

2FA security settings in Office365

MICROSOFT AUTHENTICATOR
COMPUTER AND IT SERVICE v.2

Table of contents

Adding a method..... 4

Adding the method “Authenticator app” on mobile phone (preferred method)..... 5

 Installing Microsoft Authenticator 5

 Microsoft Authenticator settings 6

In order to set up the two-factor authentication (hereinafter 2FA) for the first time or add a new authentication method, you have to log in to your Office365 account by visiting the following web:

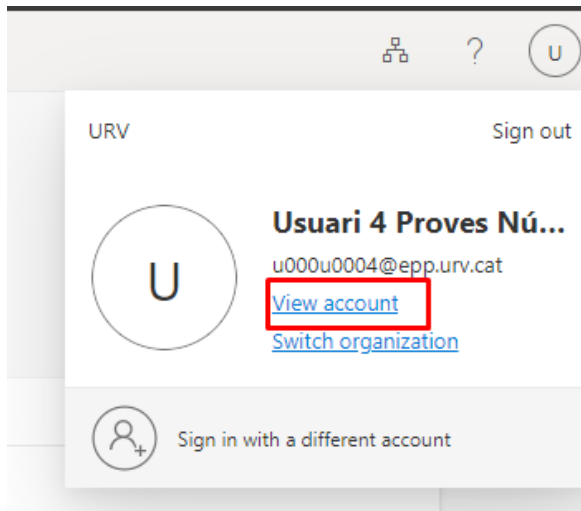
<https://virtual.urv.cat>

The screenshot shows a web browser window with the URL https://login.microsoftonline.com/common/oauth2/authorize?client_id=00000002-0000-0ff1-ca00-000000000000&redirect_uri=https%3a%2f%2foutlook.office365.com%2f.... The page features a large background image of a classical painting. A white sign-in box is centered on the page. At the top of the box is the Universitat Rovira i Virgili logo and name. Below this, the text "Sign in to continue to Outlook" is displayed. A text input field contains the email address "nif@epv.urv.cat". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". A blue "Next" button is positioned to the right of the input field. At the bottom of the box, a note states: "The username is your NIF/NIE/passport with domain @epv.urv.cat. Example: 12345678-P@epv.urv.cat". Below this note is a link for "Sign-in options".

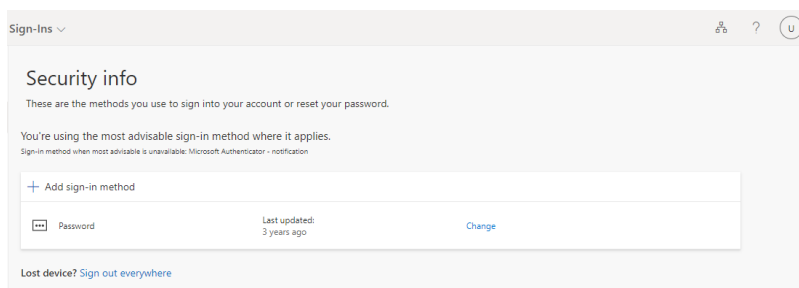
You have to sign in by inputting your username followed by the domain @epv.urv.cat, as indicated.

The screenshot shows the same web browser window as the previous one, but the URL is now https://login.microsoftonline.com/common/oauth2/authorize?client_id=00000002-0000-0ff1-ca00-000000000000&redirect_uri=https%3a%2f%2foutlook.office365.com%2f.... The sign-in box is still centered, but the text "Sign in to continue to Outlook" has been replaced by "Enter password". The text input field now contains the word "password". Below the input field, there is a link for "Forgot my password?". A blue "Sign in" button is positioned to the right of the input field. The note at the bottom of the box remains the same: "The username is your NIF/NIE/passport with domain @epv.urv.cat. Example: 12345678-P@epv.urv.cat".

If you want to add a method, or if 2FA has not been activated in your account but you want to set it up in order to have it ready when 2FA is activated, log in and click on the user icon in the top right-hand corner of the screen. Then click on “View account”.



You have to go to the “Security info” section.



Only one method "Password" will appear. This method represents your password. Note: If you want to change the password to access all the Digital Services of the University, you have to do it inside the Change Password application: <https://oim.urv.cat/>

IMPORTANT:

- If you have ever set up a method, you will be required to use it at this point. If you have set up a mobile phone or a landline, please choose the defined method and follow the instructions.

If there is a phone number and you do not recognise it, please stop, contact the SAU (user service) and tell them what you are doing:

- Web application: (<https://sau.urv.cat/>)
 - Email: cau@urv.cat.
- The mobile phone or landline numbers entered in this section are used solely for setting up the 2FA at the URV.

Adding a method

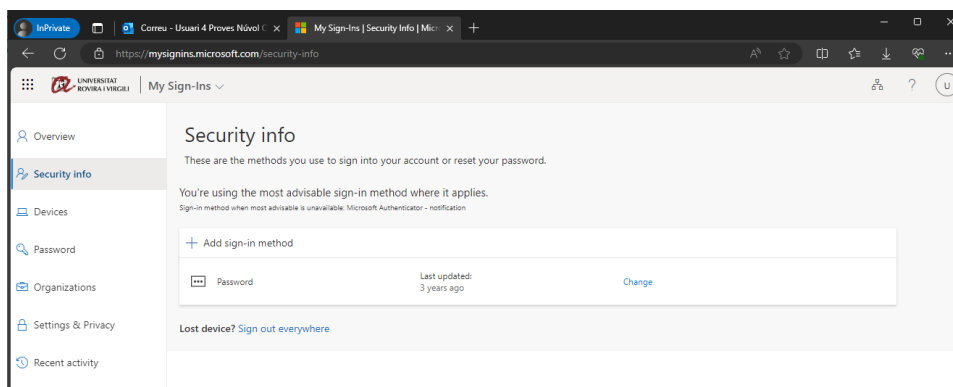
The URV recommends adding more than one 2FA method in the following order of priority:

- Authentication application on the mobile phone (preferred method)
 - o Microsoft Authenticator
- Desktop application (TOTP generator)
 - o 2fast (Windows) / KeePassXC (Mac)
- Mobile phone number (SMS) / Landline
 - o Warning: As from October 2023, Microsoft allows SMS or phone as an alternative method, which means that users are required to set up one of the two previous methods.

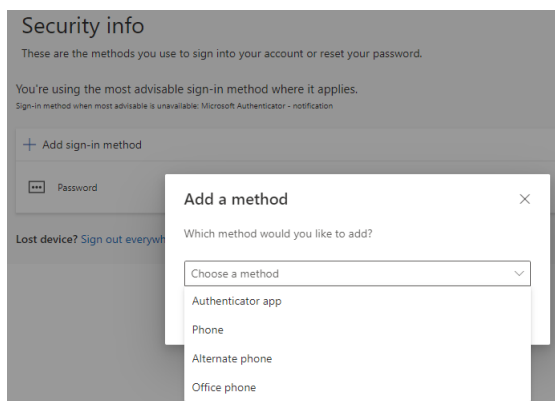
Please be aware that it is crucial to set up more than one method. So, for example, if one day the mobile phone application is not working (or you have forgotten or lost your phone), you will still be able to log in with 2FA through a desktop application, an SMS or a call to a landline.

Warning: If you do not have methods for a two-factor authentication you will not be allowed to access the application.

Click on “Add sign-in method” to add a new method.



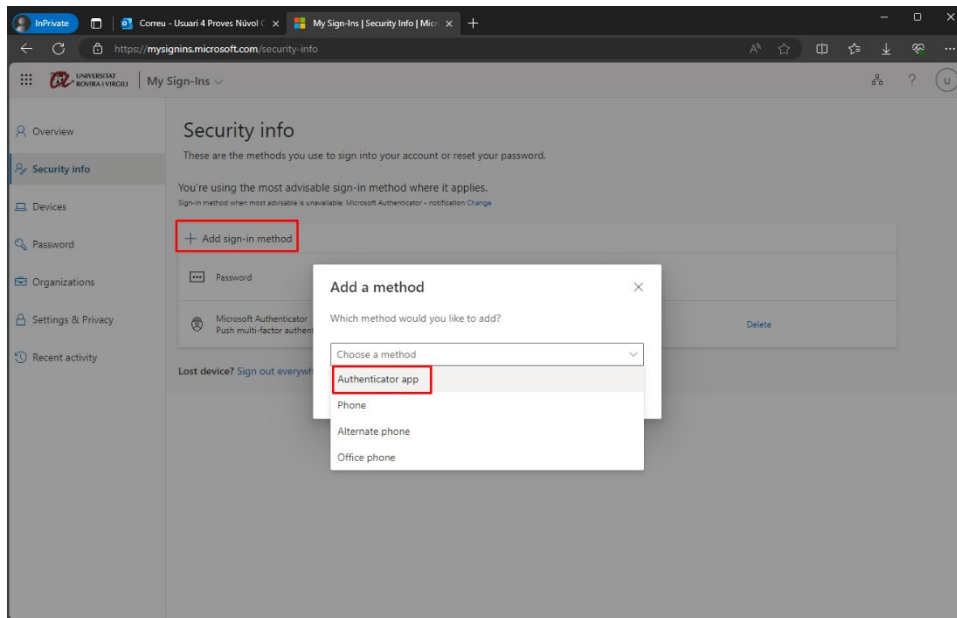
You are then prompted to choose a method from the drop-down menu.



Adding the method “Authenticator app” on mobile phone (preferred method)

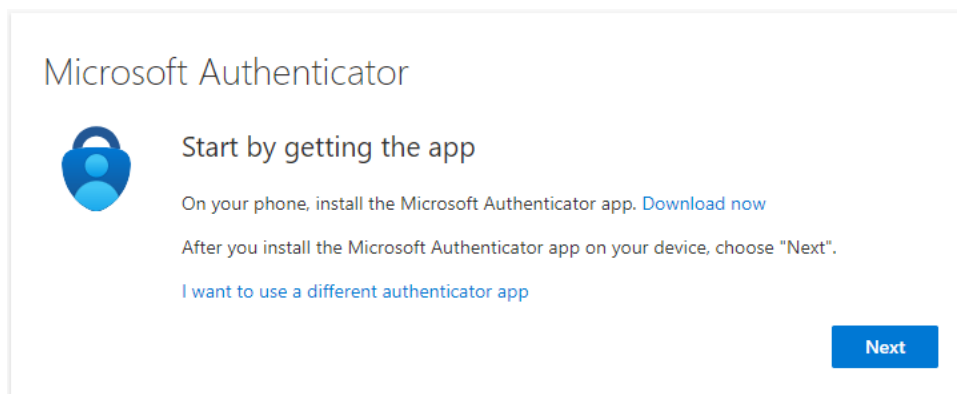
This method consists of having an application installed on your mobile phone. This application receives the access requirement and sends a push notification.

If we choose the “Authenticator app” method:



Installing Microsoft Authenticator

You will see the screen for downloading the application on your mobile phone. If you do not have “Microsoft Authenticator” on your phone yet, click on “Download now”.



Then you will see the download QR codes.



Google Play



App Store

Google Play:

<https://go.microsoft.com/fwlink/p/?LinkID=2168850&clcid=0x409&culture=en-us&country=US>

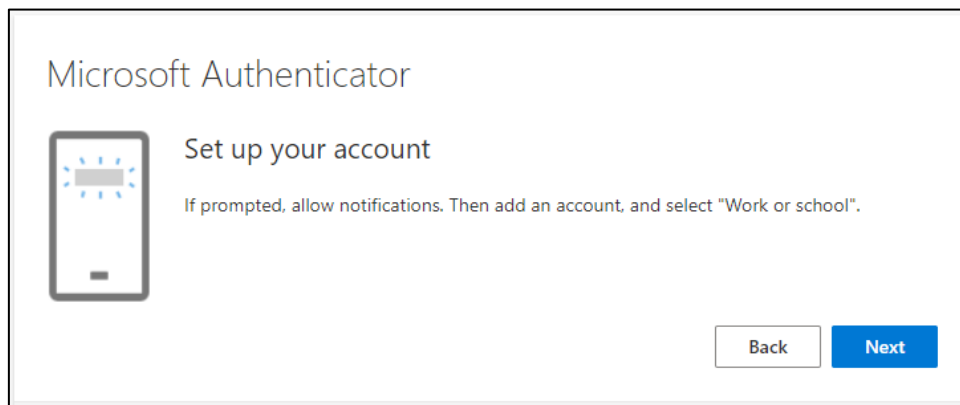
App Store:

<https://go.microsoft.com/fwlink/p/?LinkID=2168643&clcid=0x409&culture=en-us&country=US>

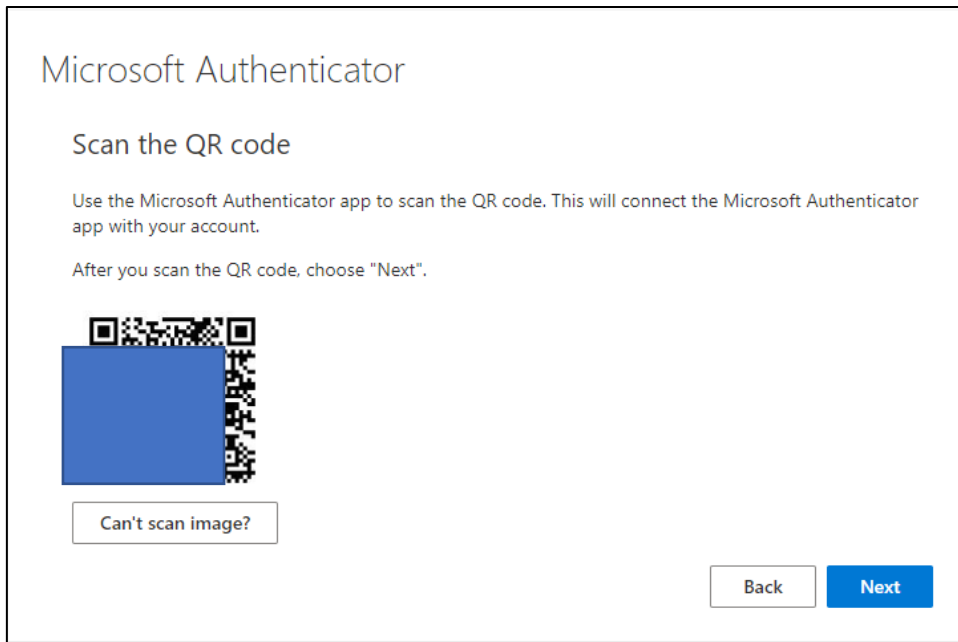
Note: If you prefer to use Google Authenticator, please select “I want to use a different authenticator app” and follow the instructions.

Microsoft Authenticator settings

With the app already installed on the phone, click on “Next”.



You will see a screen with a QR code.



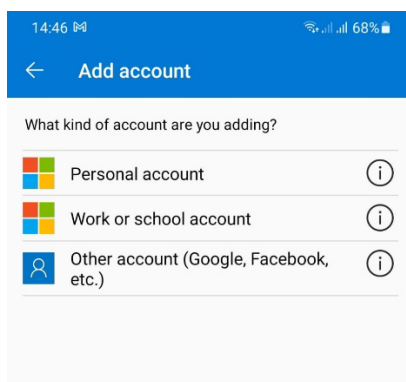
Now you have to scan this QR code with the Microsoft Authenticator app from your mobile phone.

Open the app on your phone:

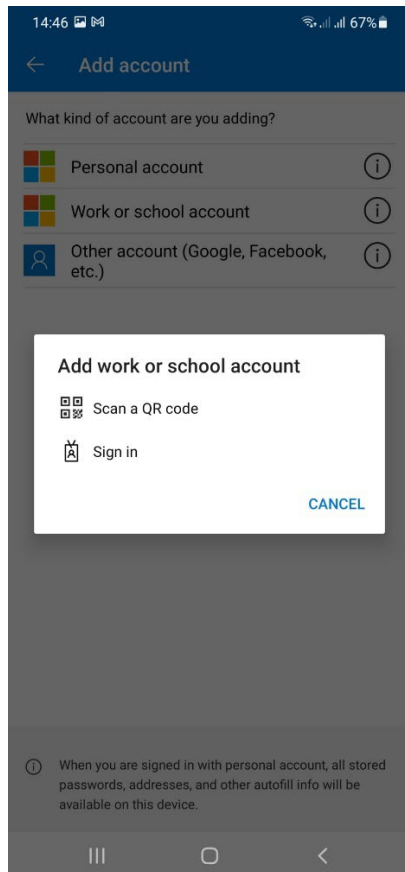
- Tap on the "+" symbol.



- Tap on "Work or school account".

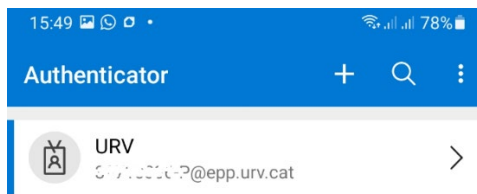


- Tap on "Scan a QR code".



Then, scan the QR code from your computer screen.

Once done, this method has been set up. You will see the account set up on your mobile phone. Before you can use it, though, you also need to try it out.



This is a very important step, as the method is not completely set up and cannot be used unless you have tried it out.

Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

56

Back

Next

Your mobile phone should show the action to approve the request, where you need to enter the indicated number.

Once you have completed this step, a new message will indicate that the procedure was successful.

Microsoft Authenticator



✓ Notification approved

Back

Next

Click on "Next" to finish the procedure.