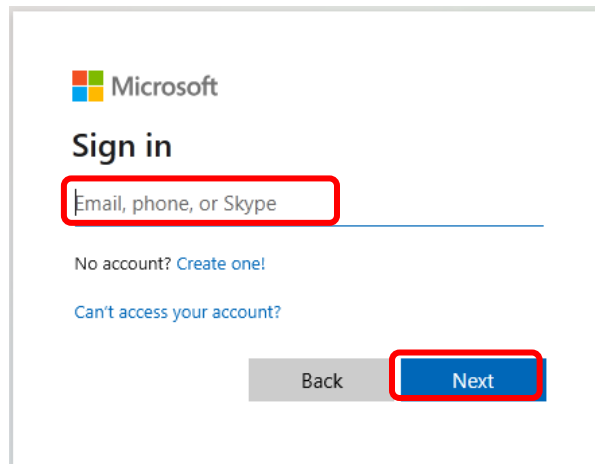


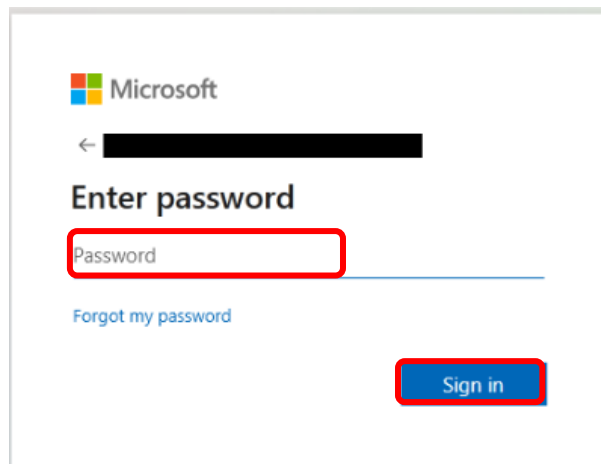
音声通話の利用 / using Voice call

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.”



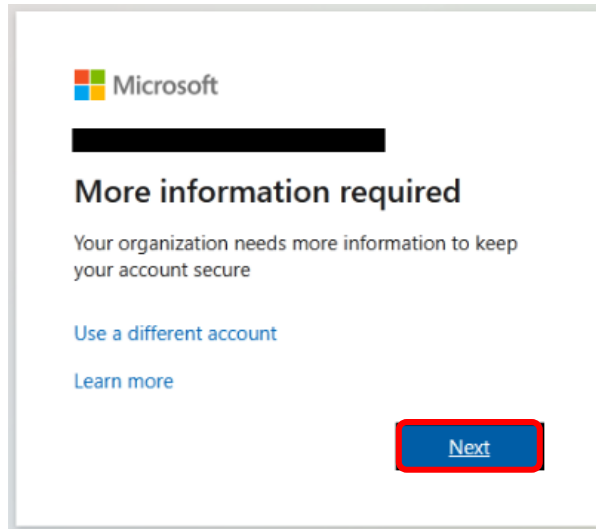
The image shows the Microsoft Sign in page. At the top is the Microsoft logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom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

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

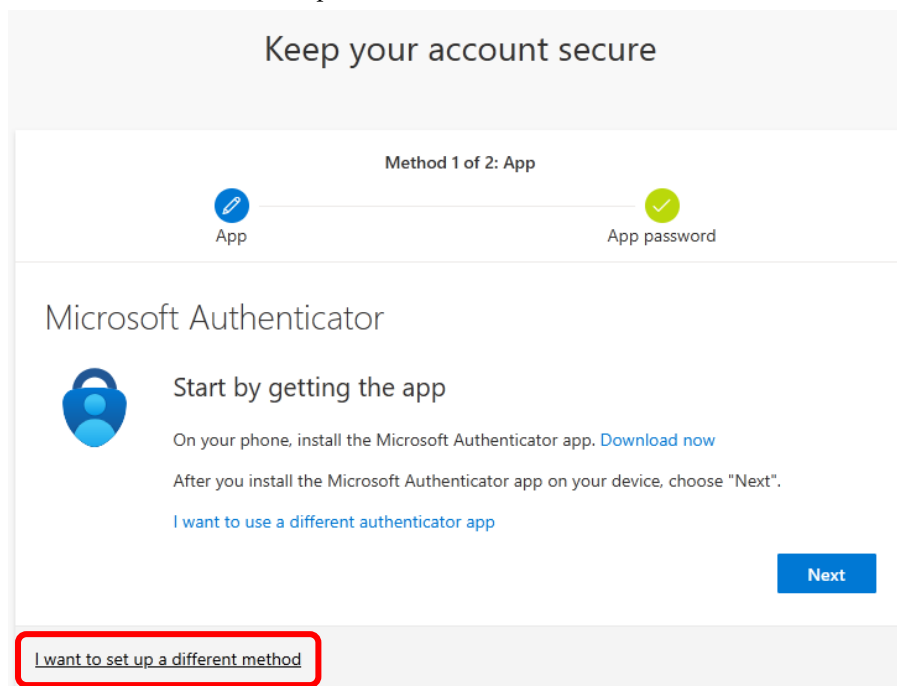


The image shows the Microsoft Enter password page. At the top is the Microsoft logo. Below it is a back arrow and a blacked-out email address. Below that is the text "Enter password". There is a text input field with the placeholder text "Password". Below the input field is a link: "Forgot my password". At the bottom right is a "Sign in" button, which is highlighted with a red rectangle.

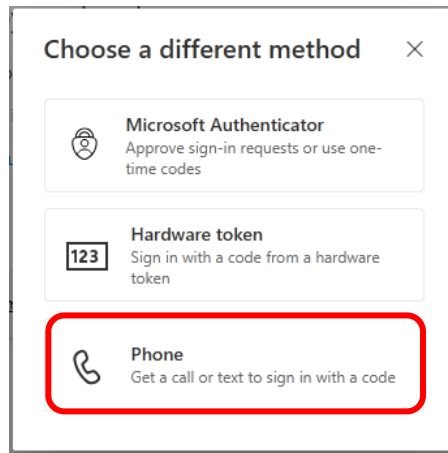
4. Click "Next."



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 “Call me.”
- ④ Click “Next.”


A screenshot of the "Keep your account secure" page. At the top, it says "Method 1 of 2: Phone". Below this, there are two progress indicators: "Phone" with a blue circle and "App password" with a green checkmark. The main section is titled "Phone" and contains the text: "You can prove who you are by answering a call on your phone or receiving a code on your phone." Below this, it asks "What phone number would you like to use?". There are two input fields: a dropdown menu for the country code (labeled ①) showing "Japan (+81)" and a text box for the phone number (labeled ②) with the placeholder "Enter phone number". Below these, there are two radio buttons: "Receive a code" (labeled ③) and "Call me" (labeled ④), with "Call me" selected. A "Next" button is at the bottom right. At the bottom left, there is a link: "I want to set up a different method". A red note on the right side of the form says: "#Omit the initial zero of 090, 080 started phone numbers: 090 to 90, 080 to 80." The "Next" button is highlighted with a red rectangle.

8. You will receive a phone call and listen carefully to the message. Press “#.”
(Cannot press “#”? Try “*” before “#”)

Keep your account secure

Method 1 of 2: Phone

Phone



App password

Phone

We're calling +81 90 [REDACTED] now.


Back


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

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

Keep your account secure


Method 1 of 2: Phone

Phone



App password

Phone



Call answered. Your phone was registered successfully.

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]

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.”

Keep your account secure

Method 2 of 2: Done


✓
Phone


✓
App password

Success!

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

Default sign-in method:

 Phone
+81 90 [REDACTED]



 App password
[REDACTED]

Done

13. That's all complete.