

GUEST USER IN TEAMS AT FORSVARSBYGG

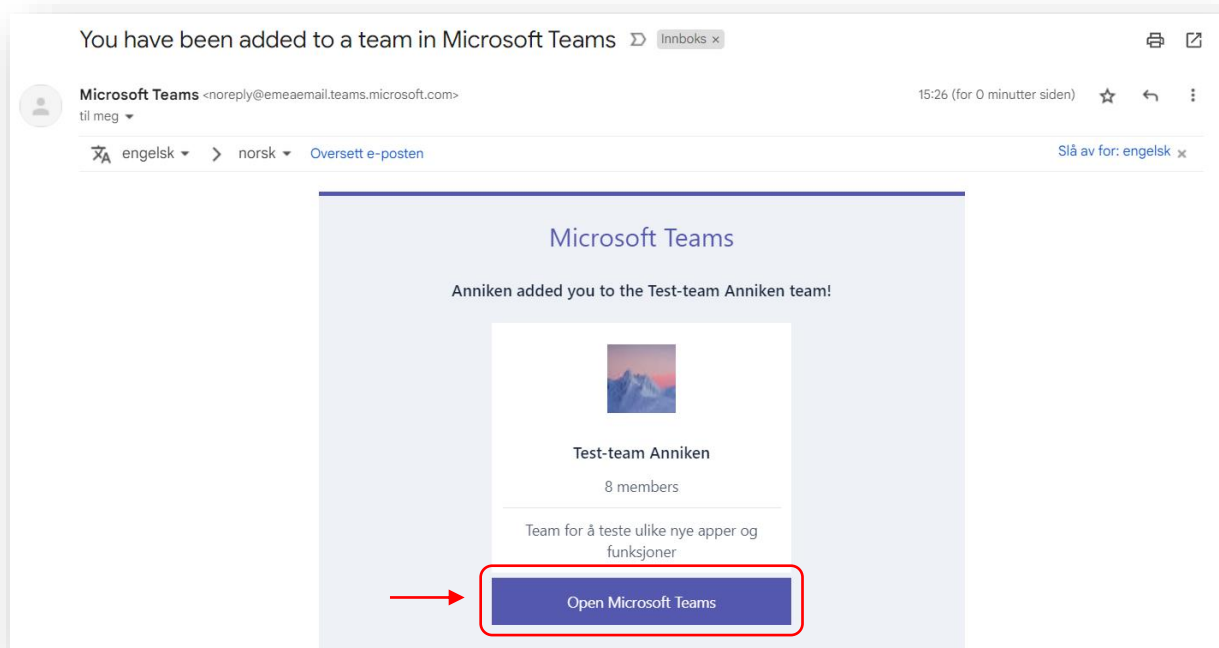
Have you received an invitation to become a guest in one of our teams in Teams?

Here you will find the step-by-step procedure to becoming a guest user explained. It is important that you follow the instructions precisely.

Step 1: Interaction with Forsvarsbygg

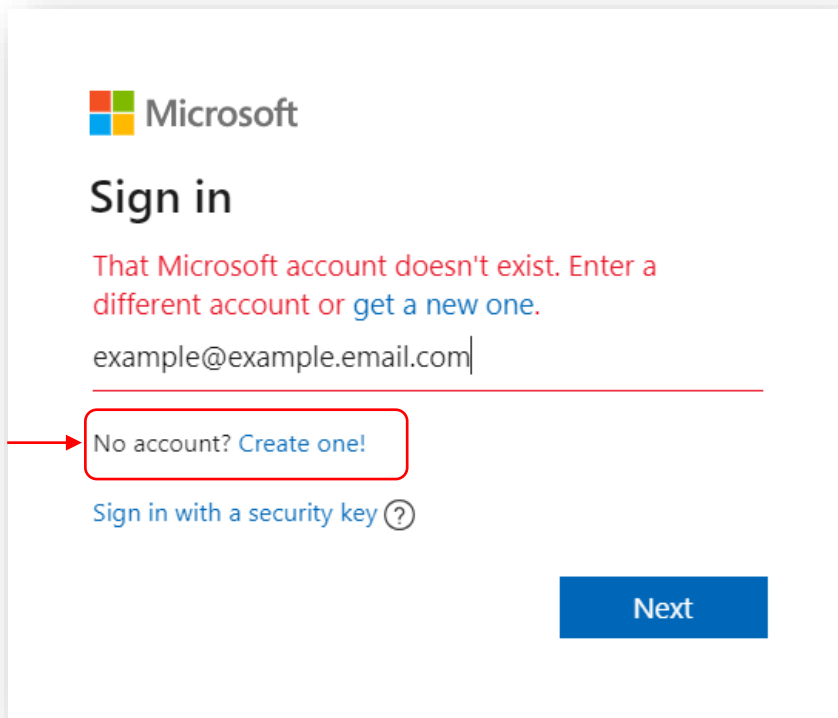
Note: You will need both a smartphone with an updated operating system and a PC/Mac to set up guest access.

Have you been invited to Teams at Forsvarsbygg? Then you will receive an email from Teams. The link to the team can be found in the email where it says "Open Microsoft Teams."



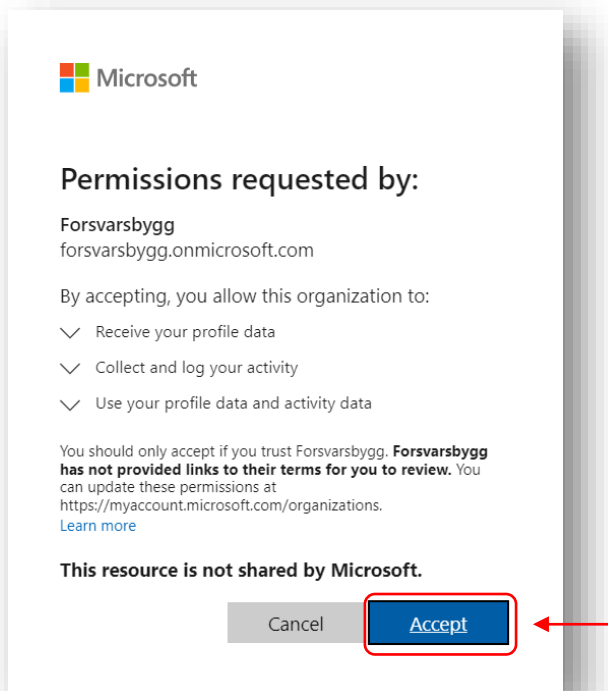
When you click on "Open Microsoft Teams," Microsoft will check if you have a Microsoft-account associated with the email address. If you do already have a Microsoft account associated with this email address, you can click "Next".

If you don't have a Microsoft account, you will need to set one up with the email address that was used to send you the invitation. Press "Create one!" to set up an account, and follow the guide shown on your screen. Make sure to choose a strong password.



Step 2: Review Permissions

Review the permissions from Microsoft and select "Accept." By confirming, you allow your profile data, such as your name and email address, to be stored in Forsvarsbygg's list of guests. Our system will record your logins for security reasons.

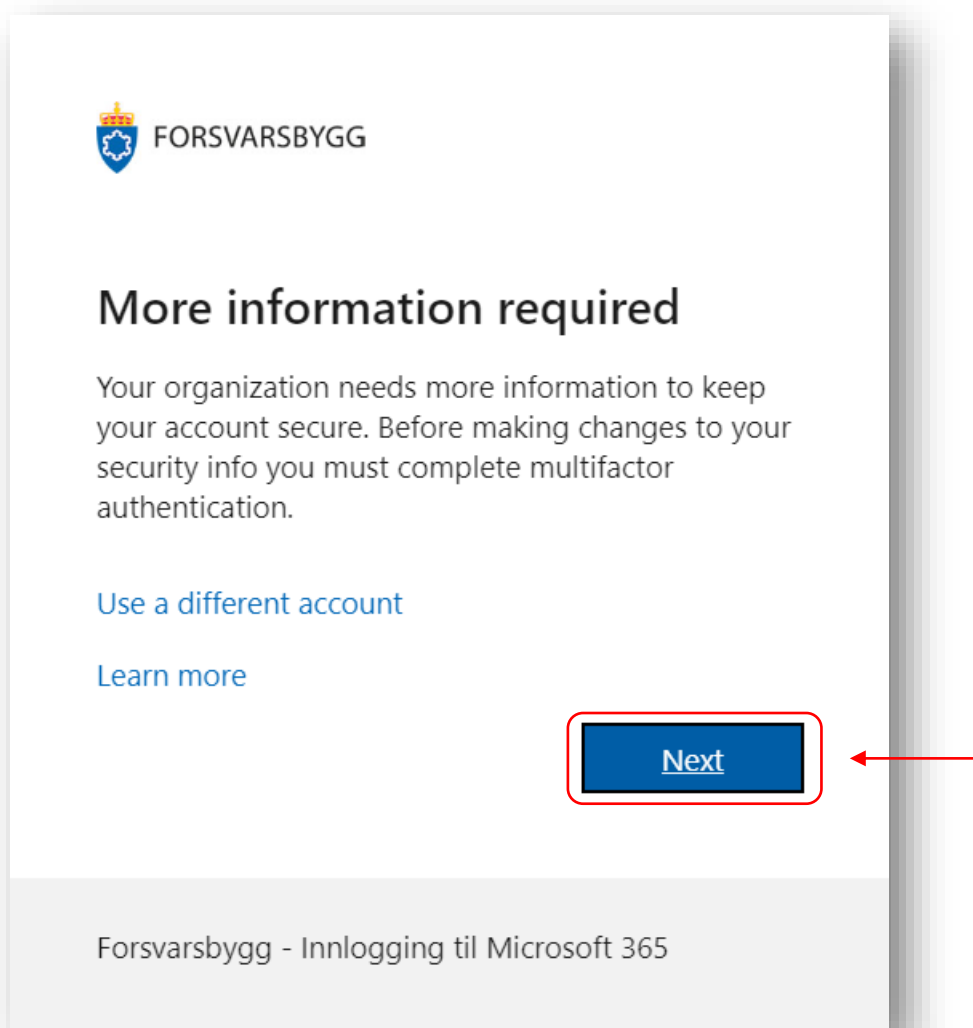



The terms may seem strict, but neither Forsvarsbygg, Microsoft, nor anyone else will have access to settings and content/data stored on your phone/PC. Files and data shared in Teams will necessarily be accessible to Forsvarsbygg, as well as the mentioned profile data associated with your guest account.

Step 3: Set Up Security Confirmation

You should now activate an additional security confirmation. This is called two-factor authentication, which provides protection if your password is compromised. Once this is set up, potential attackers will need both your password and access to your mobile device to access our environment.

Click "Next" in the "More information requires" box to begin activation.



 FORSVARBYGG

More information required

Your organization needs more information to keep your account secure. Before making changes to your security info you must complete multifactor authentication.

[Use a different account](#)

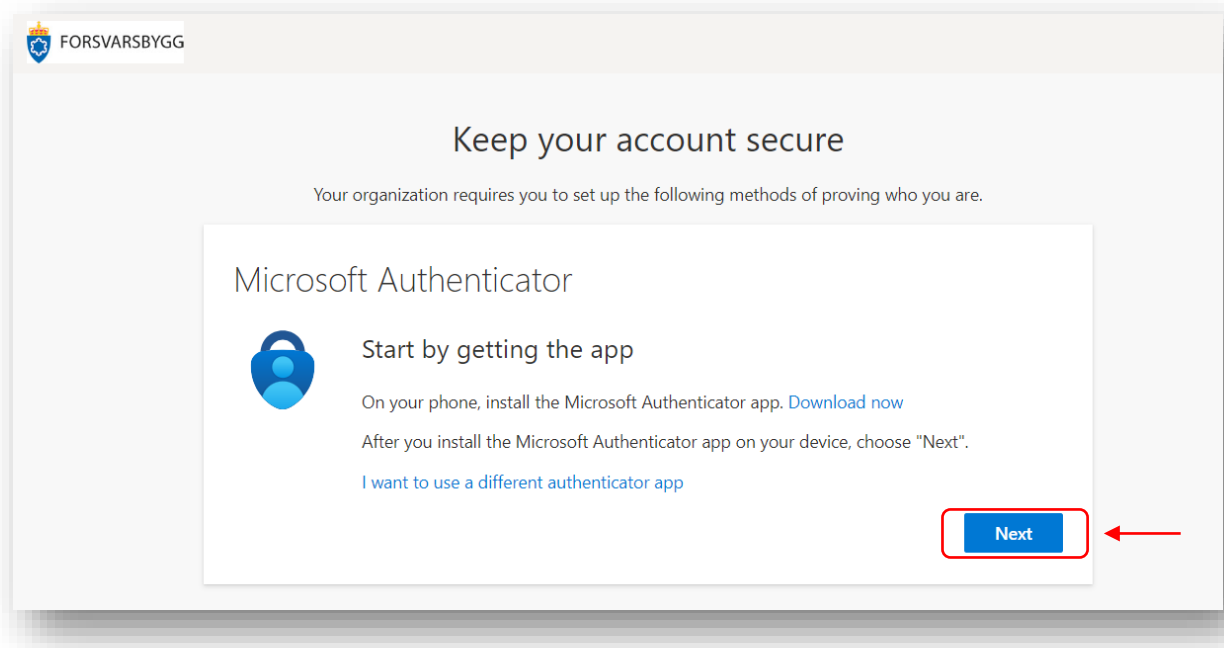
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Forsvarsbygg - Innlogging til Microsoft 365

Step 4: Use the Authenticator app for Two-Factor

Forsvarsbygg only approves the Microsoft Authenticator app as the method for two-factor login. If you already have this mobile app installed, select "Next."

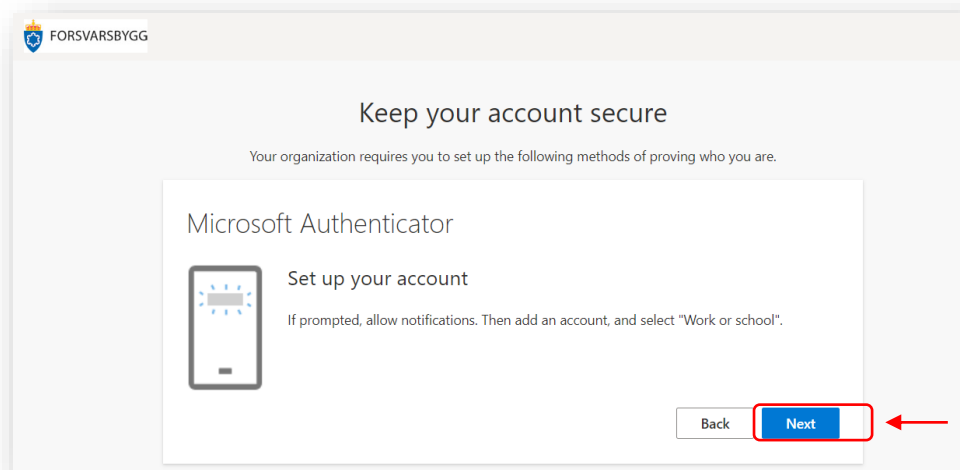


Note: If you do not have the mobile app, you must download Microsoft Authenticator from the App Store/Google Play before clicking "Next". Or you can scan one of these codes to get the app:

Step 5: Secure Your Account

Once the app is installed on your mobile device, you can begin configuring your account.

On your computer: When you click "Next" on this screen, a QR code will appear on your screen.



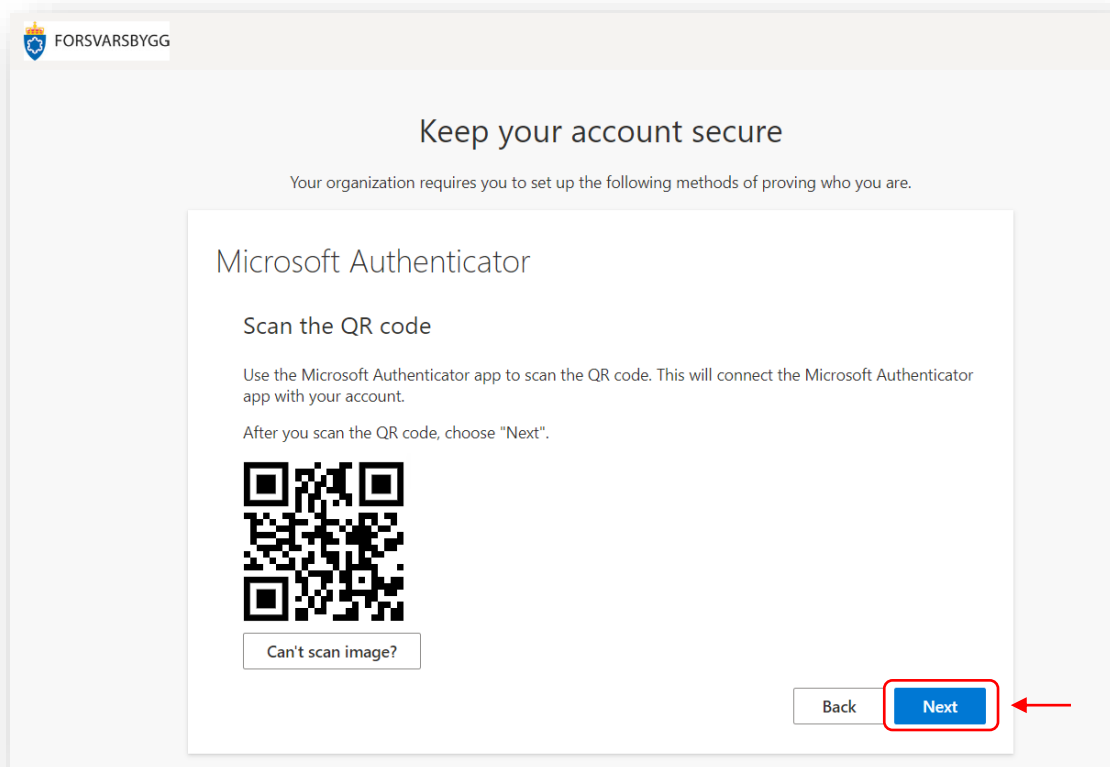
Step 6: Open the App on Your Mobile

On your mobile: Open the Microsoft Authenticator app on your phone. In the upper right corner, click on (+) to add an account.

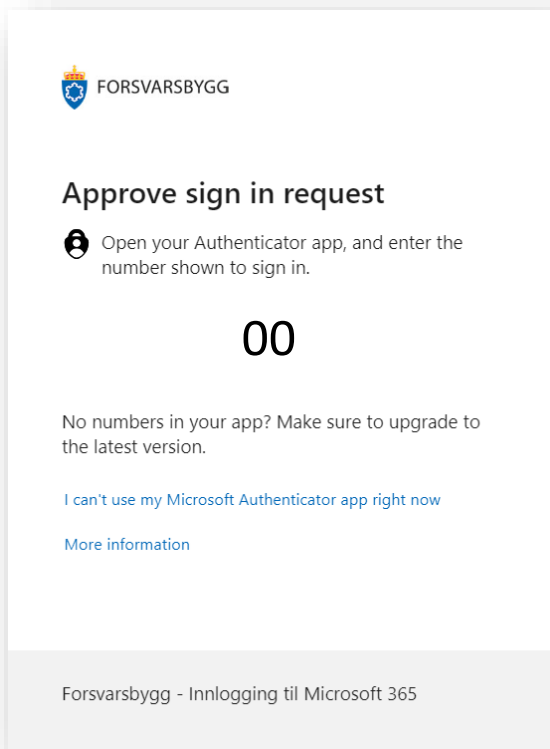
Choose "Work or school account" if your organization has a Microsoft subscription or "Personal account" if it does not.

Click "Scan QR code" and point your mobile device at the QR code displayed on the computer screen.

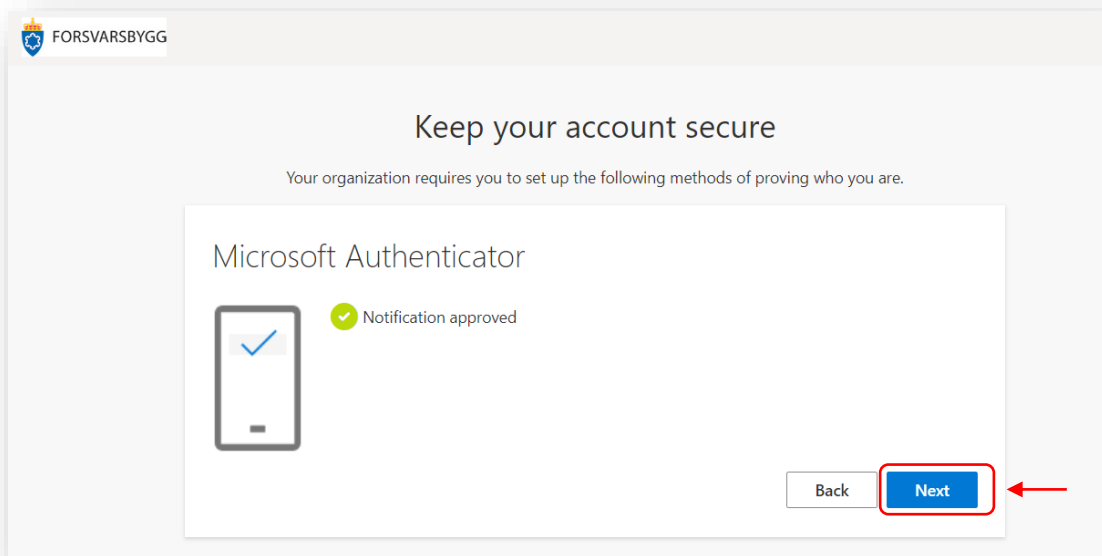
On your computer: After the QR code is scanned, click "Next".



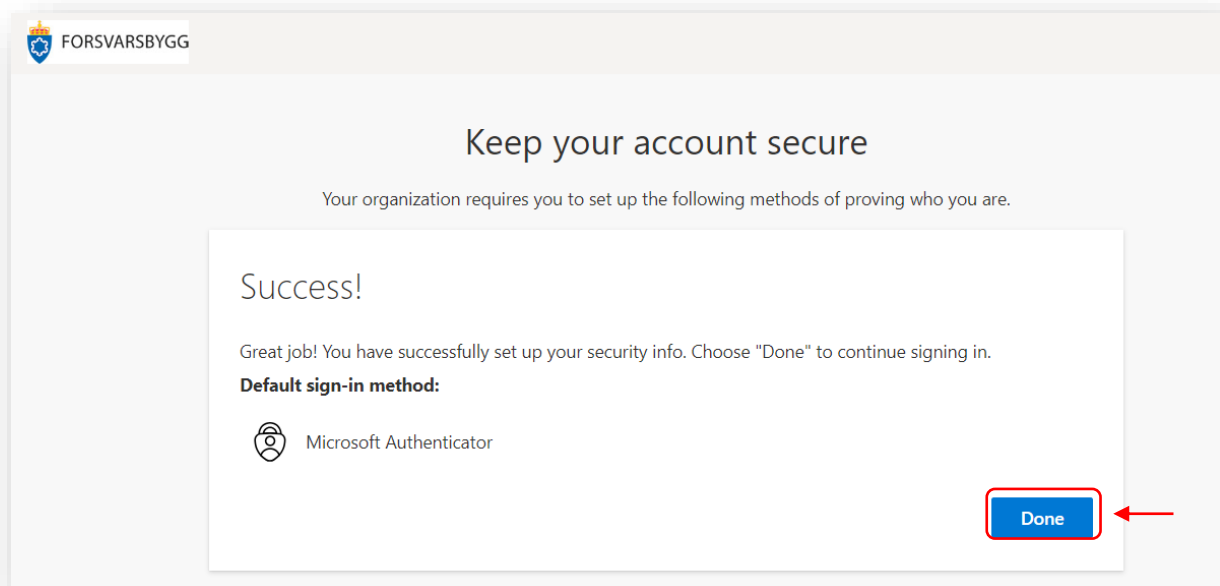
Microsoft is now testing your two-factor login. Follow the instructions on your computer screen and on your phone.



When everything is set up correctly, you will see this on your computer screen. Click "Next".



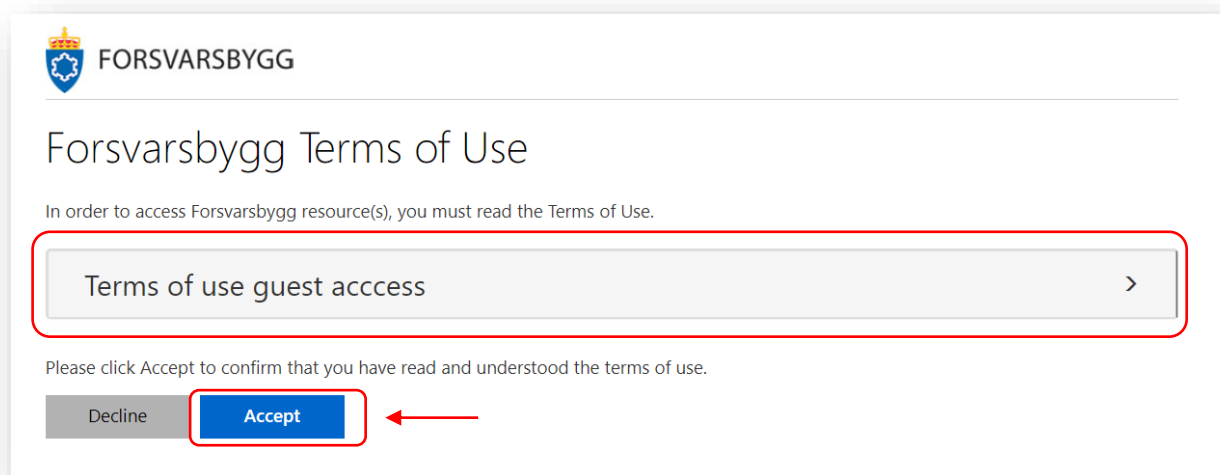
Lastly, click «Done».



Step 7: Read and Accept Forsvarsbygg's Terms of Use

Forsvarsbygg has written its own terms of use for the service.

Click "Terms Form" to open the document and read it before clicking "Accept."



Step 8: Microsoft Teams

Microsoft Teams is the main tool in Forsvarsbygg for internal collaboration within the organization and with external partners.

Once you have accepted our terms, your computer will open Teams. If you already have Teams installed in your computer, you can choose "Open Microsoft Teams." You can also choose "Cancel" in the dialog box that appears and then select "Use the web app instead" to use Teams directly in your browser. No installation is necessary.

If you are unfamiliar with Microsoft Teams, we recommend getting acquainted with the tool using Microsoft's learning videos.

A quick tip: If you are a member of multiple Microsoft environments (e.g. Forsvarsbygg and your own company), you can switch between organizations by clicking on your profile picture/name at the top right in Teams.

Step 9: Deletion of Access

If you do not use your guest access at Forsvarsbygg, your account will be automatically deleted after 120 days. In that case, you will need to be invited again to regain access. Please contact your contact person at Forsvarsbygg if this happens.

If you have a Work or School account with a Microsoft subscription, you can delete your guest account at Forsvarsbygg from this address:

<https://myaccount.microsoft.com/organizations/>

If you encounter issues along the way, such as username/password or login, please contact your own IT department.

Good luck and happy collaboration!