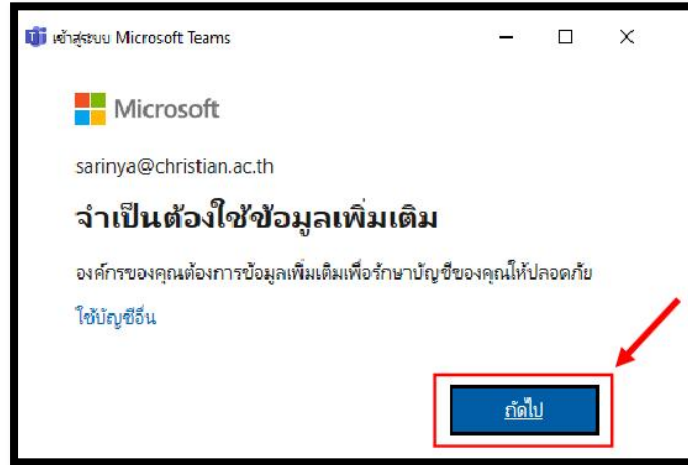


## Verification Method Microsoft Office 365

1. When signing in with username and password, please click “Next”

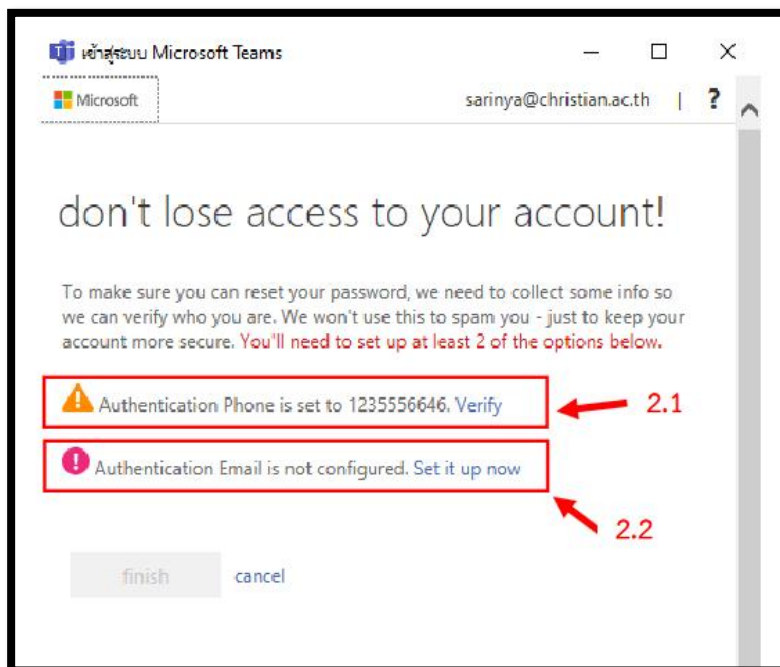


2. The system needs authentication with both of below options.

2.1 Authentication with Mobile Phone Number

2.2 Authentication with alternate email

\*\*\* Must verify by both options.

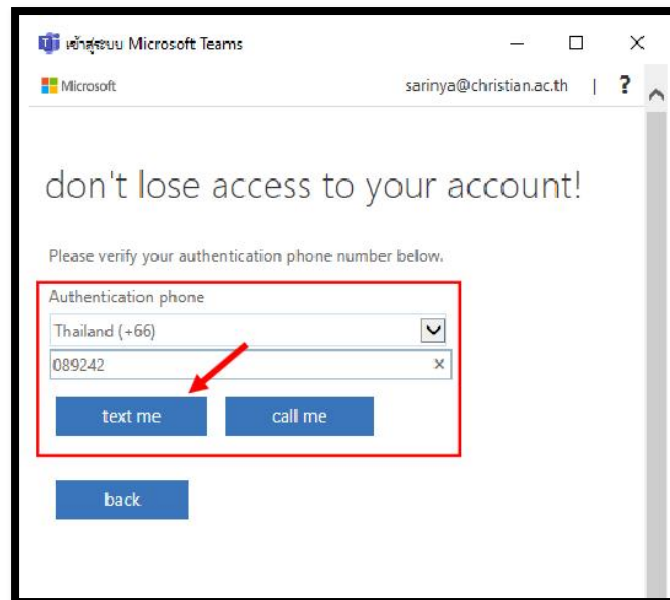


2.1 Authentication with Mobile Phone Number, please click “Verify”. After that, click to select the country code and enter mobile phone number.

Example - Thailand (+66)

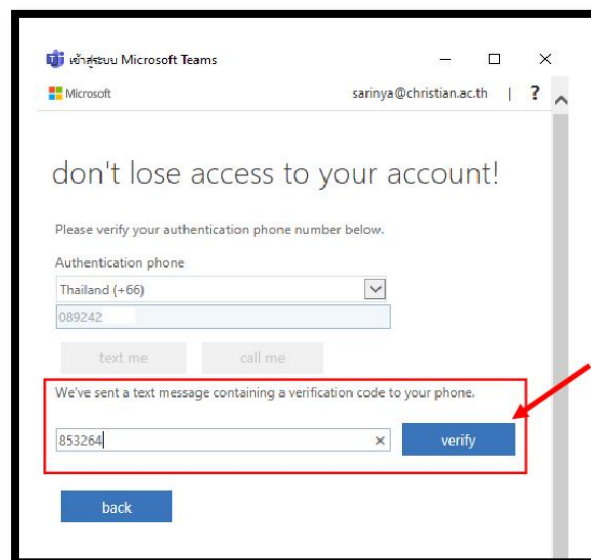
- 089242XXXX

When completing the information, click text me



The screenshot shows a Microsoft Teams window with the title bar 'Microsoft Teams' and the user 'sarinya@christian.ac.th'. The main heading is 'don't lose access to your account!'. Below it, the text reads 'Please verify your authentication phone number below.' The 'Authentication phone' section contains a dropdown menu set to 'Thailand (+66)' and a text input field containing '089242'. A red arrow points to the 'text me' button. Below these are 'call me' and 'back' buttons.

- The system will send the OTP code to your mobile phone. Then enter the OTP code and click Verify to finish the authentication with mobile phone number



The screenshot shows the same Microsoft Teams window. The 'Authentication phone' section now has 'text me' and 'call me' buttons disabled. A new message states 'We've sent a text message containing a verification code to your phone.' Below this, a text input field contains the OTP code '853264' and a 'verify' button. A red arrow points to the 'verify' button. The 'back' button remains at the bottom.

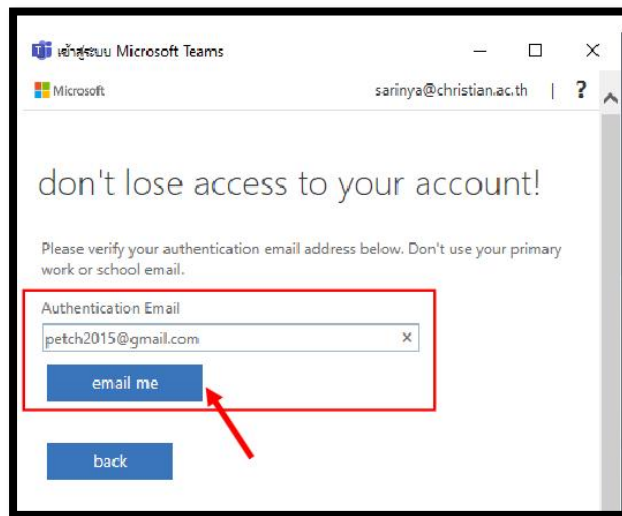
2.2 As for the authentication with alternate email, please click Set it up now. Then enter the alternate email.

Example - petch2015@gmail.com

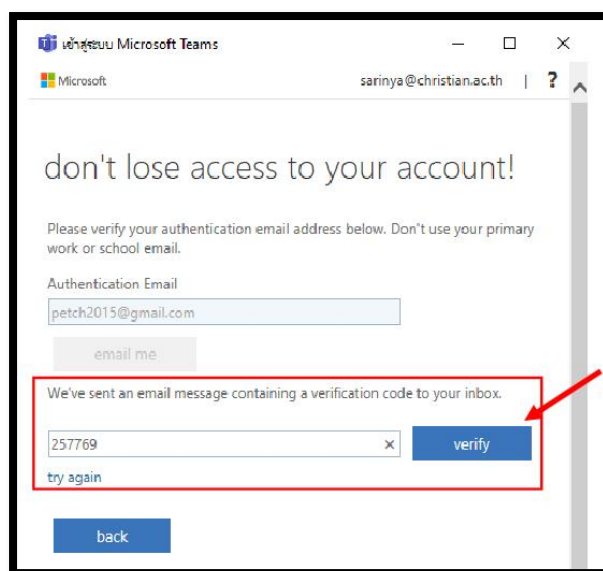
\*\*\* Alternate email is xxxx@hotmail.com or xxxx@gmail.com

\*\*\* But not xxxx@christian.ac.th

When completing the information, click **email me**



- The system will send the OTP code to your alternate email. Then enter the OTP code and click Verify to finish the authentication with alternate email.



3. When completing the authentication, click finish. The authentication is now complete.

