

# To set up multi-factor authentication for YCU mail

(Recommended setting for students)

April 2019

Yokohama City University ICT Promotion Division

## 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) After setting up your account (registering your phone number) is completed, install and setup the Outlook application (mailer software) so that you can immediately find newly arriving e-mail with your smartphone. (\*3)

\*3 Once you verify your account as multi-factor authentication with the Outlook application for smartphones, authentication information is retained for 60 days. Re-authentication is required every 60 days.

- 5) This manual is recommended setting for students. 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)

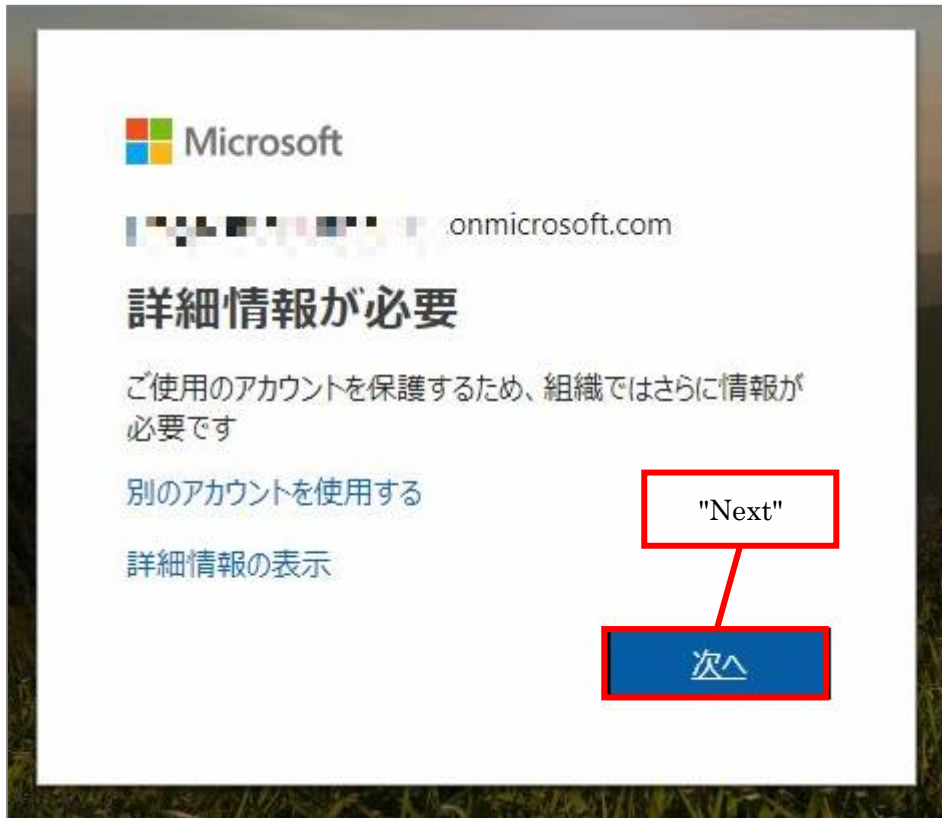
<http://www-user.yokohama-cu.ac.jp/~ictpromo/index.php/mfa/>

# 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.

\* App password is not necessary when setting the Outlook application for smartphone. If you don't use a mailer software on PC or tablet, click "Finish".



## 2. Set up the Outlook app for smartphone (iOS / Android)

Set up the Outlook application (mailer software) according to the following procedure so that you can immediately find the notice and messages from the university, faculty and staff.

- \* Once you verify your account as multi-factor authentication with the Outlook application (mailer software), the authentication information is retained for 60 days. Re-authentication is required every 60 days.
- \* Although you can use YCU mail by accessing Web mail (Office 365) with your web browser (Chrome, Safari, etc.) on your smartphone, using the Outlook application for smartphones is recommended so that you can immediately find newly arriving e-mail.

### Set up email in Outlook for iOS mobile app ※ 2018.12.13

1. Download Outlook for iOS from the iOS App Store and then open it.

The icon looks like this:



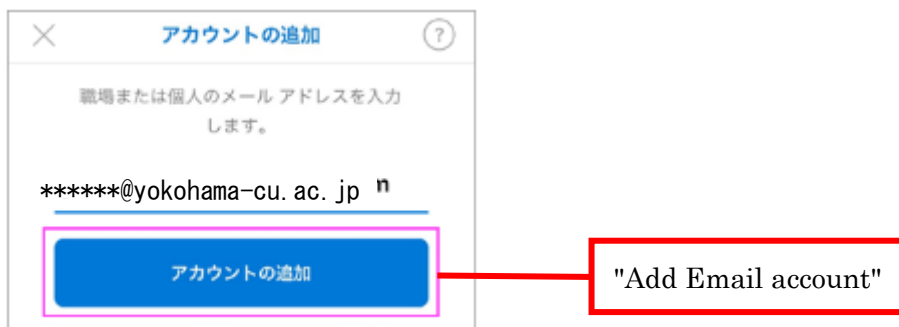
Note: iOS 10.0 or later iOS device is supported.

2. If it's your first time using Outlook for iOS, enter your full email address, then tap [Add Account.].

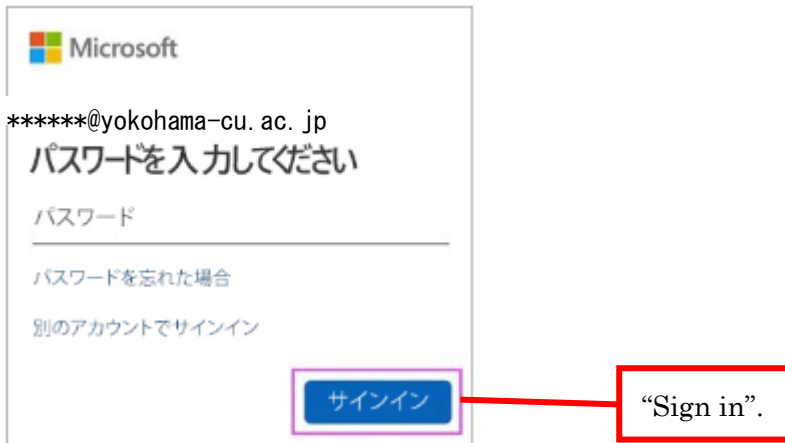
If not, open the [Menu] >

tap [Settings]  >

tap [Add account] and then [Add Email account].



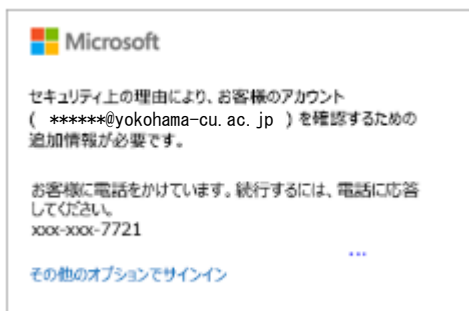
3. Enter your email account password and tap “Sign in”.



4. From late January 2019, multi-factor authentication will be required (\* the changeover date differs for each user.). According to the authentication methods you selected in setting up your account (registering your phone number), additional verification (e.g. entering code) is necessary. (No need to enter from next time)

⇒ About setting up your account (registering your phone number), from the following URL.

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



5. When the confirmation message of access permission is displayed, then accept. Swipe the screen and display the function. You will be able to use Outlook for iOS.

## Set up email in the Outlook for Android app \*2018.12.28

### ■Set up Android version of Outlook

1. Install the Outlook for Android app from the Google Play Store and then open it.

Tap [**Get Started**] if this is your first time.

Otherwise, to add another mail account,

open the [**menu**] ≡ >

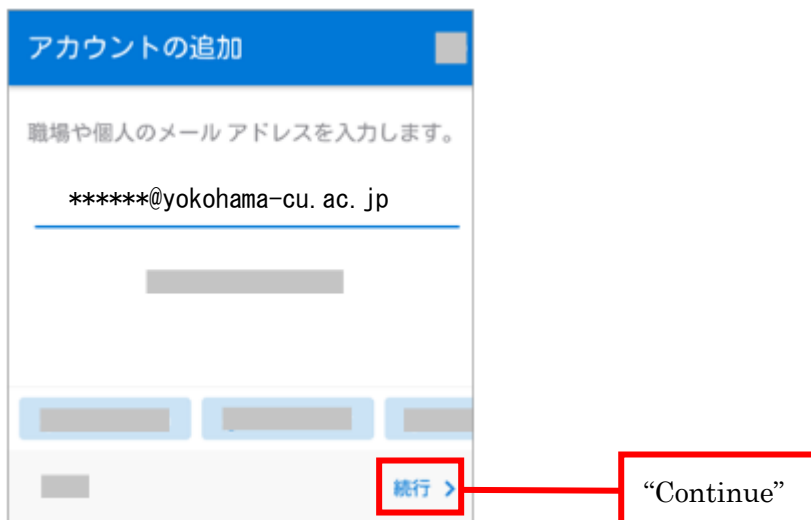
[**settings**] ⚙ >

[**Add Account**] >

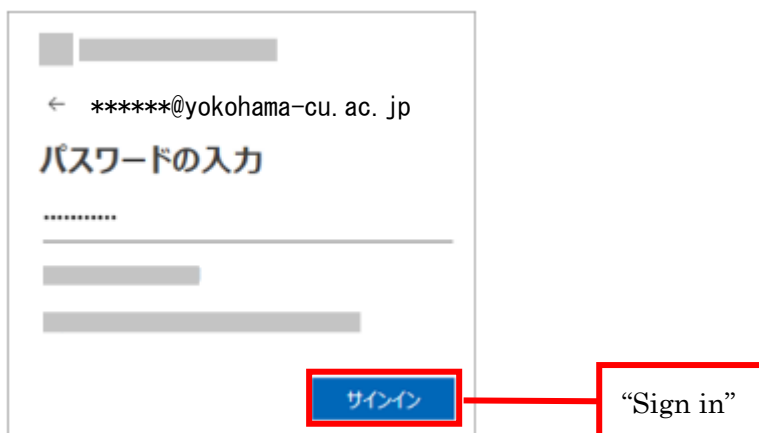
[**Add Email Account**].

※At this time, Outlook may detect your Google accounts, but tap [**Skip**].

2. Enter your full email address, then tap [**Continue**].



3. Enter your email account password and tap [**Sign in**] or [**Next**].





4. From late January 2019, multi-factor authentication will be required (\* the changeover date differs for each user.). According to the authentication methods you selected in setting up your account (registering your phone number), additional verification (e.g. entering code) is necessary. (No need to enter from next time)

⇒ About setting up your account (registering your phone number), from the following URL.

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



### 3. How to use YCU mail in your web browser outside the campus

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

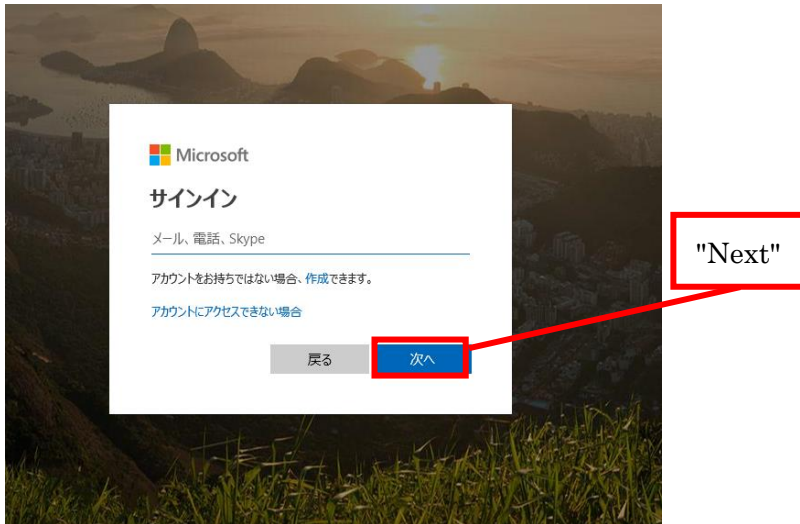
- **Display Office 365 sign-in screen**

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

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

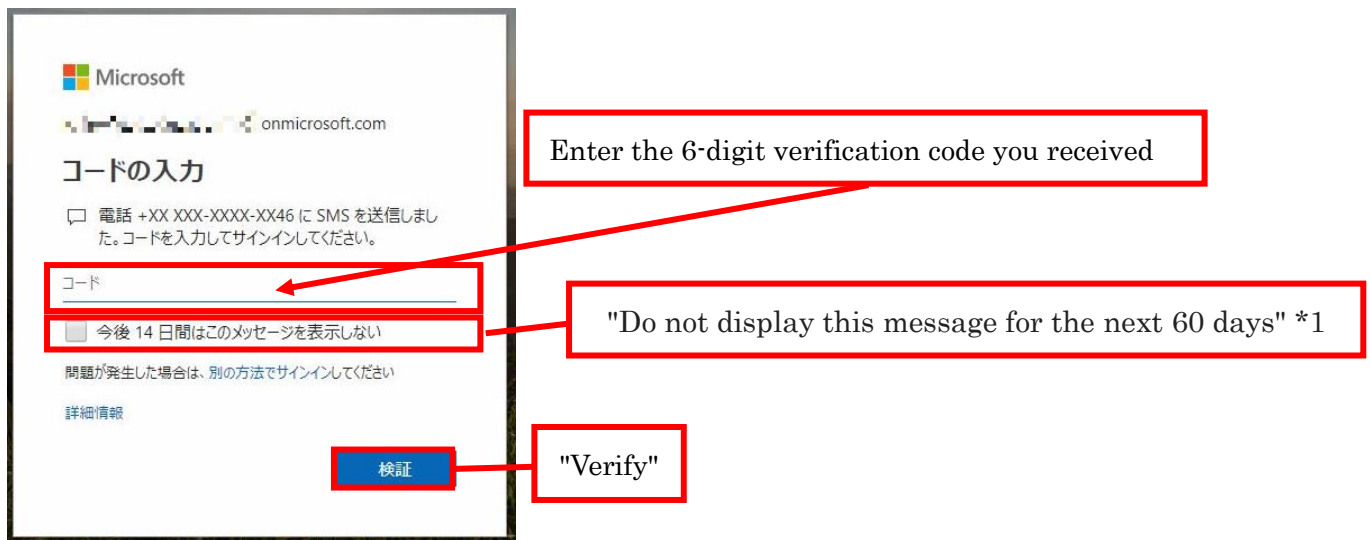
- **Authenticate with Office 365**

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.