Utilizing Token with Microsoft accounts (Domain accounts)

Introduction

The purpose of this document is to walk users through the process of setting up their Token Ring as a security key to allow for Passwordless or MFA Authentication when logging in to their Microsoft account. This article is going to be for users who have already established credentials for their Token ring via the Token mobile application.

If you have not yet established your credentials to Token, please visit (https://www.tokenring.com/#how) where we have a detailed walkthrough outlining the set-up process.

Alternatively, if you would like to watch our video guide for this walkthrough, please visit (YouTube page).

Operating Systems

This written and video walkthrough was conducting using a Windows 11 Enterprise OS and has been confirmed to work with:

Windows 11 Home
Windows 10 Enterprise
Windows 10 Home

Required Peripherals

In order for Token to properly be utilized with Microsoft Services, you will need either a built-in or external NFC communication interface. For the purpose of this guide, we will be using a USB NFC Reader/Writer (Model ACR122U). However, this exact model is not required and utilizing an alternative NFC reader should not cause any issues.

      a. *Please note that when utilizing an external USB NFC Reader/ Writer, you may have to update manufacturer software per their instructions if you are experiencing difficulties with your NFC reader after initial use.*

Getting Started!

Navigate to your Microsoft account page by visiting "https://account.microsoft.com/".
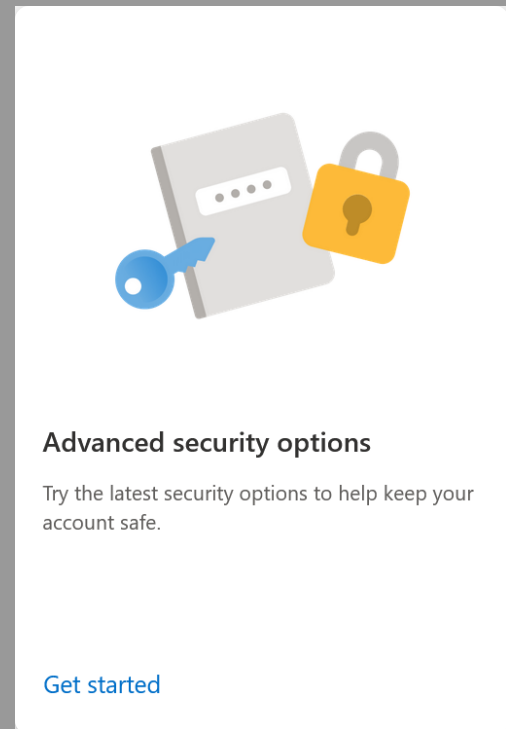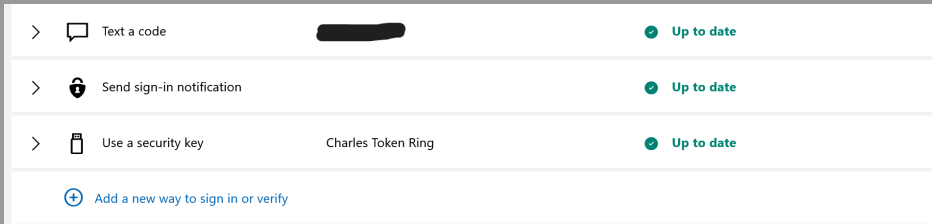
a. *Please note that this link is going to navigate you to a sign-in page that is associated with Domains that belong to Microsoft. If you are following this guide and either yourself or your organization does not use a Microsoft domain (Google, Fastmail, Yahoo, etc.) please navigate to https://myaccount.microsoft.com/ and follow the instructions outlined in "[Utilizing Token with your Microsoft account (Non-Domain accounts](#))".*

b. *Additionally, note that the link located on the first step may be different from what is provided. If this is the case, please visit with your Administrator, and they will be able to provide you with the correct URL destination or simply navigate to the main [Microsoft website](#) and sign into your account.*

Once you have signed in, navigate your pointer to the top banner or towards the middle of the page and select "Security". This will direct you to your account security dashboard.
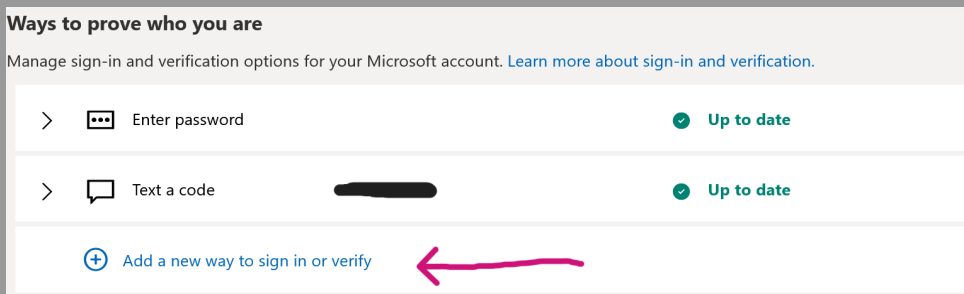
c. *Please note that if you have not already established at least one Multi-Factor Authentication method, you will need to create one before you can establish your security key. Please reference the "[Two-Step Verification](#)" support page.*

Adding Token as a sign-in method can be achieved by navigating to the "Advanced security options" box and select "Get started", This page is also where you will be able to see all your current sign in methods, Additional security options and some other security related actions for your account.

Advanced security options

Try the latest security options to help keep your account safe.

Get started

>	💬 Text a code	▬▬▬▬	✓ Up to date
>	🔒 Send sign-in notification		✓ Up to date
>	🗄 Use a security key	Charles Token Ring	✓ Up to date
	⊕ Add a new way to sign in or verify		

Under the "Ways to prove who you are", navigate to "+ Add a new way to sign in or verify" and select "Use a security key". You will then be prompted to input your credentials before moving forward.

Ways to prove who you are

Manage sign-in and verification options for your Microsoft account. Learn more about sign-in and verification.

>	▦ Enter password		✓ Up to date
>	💬 Text a code	▬▬▬▬	✓ Up to date
	⊕ Add a new way to sign in or verify		

Use a security key
Sign in using a USB, Bluetooth, or NFC device.

Now we can get Token established as a security key. Please ensure that you have successfully authenticated to your ring and select "Next".

      a.   *Note: You may select the "NFC device", which will give you a quick informational prompt on the actions you might need to take. However, this tab does not need to be selected in order for you to establish Token as a security token via NFC.*

      b.   *Note: You will be presented with two security key related prompts after you've selected the "Next" button. The first prompt will ask you to verify the account you will be establishing a security token with, and the second prompt will verify the creation of the security token on your system using Microsoft services and guidelines. Please review and confirm both prompts to proceed.*

After confirming the set-up of a security key with your account, you will be asked to present your security key. Simply double knock the ring on a sturdy surface to enable communication (You will know this has been done when your ring illuminates with a solid Purple light) and hold over your NFC communication interface until the login prompt resolves (2-3 seconds for initial set-up).
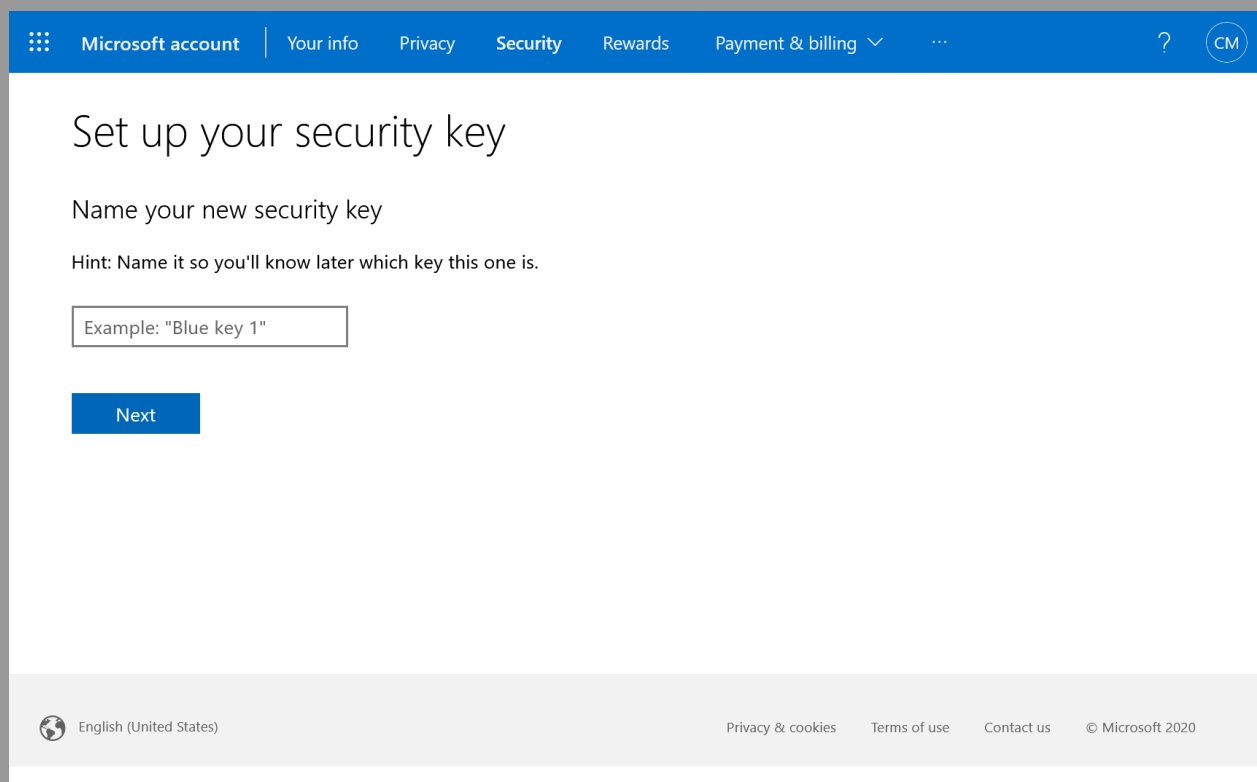
a. *Please note that your reader may illuminate green and make an audible "beep", however, this does not mean that the transaction has been completed fully. Please wait until the Microsoft prompt resolves completely before removing your Ring from the NFC reader.*

After your first successful NFC transaction, you will be asked to create a pin for your security key, and then you will be prompted for another transaction.

a. *Note: You most likely will not need to re-enable communication on your ring (double knock, with solid purple illumination) because these steps happen very quickly. However, in the case that you become unauthenticated or lose communication, simply double knock again.*

Once the NFC prompt has been resolved, you will be asked to name your security key.

b. *We would recommend naming your key something unique, in the case you've established multiple security keys for your account.*


::: Microsoft account | Your info   Privacy   **Security**   Rewards   Payment & billing ⌄   ⋯   ?   CM

Set up your security key

Name your new security key

Hint: Name it so you'll know later which key this one is.

[Example: "Blue key 1"]

Next

Congratulations! You have now successfully set up your Token Ring as a security key within your account! You should be presented with a prompt stating, "You're all set!"
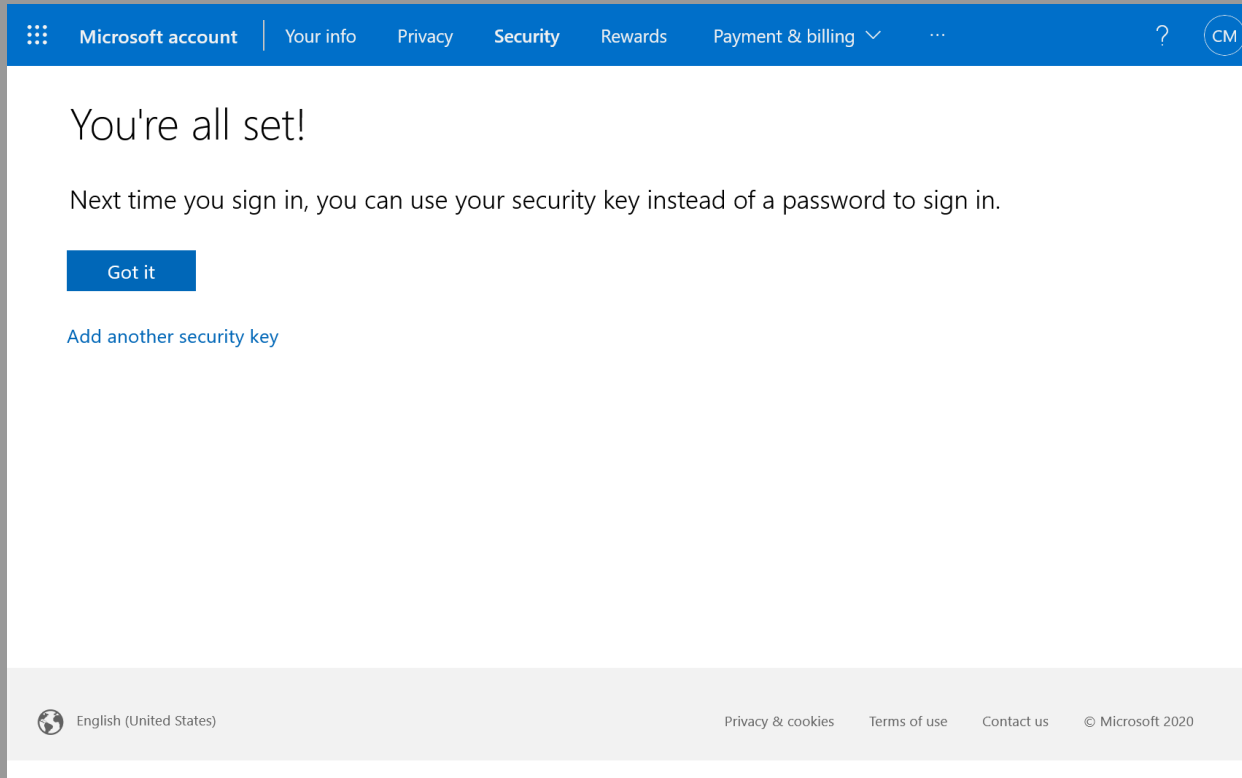
a. *Note: Under the "Ways to prove who you are" section, you will now be able to see your Ring as a form of Authentication.*
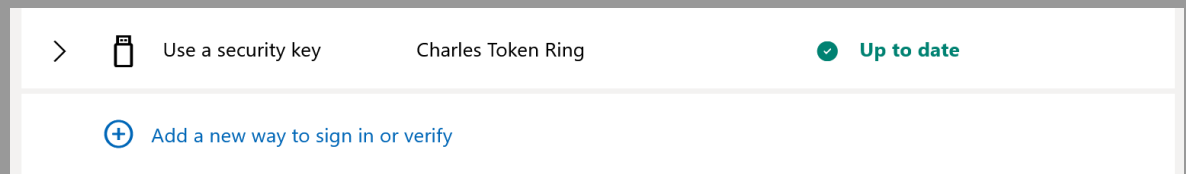
b. *Note: We highly recommend that you turn on the Passwordless account option. This will remove the password for your account, and you can then either use an authentication app or Token to sign in to your account.*
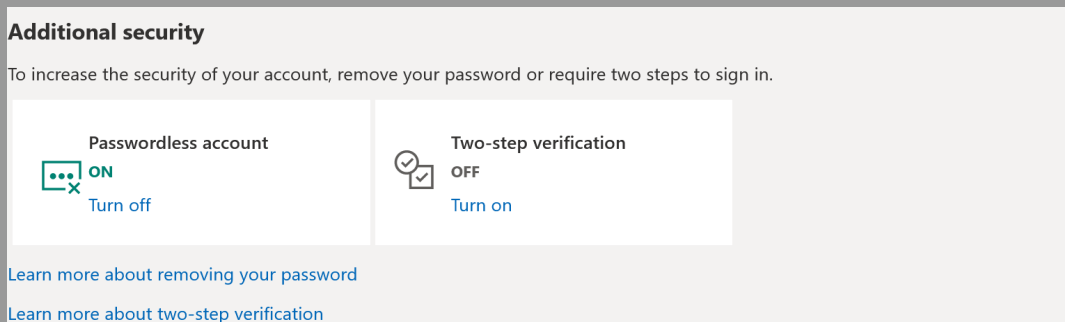
c. *If, for whatever reason, your experience has deviated from the above of you are simply having trouble getting your Token Ring set-up with your account, please see the bottom of this guide for some quick troubleshooting steps or feel free to email* charles@tokenring.com*, and we can get you up and running.*