

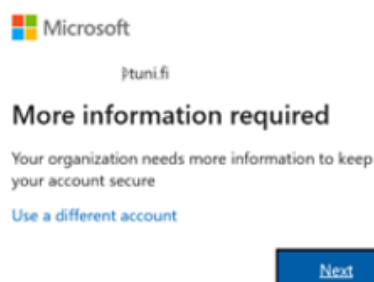
How do I start using multi-factor authentication as an external user at TUNI?

SMS as the authentication method

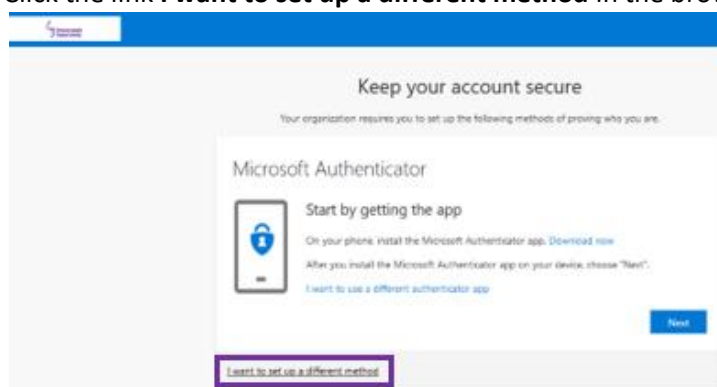
By external user, we mean a person who uses TUNI Microsoft Office 365 services (eg Teams or Sharepoint) but does not have a TUNI ID, for example a student from another university or an external person involved in a project.

When having problems with logging in you should try another browser, incognito/private mode (hotkeys ctrl+shift+p or ctrl+shift+n depending on browser) or clearing your cookies (ctrl+shift+delete).

1. When you sign in to the TUNI Microsoft Office 365 service, you are prompted to start using TUNI multi-factor authentication. Choose **Next**.



2. Click the link **I want to set up a different method** in the browser window.



3. Choose **Phone** from the drop-down menu and click **Confirm**.

4. Choose a country code from the drop-down menu and add the rest of your phone number in the text field.

Choose **Next**.

Phone

You can prove who you are by texting a code to your phone.
What phone number would you like to use?

Finland (+358) 40 123 4567

☒ Text me a code

Message and data rates may apply.

Cancel Next

5. The authentication will be tested with a 6-digit code sent to the telephone number you gave. Insert the code into the text field of the browser window. Choose **Done**.
6. SMS authentication is now ready. From now on, you have access to the TUNI Microsoft Office 365 service with your email address and password. The first login must be made with a browser.
When prompted to identify yourself, choose **Sign in another way**, which will take you to SMS authentication.
7. You are aware that text message identification should only be used as a secondary method of identification. As the primary authentication method, we recommend using Microsoft Authenticator.