How to change verification method for multi-factor authentication

2021.7.1

The verification method is preferably changeable between mobile app, voice call, and SMS.

- 1. To changed on Microsoft 365 portal, follow the instructions below.
- 1-1. Go to the top page of General Information Processing Center. And click the "Microsoft 365" icon. Alternatively, you can click the following URL.

http://www.office.com.



1-2. ①Click the icon of the account manager in the top right of the screen, and ②click the "View

account".

account .							1
Office 365		₽ Search					🕫 🕸 ? 🙆
•	Good morning,					島根大学	Sign out [User name]
•	All My recent Shared Favorite	s			Type to filter list		[Mail address]
a	D ∨ Name		Modified \vee	Shared by \vee	Activity ~	M	

1-3. Click "Security info" on the left pane of the screen or click "UPDATE INFO" in the middle of the

screen.

🗰 My Account 🗸				æ ? ()
${\mathscr G}$ Welcome to the new My Account experien	cel			×
R Overview R Security info Image: Devices Image: Devices Ima	[User name] □ [[Mail address] Why can't l edit? 0	Security info Q Keep your verification methods and security info up to date.	Password Q Make your password stronger, or change it if someone else knows it.	
Office apps Subscriptions		Devices Disable a lost device and review your connected devices.	Organizations	

1-4. Sign in by multi-factor authentication using the <u>currently chosen verification method</u>.

1-5. Click "Change" of "Default sign-in method," and choose the verification method you prefer.

My Sign-Ins					
8 Overview 8 Security info	Security info These are the methods you use to sig Default sign-in method: Phone [P]	in into your account or reset your password.			
Crganizations	+ Add method				
Devices	& Phone	[Phone number]	Change	Delete	
Privacy	App password	初期のアプリケーションパスワード		Delete	
	Lost device? Sign out everywhere				

2. To change the verification method in an alternative. But direct way, follow the instructions below.

2-1. Access <u>https://aka.ms/mfasetup</u>.

2-2. Change the current verification method to another on the screen "Additional security

verification App Passwords". Please double-check that your entry is correct before saving it.

Microsoft	T. T	?
Additional security verification App Passwords		
When you sign in with your password, you are also required to respond from View video to know how to secure your account	a registered device. This makes it harder for a hacker to sign in with just a stolen password.	
what's your preferred option?		
We'll use this verification option by default.	wn list, and choose the verification method you prefer.	
Text code to my authentication p V		
Call my authentication phone Call my office phone Notify me through app S Use verification code from app or token m more		
Authentication phone *	(2) Check the box of the verification me	tho
Office phone (do not use a Lync Select your country or region N phone)	Extension you want to use.	
Alternate authentication phone Select your country or region	*	
Authenticator app or Token Set up Authenticator app		
Save cancel ③Click "Save".		
Your phone numbers will only be used for account security. Standard telephon	ne and SMS charges will apply.	

[Important]

If you cannot access the "Additional security verification" screen because you have changed your phone number and the like, please contact the General Information Processing Center or Information Network Center School of Medicine.