

Setting up Microsoft M365 multifactor authentication

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

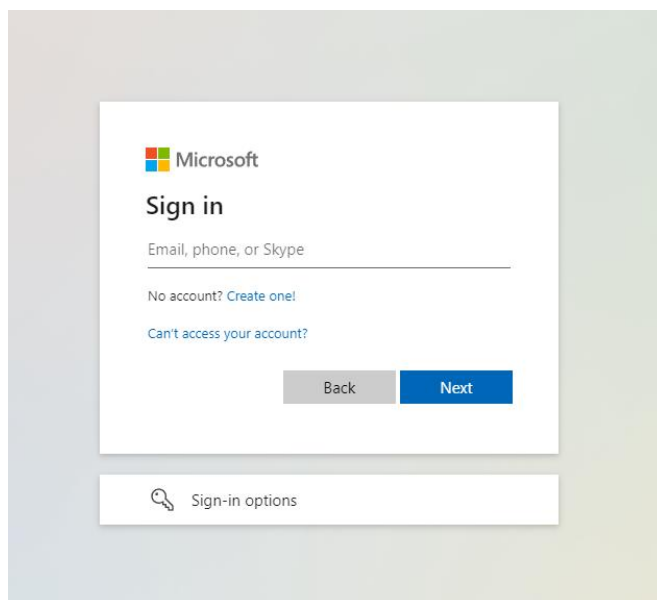
In order to provide a higher level of protection for university accounts, multi-factor authentication had to be introduced. We offer two methods for setting up authentication:

Method #1: verification code via text.....	1
Method #2: Microsoft Authenticator mobile app	5

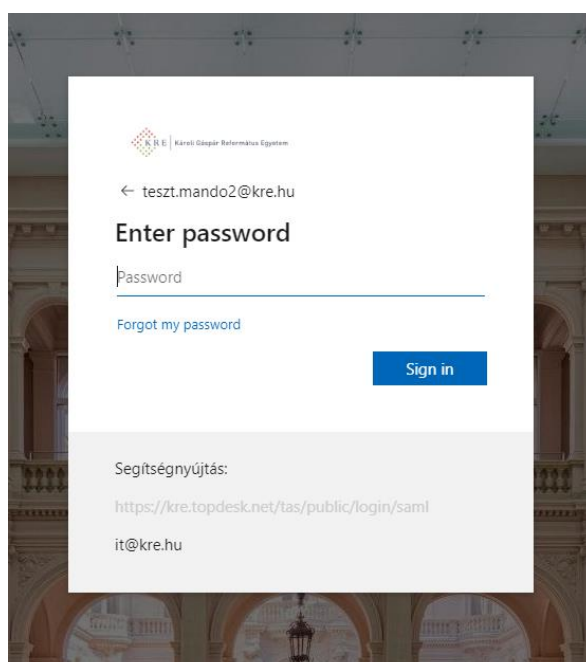
Method #1: verification code via text

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

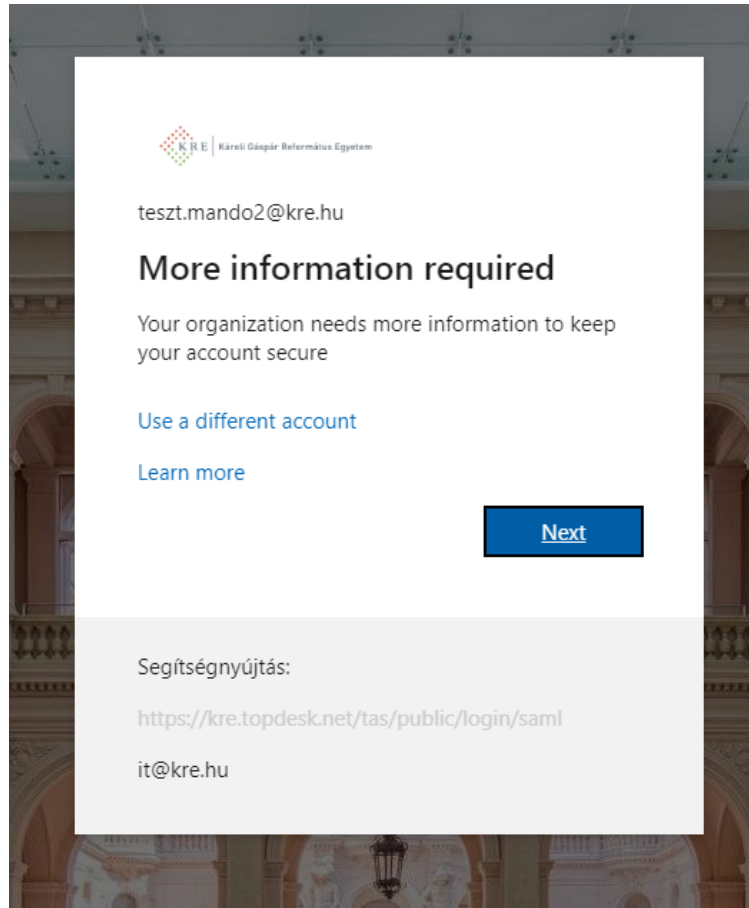
Type in your email address in the following format: „**neptuncode@kre.hu**”, then the same password you use in Neptun:




Click on **Sign In**:



Then **Next**:



 KRE | Károli Gáspár Református Egyetem

teszt.mando2@kre.hu

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

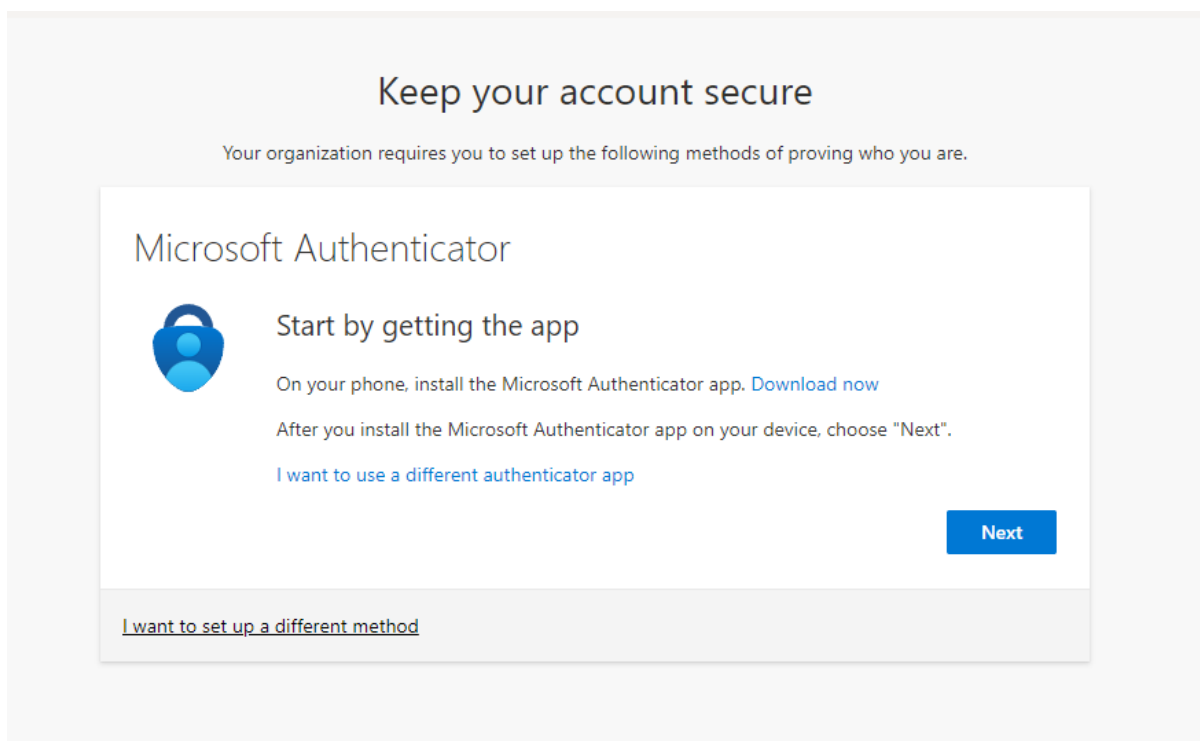
[Next](#)

Segítségnyújtás:

<https://kre.topdesk.net/tas/public/login/saml>

it@kre.hu


Next again:



Keep your account secure

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

Microsoft Authenticator



Start by getting the app

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

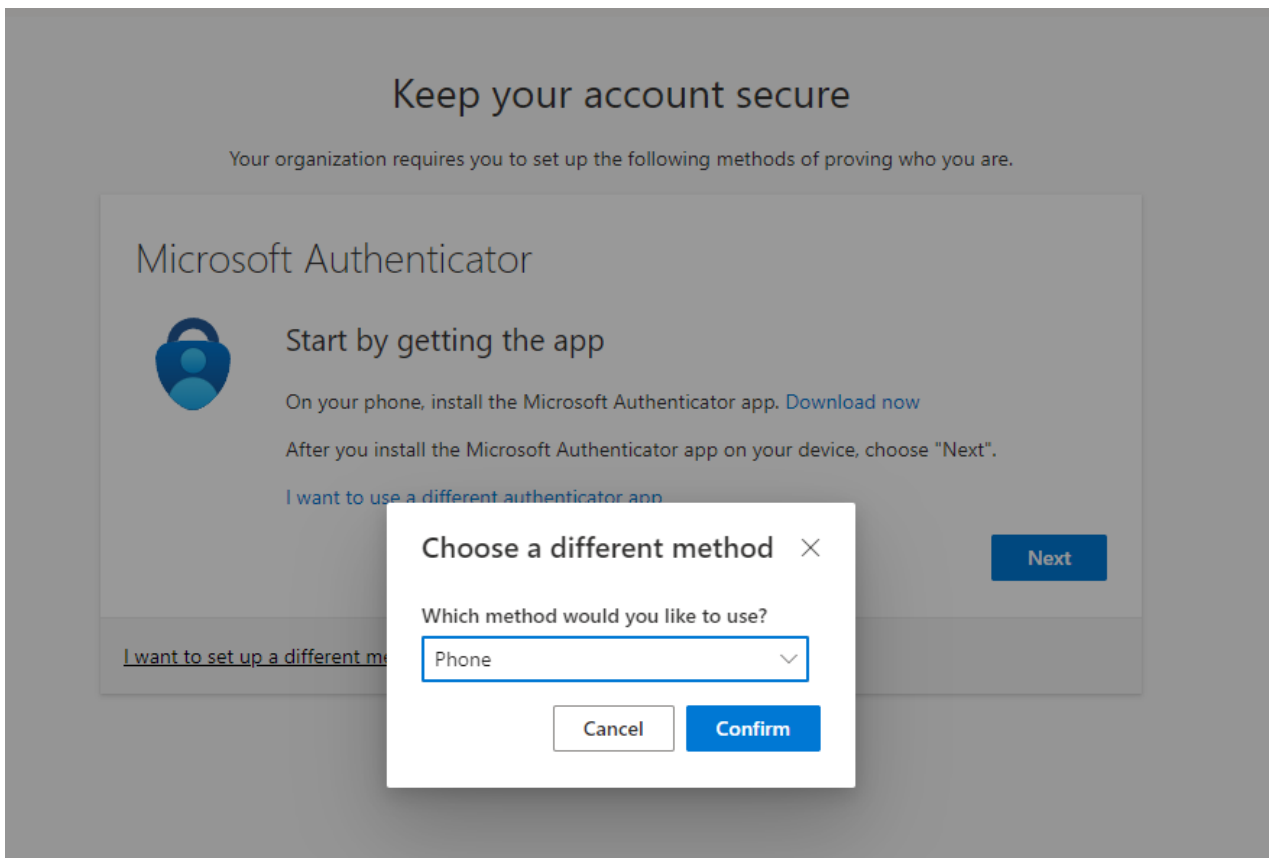
After you install the Microsoft Authenticator app on your device, choose "Next".

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

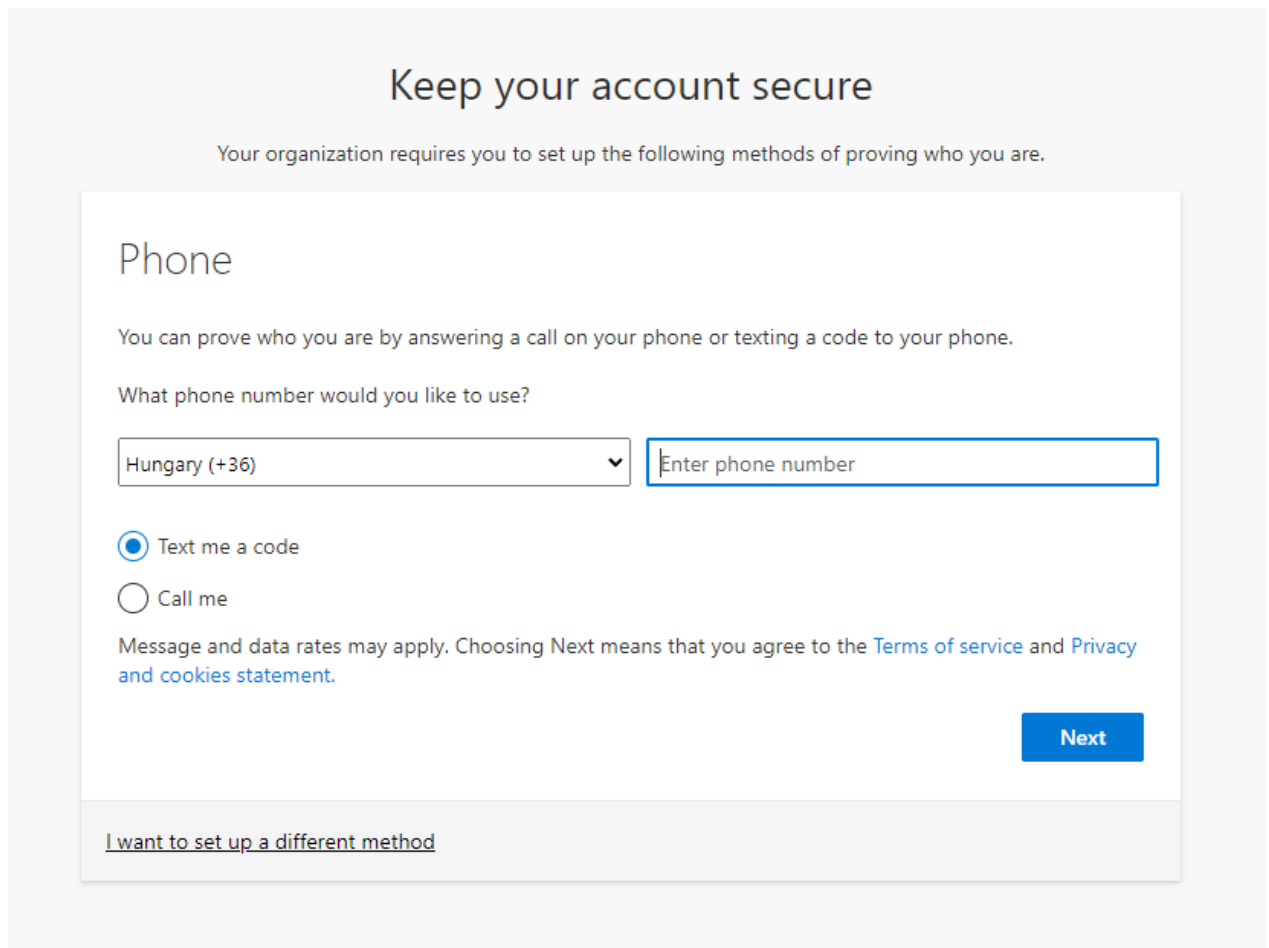
[Next](#)

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

Click on „I want to set up a different method”, then pick „Phone” from the drop-down list:



Type in your phone number with the country code, then click on **Next**:



You will get a code via text message on your phone. Type it in:

Keep your account secure

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

Phone

We just sent a 6 digit code to +36 Enter the code below.

[Resend code](#)

[Back](#) [Next](#)


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

You will see this if the verification was successful:

Keep your account secure

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

Phone

 SMS verified. Your phone was registered successfully.

[Next](#)


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:

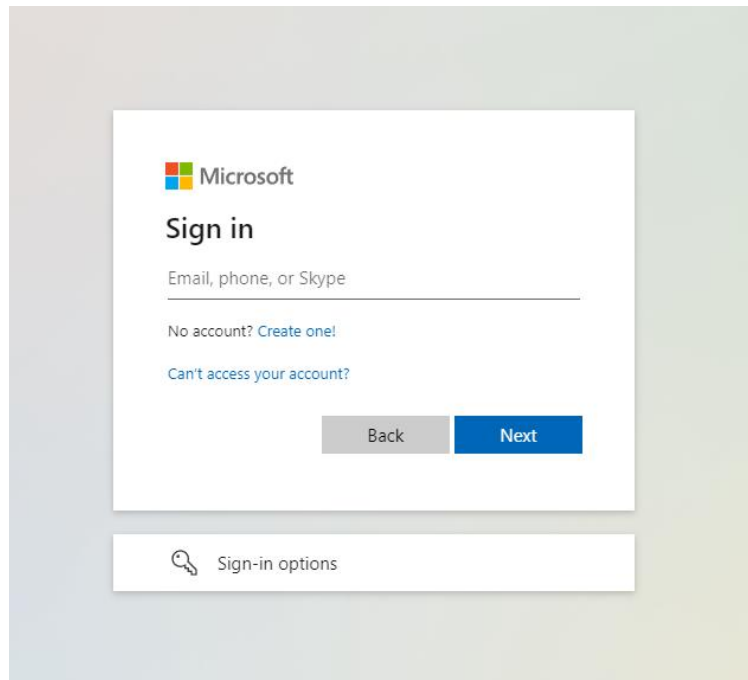
 Phone
+36

[Done](#)

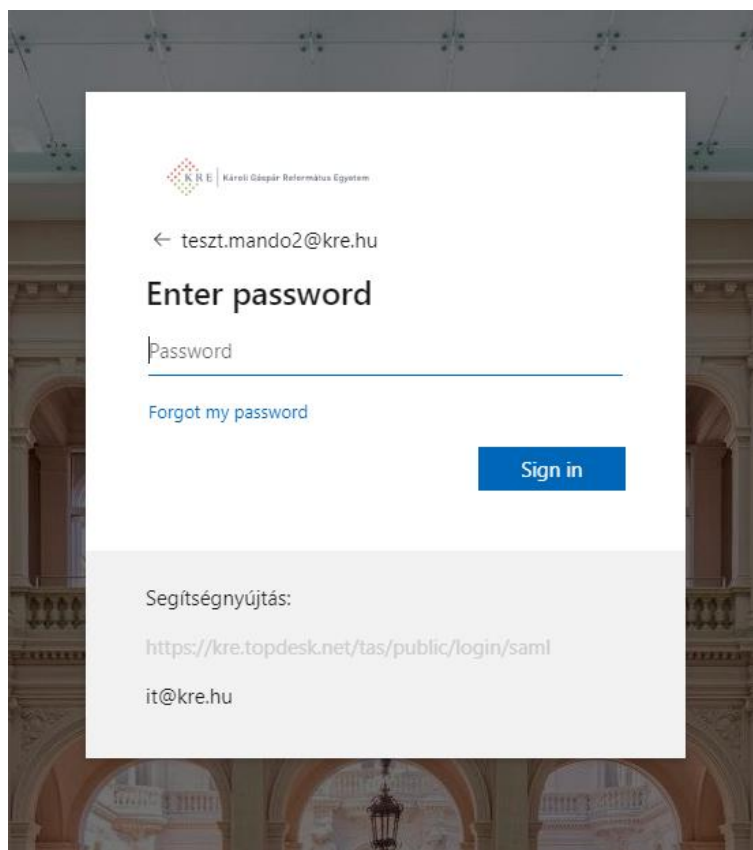
Method #2: Microsoft Authenticator mobile app

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

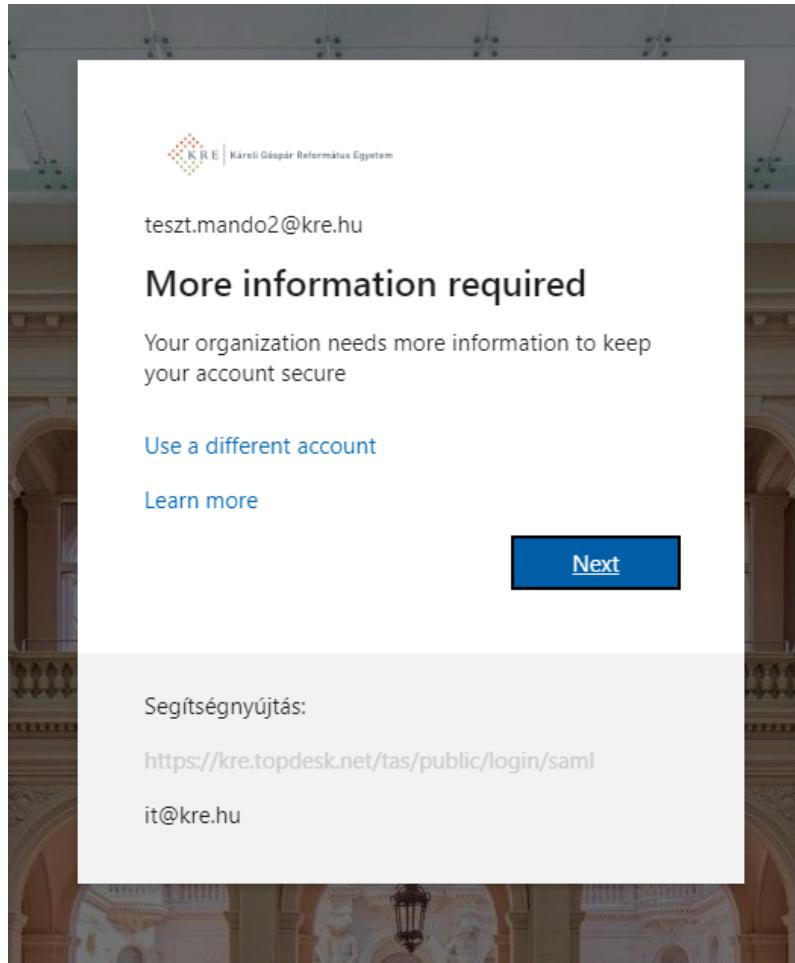
Type in your email address in the following format: „**neptuncode@kre.hu**”, then the same password you use in Neptun:



Click on **Sign In**:

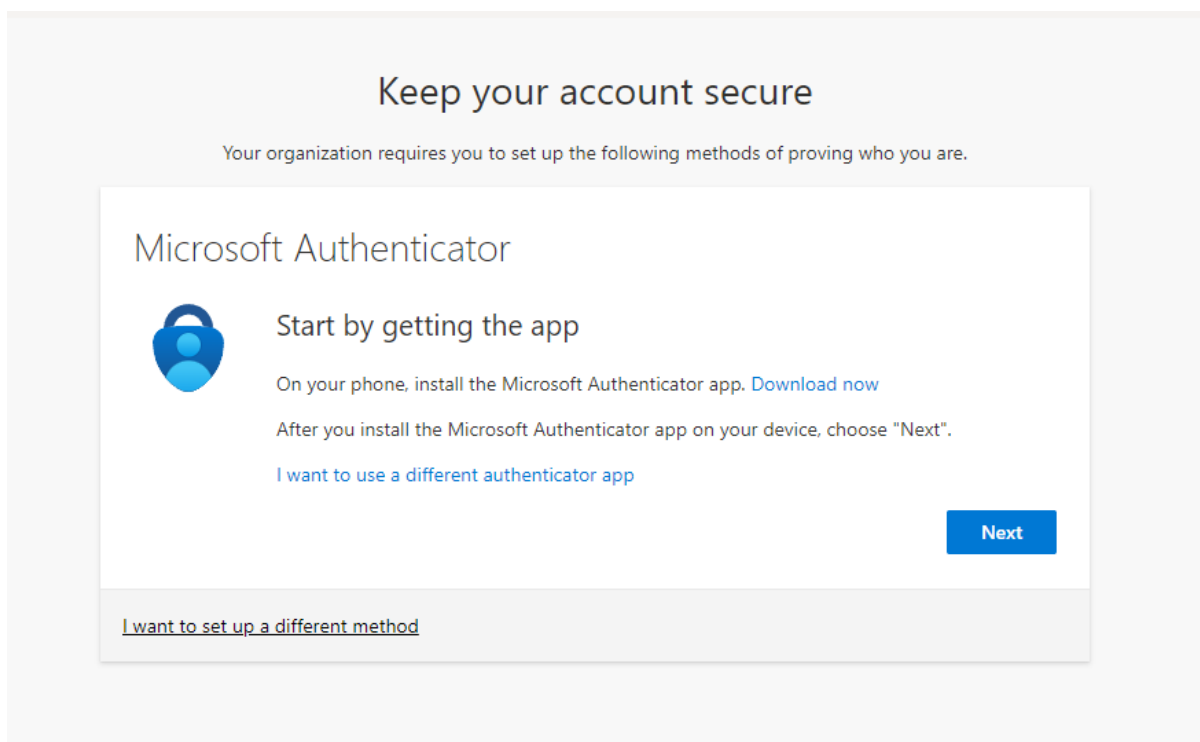


Then **Next**:



The screenshot shows a white dialog box centered on a background of a building's interior. At the top left of the dialog is the KRE logo (Károli Gáspár Református Egyetem) and the email address teszt.mando2@kre.hu. The main heading is "More information required" in bold. Below it, the text reads "Your organization needs more information to keep your account secure". There are two blue links: "Use a different account" and "Learn more". A blue button with the text "Next" is positioned on the right side. At the bottom of the dialog, there is a grey section with the heading "Segítségnyújtás:" followed by the URL "https://kre.topdesk.net/tas/public/login/saml" and the email "it@kre.hu".

Next again:



The screenshot shows a white page with a light grey background. The main heading is "Keep your account secure" in bold. Below it, the text reads "Your organization requires you to set up the following methods of proving who you are." The main content area is titled "Microsoft Authenticator" and features a blue lock icon. The text says "Start by getting the app" and "On your phone, install the Microsoft Authenticator app. [Download now](#)". Below that, it says "After you install the Microsoft Authenticator app on your device, choose 'Next'." and "I want to use a different authenticator app". A blue button with the text "Next" is on the right. At the bottom left, there is a link: "[I want to set up a different method](#)".


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".

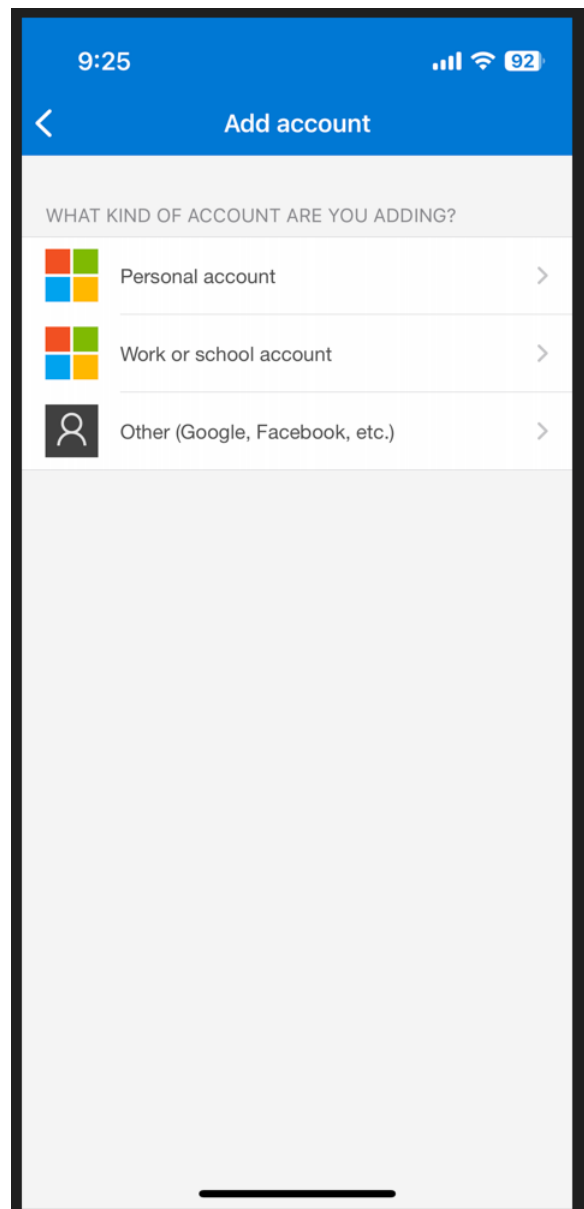
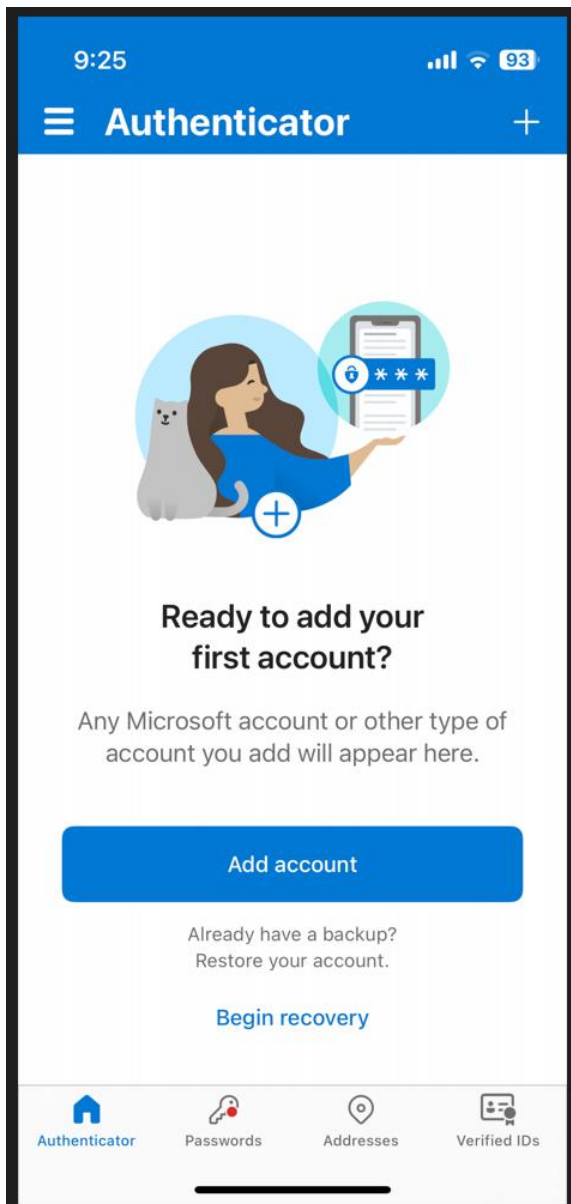


Can't scan image?

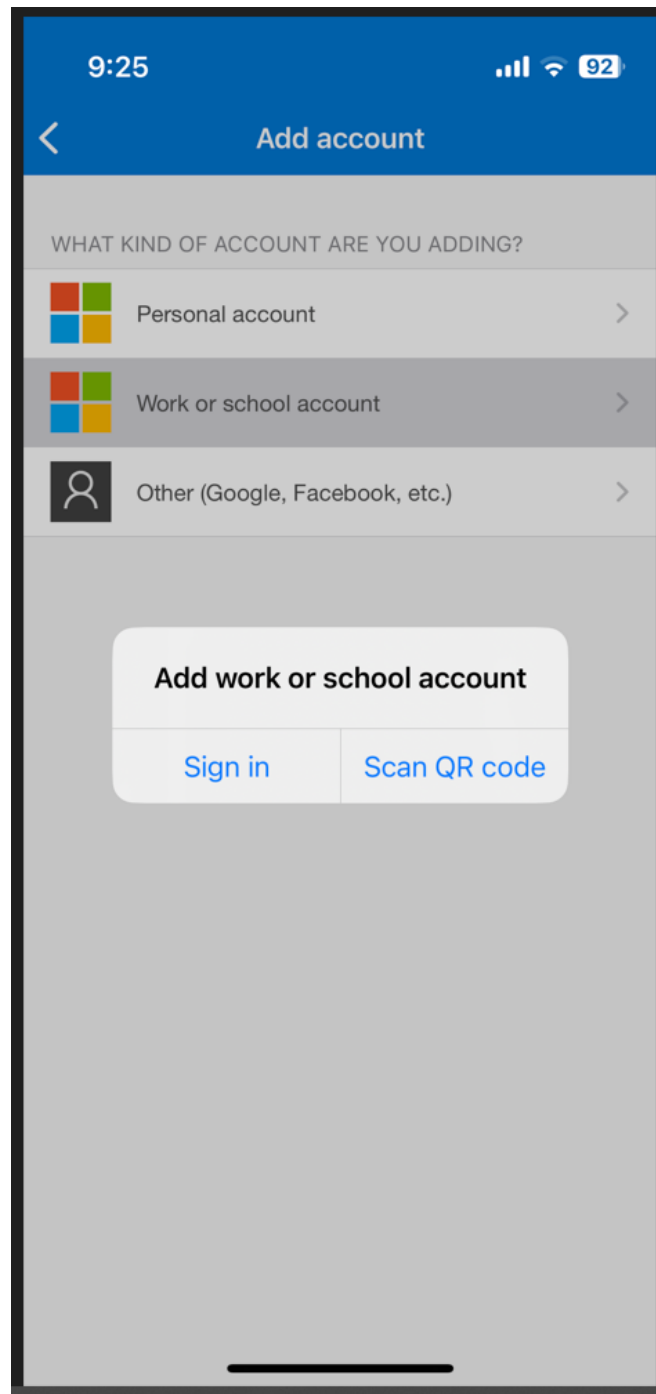
BackNext

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

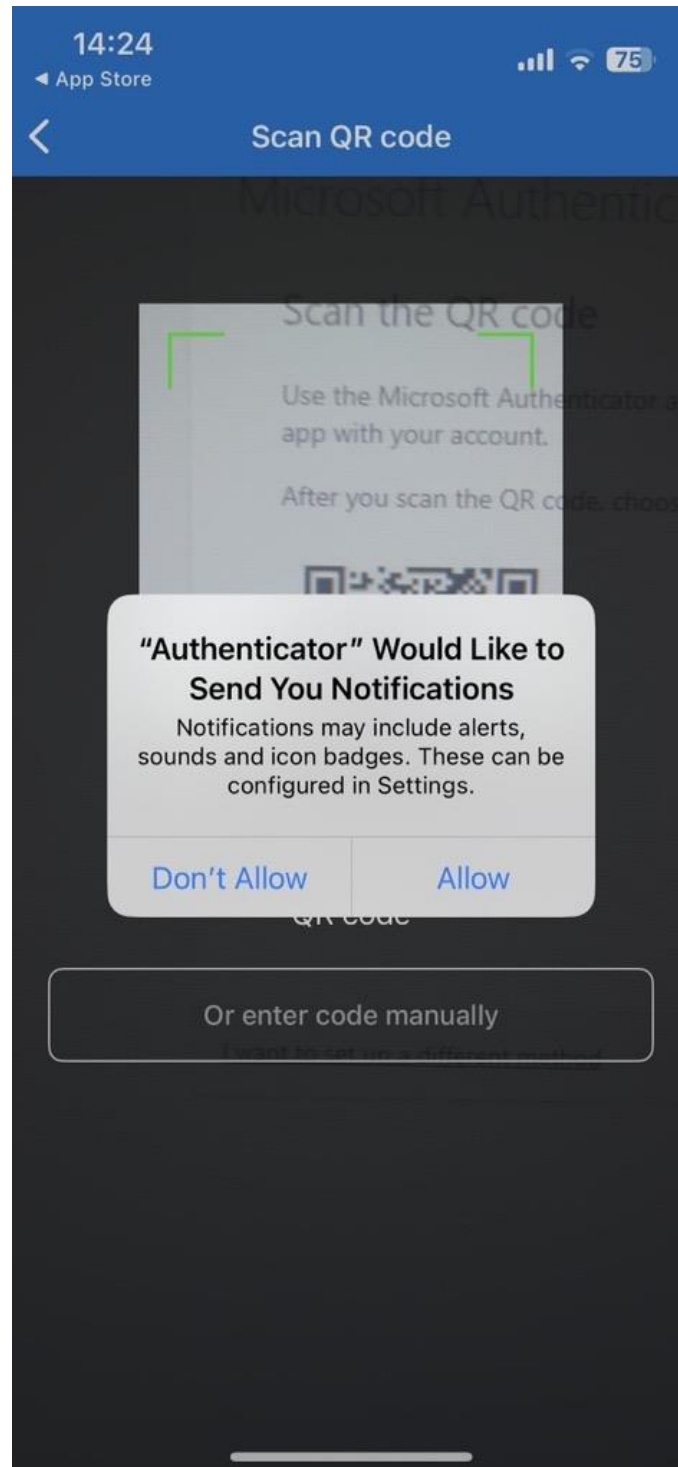
Open the Authenticator app. Select **Add account** then **Work or school account**:



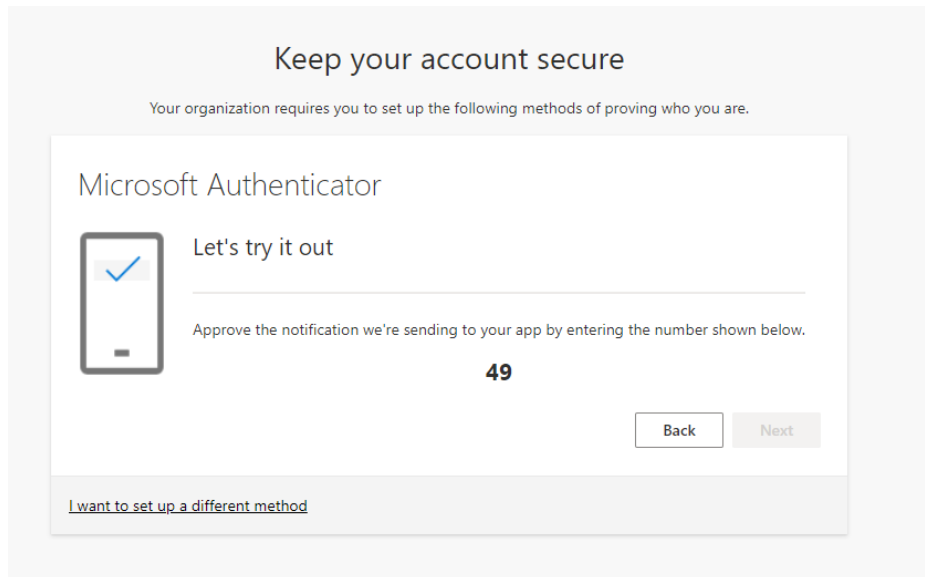
Select **Scan QR code**:



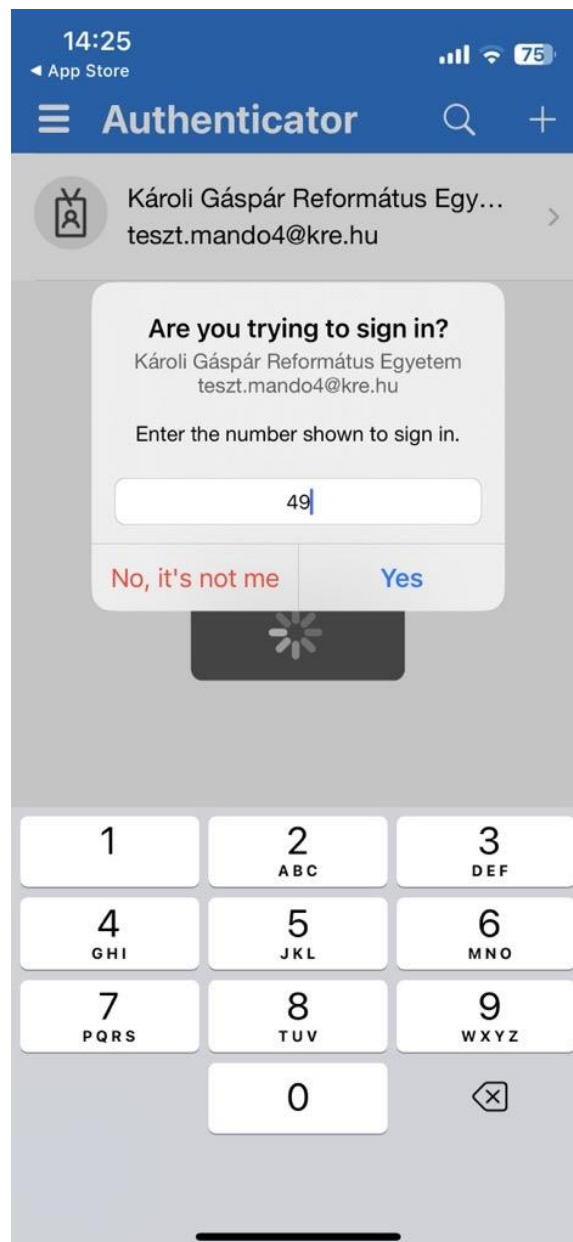
Scan the QR code in your browser with your phone camera. Then **Allow** push notifications.



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

Back Next

[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