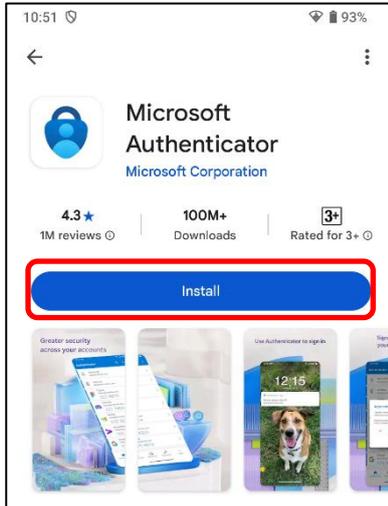


## Microsoft Authenticator の利用 / using Microsoft Authenticator

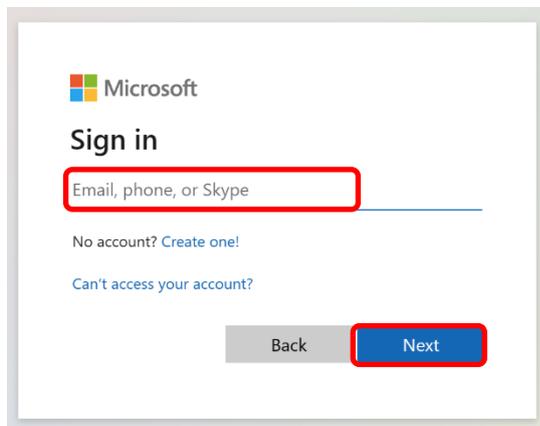
Your smartphone and PC are required to set up Microsoft Authenticator.

1. (Operate on smartphone) Download the “Microsoft Authenticator” app from Google Play store or App Store and install it.

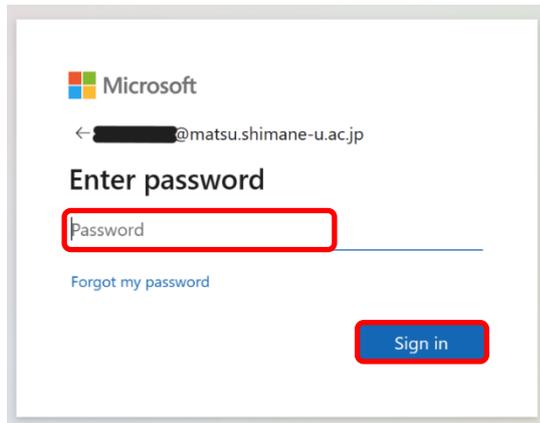


2. (Operate on PC) Access <https://portal.office.com/>.

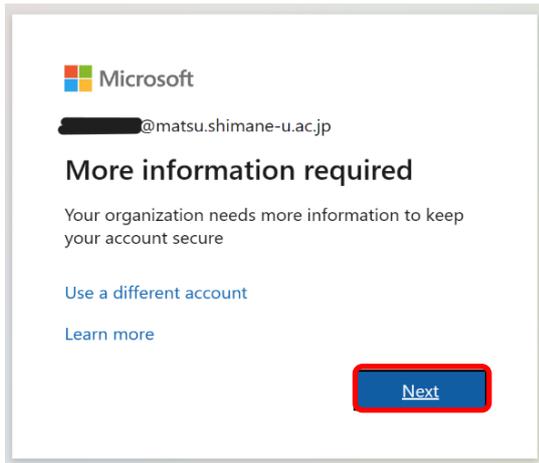
3. Enter your university email address and click “Next.”



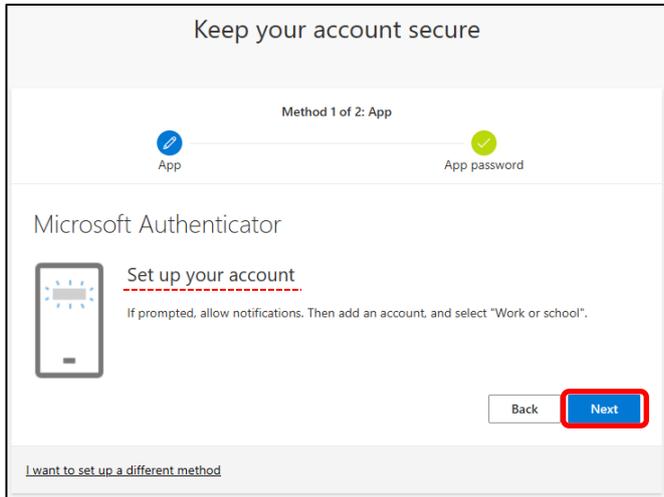
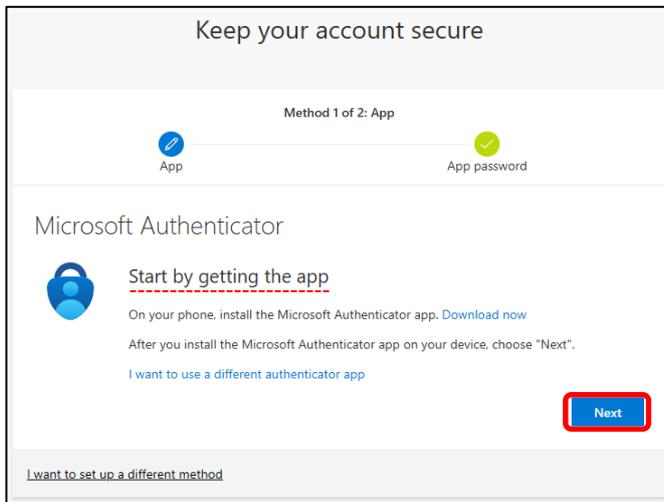
4. Enter your password of the Shimane University integrated authentication system and click “Sign in.”



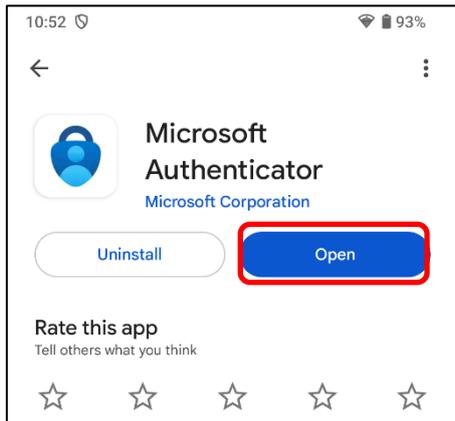
5. Click "Next."



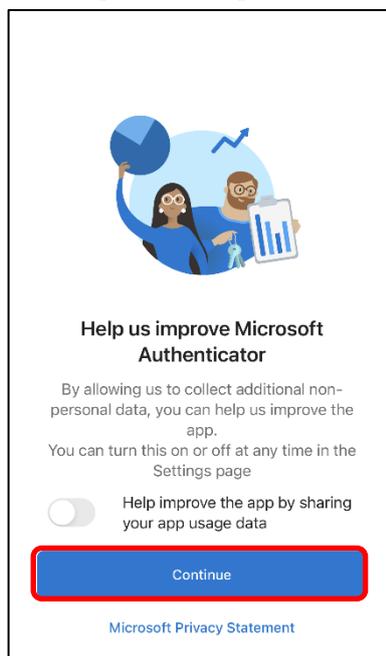
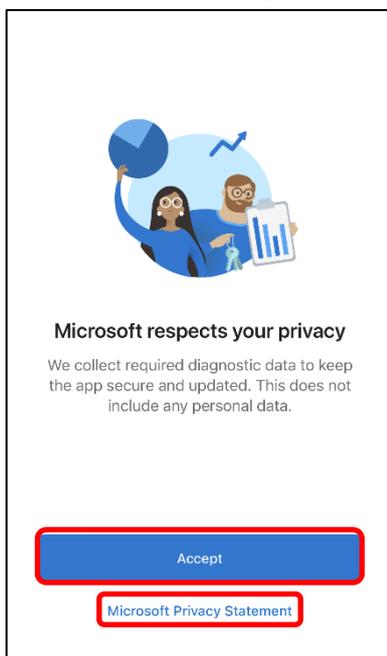
6. Click "Next" on the "Start by getting the app" screen and click "Next" on the "Set up your account" screen.



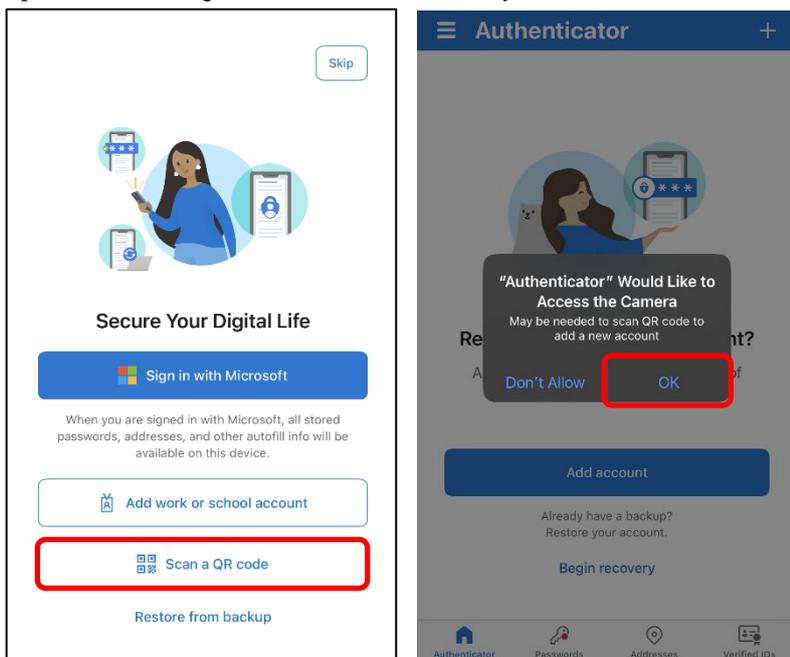
7. (On smartphone) Open the "Microsoft Authenticator" app.



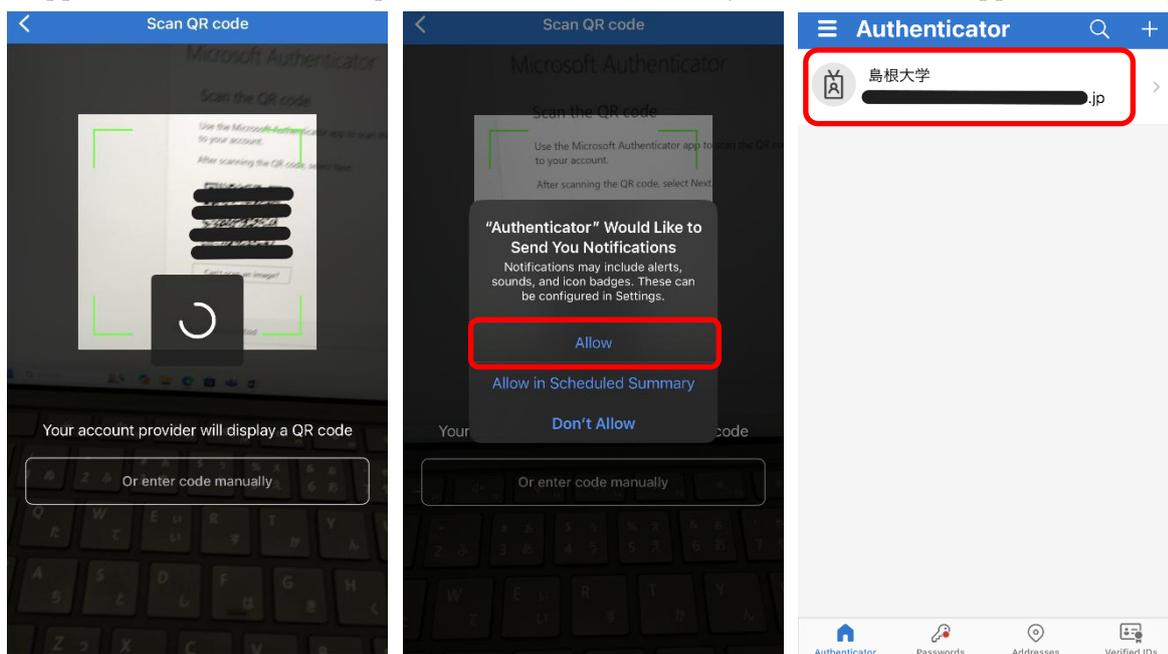
8. Read "Microsoft Privacy Statement" and tap the "Accept" and "Continue" buttons.



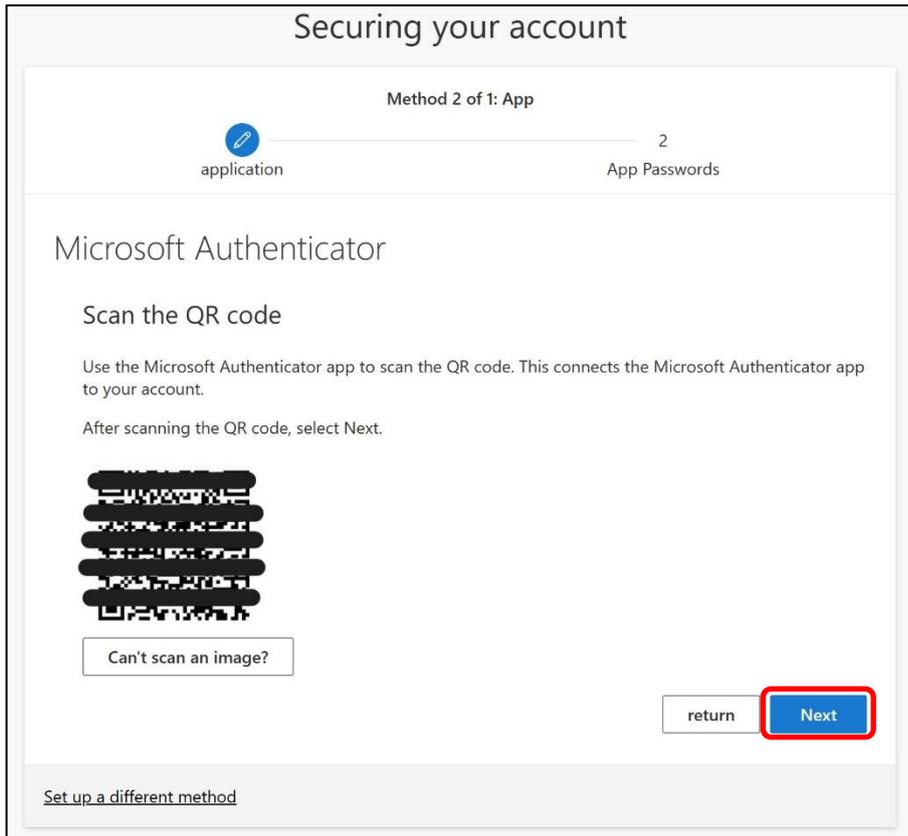
9. Tap the “Scan a QR code” button. When you are asked to allow the app to access the camera, tap “OK.”



10. Scan the QR code displayed on your PC through your smartphone camera. When you are asked to allow the app to send notifications, tap “Allow.” Then, make sure your email address appears on the app.



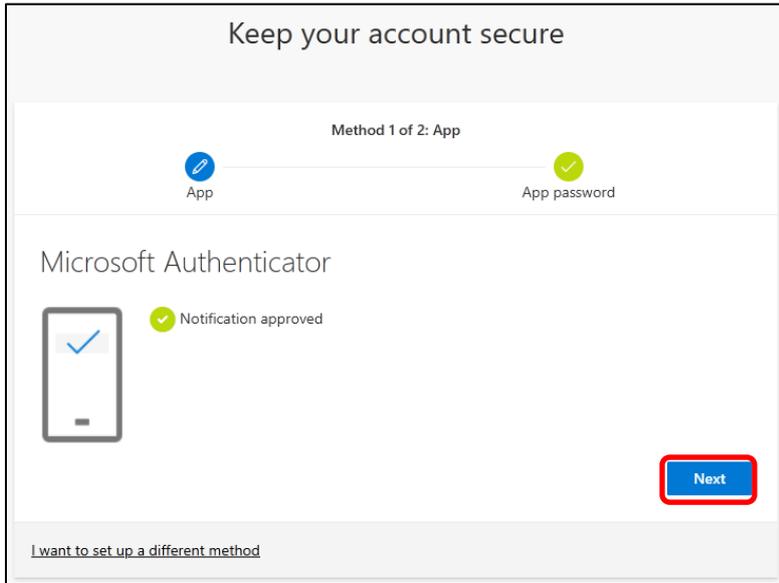
11. (On PC) Click “Next.”



12. (On smartphone) Enter the number that is shown on your PC. Then, tap “YES” to approve that you are trying to access Microsoft 365.

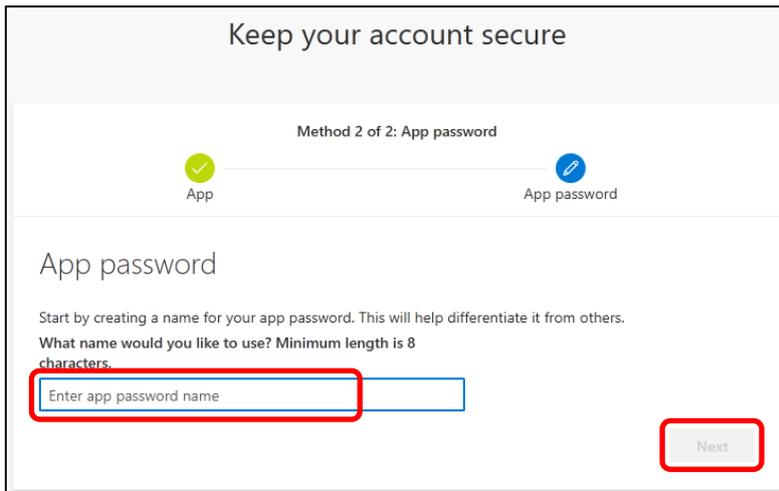


13. (On PC) Make sure the message “Notification approved” is shown and click “Next.”



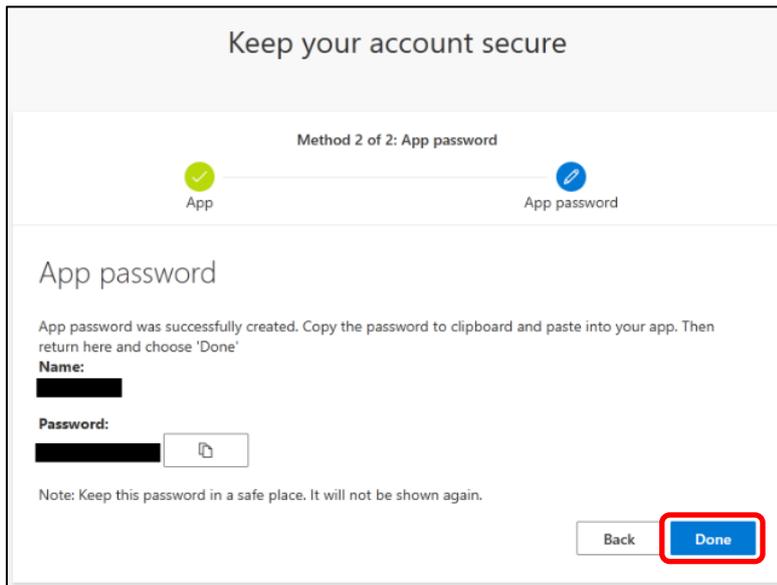
14. If you see this screen, you need to create an app password. Enter an app password name of your choice and click “Next.” If you don’t see this screen, go to Step 16.

(Note the app password name will never be used, so you can use any name you like.)



15. Click "Done."

(Note the app password will never be used, so you don't need to remember or copy it.)



Keep your account secure

Method 2 of 2: App password

App App password

### App password

App password was successfully created. Copy the password to clipboard and paste into your app. Then return here and choose 'Done'

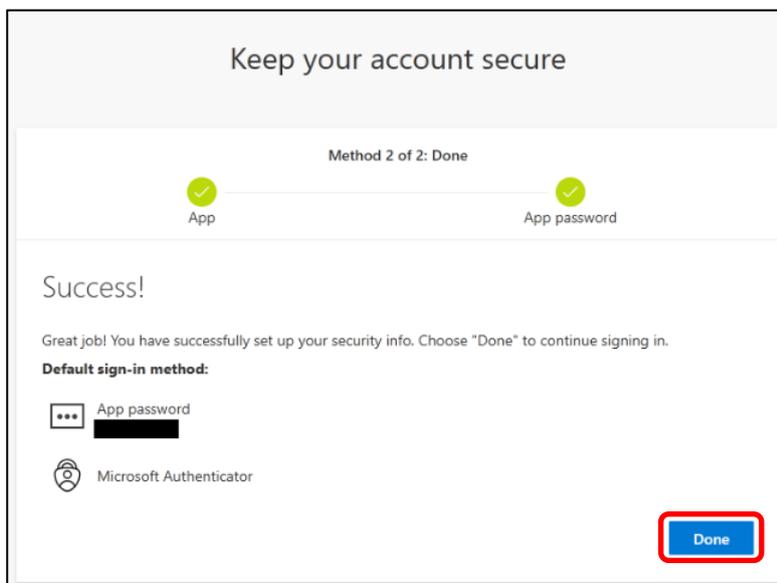
**Name:**  
[Redacted]

**Password:**  
[Redacted] 

Note: Keep this password in a safe place. It will not be shown again.

Back Done

16. Click "Done."



Keep your account secure

Method 2 of 2: Done

App App password

### Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

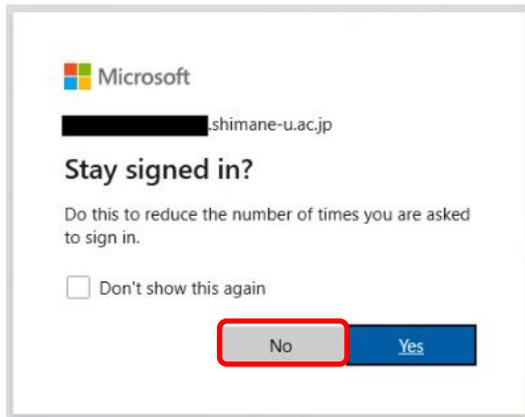
**Default sign-in method:**

App password [Redacted]

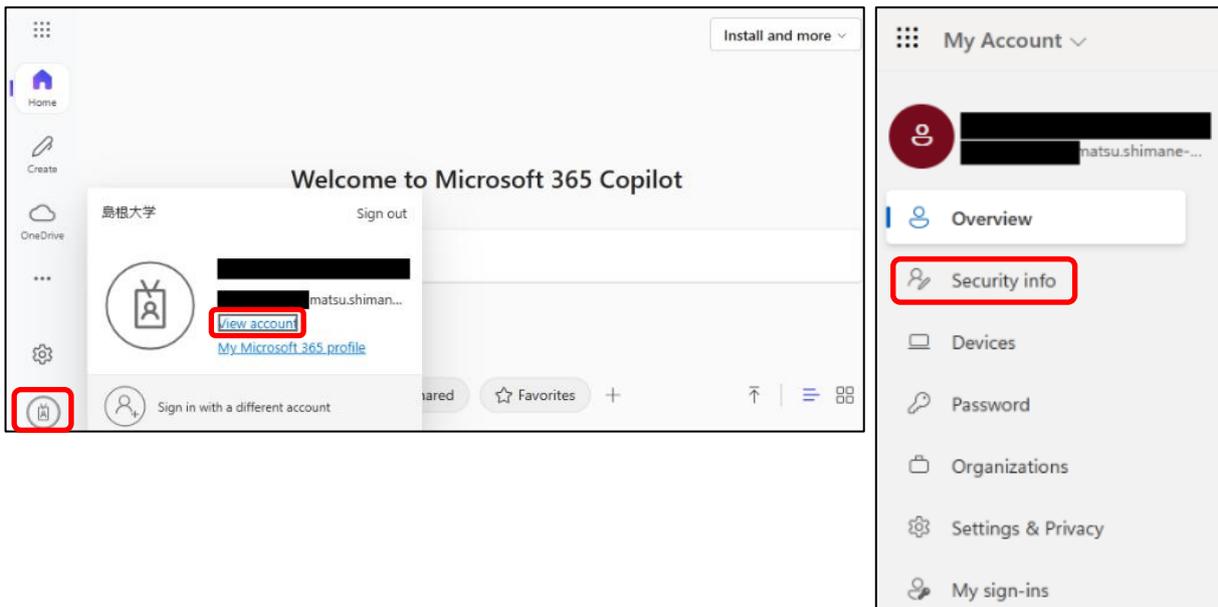
Microsoft Authenticator

Done

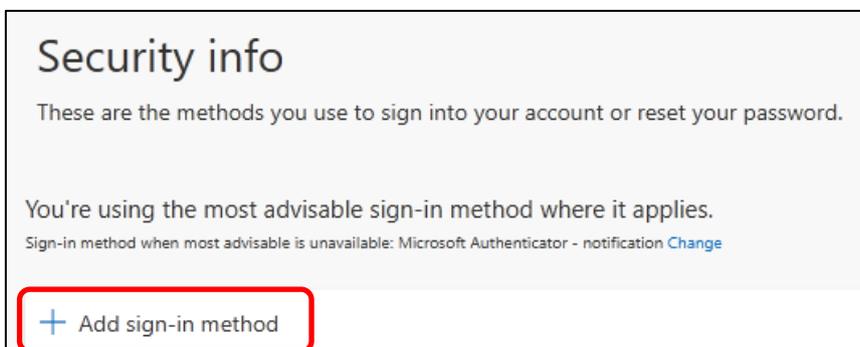
17. When you are asked whether you want to stay signed in, click “No” to ensure security. (Optionally, you can click “Yes” for some reason, such as no other people use your PC.)



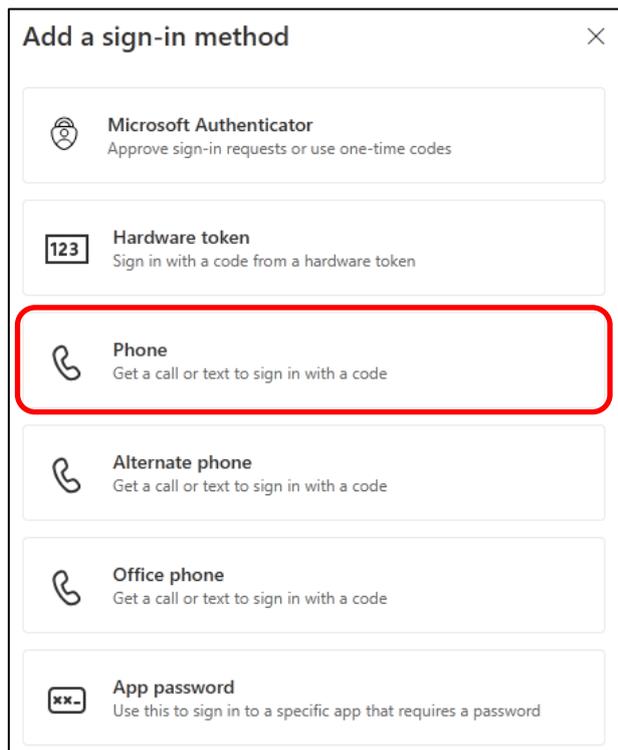
18. Click the icon in the bottom left and click the “View account” and “Security info” links.



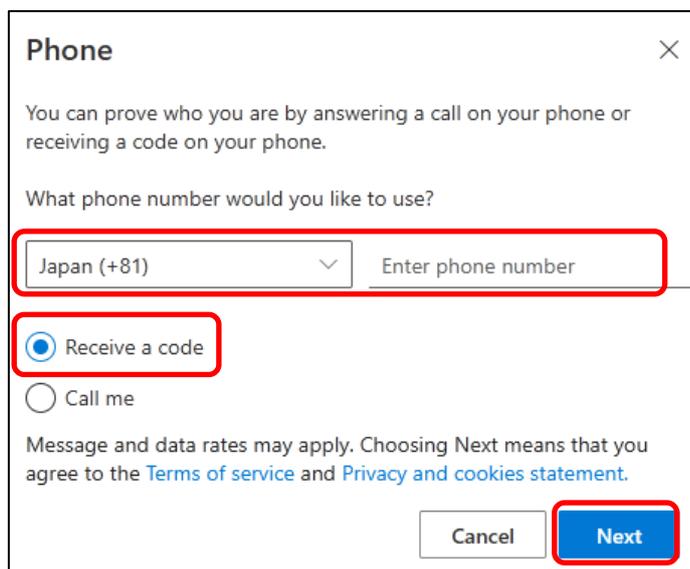
19. To prepare for any chance in the future when you change your mobile device, add another sign-in method with your phone number.



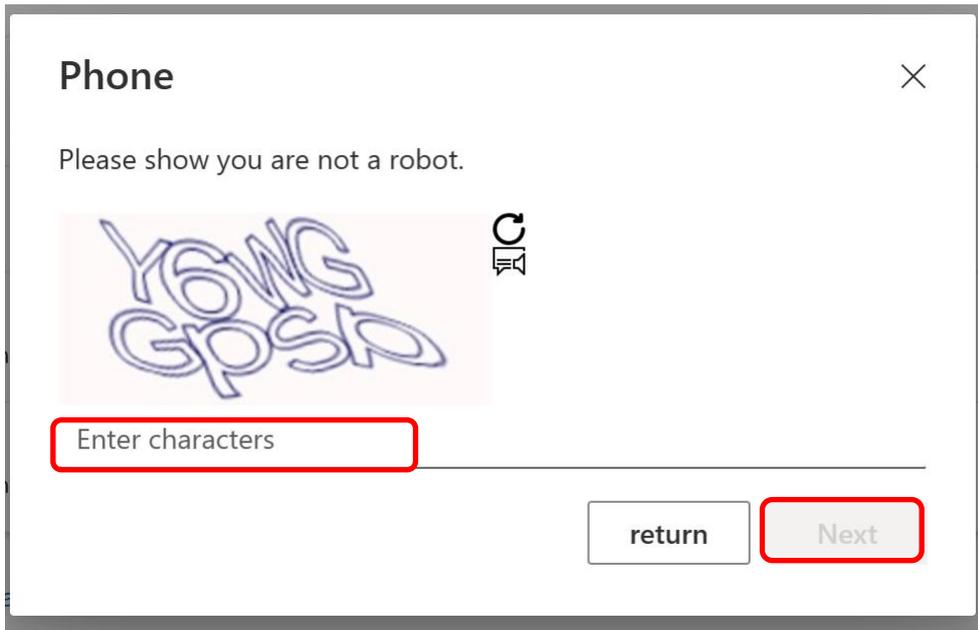
20. Click "Phone."



21. Enter your phone number but omit the initial "0" from the number: Exp, 080-1234-5678 → 8012345678. Country codes are listed in alphabetical order. Choose "Receive a code" or "Call me" and click "Next."

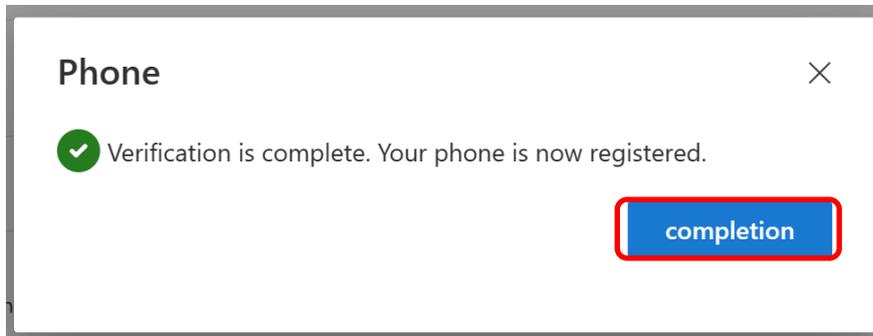


22. If the following screen appears, then enter the characters as the same as displayed on the screen and click “Next.”

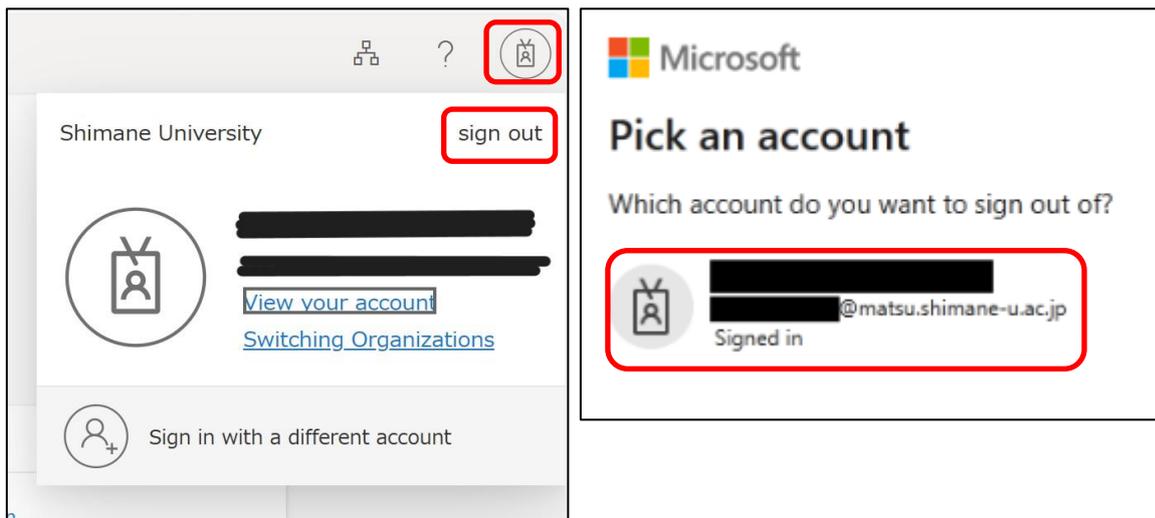


23. (On smartphone) When you have selected “Call me” on Step 21, answer a phone call that you’ll receive soon, and press “#” as instructed by the voice. When you have selected “Receive a code” on Step 21, check the code which will be received as a short message on your phone, and enter it on your PC.

24. (On PC) Click “completion.”



25. Click the icon in the top right and the “sign out” button. Choose the account entered in Step 3.



26. The initial setting is all complete.