

# How to change verification method for multi-factor authentication

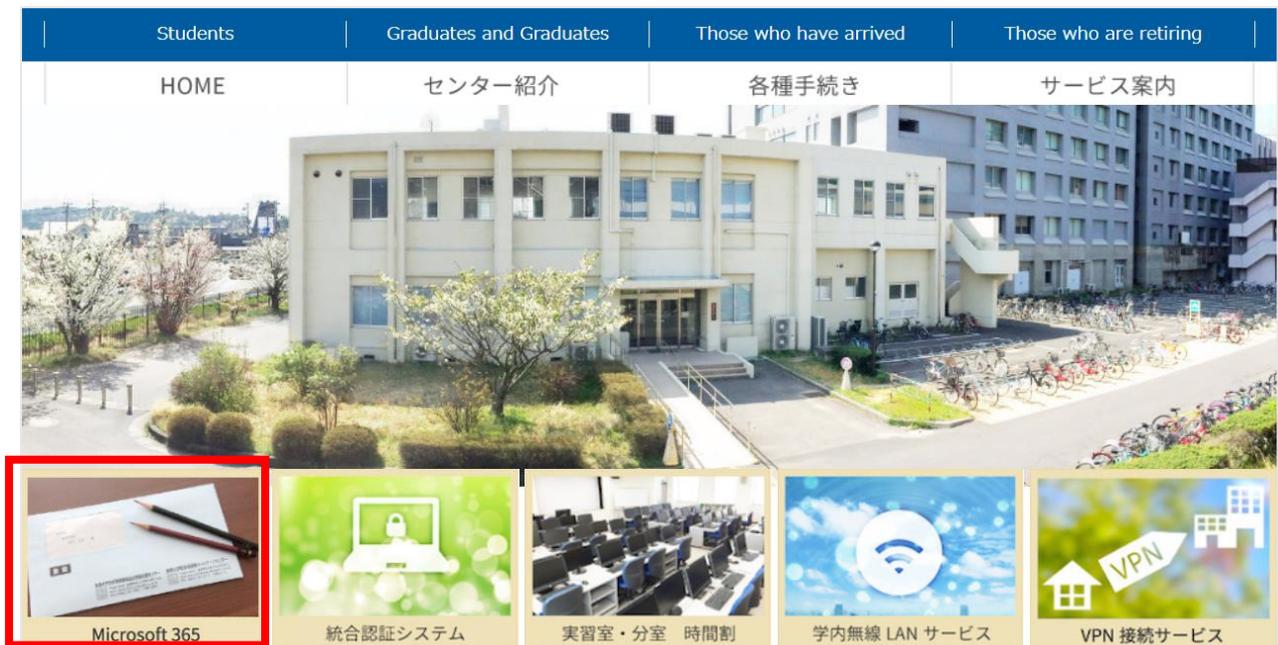
2021.7.1

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

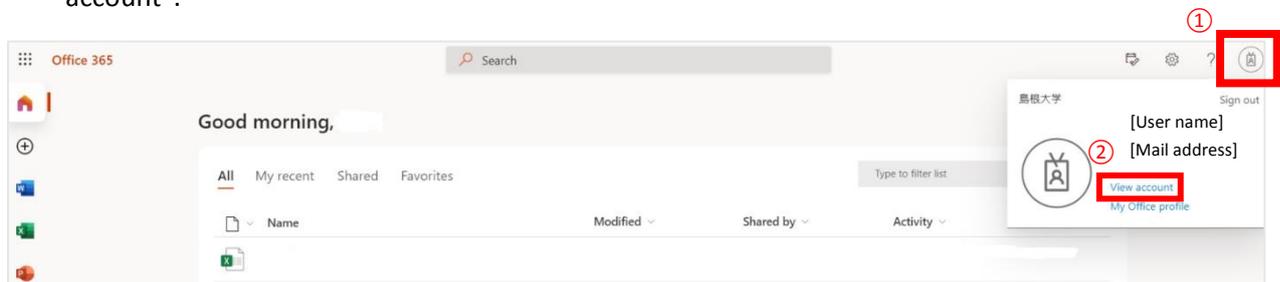
1. To changed on Microsoft 365 portal, follow the instructions below.

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.

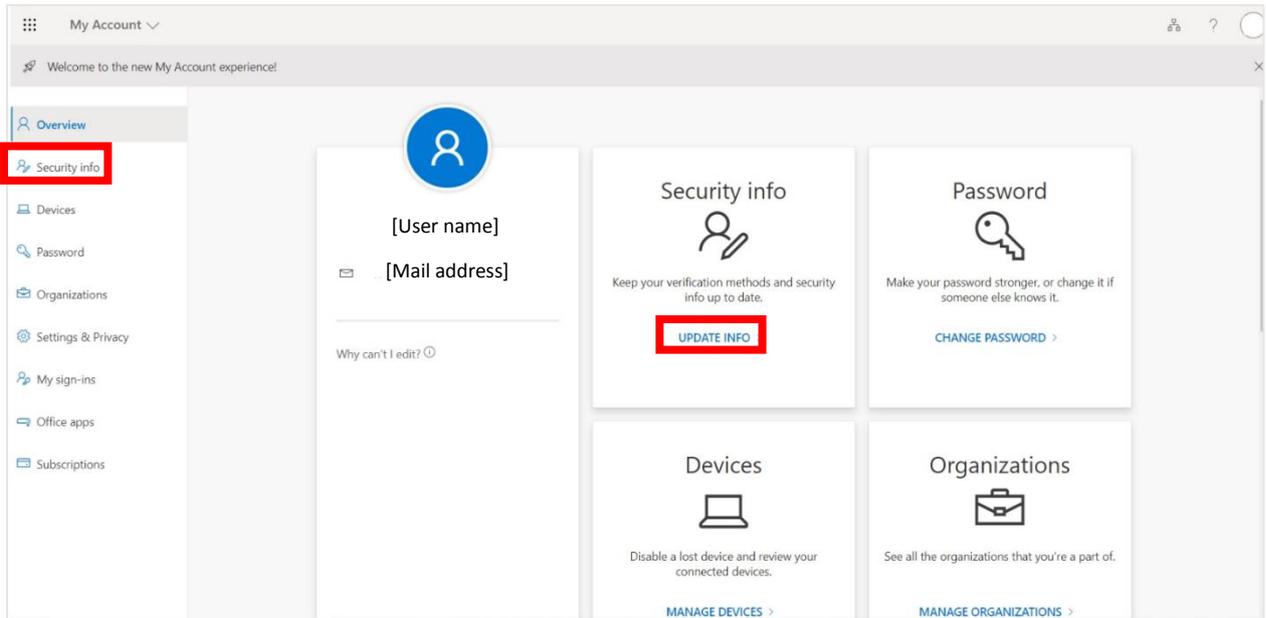
<http://www.office.com>.



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

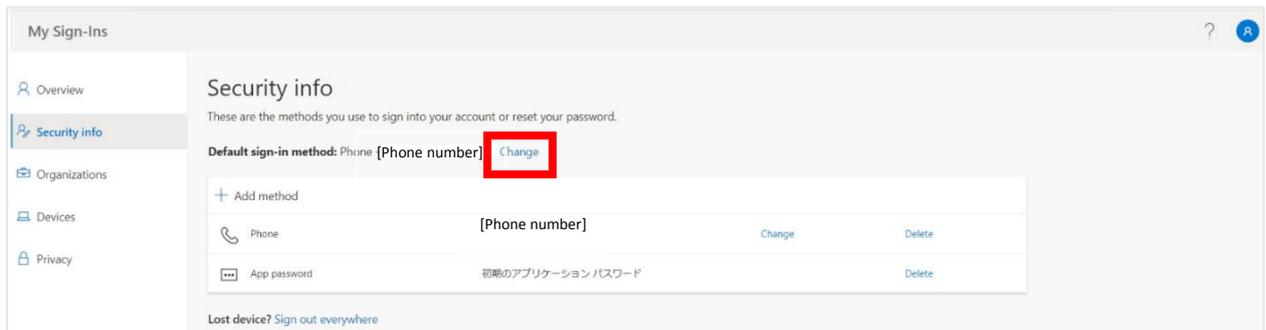


1-3. Click “Security info” on the left pane of the screen or click “UPDATE INFO” in the middle of the screen.



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

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



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

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

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.

**[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.