




Two-Factor Authentication

This guide is intended for students at VIA and describes how to set up Two-Factor Authentication on your login to Office 365 (including VIAmail) and VPN. Two-Factor Authentication is only necessary when you are not connected to VIA's network. Two-Factor Authentication helps to increase security when you are not connected to VIA's network.

The guide covers the following:

1. Installation and setup of Two-Factor Authentication (Microsoft Authenticator)
2. Using Microsoft Authenticator.

 If you have already set up two-factor authentication for VIA's VPN, you do not have to do it again for Office 365 and vice versa.

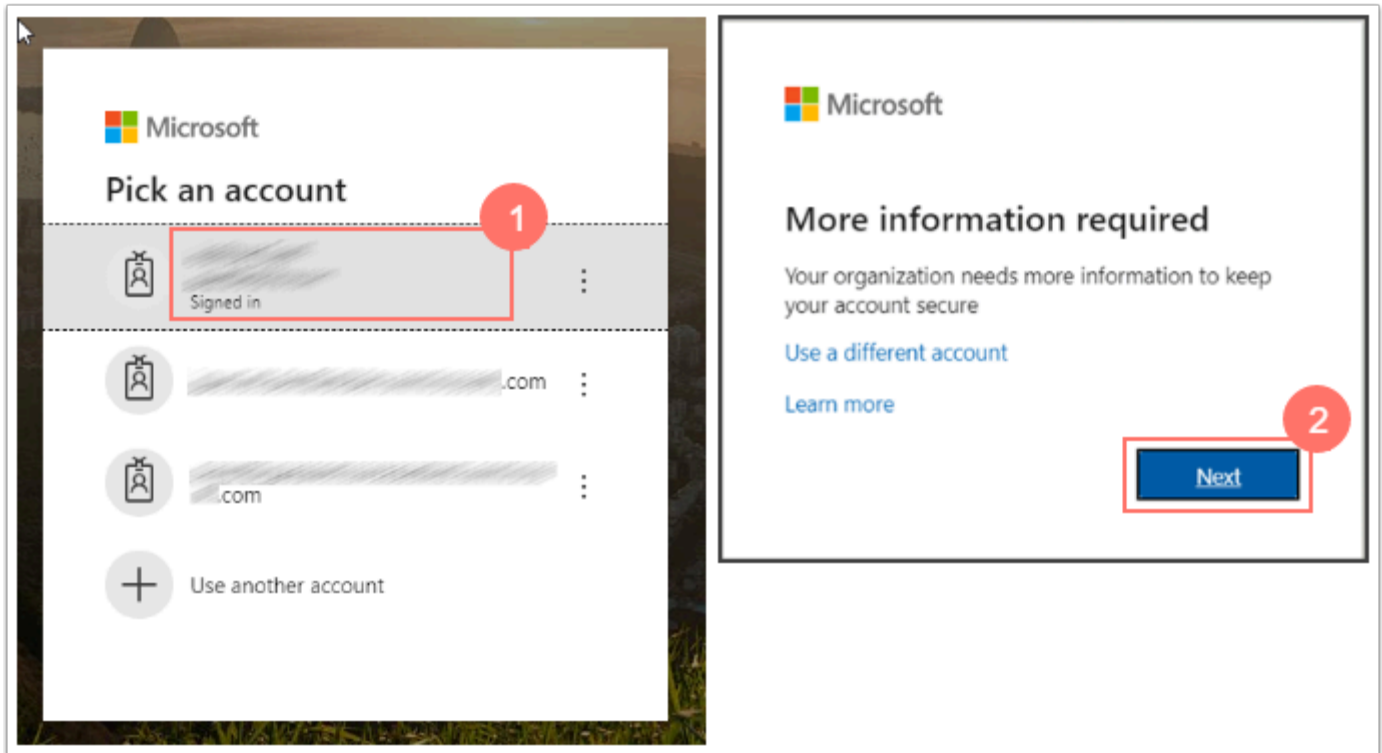
Installation and setup of Two-Factor Authentication (Microsoft Authenticator)

Please note that setting up Two-Factor Authentication requires you to use both your computer and mobile phone. Each time you need to switch from your computer to your mobile phone or vice versa, it will be specified in the guide.

Start by opening the website <https://aka.ms/mfasetup> from your computer and log in with your VIA ID/VIA initials. You may be asked to choose your VIA account multiple times.

1. Select your account. Be sure to use your VIA account (xxxxxx@via.dk)
2. Select Next.

You will then be prompted to continue the installation from your mobile phone.



3. Download "Microsoft Authenticator" on your mobile phone or tablet if you do not already have the app. Note that there are several apps that appear when searching for Microsoft Authenticator. The correct app is called Microsoft Authenticator.

[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.](#)

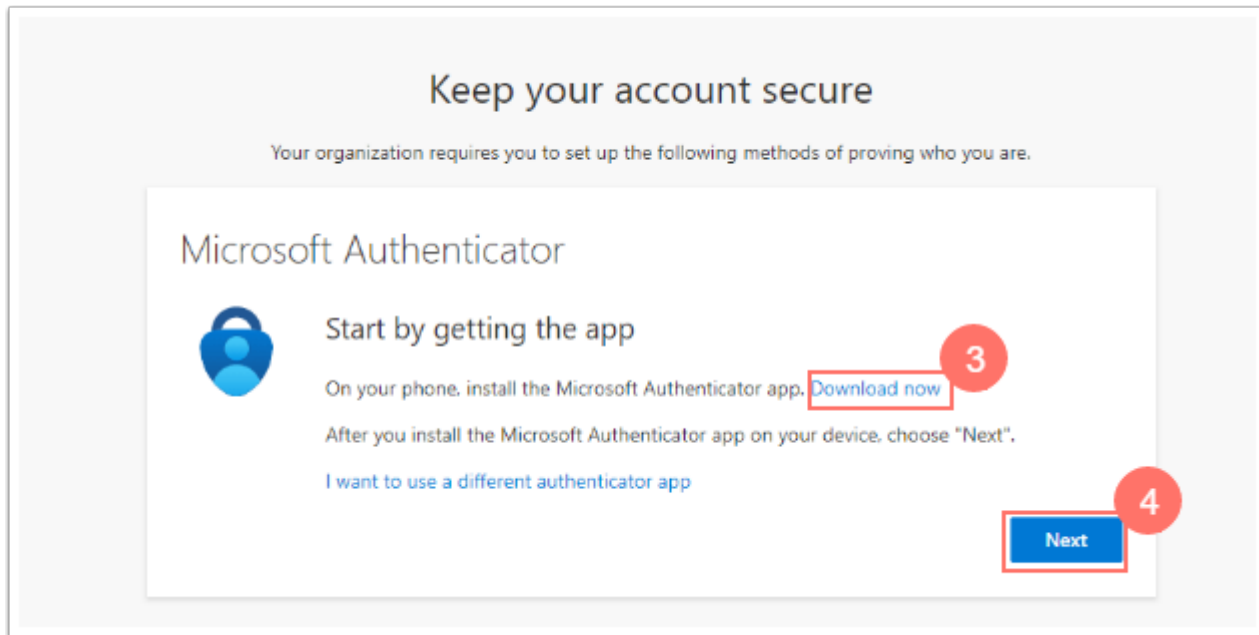
or Scan the relevant QR code here.



- Allow the app to send you notifications if you want to receive a notification every time you need to approve a login to VPN.



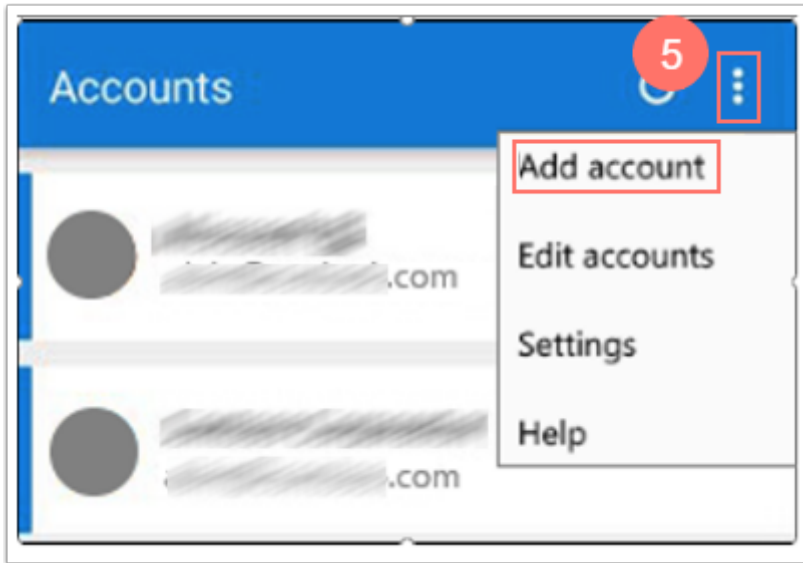
4. Now, select "Next" on your computer.



i If you already have a VIA account in Microsoft Authenticator on your mobile phone or tablet, you must delete it and create a new one. Step 5 below explains how to create a VIA account on Android, while step 6 explains how to do it on iOS (Apple).

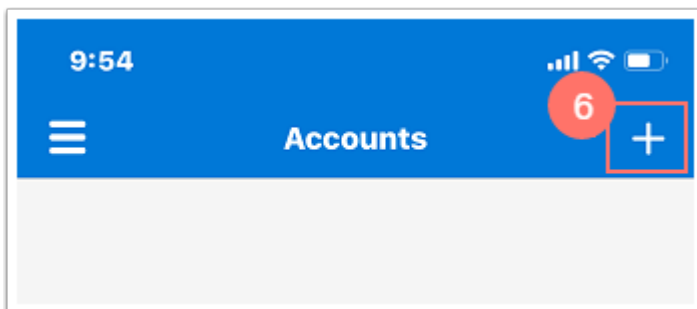
5. Add your VIA account on Android:

- Open the Microsoft Authenticator app on your mobile phone.
- Select the three vertical dots.
- Select "Add account."
- Then select "Work or school account."

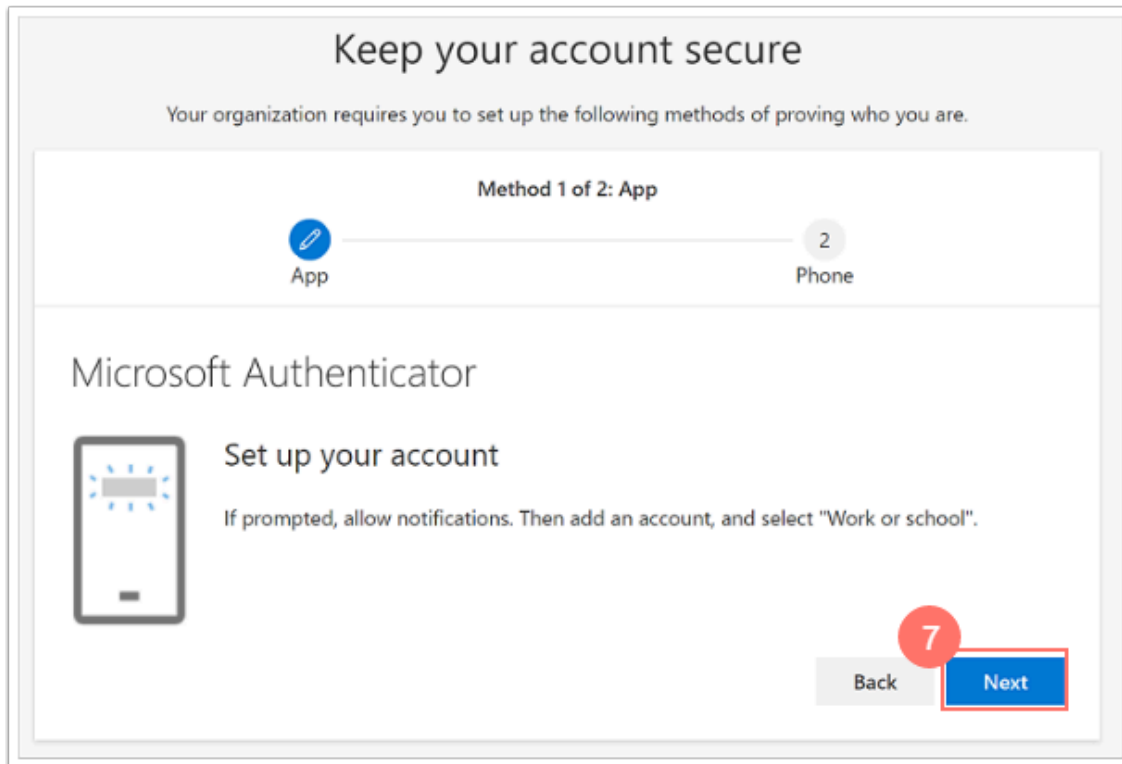


6. Add your VIA account on iOS (Apple):

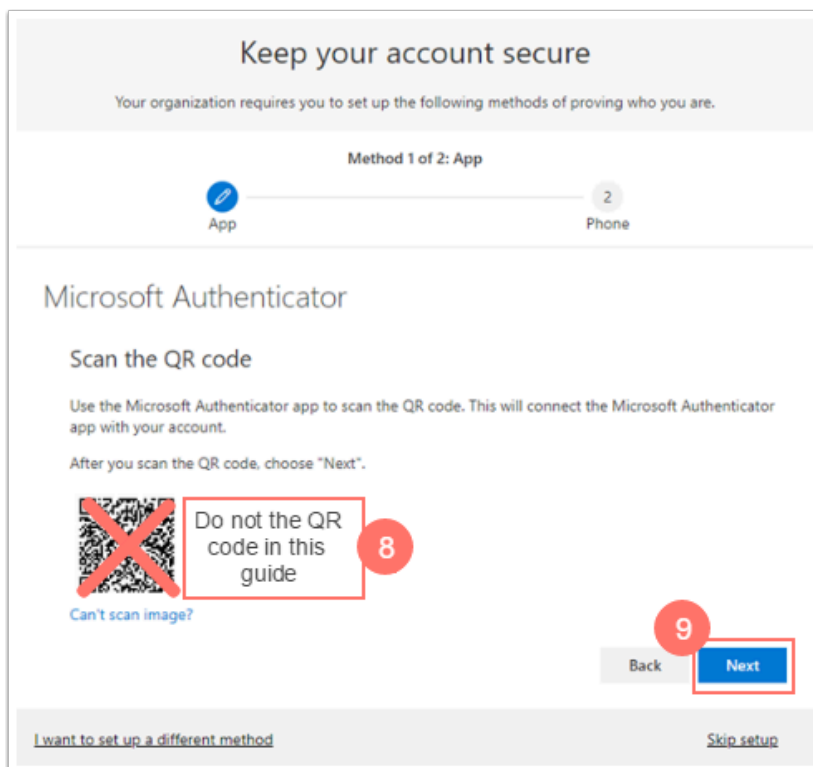
- Open the Microsoft Authenticator app on your mobile phone.
- Select +.
- Select "Work or school account".



7. Select Next on your computer.



8. Select "Scan QR code"
 - Using your mobile phone, scan the QR code displayed on your computer.
9. Select Next on your computer.





Approve the message in the app on your mobile phone. Microsoft Authenticator is now set up.

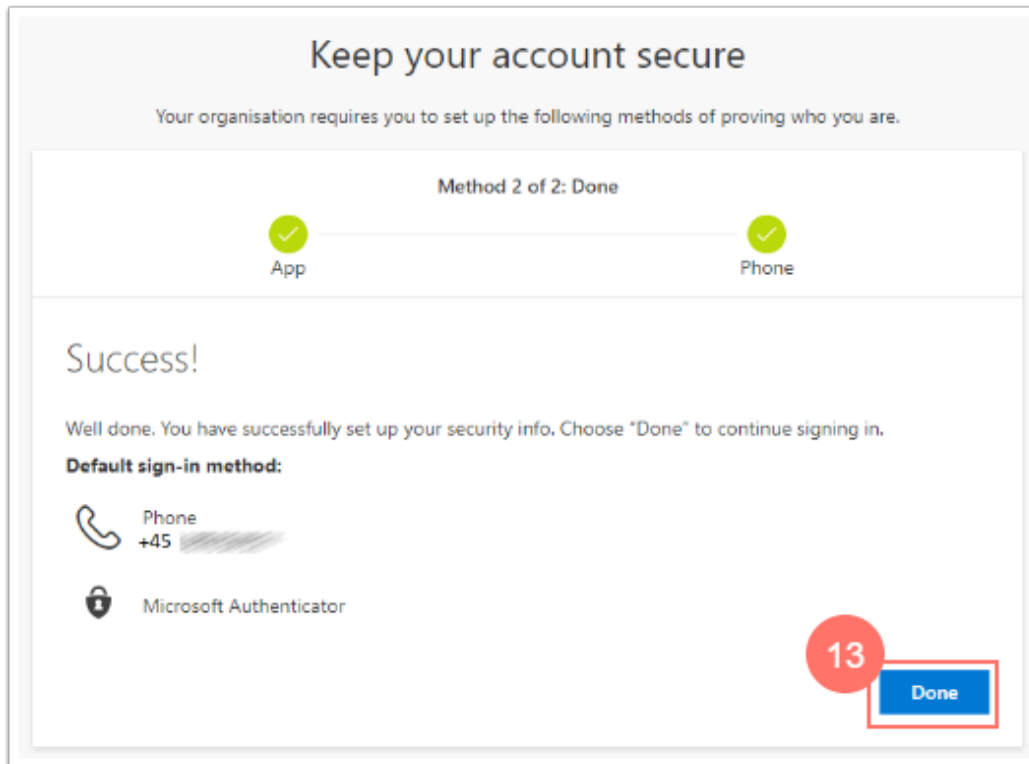
You must now link your mobile phone number to Microsoft Authenticator on your computer.

10. Select the correct country code (Denmark +45) and fill in with the desired mobile phone number.
11. Check the box for Send me a code via SMS.
12. Select Next.

The screenshot shows a Microsoft account security setup screen titled "Keep your account secure". Below the title, it says "Your organization requires you to set up the following methods of proving who you are." There are two methods listed: "App" (with a green checkmark) and "Phone" (with a blue pencil icon). The "Phone" method is selected. Below this, the screen is titled "Phone" and says "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?". There is a dropdown menu for the country code, currently set to "Denmark (+45)", and a text input field for the phone number. Below these, there are two radio buttons: "Text me a code" (selected) and "Call me". A "Next" button is at the bottom right. Red circles with numbers 10, 11, and 12 are overlaid on the image, pointing to the country code dropdown, the "Text me a code" radio button, and the "Next" button respectively. A red box highlights the country code dropdown and the phone number input field.

Microsoft Authenticator will now send an SMS with a code that needs to be entered. Two-Factor Authentication is now configured.

13. Select Done.



Using Microsoft Authenticator

If you are not on VIA's network you will be asked to validate/approve on your mobile phone to access Office 365 (including VIAmail) and VPN.

The following example shows how the computer asks you to approve your login request by entering the displayed numbers in the Microsoft Authenticator app.

1. Open the Microsoft Authenticator app on your mobile phone.
2. Enter the number displayed on the computer.
3. Approve by pressing Yes.

