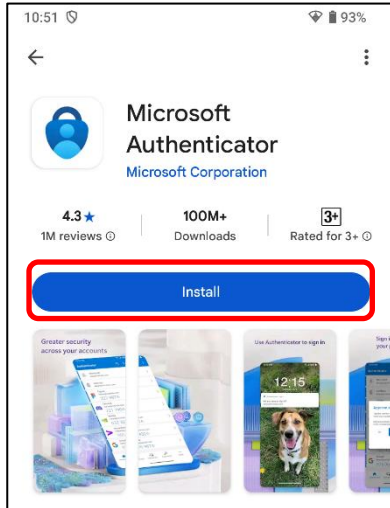


Microsoft Authenticator の利用 / using Microsoft Authenticator

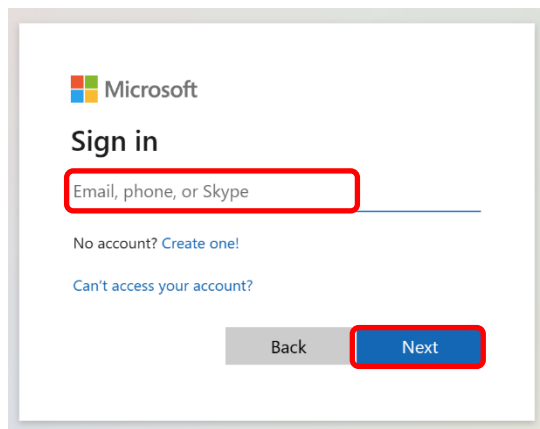
Your **smartphone** and **PC** are required to set up Microsoft Authenticator.

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

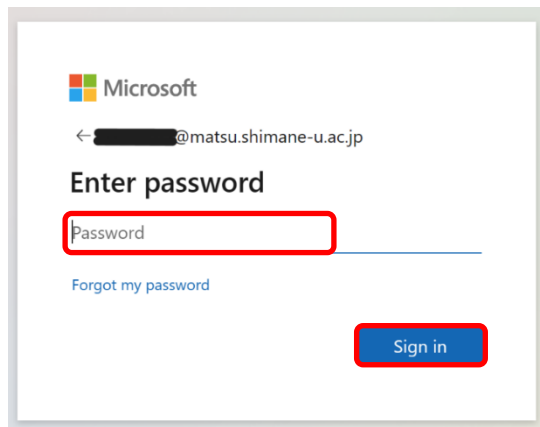


2. (**Operate on PC**) Access <https://portal.office.com/>.

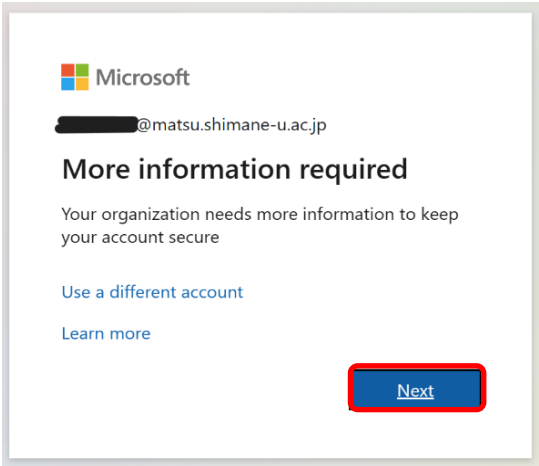
3. Enter your university email address and click “Next.”



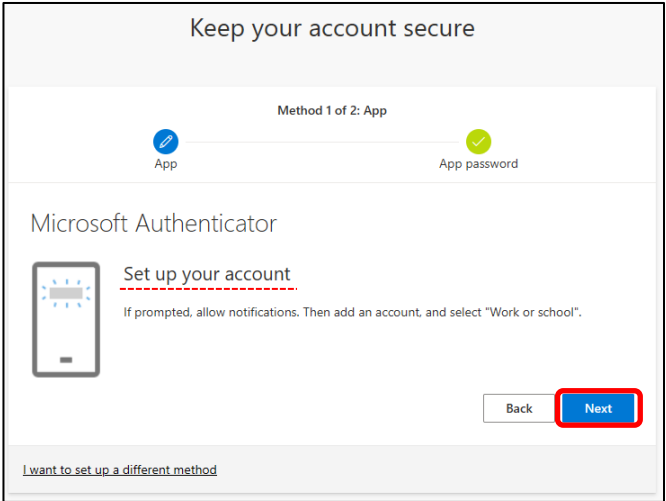
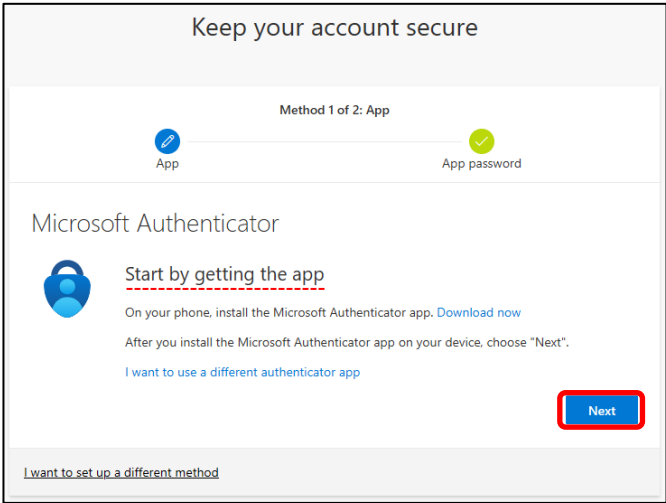
4. Enter your password of the Shimane University integrated authentication system and click “Sign in.”



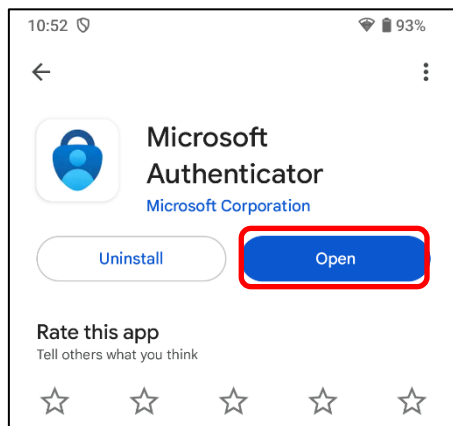
5. Click “Next.”



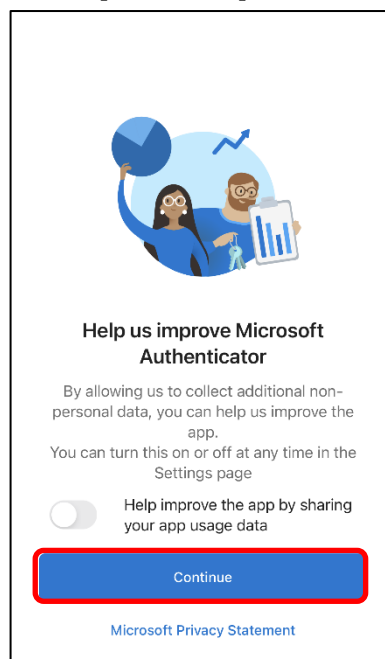
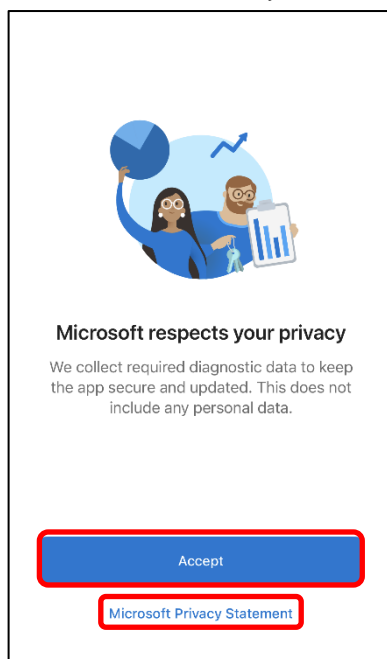
6. Click “Next” on the “Start by getting the app” screen and click “Next” on the “Set up your account” screen.



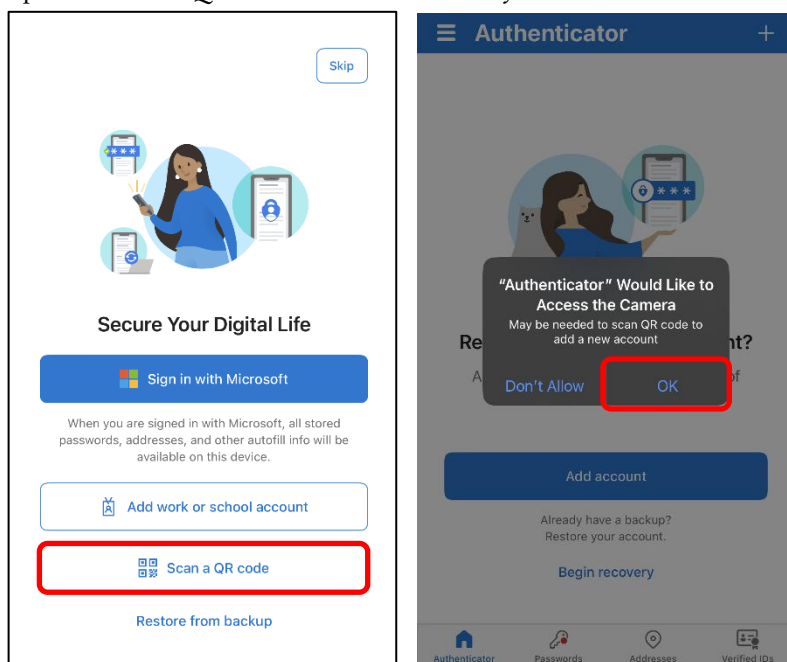
7. (On smartphone) Open the "Microsoft Authenticator" app.



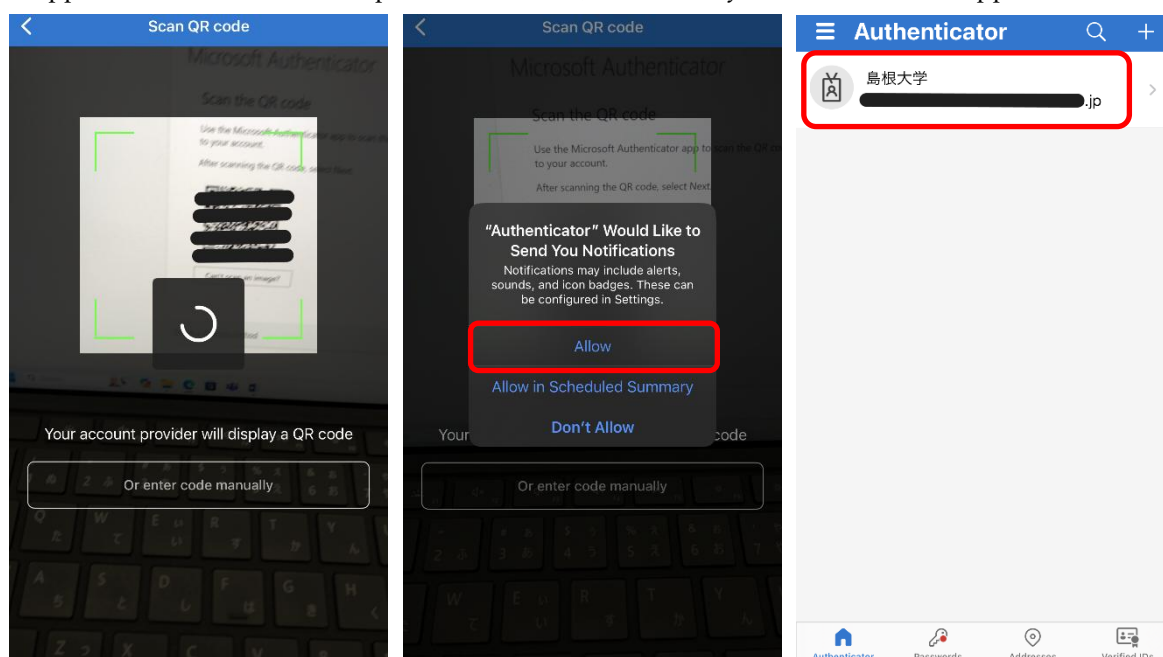
8. Read "Microsoft Privacy Statement" and tap the "Accept" and "Continue" buttons.



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.”

The screenshot shows the 'Securing your account' page. At the top, it says 'Method 2 of 1: App'. Below this is a progress bar with two steps: 'application' (indicated by a blue circle with a pencil icon) and 'App Passwords' (indicated by a '2'). The main heading is 'Microsoft Authenticator'. Below it, the instruction is 'Scan the QR code'. A sub-instruction says: 'Use the Microsoft Authenticator app to scan the QR code. This connects the Microsoft Authenticator app to your account. After scanning the QR code, select Next.' A QR code is displayed, but it is heavily obscured by black horizontal bars. Below the QR code is a button that says 'Can't scan an image?'. At the bottom right, there are two buttons: 'return' and 'Next'. The 'Next' button is highlighted with a red rectangle. At the bottom left, there is a link that says 'Set up a different method'.

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.

The screenshot shows a smartphone screen with the heading 'Are you trying to sign in?'. Below this, it displays the user's name '島根大学' and email address 'o365user-pro@ipc.shimane-u.ac.jp'. The instruction is 'Enter the number shown to sign in.'. Below this is a text input field with the placeholder 'Enter number here' and the number '61' entered. The input field is highlighted with a red rectangle. To the right of the input field is a button that says 'YES', which is also highlighted with a red rectangle. Below the 'YES' button are two links: 'NO, IT'S NOT ME' and 'I CAN'T SEE THE NUMBER'.

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

Keep your account secure

Method 1 of 2: App

App App password

Microsoft Authenticator

Notification approved

Next

[I want to set up a different method](#)

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.)

Keep your account secure

Method 2 of 2: App password

App App password

App password

Start by creating a name for your app password. This will help differentiate it from others.
What name would you like to use? Minimum length is 8 characters.

Enter app password name

Next

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:

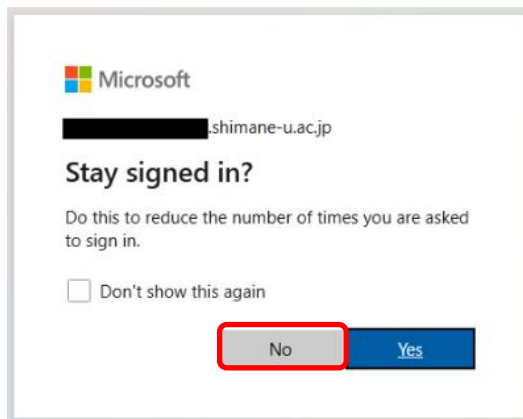
...

 App password

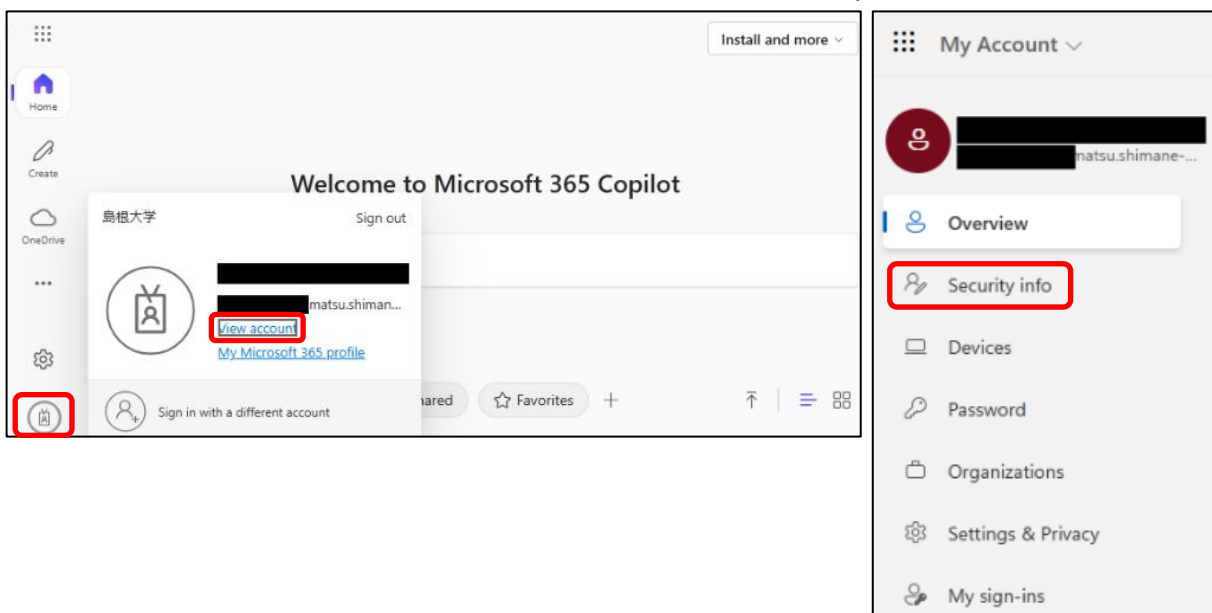
 Microsoft Authenticator

[Done](#)

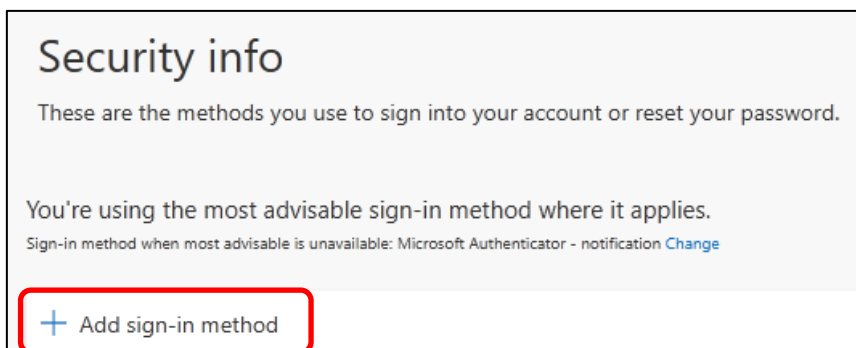
17. When you are asked whether you want to stay signed in, click “No” to ensure security. (Optionally, you can click “Yes” for some reason, such as no other people use your PC.)



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.”

Add a sign-in method




Microsoft Authenticator

Approve sign-in requests or use one-time codes




Hardware token

Sign in with a code from a hardware token




Phone

Get a call or text to sign in with a code




Alternate phone

Get a call or text to sign in with a code



Office phone

Get a call or text to sign in with a code



App password

Use this to sign in to a specific app that requires a password

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.”

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

Japan (+81)

Enter phone number

☒ Receive a code

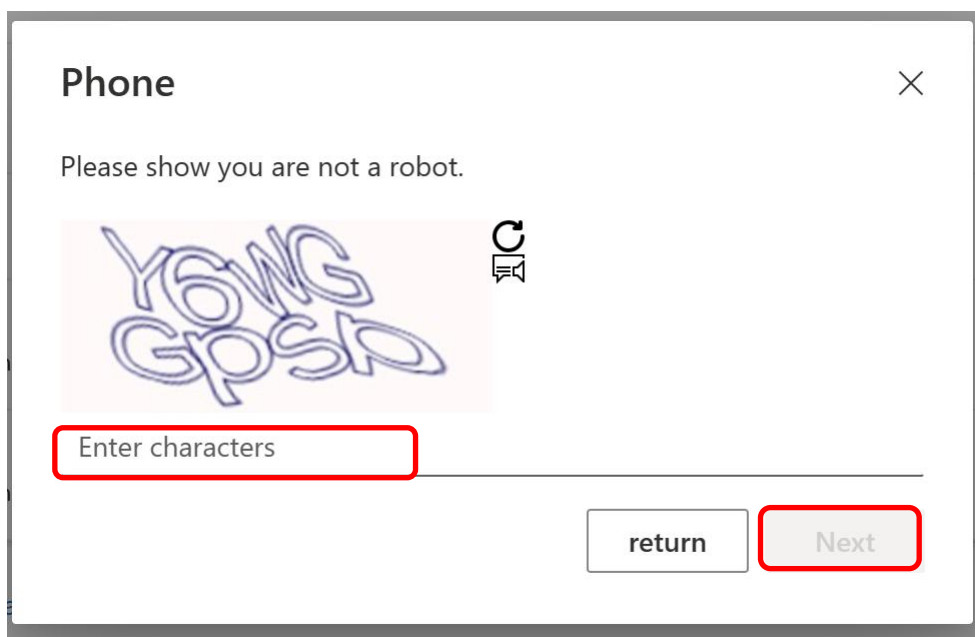
☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Cancel

Next

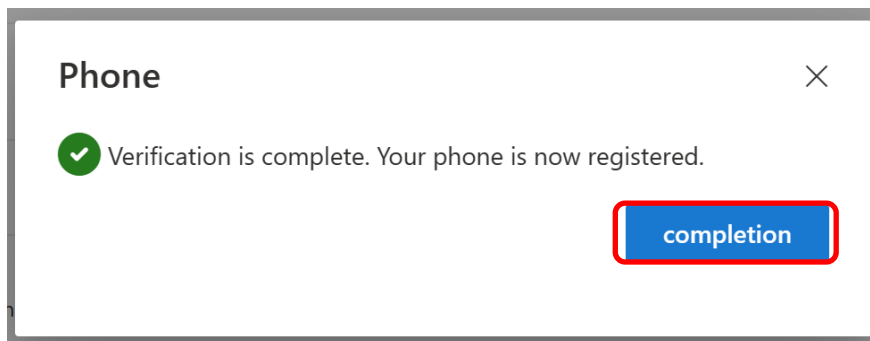
22. If the following screen appears, then enter the characters as the same as displayed on the screen and click “Next.”



A screenshot of a web browser window titled "Phone" with a close button (X) in the top right corner. Below the title, the text "Please show you are not a robot." is displayed. In the center, there is a CAPTCHA image showing the word "YONG" in a stylized, outlined font above the word "GpSd" in a similar font. To the right of the CAPTCHA is a small icon of a speech bubble with a "C" inside. Below the CAPTCHA is a text input field with the placeholder text "Enter characters". At the bottom right, there are two buttons: "return" and "Next". The "Next" button is highlighted with a red border.

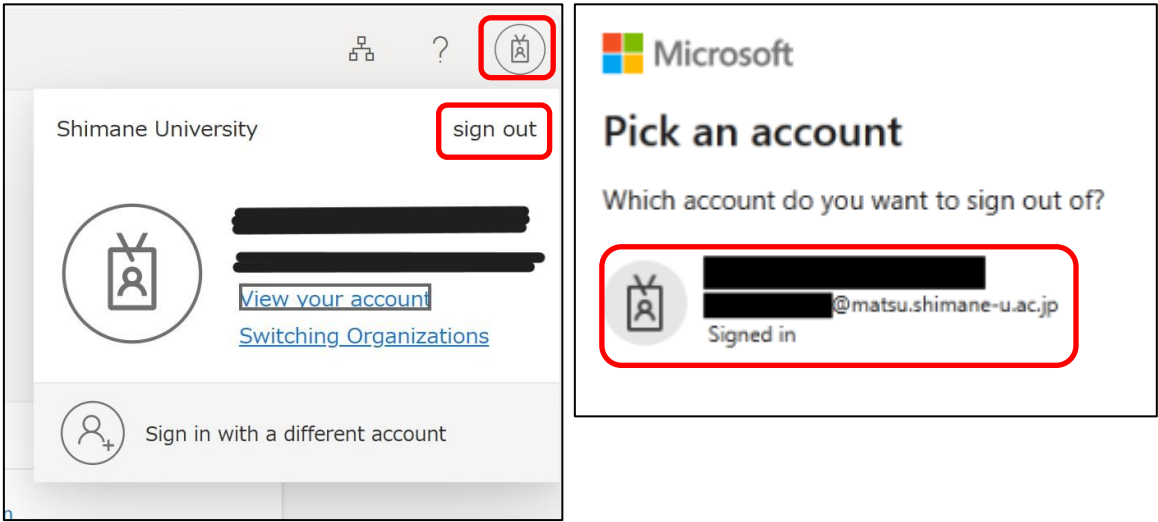
23. (On smartphone) When you have selected “Call me” on Step 21, answer a phone call that you’ll receive soon, and press “#” as instructed by the voice. When you have selected “Receive a code” on Step 21, check the code which will be received as a short message on your phone, and enter it on your PC.

24. (On PC) Click “completion.”



A screenshot of a web browser window titled "Phone" with a close button (X) in the top right corner. Below the title, there is a green checkmark icon followed by the text "Verification is complete. Your phone is now registered." At the bottom right, there is a blue button with the text "completion". The button is highlighted with a red border.

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.