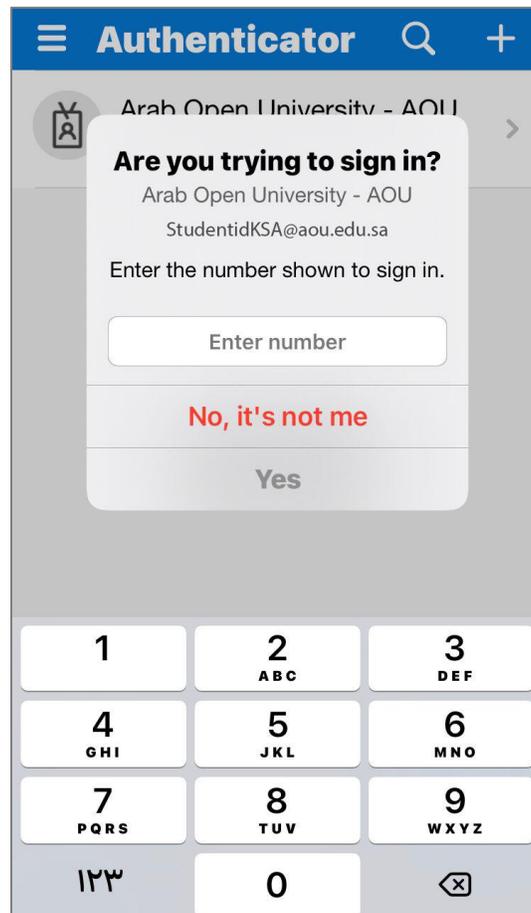
- Scan the code that appears in your browser, and then the following screen will appear in the app, showing your email account:



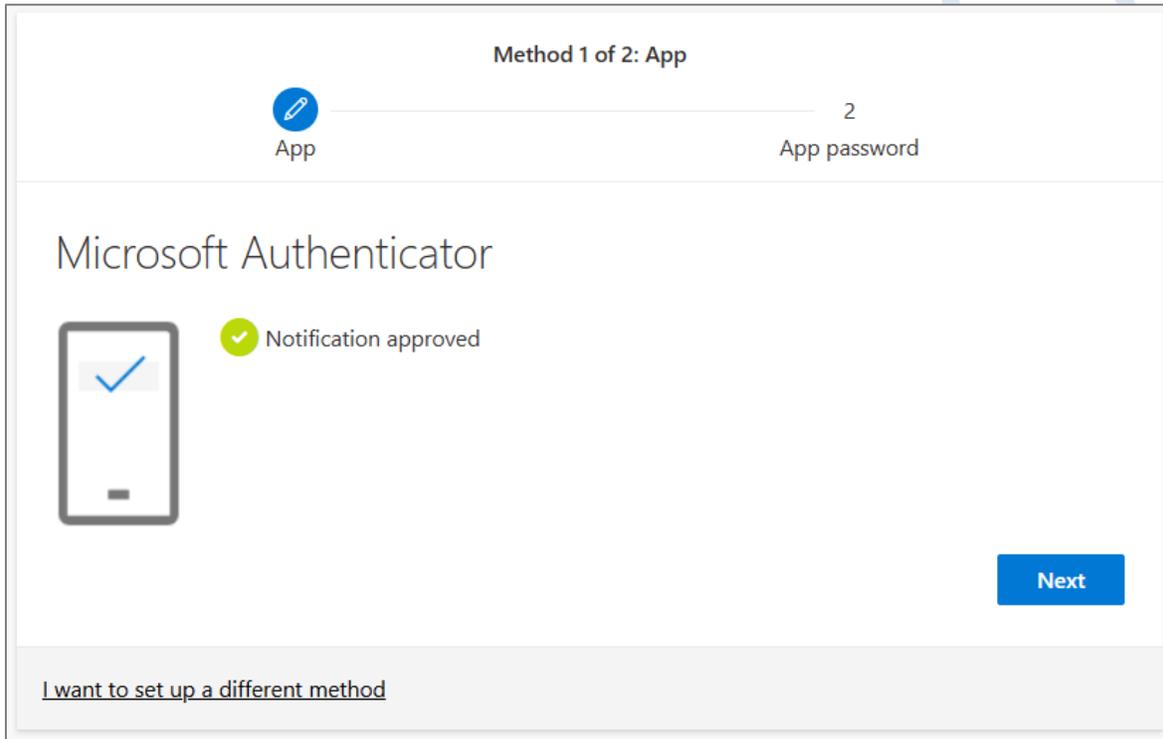
- In the browser, click the "Next" button to proceed to the next page, where a two-digit code will be displayed (the digits will change each time):



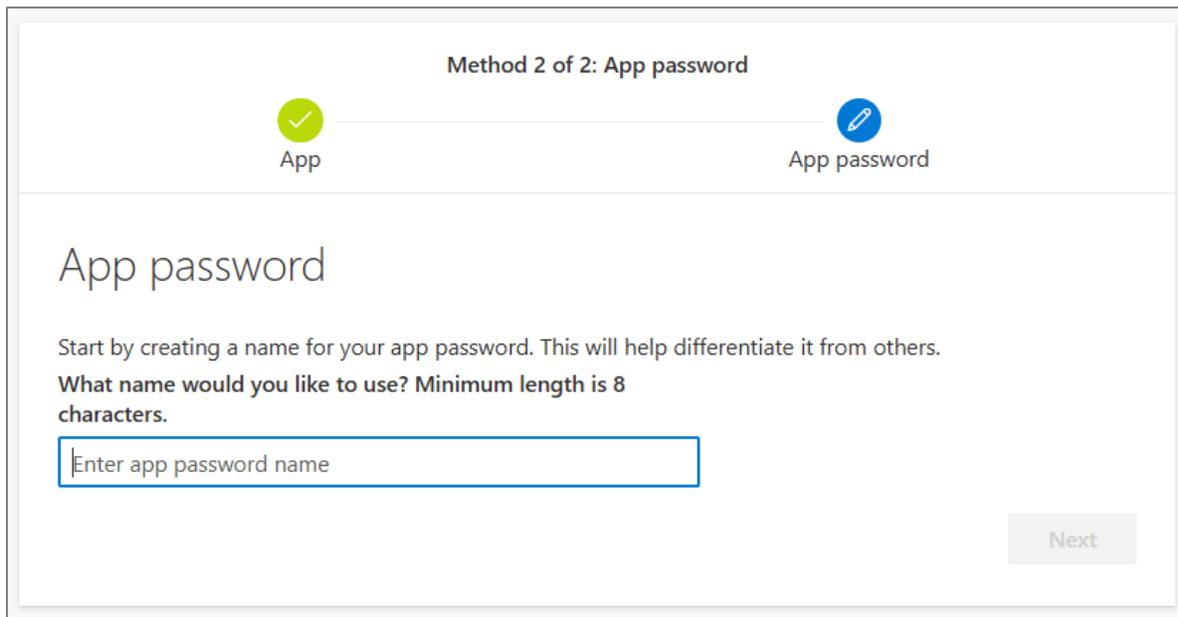
- In the app, the following screen will appear, enter the code displayed in the browser, then click "Yes":



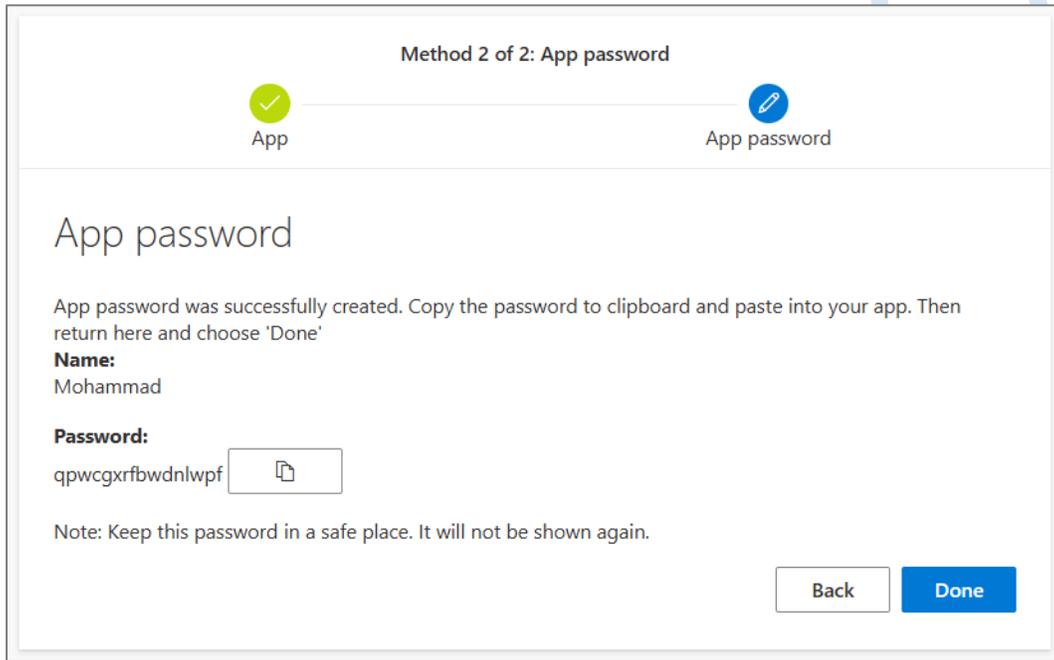
- In the browser, the following screen will appear:



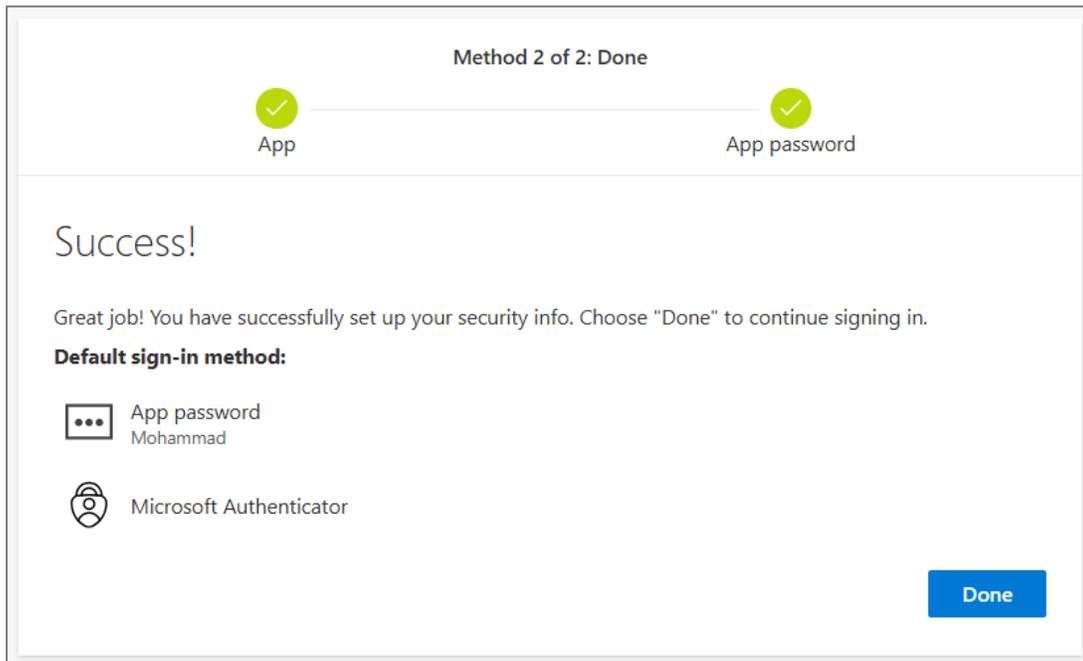
- Click the "Next" button to complete the authentication process and you will then be redirected to the application password page.



- 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.



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



- 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.
