

2FA security settings in Office365

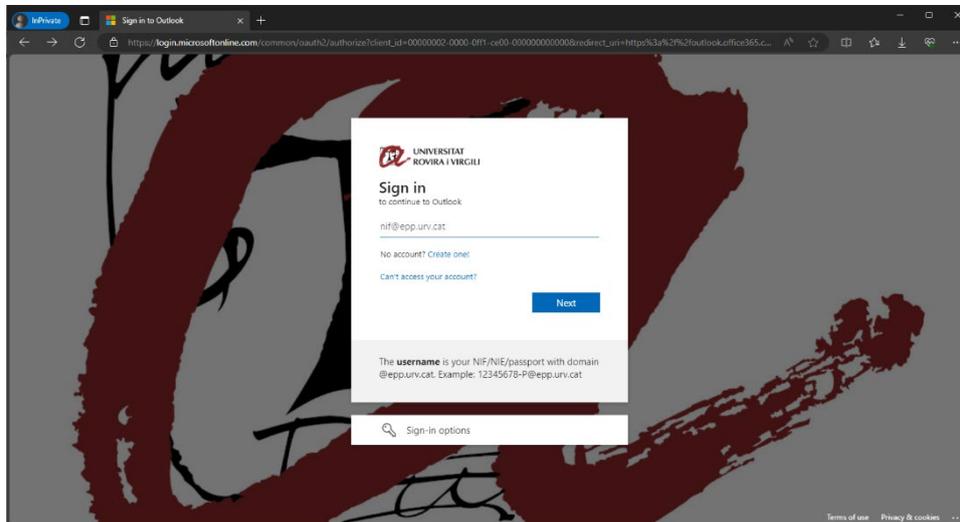
PHONE
COMPUTER AND IT SERVICE v.2

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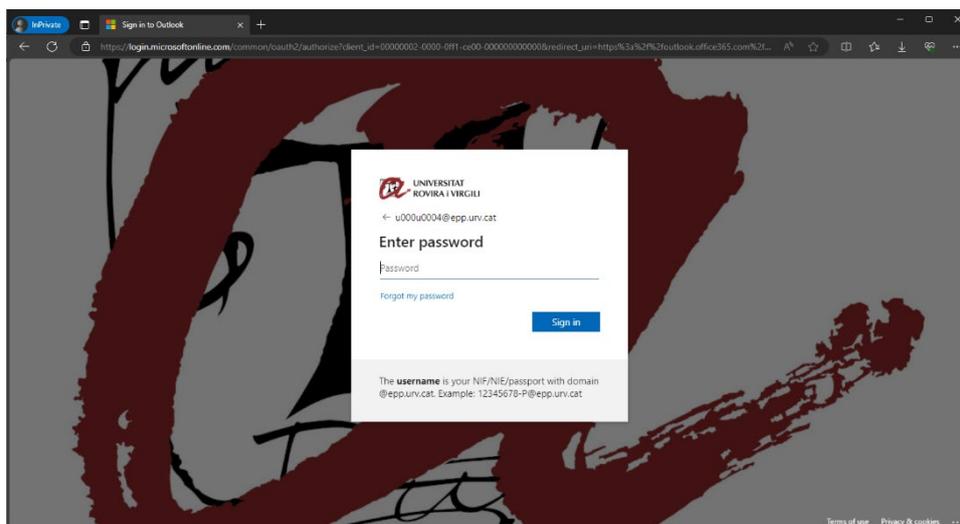
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In order to set up the two-factor authentication (hereinafter 2FA) for the first time or add a new authentication method, you have to log in to your Office365 account by visiting the following web:

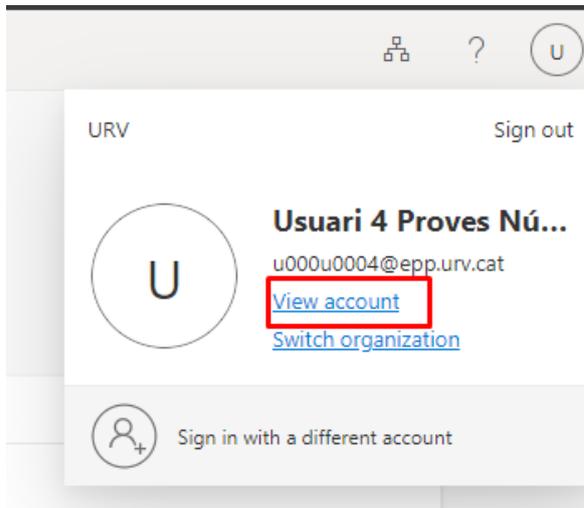
<https://virtual.urv.cat>



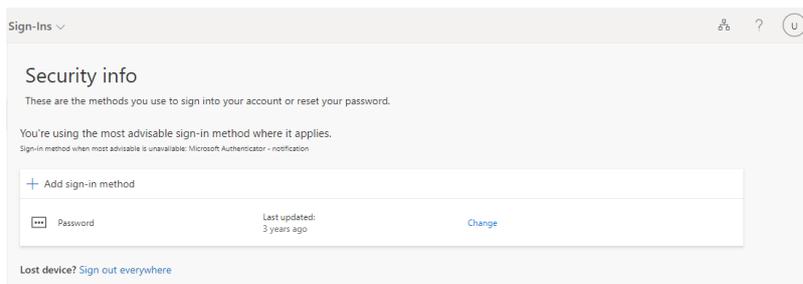
You have to sign in by inputting your username followed by the domain @epp.urv.cat, as indicated.



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:

- o Web application: (<https://sau.urv.cat/>)
 - o 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

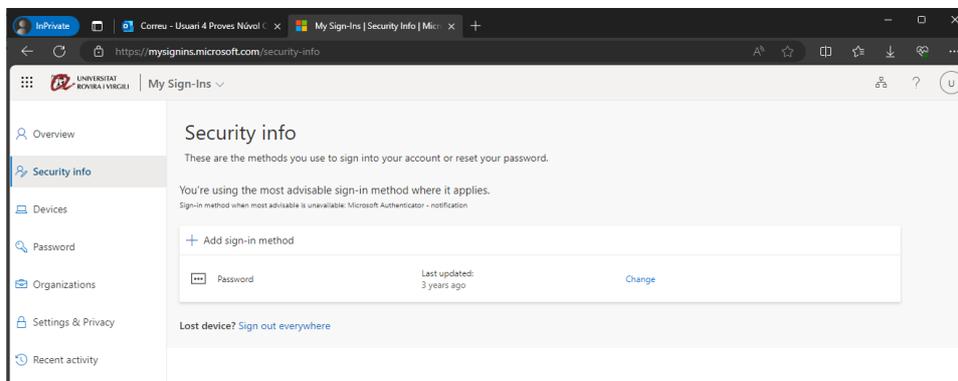
The URV recommends adding more than one 2FA method in the following order of priority:

- Authentication application on the mobile phone (preferred method)
 - o Microsoft Authenticator
- Desktop application (TOTP generator)
 - o 2fast (Windows) / KeePassXC (Mac)
- Mobile phone number (SMS) / Landline
 - o 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.

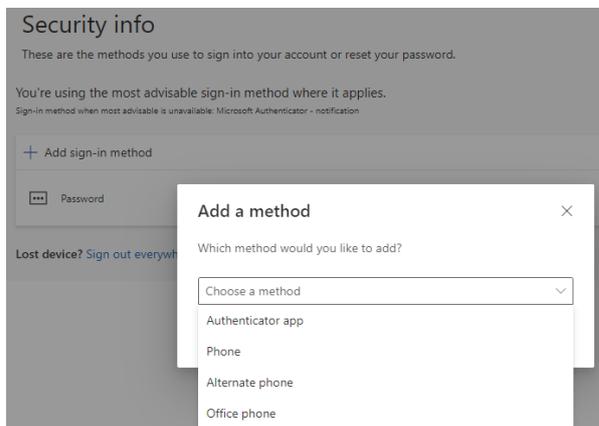
Please be aware that it is crucial to set up more than one method. So, for example, if one day the mobile phone application is not working (or you have forgotten or lost your phone), you will still be able to log in with 2FA through a desktop application, an SMS or a call to a landline.

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.



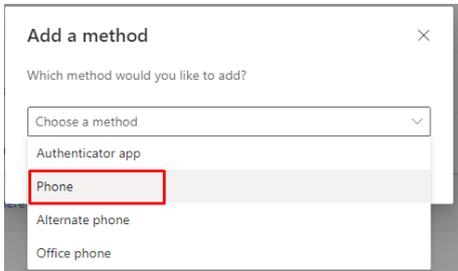
You are then prompted to choose a method from the drop-down menu.



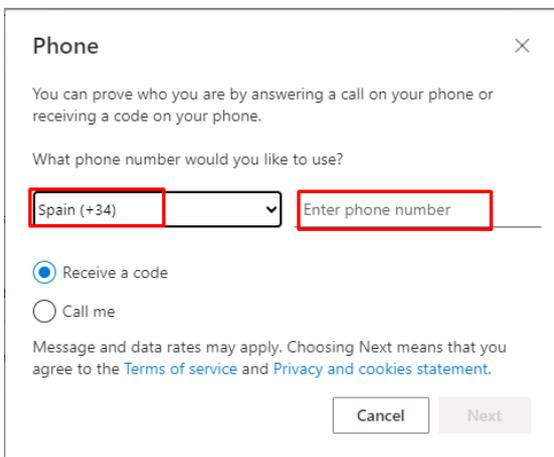
Adding the methods “Phone”, “Alternate phone” or “Office phone”

Important: 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.

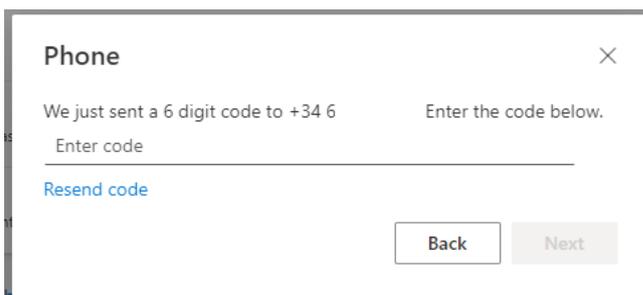
In order to add a mobile phone or landline, you have to select the option “Phone”.



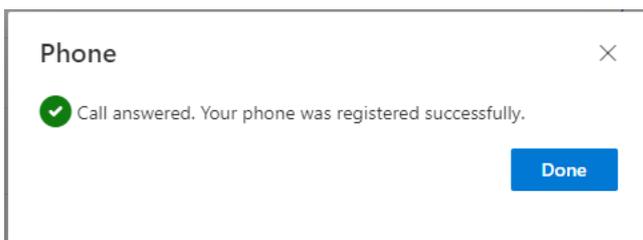
You will see the following screen. You have to select “Spain” from the drop-down menu and enter the phone number:



Now click on “Next”.



You will receive an SMS on your mobile phone. Enter it and you will see a screen indicating that the method has been successfully set up.



If the telephone that introduce is a fixed telephone only permits you get a call. The call that get, signifies you that you are proving to register the telephone and at finalising have to introduce the button of #