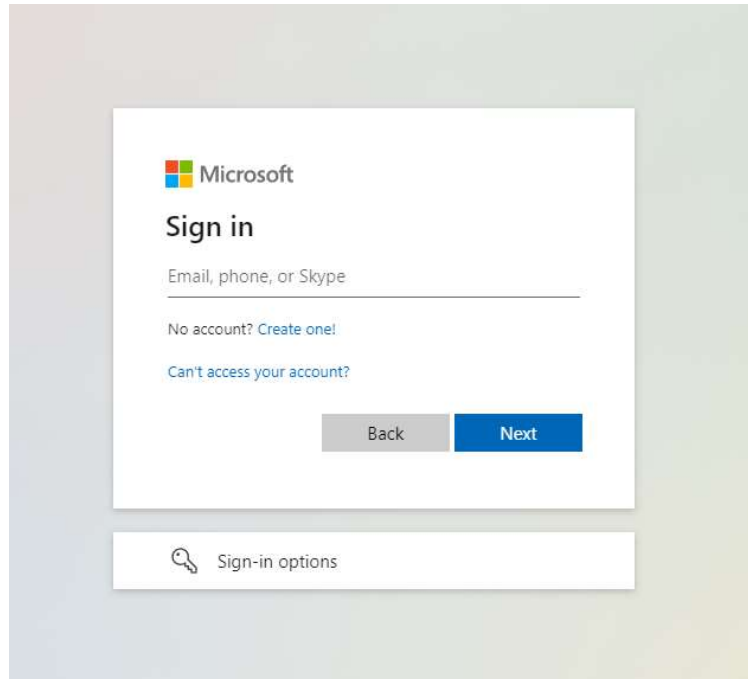


Setting up Microsoft M365 multifactor authentication

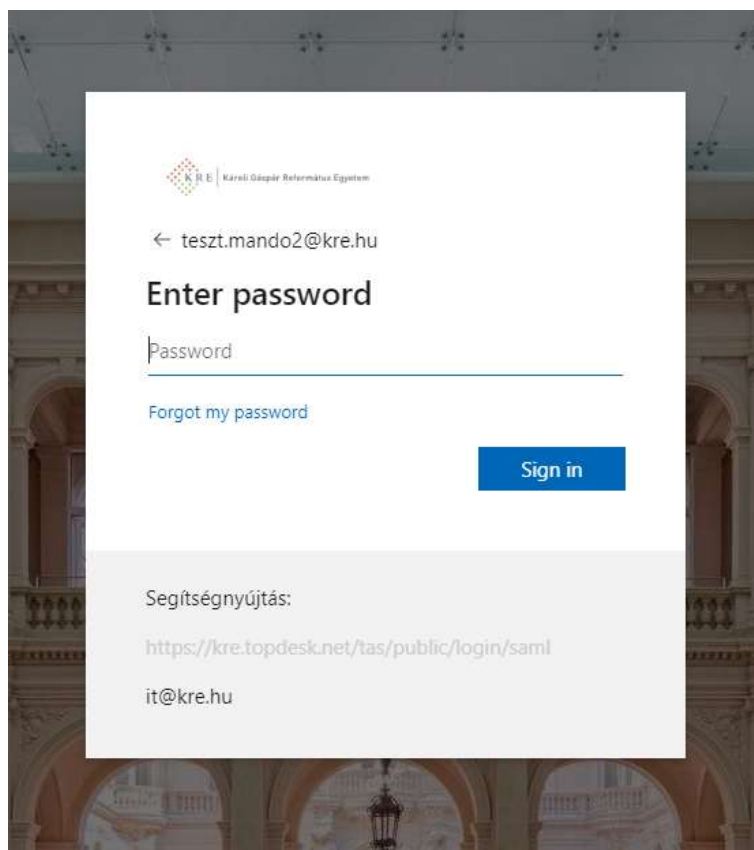
This document will guide you through setting up multi-factor authentication in Microsoft 365.

Please open <https://portal.office.com> in a browser.

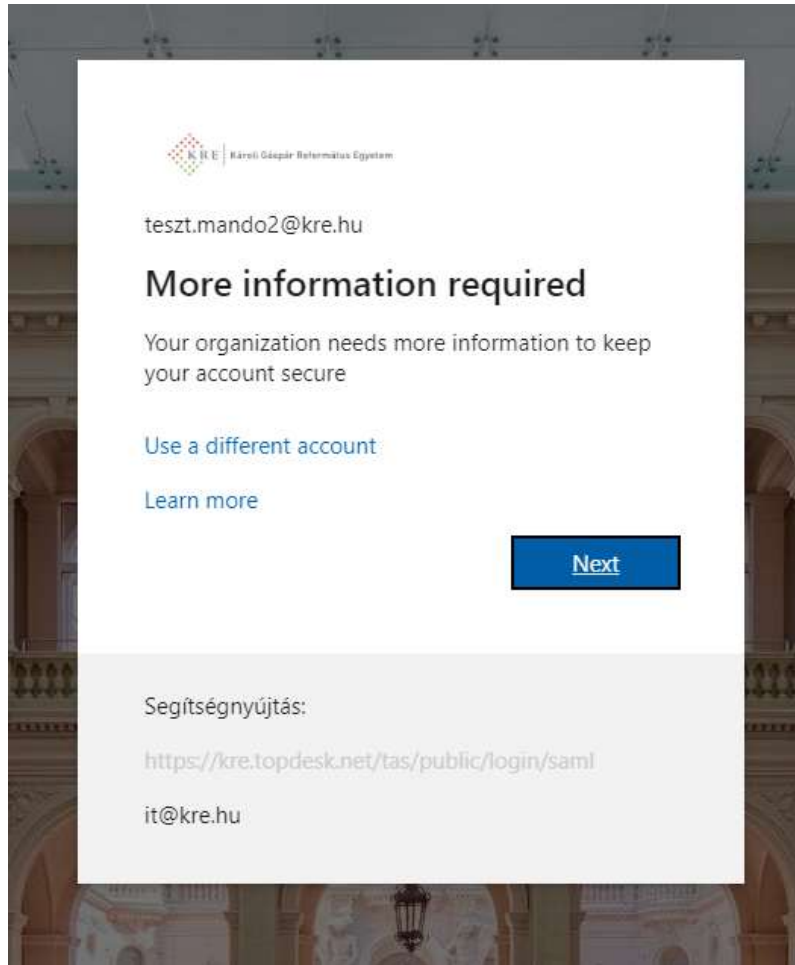
Type in your email address in the following format: „**firstname.surname@kre.hu**”, then the same password you use in Neptun:



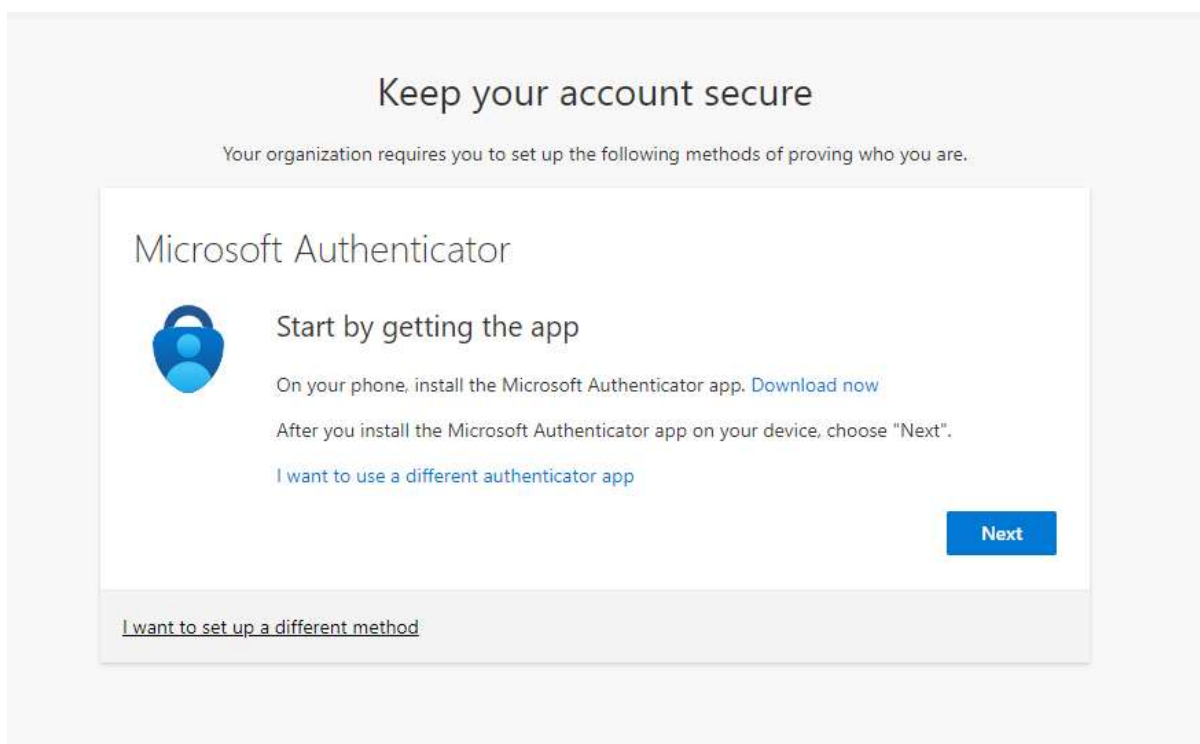
Click on **Sign In**:



Then **Next**:



Next again:




Download the **Windows Authenticator** app on your phone.

If done, click **Next** in your browser:

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".

BackNext

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

Keep your account secure


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".

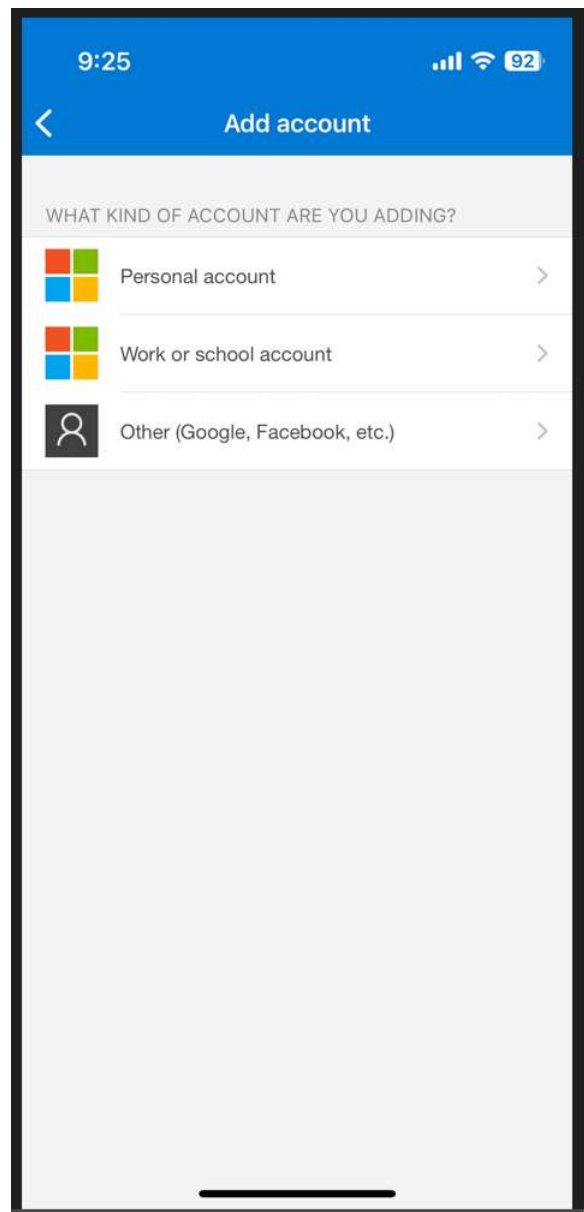
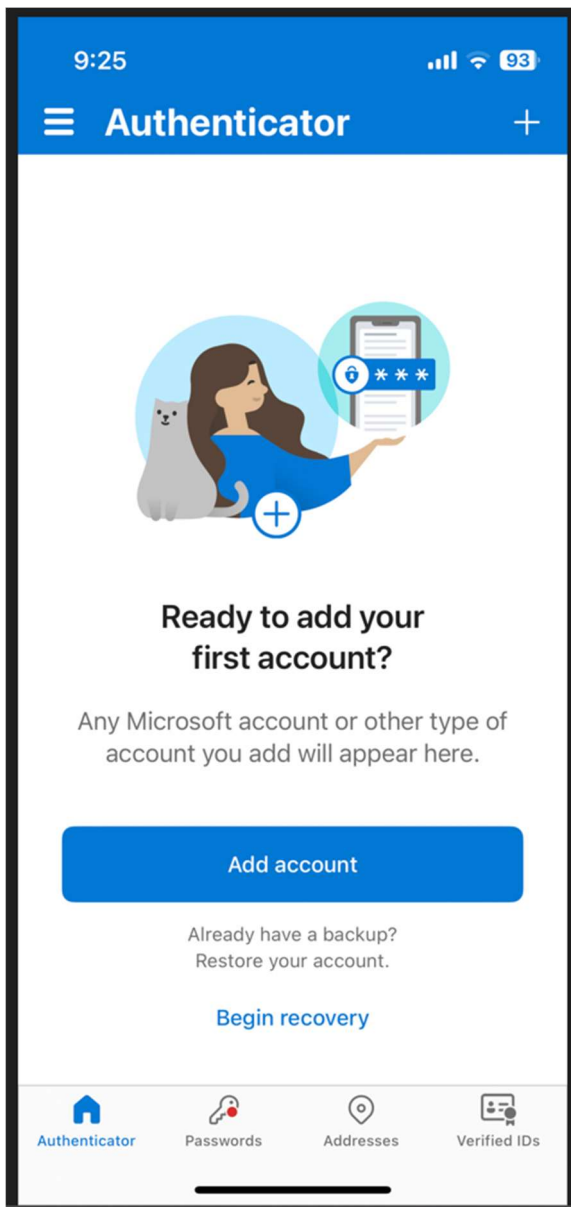


Can't scan image?

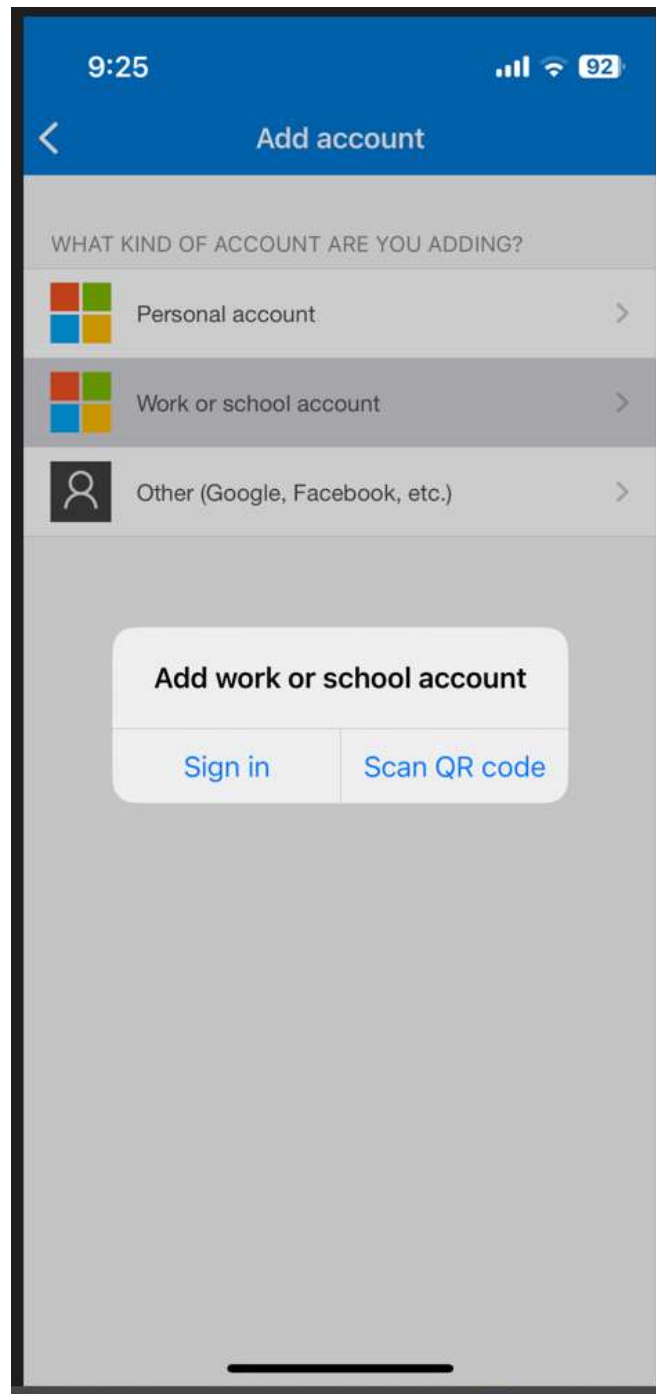
BackNext

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

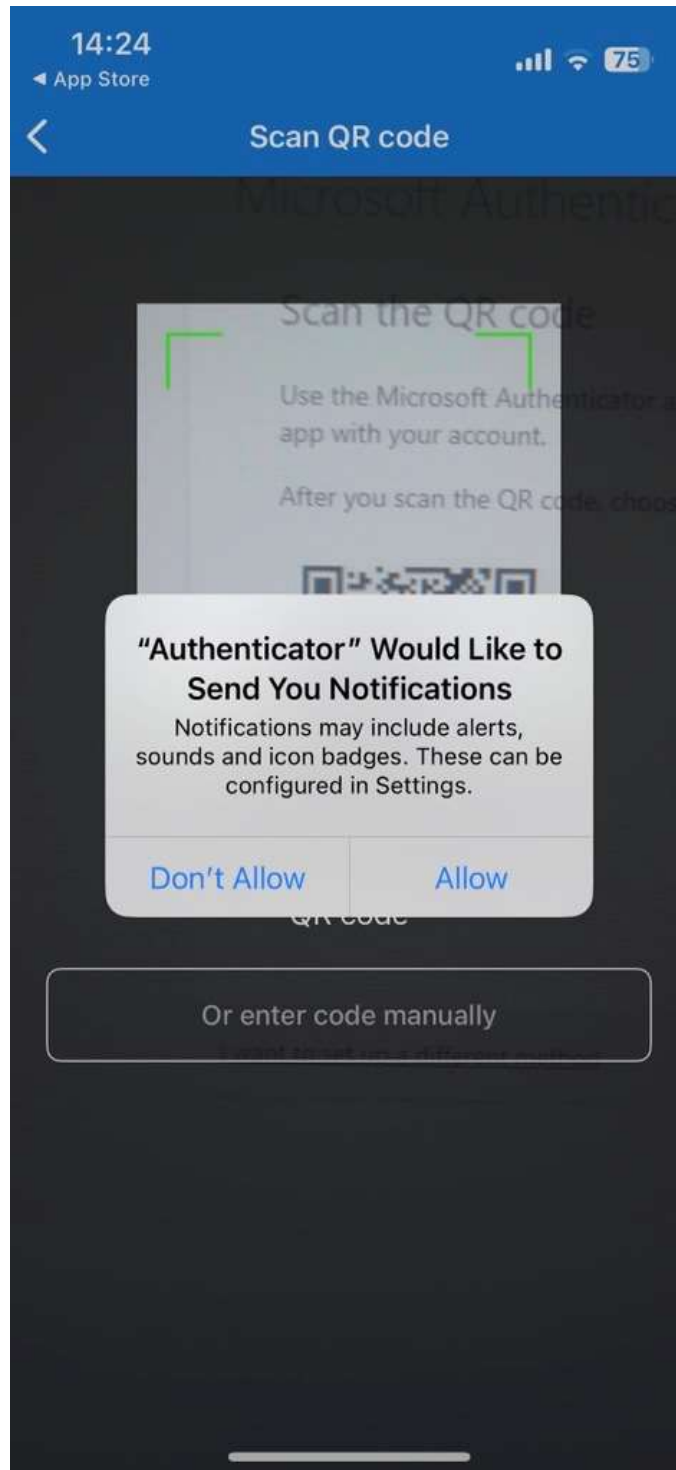
Open the Authenticator app. Select **Add account** then **Work or school account**:



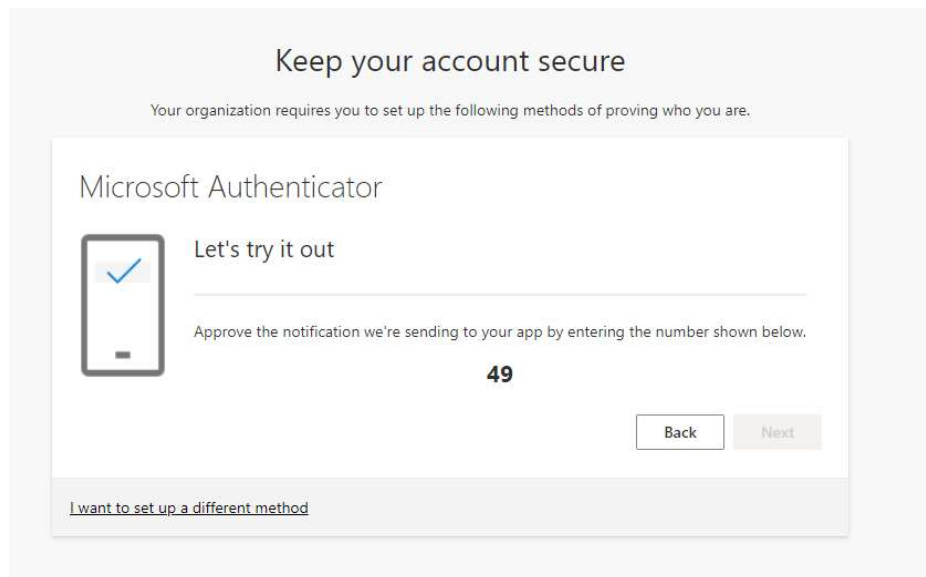
Select **Scan QR code**:



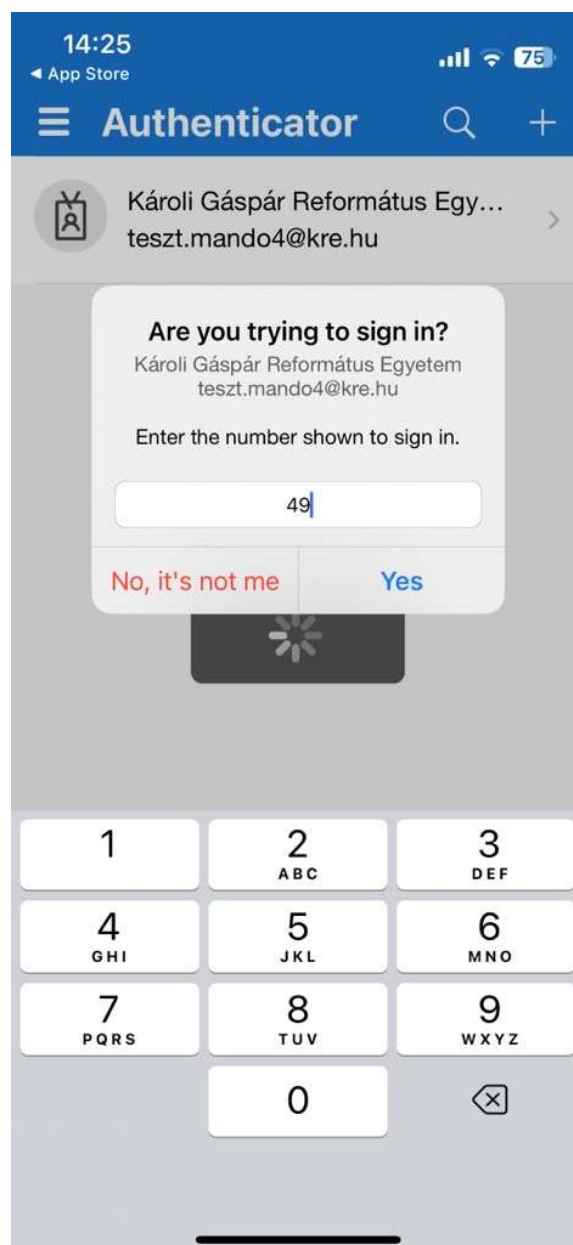
Scan the QR code in your browser with your phone camera. Then **Allow** push notifications.



Test the app. Click on **Next**:



Type in the number you see on the screen into your phone:




If the test was successful you will see this in your browser:

Keep your account secure

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

Microsoft Authenticator



✔ Notification approved

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


Keep your account secure

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

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

 Microsoft Authenticator

[Done](#)

If you have **lost your mobile** phone or got a **new phone number**, please contact us via it@kre.hu and request your old mobile or number to be removed from the Microsoft portal. Then re-register your phone as explained above.