## MULTI-FACTOR AUTHENTICATION (MFA) QUICK GUIDE FOR GUEST ACCOUNTS

When external users are added to a Home and Community Care Support Services (HCCSS) Teams Channel or other Office 365 applications as a Guest, they will be required to activate the account and set up multi-factor authentication MFA. This only needs to be done *once* per account.

1. You will receive an email similar to the below. Click "Accept Invitation." \*\*Important: Check your Junk email folder if you are expecting this message and do not see it. \*\*

• Please only act on this email if you trust the individual and organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.
Sender: Admin Ba An Le ( <u>baan@homecommunitycare.onmicrosoft.com</u> ) Organization: HCCSS Domain: <u>hccontario.ca</u>
If you accept this invitation, you'll be sent to <u>https://account.activedirectory.windowsazure.com/?</u> tenantid=3e1c8459-76b0-41e2-9384-08b8e6adadbc&login hint=Matt.Jones%40tc.lhins.on.ca. <u>Accept invitation</u>
<u>Block future invitations</u> from this organization. This invitation email is from HCCSS ( <u>hccontario.ca</u> ) and may include advertising content. <u>Read HCCSS's privacy</u>
statement. Microsoft Corporation facilitated sending this email but did not validate the sender or the message.  Microsoft respects your privacy. To learn more, please read the <u>Microsoft Privacy Statement</u> .  Microsoft Corporation. One Microsoft Way Redmond, WA 98052

2. Sign in using your existing email account credentials. If your email address does not currently have a Microsoft account attached, please contact your local IT team for support to create one.

Microsoft	
Sign in	← john.smith@hccontario.ca
John.Smith@hccontario.ca	Enter password
No account? Create one!	
Can't access your account?	Forgot my password
Back Next	Sign in



3. You will be prompted to accept the permissions statement:

Permiss	ion request	ed by:
HCCSS hccontario	o.ca	
By accepting	, you allow this orga	anization to:
✓ Receive	your profile data	
Your profi photo	e data means your name	e, email address, and
✓ Collect a	and log your activity	,
	ty data means your acce I with their apps and reso	
🗸 Use you	r profile data and ac	ctivity data
apps and	may be used with your ac resources, as well as to cr r an account according to	reate, control, and
privacy stateme	v accept if you trust HCC nt. You can update these unt.microsoft.com/organ	permissions at
This resource	e is not shared by	Microsoft.
	Cancel	Accept

4. Follow the on-screen instructions to set up MFA. Refer to THIS article for more details.



It is recommended that you use the <u>Microsoft Authenticator app</u> on your mobile phone for MFA, however, if you would like to use another method such as text message, click "I want to set up a different method." This document assumes you will use the Authenticator app.

5. Follow the on-screen steps to configure the Microsoft Authenticator app.

Keep your account secure	Keep your account secure
Your organization requires you to set up the following methods of proving who you are.	Your organization requires you to set up the following methods of proving who you are.
Microsoft Authenticator	Microsoft Authenticator
Set up your account	Scan the QR code
If prompted, allow notifications. Then add an account, and select "Work or school".	Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.
-	After you scan the QR code, choose "Next".
Back Next	
I want to set up a different method	
K	Can't scan image?
Keep your account secure Your organization requires you to set up the following methods of proving who you are.	Back Next
Microsoft Authenticator	I want to set up a different method
Ontification approved	
	Keep your account secure
-	Your organization requires you to set up the following methods of proving who you are.
Back Next	Success!
Lwant to set up a different method	Great job! You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method:
	Microsoft Authenticator
	Done

 Once you have logged into your guest account, you will be directed to the screen below. This indicates that your set up is complete. You may close the browser window.



7. Send an email to the Team owner informing them that your account setup was successful. They will now be able to add you as a member of the team.

8. After the site owner adds you as a guest, you will receive a *separate* email similar to the one on the right.

\*\*Reminder: Check your junk or spam folder\*\*

Follow the on-screen prompts to join the team.
 <u>Watch this video</u> for more details.

	Microso	ft Teams
Matt adde	d you to the TEA	M-WW-ExternalTEST team!
	т	w
	TEAM-WW-	ExternalTEST
	1 me	mbers
	Testing the migratio	n with external users.
	Open Micro	osoft Teams
-		
	<b>a</b> +5	
-	_	
-	_	1
Bring your tear	m together	Chat 1:1 and with groups
	collaborative	Outside of open team conversations.
Create an open.		
workspace for yo	ur team. Use	
	ur team. Use conversations by	chat privately and share files and notes with anyone in your organization.