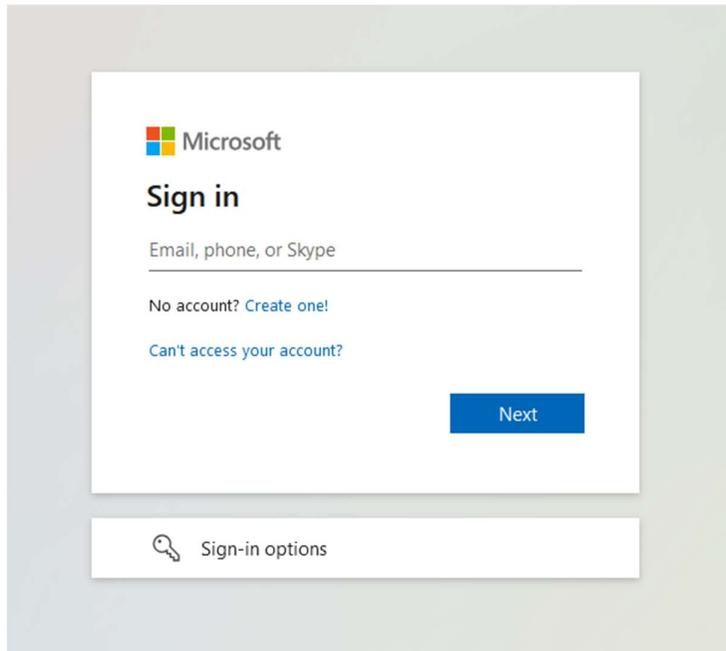


## Navodila za nastavitve dvofaktorske avtentikacije (2FA) za storitve O365

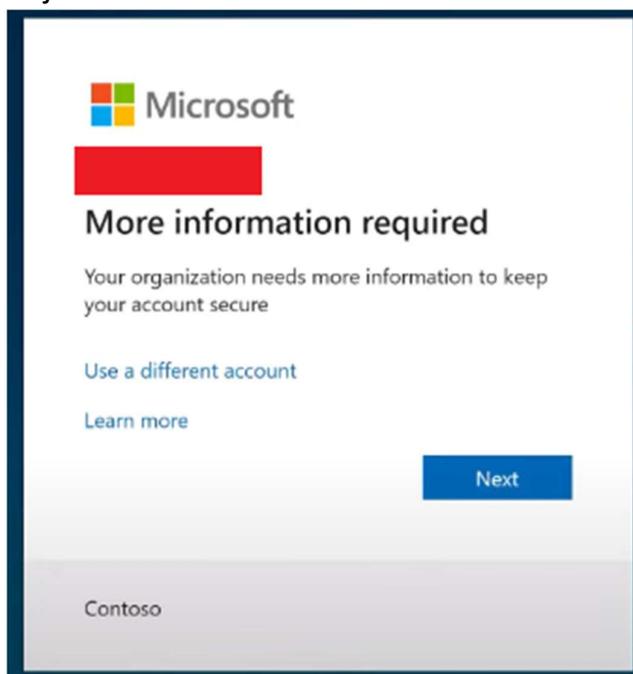
1. Prijavite se v <https://www.office.com/> .



Email: [ime.priimek@upr.si](mailto:ime.priimek@upr.si)

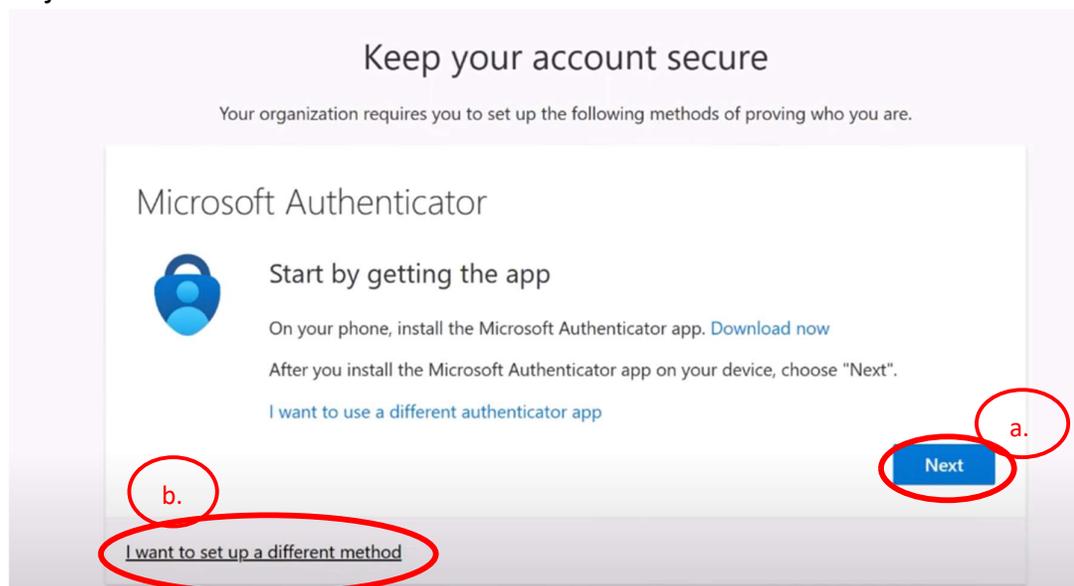
Geslo: za storitve Microsoft (tudi ŠIS)

2. Pojavi se okno:



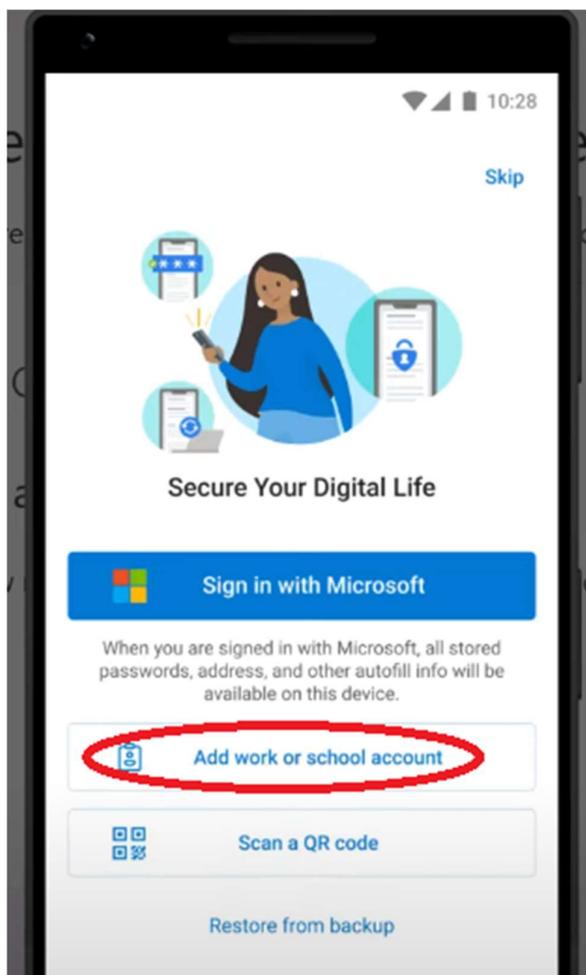
Kliknite **next** (oz. naprej)

### 3. Pojavi se sledeča stran:

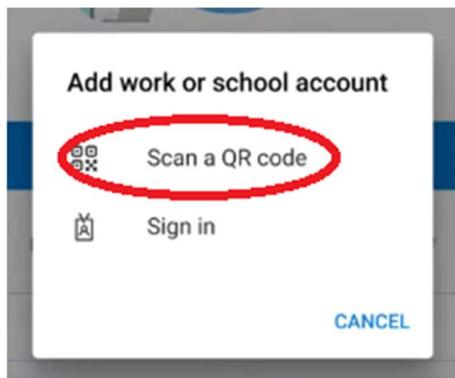


- a. Če želite uporabljati **aplikacijo Microsoft Authenticator** za preverjanje pristnosti, kliknite **next**. Na svoj mobilni telefon si morate namestiti **aplikacijo Microsoft Authenticator**, če je še nimate. Za dodajanje uporabniškega računa v aplikacijo, v nadaljevanju glejte **točko 4**.
- b. Če želite izbrati drugo metodo prijave (SMS), kliknite "**I want to set up a different method**". V nadaljevanju glejte **točko 5**.

4. Ob namestitvi aplikacije Microsoft Authenticator bodite pozorni, da **omogočite obvestila** aplikacije. Za tem, v aplikaciji, kliknite na “**add account**” in izberete **Work or School**.



Nato kliknite na **Scan a QR code**:



Za tem, dovolite aplikaciji dostop do vaše kamere.

Vrnite se na računalnik. Kliknite **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".

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

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

Pojavi se okno, s **QR kodo**, ki jo skenirate s kamero preko aplikacije na vašemu mobilnemu telefonu:

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".



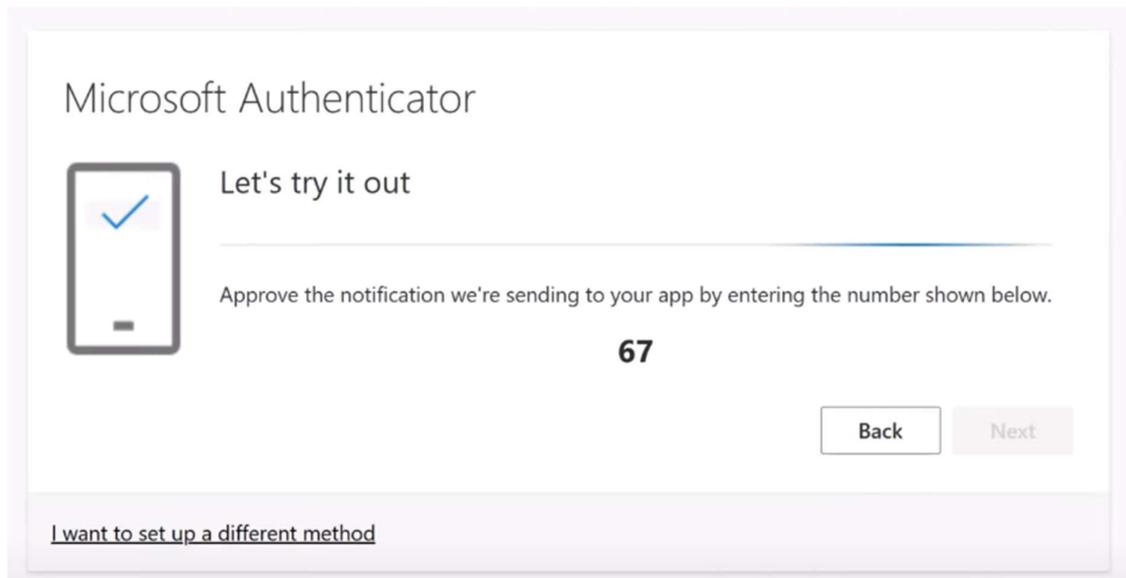
[Can't scan image?](#)

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

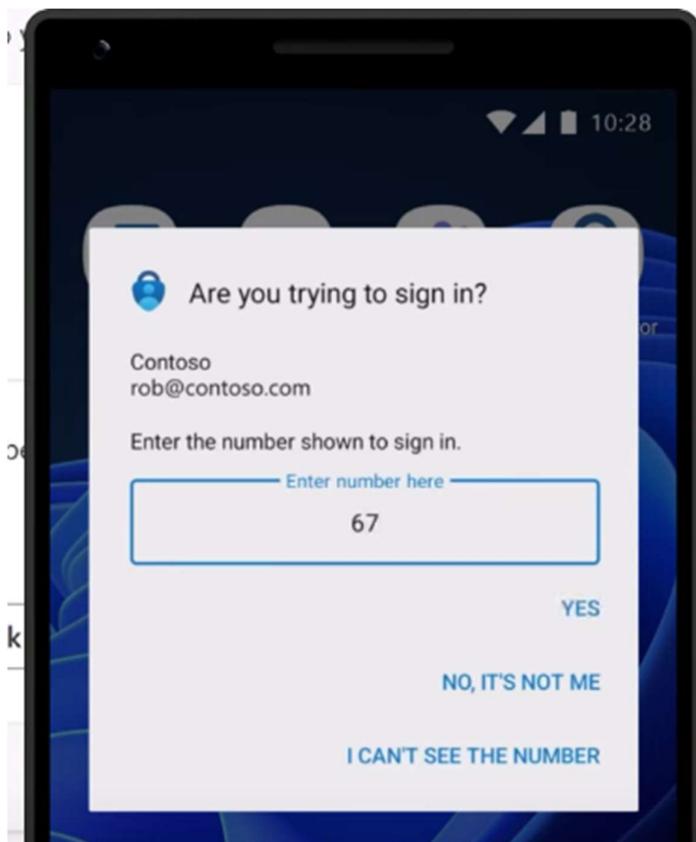
[I want to set up a different method](#)

Vaš Microsoftov račun je zdaj dodan v aplikacijo. Kliknite **next**.

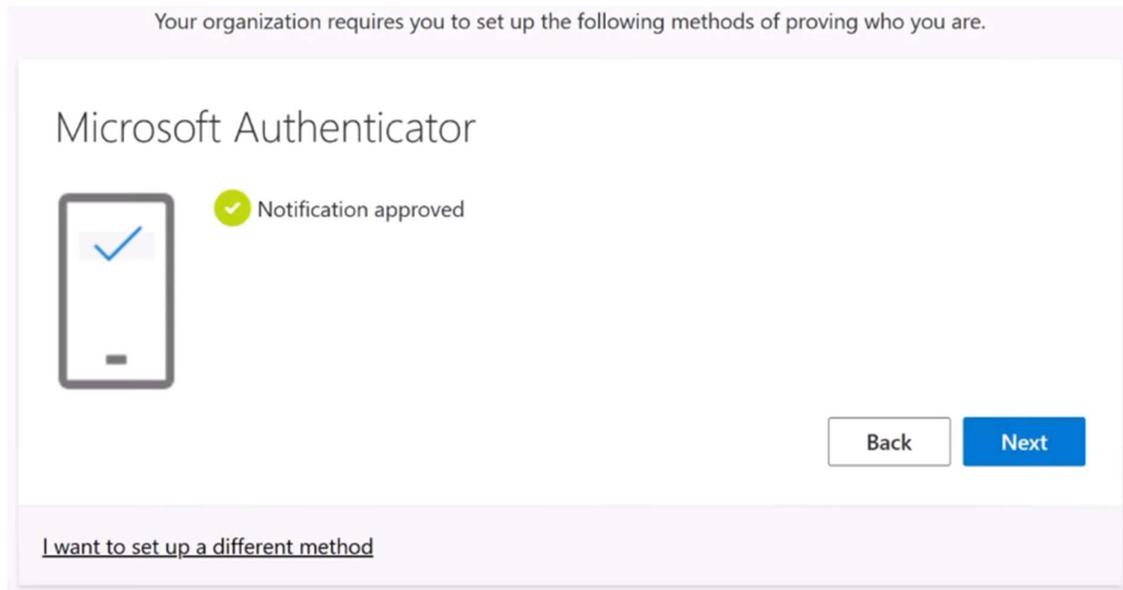
Sledi še test uporabe. Na računalniku se bo pojavila dvomestna številka:



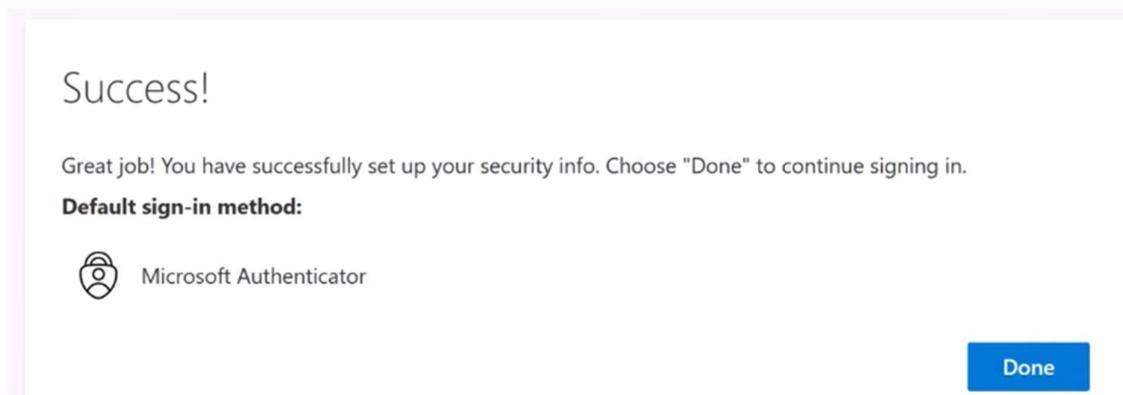
Na vašem mobilnem telefonu se pojavi **obvestilo** aplikacije Microsoft authenticator. Kliknite nanj. V okno, ki se odpre na mobilnem telefonu, **vpišite dvomestno številko** iz vašega računalnika in kliknete **Yes**:



Vrnite se na računalnik. Kliknite **next**:

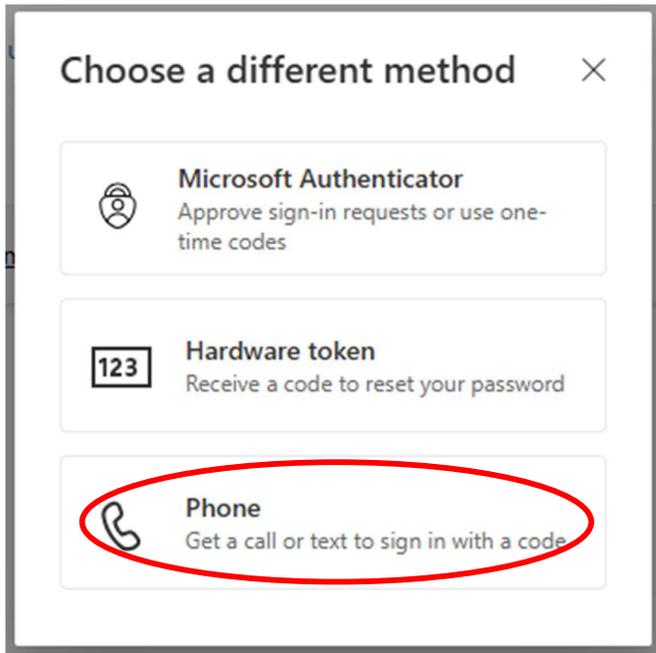


Kliknite **done**:



Vaš Microsoftov račun je uspešno povezan z vašo mobilno napravo.

5. Pri izbiri druge metode prijave, kliknite na **phone**:



Pojavi se sledeče okno:

The image shows a setup screen 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 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](#)

V prvem polju izberite **državo** telefonske številke, v drugem pa **vpišite vašo telefonsko številko** (spustite prvo ničlo).

Pustite označeno **“Receive a code”**. Kliknite **next**.

Method 1 of 2: Phone

Phone 2 App password

### 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?

Slovenia (+386) 12345678

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](#).

Next

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

Na vaš mobilni telefon boste v obliki SMS sporočila prejeli **6-mestno številko**, ki jo vpišete v polje in kliknete **next**. V naslednjem oknu pa kliknete še **done**.

Method 1 of 2: Phone

Phone 2 App password

### Phone

We just sent a 6 digit code to +386 12345678. Enter the code below.

Enter code

[Resend code](#)

Back Next

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

Postopek je zaključen. Vaš Microsoftov račun je uspešno povezan z vašo mobilno napravo.