

VYTAUTAS MAGNUS UNIVERSITY

## 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 <u>https://mysignins.microsoft.com/security-info</u>

3. Click on the link to be redirected to the login page.



4. Log in with your VMU email credentials (<u>name.surname@vdu.lt</u>). 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:

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			Password Cu Make your passend stronger, or change it if someone elle knows it. CMANGE PASSWORD >	Organizations	
		Sign out everywhere	Privacy A See how your organization and services are handing your data. REVIEW PRIVACY >		

2. For security information, select Add method.

Contoso	My Profile	
A Overview	Secu	irity info
∞ Security info	These are	e the methods you use to sign into your account or reset your password.
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Devices	No it	ems to display.

- 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**.

Microsof	t Authenticator		
	Start by getting the app		
Û	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		

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 <u>Manually adding an account to an application</u>.

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.

Microsoft Authenticator		
	Back	Next

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.

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Security info Organizations Devices Privacy		Alain Charon ⊠ alain@contoso.com Why can't I edit? ⊙	Security info	Devices Disable a lost device and review your connected devices MANAGE DIVICES
			Password Wake your password stronger, or change it if someone else knows it. CHANGE PASSWORD >	Organizations E See all the organizations that you're a part of. MANAGE ORGANIZATIONS >
		Sign out everywhere	Privacy B See how your organization and services are handling your data. REVIEW PRIVACY >	

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**.

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<ul> <li>Q Overview</li> <li>Security info</li> <li>Organizations</li> <li>Devices</li> </ul>	Security info These are the methods you use to sign into your account or reset your password. + Add method No items to display.
A Privacy	

- 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**.



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

Phone		
We just sent a c Enter code	ode to +1 123	4567890
Resend code		
	Back	Next

6. Configuration complete.