2024

2FA security settings in Office365

DESKTOP APPLICATION METHOD
COMPUTER AND IT SERVICE   V.2

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In order to set up the two-factor authentication (hereinafter 2FA) for the first time or add a new authentication method, you have to log in to your Office365 account by visiting the following web:

https://virtual.urv.cat
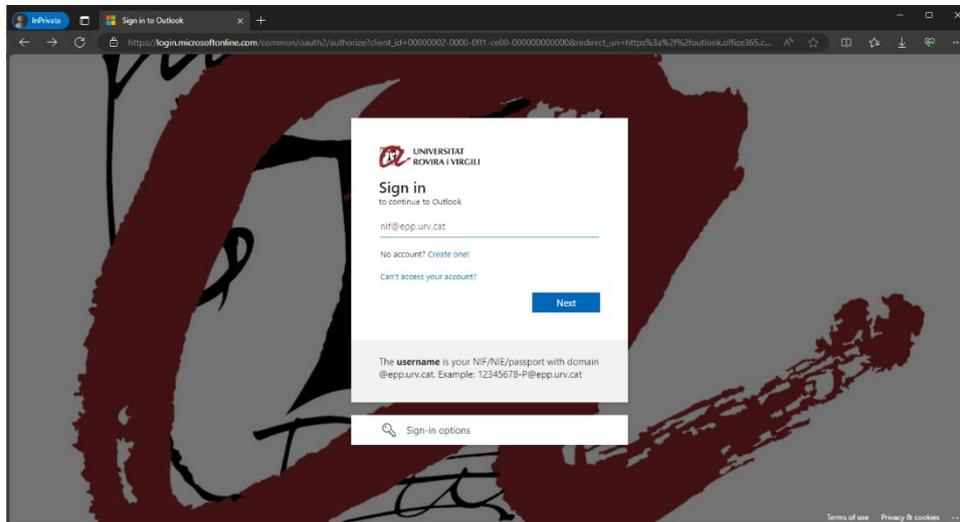
You have to sign in by inputting your username followed by the domain @epp.urv.cat, as indicated.
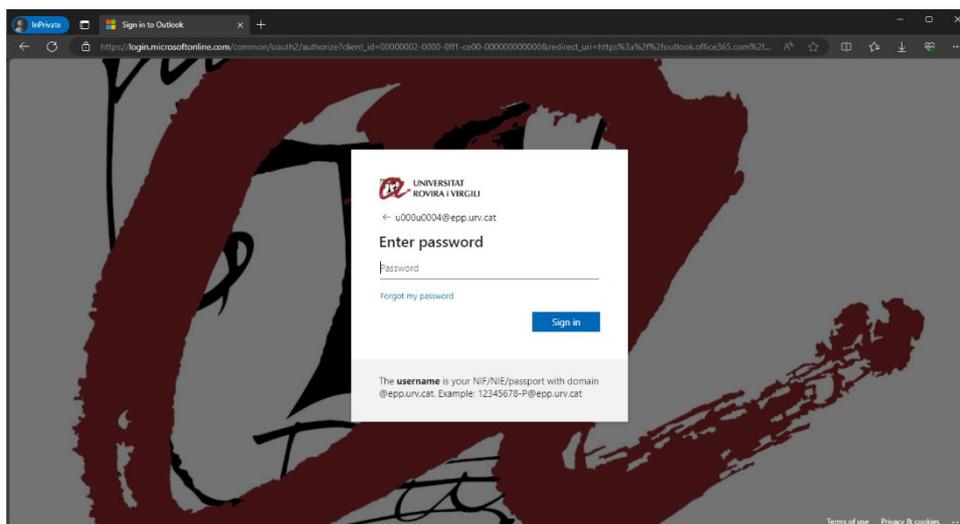
If you want to add a method, or if 2FA has not been activated in your account but you want to set it up in order to have it ready when 2FA is activated, log in and click on the user icon in the top right-hand corner of the screen. Then click on "View account".
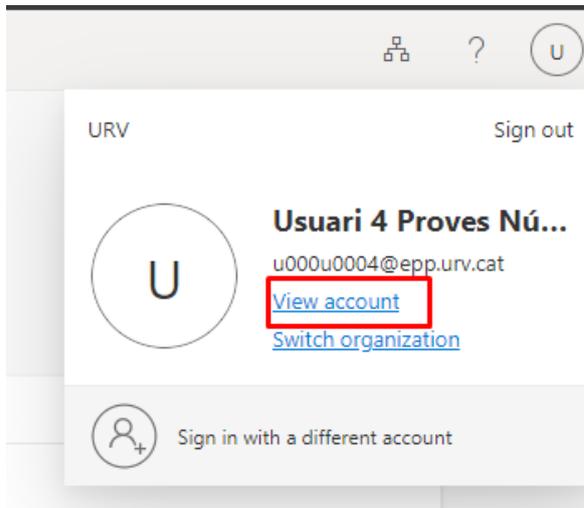
You have to go to the "Security info" section.
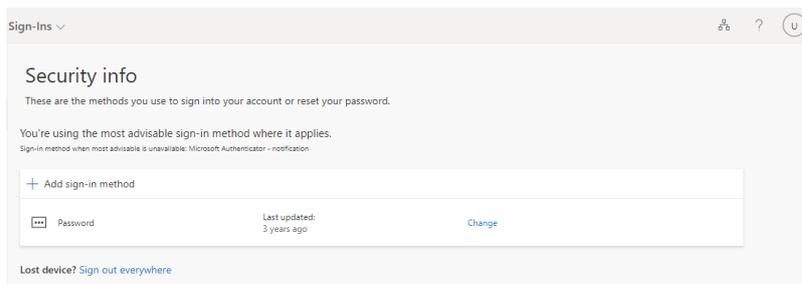
Only one method "Password" will appear. This method represents your password. Note: If you want to change the password to access all the Digital Services of the University, you have to do it inside the Change Password application: https://oim.urv.cat/

IMPORTANT:

- If you have ever set up a method, you will be required to use it at this point. If you have set up a mobile phone or a landline, please choose the defined method and follow the instructions.

  If there is a phone number and you do not recognise it, please stop, contact the SAU (user service) and tell them what you are doing:

  - Web application: (https://sau.urv.cat/)
  - Email: cau@urv.cat.

- The mobile phone or landline numbers entered in this section are used solely for setting up the 2FA at the URV.

Adding a method

The URV recommends adding more than one 2FA method in the following order of priority:

- Authentication application on the mobile phone (preferred method)
  - Microsoft Authenticator

- Desktop application (TOTP generator)
  - 2fast (Windows) / KeePassXC (Mac)

- Mobile phone number (SMS) / Landline
  - Warning: As from October 2023, Microsoft allows SMS or phone as an alternative method, which means that users are required to set up one of the two previous methods.

Please be aware that it is crucial to set up more than one method. So, for example, if one day the mobile phone application is not working (or you have forgotten or lost your phone), you will still be able to log in with 2FA through a desktop application, an SMS or a call to a landline.

Warning: If you do not have methods for a two-factor authentication you will not be allowed to access the application.

Click on "Add sign-in method" to add a new method.
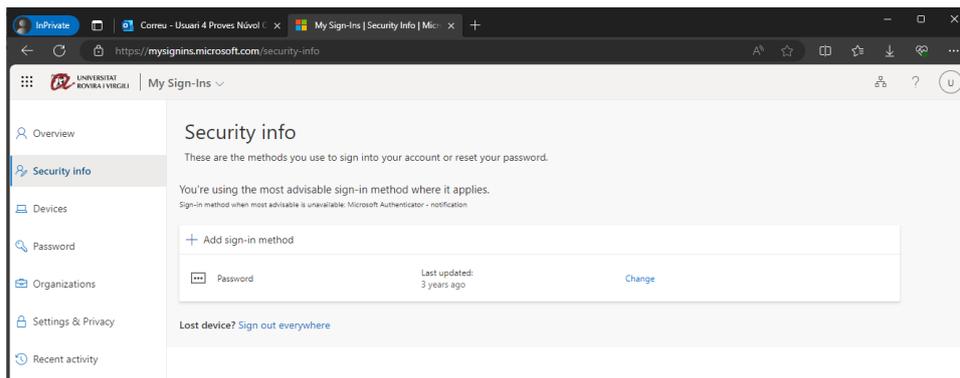
You are then prompted to choose a method from the drop-down menu.
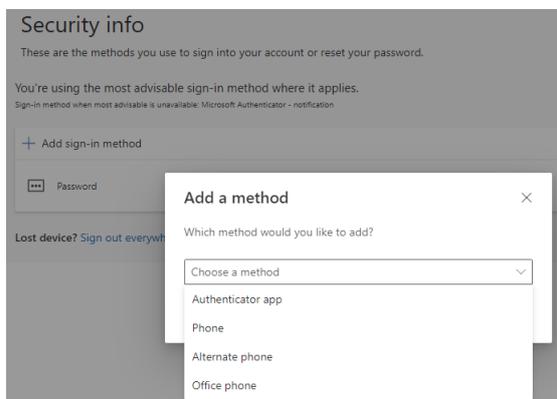
Adding the desktop application method (TOTP generator)

This method consists of having the 2FA application installed on our computer.

WARNING: If you do not have access to the computer, you will not be able to authenticate with 2FA.

Installing in Azure domain computers (log in with epp.urv.cat)

Please follow the steps below to install the application:

From the Start menu, open the application "Company portal".
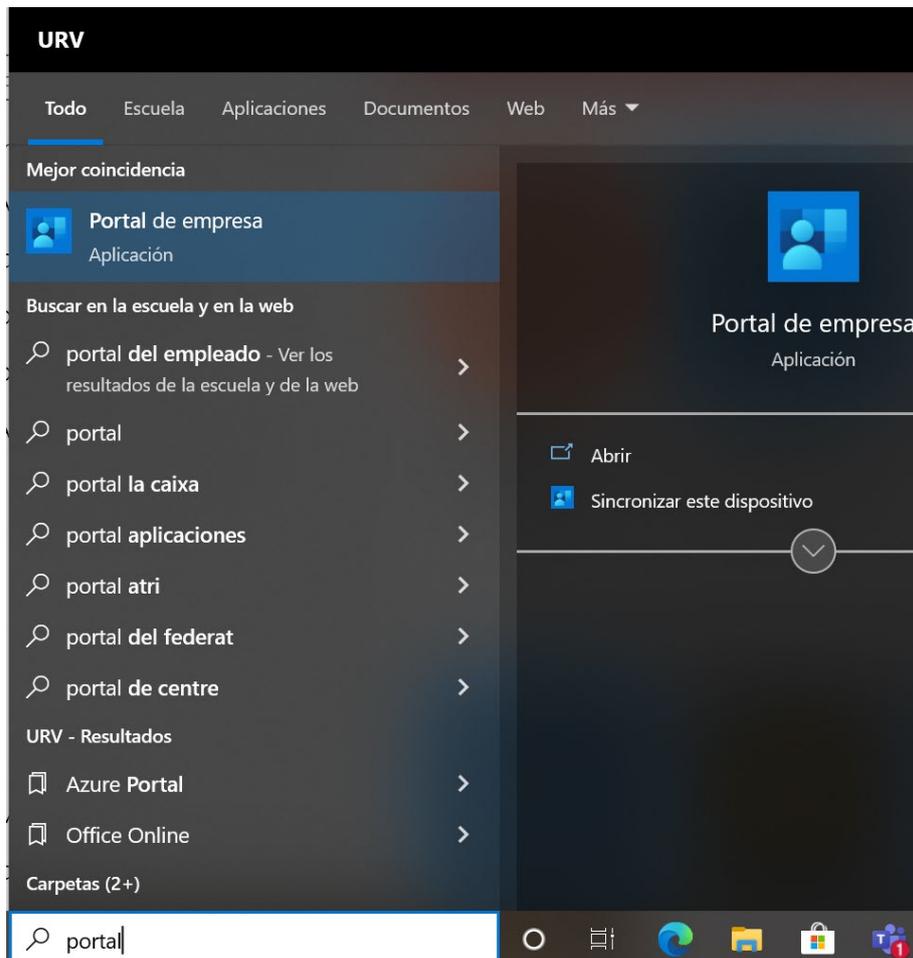
Go to the "Apps" section and select "2fast – Two Factor Authenticator".
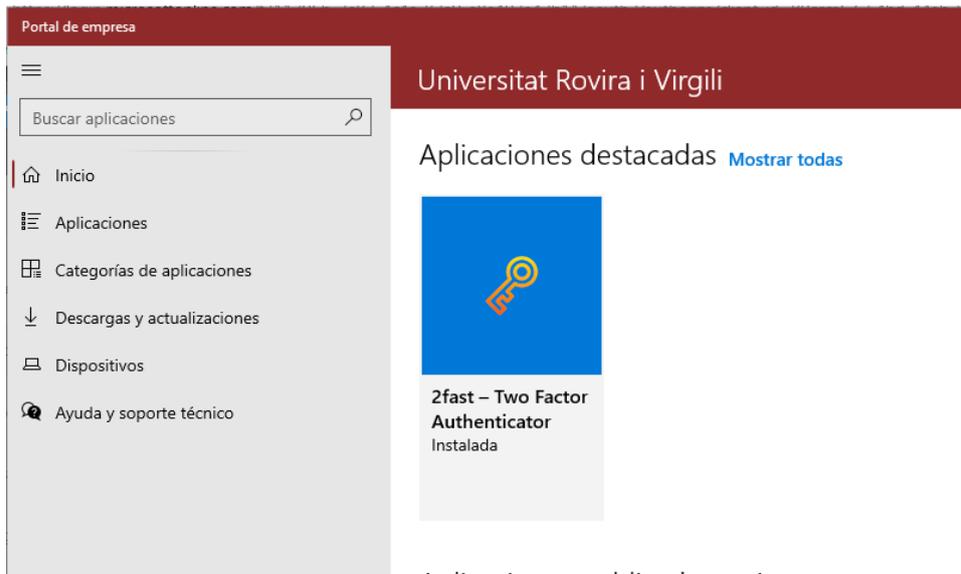
Choose "Install".
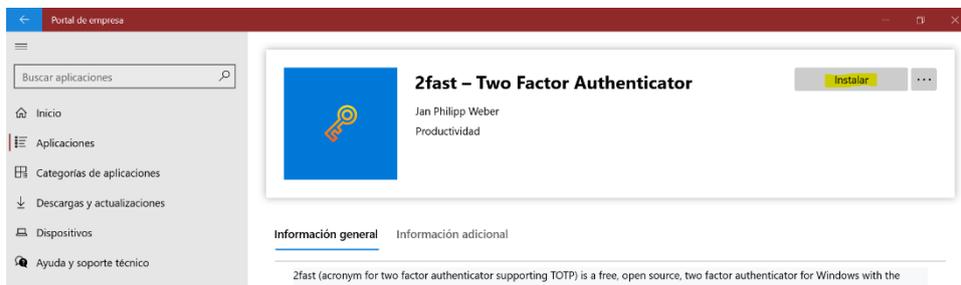
Now the application is installed and available from "Start" -> "2fast – two factor authenticator".
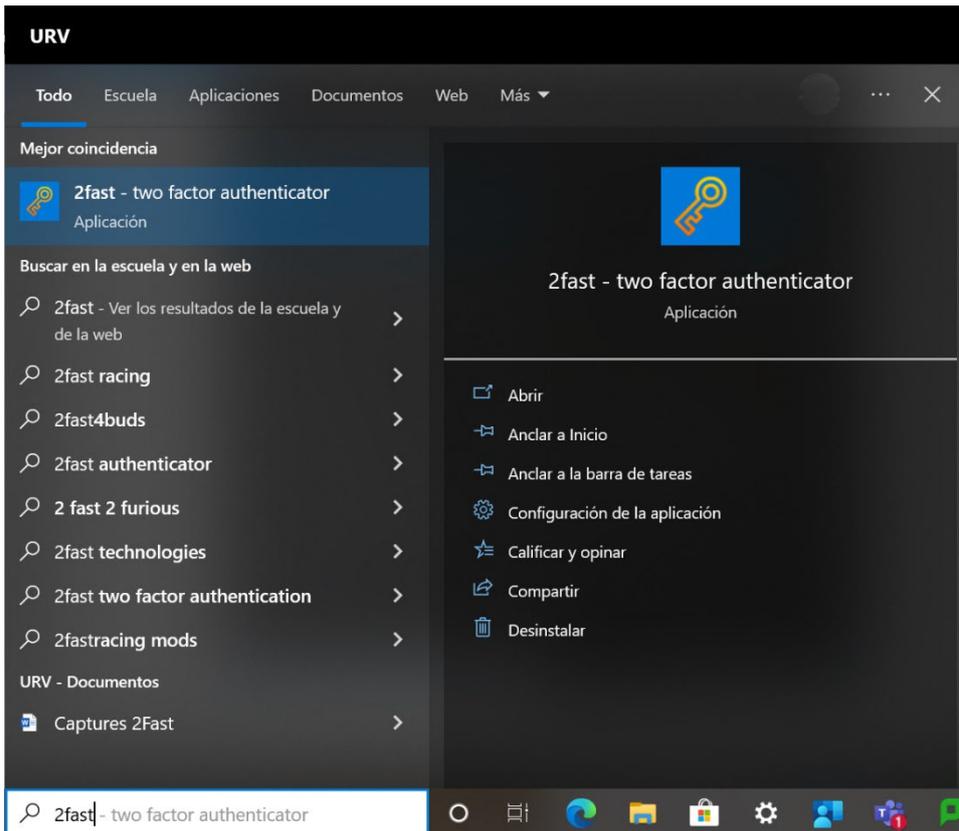
Installing on personal computers or with the PAS/PDI domains

Please follow the steps indicated below to install the application:

Open Microsoft Store by clicking on Start -> Microsoft Store and then search for "2fast".

Select "2fast – Two Factor Authenticator".
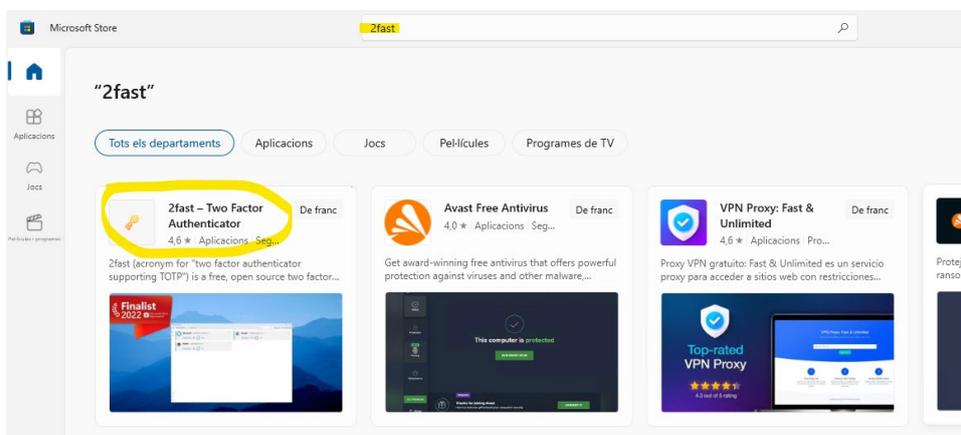
Click on "Get".
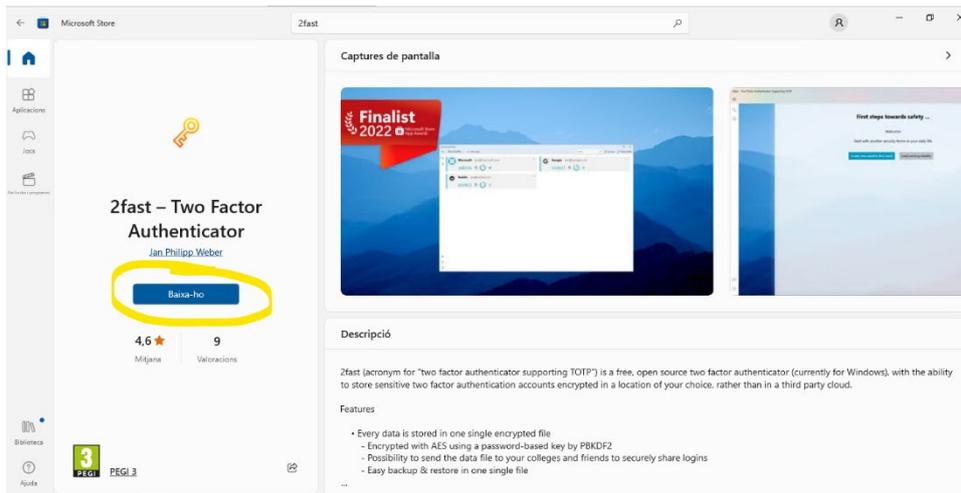
The application is now installed and you can open it by going to "Start" -> "2fast – two factor authenticator".

2fast - two factor authenticator

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2fast - two factor authenticator
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Accessoris del Windows

Auxiliar de la consola de l'Xbox

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Calculadora

Calendario

Cámara

Centro de opiniones

Configuració

Correo

Cortana

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Editor de vídeo

Eines administratives del Windows

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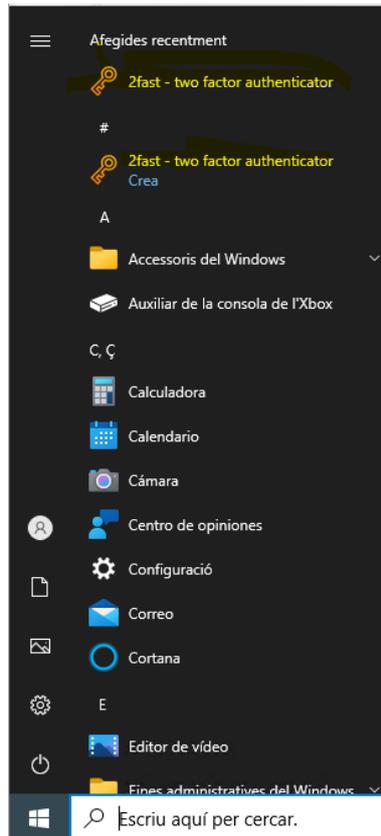
Application settings

Once the application is installed, please open it.

If you are opening it for the first time, the application will require you to create a data file that must be password-protected.

After completing the previous step, go to your Office365 account (see Adding a method) and select the option "Authenticator app" on the web.
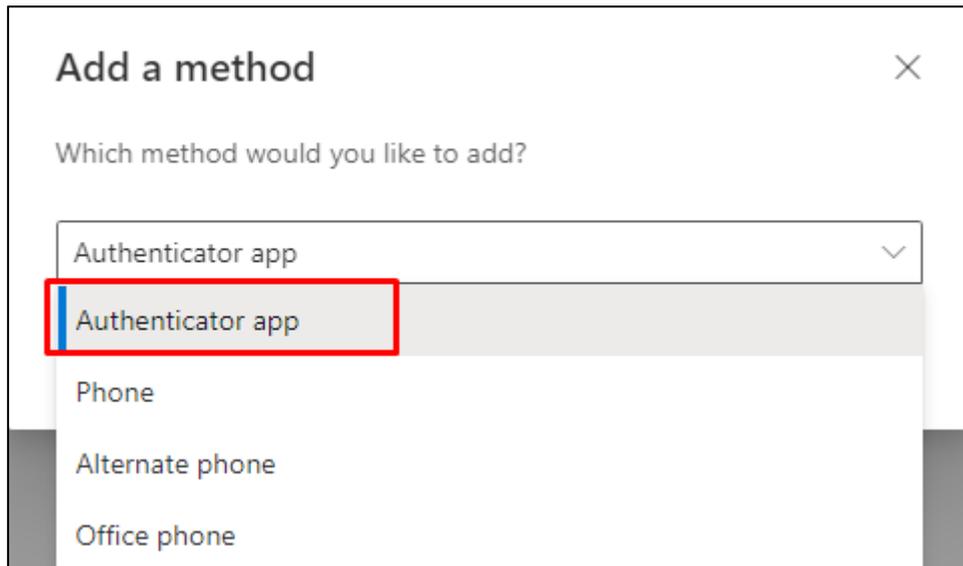
This procedure is very similar to the one used to add Microsoft Authenticator, but in this case, instead of clicking on "Next", you have to click on "I want to use a different authenticator app".
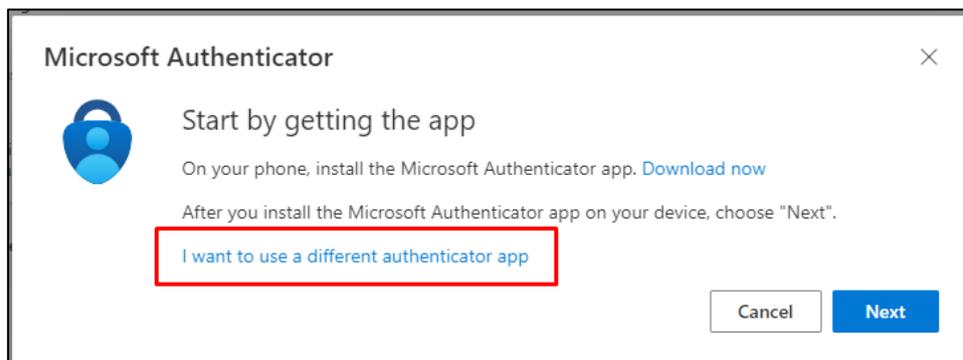
Then you will see the QR code that you have to scan with the computer application.
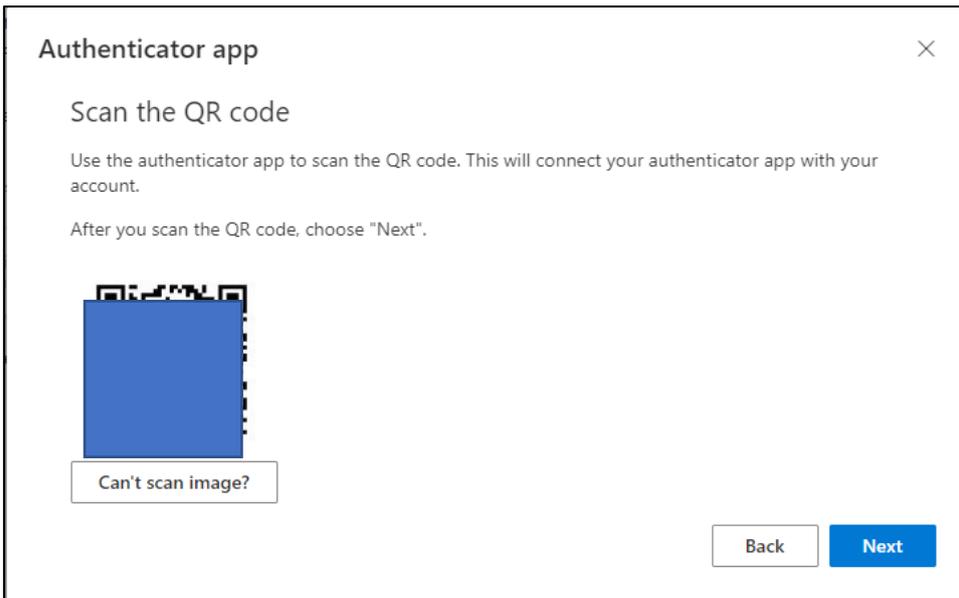
Now you have to open the desktop application that you have just installed:

- Select: "Add account".
- In the "Input type" menu, select "Scan Key-QR-code".
- Within the next five seconds you have to use the mouse to select the area where the QR code is.
- If everything goes well, your account will have been added to the application.

Now it is ready.