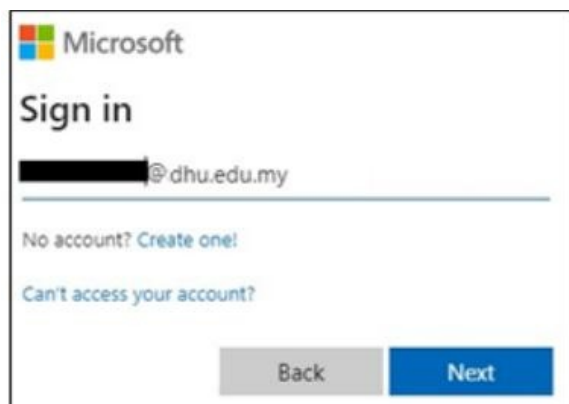


PART A: REGISTER ALTERNATE EMAIL

****Can skip this part if MFA is already enabled on your account. Kindly go to part B.**

1. Access to the <https://portal.office.com>
2. Kindly sign up for your account.



Microsoft
Sign in

██████████@dhu.edu.my

No account? [Create one!](#)

Can't access your account?

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



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← ██████████@dhu.edu.my

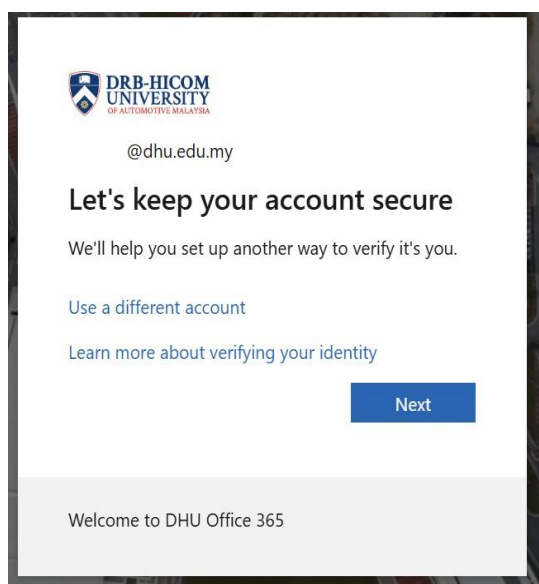
Enter password

.....

[Forgot my password](#)

[Sign in](#)

3. Click **"Next"** for more information required.



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Let's keep your account secure

We'll help you set up another way to verify it's you.

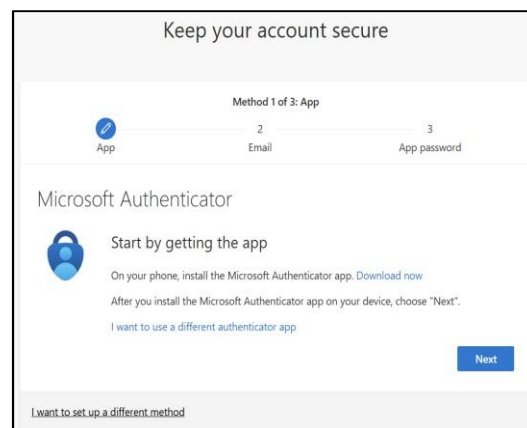
[Use a different account](#)

[Learn more about verifying your identity](#)

[Next](#)

Welcome to DHU Office 365

4. You will now see the **"Keep your account secure"** setup page & click **"I want to set up a different method"**.



Keep your account secure

Method 1 of 3: App

App 2 Email 3 App password

Microsoft Authenticator

Start by getting the app

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

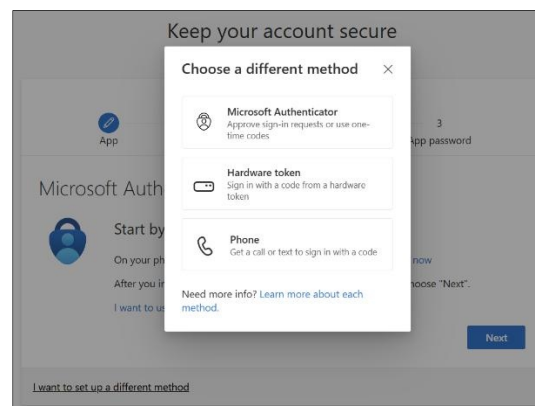
After you install the Microsoft Authenticator app on your device, choose "Next".

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

[Next](#)

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

5. Choose the **"Phone"** method & click **Confirm**



Keep your account secure

Choose a different method

Microsoft Authenticator
Approve sign-in requests or use one-time codes

Hardware token
Sign in with a code from a hardware token

Phone
Get a call or text to sign in with a code

Need more info? [Learn more about each method.](#)

[Next](#)

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

6. Choose **"Malaysia (+60)"** > enter your mobile number and select either **"Receive a code"** or **"Call me"** to get the code. Click **"Next"**.



Keep your account secure

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

Method 1 of 2: Phone

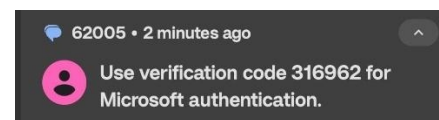
Phone 2 Email

Phone

Verification complete. Your phone has been registered.

[Next](#)

**** Note example of SMS Microsoft Authentication.**



62005 • 2 minutes ago

Use verification code 316962 for Microsoft authentication.

7. You will receive the verification code. Enter the code, click **“Next”**.

8. You have successfully registered your phone.

9. Setup for **Method 2: Email**. Enter your alternate email & click 'Next'. Don't use your primary work or school email.

10. You will receive the verification code in your personal email. Enter the code by clicking **“Next”**.

11. You have successfully set up your security Info. Then, you need to continue with the app password.

12. After getting finished with the app password, you will get the information about it from Microsoft for future reference. Then, click **“Done”**.

13. Finally, you will receive a success message with your own default way to sign in. Then you are ready to go.

BEFORE BEGIN: Please download and install the Microsoft Authenticator app on your mobile device.

PART B: SET UP THE MICROSOFT AUTHENTICATOR APP

1. Access portal <https://portal.office.com>
2. Kindly sign out and then sign in back the email.
3. Click '**Next**' for the step to **Set up Microsoft Authentication Apps**.

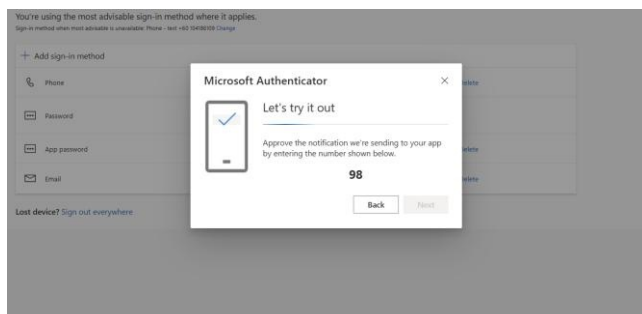
4. You will now see Keep your account secure setup page & click "**Next**".

5. Remain on the **Set up your account** page while you set up the Microsoft Authenticator app on your mobile device. Click '**Next**'.

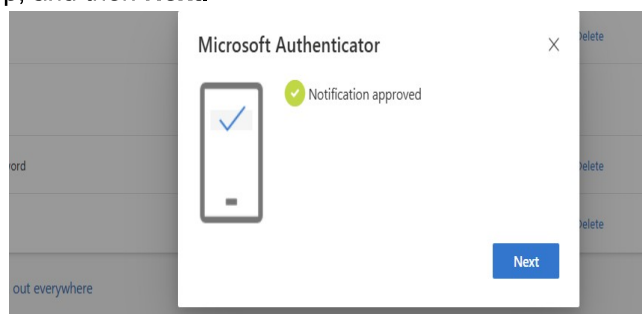
6. Open the **Microsoft Authenticator apps**, select to **allow notifications** (if prompted), select **Add account** from Customize and Control icon on the upper-right and then select **Work or School account**.
7. Return to the **Set up your account** page on your computer and then '**Next**'. Then scan the QR code page that appears
8. Scan the provided code with Microsoft Authenticator app QR code reader, which appeared on your mobile device after creating your work or school account.

9. The authenticator app should successfully add your work or school account without requiring any additional information from you. However, if the QR code reader can't read the code, you can select **Can't scan the QR code** and manually enter the code and URL into the Microsoft Authenticator app.

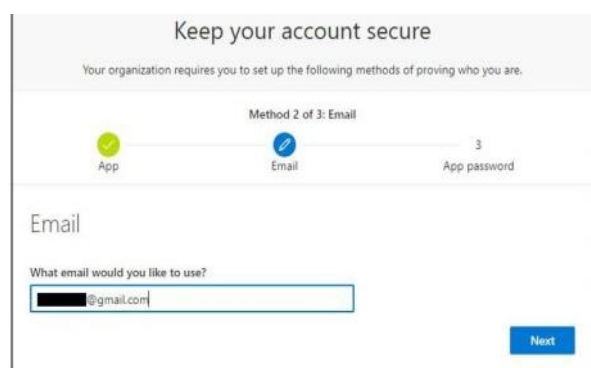
10. Select Next on the Scan QR code page on your computer. A notification is sent to the Microsoft Authenticator app on your mobile device, to test your account.



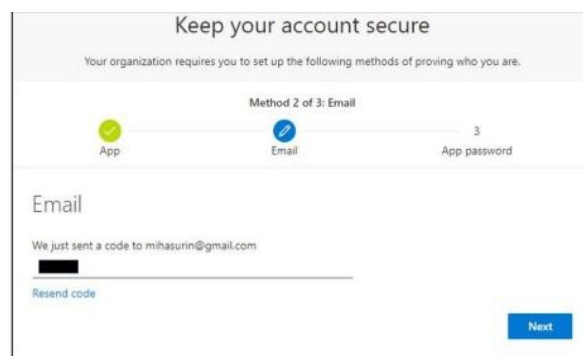
11. Approve the notification in the Microsoft Authenticator app, and then **Next**.



12. Setup for **Method 2: Email**. enter your alternate email, such as **personal email** & click '**Next**'. Don't use primary work or school email.



13. You will receive the verification code in your Personal email. Enter the code, click "**Next**".



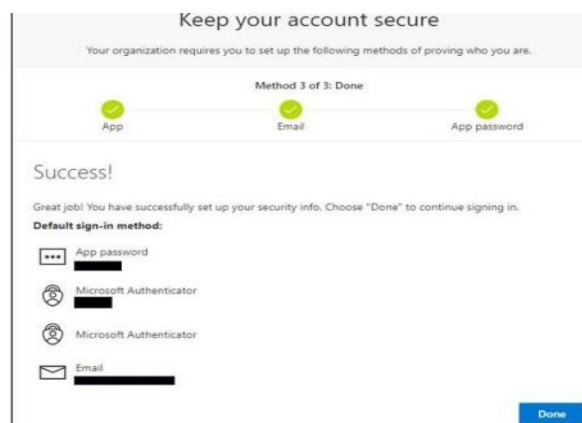
14. You have successfully set up your security info. Then, you need to continue with the app password.



15. After getting finished with the app password, you will get the information about it from Microsoft for future reference. Then, click "**Done**".

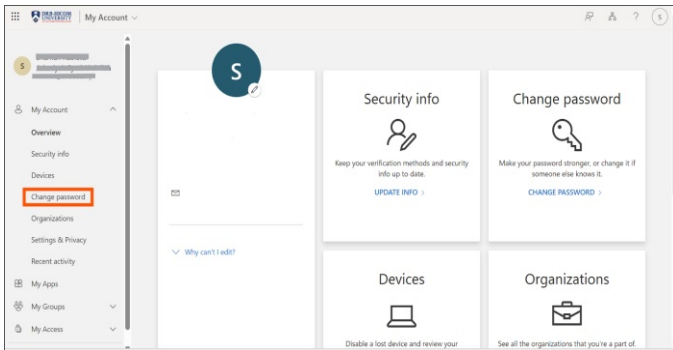


16. Finally, you will receive a success message with your own default way to sign up with Microsoft. Then you are ready to go.



PART C: HOW TO CHANGE/ RESET PASSWORD AT PORTAL OFFICE 365

1. Access portal <https://portal.office.com>
2. Kindly sign out and then sign in back to the DHU email.
3. Click the drop down of your account and click 'Change your password'.



4. Change your password.

A screenshot of the 'Change your password' dialog box. The dialog has a title bar with a close button (X). Below the title, there is a 'User ID' field. Then, there are two password fields: 'New password' and 'Confirm new password'. Each password field has a toggle icon (an eye) to the right of the input box. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Submit'.

****Note: Password composition requirement must be implemented such as:**

- a. High password complexity (min 8 characters)
- b. Uppercase
- c. Lowercase
- d. Number
- e. Symbols