



NUB

NAHDA UNIVERSITY IN BENI SUEF
جامعة النهضة - بني سويف





Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



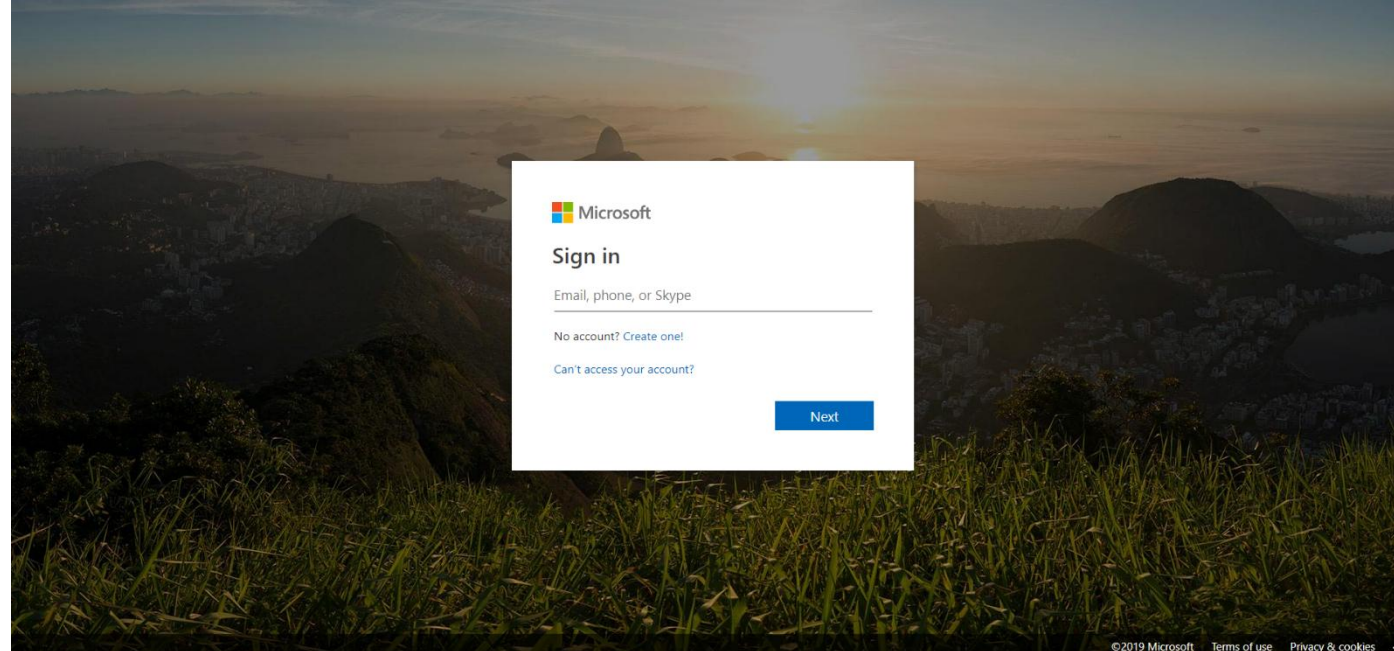
Lync



InfoPath

تفعيل خاصية التحقق بخطوتين

1. قم بفتح متصفح الانترنت ويوصي باستخدام متصفح  Microsoft Edge والمدمج داخل نظام Windows لكونه اكثر المتصفحات توافقا مع تطبيقات Microsoft
2. بزيارة الموقع الرسمي للجامعة www.nub.edu.eg ثم اختيار Office 365 او زيارة Portal.office.com بشكل مباشر



Office 365

2- قم بكتابة الحساب الخاص بك بشكل كامل



Sign in

amir.sultan@nub.edu.eg

No account? [Create one!](#)

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

Next



It looks like this email is used with more than one account from Microsoft. Which one do you want to use?



Work or school account
Created by your IT department
amir.sultan@nub.edu.eg



Personal account
Created by you
amir.sultan@nub.edu.eg

Tired of seeing this? [Rename your personal Microsoft account.](#)

Back



← amir.sultan@nub.edu.eg

Enter password

.....

[Forgot my password](#)

Sign in

Office 365

3- استكمال باقي البيانات لتأمين الحساب



abrar.amir@nub.edu.eg

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 2 of the options below.

- 1 Authentication Phone is not configured. Set it up now
- 1 Authentication Email is not configured. Set it up now

finish cancel

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Egypt (+20)

text me

call me

back

Office 365

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Egypt (+20)

text me

call me

We've sent a text message containing a verification code to your phone.

[try again](#)

تابع استكمال باقي البيانات لتأمين الحساب

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 2 of the options below.**

✓ Authentication Phone is set to +20 1000347128. [Change](#)

! Authentication Email is not configured. [Set it up now](#)

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

@.com

Office 365

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

email me

We've sent an email message containing a verification code to your inbox.

verify

try again

back

تابع استكمال باقي البيانات لتأمين الحساب

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.



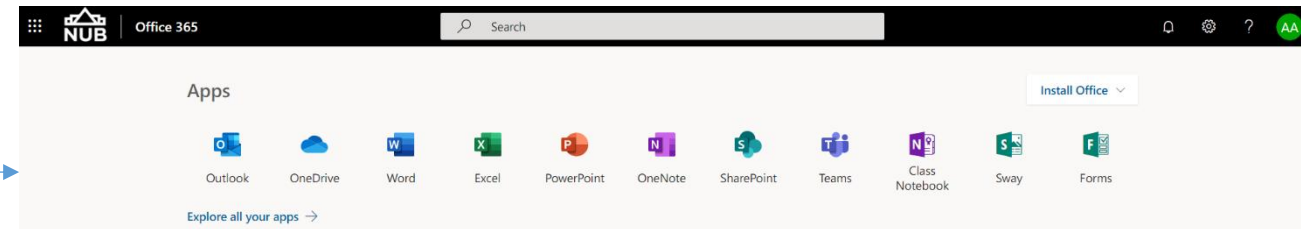
Authentication Phone is set to +20 1000347128. [Change](#)



Authentication Email is set to dramir2001@gmail.com. [Change](#)

finish

cancel



طريقة تفعيل التحقق بخطوتين



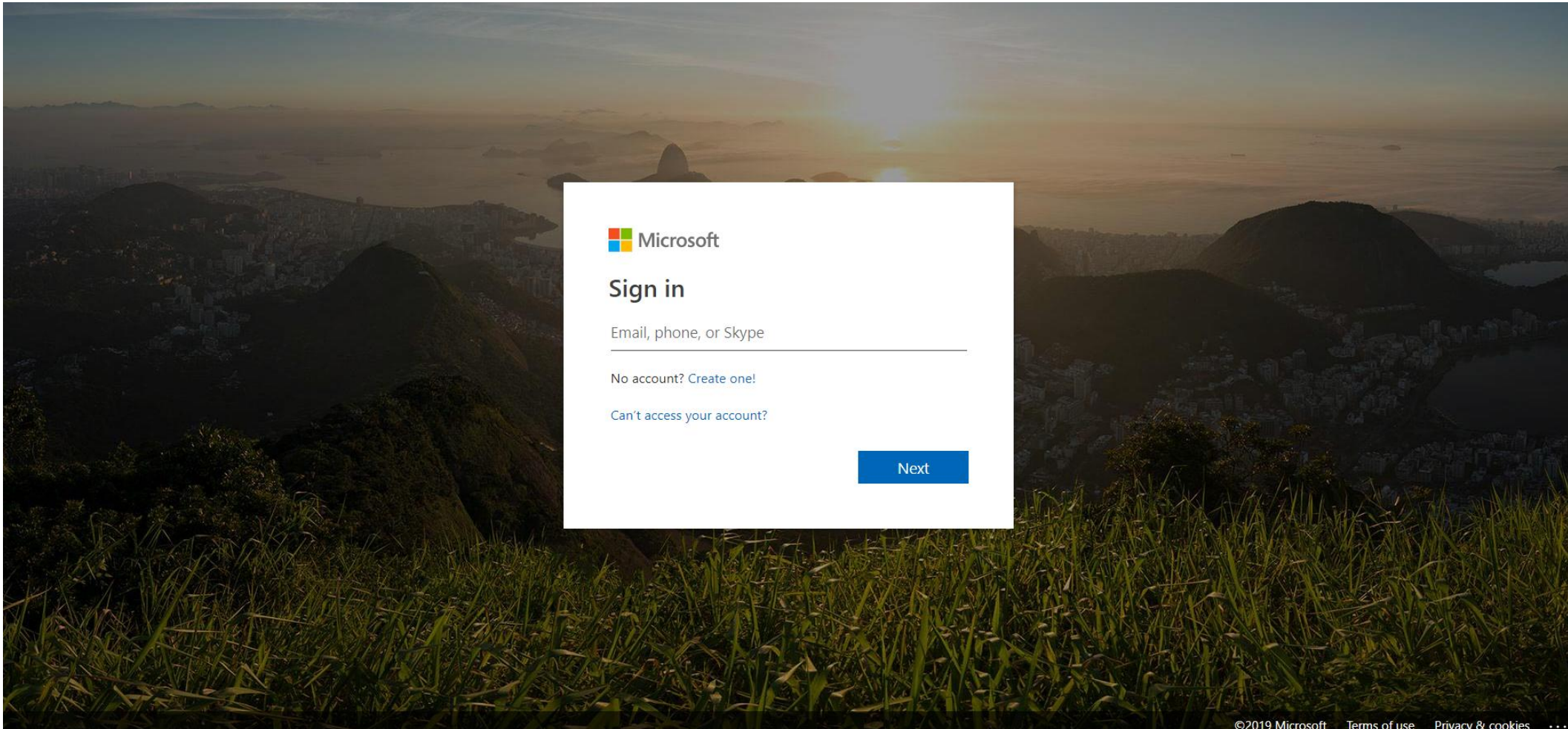
طريقة تفعيل التحقق بخطوتين

في البداية يجب تحميل برنامج Microsoft Authenticator by Microsoft Corporation



تفعيل التحقق بخطوتين

1- قم بفتح متصفح الانترنت [Google Chrome](#) او [Firefox](#) لزيارة الرابط التالي
[Portal.office365.com](https://portal.office365.com)



تفعيل التحقق بخطوتين

2- قم بكتابة الحساب الخاص بك بشكل كامل



Sign in

amir.sultan@nub.edu.eg

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Created by you
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Tired of seeing this? [Rename your personal Microsoft account.](#)

Back



← amir.sultan@nub.edu.eg

Enter password

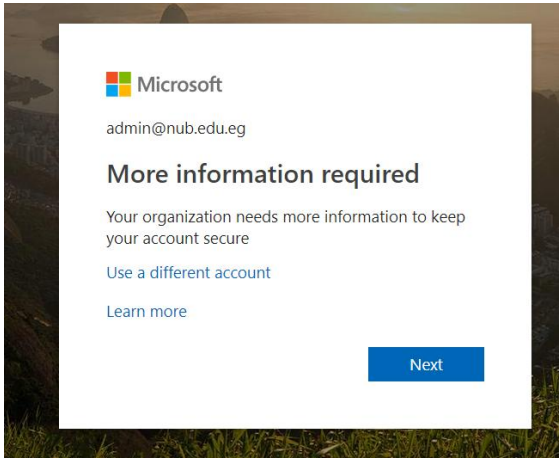
.....

[Forgot my password](#)

Sign in

تفعيل التحقق بخطوتين

بمجرد قبول الطلب والدخول علي الحساب سوف تظهر تلك الرسالة والتي تتطلب منك استكمال البيانات لتفعيل ميزة التحقق المزدوج



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

Egypt (+20) 1000343056

Method

☒ Send me a code by text message

☐ Call me

Next

Additional security verification

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

Step 2: We've sent a text message to your phone at +91 12186588

When you receive the verification code, enter it here

Cancel Verify

طريقة تفعيل التحقق بخطوتين

يرجى الانتباه جيدا لتلك الرسالة وحفظ الكود الموجود في ملف او ورقة في مكان امن حيث سوف يتم استخدام هذا الكود في تفعيل البرامج التابعة واشهرها Outlook ,Skype ,One Drive

Additional security verification

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

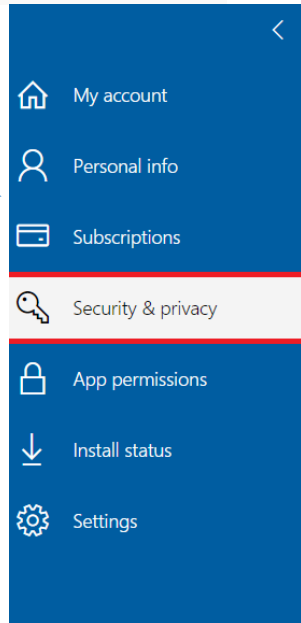
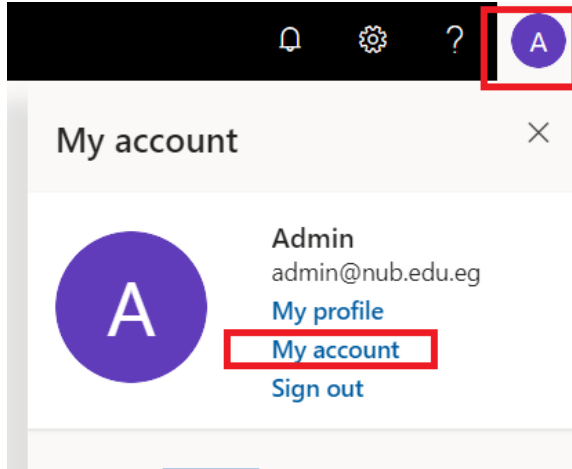
Step 3: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:



طريقة تفعيل التحقق بخطوتين



Security & privacy

Password

Change your password.

Contact preferences

Manage how and why you are contacted.

Your settings aren't available right now. Please try again later.

Organization Privacy Statement

View your organization's Privacy Statement

Additional security verification

Your admin has turned on additional security verification to better secure your account.

To sign in to Office 365, you need to enter a password and reply back to the security message that is sent to your phone.
[Update your phone numbers used for account security.](#)

To sign into some apps installed on your computer or smart phone, you'll need to create an app password. When prompted by the app, enter the app password instead of your work or school account password.

[Create and manage app passwords](#)

طريقة تفعيل التحقق بخطوتين

Additional security verification App Passwords

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Text code to my authentication p ▼

how would you like to respond?

Set up one or more of these options. [Learn more](#)

<input checked="" type="checkbox"/>	Authentication phone	Egypt (+20) ▼	11٤٠٠٠٨88٢
<input type="checkbox"/>	Office phone	Select your country or region ▼	
<input type="checkbox"/>	Alternate authentication phone	Select your country or region ▼	Extension
<input checked="" type="checkbox"/>	Authenticator app or Token	<div>Set up Authenticator app</div>	

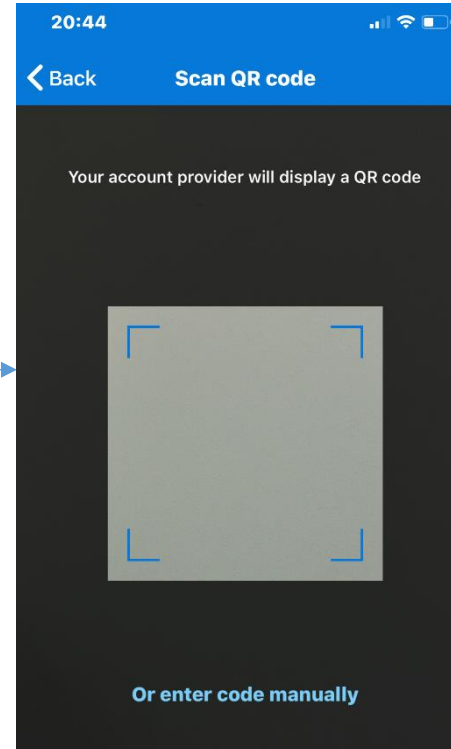
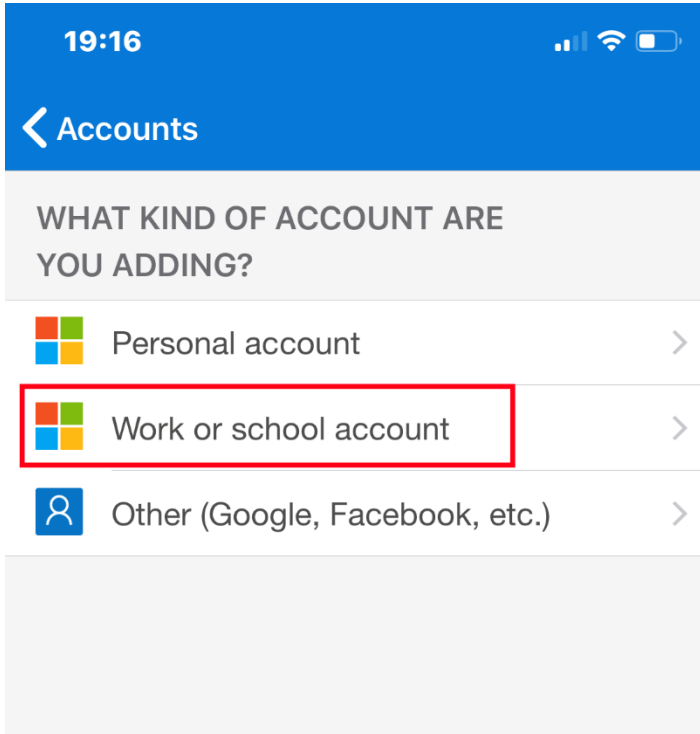
Save

cancel

[illegible]

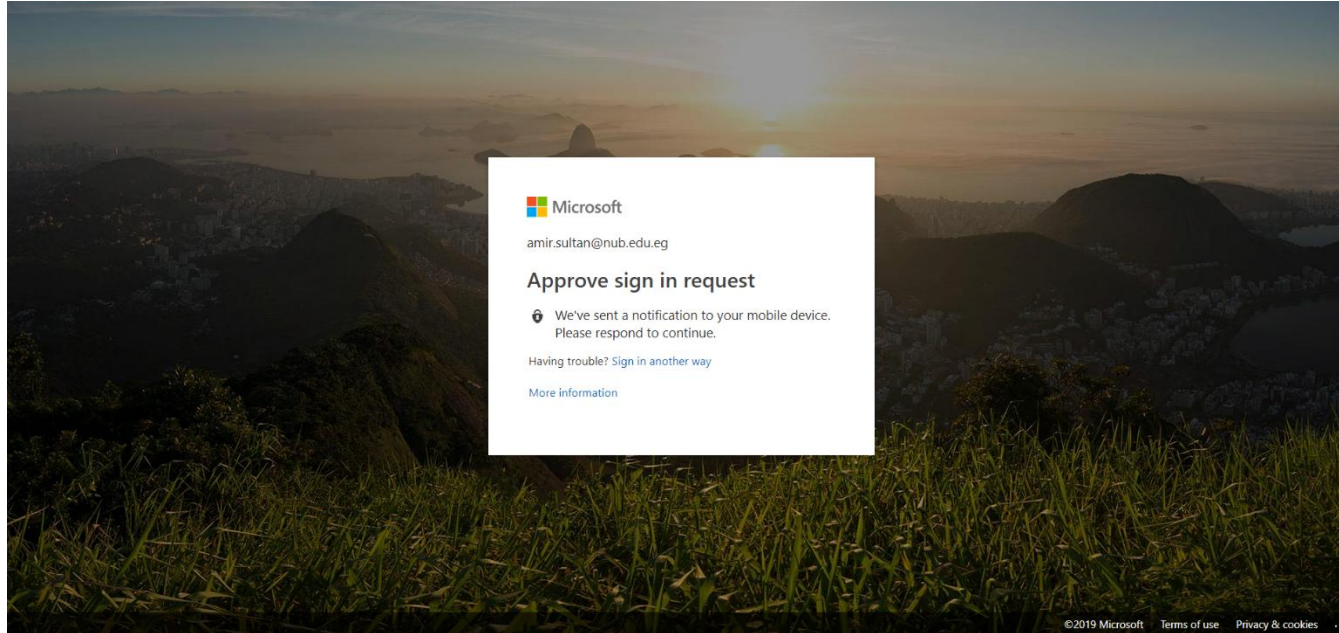
طريقة تفعيل التحقق بخطوتين

- قم بفتح التطبيق الذي تم تحميل على الهاتف Microsoft Authenticator
- ثم اختيار علامة + ثم اختيار Work or School
- قم بتقريب الموبايل من شاشة الكمبيوتر ليقيم بمسح QR-Code الموجود على شاشة الكمبيوتر

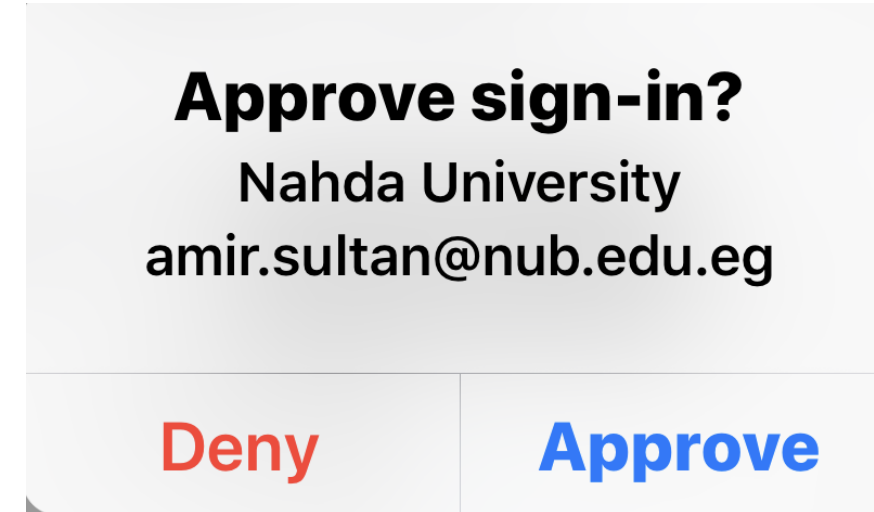


طريقة تفعيل التحقق بخطوتين

- بمجرد انتهاء الاعدادات وعن الدخول مرة اخري علي حسابك الالكتروني سوف يصل لك اشعار علي الموبايل لإتمام عملية الدخول ولن يسمح بالدخول الا بعد الضغط علي **Approve**



شاشة الكمبيوتر في انتظار اعتماد الموافقة من علي الموبايل



القبول والرفض من شاشة الموبايل

طريقة تفعيل التحقق بخطوتين

لطلب المساعدة



يرجي الرجوع الي مسؤول الدعم الفني او مسؤولي الشبكات
وامن المعلومات

علي الرقم الداخلي **1999**

او عبر البريد الالكتروني

noc@nub.edu.eg