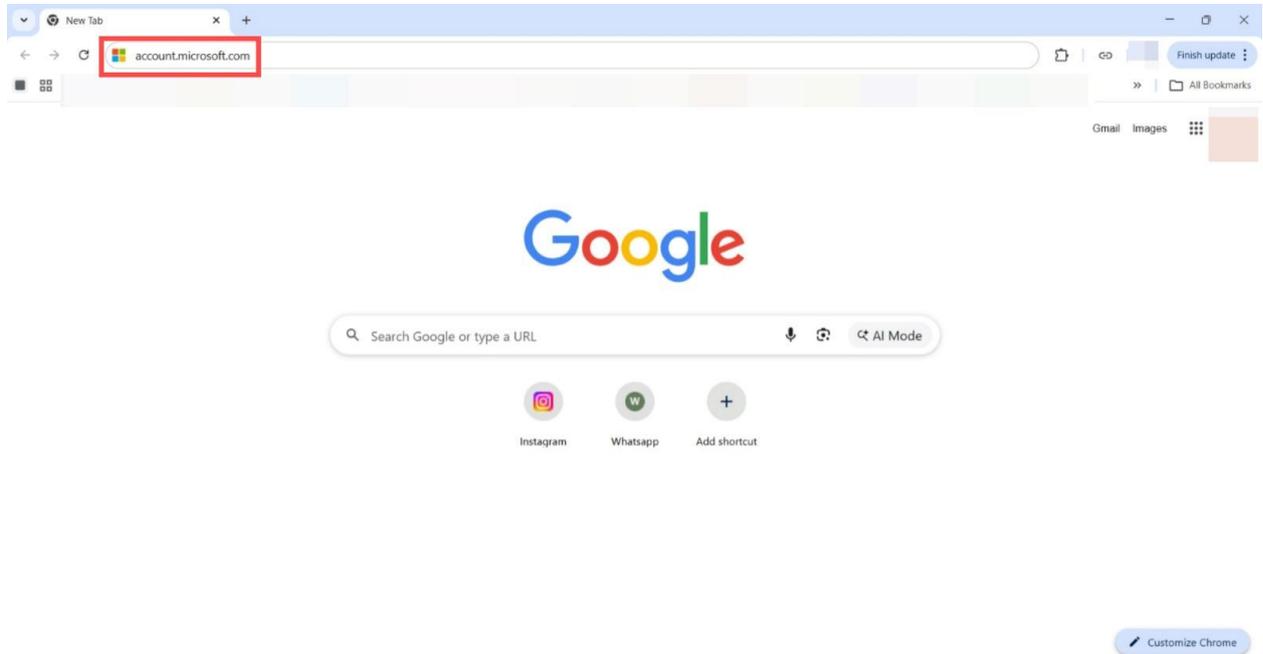


"Microsoft Account Verification Setup" Tutorial

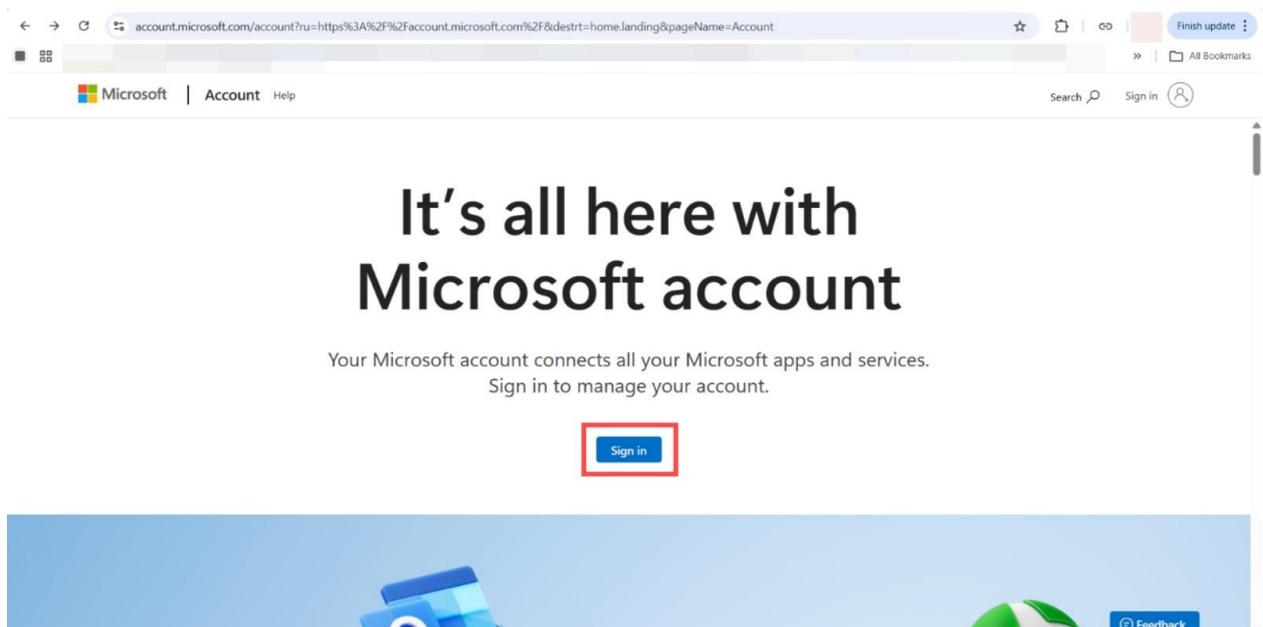
Lebanese University

1. Go to: <https://account.microsoft.com> in Google Chrome

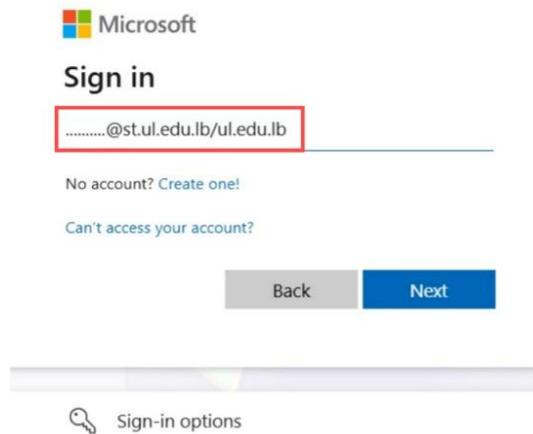


2. Sign in to your UL mail

- Click: "Sign in"



- Enter your email (Faculty & Staff:@ul.edu.lb – Students:@st.ul.edu.lb)



Microsoft
Sign in

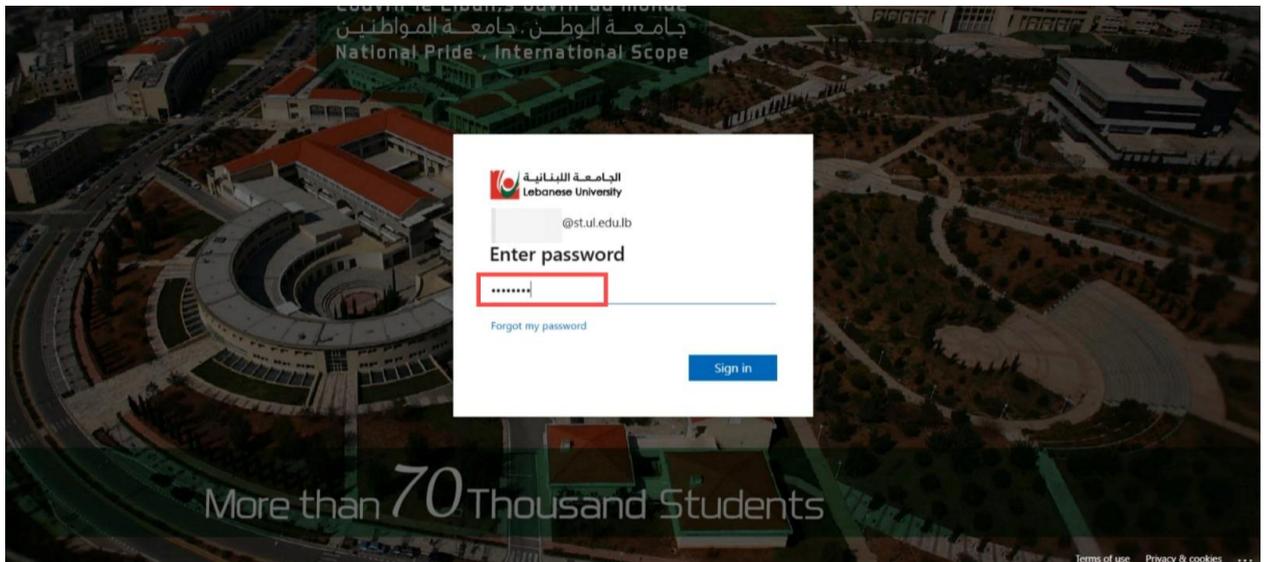
.....@st.ul.edu.lb/ul.edu.lb

No account? [Create one!](#)
Can't access your account?

Back Next

Sign-in options

- Enter your password



Lebanese University
@st.ul.edu.lb

Enter password

.....

[Forgot my password](#)

Sign in

More than 70 Thousand Students

3. Click: "Next"



Lebanese University
@st.ul.edu.lb

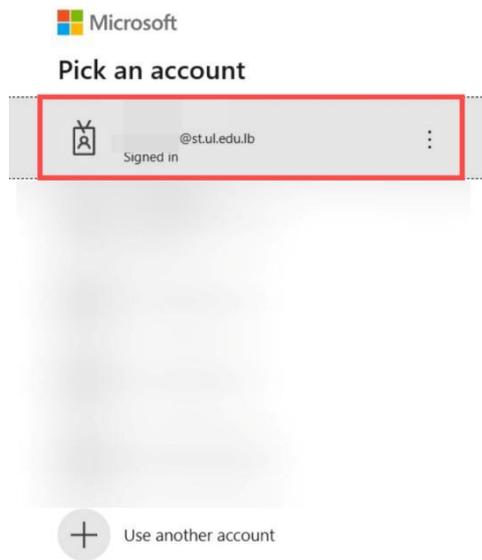
Let's keep your account secure

We'll help you set up another way to verify it's you.

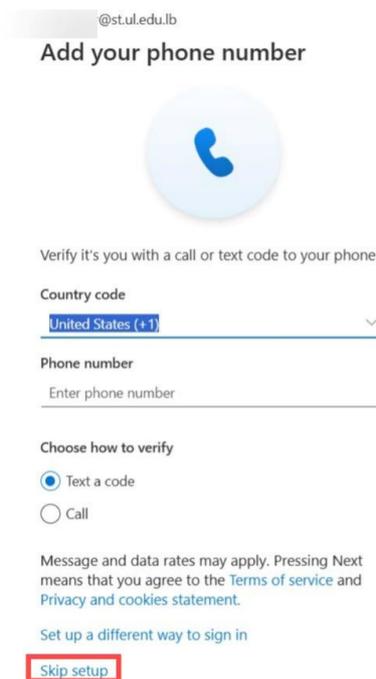
[Use a different account](#)

Next

4. Choose your account



5. Click: "Skip setup"



6. Click: "Next"



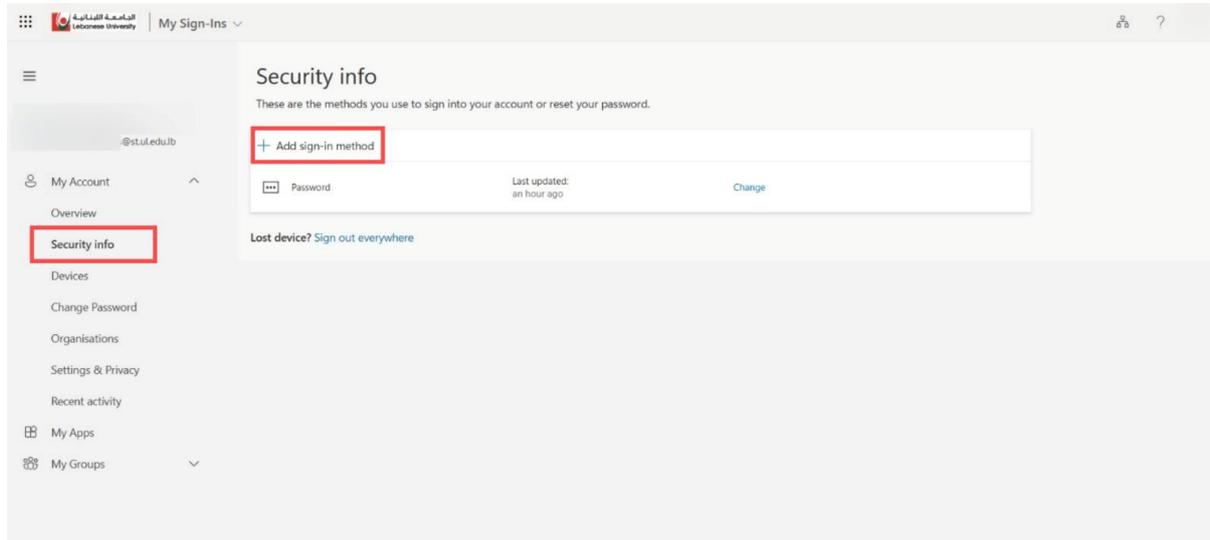
NOTE: Any time steps 4–6 appear again, follow the same instructions.

7. Click: "Checkbox"

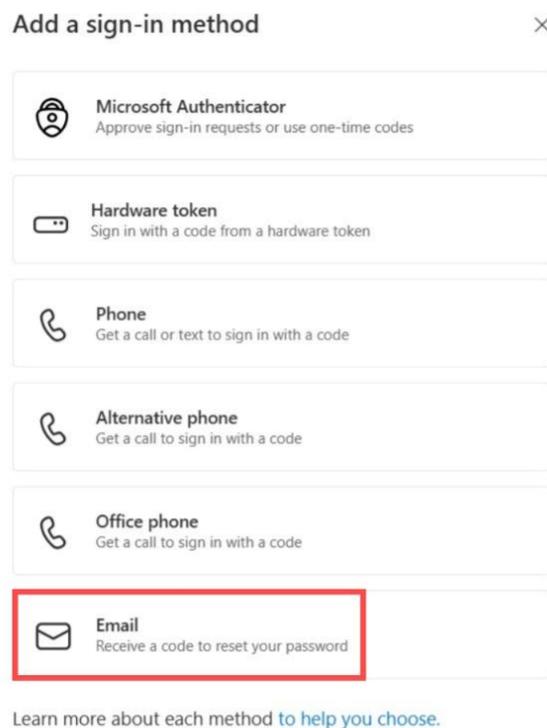
- If you are signing in on a **personal** computer/laptop: Click "Yes"
- If you are signing in on a **public or shared** computer: **Always** click "No"



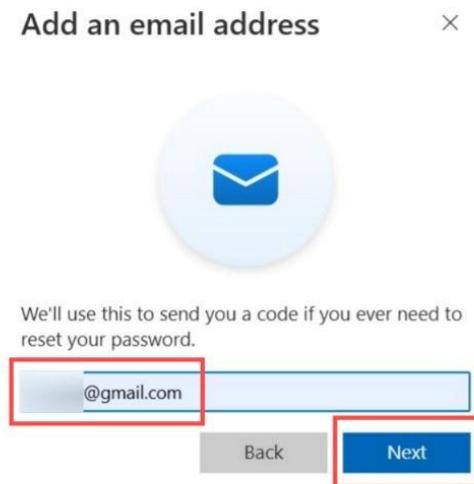
8. After signing in, select: "**Security info**" from the left-hand menu
(**Reminder:** If the sign-in prompts reappear, follow the same steps as before)
Then, click: "**Add sign-in method**"



9. Choose: "**Email**"



10. Add your **personal** email address, then click: "**Next**"



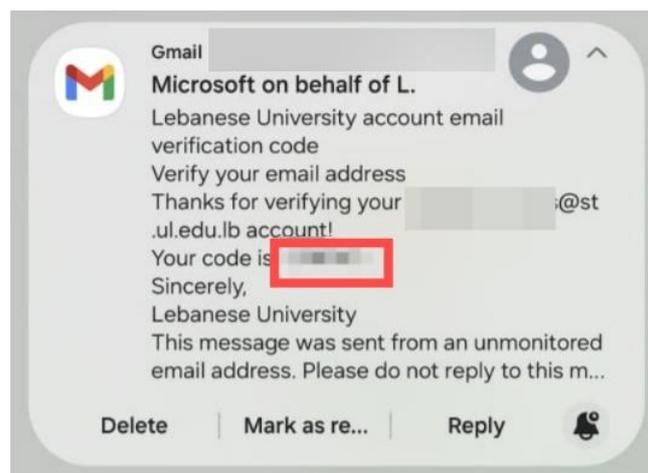
Add an email address ×



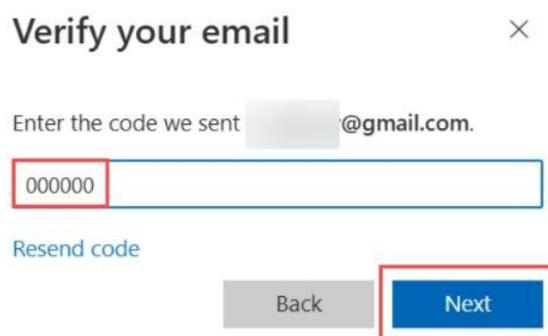
We'll use this to send you a code if you ever need to reset your password.

Back Next

11. **Get the code** from the email sent to the email address you added



12. Enter the **6-digit code**, then click: "**Next**"



Verify your email ×

Enter the code we sent [redacted]@gmail.com.

[Resend code](#)

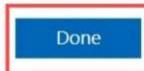
Back Next

13. Click: "Done"

✔ Email Added



You can now receive a code at this email if you ever need to reset your password.



14. Click: "Add sign-in method"

Security info

These are the methods you use to sign into your account or reset your password.

+ Add sign-in method

...	Password	Last updated: an hour ago	Change
✉	Email		Delete

Lost device? [Sign out everywhere](#)

15. Choose: "Microsoft authenticator"

Add a sign-in method

- Microsoft Authenticator**
Approve sign-in requests or use one-time codes
- Hardware token**
Sign in with a code from a hardware token
- Phone**
Get a call or text to sign in with a code
- Alternative phone**
Get a call to sign in with a code
- Office phone**
Get a call to sign in with a code

Learn more about each method to help you choose.

16. Click: "Set up different authentication app"

Install Microsoft Authenticator ×



Install the app on your mobile device, then come back here to continue.

 GET IT ON Google Play  Download on the App Store

[Set up a different authentication app](#)

[Back](#) [Next](#)

17. Click: "Next"

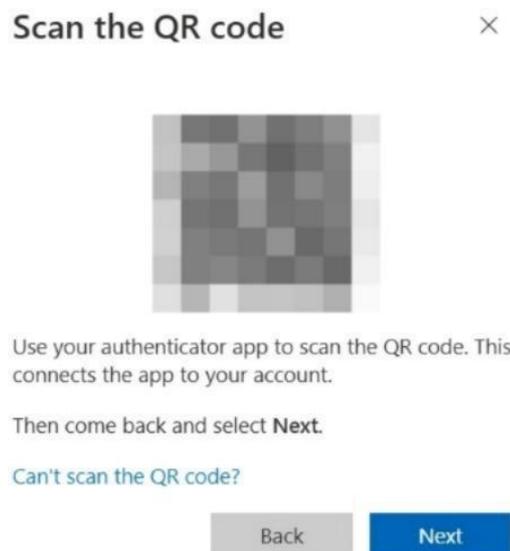
Set up your account in app ×



Start by adding your account.

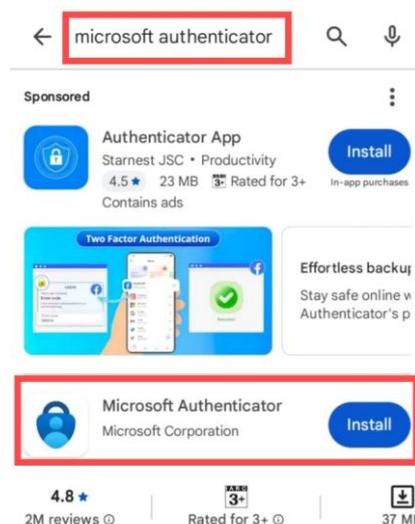
[Back](#) [Next](#)

18. **Keep your laptop open** on this page and **use your mobile phone** to follow steps 19–23
DO NOT click "Next"



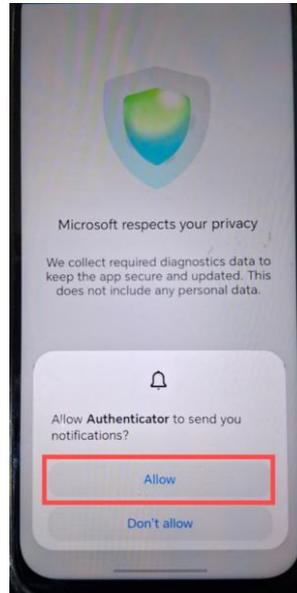
Important notice: Login will only be accessible from the phone where the app is installed, so make sure to use **your own mobile phone**, as you will need it **for all future logins**

19. Open "App Store" or "Play Store" and download: "**Microsoft authenticator**"
Note: It is **very important** to download the correct application, as shown below

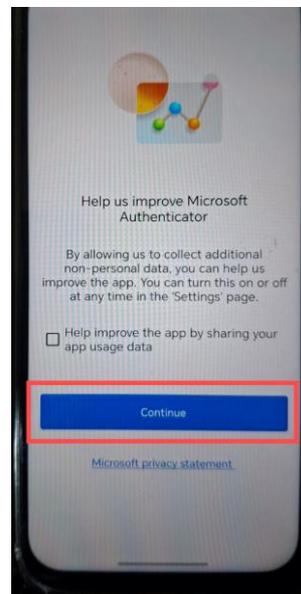


20. Open the downloaded Microsoft Authenticator application

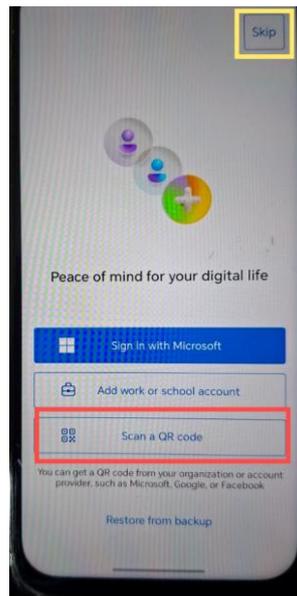
- Click: "**Allow**" – It is **very important** as you will need it for all future logins



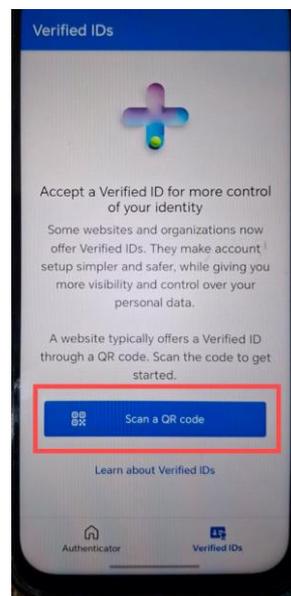
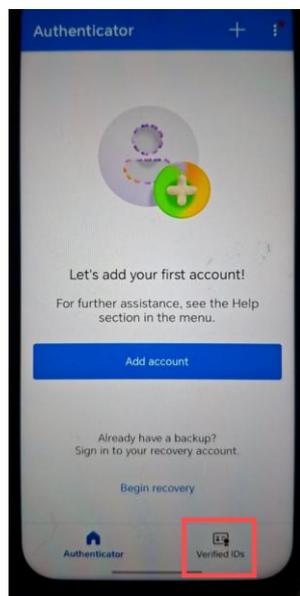
- Click: "**Accept**", then "**Continue**"



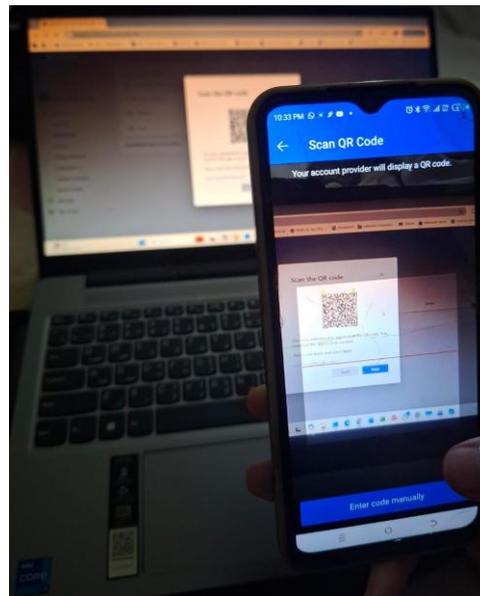
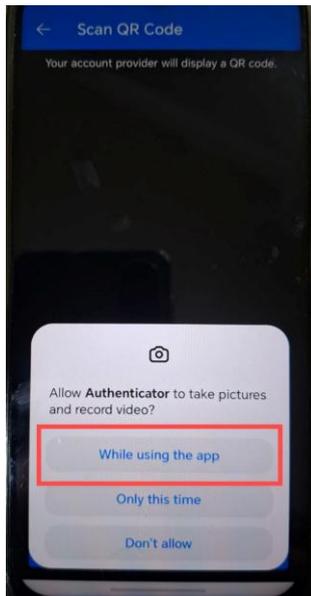
21. Click: "Scan a QR code"



In case you skipped this step or you see the following tab, click: "Verified IDs" then "Scan a QR code"



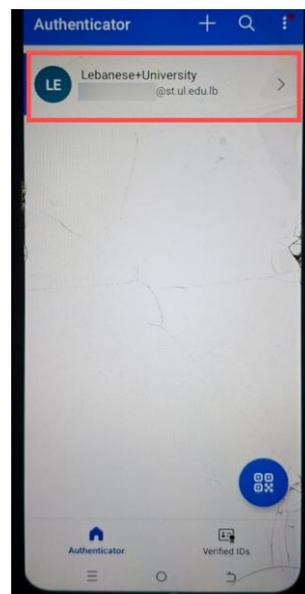
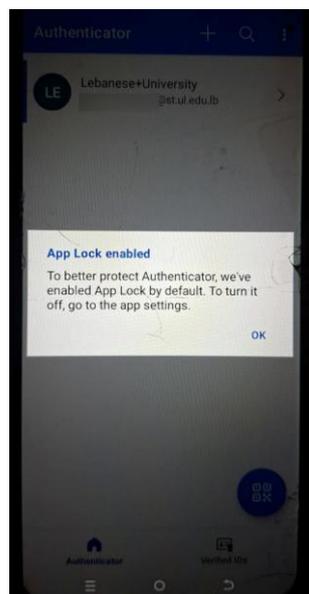
22. Click: "**While using this app**", then **scan the QR code** displayed on your laptop



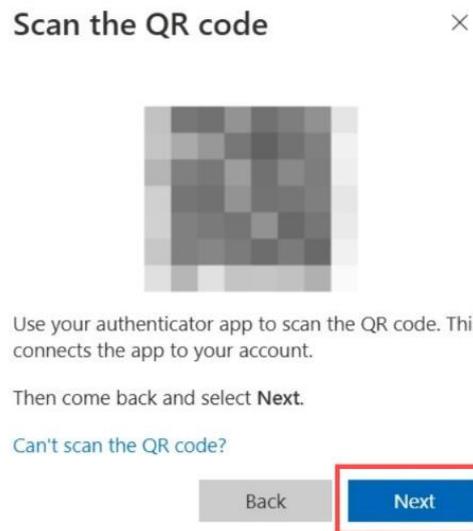
Note: If you started the setup on your mobile phone, take a picture of the QR code in step 18 using another device. At the current step, open the picture on that device and scan the QR code with the Authenticator app on your mobile

It is very important to scan the code on the device that you will always use to log in!

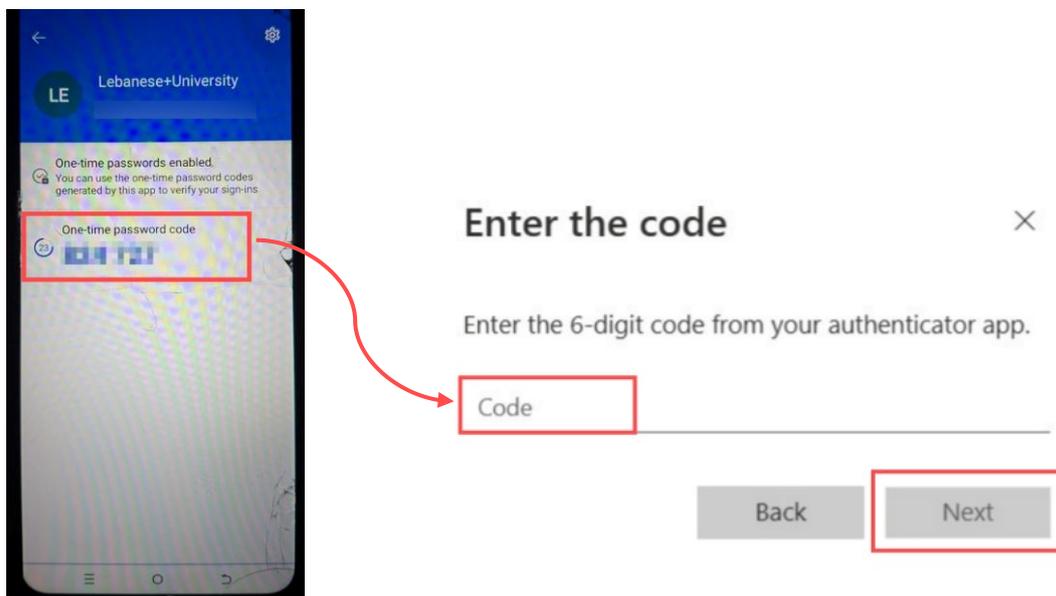
23. Click: "**OK**", then click: "**Lebanese+University**"



24. Click: "Next" on the device you are using for setup



25. Write on your laptop the 6-digit code from your authenticator app, then click: "Next"



26. Click: "Done"

✔ Authenticator app added



Use codes from this app the next time you sign in.

Done

27. The verification **setup is complete** once these three methods appear under "Security info"

Security info

These are the methods you use to sign into your account or reset your password.

+ Add sign-in method

...	Password	Last updated: 2 hours ago	Change
📱	Authenticator app Time-based one-time password (TOTP)		Delete
✉	Email		Change Delete

Lost device? [Sign out everywhere](#)

28. From now on, when logging into your account, there will be one additional step after entering your email and password: verification using the

Microsoft Authenticator app

- You may be asked to **enter a 6-digit code** from the app, as shown previously in step 25
- Or you may **receive a push notification** on your phone asking you to **enter the 2-digit number** displayed on your login screen

Once this step is completed, the login will be successful