

Logging into your **Microsoft** Account



End-Users Guide to Log on to CVR Teleworking site Using Microsoft Teams

Logging into your **Microsoft** Account



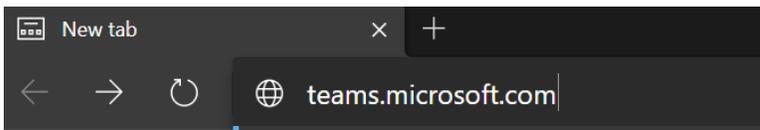
You should have received a Welcome Email in your DoD email account, with information to allowing you to access your Microsoft Teams environment. The welcome letter should have contained your temporary logon credentials, necessary to access this environment. The steps below will guide you through setting 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**.

A screenshot of the Microsoft sign-in page. The Microsoft logo is at the top left. Below it is the text "Sign in". A text input field contains the email address "xxTestUser02@cvr.mil". Below the input field are links for "No account? Create one!", "Can't access your account?", and "Sign-in options". A blue "Next" button is located at the bottom right of the form area.

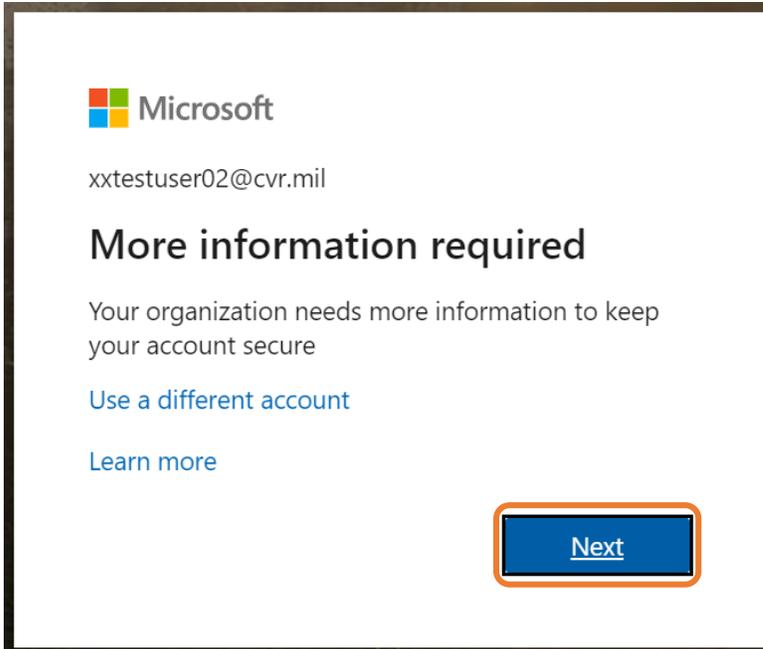
On the **Enter password** page, type in the **password** from your welcome email, and then select **Sign in**.

A screenshot of the Microsoft "Enter password" page. The Microsoft logo is at the top left. Below it is the text "Enter password". A text input field contains a series of dots representing a password. Below the input field is a link for "Forgot my password". A blue "Sign in" button is located at the bottom right of the form area.

Logging into your Microsoft Account



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



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).
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).
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**.

Logging into your Microsoft Account



Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app ▼

How do you want to use the mobile app?

- Receive notifications for verification
- Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

[Set up](#)

[Next](#)

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

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



[Configure app without notifications](#)

If you are unable to scan the image, enter the following information in your app.

Code: 857 634 999

Url: <https://co1pfpad16.phonefactor.net/pad/648069390>

If the app displays a six-digit code, you are done!

[Next](#) [cancel](#)



Logging into your Microsoft Account

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**.

Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Mobile app has been configured for notifications and verification codes.

Next

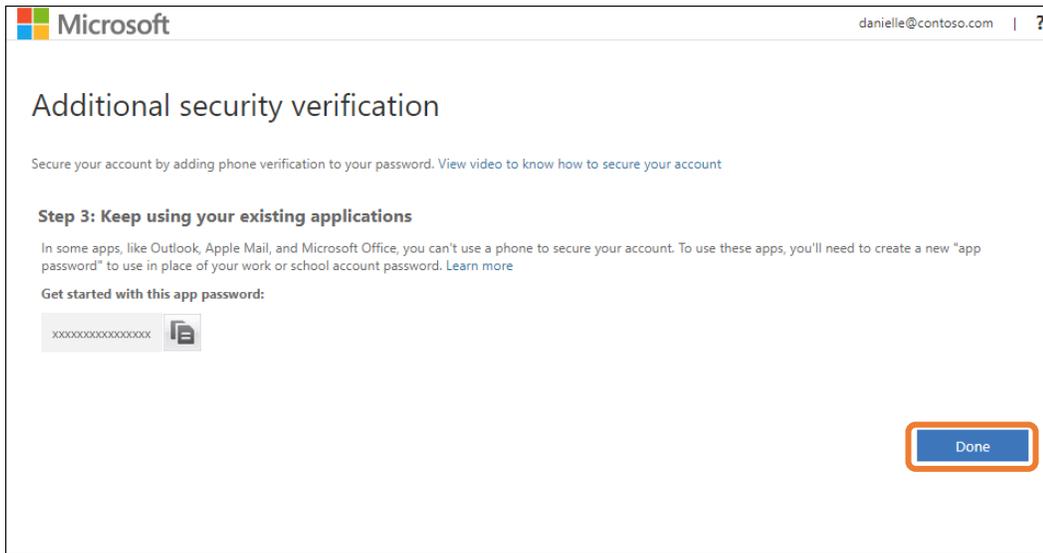
The authenticator app will send a notification to your mobile device as a test.

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.

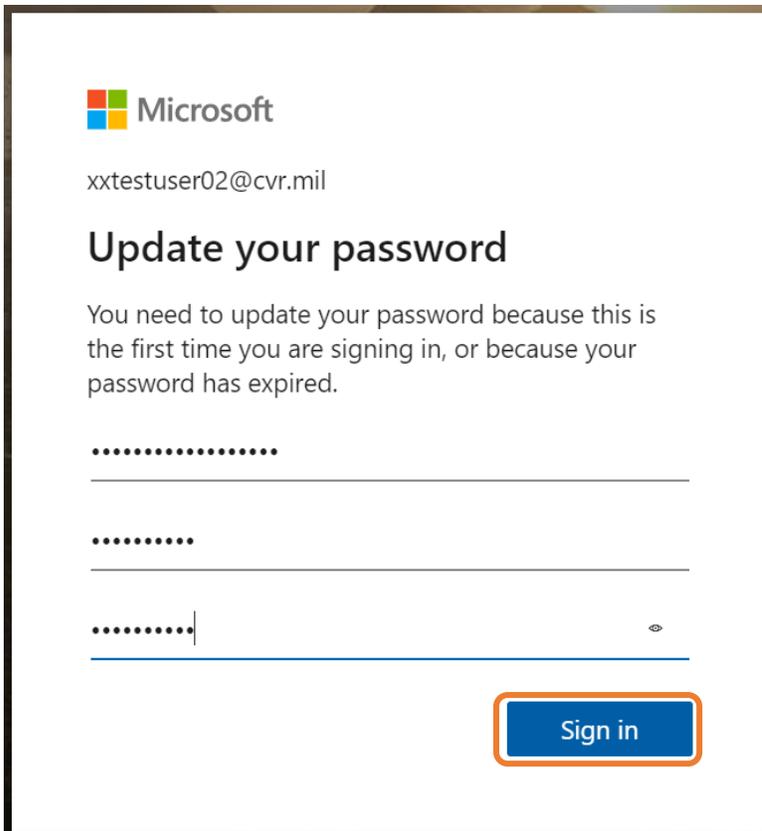
Logging into your Microsoft Account



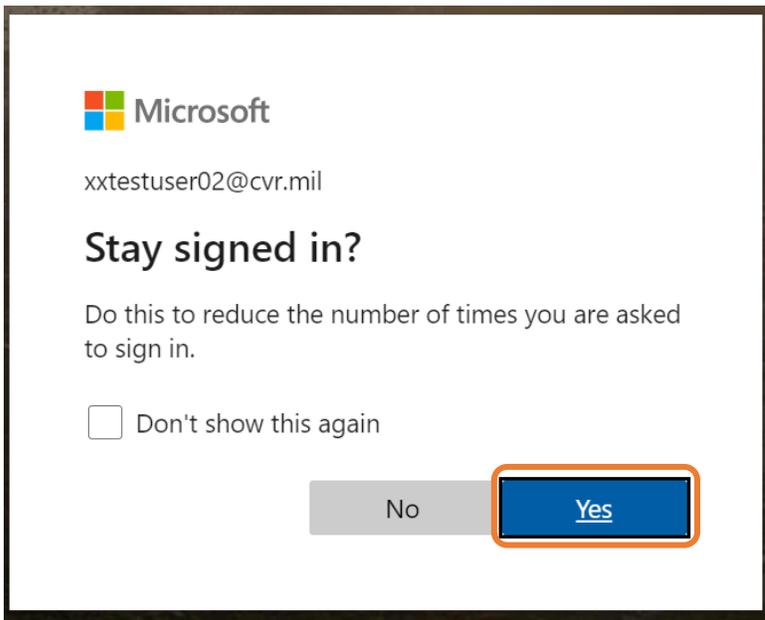
9. Select **Done**.

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**.



Logging into your **Microsoft** Account

A screenshot of a Microsoft login dialog box. It features the Microsoft logo and the text "Microsoft" at the top left. Below that is the email address "xctestuser02@cvr.mil". The main heading is "Stay signed in?". Underneath, it says "Do this to reduce the number of times you are asked to sign in." There is a checkbox labeled "Don't show this again" which is currently unchecked. At the bottom, there are two buttons: a grey "No" button and a blue "Yes" button. The "Yes" button is highlighted with an orange border.

 Microsoft

xctestuser02@cvr.mil

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

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)
<https://dodtelework.sharepoint.com/sites/TeamsLearning>

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