

Set up Microsoft 365 Multi-factor authentication



To make the use of facilities such as OneDrive, SharePoint Online, Teams and Microsoft 365 ProPlus secure, the university decided to use Multi-factor authentication. This means that in addition to your password, you use a second factor, such as an approval of a verification request on your mobile phone.

This guide will help you set up this Multi-factor authentication. You basically only have to do this once.

After you completed the manual, you can use the Microsoft Authenticator app on your mobile phone to log in to the Office 365 facilities.

Would you rather follow this manual as an presentation? Download the presentation at the top of this page.

Step 1:

- On your laptop or computer, go to <https://portal.office.com> and log in with your email address (...@tilburguniversity.edu or ... @tias.edu) or if you don't have an university e-mail address u12345@campus.uvt.nl.

Note: You cannot use the @uvt.nl extension .



Sign in

No account? [Create one!](#)

[Can't access your account?](#)

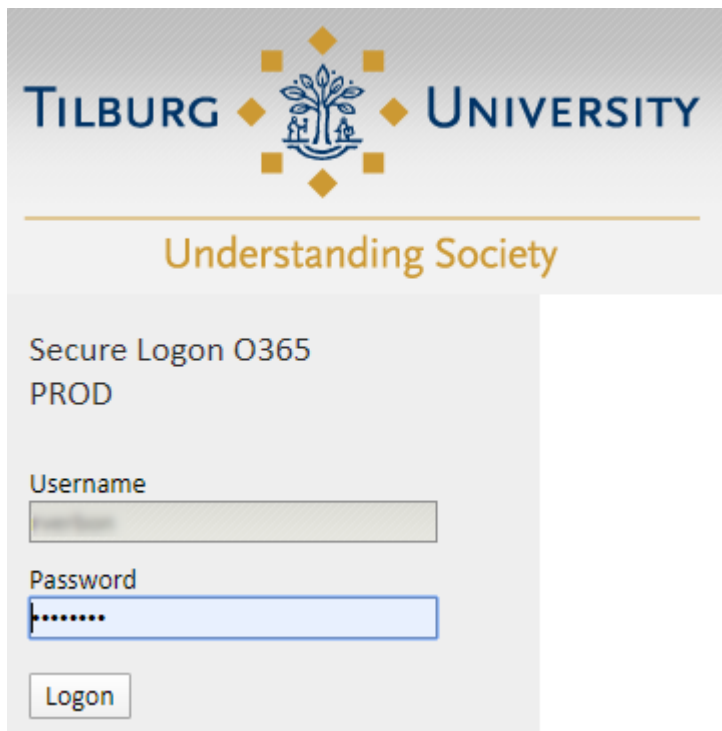
[Sign-in options](#)

Back

Next

Step 2:

- You are redirected to the Tilburg University Single Sign-on page.
- Log in with your username and password.



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Secure Logon O365
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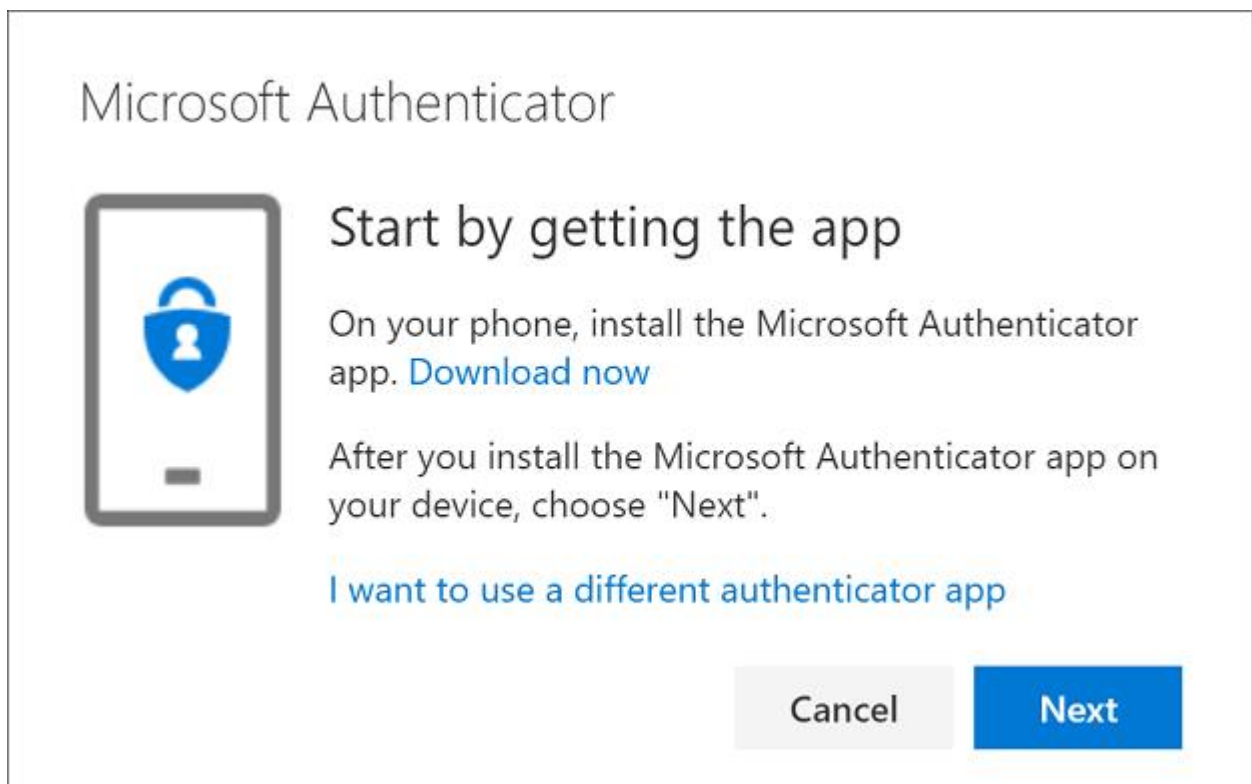
Username

Password

Logon

Step 3:

- You are now on the screen to set up the Authenticator.



Microsoft Authenticator

Start by getting the app

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

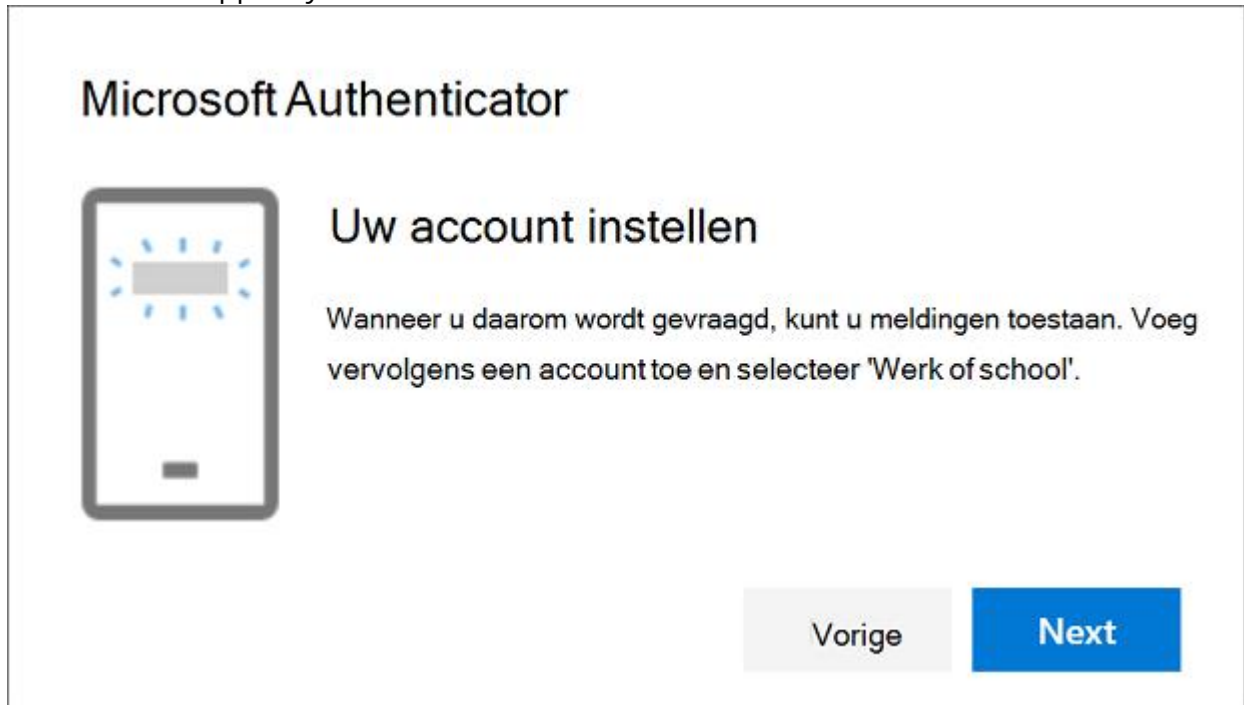
After you install the Microsoft Authenticator app on your device, choose "Next".

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

Cancel Next

Step 4:

- Remain on the **Set up your account** page while you set up the Microsoft Authenticator app on your mobile device.

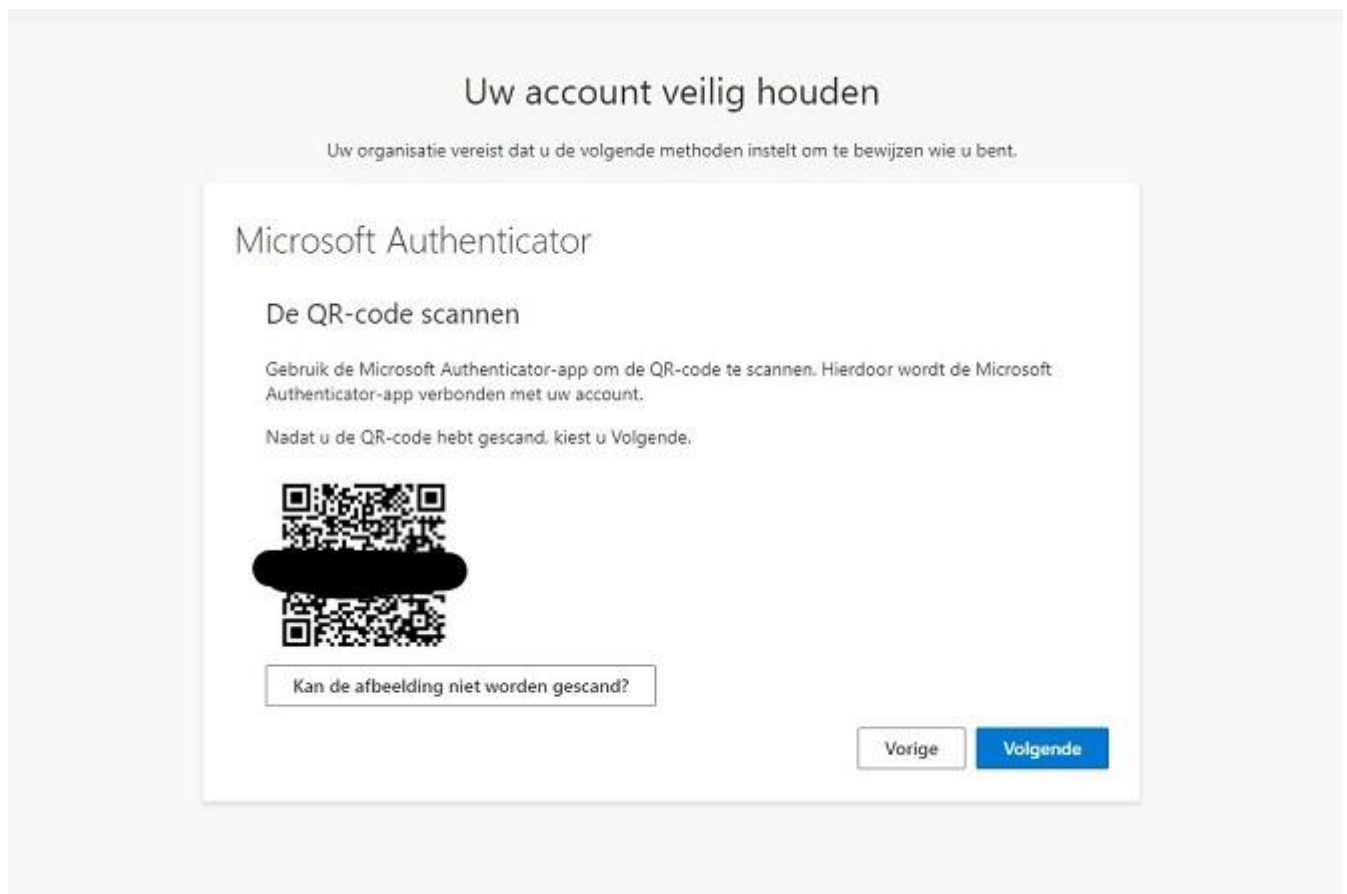


Step 5:

- Open the Microsoft Authenticator app, select to allow notifications (if prompted), select **Add account** from the **Customize and control** icon on the upper-right, and then select Work or school account.

Step 6:

- Return to the **Set up your account** page on your computer, and then select **Next**. The Scan the QR code page appears.

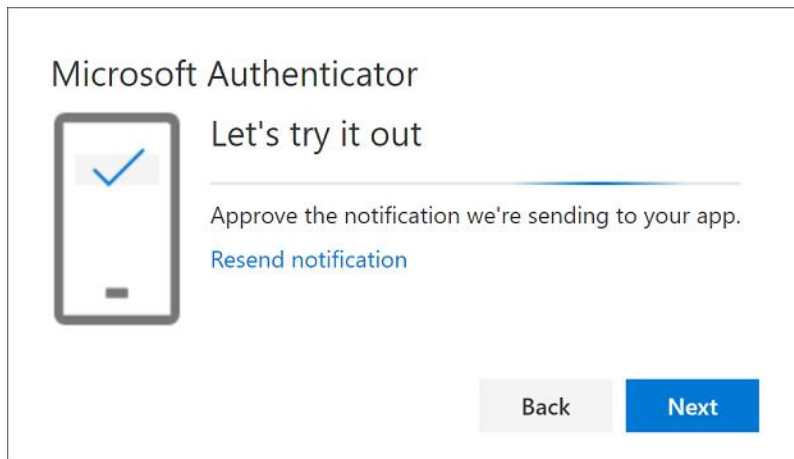


Step 7:

- Scan the provided code with the Microsoft Authenticator app QR code reader.

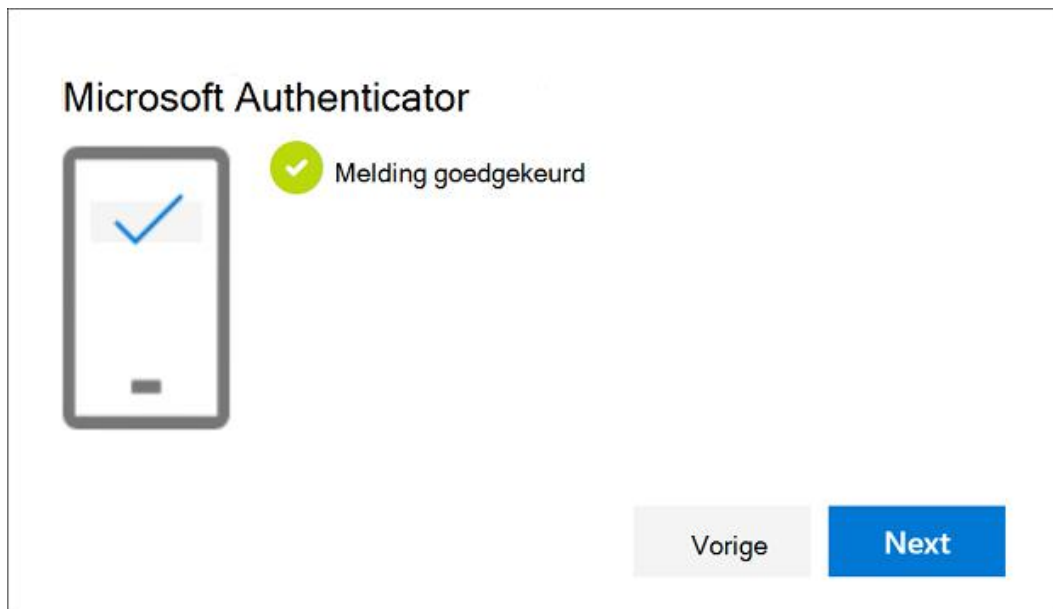
Step 8:

- Select **Next** on the **Scan the QR code** page on your computer. A notification is sent to the Microsoft Authenticator app on your mobile device, to test your account.



Step 9:

- Approve the notification in the Microsoft Authenticator app, and then select **Next**.



You are now redirected to the Office 365 portal.