

# To set up multi-factor authentication for YCU mail

(Recommended setting for faculty and staff)

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## 0. Abstract

- 1) From late January 2019, **multi-factor authentication** (\*1) will be necessary for using YCU-mail outside the campus.

\*1 Multi-factor authentication is a method of authentication that requires multiple elements for identity verification when logging in.

Compared with the traditional authentication only by using ID and password, it provides a stronger level of security. It is an effective authentication method as a counter measure against unauthorized access from outside and spoofing.

- 2) In starting to use multi-factor authentication, you have to **set up your account (registering your phone number)** by yourself, regardless of whether you use YCU-mail inside or outside the campus (\* 2).

\*2 After setup, the following points should be remembered for smartphone users. Using YCU-mail via Wi-Fi with the university's wireless LAN (YCUWL) will be treated inside the campus. Using with a carrier line (such as LTE) will be treated outside the campus.

- 3) (For the existing users before January 2019)

The date of changeover to multi-factor authentication differs for each user during the period, from the end of January 2019 to the beginning of March 2019. Everyone will be notified by e-mail 3-7 days prior to the changeover date. After the changeover date, you cannot log in to YCU-mail (Office 365) unless you complete setting up your account (registering your phone number) for multi-factor authentication. Also, setting up your account (registering your phone number) can be done outside the campus.

- 4) This manual is recommended setting for faculty and staff. If you want to know other setting and more detailed explanation, please check the following URL link destination.

【多要素認証関連】特設ページ (in Japanese language only)

<http://www-user.yokohama-cu.ac.jp/~ictpromo/index.php/mfa/>

# 1. Set up your account (registering your phone number)

## ▪ Display initial setting screen

In this university, multi-factor authentication is necessary when logging in to Office 365. First, all users have to set up their own account in the following procedure.

- ① Visit the Office 365 URL “ <http://portal.office.com/> “ and enter your username and password, and click "Next" when the following screen is displayed.



\* The following pages are an explanation for smartphone users. Feature phone users or fixed-line phone users can confirm the details from the following URL.

【多要素認証関連】 特設ページ (in Japanese language only)

<http://www-user.yokohama-cu.ac.jp/~ictpromo/index.php/mfa/>

• Select your authentication method "Authentication phone"

• Choose option "Text code to my authentication phone"

This is an authentication method in which 6-digits code is sent by short mail (SMS) to the authentication phone whose number you registered.

The phone number to be registered can be either of the following.

- Japanese phone number format, starting from 0 (e.g. 03-1234-5678)
- International phone number format, starting with country code (e.g. 813-1234-5678)

\* Text messages are sent by short mail (SMS), so you cannot choose the option with fixed-line phones.

① On the PC, select the options as shown below and click "Next".



② 6-digits numeric code will be sent to your authentication phone by short mail (SMS). Enter the code into the text box of the screen below and click "confirm".



- ③ You'll get an app password (application password).  
Click "Finish" to complete the setting of the multi-factor authentication method.

\* You have to use app password (application password) ,when using mail software applications other than Outlook2016 (Outlook2013, Thunderbird, etc.), and when selecting connection methods other than Exchange (POP, IMAP, etc.) with Outlook2016 (For details, see "4.6 Outlook2016 のメールの接続の種類の確認 (in Japanese language only)").

\* App password is displayed only once. Choose the copy icon to copy the password to your clipboard. Save it to Notepad etc. for using afterward.



When using YCU mail inside the campus, setting is completed.

In the following pages, we will describe  
how to use YCU mail outside the campus.

## 2. When using YCU mail in your web browser outside the campus

Explain it on the screen of a typical Web browser "Microsoft Edge".

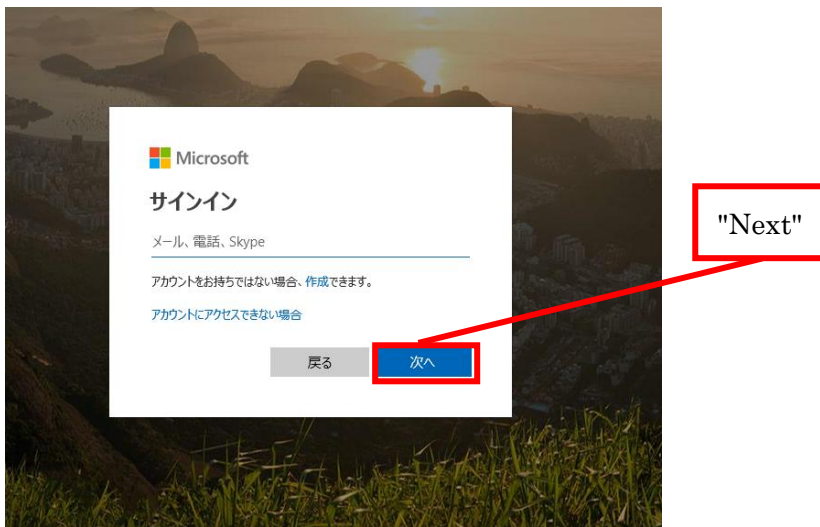
- **Display Office 365 sign-in screen**

Visit to the following URL and display the Office 365 sign-in screen.

<http://www.outlook.com/yokohama-cu.ac.jp>

- **Authenticate with Office 365**

① Enter your YCU mail address on the Office 365 "Sign in screen" and click the "Next" button.



② Enter your password on the "Enter Password" screen then click the "Sign in" button.

③ After a text message (short mail) is sent to your authentication phone, enter the 6-digit verification code you received in the text box and click on "Verify". The mailbox screen will be displayed automatically.



\*1 If you check "Do not display this message for the next 60 days", you can skip multi-factor authentication when you sign-in with the same browser on the same device. After 60 days have elapsed, multi-factor authentication must be done again.

### **3. When using YCU mail with your mailer outside the campus**

Refer to the following user manual part according to the mailer you are using. To check the version of Outlook you are using, go to the following URL

[http://www-user.yokohama-cu.ac.jp/~ictpromo/wp-content/uploads/2019/01/mfa\\_4.5.pdf](http://www-user.yokohama-cu.ac.jp/~ictpromo/wp-content/uploads/2019/01/mfa_4.5.pdf)

(In Japanese language only)

#### **1. Outlook2016 (Exchange connection)**

[http://www-user.yokohama-cu.ac.jp/~ictpromo/wp-content/uploads/2019/01/mfa\\_3.1.pdf](http://www-user.yokohama-cu.ac.jp/~ictpromo/wp-content/uploads/2019/01/mfa_3.1.pdf)

【Reference】User Manual "3.1.1.1 「認証用電話」 — 「テキストメッセージでコードを送信する」を選択した場合"

\* After "3.1 Outlook2016" manual opens, please refer only to 3.1.1.1.

#### **2. Outlook2016 (POP connection or IMAP connection)**

[http://www-user.yokohama-cu.ac.jp/~ictpromo/wp-content/uploads/2019/01/mfa\\_3.1.pdf](http://www-user.yokohama-cu.ac.jp/~ictpromo/wp-content/uploads/2019/01/mfa_3.1.pdf)

【Reference】User manual "3.1.1.6 POP または IMAP 接続の場合"

\* After "3.1 Outlook2016" manual opens, please refer only to 3.1.1.6.

\* Please note that the procedure differs between POP connection and IMAP connection.

#### **3. Outlook 2013 (those using versions of Outlook 2013 or earlier)**

[http://www-user.yokohama-cu.ac.jp/~ictpromo/wp-content/uploads/2019/01/mfa\\_3.2.pdf](http://www-user.yokohama-cu.ac.jp/~ictpromo/wp-content/uploads/2019/01/mfa_3.2.pdf)

【Reference】User manual "3.2 Outlook2013"

#### **4. Thunderbird**

[http://www-user.yokohama-cu.ac.jp/~ictpromo/wp-content/uploads/2019/01/mfa\\_3.3.pdf](http://www-user.yokohama-cu.ac.jp/~ictpromo/wp-content/uploads/2019/01/mfa_3.3.pdf)

【Reference】User manual "3.3 Thunderbird "

#### **5. MacMail**

[http://www-user.yokohama-cu.ac.jp/~ictpromo/wp-content/uploads/2019/01/mfa\\_3.4.pdf](http://www-user.yokohama-cu.ac.jp/~ictpromo/wp-content/uploads/2019/01/mfa_3.4.pdf)

【Reference】User manual "3.4 MacMail "

### **4. Contact (temporary)**

Please contact the below for any questions.

TEL:045-787-2340／2341 (In Japanese language only)

E-mail: [ycumfa@yokohama-cu.ac.jp](mailto:ycumfa@yokohama-cu.ac.jp)

9:00 to 17:00 only on weekdays