How to login with MFA on Outlook 365

Outlook

1. Head to Dar Al-Hekma website [dah.edu.sa](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

Microsoft

Sign in
to continue to Outlook

username@dah.edu.sa

Can't access your account?

Next

Outlook

Microsoft

← username@dah.edu.sa

Enter password

••••••••••••

Forgot my password

Sign in

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

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

7. 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"
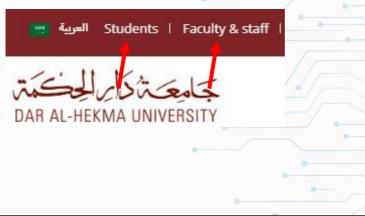
8. When you login to you email next time it will request to either Text or Call (check that the last two digits shown are your mobile number)
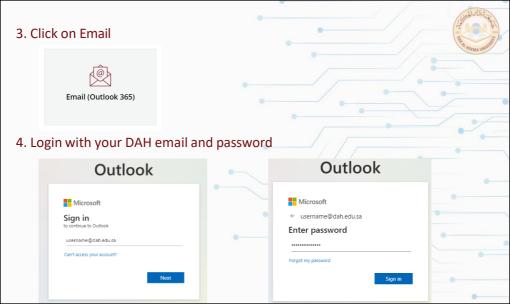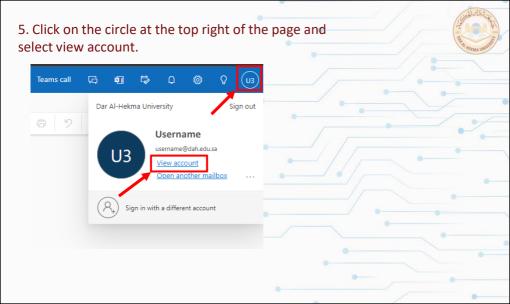
How change MFA method

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Outlook

Microsoft

Sign in
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username@dah.edu.sa

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Microsoft

← username@dah.edu.sa

Enter password

••••••••••••

Forgot my password

Sign in

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

6. Under Security info click on "UPDATE INFO"

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 | iPhone 12 Pro Max | Delete |
| | Push multi-factor authentication (MFA) | | |

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