

Views: 9035

Multi-Factor Authentication (Mfa) / Two-Factor Authentication On

Dmjx

This guide is for at everyone at DMJX and describes how to set up two-factor authentication (Multi-Factor Authentication - MFA) on your login.

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Video – Installation And Setup Of Two- Factor Authentication (Microsoft

Authenticator)

Not produced yet. Coming later.

Written

Instructions –

Installation And

Setup Of Two- Factor Authentication With Microsoft Authenticator

Note that setting up two-factor authentication requires that you use both your computer and mobile phone. Every time you must switch from computer to mobile or vice versa, it will be in the instructions.

You Will Now Need To Use Your Computer.

- Start by opening the webpage <https://aka.ms/mfasetup> from your computer and log in with your DMJX email and password (you may be prompted to type/select your DMJX email several times).



Sign in

██████████@dmjx.dk

No account? [Create one!](#)

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

Next



Sign-in options

- Select your account/write your email address and type your password.
- Select Next.
- More information is required now – Select “Next”



larsen@dmjx.dk

More information required

Your organization needs more information to
keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

- You will now see the window below on your computer.

Keep your account secure

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

Method 1 of 2: App



App

2

Phone

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

You Must Now Use Your Phone.

- On the mobile phone, you must download "Microsoft Authenticator" if you do not already have the app (Note that there are several apps that appear when you search for Microsoft Authenticator. The correct app is called Microsoft Authenticator and has the icon below)



You can find the direct link to Microsoft Authenticator in the Apple App Store [here](#)

You can find the direct link to Microsoft Authenticator in Google Play [here](#)

The QR code below is for Apple Store



- When you have installed the app – open it, approve the conditions for the app, and DO NOT click any more currently.
- You should have the image below on your phone.



Peace of mind for your digital life

Secure your accounts with multi-factor authentication.

 Sign in with Microsoft

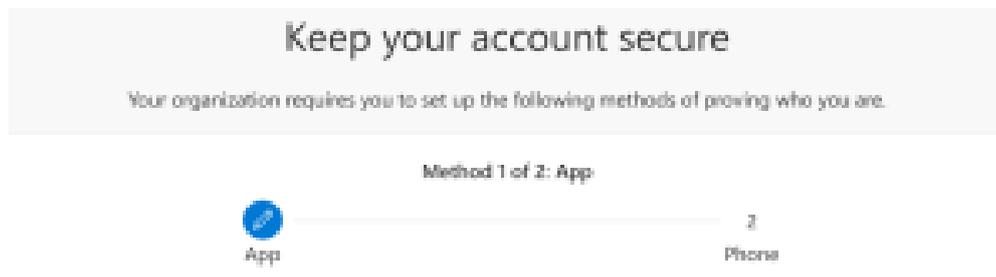
 Add work or school account

 Scan a QR code

You Will Now Need To Use

Your Computer.

Your computer should have the image below.



Keep your account secure

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

Method 1 of 2: App

App Phone

Microsoft Authenticator

 Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

- Select "Next" on the computer.

Keep your account secure

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

Method 1 of 2: App

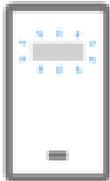


App

2:

Phone

Microsoft Authenticator



Set up your account

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

Back

Next

- Select "Next" again to set up your account - af selecting "Next" it will look like the image below.

Keep your account secure

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

Method 1 of 2: App



App

2

Phone

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

You Must Now Use Your Phone.

- Press the button "Scan a QR code".



Peace of mind for your digital life

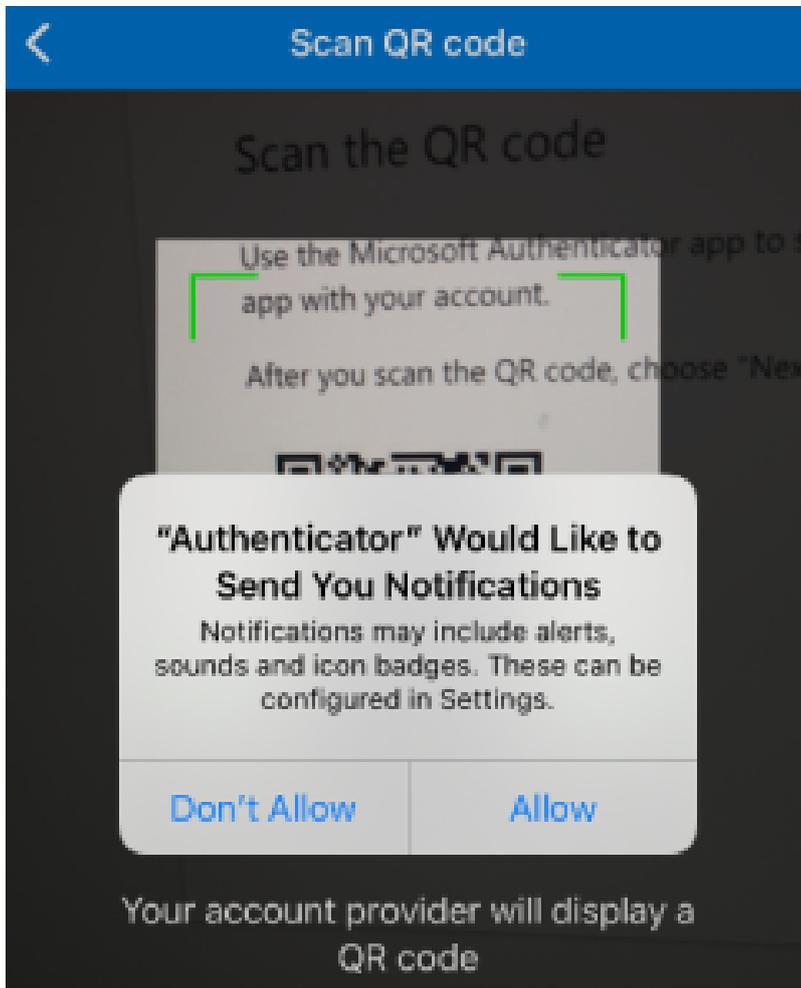
Secure your accounts with multi-factor authentication.

 Sign in with Microsoft

 Add work or school account

 Scan a QR code

- With the phone's camera, scan the QR code on your computer's screen (allow the "Authenticator" to access the Camera).
- Allow the app to send you notifications if you want to receive a notification every time you need to approve login to a Microsoft 365 solution.



- Your phone will now add your DMJX email to Microsoft Authenticator.

You Will Now Need To Use

Your Computer.

- Now click on “Next” on the screen as the image below.

Keep your account secure

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

Method 1 of 2: App

App Phone

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](#)

- You now have to try the two-factor authentication for the first time. You will see the image below and your phone will ask if you want to approve the login.

Keep your account secure

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

Method 1 of 2: App



App

2

Phone

Microsoft Authenticator



Let's try it out

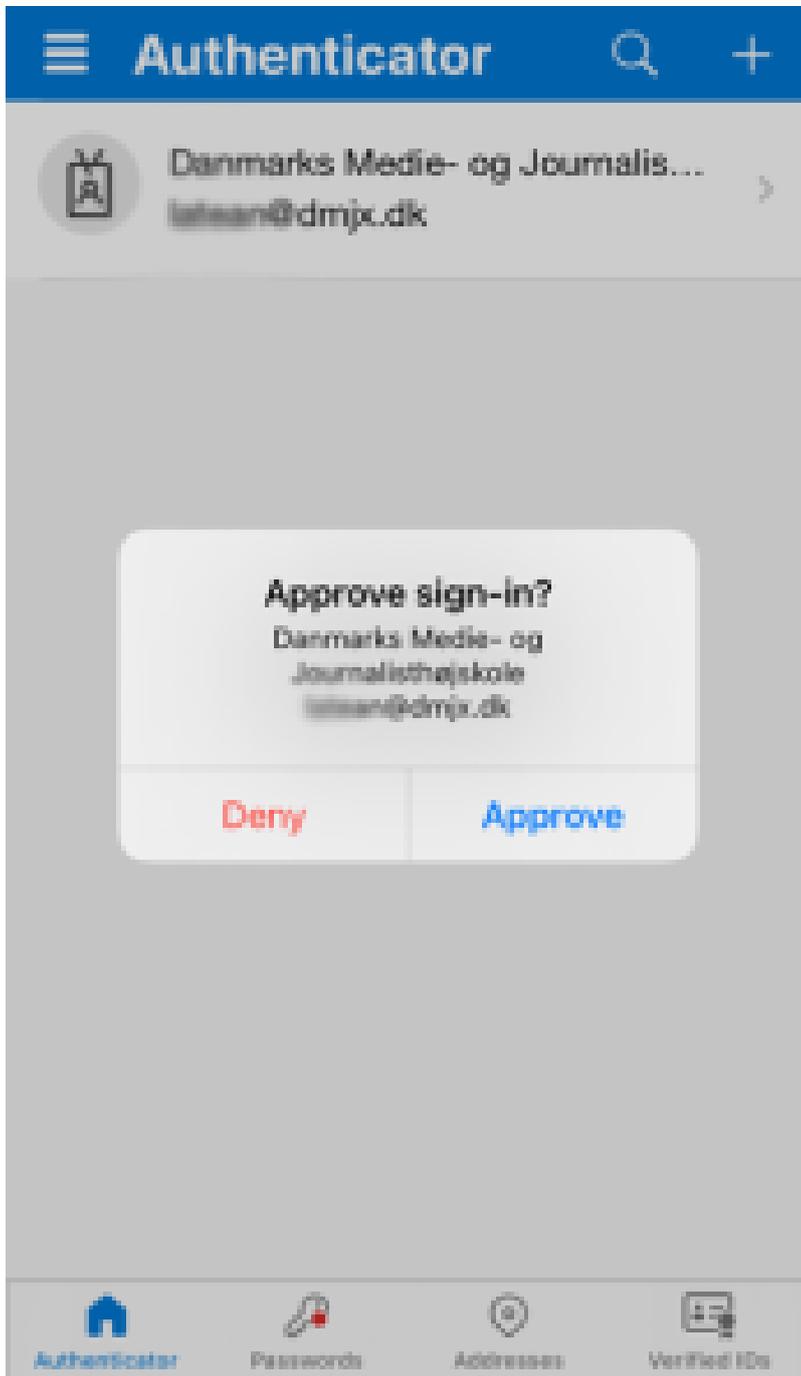
Approve the notification we're sending to your app.

Back

Next

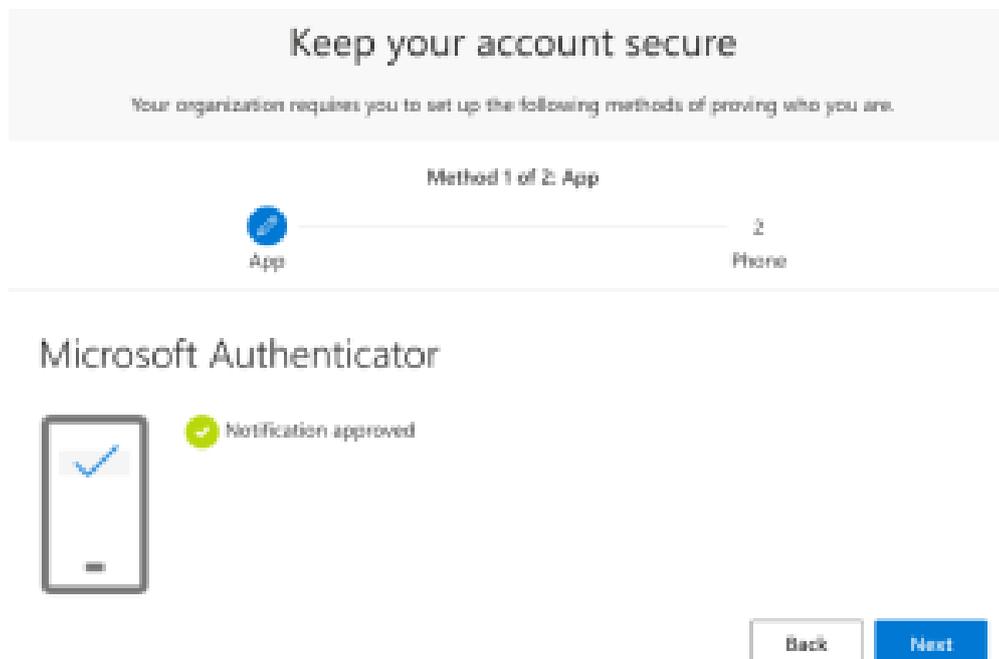
You Must Now Use Your Phone.

- Press "Approve" in the app on your mobile phone.



You Will Now Need To Use Your Computer.

You will see the image below on your computer.

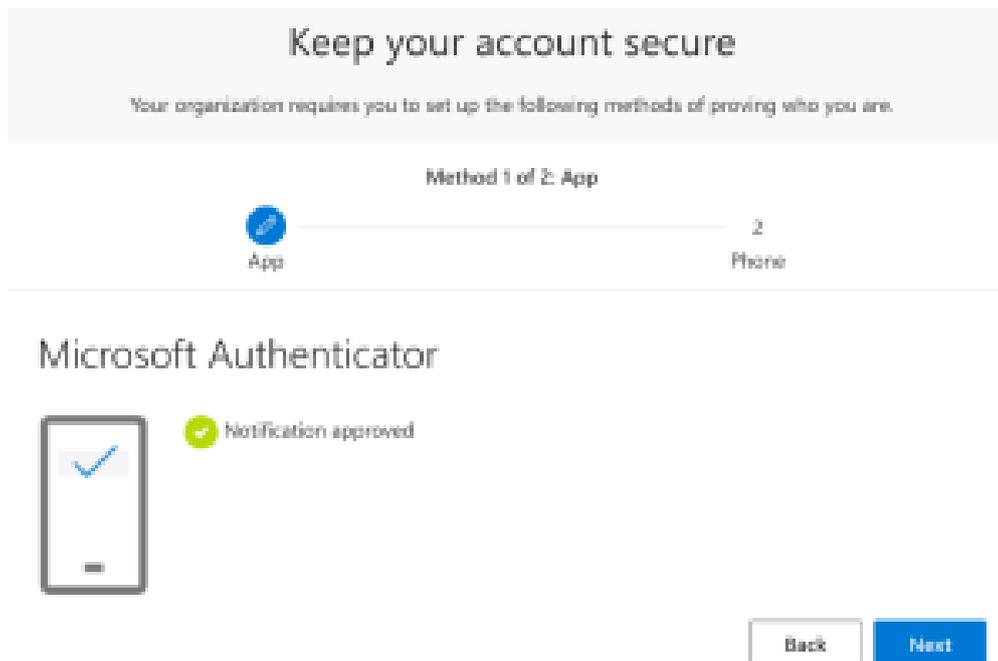


- Microsoft Authenticator is now set up. Your approval on the phone means that you approve on the phone that you can log on to the account on the computer - via a "two-factor authentication".

- You must now associate your mobile phone number with Microsoft Authenticator on

the computer.

- Therefore, click “Next” on your computer – where the image should look like the one below.



- Press Next
- You will now get the image below.

Keep your account secure

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

Method 2 of 2: Phone



App



Phone

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Text me 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

- In the above, select the correct country code for your Mobile phone number and fill in the desired mobile phone number.
- Tick "Send me a code by SMS".
- Click on "Next"

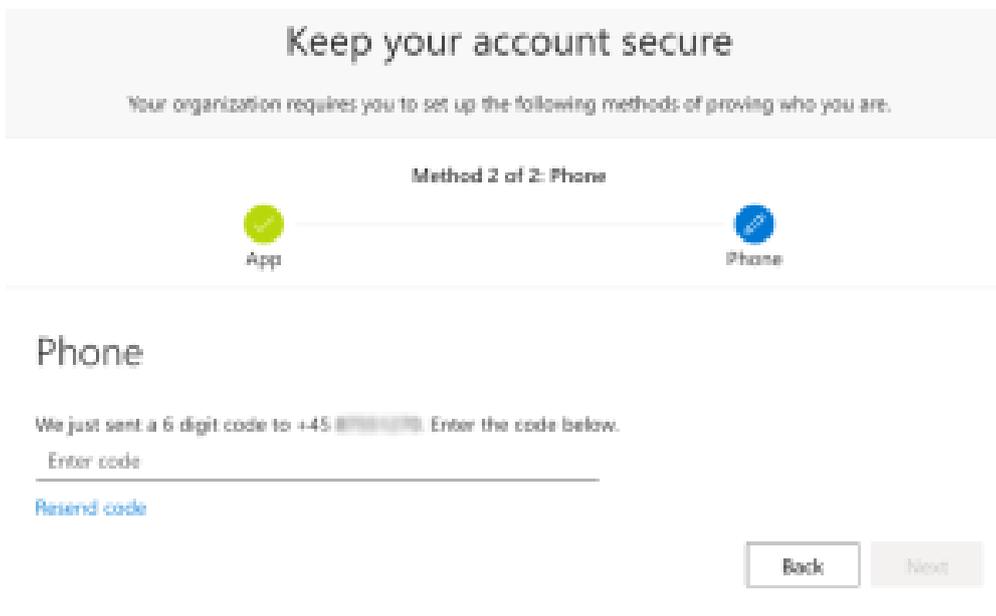
You Must Now Use Your

Phone.

- Microsoft Authenticator now sends an SMS with a code. Find the code on your phone.

You Will Now Need To Use Your Computer.

- Enter the code from the SMS on your computer – just like in the image below.



The screenshot shows a security setup screen with the following elements:

- Header:** "Keep your account secure" and "Your organization requires you to set up the following methods of proving who you are."
- Progress:** "Method 2 of 2: Phone" with a green checkmark under "App" and a blue checkmark under "Phone".
- Section:** "Phone" with the text "We just sent a 6 digit code to +45 87888888. Enter the code below."
- Input:** "Enter code" with a text input field.
- Link:** "Resend code" in blue text.
- Buttons:** "Back" and "Next" buttons.

- Once the code has been entered, select "Next"

Keep your account secure

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

Method 2 of 2: Phone



App



Phone

Phone



SMS verified. Your phone was registered successfully.

Next

- Two-factor authentication is then configured, and you can click “Next”
- You will then receive the confirmation as in the image below, and you can end the setup process by clicking “Done”.

Keep your account secure

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

Method 2 of 2: Done



App



Phone

Success!

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

Default sign-in method:



Phone
+45 8150 0000



Microsoft Authenticator
Phone



Microsoft Authenticator

Done

- You are now directed to a page at Microsoft where you can view your security information. You can close this window.

Using Microsoft

Authenticator

If you are not on the school network, you will be asked to validate/authenticate on the mobile phone to access Microsoft 365/mail.

If, on the other hand, you are on the school's network, you will not have to validate yourself/authenticate on the mobile phone - you can use your password instead.

However, there may be different scenarios in relation to when you must validate/authorize on your mobile phone, depending on whether the Microsoft 365 program/app you want to access allows you to postpone the next validation by 14 days on the individual unit.

The example below shows how Outlook on the computer asks you to approve your logon request.

If you get the image below when you try to log into e.g., Outlook, you must take your mobile phone and do as follows (Before you pick up your phone, you may want to put a tick in "Don't ask me again before 14 days"/"Don't show this again" on the computer if you want to postpone the next validation by 14 days/ Don't show this again):



l@lean@dmjx.dk

Stay signed in?

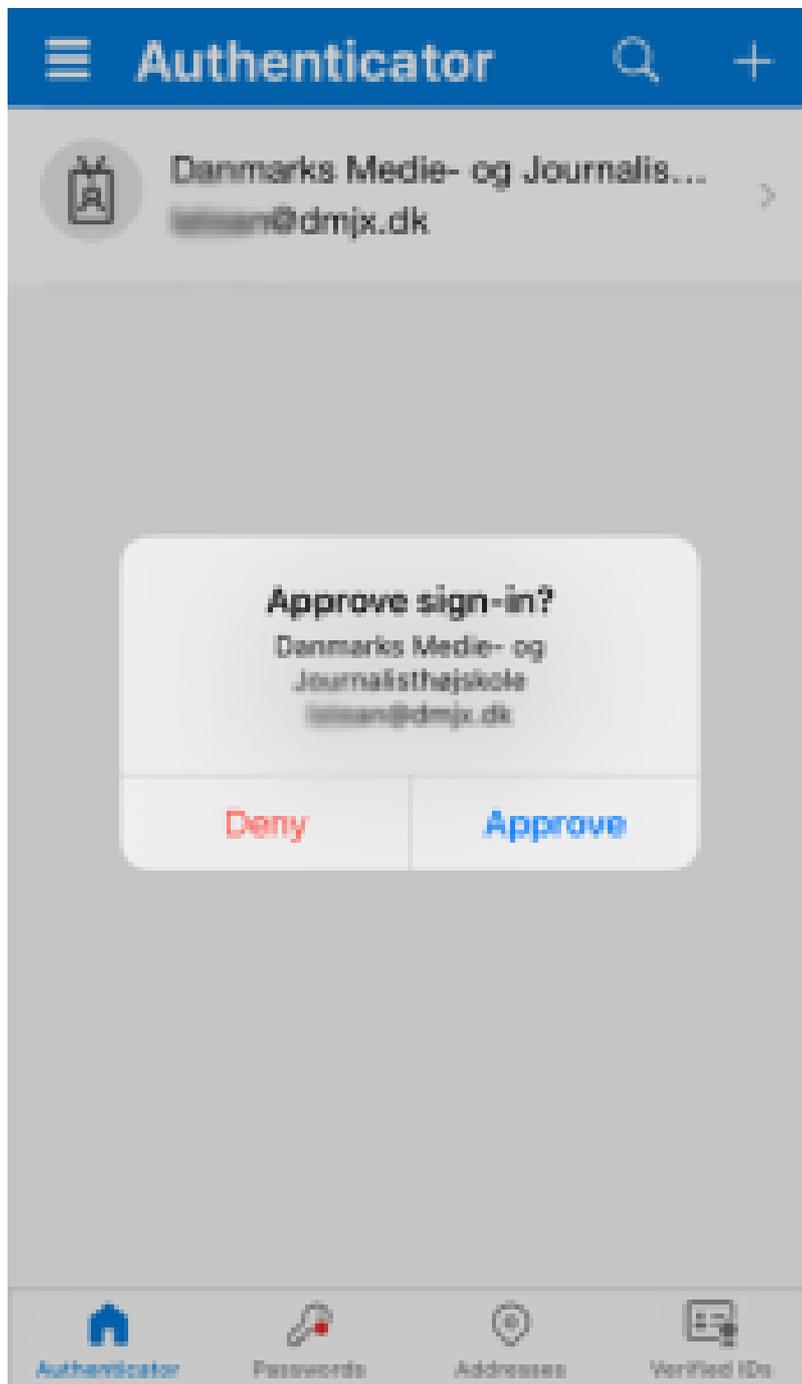
Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

- Open Microsoft Authenticator on your mobile phone.
- Approve in the app



- You will now be logged into the app on your computer.

Add An Account To Microsoft Authenticator

If you already have Microsoft Authenticator installed, you can add your DMJX account to Microsoft Authenticator. You can do this in the following way:

You must be on the phone now:

1. Open and login into your Microsoft Authenticator
2. Click on the plus-sign in the upper right corner.
3. Select "Work- or school account".
4. A few options will then open - choose none of them now but continue on the computer. At some point you will be asked to use the phone again, and here you can press "Scan QR code" on your phone. It is important that when you have to scan a QR code in connection with setting up Multifactor authentication, that it is done from within the Microsoft Authenticator app.

You should be on your computer now:

5. Open this link: <https://aka.ms/mfasetup> (it opens to install two-factor authentication at Microsoft)
6. Login with your DMJX username and code
7. You will now be guided through the process of setting up Multifactor authentication on your DMJX account. You can follow the instructions on your computer. If you need help, you can also follow the instructions we have made at DMJX - [see it here >>](#)

Delete A Microsoft Authenticator Account On Your

Phone

If you need to delete your DMJX account from Microsoft Authenticator, you can see how here.

1. Open and login into your Microsoft Authenticator
2. Select the account from DMJX – it is probably called “Danmarks Medie- og journalist...” and shows your email address.
3. When you are in your account, you will see a gear in the upper right corner. Press it.
4. Select “Remove account”
5. Confirm that you want to delete the account.
6. Your account from DMJX has now been removed from your phone.