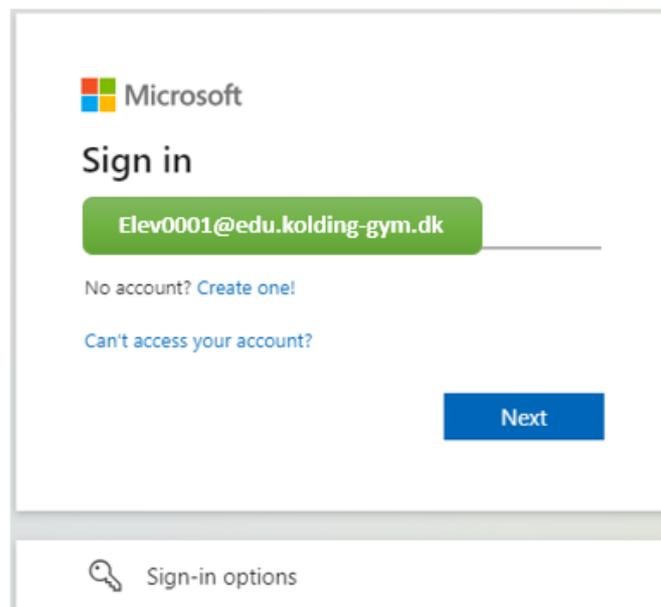


## Setup multifactor for Students at Office 365

Multifactor authentication for Office 365 is comparable to MitID – personal digital ID. Security is increased, by making it significant harder for others to get access to your Office 365 School account.

Visit <https://aka.ms/mfasetup> in Chrome, Safari, Firefox, or Edge.

Enter your school edu e-mail and press "Next". See the example below. Replace "elev0001" with your username for Lectio.



Microsoft

### Sign in

Elev0001@edu.kolding-gym.dk

No account? [Create one!](#)

[Can't access your account?](#)

Next

Sign-in options

Enter again your school edu e-mail, if it's not already filled out, and your password. Select **"Sign in"**

# IT-Center Fyn

Sign in with your organizational account

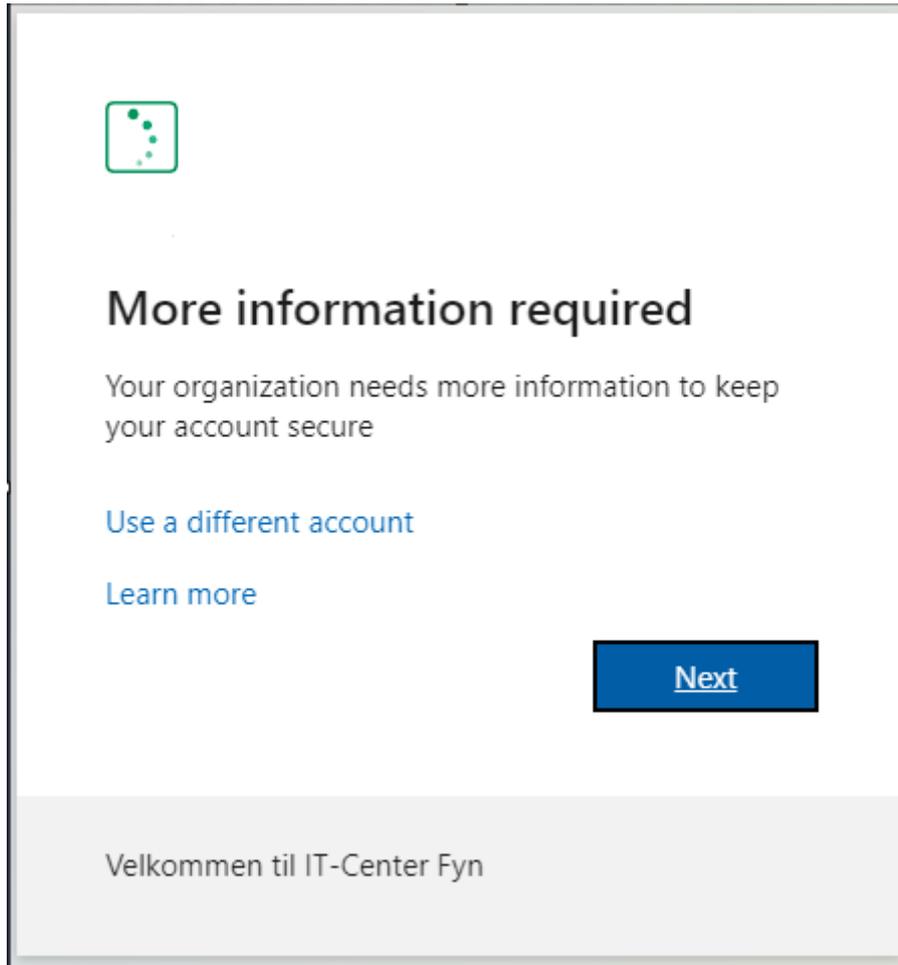


Elev0001@edu.kolding-gym.dk

Password

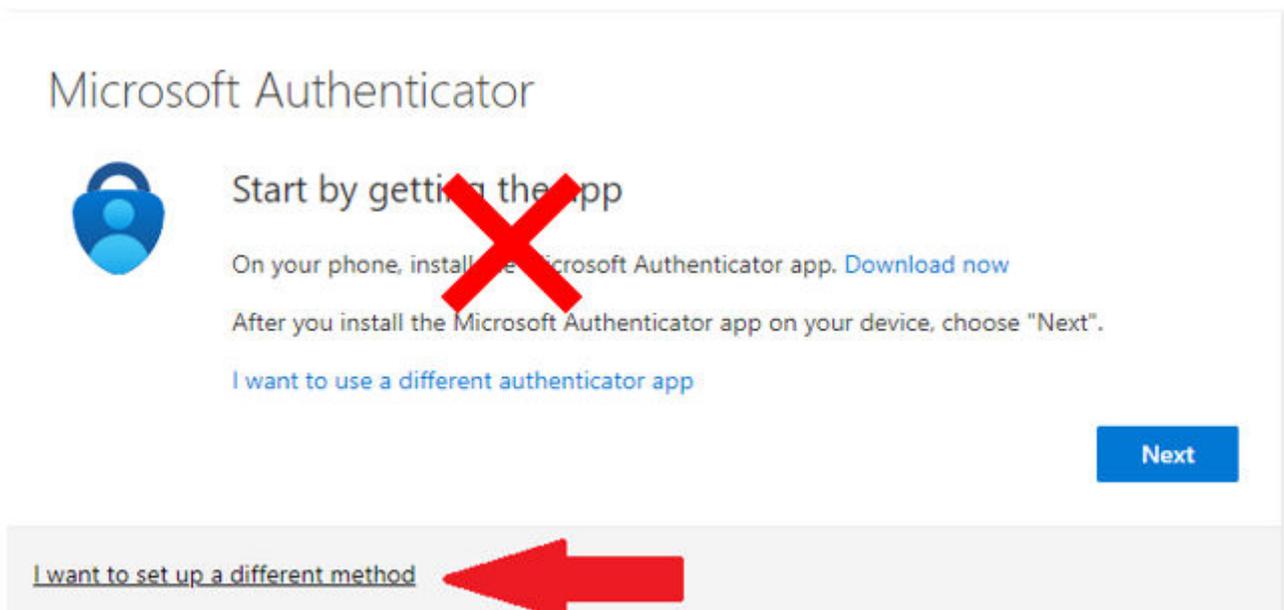
Sign in

On the new page asking for More information required, select **“Next”**



At the following page, you are presented with the option to setup multifactor authentication with the Microsoft Authenticator app. We recommend though, for ease of use, to use text messages via SMS.

Select **“I want to set up a different method”**



At the following popup Choose a method, select **“Phone”** and then select **“Confirm”**

### Choose a different method ×

Which method would you like to use?

Cancel

Confirm

### Choose a different method ×

Which method would you like to use?

Cancel

Confirm

Now choose **“Denmark (+45)”** from the list and enter your mobile number, where you can receive a text message. Select **“Next”**. If your number is from another country, select the correct country.

## 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?

Enter phone number

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](#)

You will now receive a code in a text message. Enter the code in the field “Enter code” and select “Next”

## Phone

We just sent a 6 digit code to +45 3 2. Enter the code below.

Enter code

[Resend code](#)

Back

Next

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

At last, you will receive a message, that your phone has been registered. Select “Next” and then “Done”

## Phone

 Verification complete. Your phone has been registered.

Next

Your Office School account is now configured with multifactor authentication. If you login from a new machine, you will be asked for an extra code, which you receive in a text message.