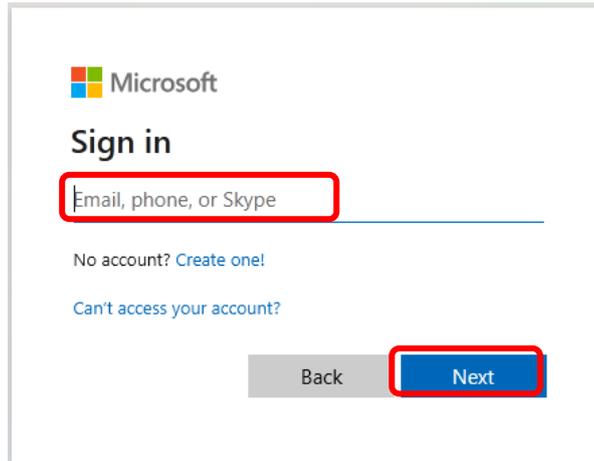


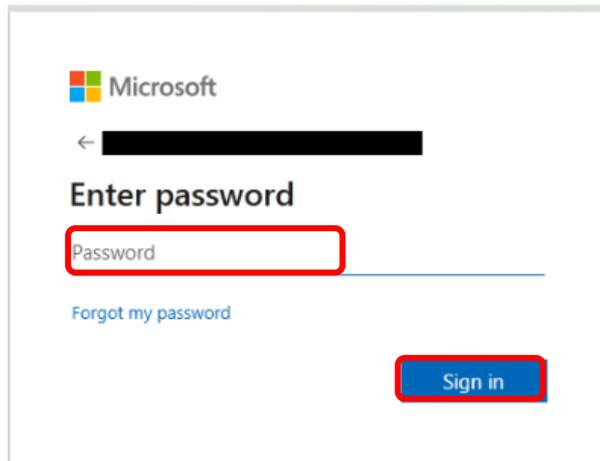
SMS の利用 / using SMS

1. Access the portal from your browser at <http://portal.office.com>.
2. Enter your univ email address of the Shimane University integrated authentication system and click “Next.”



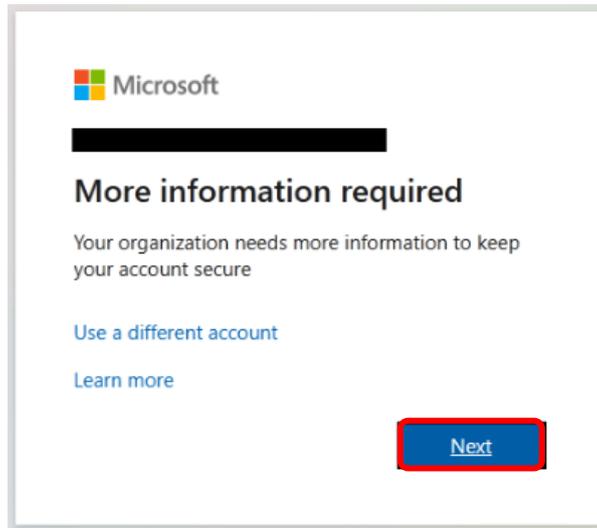
The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field with the placeholder "Email, phone, or Skype" is highlighted with a red border. Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom, there are two buttons: a grey "Back" button and a blue "Next" button, with the "Next" button highlighted by a red border.

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

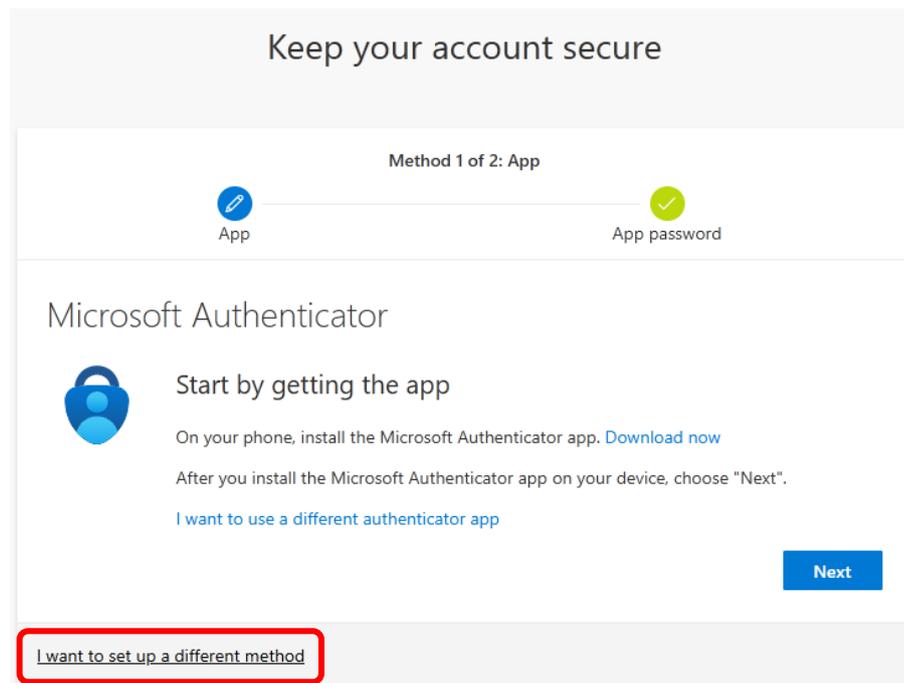


The image shows the Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it, there is a back arrow and a blacked-out email address. The text "Enter password" is displayed. A text input field with the placeholder "Password" is highlighted with a red border. Below the input field, there is a link "Forgot my password". At the bottom right, there is a blue "Sign in" button highlighted with a red border.

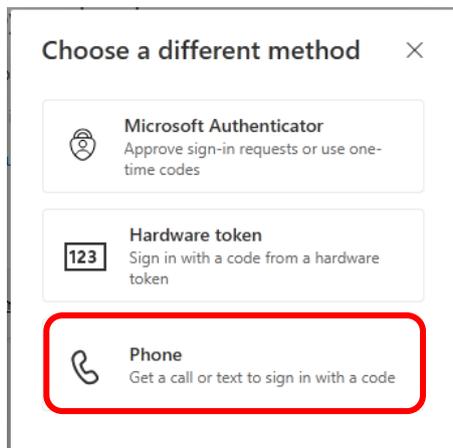
4. Click "Next."



5. Click the "I want to set up a different method" link.



6. Click "Phone."



7. Follow the steps below.

- ① Choose "Japan (+81)."
- ② Enter your phone number, but **omit the initial zero (0)**.
- ③ Choose "Receive a code."
- ④ Click "Next."

The screenshot shows the "Keep your account secure" page. At the top, it says "Method 1 of 2: Phone". Below this, there are two options: "Phone" (with a blue pencil icon) and "App password" (with a green checkmark icon). The "Phone" option is selected.

The "Phone" section has the heading "Phone" and the text: "You can prove who you are by answering a call on your phone or receiving a code on your phone."

Below this, there is a question: "What phone number would you like to use?".

Step ①: A dropdown menu is open, showing "Japan (+81)".

Step ②: A text input field is highlighted with a red box, containing the placeholder text "Enter phone number".

Step ③: The "Receive a code" radio button is selected and highlighted with a red box.

Step ④: The "Next" button is highlighted with a red box.

Additional text: "#Omit the initial zero of 090, 080 started phone numbers: 090 to 90, 080 to 80."

At the bottom, there is a link: "I want to set up a different method".

8. Enter the 6-digit code, received on the smartphone, and click “Next.”

Keep your account secure

Method 1 of 2: Phone

Phone App password

Phone

We just sent a 6 digit code to +81 90 [redacted] Enter the code below.

[redacted]

[Resend code](#)

Back Next

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

9. Make sure the message “Your phone has been registered.” is shown and click “Next.”

Keep your account secure

Method 1 of 2: Phone

Phone App password

Phone

Verification complete. Your phone has been registered.

Next

10. Enter an app password name of your choice (at least 8 characters). Click “Next.”
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

Phone 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

11. Make sure the message “App password was successfully created.” is shown and 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

Phone 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'

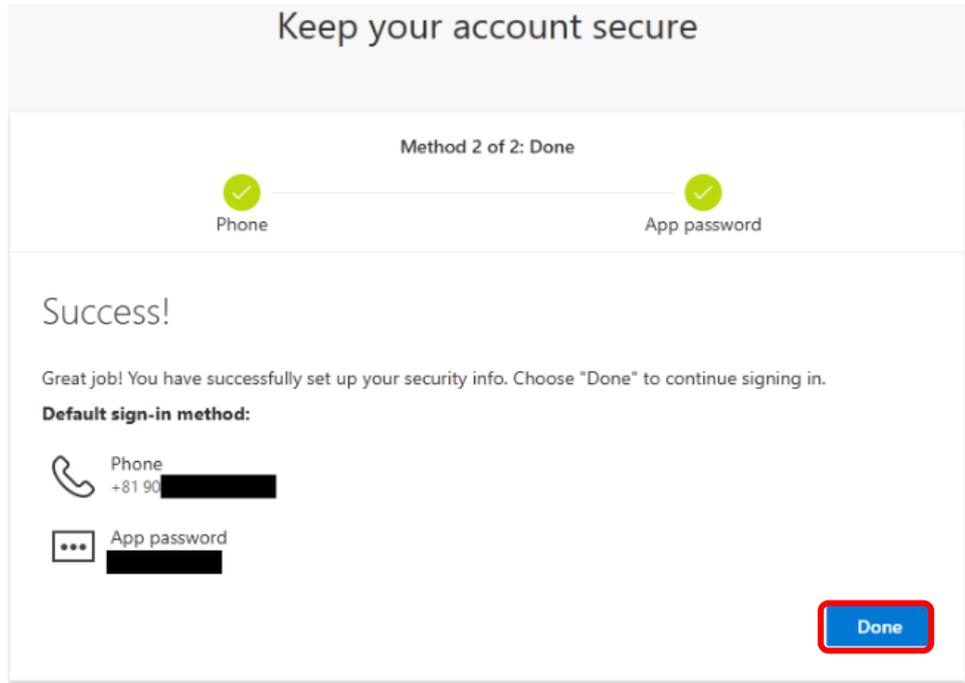
Name:
[Redacted]

Password:
[Redacted] [Copy icon]

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

Back Done

12. Make sure the message “Success!” is shown and click “Done.”



13. That's all complete.