



T.C. ISTANBUL MEDİPOL UNIVERİSTY

Multi-Factor Authentication

USER GUIDE

January 2022

Department of Information Technologies

1. Log in to your mail account at mail.medipol.edu.tr.
2. Enter your password by clicking the **“Forward”** button.



Sign in

Continue to Outlook page

Enter your e-mail address...

1

Don't have an account? [Create a new account!](#)

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

Back

Forward

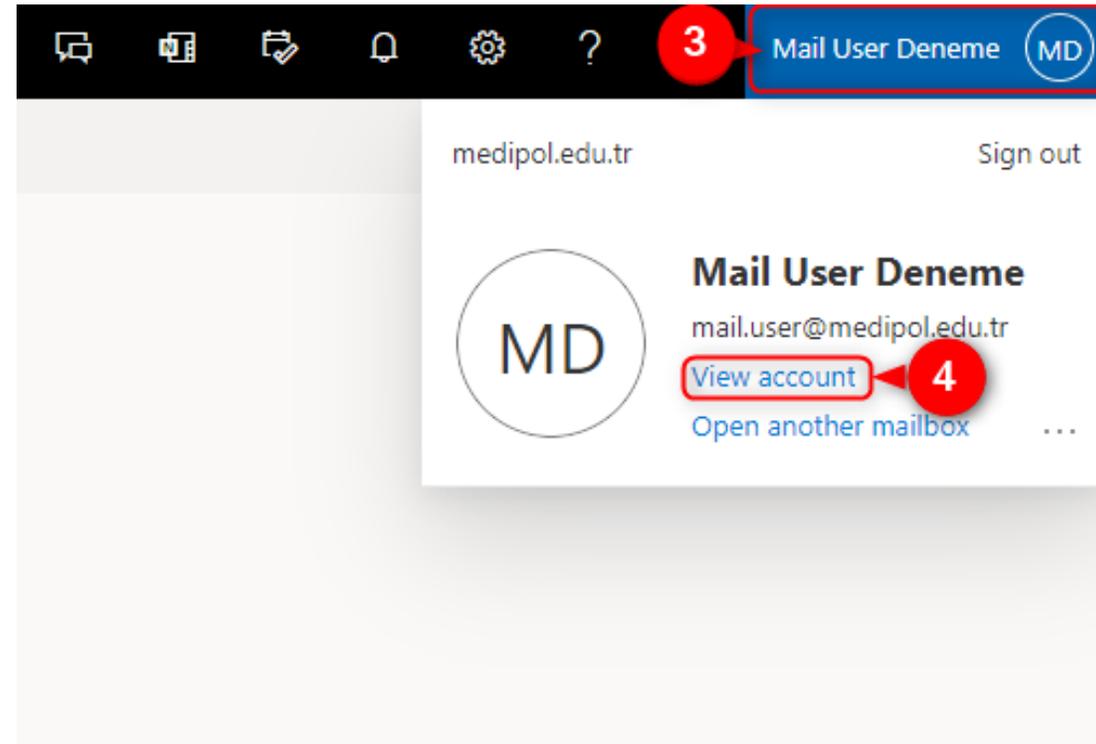
2

Welcome to Istanbul Medipol University Office365 access service.

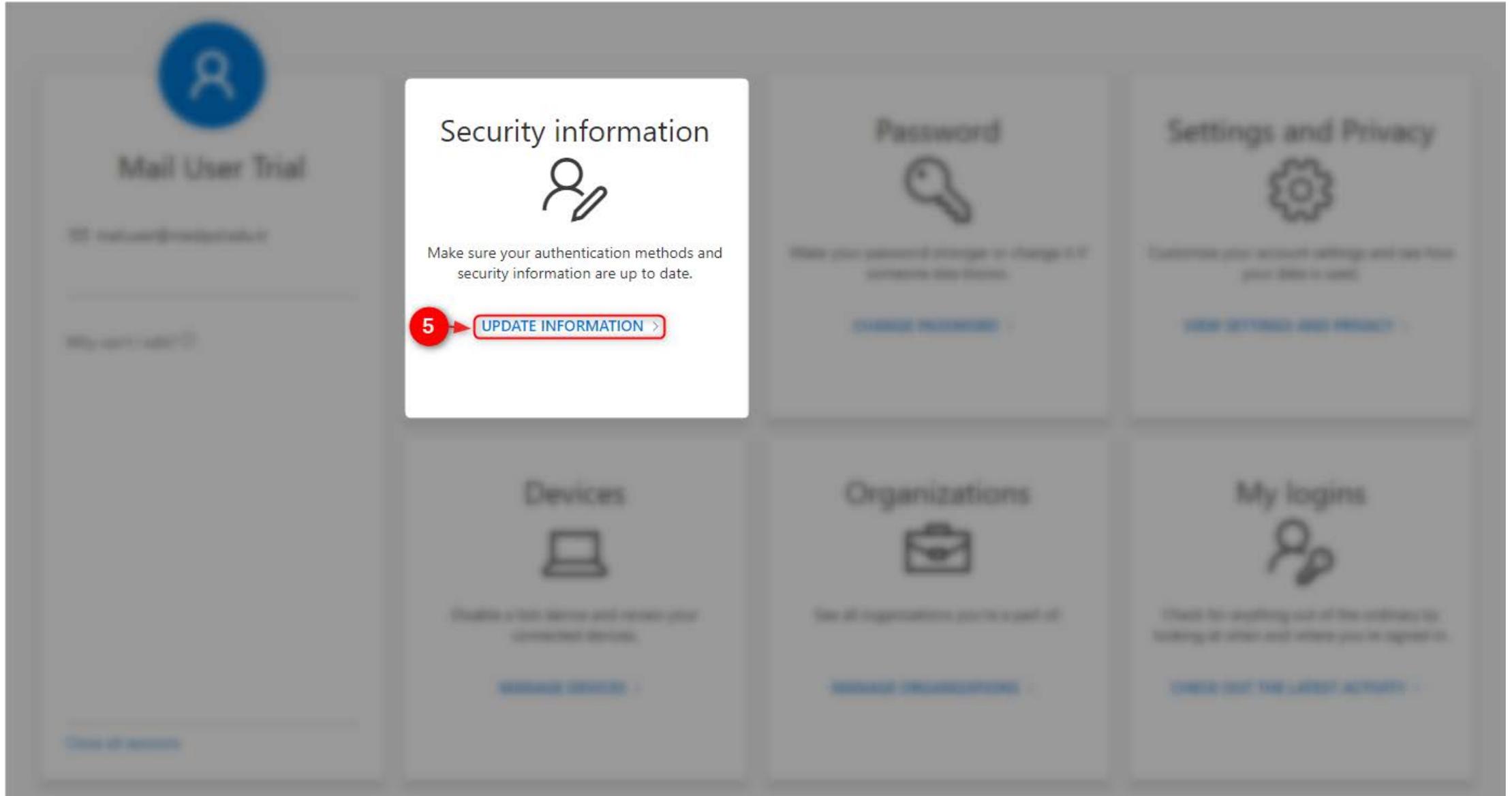
You can access Microsoft Office365 Applications with your e-mail address and MEBIS password.

3. After logging in to your email address, click on the button with your name in the upper right corner.

4. In the window that opens, click the **“View account”** link.



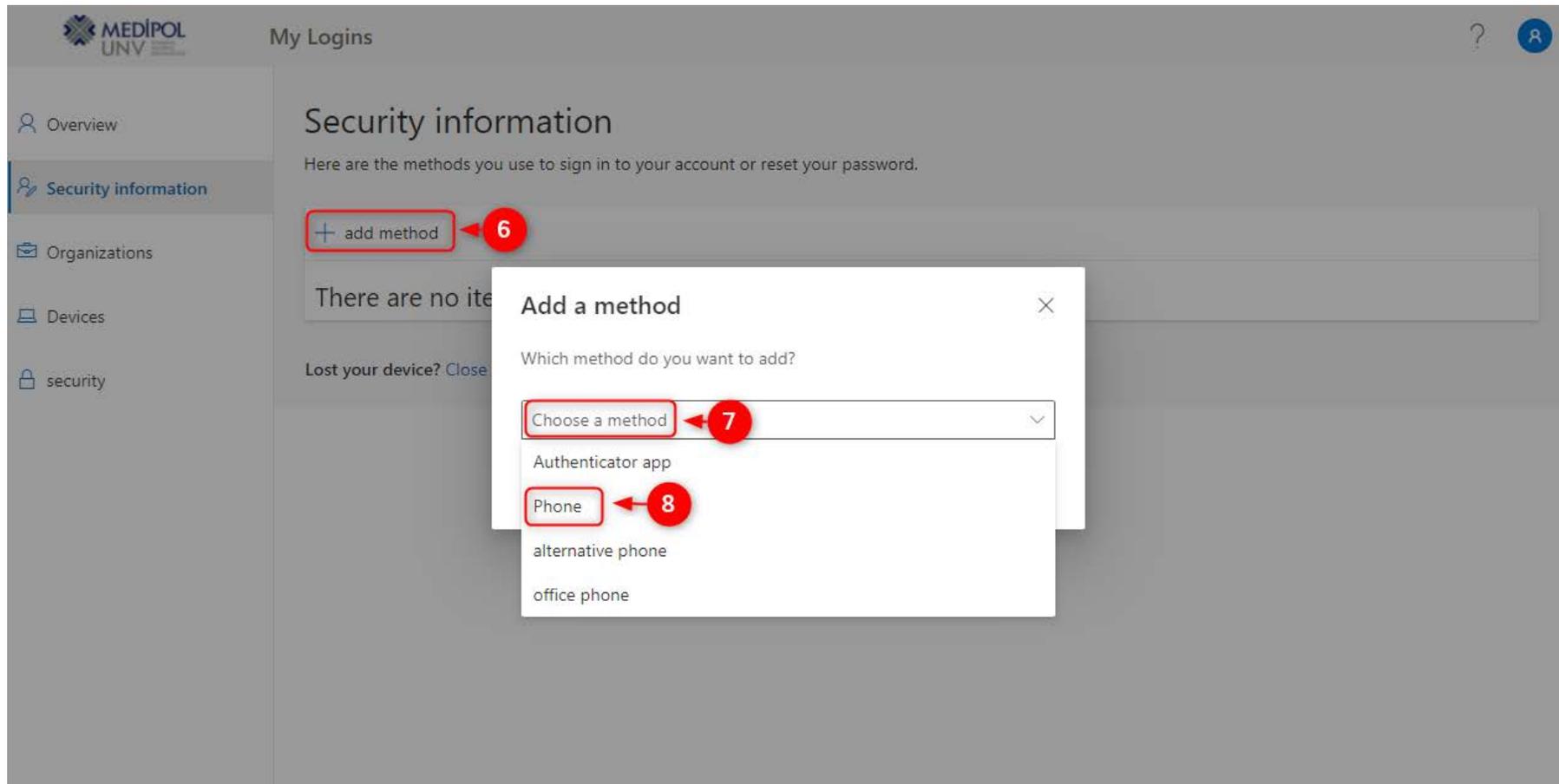
5. On the screen that opens, click the **“Update Information”** link in the **“Security information”** section.



6. Click the **“Add method”** button.

7. You can select the method you want to add from the **“Choose a method”** section.

8. In order to verify over the phone, you must select the **“Phone”** option. Continue by clicking the **“Add”** button.



9. Select the country your phone number belongs to.
10. Write your phone number.
11. Select the option **“Send me a code via text message”**.
12. Continue by pressing the **“Forward”** button.

Phone ×

You can prove who you are by answering a call on your phone or sending a code to your phone in a text message.

Which phone number do you want to use?

Turkey (+90) **9** ▼ Enter phone number **10**

Send code as text message **11**

Call me

Message and data charges may apply. By selecting Next, you agree to the Terms of [Service](#) and [Privacy and cookies statement](#).

Cancel **Forward** **12**

13. Enter the code sent to your phone in the specified field.

14. Continue by pressing the **“Forward”** button.

The screenshot shows a mobile application interface for phone verification. At the top, the title "Phone" is displayed on the left and a close icon (an 'X') is on the right. Below the title, a message reads "We just sent a 6 digit code to +90 [redacted] Enter the code below." A text input field is positioned below this message. A red circle with the number "13" and a red arrow points to the input field. Below the input field, there is a blue link labeled "resend code". At the bottom of the screen, there are two buttons: a white "Back" button and a blue "Forward" button. A red circle with the number "14" and a red arrow points to the "Forward" button.

15. The configuration of the verification method has been completed successfully. Click the “**Finished**” button to finish your process.

Phone



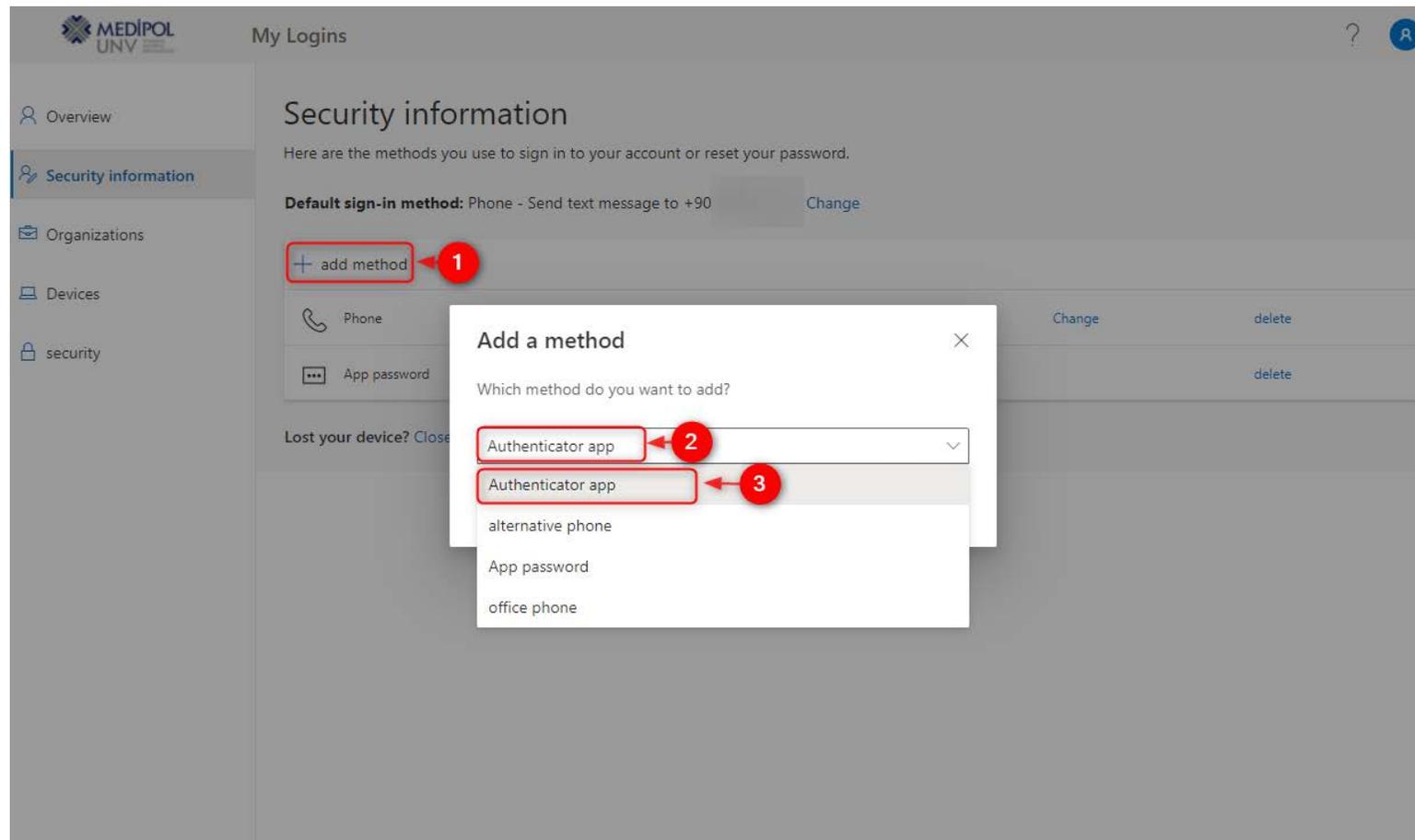
SMS verified. Your phone has been successfully registered.

15

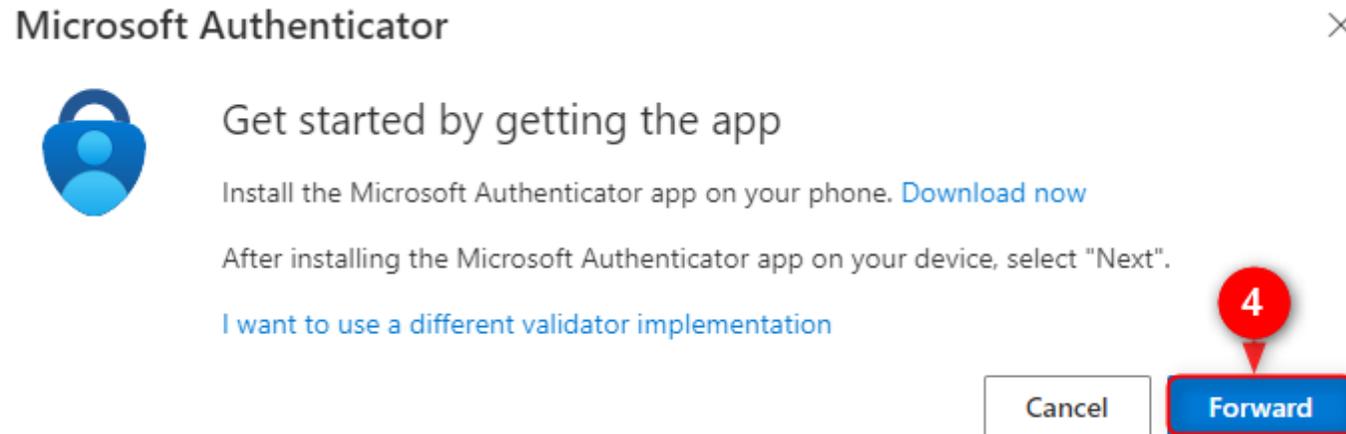
Finished

For other verification options, you can follow the steps below.

1. Click the **“Add method”** button.
2. You can select the method you want to add from the **“Choose a method”** section.
3. In order to verify through the application, you must select the **“Authenticator app”**. Continue by clicking the **“Add”** button.



4. To install the **“Authenticator app”**, download the Microsoft Authenticator app from your phone's app store. Continue by clicking the **“Forward”** button.



5. Open the Microsoft Authenticator application from your phone to set up your account. Continue by clicking the **“Forward”** button.

Microsoft Authenticator



Set up your account

Allow notifications if prompted. Then add an account and select "Work or school".

Back

Forward

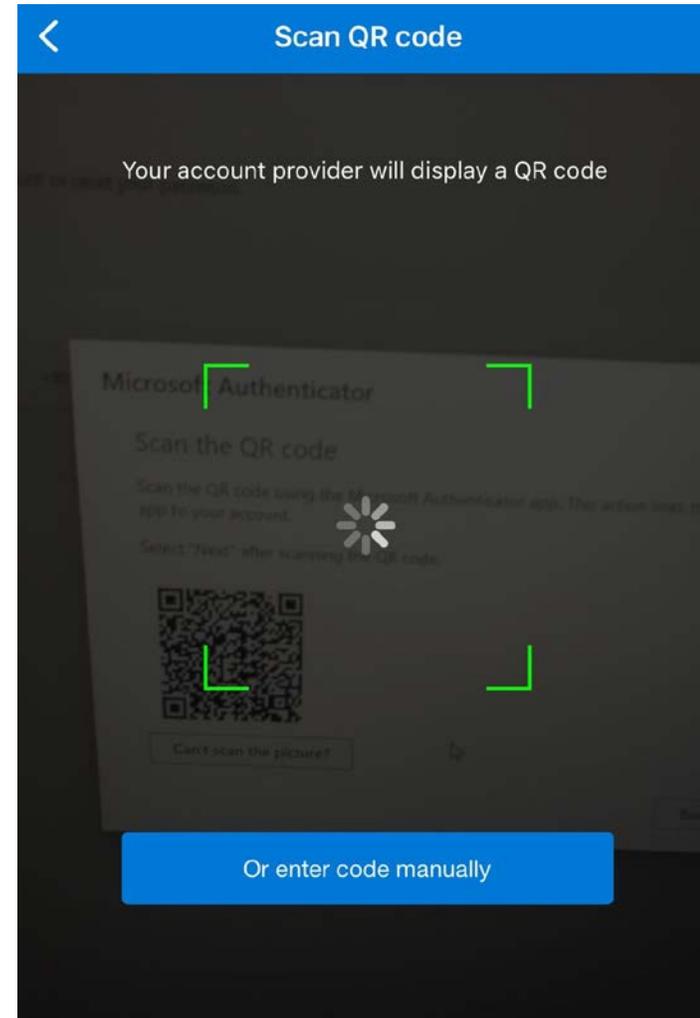
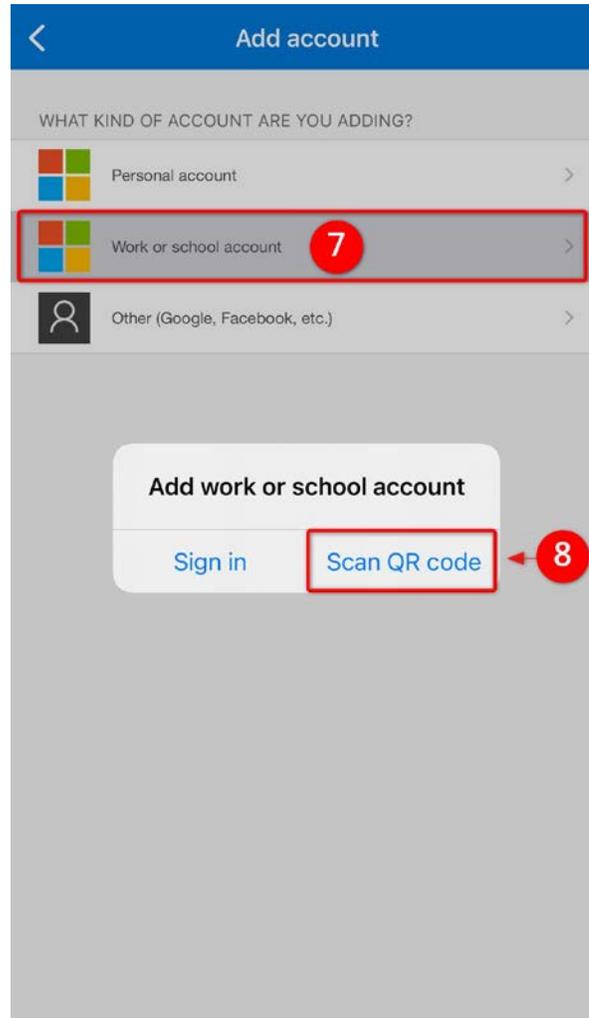
5

6. After opening the application on the phone, press the “+” button in the upper right corner.



7. Continue by selecting **“Work or school account”**.

8. Press **“Scan the QR code”** and scan the code on your computer screen.



9. Scan the QR code on the screen.

10. Continue by pressing the **“Forward”** button.

Microsoft Authenticator



Scan the QR code

Scan the QR code using the Microsoft Authenticator app. This action links the Microsoft Authenticator app to your account.

Select "Next" after scanning the QR code.



Can't scan the picture?

Back



Forward

11. Confirm the notification received on your phone by clicking **“Approve”** button.

Microsoft Authenticator

11



Let's try

Confirm the notification we send to your app.

Back

Forward

Approve sign-in?

medipol.edu.tr
mail.user@medipol.edu.tr

Deny

Approve

12. After the notification is confirmed, complete the process by clicking the **“Forward”** button.

Microsoft Authenticator



✔ Notification confirmed

Back

Forward

12