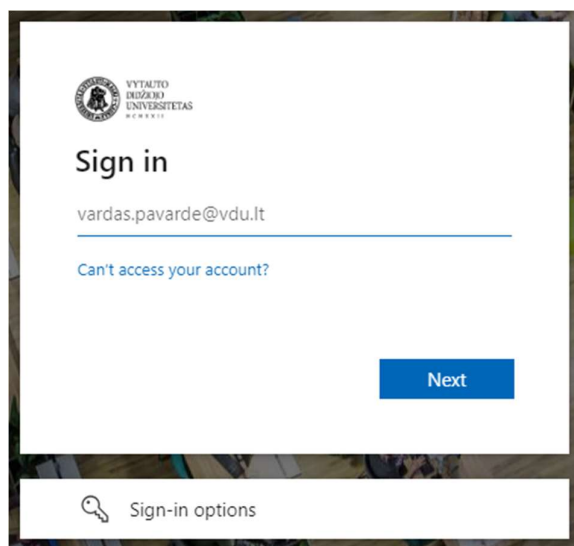




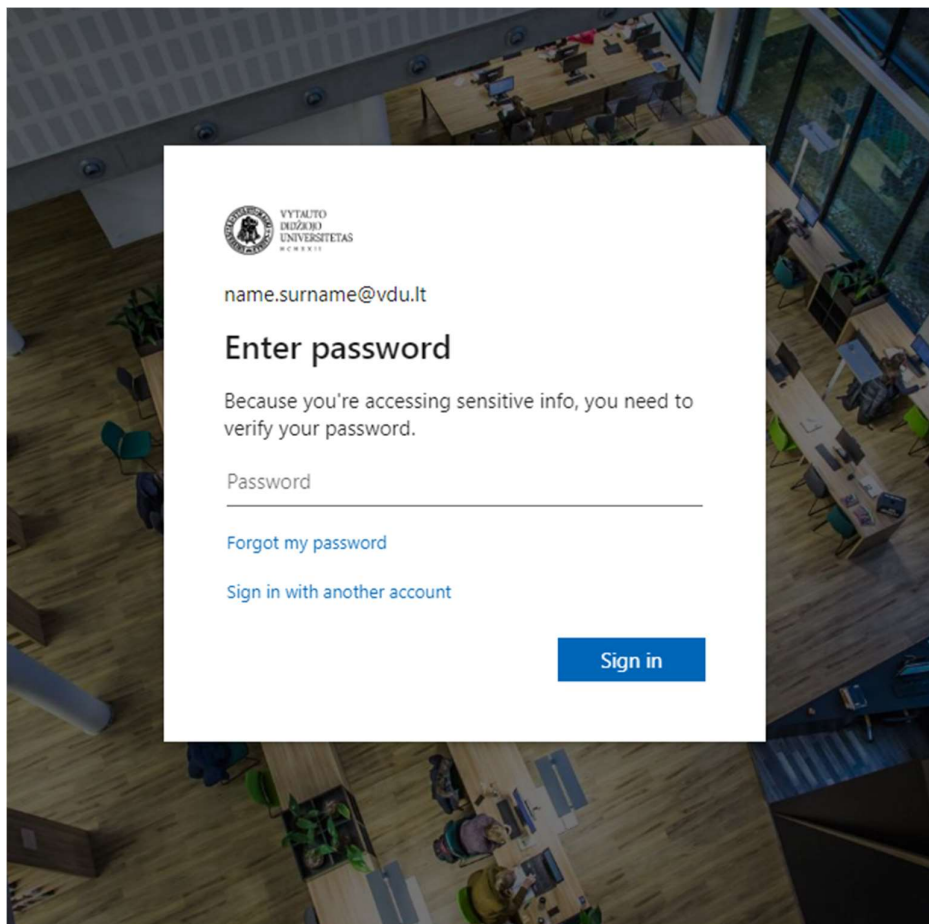
SECURE LOGIN TO VDU EMAIL MAIL SYSTEMS CONFIGURATION

You will need to make a few changes to your university's email account in order to access the University's email system securely.

1. Make sure your smartphone is connected to the internet (mobile data or Wi-Fi network).
2. On your computer, go to the MFA settings for your Microsoft 365 account. You can do this more conveniently using the link <https://mysignins.microsoft.com/security-info>
3. Click on the link to be redirected to the login page.



4. Log in with your VMU email credentials (name.surname@vdu.lt). Please note that the background image of the login window **MUST** change when you enter your VDU login and click the **Next** button:

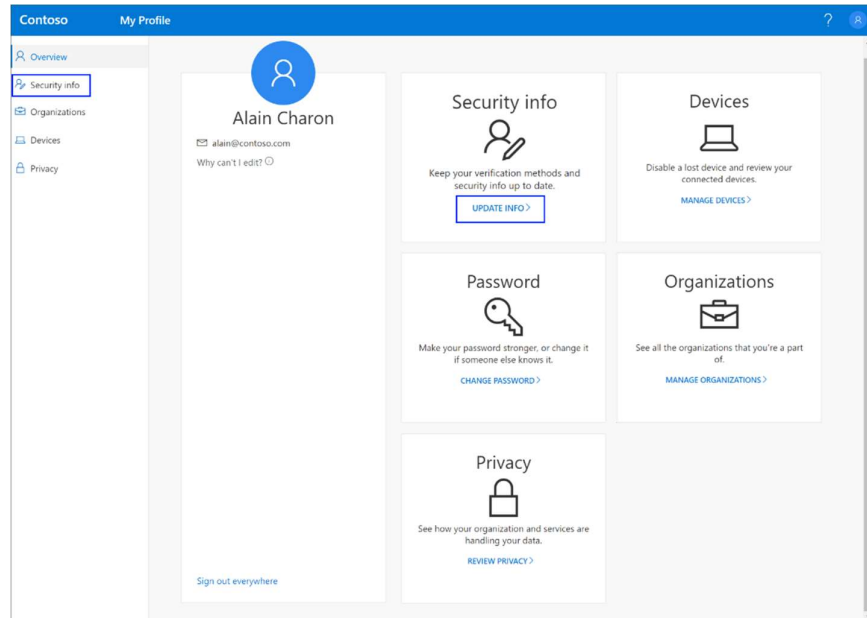


Choose one or both:

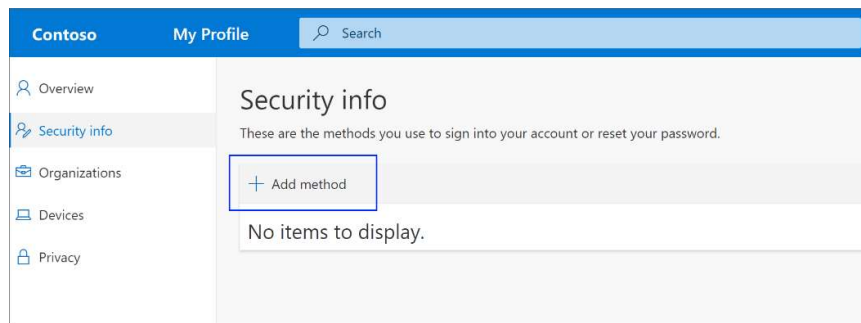
- 1. How to set up the Microsoft Authenticator app**
- 2. How to set up text messaging (SMS)**

1. How to set up the Microsoft Authenticator app

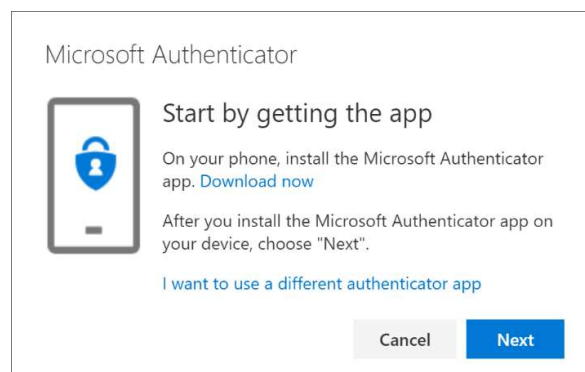
1. When you sign in to your account, you will see:



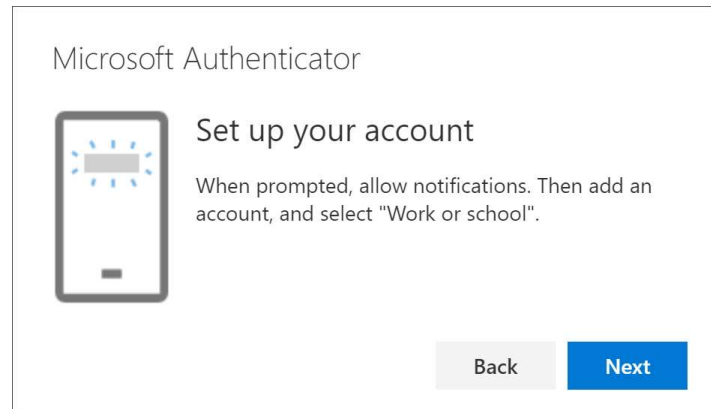
2. For security information, select **Add method**.



3. On the **Add Method** page, select the **Authenticator app** from the list, then select **Add**.
4. When you get the app from the Home page, select **Download now** to download and install the Microsoft Authenticator app on your mobile device, then select **Next**.



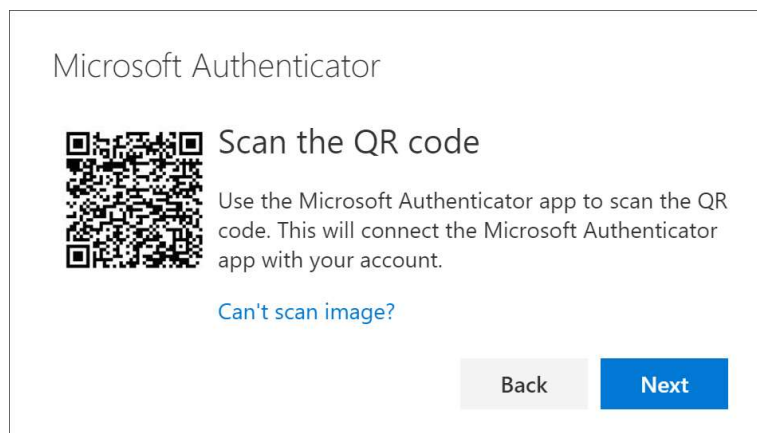
5. While you're setting up the Microsoft Authenticator app on your mobile device, stay on the **Account Set up** page.



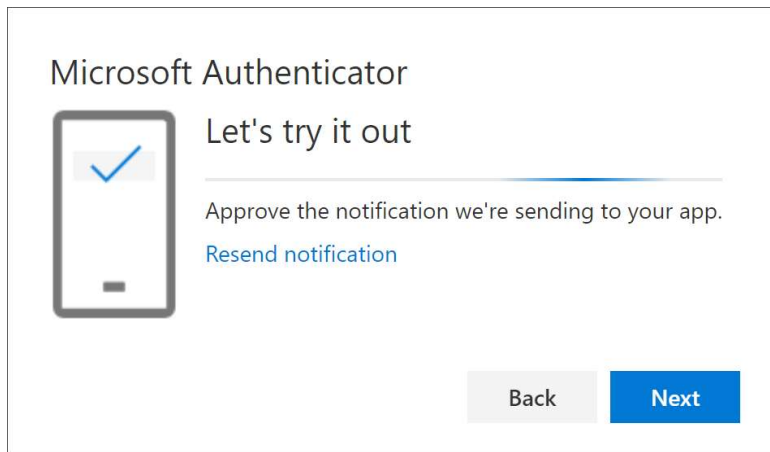
6. Open the Microsoft Authenticator app, select **Allow notifications** (if prompted), select **Add an account** from the **Customise & Manage icon** in the top-right corner, then select "Work or Education Institution account".

Note: The first time you set up the Microsoft Authenticator app, you may receive a prompt asking whether to allow the app to access your camera (on iOS devices) or to allow the app to take photos and videos (on Android devices). You must select **Allow the Authenticator app to access your camera** to take a picture of the QR code in the next step. If you don't allow your camera, you can still set up the recognizer app, but you'll have to add the code information manually. For information on how to manually add the code, see [Manually adding an account to an application](#).

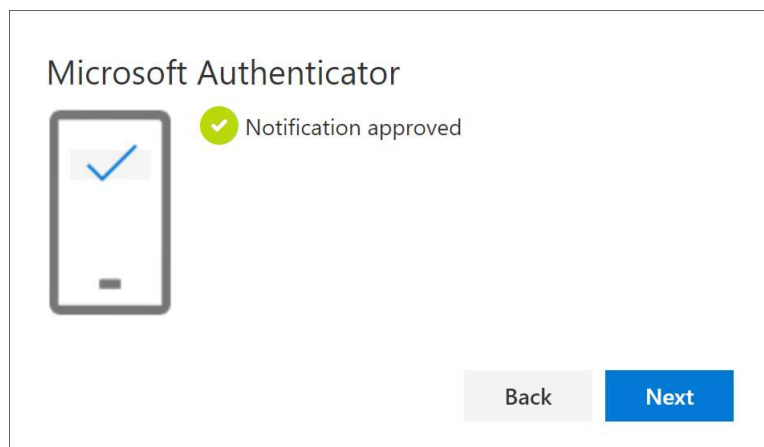
7. Go back to the **Account Set up** page on your computer and select **Next**. The Scan QR Code page appears.



8. Scan the code provided using the QR code scanner in the Microsoft Authenticator app.
9. The app should successfully add your work or training institution account without any additional information from you.
10. Select **Next** on your computer's **Scan QR code page**. A message is sent to the Microsoft Authenticator app on your mobile device so you can try out your account.



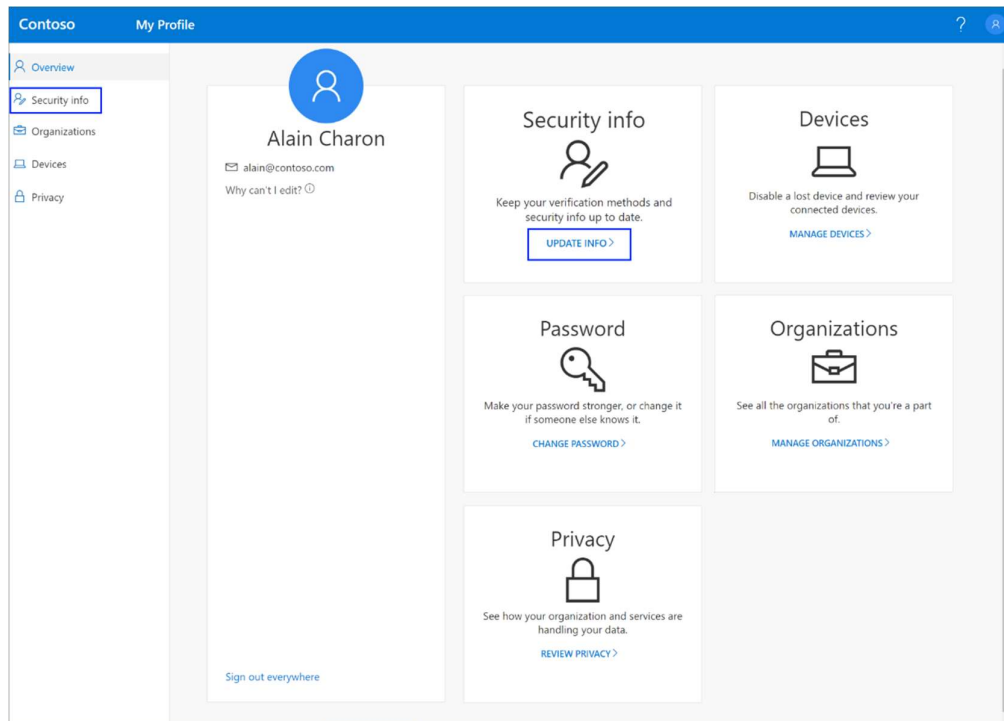
11. Confirm the message in Microsoft Authenticator, then select **Next**. Your security information is updated to default to allow you to use the Microsoft Authenticator app to authenticate when using two-factor authentication.



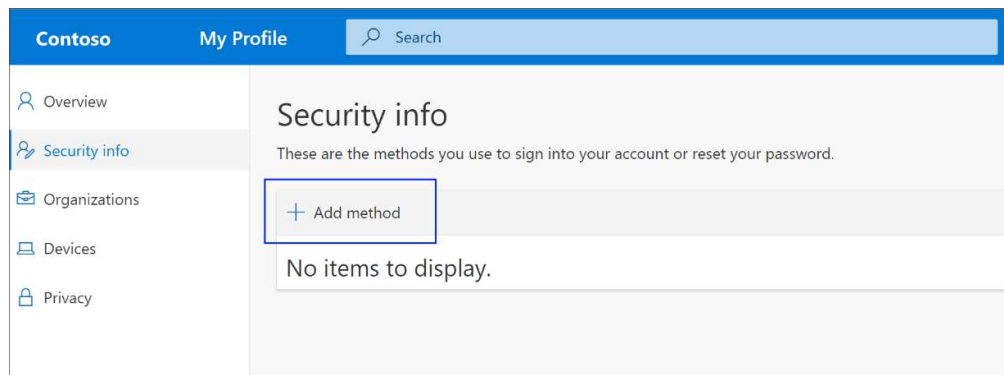
12. Configuration complete.

2. How to set up text messaging (SMS)

1. Log in to your email account and go to the page [My profile](#).



2. In the left-hand navigation area or in the **Security Info** Block link, select "**Security Info**", then on the "Security Info" page, select **Add method**.



3. On the **Add method** page, select **Phone** from the list, then select **Add**.
4. On the **Phone** page, enter the phone number of your mobile device, select **Text me a code**, then select **Next**.

Phone

Which phone number would you like to use?

+1 1234567890

☐ Call me

☒ Text me a code

Cancel Next

5. Enter the code sent to you by text message on your mobile device, then select **Next**.

Phone

We just sent a code to +1 1234567890

Enter code

[Resend code](#)

Back Next

6. Configuration complete.