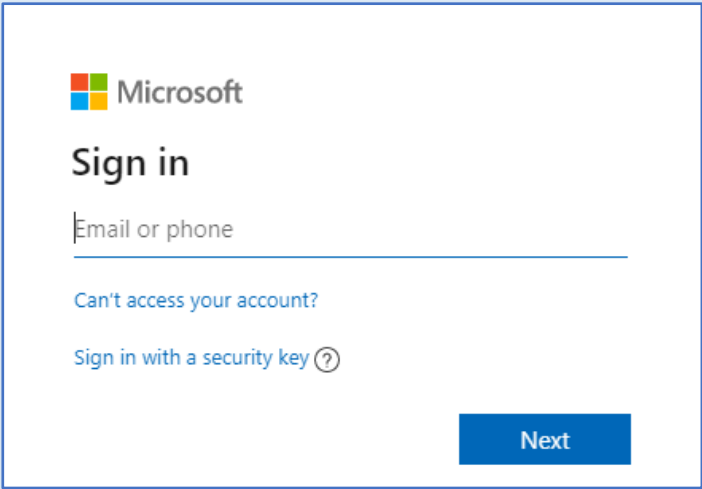
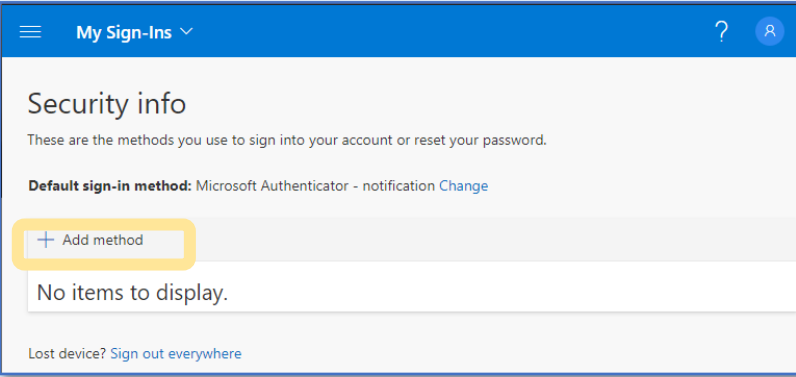


MFA's verification method setting

This guidance takes place step by step through the settings for multi-factor authentication methods in the security info of the M365 account in the University of Oulu or Oulu University of Applied Sciences. The views used in the guide may have changed after the screenshots have been taken.

Make these settings with your computer and keep the mobile device (phone, tablet) you will use as a verification tool close to hands.

TAKE THESE ACTIONS WITH THE WEB BROWSER ON THE COMPUTER:	TAKE THESE ACTIONS ON THE PHONE:
<p>First: Sign-in with your MS account: https://mysignins.microsoft.com/security-info.</p>  <ul style="list-style-type: none">• MS account, e.g. M365 username, is in form for the staff and UFO accounts: account@univ.yo.oulu.fi or account@oamk.fi and for the students: account@student.oulu.fi or account@students.oamk.fi.• The verification method is saved in your M365 account's Security info.• Use the same link later when you need to change your settings for MFA use.	

	
<p>If you have other Microsoft accounts (the staff or UFO account, the student account or another MS account), make sure that you are signed-in on the M365 username of the Oulu's institute of higher education on which you are bringing into use MFA. If you are already signed-in on one MS account and want to change the security info of another MS account, use a private window of the browser (Incognito, InPrivate) for signing.</p>	
<p>Snap Add method and then in the pull-down menu select the verification method which you want to use. You can define both a default (primary) method and an alternate method here and furthermore, can still give the alternative telephone number which you can use in an exceptional situation.</p>	<p>Keep the phone you will use as a primary verifying tool close at hand. If it is a smartphone, continue from the section A. Set Authenticator application as your method. If you want to use only the text message or call for the verifying, continue from the section B. Set Phone as your method.</p>

Contents of this instruction:

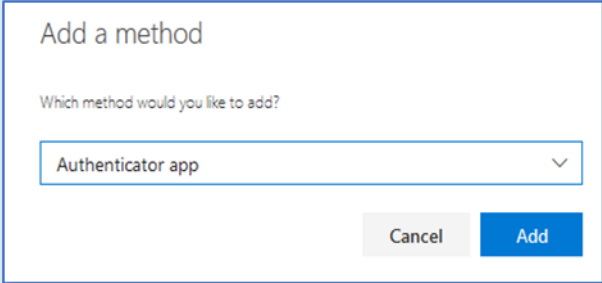
- A. [Set Authenticator application as your method](#)
- B. [Set Phone as your method](#)
- C. [Update your security info](#)

A. Set Authenticator application as your method

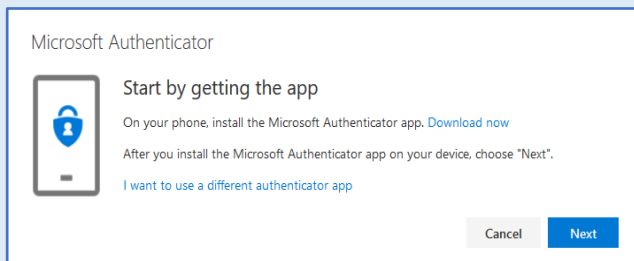
Choose **Authenticator application** for your default method if you are using a smartphone, in other words telephone in which applications can be installed.

- When choosing this alternative, you will accept or deny the verifications on the Microsoft *Authenticator application* that has been installed in your mobile device.
- The mobile device can be the university's work phone, your own phone or tablet, which you usually have along.
- If you process work email or calendar also on the same mobile device, the application must be Outlook or some other application which supports the feature *Modern Authentication* of M365/M365.

A1. Choosing Authenticator application as a method, installing the app in the phone and setting the M365 account in the app:

WEB BROWSER ON COMPUTER:	PHONE:
Sign-in the Security info of your MS account: https://mysignins.microsoft.com/security-info	
Select Authenticator app in the pull-down menu and tap Add . 	

In case you have not installed a free Authenticator app in the phone, do it now:

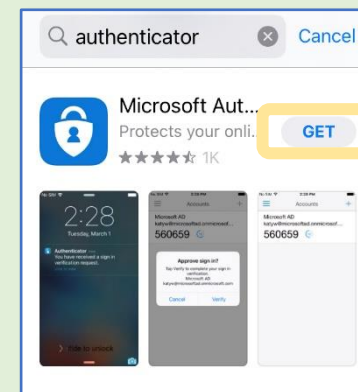


Do these actions with the phone which you will use as a primary method for authentication.

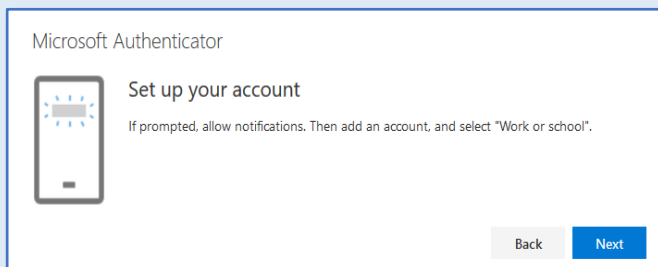
Go to the store of your phone, such as Play Kauppa, Play Store, App Store, AppGallery.

Find *Microsoft Authenticator* in the store and install it.

However, do not add your account in the app yet, but continue according to this guide.

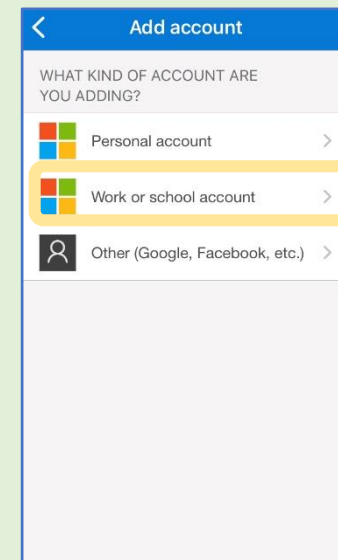


After you have installed the app, tab **Next**.



Allow the notifications in Authenticator if asked.

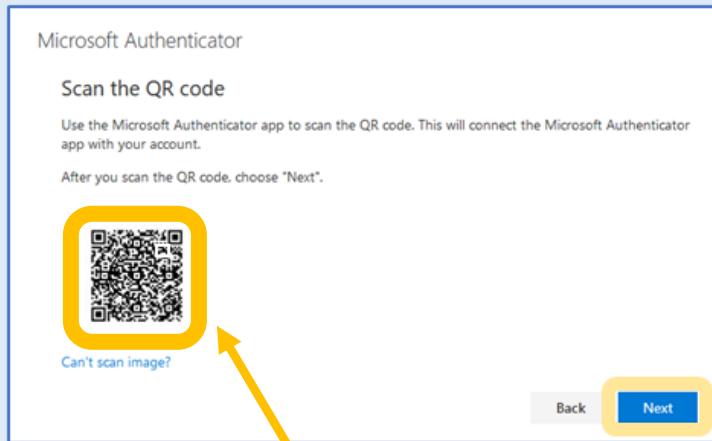
Choose **Work or school** as a type of account if asked.



Begin to set up your account by clicking **Next**.

Your M365 account information is included in a QR code which you see on the computer screen. The easiest way to import account information into the app is to scan the code using your phone camera. Alternatively, you can enter the code numbers in Authenticator app in your phone.

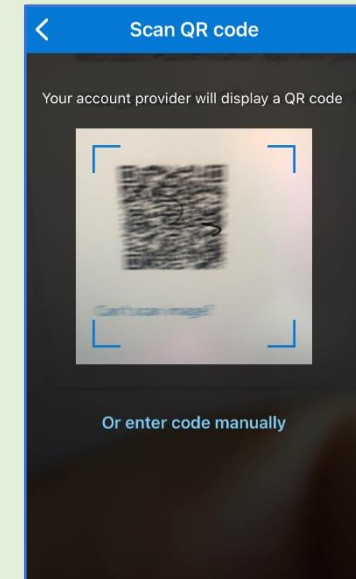
QR code is shown as a picture. Alternatively, you can see it as numbers by clicking the link **Can't scan image?**



THIS IS A QR CODE

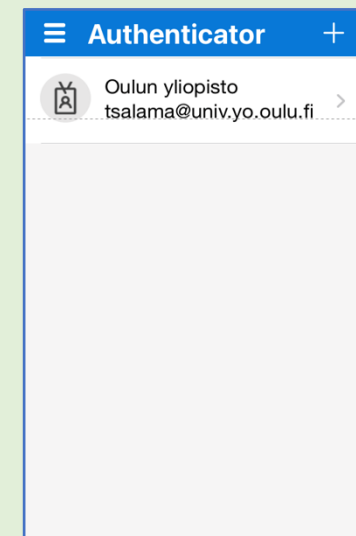
When your university's M365 account is seen in the phone's Authenticator app, click **Next** to continue.

While adding work or school account, choose **Scan QR code**. The camera of the phone is opening. Then turn your phone so that you can use the **camera** to read the QR code shown on the computer's screen. You also can choose the other way: type the code numbers manually.

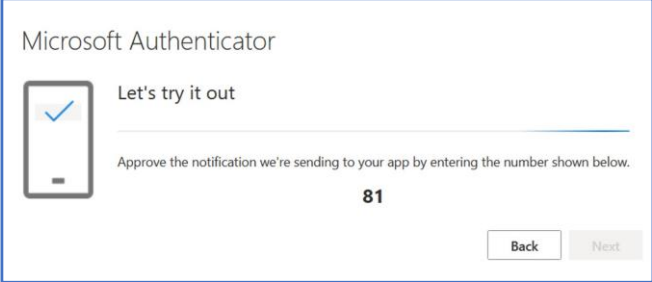
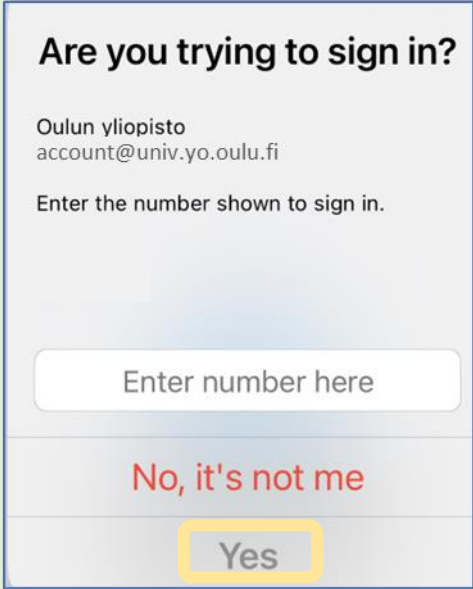
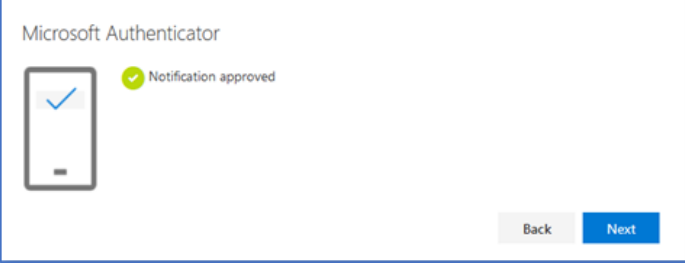


When your account information was imported successfully, you see your M365 account in Authenticator app (in these examples, *tsalama* is the staff user's account of the university).

You can later add your possible other user accounts with the + button. However, do not do it now because the test authentication of the M365 account will come to your phone soon and it needs your attention.

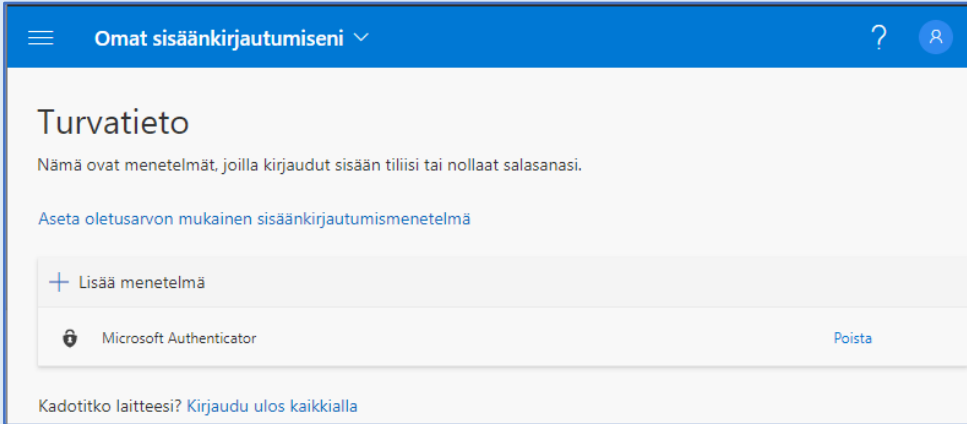
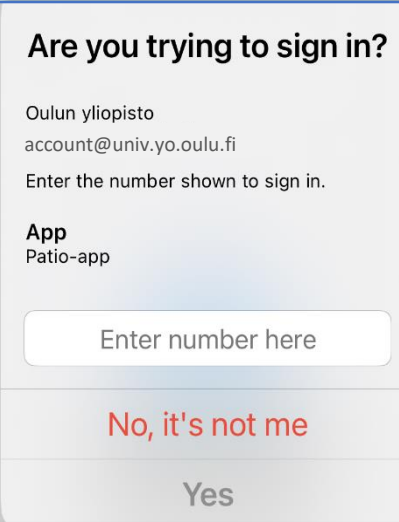
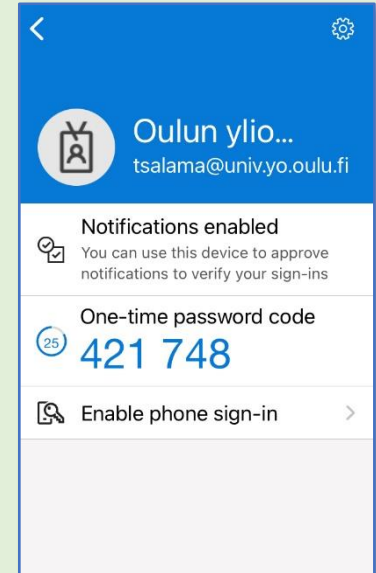


A2. Test authentication:

<p>WEB BROWSER ON COMPUTER:</p>	<p>PHONE:</p>
<p>Now the service is sending a test verification to Authenticator app in your phone:</p>	
	<p>Authenticator app notifies you now. Approve the test by entering the same code which is seen on the computer browser window. Approve the test by tapping Yes.</p> <p>If you don't see the notification, please check the phone's notification settings for Authenticator app.</p> 
<p>The notification was approved, click Next.</p> 	

A3. Authenticator application can be used in two ways:

- **Microsoft Authenticator notification:** When you brought into use the Authenticator application, the default setting is that the verifying always comes as a notification to the mobile application. It, however, is seen on the screen of the phone in the way you have defined in the phone's notification settings (on a locked screen, at a notification centre, in the banner, with the signal, as preview etc.). You can also open the application using its icon and see the verification request in the application.
- **Authenticator app or code:** You can define the use of the code, if desired as a default setting. In that case you will use for the verifying the disposable code which you pick from the application. The code changes at intervals of 30 seconds, so it is disposable. You then type the code in the login screen.

WEB BROWSER ON COMPUTER:	PHONE:	
<p>If you want to change the default, click Change link of Default sign-in method and make your choice:</p> 	<p>The number matching in Authenticator:</p> 	<p>The disposal code in Authenticator:</p> 

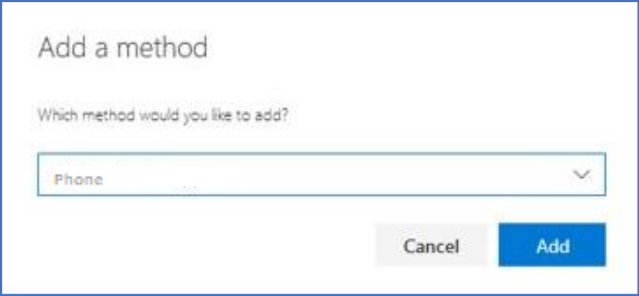
B. Set Phone as your method

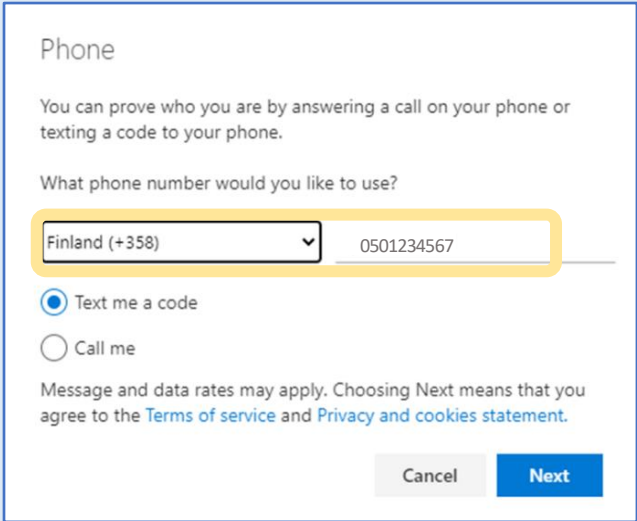
Choose **Phone**:

- as an alternate method when your default method is Authenticator.
- as a primary method only in the case when it is not possible to install Authenticator application in your phone.

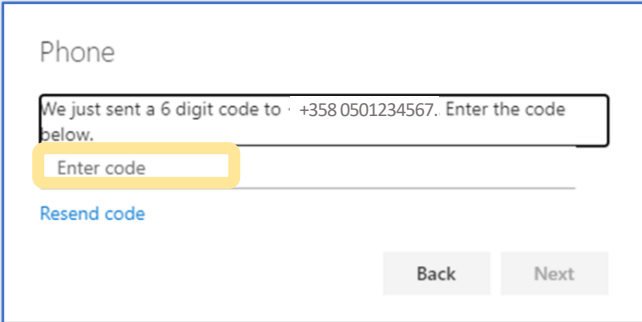

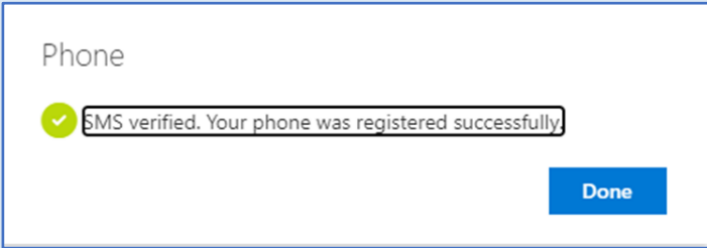
When you choose Phone, you can confirm the sign-ins with a phone which does not need to be a smart phone. According your choice you receive a disposal code as a text message and type it in to the login screen, or you receive an automatic call which you confirm with the phone's key #.

B1. Choosing Phone as a method and setting of the phone number:

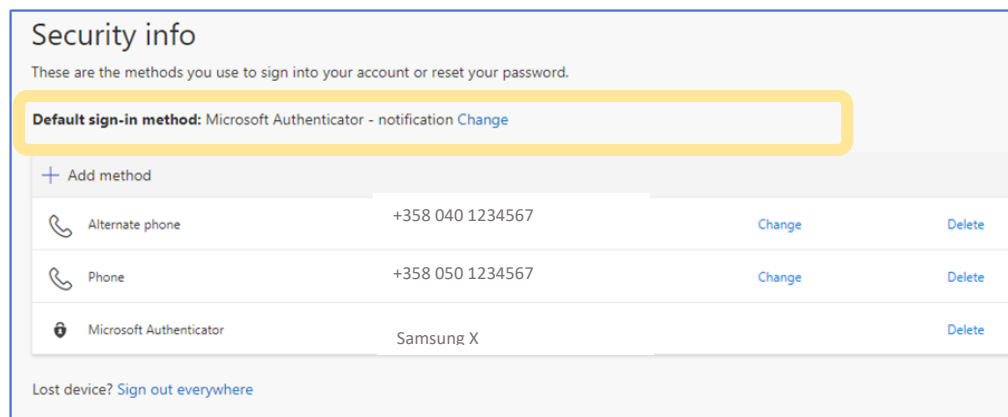
<p>WEB BROWSER ON COMPUTER:</p>	<p>PHONE:</p>
<p>Sign-in the Security info of your MS account: https://mysignins.microsoft.com/security-info</p>	
<p>Select Phone in the pull-down menu and tap Add.</p> 	

WEB BROWSER ON COMPUTER:	PHONE:
<p>Define, which phone number you want to use for the verification: Select the country code and type your phone number in the operator's form (do not use 0294 number!).</p> <p>Choose SMS or call.</p> <p>You agree to the <i>Terms of service</i> and <i>Privacy and cookies statement</i> by clicking Next.</p> <div data-bbox="548 276 1182 799"></div>	<p>Next your phone will receive the test verification, continue according this guide.</p>

B2. Test authentication

WEB BROWSER ON COMPUTER:	PHONE:
<p>The service now sends a test verification to your phone by the way you chose; as a text message (SMS) or by a call (this may take several minutes):</p>	
	<p>Now you receive a verification code as a message or as a call.</p> <p>Here is an example of the text message. Keep the code visible or remember it and then continue with a computer.</p>  <p>If you chose the call, a robot is calling you. Press the # button of the phone to confirm.</p>
<p>Enter the six-digit code in the field on your computer's screen and then snap Next</p> <p>You can resend the code if you didn't manage to pick and type it.</p>	<p>If a text message or a call does not come after the about 5 minute waiting to your phone, order the code on the computer. In some telephone models a setting may prevent the so-called harmful text messages and calls. So the telephone can interpret these automatic machine messages and calls as harmful if the setting is not changed.</p>
<p>The test succeeded and your phone number was registered in the service.</p> <p>Snap Done.</p> 	

C. Update your security info when needed



In the window M365 account Security info

(<https://mysignins.microsoft.com/security-info>) you can add, change and delete your verification methods, set a default method and an alternative phone number.

Default sign-in method: Choose which of the methods is your default method. Recommendation is *Microsoft Authenticator*. Set your primary e.g. default sign-in method. Later you can change your choice by clicking **Change**.

Alternate phone: Set the alternative phone number for exceptional situations. This way you make sure that a verifying method is always in your use even if your primary telephone did not even function or

it would not be available.

Sign out everywhere: You can sign out all the sessions now going on which have been verified with the help of MFA.

If your telephone number changes: If your telephone number changes, update it with the command **Change** on line in question.

If the phone device changes: If the device where you are using Authenticator application for the verifying changes, install in the new device Microsoft Authenticator, import your M365 account information into app just like you did it in the caption [A. Choose Authenticator application](#). When the default method is in function, remove an old device with the command **Delete**.

If you cannot access your MS account security information: If any of the authentication methods you save no longer work, you can reset the old phone number and set a new phone number using this link: <https://account.oulu.fi/mfa>. You identify yourself through Suomi.fi e-Identification service.

If you want to start MFA settings from the beginning: If your security information settings are completely out of place and you want to start the operation completely from the beginning, make a ticket to Campus ICT: ict@oulu.fi. Only the admin can temporarily set the MFA in off state for your M365 account.