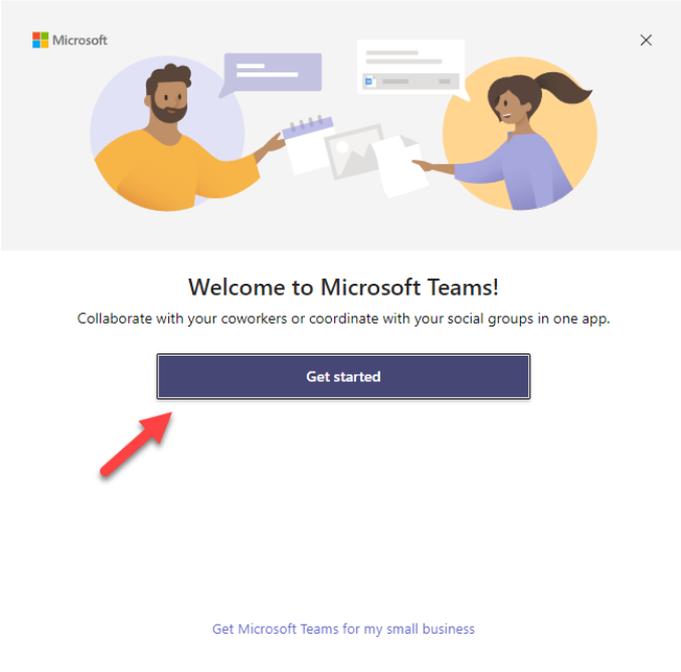
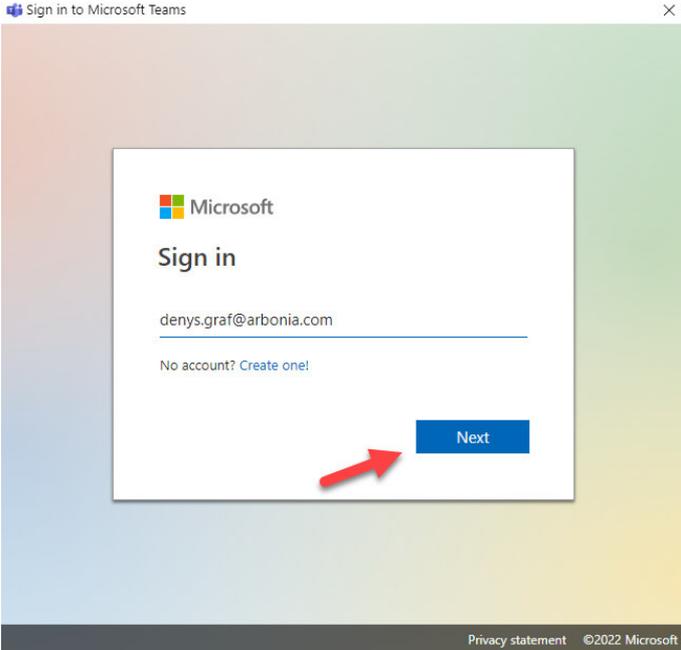
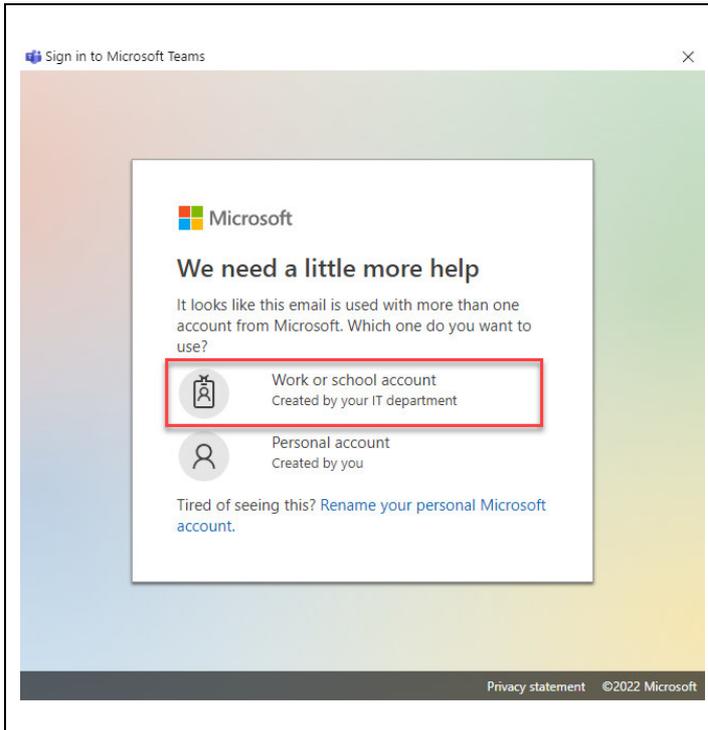


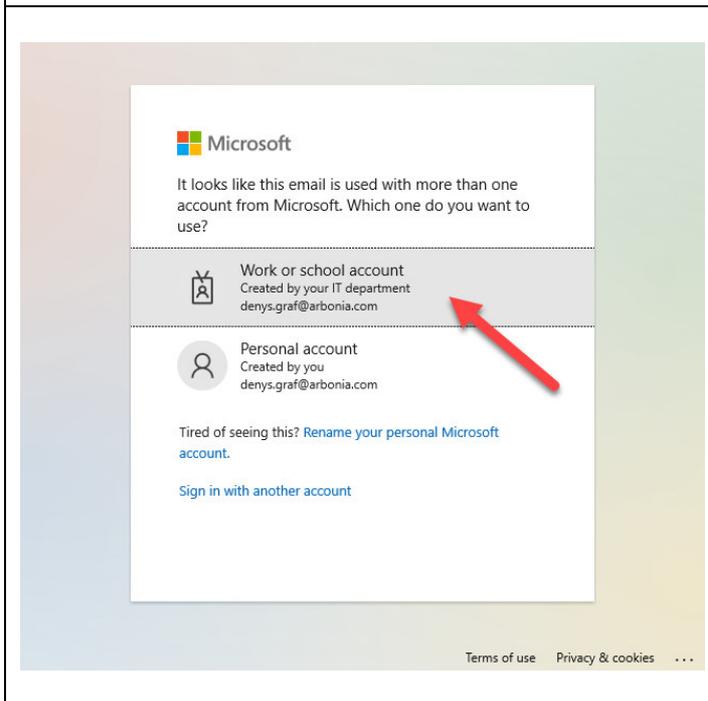
Microsoft Teams first start

You can find the Microsoft Teams app in the Start menu. When starting the app for the first time, the following steps are necessary (please note the steps listed under "Microsoft Teams 2-Factor Authentication" in this document when starting Microsoft Teams outside the company network).

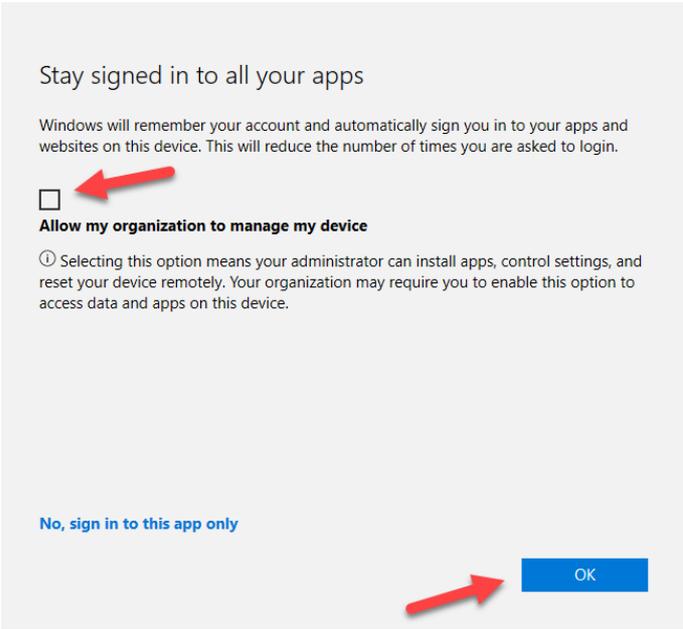
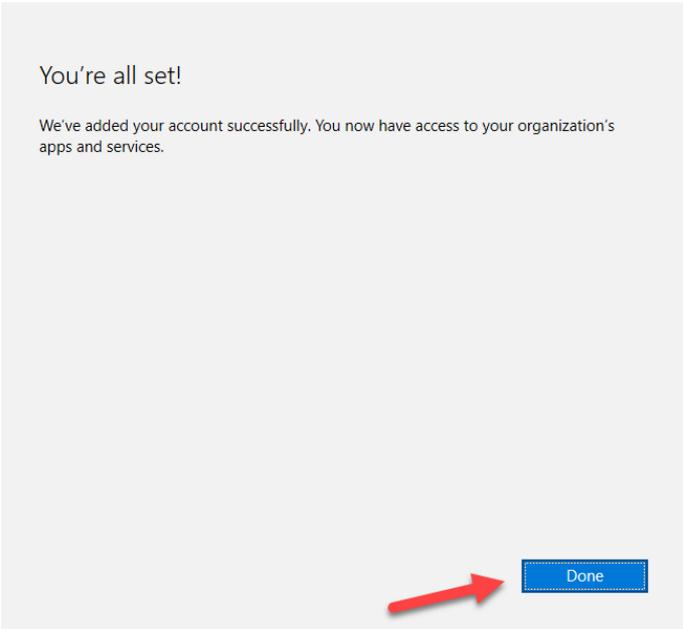
	<p>1. Open Microsoft Teams and click on "Get started"</p>
	<p>2. enter your company e-mail address and click "Next"</p>



3. Select **"Work or school account"**

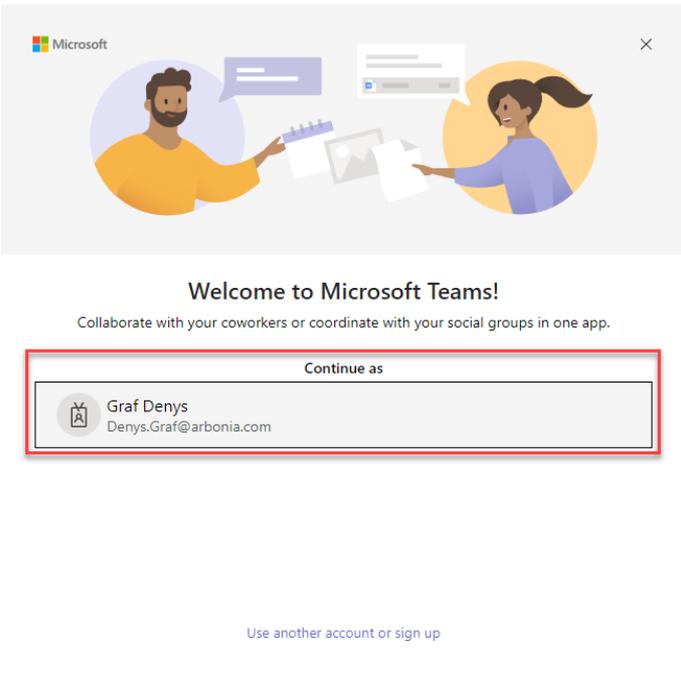
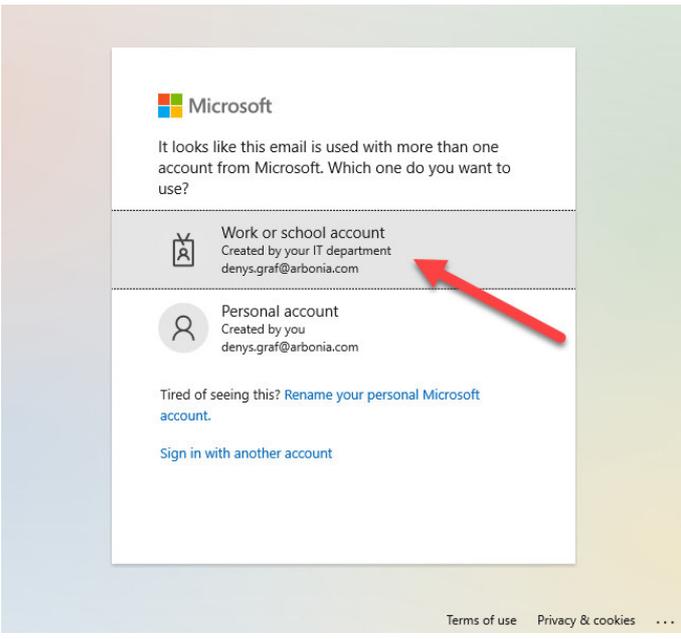


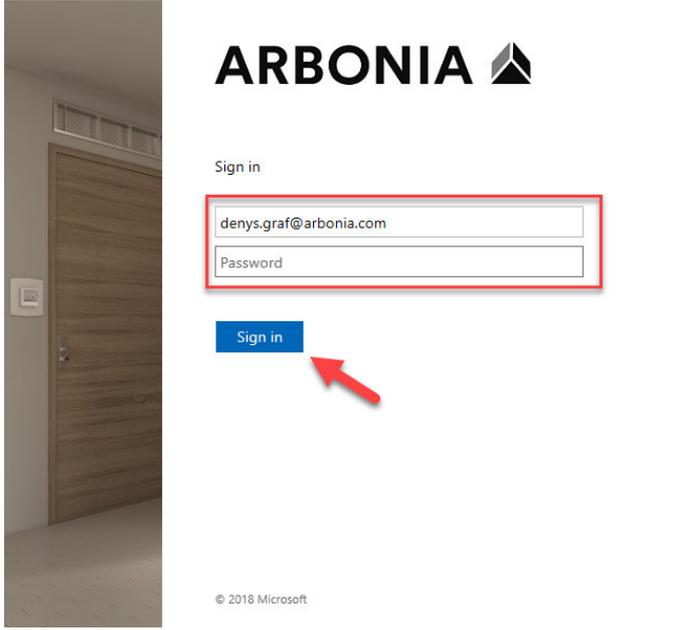
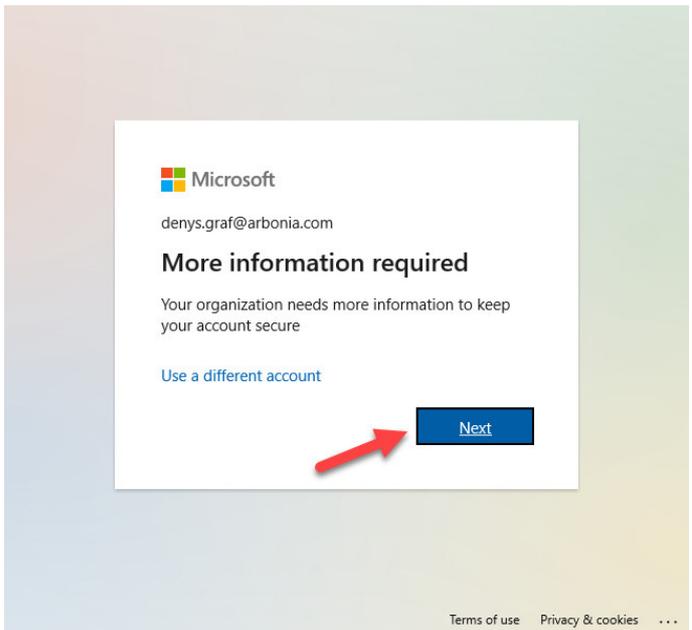
4. Select **"Work or school account"** here as well

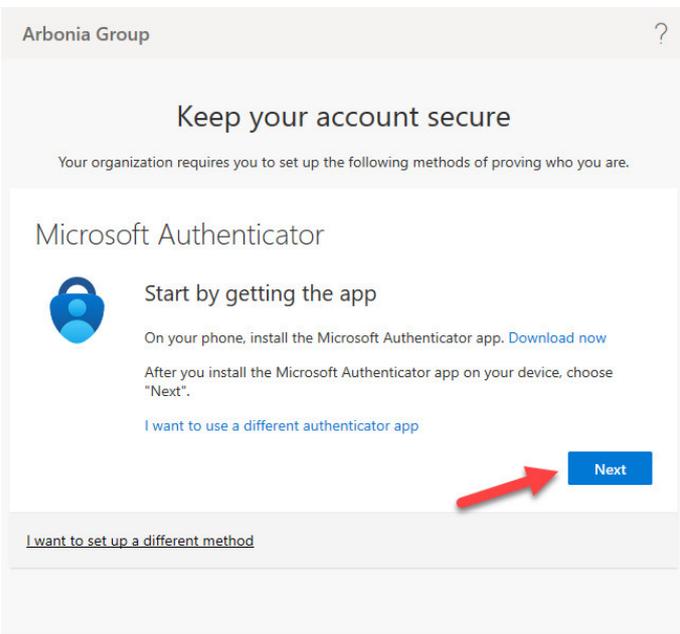
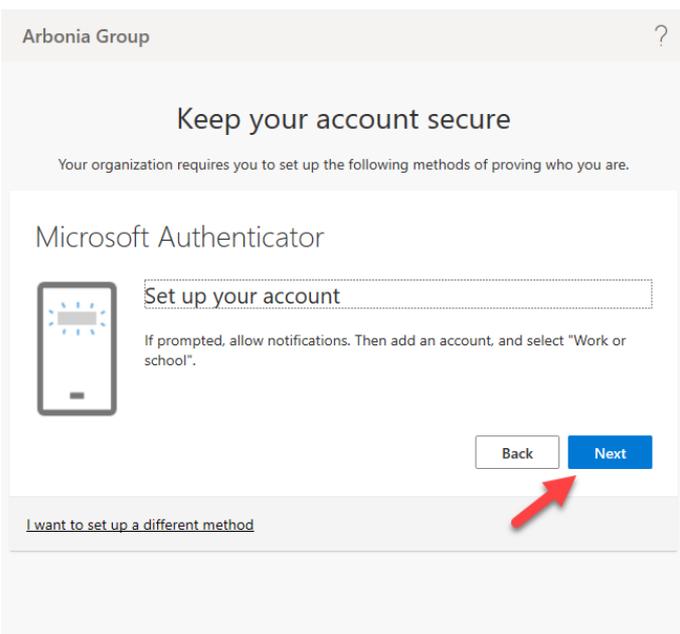
	<p>5. Uncheck the box and then click "OK"</p>
	<p>6. Confirm the end of the configuration by clicking on "Done"</p>

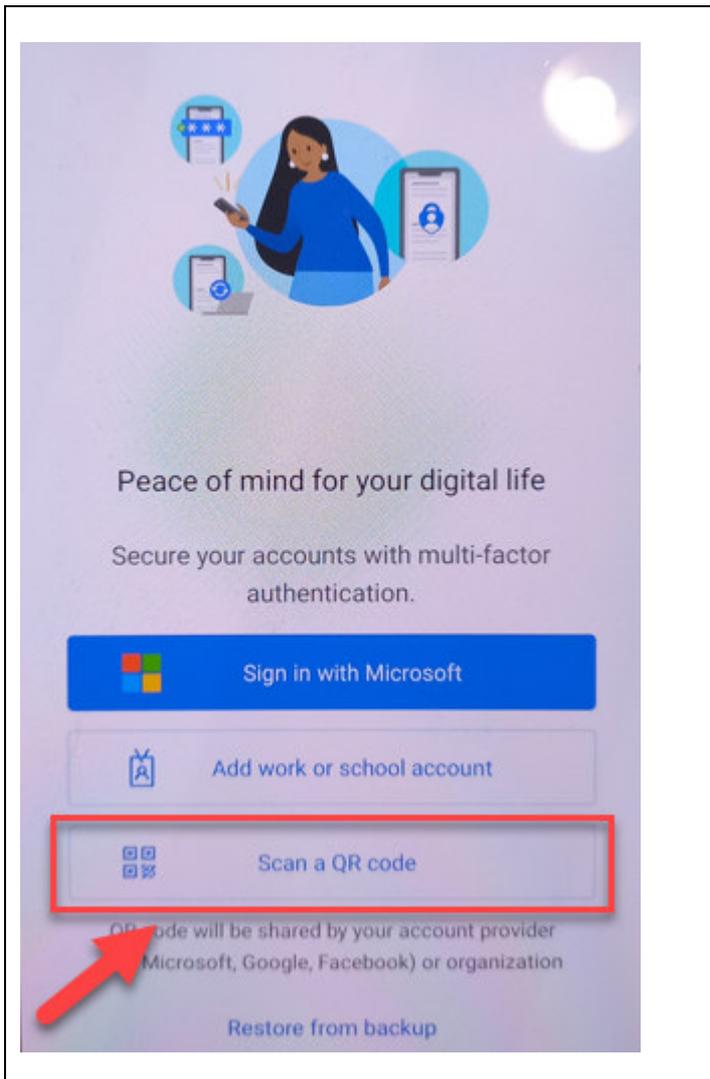
Microsoft Teams 2-Factor Authentication

Outside the corporate network, Microsoft Teams requires 2-factor authentication. The first setup for 2-FA must also take place outside the company network.

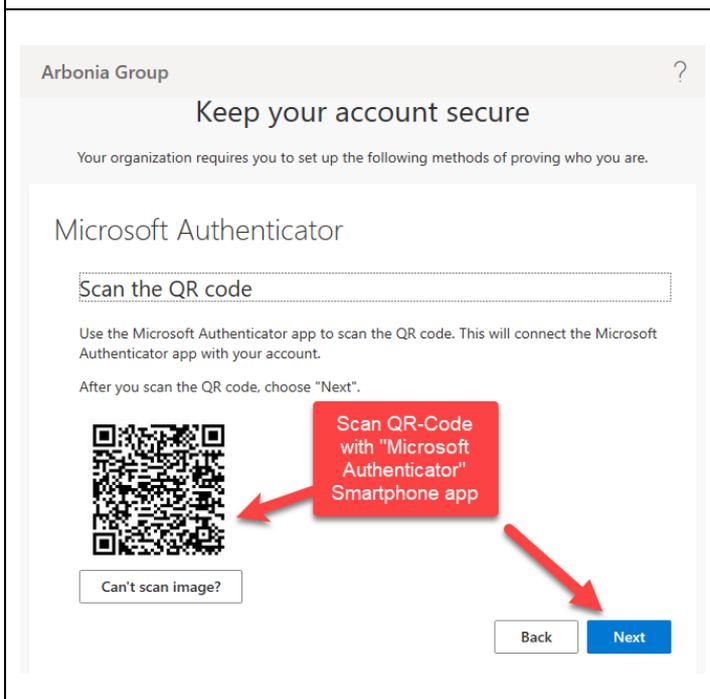
 <p>The screenshot shows the Microsoft Teams welcome screen. At the top, it says "Microsoft" and "Welcome to Microsoft Teams!". Below that, it says "Collaborate with your coworkers or coordinate with your social groups in one app." There is a "Continue as" section with a red border around it, showing a profile for "Graf Denys" with the email "Denys.Graf@arbonia.com". At the bottom, there is a link that says "Use another account or sign up".</p>	<p>1. Open Microsoft Teams and continue with the company email address</p>
 <p>The screenshot shows a Microsoft account selection screen. It says "Microsoft" and "It looks like this email is used with more than one account from Microsoft. Which one do you want to use?". There are two options: "Work or school account" (Created by your IT department, denys.graf@arbonia.com) and "Personal account" (Created by you, denys.graf@arbonia.com). A red arrow points to the "Work or school account" option. Below the options, there is a link that says "Tired of seeing this? Rename your personal Microsoft account." and a link that says "Sign in with another account". At the bottom, there are links for "Terms of use", "Privacy & cookies", and "...".</p>	<p>2. Click on "Work or school account"</p>

	<p>3. Sign in with the company email address and password</p>
	<p>4. Click on "Next"</p>

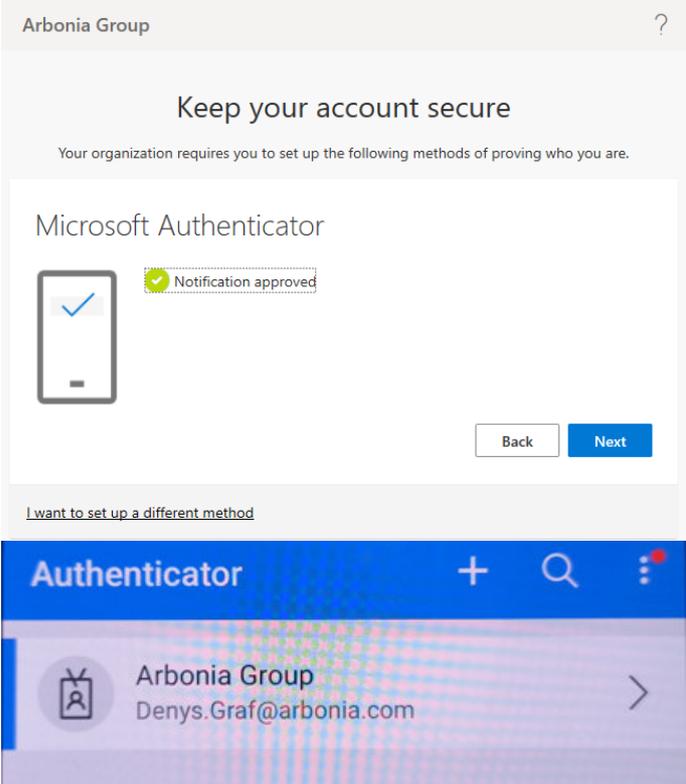
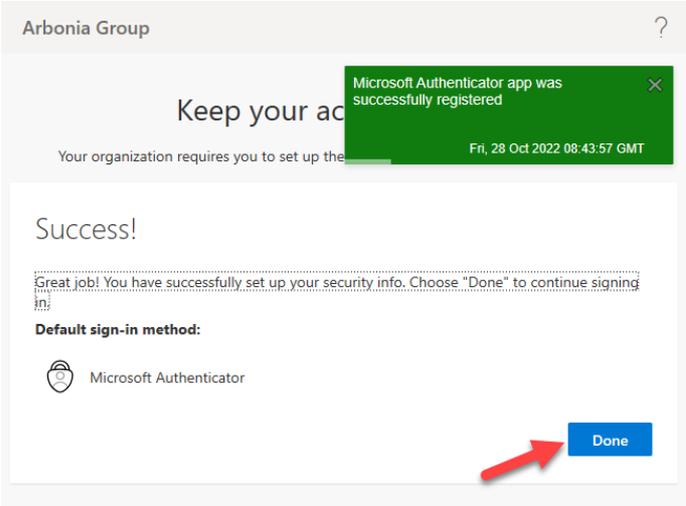
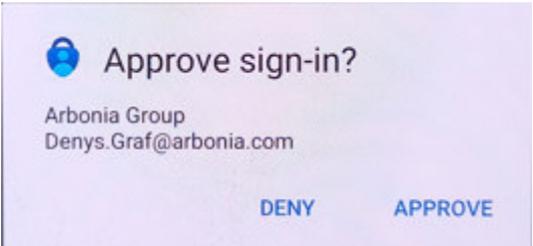
 <p>The screenshot shows the Microsoft Authenticator setup screen for 'Arbonia Group'. The main heading is 'Keep your account secure' with a sub-heading 'Your organization requires you to set up the following methods of proving who you are.' Below this, the title 'Microsoft Authenticator' is followed by an icon of a person with a lock. The text says 'Start by getting the app' and provides instructions to download the app from the app store. A red arrow points to the blue 'Next' button at the bottom right. There is also a link at the bottom left: 'I want to set up a different method'.</p>	<ol style="list-style-type: none">5. Install "Microsoft Authenticator" from the app store on the smartphone. (Allow notifications on first startup)6. Click on "Next"
 <p>The screenshot shows the next step in the Microsoft Authenticator setup for 'Arbonia Group'. The heading remains 'Keep your account secure'. The title is 'Microsoft Authenticator' with a sub-heading 'Set up your account' in a dashed box. Below this is an icon of a smartphone and instructions to allow notifications and add an account. A red arrow points to the blue 'Next' button at the bottom right. There is also a link at the bottom left: 'I want to set up a different method'.</p>	<ol style="list-style-type: none">7. Click on "Next"



8. Scan **QR code** with **"Microsoft Authenticator"** app on smartphone



9. Scan **QR-Code** with **"Microsoft Authenticator" Smartphone app** and click on **"Next"**

	<p>10. Account is now connected to the "Microsoft Authenticator" app</p>
	<p>11. Click on "Done"</p>
	<p>After entering the password in Microsoft Teams outside the company network, the login must now be approved using the "Microsoft Authenticator" app</p>