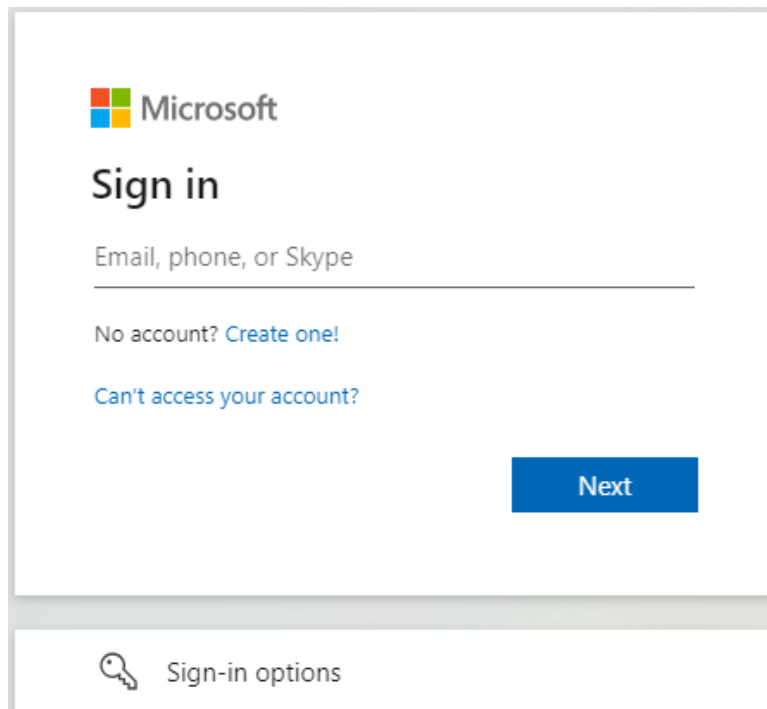


## Set up multifactor for Students at Office 365

Multifactor authentication for Office 365 is comparable to MitID – personal digital ID. Security is increased, by making it significantly 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.norreg.dk** e-mail and select **“Next”**

A screenshot of the Microsoft sign-in page. At the top is the Microsoft logo. Below it is the text "Sign in". There is a text input field labeled "Email, phone, or Skype". Below the field are two links: "No account? Create one!" and "Can't access your account?". A blue "Next" button is on the right. At the bottom, there is a section titled "Sign-in options" with a key icon.

Again, enter your school **@edu.norreg.dk** e-mail and your password. Select **“Sign in”**



Sign in with your organizational account

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



## More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

Velkommen til IT-Center Fyn

On the following page, you are presented with the option to set up 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"**

## 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](#)

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



At the following pop-up 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 the end, 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 log in from a new device, you will be asked for an extra code, which you receive in a text message.