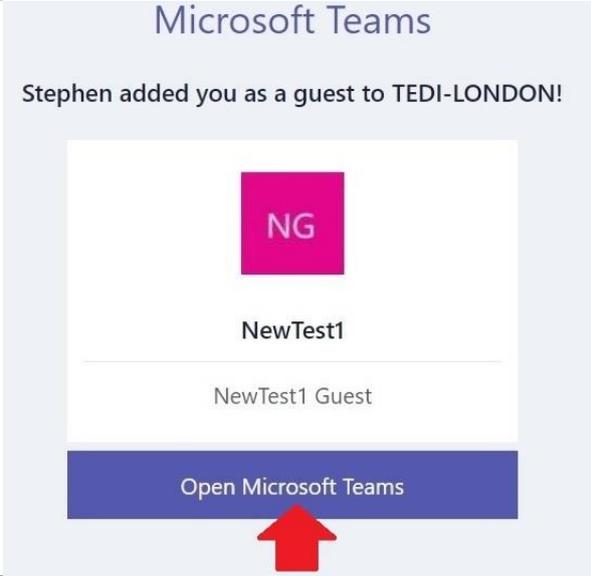
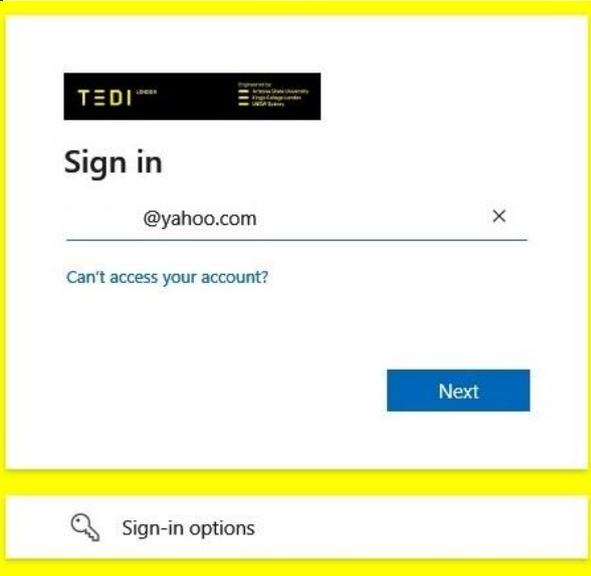
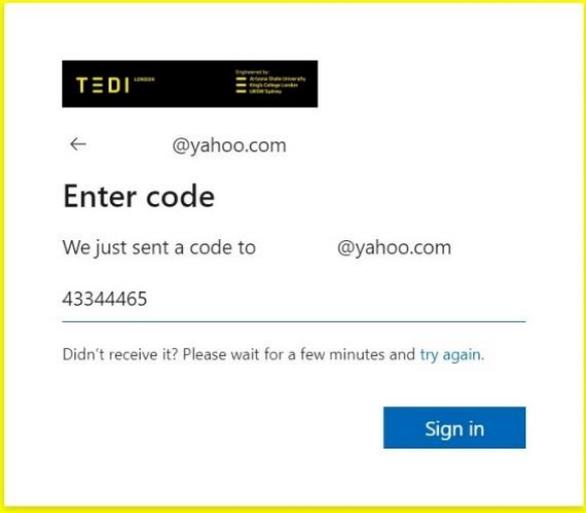
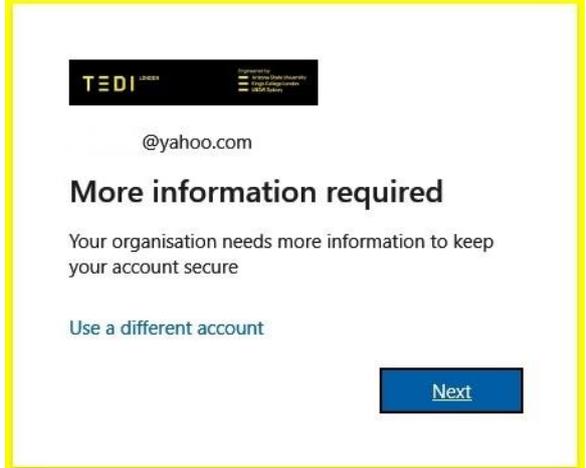
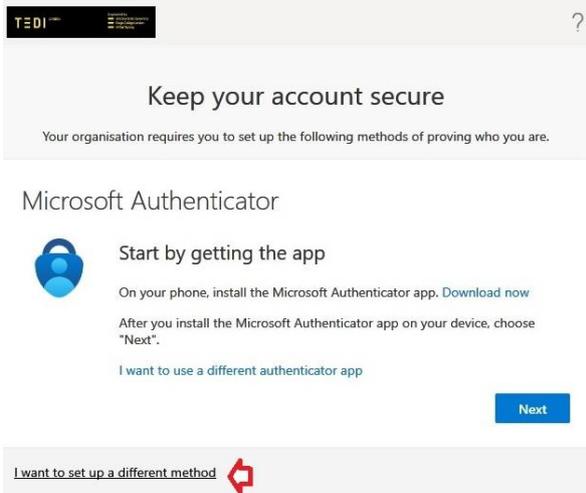
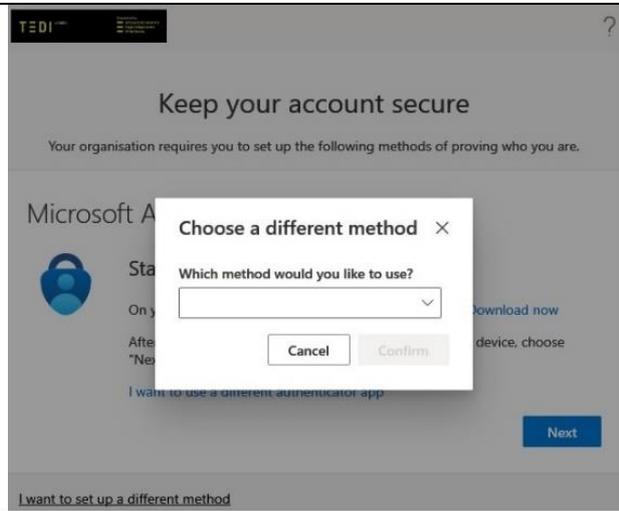


## External/Guest Access to TEDI-London Teams Invite with MFA setup

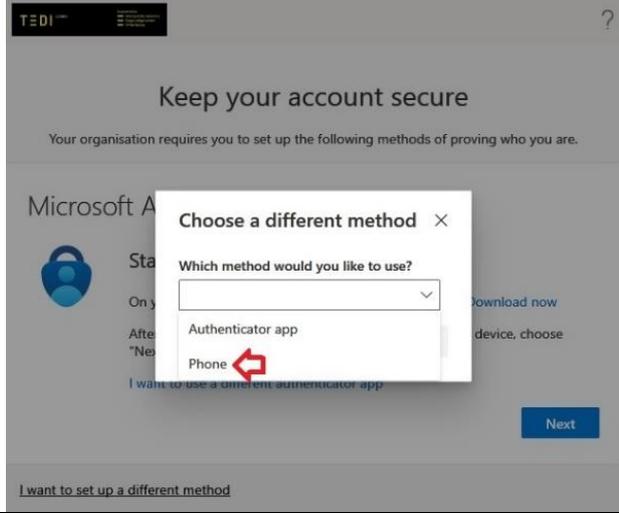
<p>On your invitation email, Click on <b>Open Microsoft Teams</b> (See red arrow)</p>	
<p>On the next window Enter you email address (This will become your default email to always sign in to TEDI-London)</p> <p>Select <b>Next</b></p>	
<p>Select <b>Send Code</b> to send a code to the email address you input in the previous screen</p>	

<p>Check your email inbox for the Verification code (There may be a slight delay before the email arrives to your inbox)</p>	 <p>TEDI-LONDON (via Microsoft) &lt;account-security-noreply@accountprotection.microsoft.com&gt;      To: @yahoo.com</p> <p>TEDI-LONDON</p> <h2>Account verification code</h2> <p>To access TEDI-LONDON's apps and resources, please use the code below for account verification. The code will only work for 30 minutes.</p> <p>Account verification code:  <b>43344465</b></p> <p>If you didn't request a code, you can ignore this email.</p>
<p>Enter the Code in the space provided</p> <p>Select <b>Sign in</b></p>	 <p>TEDI LONDON</p> <p>@yahoo.com</p> <h2>Enter code</h2> <p>We just sent a code to @yahoo.com</p> <p>43344465</p> <p>Didn't receive it? Please wait for a few minutes and try again.</p> <p><b>Sign in</b></p>
<p>TEDI Requires you to set up MFA (Multi-Factor Authentication)</p> <p>Select <b>Next</b></p>	 <p>TEDI LONDON</p> <p>@yahoo.com</p> <h2>More information required</h2> <p>Your organisation needs more information to keep your account secure</p> <p><a href="#">Use a different account</a></p> <p><b>Next</b></p>
<p>Do not select <b>Next</b>, instead select <b>I want to use a different method</b> (See red arrow)</p>	 <p>TEDI LONDON</p> <h2>Keep your account secure</h2> <p>Your organisation requires you to set up the following methods of proving who you are.</p> <h3>Microsoft Authenticator</h3> <p>Start by getting the app</p> <p>On your phone, install the Microsoft Authenticator app. <a href="#">Download now</a></p> <p>After you install the Microsoft Authenticator app on your device, choose "Next".</p> <p><a href="#">I want to use a different authenticator app</a></p> <p><b>Next</b></p> <p><a href="#">I want to set up a different method</a></p>

Use the drop down V to show options



Select **Phone** from the options  
(See red arrow)

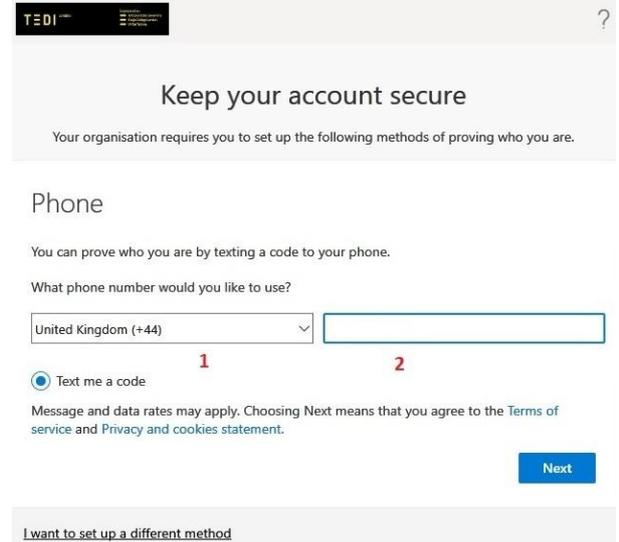


**1** - Select appropriate country (United Kingdom (+44))

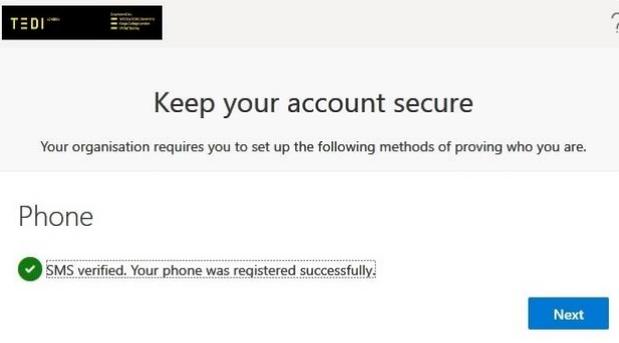
**2** - Input your mobile phone number (omit the first 0)

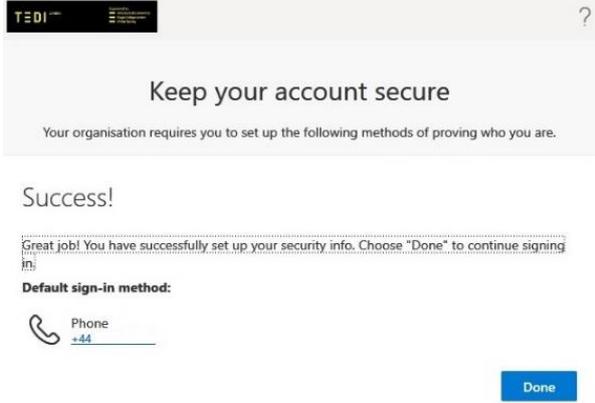
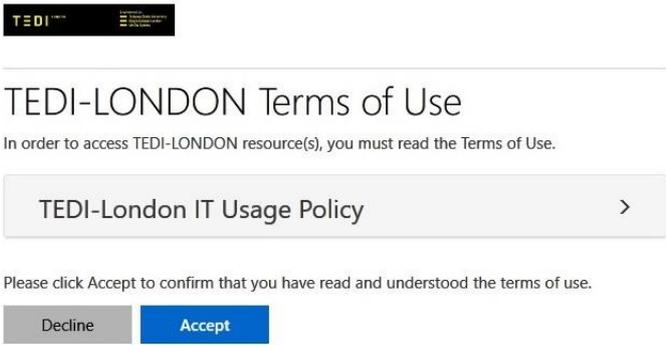
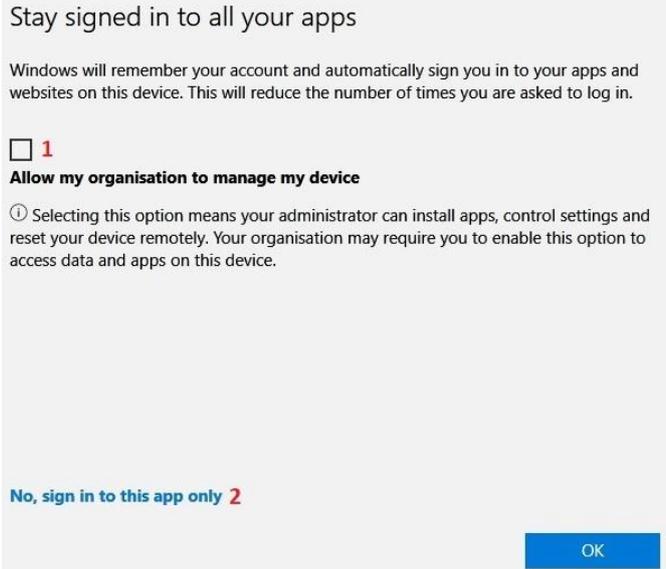
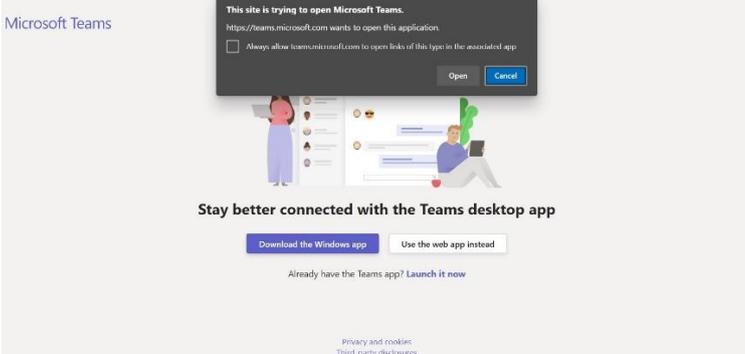
*79xxxxxxx instead of 079xxxxxxx*

Select **Next**



Select **Next**



<p>MFA is successfully set up</p> <p>Select <b>Done</b></p>	 <p>The screenshot shows a 'Keep your account secure' notification. Below it, a 'Success!' message states: 'Great job! You have successfully set up your security info. Choose "Done" to continue signing in.' Underneath, the 'Default sign-in method:' is listed as 'Phone +44'. A blue 'Done' button is at the bottom right.</p>
<p>Select <b>Accept</b> to proceed</p>	 <p>The screenshot shows 'TEDI-LONDON Terms of Use'. It says: 'In order to access TEDI-LONDON resource(s), you must read the Terms of Use.' A button labeled 'TEDI-London IT Usage Policy' with a right arrow is present. Below, it asks to 'Please click Accept to confirm that you have read and understood the terms of use.' There are 'Decline' and 'Accept' buttons.</p>
<p>Do not select OK instead,</p> <p><b>1</b> – Untick the box (<b>Allow my organisation to manage my device</b>)</p> <p><b>2</b> – Select <b>No, sign in to this app only</b></p>	 <p>The screenshot shows 'Stay signed in to all your apps'. It explains that Windows will remember the account. There is an unchecked checkbox labeled '1' for 'Allow my organisation to manage my device'. A note below says: 'Selecting this option means your administrator can install apps, control settings and reset your device remotely. Your organisation may require you to enable this option to access data and apps on this device.' At the bottom, there is a blue link 'No, sign in to this app only 2' and an 'OK' button.</p>
<p>Select <b>Open</b> to launch Teams</p> <p>Download the <b>Windows app</b> to download and install Teams</p> <p>Use the <b>web app instead</b> to run Teams on your browser</p> <p>Launch it now to open Teams</p>	 <p>The screenshot shows a 'Microsoft Teams' prompt. A dark box at the top says: 'This site is trying to open Microsoft Teams. https://teams.microsoft.com wants to open this application. Always allow teams.microsoft.com to open links of this type in the associated app.' Below are 'Open' and 'Cancel' buttons. The main content says 'Stay better connected with the Teams desktop app' and offers 'Download the Windows app' and 'Use the web app instead' buttons. At the bottom, it says 'Already have the Teams app? Launch it now' and includes a 'Privacy and cookies' link.</p>

Done.