

User Guideline of Microsoft Authentication for Two Factor Authentication (2FA) for School User

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Education Bureau
(EDB)

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Contents

1. Background	2
2. Installation of Microsoft Authenticator for 2FA	2
3. Setup 2FA for Applications.....	3
4. Rename Account in Microsoft Authenticator	3

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1. Background

School Users are required to adopt Two Factor Authentication (2FA) when accessing the followings:

- School Mail System (i.e. Exchange Online) and
- VPN access for the EDB Portal.

2. Installation of Microsoft Authenticator for 2FA

Before enabling 2FA, user is required to install Microsoft Authenticator on a smartphone first. User can download and install the software in either on iOS or Android.

PS: The smart phone does not limit to a government provided device.



<https://apps.apple.com/us/app/microsoft-authenticator/id983156458>



<https://play.google.com/store/apps/details?id=com.azure.authenticator>



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3. Setup 2FA for Applications

Remark: For New School Users who have not yet set up 2FA for VPN access to EDB portal previously, please follow the sequence and relevant guidelines below to set up 2FA for applications.

3.1. To set up 2FA for School Mail System

Please refer to the “[Guideline for Setup of 2FA for School Mail System](#)”

3.2. To set up 2FA for VPN access for EDB Portal

Please refer to the “[Guideline for Setup of 2FA for VPN access to EDB Portal](#)”

4. Rename Account in Microsoft Authenticator

4.1. There would be more than one account in the Microsoft Authenticator (at least One for School Mail System and One for VPN access). For easy identification, user can update the account names accordingly.



4.2. Click the account you want to rename and click the setting icon in the top-right hand corner.



4.3. Input a new name for identification of this account and click “Done”. The account name will be updated accordingly.

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