

How to login with MFA on Outlook 365



Outlook



1. Head to Dar Al-Hekma website dah.edu.sa
2. Then select Students or Faculty & Staff





3. Click on Email



Email (Outlook 365)

4. Login with your DAH email and password

Outlook



Sign in

to continue to Outlook

username@dah.edu.sa

[Can't access your account?](#)

Next

Outlook



← username@dah.edu.sa

Enter password

[Forgot my password](#)

Sign in



5. It will show the page displayed below click on next

Outlook



it@dah.edu.sa

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)



6. Select “Authentication phone” then select “Saudi Arabia” and enter your mobile number after +966. After that select whether you want to receive the code via SMS or audio call



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone ▾

Saudi Arabia (+966) ▾

512356789

Method

Send me a code by text message

Call me

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.



- You will receive a text message on your mobile from Microsoft with a code enter the verification code. Enter the 6-digit code then click on “Verify”

Outlook



username@dah.edu.sa

Enter code

We texted your phone +XXX XXXXXXXX65. Please enter the code to sign in.

Code

Having trouble? [Sign in another way](#)

[More information](#)

Verify



8. When you login to you email next time it will request to either Text or Call (check that the last two digits shown are your mobile number)

Outlook

 Microsoft
username@dah.edu.sa

Verify your identity

 Text +XXX XXXXXXXX65 

 Call +XXX XXXXXXXX65 

[More information](#)

Are your verification methods current? Check at <https://aka.ms/mfasetup>

How change MFA method





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5. Click on the circle at the top right of the page and select view account.

The screenshot shows the Microsoft Teams interface. At the top, a blue navigation bar contains several icons: 'Teams call', chat, calendar, tasks, notifications, settings, help, and a user profile icon labeled 'U3'. A red box highlights the 'U3' icon, with a red arrow pointing to it. Below the navigation bar, the user's profile is displayed for 'Dar Al-Hekma University'. The profile includes a circular avatar with 'U3', the text 'Username' and 'username@dah.edu.sa', and two links: 'View account' and 'Open another mailbox'. A red box highlights the 'View account' link, with a red arrow pointing to it. At the bottom of the profile section, there is a 'Sign in with a different account' option with a person icon and a plus sign.



6. Under Security info click on “UPDATE INFO”

<h3>Apps dashboard</h3>  <p>Find, launch and organize all your productivity apps.</p> <p>VISIT DASHBOARD ></p>	<h3>Devices</h3>  <p>Disable a lost device and review your connected devices.</p> <p>MANAGE DEVICES ></p>	<h3>Organizations</h3>  <p>See all the organizations that you're a part of.</p> <p>MANAGE ORGANIZATIONS ></p>
<h3>Security info</h3>  <p>Keep your verification methods and security info up to date.</p> <p>UPDATE INFO ></p>	<h3>Password</h3>  <p>Make your password stronger, or change it if someone else knows it.</p> <p>CHANGE PASSWORD ></p>	<h3>Settings & Privacy</h3>  <p>Personalize your account settings and see how your data is used.</p> <p>VIEW SETTINGS AND PRIVACY ></p>
<h3>Office apps</h3>	<h3>Subscriptions</h3>	



7. You can delete or add a new sign-in method.

Security info

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

Default sign-in method: Authenticator app or hardware token - code [Change](#)

+ Add sign-in method

Microsoft Authenticator Push multi-factor authentication (MFA) iPhone 12 Pro Max

Delete

Lost device? [Sign out everywhere](#)

7. Choose phone from drop down list to add your mobile number.

Add a method

Which method would you like to add?

Choose a method

Authenticator app

Phone

Alternate phone

Email

Office phone