# Set Outlook (Microsoft 365) for modern authentication

～ Migration from Basic Auth (IMAP/SMTP) to Modern Auth (Microsoft Exchange) ～

1. When you use email addresses stored in [Contacts], you need to export it, referring to the PDF below, before you begin the migration.　Note that your email address will be deleted from Outlook during the migration steps, and [Contacts] will be deleted as well. Thus, be sure to export [Contacts].

    https://www.g-ipc.shimane-u.ac.jp/_files/00228183/office365_mfa_set_outlook_export_contacts_en.pdf

    Note that besides [Contacts], [Calendar], [Notes], [Tasks] etc. will also be deleted, thus make sure to export them, too.
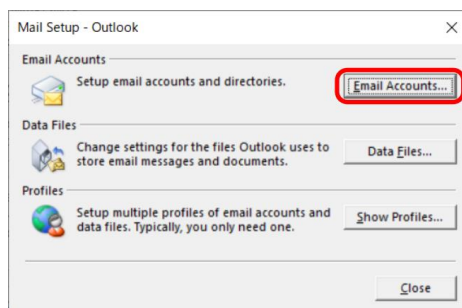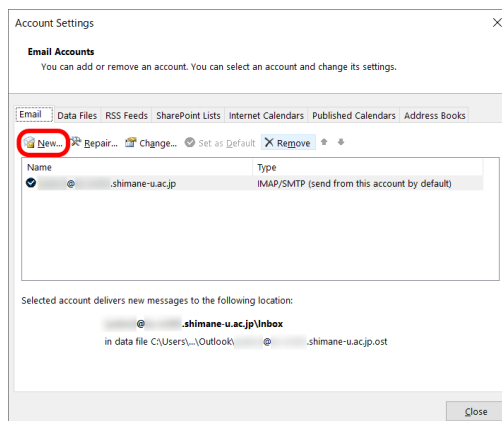
2. Start Outlook, then click [File].
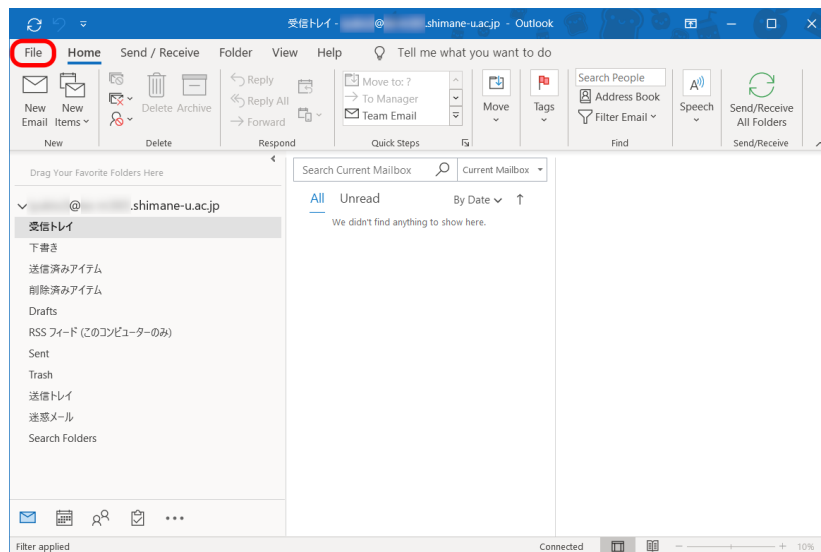
3. Choose from [Account Information] pull-down menu the email address that multi-factor authentication has just been enabled for.　When [**IMAP/SMTP**] is shown below the address then click [Account Settings] to collapse a menu and click [Manage Profiles] on it for the next step.
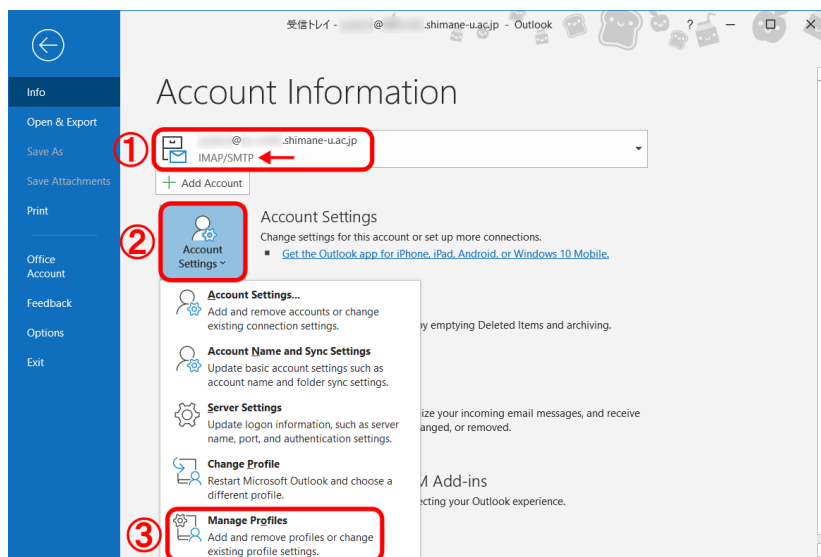
4. Click [Email Accounts].

5. Click [New].

6. Enter your name and email address and click [Next]. <u>The password field must be left blank.</u>


7. Click [Finish]. A message pops up saying "You must restart Outlook" then click [OK]. After that, restart Outlook.

8. Restart Outlook. When Microsoft 365 Sign-in screen pops up, then you enter your password of the integrated authentication system of Shimane Univ. Click [Sign in].
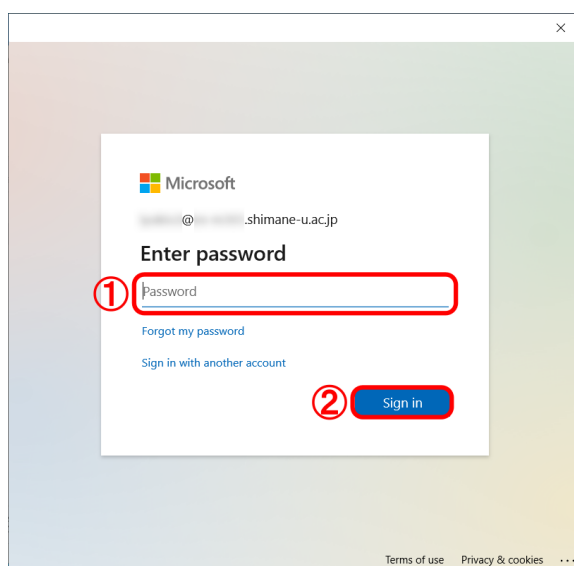

9. When [Stay signed in to …] screen pops up, then uncheck [Allow my organization to manage my device] and click [No, sign in to this app only].
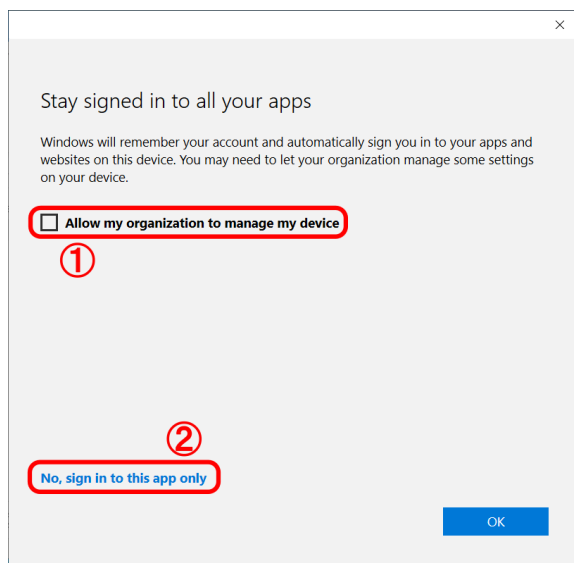

All necessary settings are done for modern authentication. The rest of settings are to delete your password of the integrated authentication system of Shimane Univ., which Outlook has had so far and used for basic authentication. Your password shouldn't be kept and no longer needed by Outlook, so be sure to delete it.
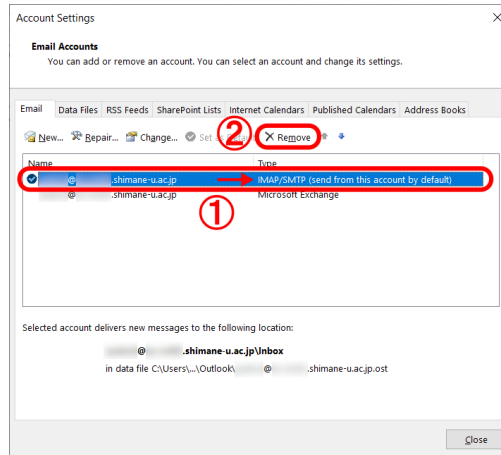
10. Click [File] on the menu.
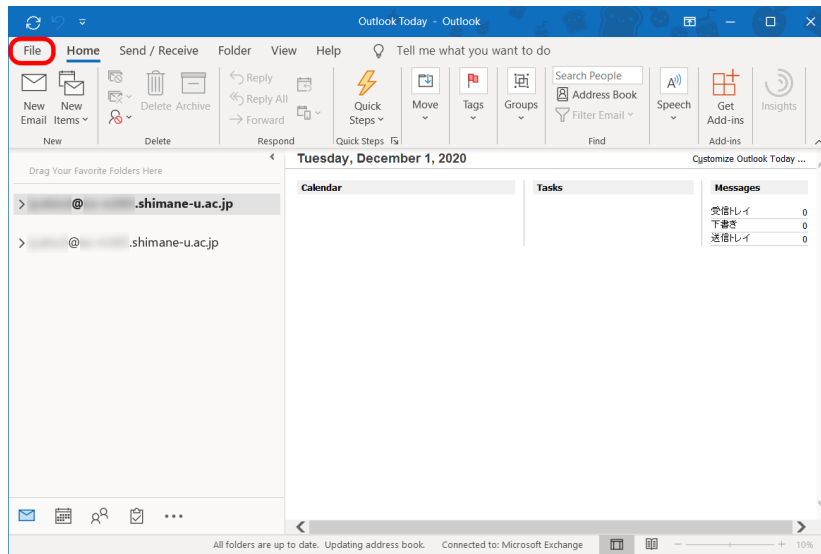
11. Click [Account Settings] to collapse a menu and click [Account Settings] on it.
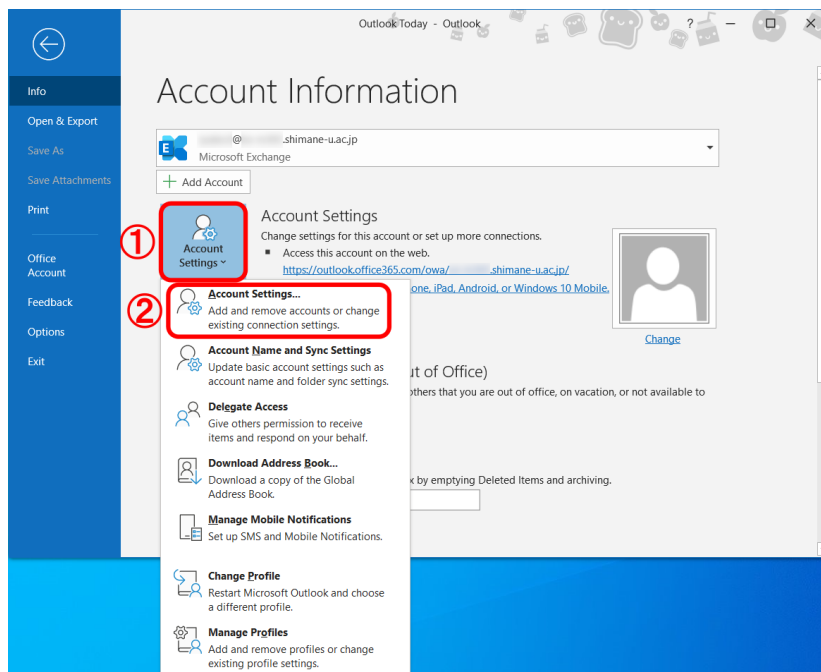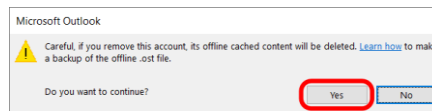
12. Two items of the same email address are listed on [Name] column.　One of those is the item that you have just added the email address for.　Choose one showing [**IMAP/SMTP**] on [Type] column.　Click [Remove].

13. Click [Yes].
    *To backup an offline .ost file, see [Learn how].

14. If you export [Contacts], [Calendar] etc. at the step 1., then see the PDF below to import them.　When you already use [Contacts] etc. on web-based Outlook (Outlook on the web), however, you may not need to import them.

    https://www.g-ipc.shimane-
    u.ac.jp/_files/00228176/office365_mfa_set_outlook_import_contacts_en.pdf

15. All settings are complete.　Thank you for your time.