

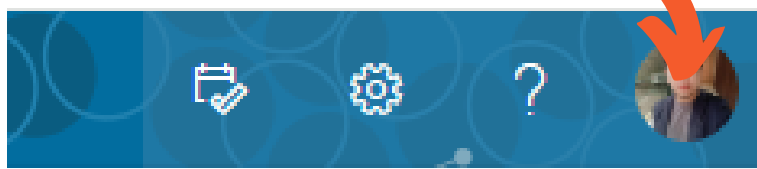
NETWORK SECURITY REMINDERS

Enable **two-factor authentication** on your DLSU-D Office 365 Account.

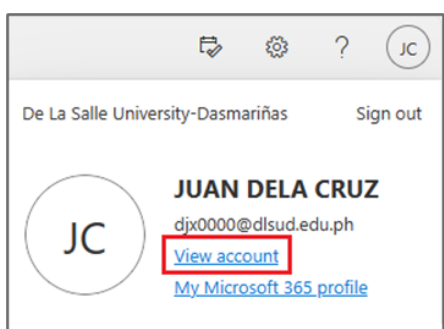


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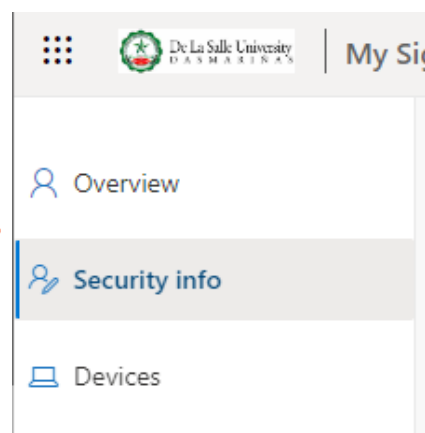
1 Click the thumbnail found on the upper right corner.



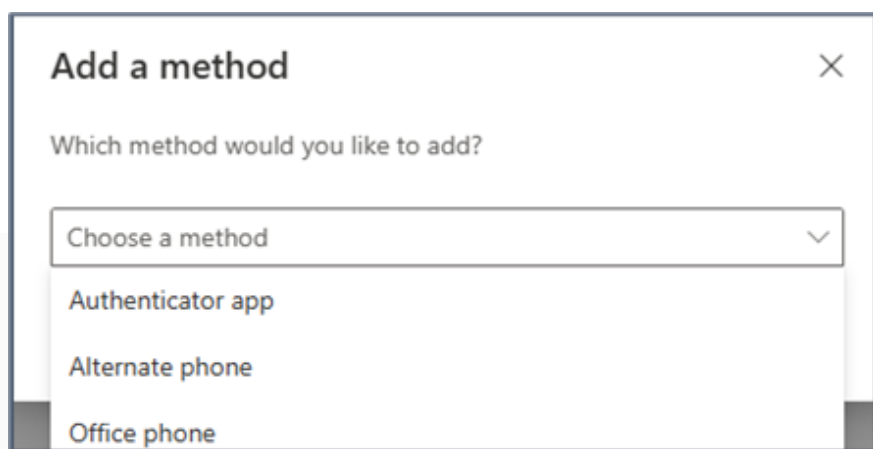
2 Click "View Account".



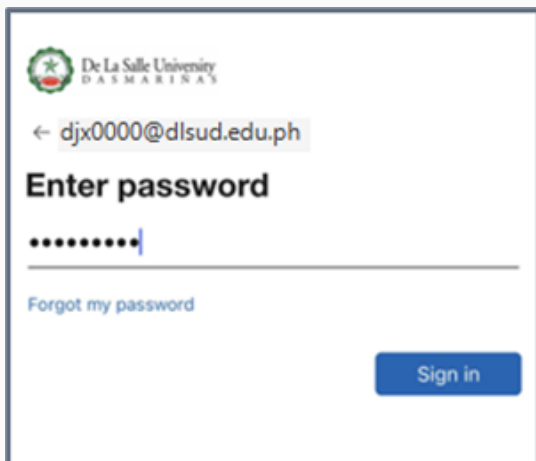
3 Look for Security Info then click Update Info



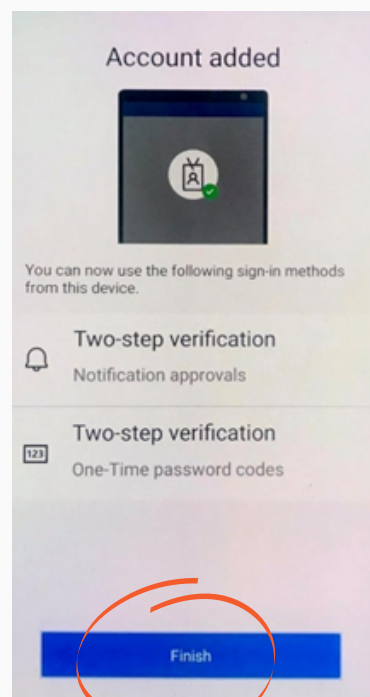
4 Select sign-in method. You may choose from a) Phone, b) Email, or Microsoft Authenticator App.



5 Sign in your DLSUD Account



6 Click Finish



NETWORK SECURITY REMINDERS

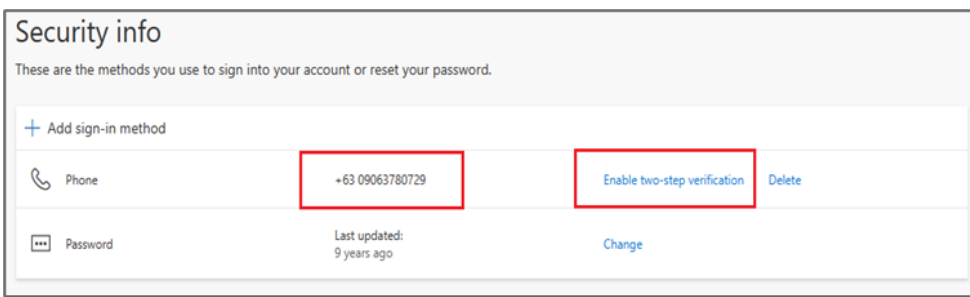
How to enable two-factor authentication



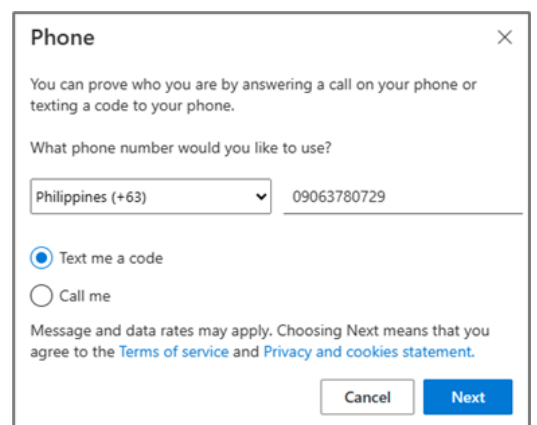
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1 Using: PHONE

Step 1: Enter a valid mobile number so that OTP can be received through text or call.

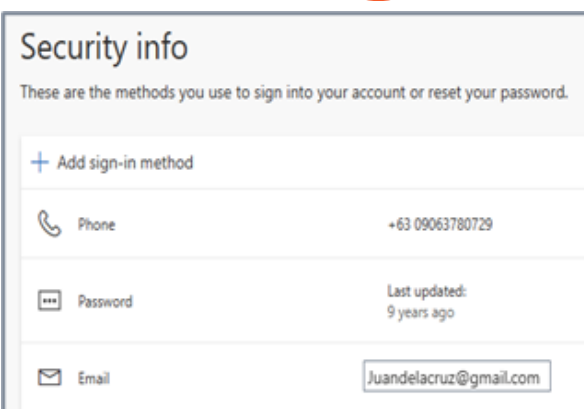


Step 2: OTP code will be sent through text upon first entry of the mobile number.

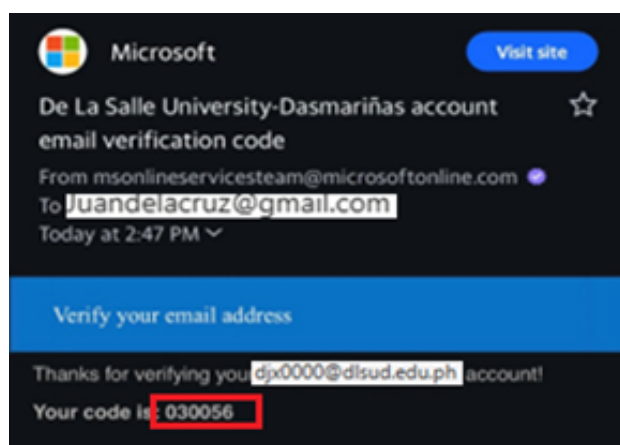


2 Using: EMAIL

Step 1: Enter a valid email address. Please note that the DLSU-D email address cannot be used for this.



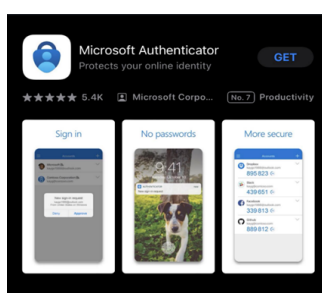
Step 2: An OTP code will be sent through email upon first entry of the email address.



3 Microsoft Authenticator app

Step 1: In Add Method modal, select Authenticator app, then click Add

Step 2: Download Microsoft Authenticator app in Google Play or Apple app store.



Step 3: Open the app on your mobile device and add your DLSU-D Account (select work or school acct).

