



Microsoft Teams – Access for persons external to the FDFA.

- Alternatively, you can invite FDFA staff members to join a team within your organisation.



1 Registering as a guest

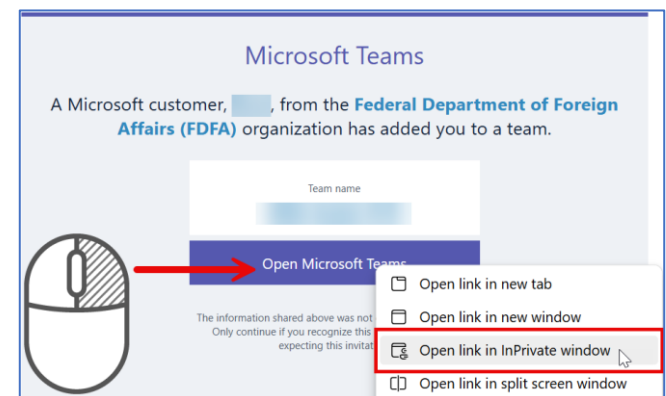
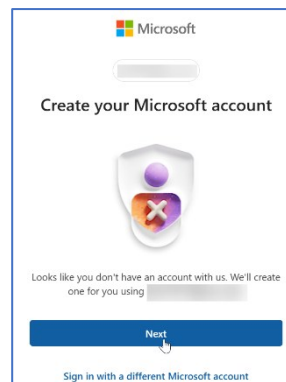
- 1 A person from the FDFA invites you to join a project or working group team.
- 2 You will receive an invitation email from 'Microsoft Teams'. After receiving the email, **you must wait at least 15 minutes before continuing.**

→ You are working with a federal account on a federal administration notebook: You can click **Open in Microsoft Teams** to open the team in the Teams app.



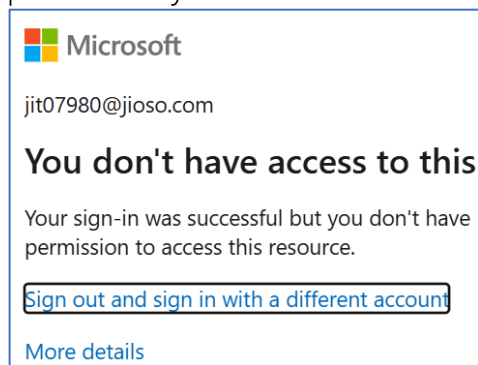
→ You are working with a non-federal device: Right-click on **Open in Microsoft Teams** and select **Open link in InPrivate window**.

→ If you do not have a Microsoft account, you must first create one.



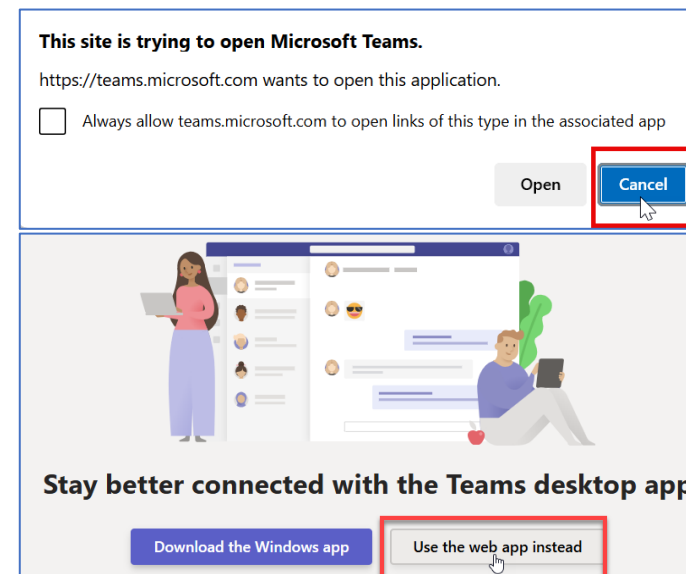
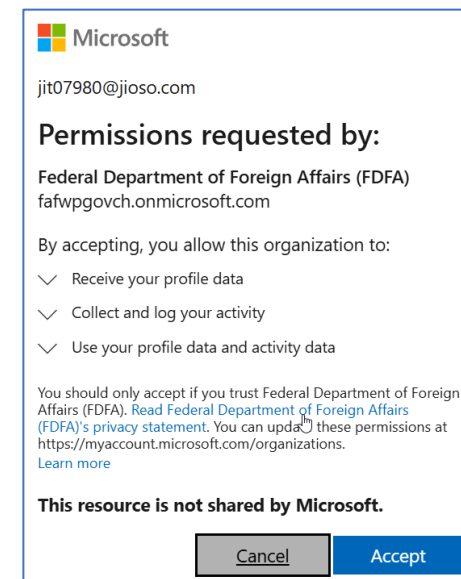
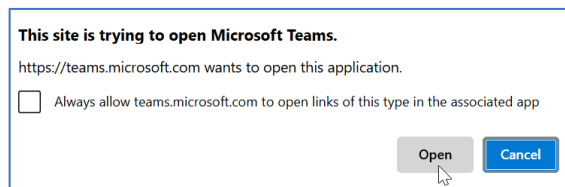
3 Accept the invitation by clicking on **Accept**.

➔ If the error message “You don’t have access” appears, please retry 15-30 minutes later with step 1.



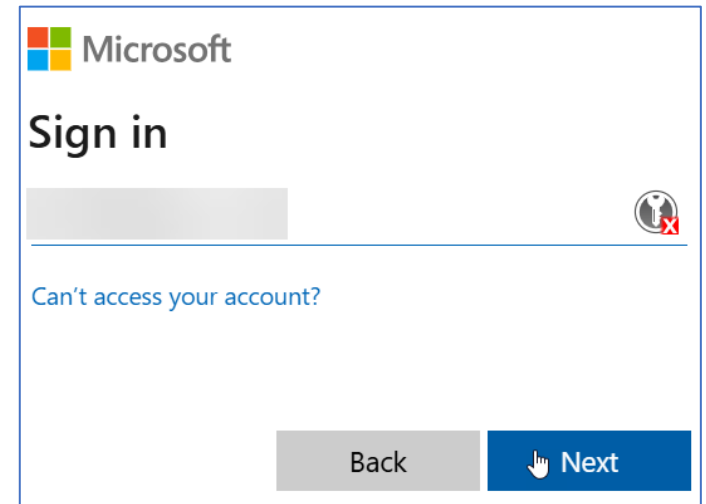
4 Access via the Teams app is blocked for persons outside the federal government. Click on **Cancel** and then on **Use the web app instead**.

➔ If you work for the federal administration, you can click on **Open** when the message ‘This site is trying to open Microsoft Teams’ appears.



5 Log in with your Microsoft account.

6 If the message 'Retrieve code for registration' appears, click on **Send code**.



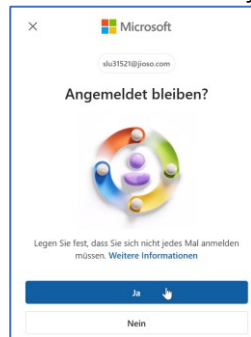
The image shows the Microsoft sign-in interface. At the top is the Microsoft logo. Below it is the text 'Sign in'. There is a text input field for the email address, which is currently empty. To the right of the input field is a small icon of a person with a red 'X' over it. Below the input field is a link that says 'Can't access your account?'. At the bottom right are two buttons: a grey 'Back' button and a blue 'Next' button with a hand cursor icon over it.



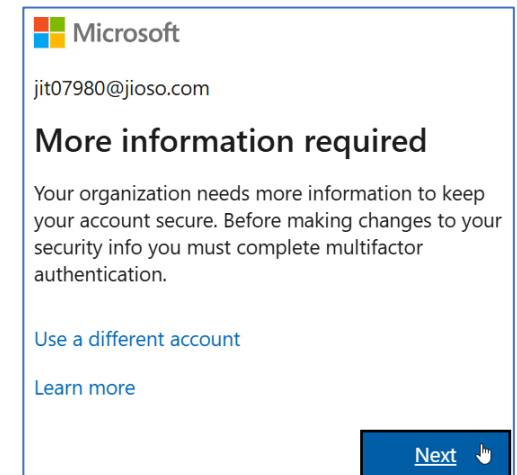
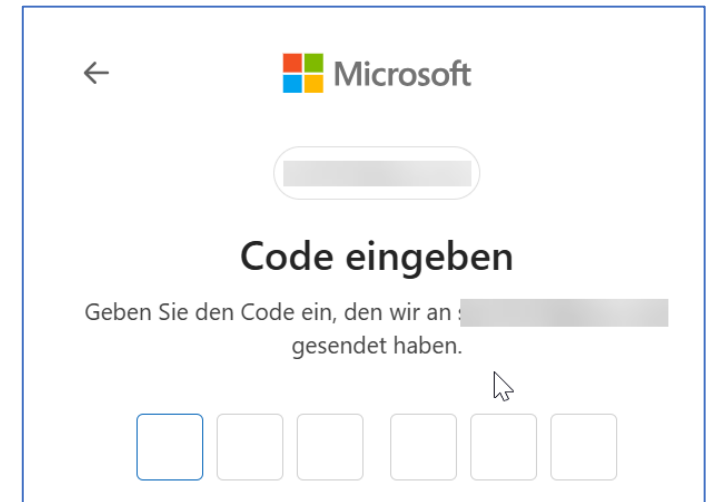
The image shows the Microsoft 'Zur Anmeldung Code abrufen' (Retrieve code for registration) screen. At the top is the Microsoft logo. Below it is the email address 'slu31521@jjoso.com' in a rounded rectangle. The main heading is 'Zur Anmeldung Code abrufen'. Below that is the text 'Wir senden einen Code an slu31521@jjoso.com, um Sie anzumelden.' At the bottom is a large blue button with the text 'Code senden' and a hand cursor icon over it.

7 You will receive a code by email. Enter this code on the website.

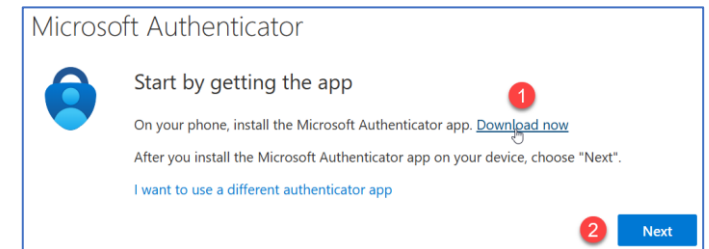
Select whether you want to remain logged in or not.



8 The next step is to set up multi-factor authentication. Click **Continue** under 'More information required'.



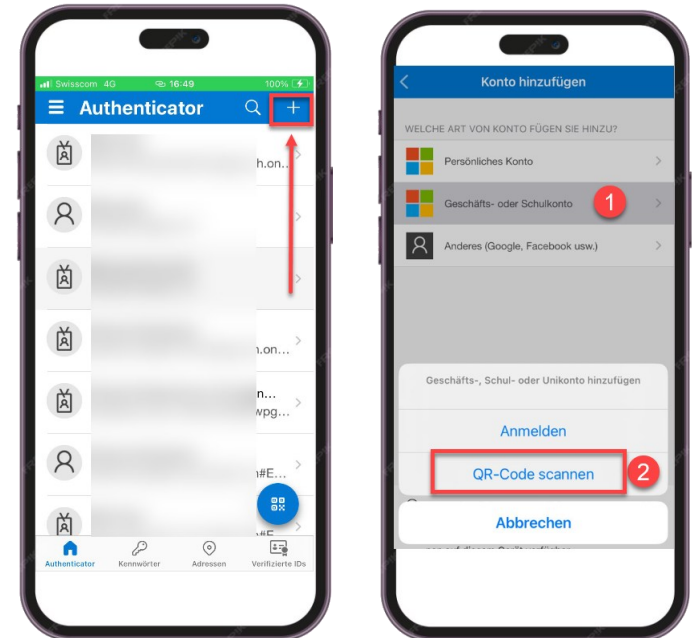
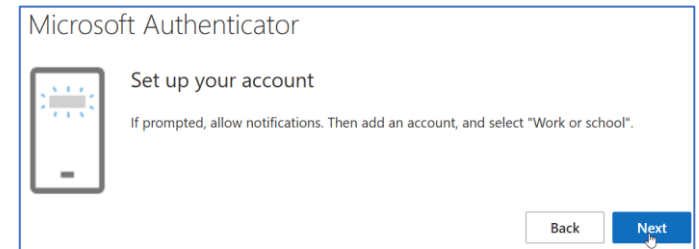
9 Install the Microsoft Authenticator app on your smartphone. Click on 'Next'.



10 Click on 'Next' and open the Microsoft Authenticator app on your smartphone.

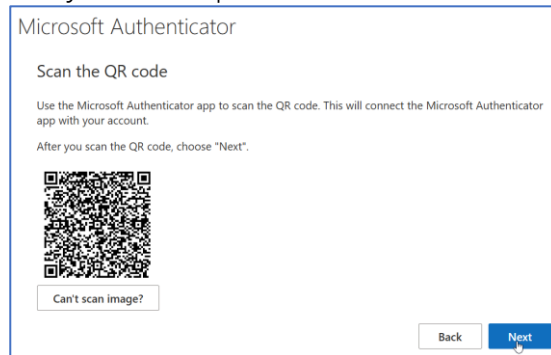
11 Tap the + sign in the Microsoft Authenticator app to add a new account.

12 Select your **work or school email** and tap **Scan QR code**.

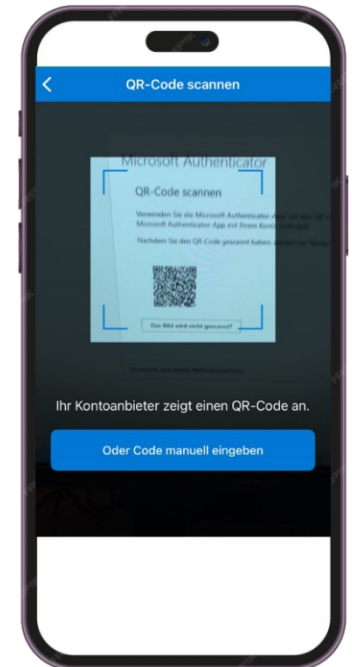
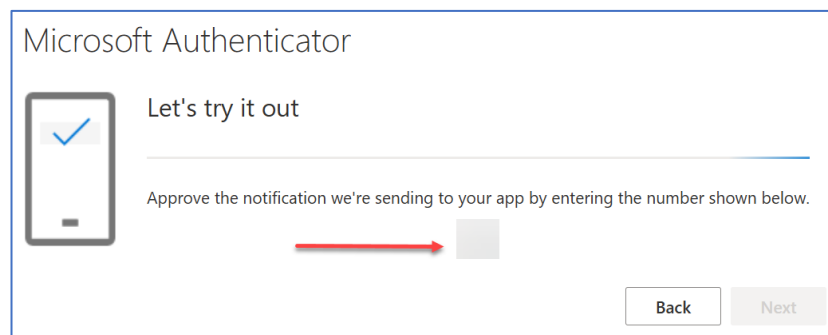


- 13 Use your smartphone to scan the QR code displayed on the computer screen.

On your computer screen, click on **Next**.



- 14 Enter the code displayed on the computer screen in the app and tap **Yes**.



15 Click on 'Next'.

16 Click on Done.

17 Read and confirm the FDFA terms of use.

➔ If the error message 'You do not have the required authorisations...' appears, open the team again via the invitation link in the email (step 1).

18 Click Continue to Microsoft Teams.

The image displays four sequential screenshots from a Microsoft Teams setup interface. The first screenshot, titled 'Microsoft Authenticator', shows a green checkmark and the text 'Notification approved' next to a smartphone icon, with a 'Next' button at the bottom right. The second screenshot, titled 'Success!', states 'Great job! You have successfully set up your security info. Choose "Done" to continue signing in.' It lists 'Default sign-in method:' as 'Microsoft Authenticator' and includes a 'Done' button. The third screenshot, titled 'Federal Department of Foreign Affairs (FDFA) terms of use', informs the user that they must read the terms of use to access resources. It features a document icon labeled 'E031-Einsatzrichtlinie Microsoft 365' with a red notification bubble containing the number '1'. Below this, it says 'Please click Accept to confirm that you have read and understood the terms of use.' and provides 'Decline' and 'Accept' buttons, with the 'Accept' button also having a red bubble with the number '2'. The fourth screenshot shows a blue cloud icon with a pulse line and the heading 'Zugriff auf "Microsoft Teams" wird überwacht'. The text below explains that the organization has configured a monitoring mode for security and that access is only possible via a web browser. It includes an unchecked checkbox for 'Diese Benachrichtigung für alle Apps eine Woche lang nicht anzeigen' and a blue button with a right arrow labeled 'Weiter zu Microsoft Teams'.

19 You now have guest access to the team.

