HOME AND COMMUNITY CARESERVICES DE SOUTIEN À DOMICILESUPPORT SERVICESET EN MILIEU COMMUNAUTAIRE

QUICK GUIDE: GUEST ACCOUNT CREATION FOR MICROSOFT TEAMS

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 one below. Click "Accept Invitation." **Important: Check your Junk email folder if you are expecting this message and do not see it. **

Sender: A Organizat Domain:	dmin Dieter Soegtrop (<u>Dieter@homecommunitycare.onmicrosoft.com</u>) ion: HCCSS nccontario.ca
	This message was provided by the sender and is not from Microsoft Corporation. AD Message from Admin Dieter Soegtrop:
6	You have been invited to create a guest account on the HCCOntario Teams server. Please complete this activation to rejoin your Teams groups following the migration.
If you accept this	invitation, you'll be sent to <u>https://healthcareathome.ca/guest-account-confirmation/</u> .

2. Sign in if prompted by 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	Microsoft
Sign in	← John.smith@hospital.com
John.smith@hospital.com	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. Click Accept.



 If your account does not have multi-factor authentication (MFA) set up as part of your organization, please follow the on-screen instructions to set up MFA. Refer to <u>THIS</u> article for more details. If you use MFA as part of your usual login process, skip to step 6.



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	
	Can't scan image?
Keep your account secure	Back Next
Your organization requires you to set up the following methods of proving who you are.	
Microsoft Authenticator	I want to set up a different method
Notification approved	
	Keep your account secure
L-	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.
	Microsoft Authenticator
	Done

6. 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.

WICIOSC	ft Teams
Matt added you to the TEA	M-WW-ExternalTEST team!
т	w
TEAM-WW-	ExternalTEST
1 me	mbers
Testing the migratic	n with external users.
	1000
Open Micr	osoft Teams
	🙂 🙂
Bring your team together	Chat 1:1 and with groups
	Outside of open team conversations.
Create an open, collaborative	
Create an open, collaborative workspace for your team. Use	chat privately and share files and note