End-Users Guide to Log on to CVR Teleworking site

Using

Microsoft Teams

# Logging into your **Microsoft** Account

You should have received a Welcome Email in your DoD email account, with information to allowing you to access your Microsoft Teams environment. The welcome letter should have contained your temporary logon credentials, necessary to access this environment. The steps below will guide you through setting up your Online account to access Microsoft Teams for teleworking capabilities. This guide will provide steps to setup Multi-Factor Authentication(MFA) to better protect you and your data.

Open your supported **Web Browser**

> Supported Microsoft Teams Web Browser:
> - Microsoft Edge
> - The latest version of Chrome
> - The latest version of Firefox

Enter the URL for ***https://teams.microsoft.com***
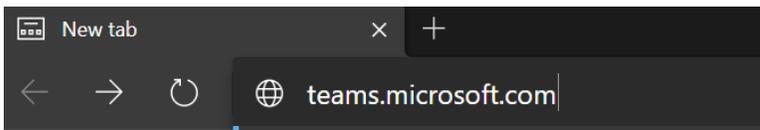
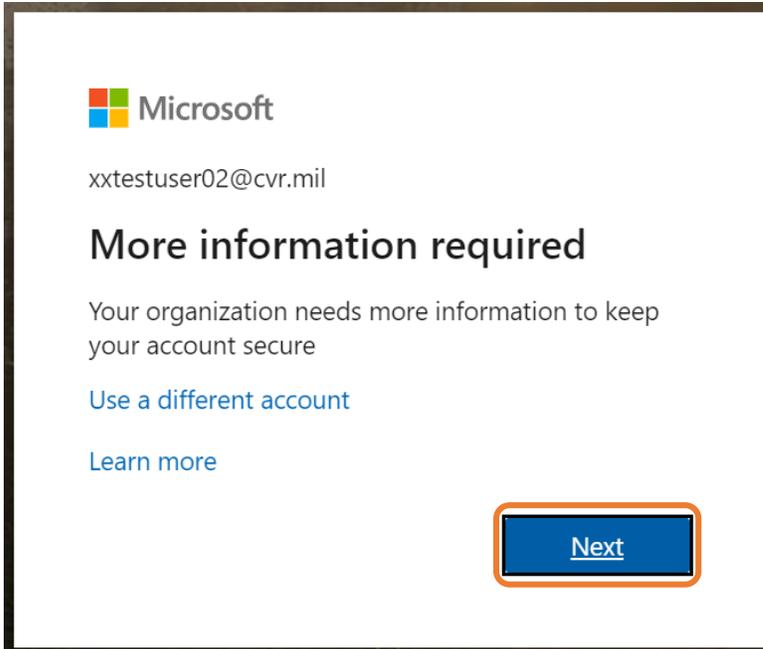On the **sign in** page, enter your *Username* provided in the welcome email, then select **Next**.

On the **Enter password** page, type in the *password* from your welcome email, and then select **Sign in**.

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Your organization has enabled enhanced login capabilities using (MFA) when using your mobile device. Select **Next** to continue.

Microsoft

xxtestuser02@cvr.mil

More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more

[Next]

Configure your MFA

Download and install the app

Install the latest version of the Microsoft Authenticator App, based on your operating system:

- **Google Android.** On your Android device, go to Google Play to download and install the Microsoft Authenticator app. https://app.adjust.com/e3rxkc_7lfdtm?fallback=https%3A%2F%2Fplay.google.com%2Fstore%2Fapps%2Fdetails%3Fid%3Dcom.azure.authenticator

- **Apple iOS.** On your Apple iOS device, go to the App Store to download and install the Microsoft Authenticator app. https://app.adjust.com/e3rxkc_7lfdtm?fallback=https%3A%2F%2Fitunes.apple.com%2Fus%2Fapp%2Fmicrosoft-authenticator%2Fid983156458

Set up the Microsoft Authenticator App to send notifications

1. On the **Additional security verification** page, select **Mobile app** from the **Step 1: How should we contact you** area.

2. Select **Receive notifications for verification** from the **How do you want to use the mobile app** area, and then select **Set up**.

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The **Configure mobile app** page appears and go to **Step 3** to continue.

3. On your **Mobile** device, Open the Microsoft Authenticator app, select **Add account** from the **Customize and control** icon in the upper-right, and then select **Work or school account**.

> **Note:**
>
> If this is the first time you're setting up the Microsoft Authenticator app, you might receive a prompt asking whether to allow the app to access your camera (iOS) or to allow the app to take pictures and record video (Android). You must select **Allow** so the authenticator app can access your camera to take a picture of the QR code in the next step.

4. Use your device's camera to scan the QR code from the **Configure mobile app** screen on your computer, and then choose **Next**.

5. Return to your **computer** and the **Additional security verification** page, make sure you get the message that says your configuration was successful, and then select **Next**.


The authenticator app will send a notification to your mobile device as a test.

6. On your **mobile** device, select **Approve**.

7. On your **computer**, add your mobile device phone number to the **Step 3: In case you lose access to the mobile app** area, and then select **Next**.

   We strongly suggest adding your mobile device phone number to act as a backup if you're unable to access or use the mobile app for any reason.

8. From the **Step 4: Keep using your existing applications** area, copy the provided app password and paste it somewhere safe.
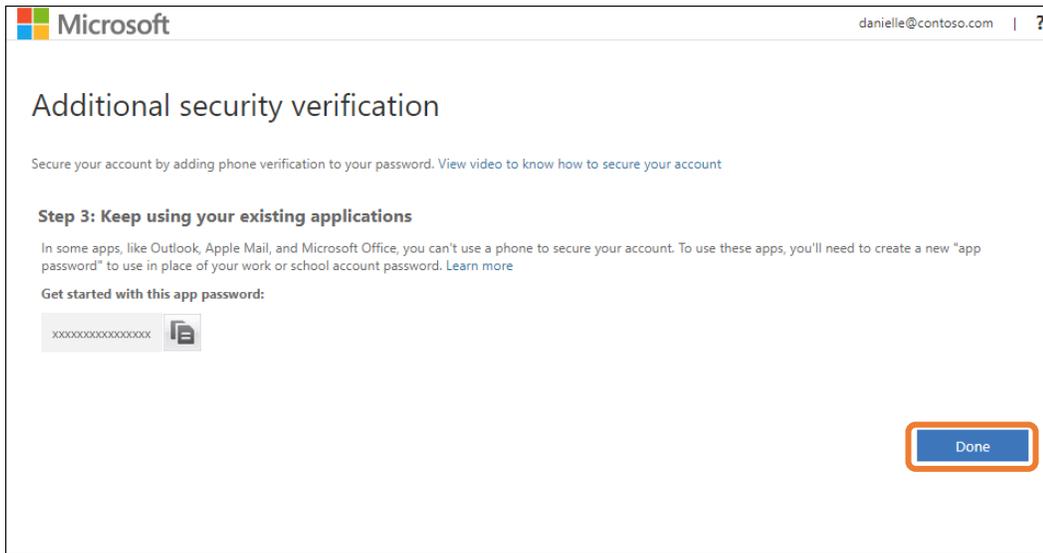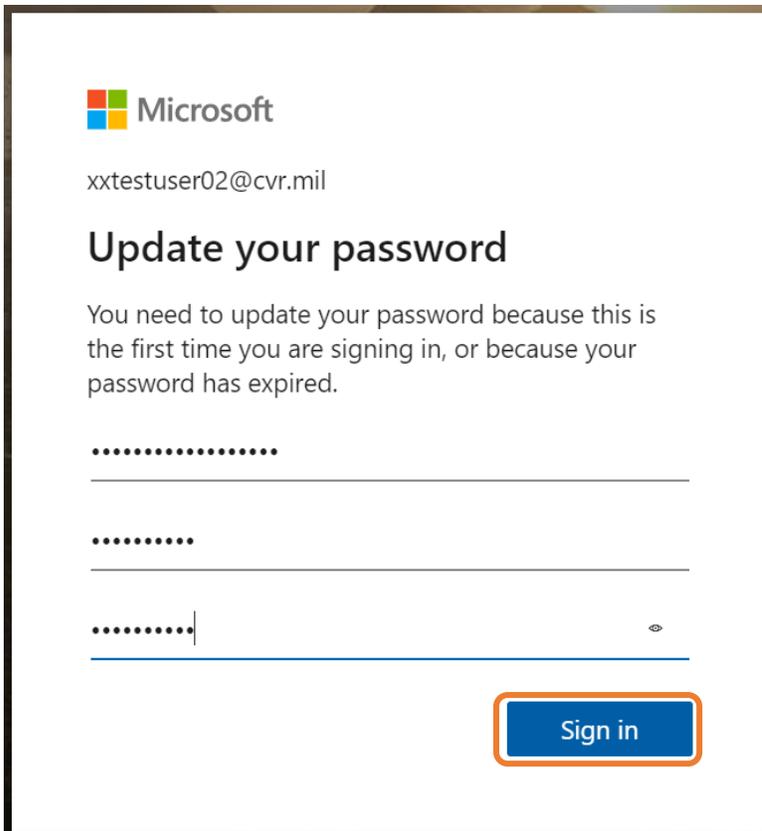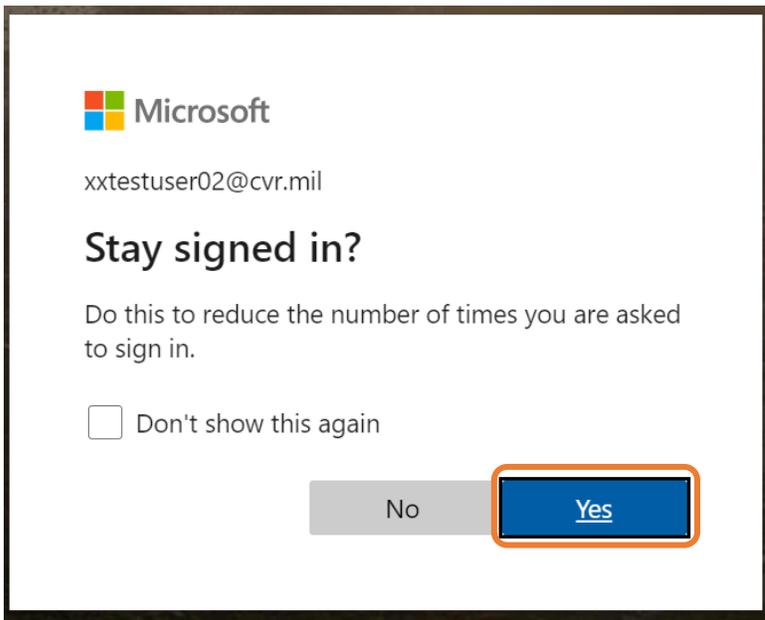
9. Select **Done**.

Update your password

Your organization has requested you to update your password upon initial login to your account. Enter your *old password* and then type in a *new password*.

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Congratulation! You now have access to Microsoft Teams.   Please **Click** on the link to learn how to use Teams
https://dodtelework.sharepoint.com/sites/TeamsLearning

To **download and install** full client version of Microsoft Team, simply go to https://teams.microsoft.com/downloads.