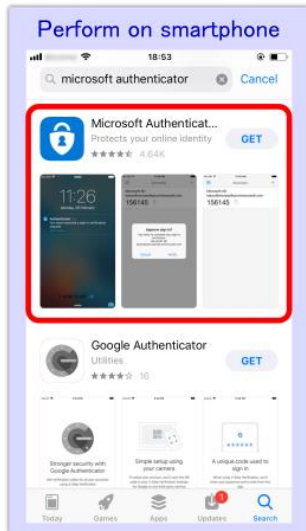


Microsoft Authenticator の利用 / Using Microsoft Authenticator

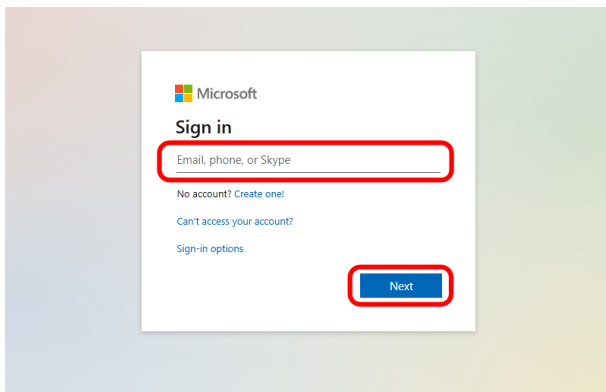
In this instruction, you need your **phone** and **PC**.

1. **(On smartphone)** Download [Microsoft Authenticator] from Google Play or App Store and install it on your smartphone.

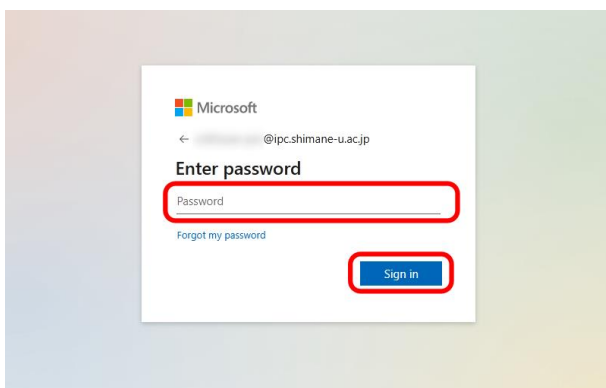


2. **(On PC)** Access <https://portal.office.com/>

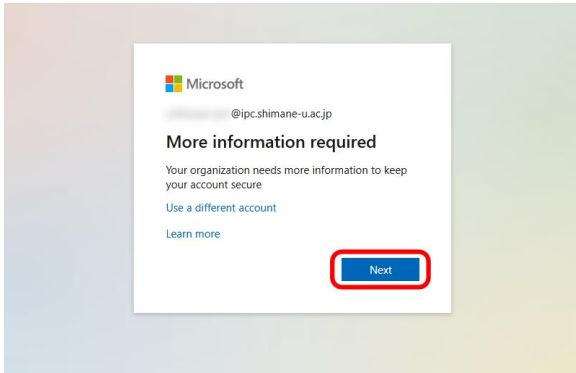
3. Enter your email address of the integrated authentication system of Shimane Univ. and click [Next].



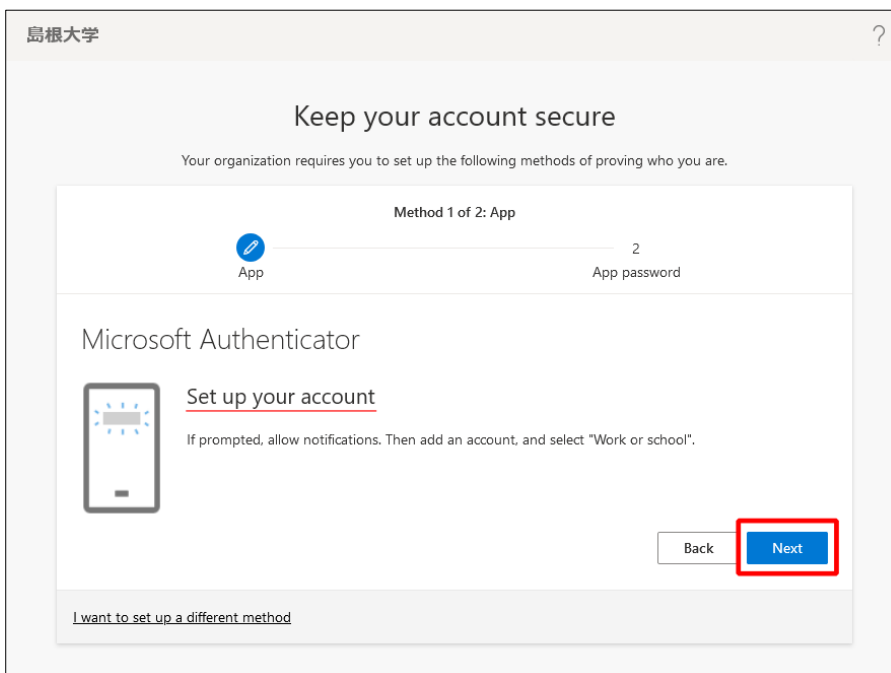
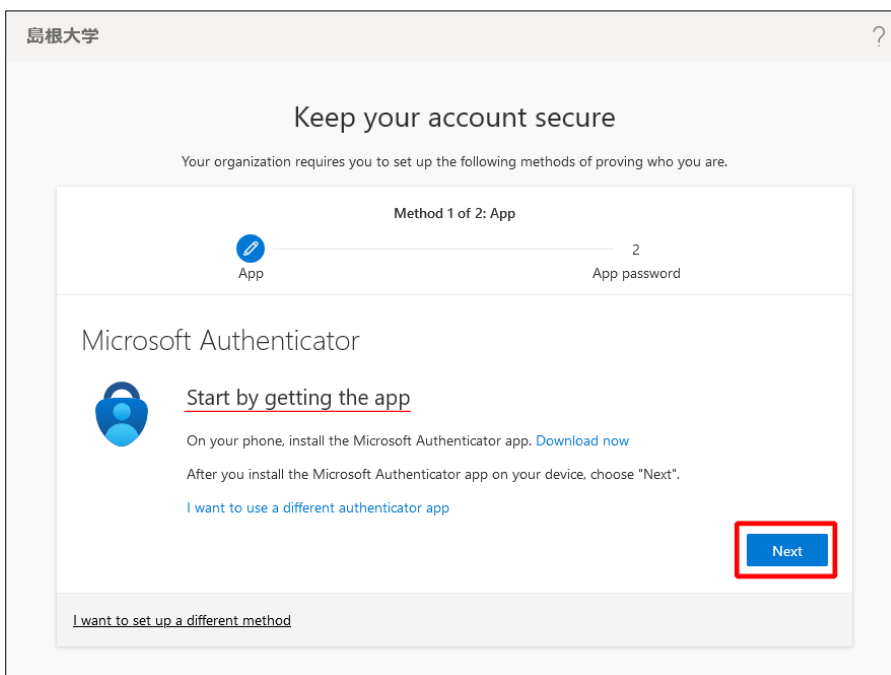
4. Enter **your password** of the integrated authentication system of Shimane Univ. and click [Sign in].



5. Click [Next].



6. The [Keep your account secure – Start by getting the app] screen shows up, then you click [Next]. The [Set up your account] screen follows, and you click [Next].



7. (On smartphone) Perform the six steps below.

(1) Start [Microsoft Authenticator].

*On the first start of the app, tap [Agree] on the screen of Privacy. Then click [Scan a QR code] and jump to the step (4).

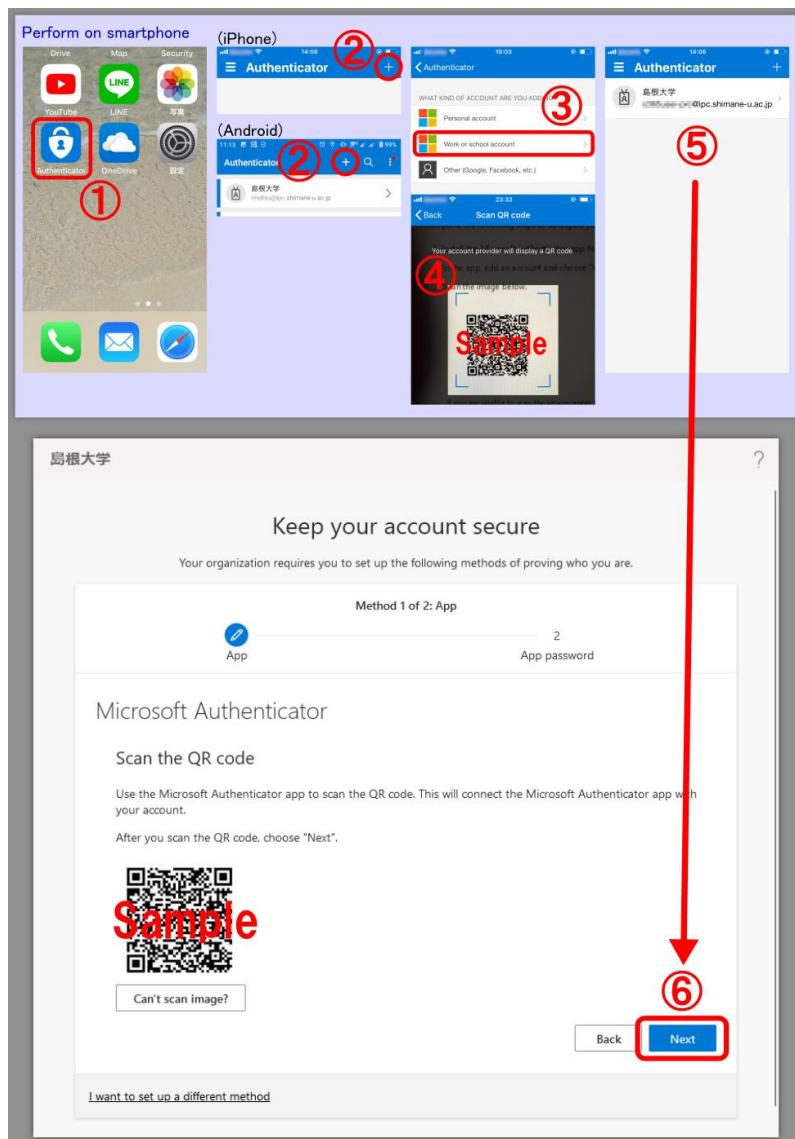
(2) Tap [+] in the top right corner.

(3) Tap [Work or school account]. If you are asked how to add, then tap [Scan QR code].

(4) The phone camera automatically starts, and you scan the QR code displayed on the PC screen.

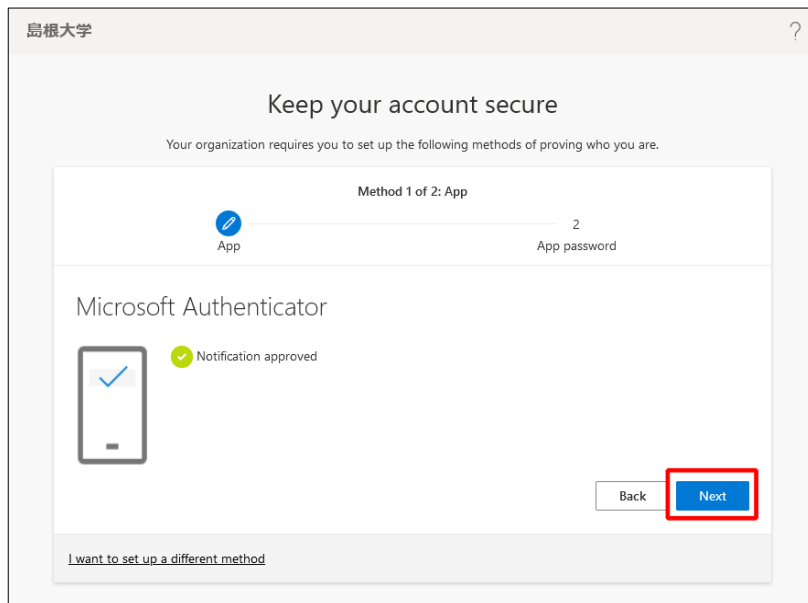
(5) Make sure that your email address appears on [Microsoft Authenticator].

(6) (On PC) Tap [Next].

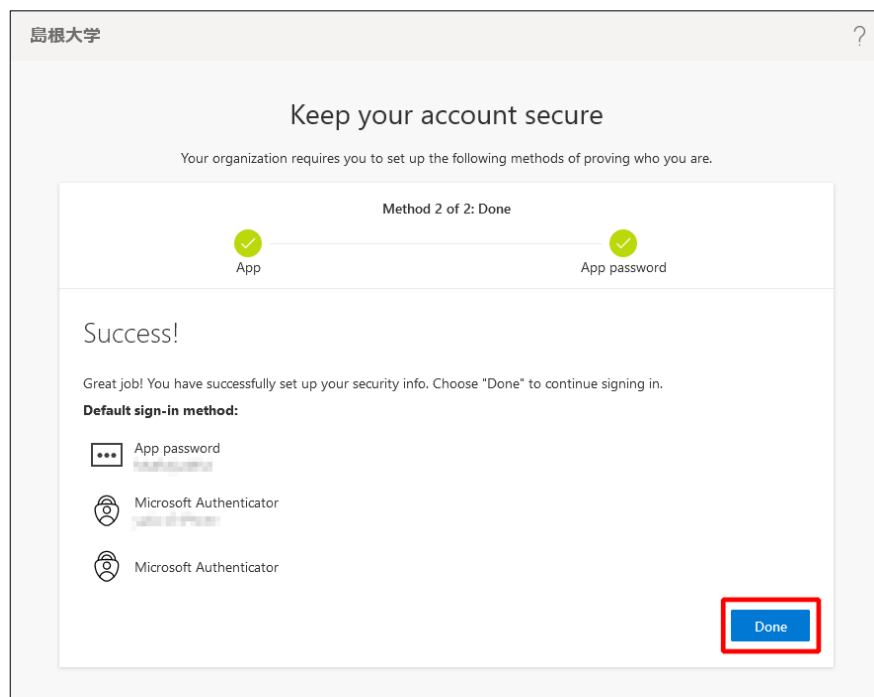


8. (On smartphone) Tap [Approve] on the smartphone.

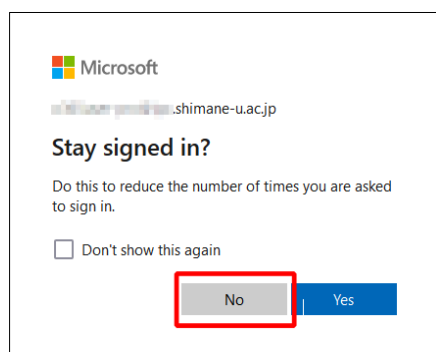
9. (On PC) Come back to the [Keep your account secure] screen, and click [Next].



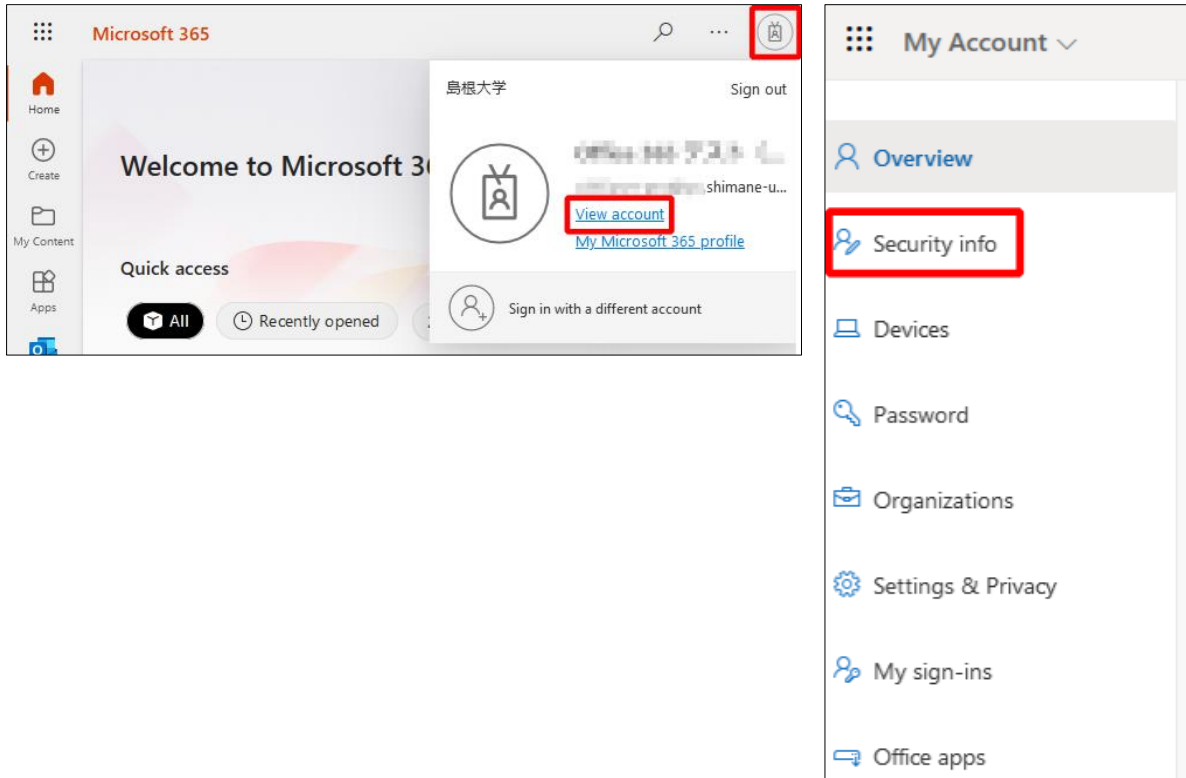
10. Click [Done].



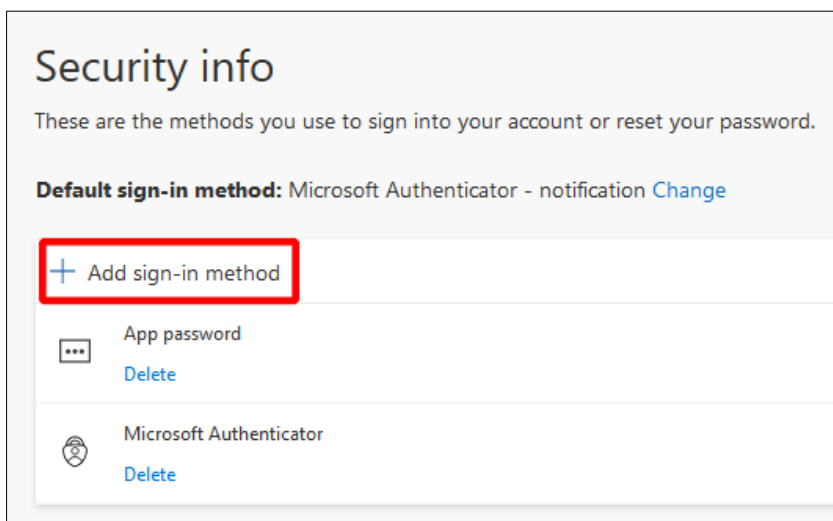
11. If prompted to ask whether you stay signed in, then choose [No]. (You can also choose [Yes] if you want to stay signed in.)



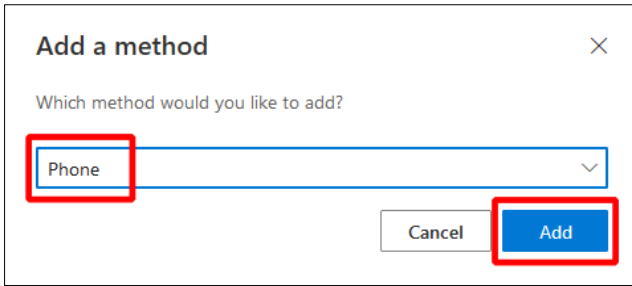
12. (On smartphone) If you receive a request to approve your sign-in, then tap [Approve].
13. (On PC) Click an icon in the top right corner, then go through [View account] - [Security info]. You may receive a request to approve your sign-in attempt. If so, please approve it on your smartphone.



14. The [Security info] screen shows up, and you click [Add sign-in method]. This is to add another approving method as a backup in case that you change your smartphone.

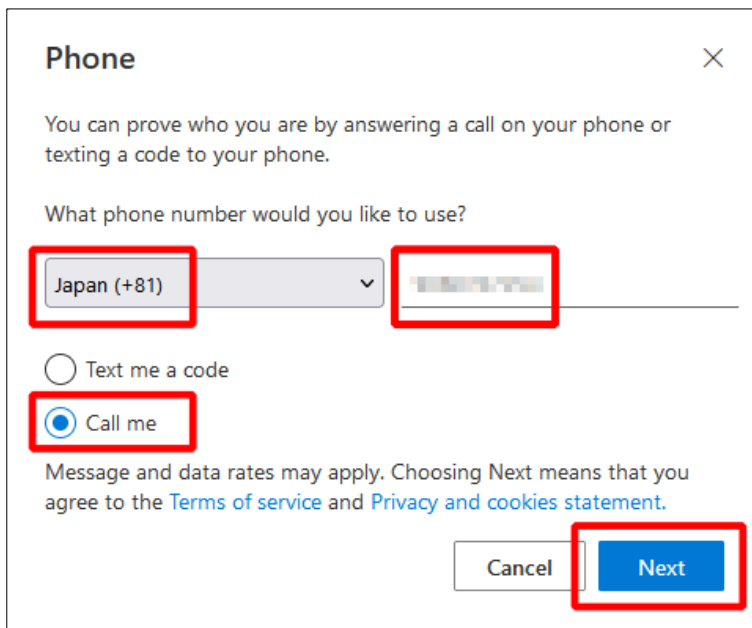


15. Choose [Phone] and click [Add].



The screenshot shows a dialog box titled "Add a method" with a close button (X) in the top right corner. Below the title, it asks "Which method would you like to add?". A dropdown menu is open, showing "Phone" as the selected option. Below the dropdown are two buttons: "Cancel" and "Add". The "Add" button is highlighted with a red box.

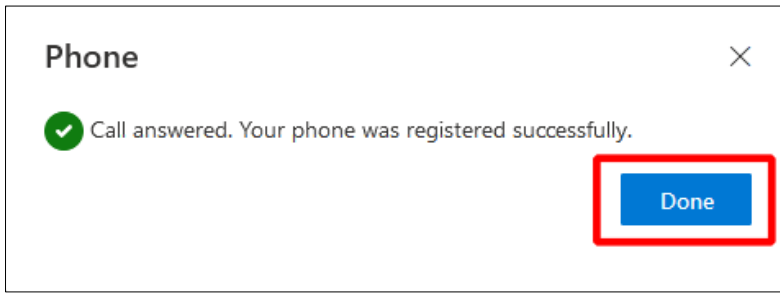
16. Enter your phone number (excluding the first 0. When the number is 080-1234-5678, for example, enter 8012345678). Choose [Japan (+81)] in the country name list. You can choose either [Text me a code] or [Call me] that you prefer. We here choose [Call me], and the instructions below follow it.



The screenshot shows a dialog box titled "Phone" with a close button (X) in the top right corner. It contains the text: "You can prove who you are by answering a call on your phone or texting a code to your phone." and "What phone number would you like to use?". Below this, there is a dropdown menu showing "Japan (+81)" and a text input field containing a phone number. There are two radio buttons: "Text me a code" and "Call me", with "Call me" selected. At the bottom, there are two buttons: "Cancel" and "Next". The "Next" button is highlighted with a red box.

17. (On smartphone) You shortly receive a phone call, then you answer and listen to it and tap [#].

18. (On PC) The [Phone] screen shows up, then you click [Done].



19. Click [Sign out] to sign out. If prompted to ask which account to sign out, then choose the one you entered at the step 3.

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

