

Logging into your **Microsoft** Account



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

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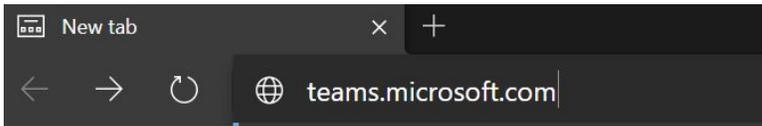
You should have received a Welcome Email in your DoD email account, with information to allowing you to access your Microsoft Teams environment. The welcome letter should have contained your temporary logon credentials, necessary to access this environment. The steps below will guide you through setting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

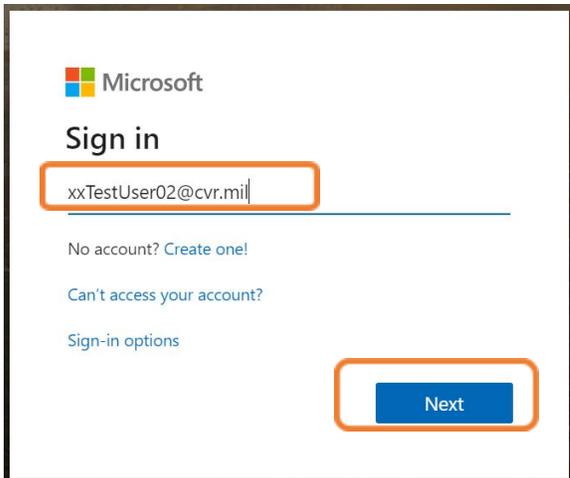
Supported Microsoft Teams Web Browser:

- Microsoft Edge
- The latest version of Chrome
- The latest version of Firefox

Enter the URL for https://teams.microsoft.com/?domain_hint=cvr.mil



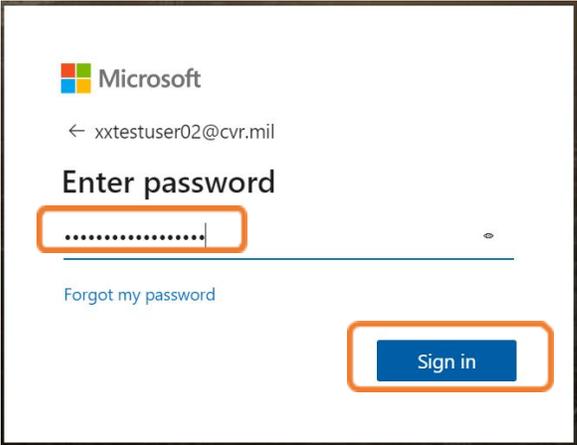
On the **sign in** page, enter your **Username** provided in the welcome email, then select **Next**.



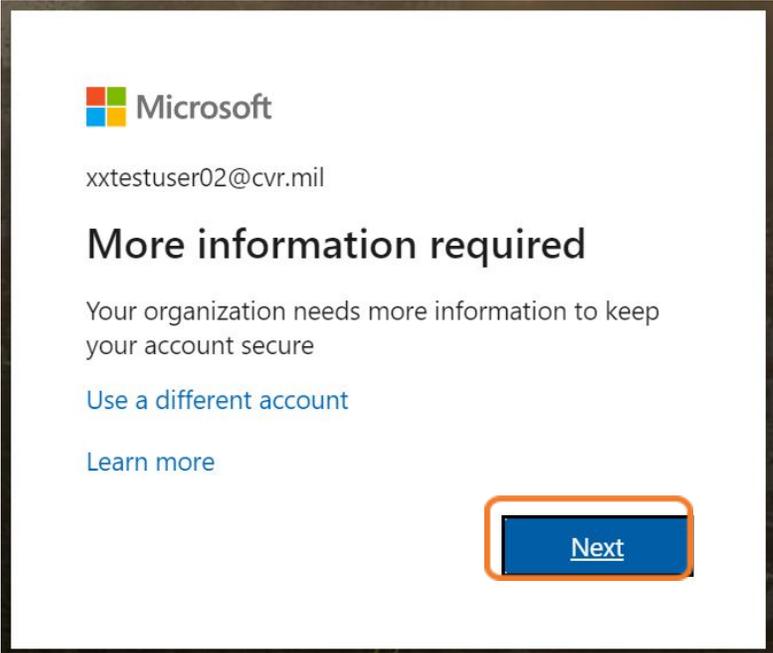
On the **Enter password** page, type in the **password** from your welcome email, and then select **Sign in**.



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



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

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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**.

A screenshot of the Microsoft account security verification page. The page title is "Additional security verification". Below the title, there is a sub-header "Step 1: How should we contact you?" and a dropdown menu with "Mobile app" selected. Below that, there is a section "How do you want to use the mobile app?" with two radio button options: "Receive notifications for verification" (which is selected) and "Use verification code". At the bottom left, there is a blue "Set up" button, which is highlighted with an orange rectangle. At the bottom right, there is a blue "Next" button. The Microsoft logo is in the top left corner of the page.

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

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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

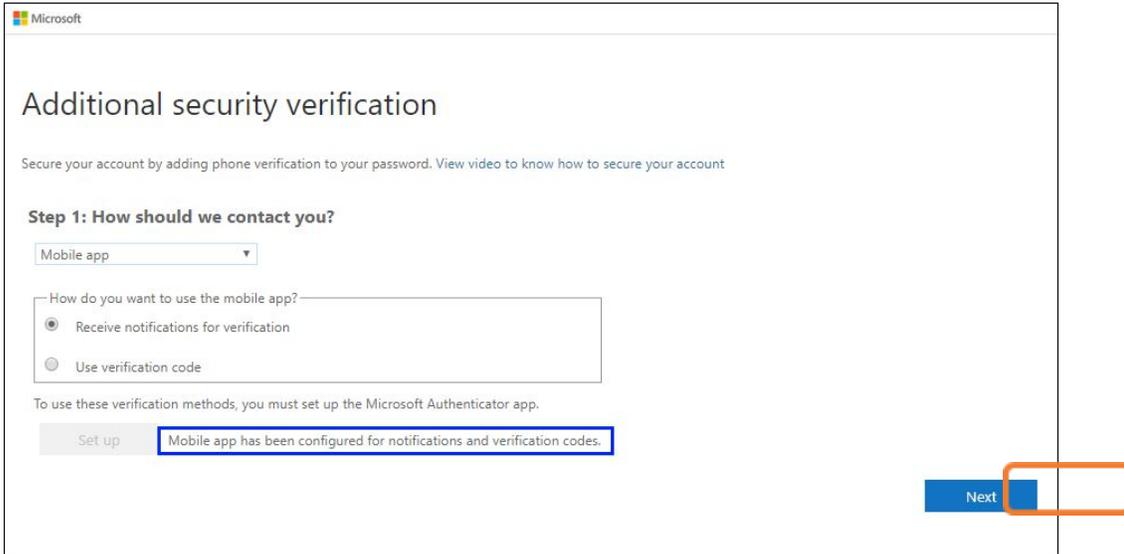
3. On your **Mobile** device, Open the Microsoft Authenticator app, select **Add account** from the **Customize and control** icon in the upper-right, and then select **Work or school account**.

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**.

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A screenshot of the Microsoft account security verification page. The page title is "Additional security verification". Below the title, there is a sub-header "Step 1: How should we contact you?". A dropdown menu is set to "Mobile app". Below this, there are two radio button options: "Receive notifications for verification" (which is selected) and "Use verification code". A message states: "To use these verification methods, you must set up the Microsoft Authenticator app." Below this message, there is a "Set up" button and a text box containing "Mobile app has been configured for notifications and verification codes." At the bottom right, there is a blue "Next" button, which is highlighted with an orange rectangle.

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



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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**.

Microsoft

xxtestuser02@cvr.mil

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

.....

.....

.....|

Sign in

The screenshot shows the Microsoft password update interface. It includes the Microsoft logo, the user's email address, a heading "Update your password", and an explanatory message. There are three password input fields, each with a series of dots representing the password. The third field has an eye icon to the right, indicating it is a toggle for password visibility. A blue "Sign in" button is highlighted with an orange border.

Microsoft

xxtestuser02@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**

The screenshot shows the Microsoft "Stay signed in?" prompt. It includes the Microsoft logo, the user's email address, a heading "Stay signed in?", and a message explaining the purpose of the option. There is a checkbox labeled "Don't show this again". Below this, there are two buttons: a grey "No" button and a blue "Yes" button. The "Yes" button is highlighted with an orange border.

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

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