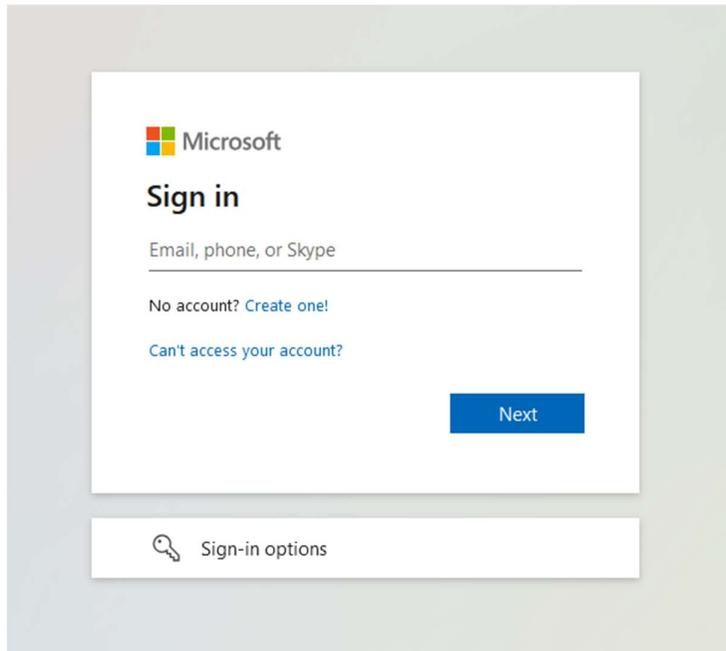


Instructions for setting up two-factor authentication (2FA) for O365 services

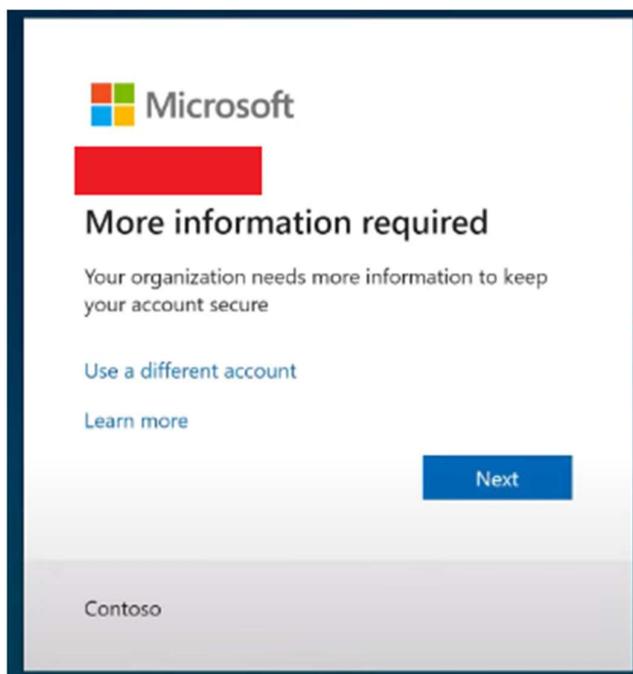
1. Log into <https://www.office.com/> .



Email: name.surname@upr.si

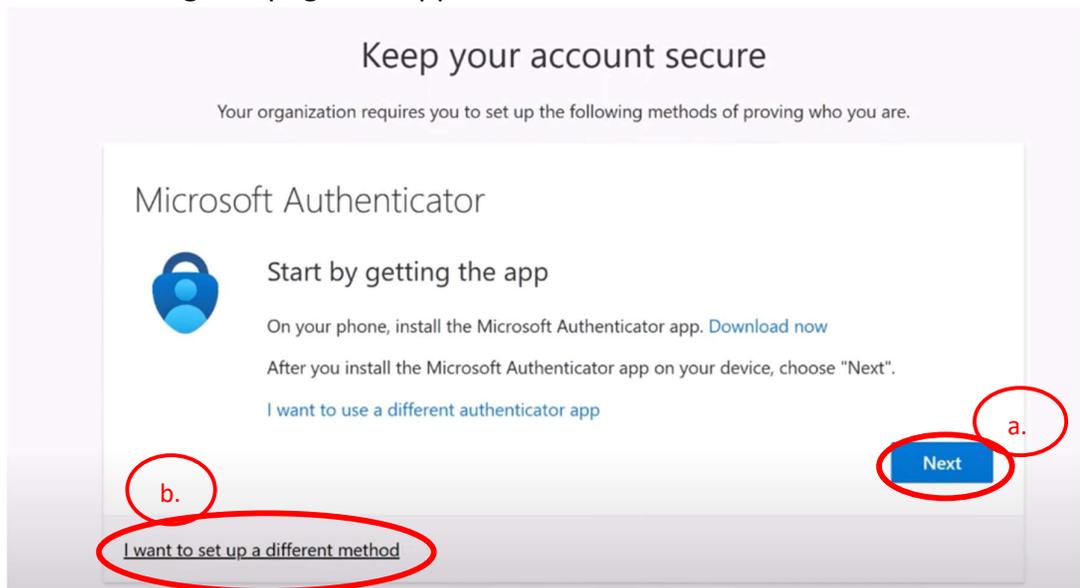
Password: for Microsoft services (same as ŠIS)

2. You will see this window:



Click **next**.

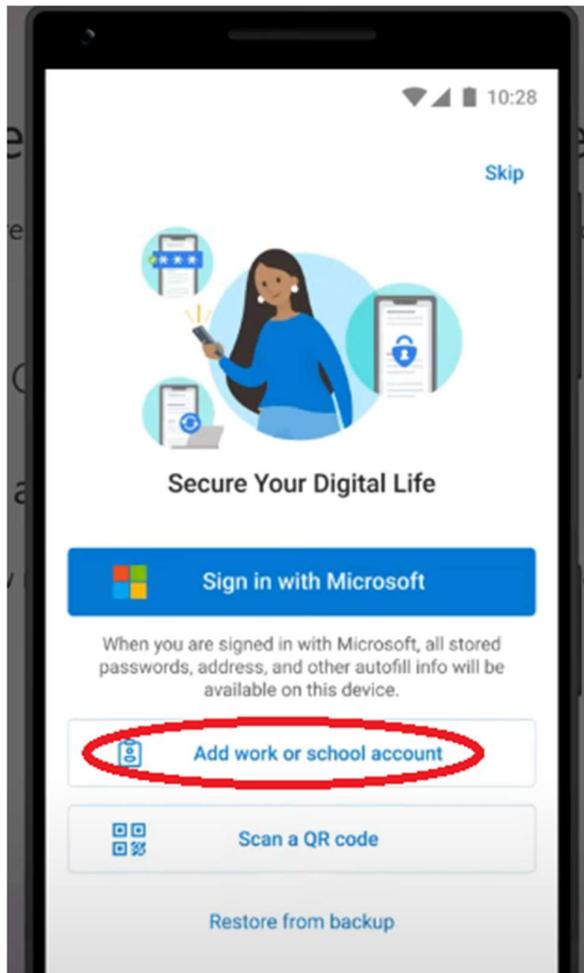
3. The following webpage will appear:



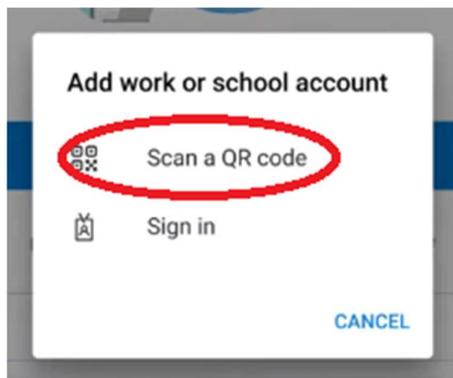
- a. If you wish to use the **Microsoft Authenticator app** for authentication, click **Next**. You need to install the Microsoft Authenticator app on your mobile phone if you haven't already. To add an account to the app, see **point 4** below for further instructions.

- b. To choose a different sign-in method (SMS), click "**I want to set up a different method**". See **point 5** below for further instructions.

4. When installing the Microsoft Authenticator app, make sure to **enable** app notifications. After that, open the app, click "**Add Account**", and select **Work or School**.



Next, click on **Scan a QR code**:



Afterwards, allow the app to access your phone's camera.

Return to your computer. Click **next**:

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Set up your account



If prompted, allow notifications. Then add an account, and select "Work or school".

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

[Back](#) [Next](#)

A window with a **QR code** will appear. Scan it using the camera through the app on your mobile phone.

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

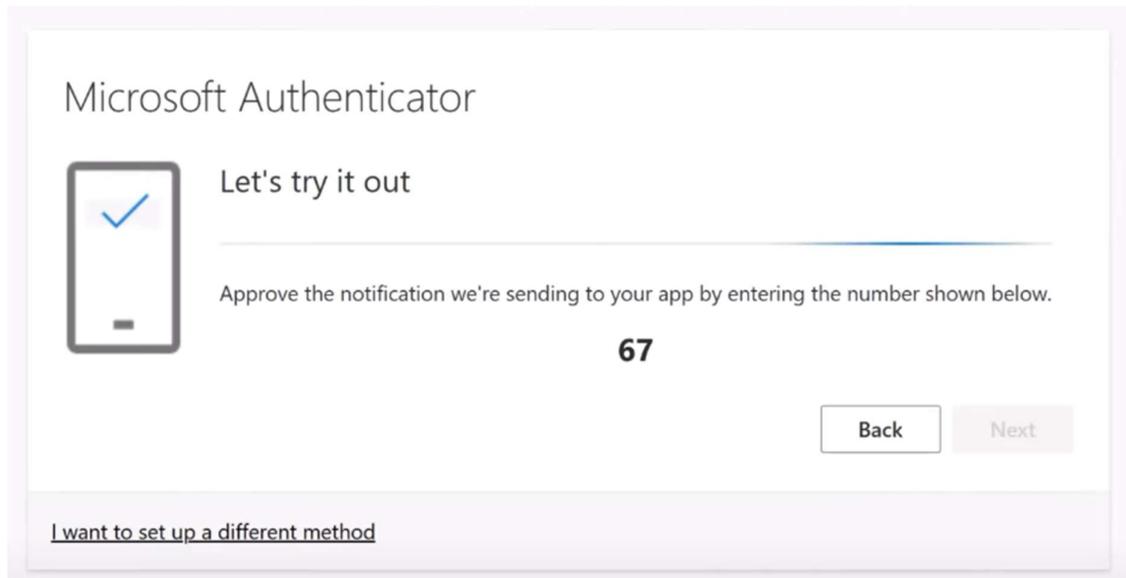


[Can't scan image?](#)

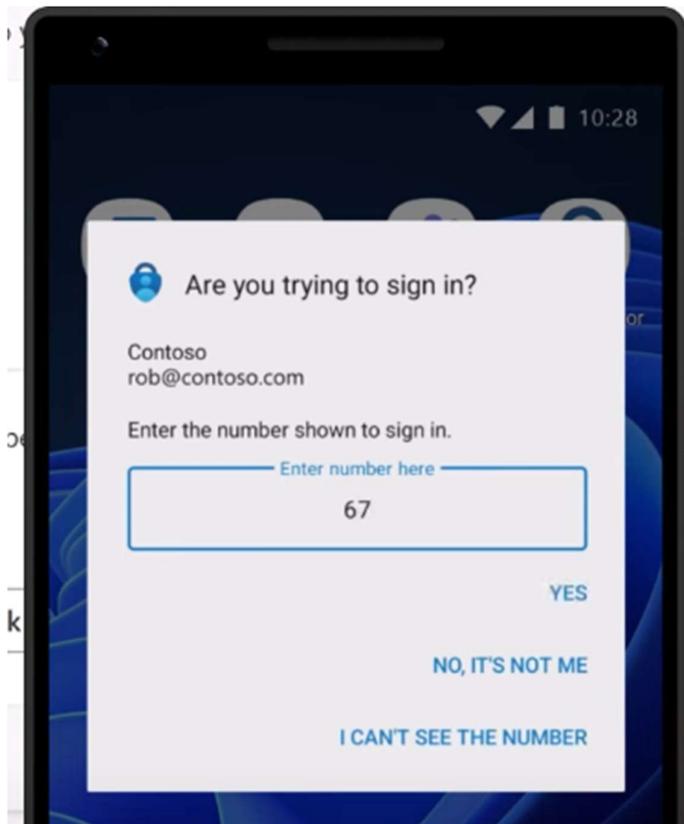
[Back](#) [Next](#)

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

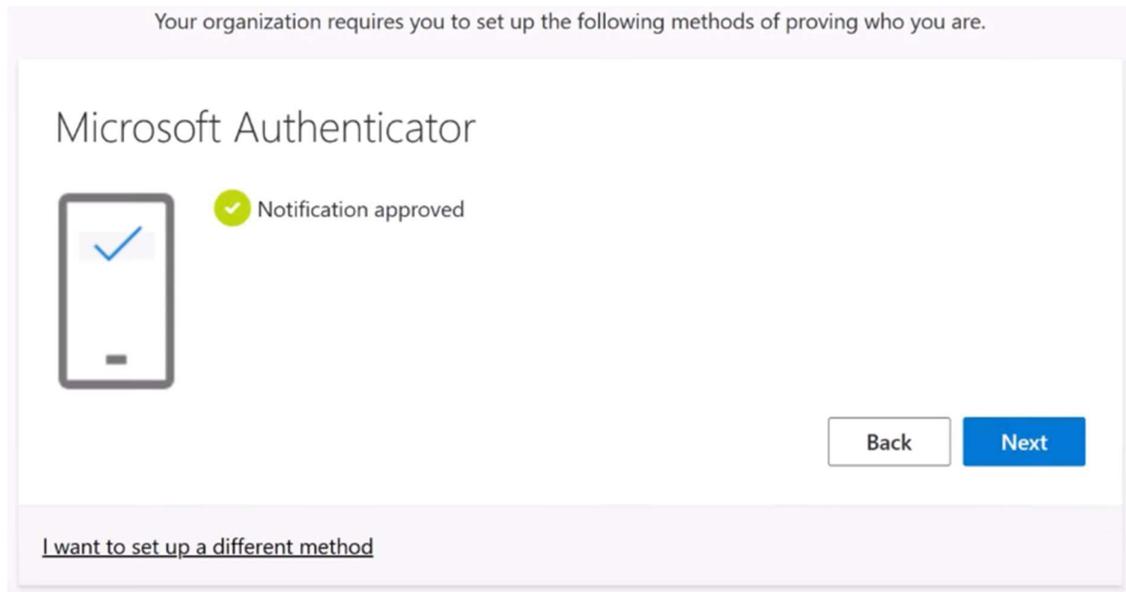
Your Microsoft account is now added to the app. Click **Next**.
An installation test will follow. A two-digit number will appear on your computer:



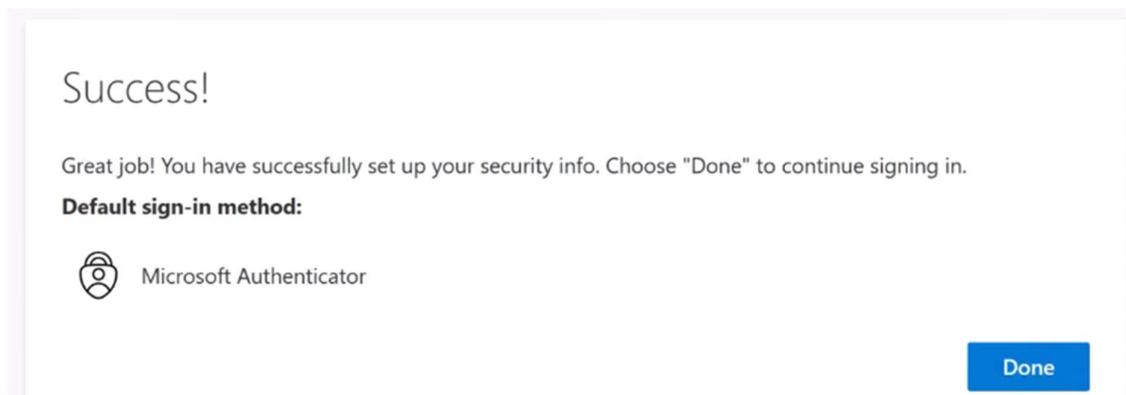
A **notification** from the Microsoft Authenticator app will appear on your mobile phone. Tap on it. In the window that opens on your mobile phone, **enter the two-digit** number from your computer and click **Yes**.



Return to your computer. Click **next**:

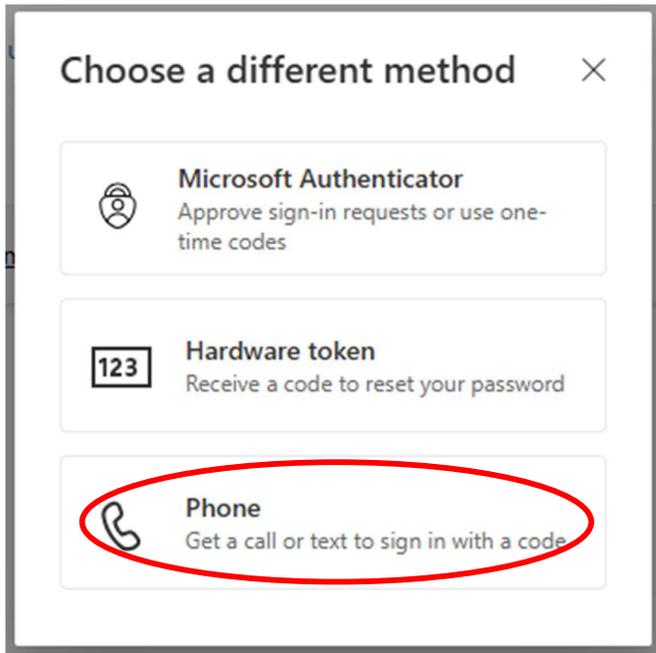


Click **done**:



Your Microsoft account has been successfully linked to your mobile device.

5. To set up a different sign-in method, click on **Phone**:



The following window will appear:

The image shows a window titled "Keep your account secure". At the top, it says "Method 1 of 2: Phone". Below this is a progress indicator with a blue circle containing a phone icon labeled "Phone" and a grey circle labeled "2" above "App password".

The main heading is "Phone". Below it, the text reads: "You can prove who you are by answering a call on your phone or receiving a code on your phone."

The question is "What phone number would you like to use?".

There is a dropdown menu showing "United States (+1)" and an input field labeled "Enter phone number".

There are two radio button options:

- Receive a code
- Call me

Below the radio buttons, it says: "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)."

At the bottom right, there is a "Next" button.

At the bottom left, there is a link: [I want to set up a different method](#)

In the first field, select the **country** of your phone number, and in the second field, **enter your phone number** (omit the leading zero).
Leave "**Receive a code**" selected. Click **Next**.

The screenshot shows a mobile verification screen titled "Method 1 of 2: Phone". At the top, there are two progress indicators: "Phone" (with a pencil icon) and "App password" (with the number "2"). The main heading is "Phone". Below it, a message reads: "You can prove who you are by answering a call on your phone or receiving a code on your phone." The question "What phone number would you like to use?" is followed by a dropdown menu showing "Slovenia (+386)" and a text input field containing "12345678". Below the input fields, there are two radio button options: "Receive a code" (which is selected and circled in red) and "Call me". A note states: "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." A blue "Next" button is located at the bottom right. At the bottom left, there is a link: "I want to set up a different method".

You will receive a **6-digit code** via SMS on your mobile phone. Enter the code into the field and click **Next**. In the next window, click **Done**.

The screenshot shows the "Enter code" step in the verification process. The title is "Method 1 of 2: Phone". The progress indicators "Phone" and "App password" are present. The heading is "Phone". The message reads: "We just sent a 6 digit code to +386 12345678. Enter the code below." Below this is a text input field labeled "Enter code" and a link "Resend code". At the bottom right, there are two buttons: "Back" and "Next". At the bottom left, there is a link: "I want to set up a different method".

Your Microsoft account has been successfully linked to your mobile device.