



Microsoft Teams – Access for persons external to the FDFA.

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



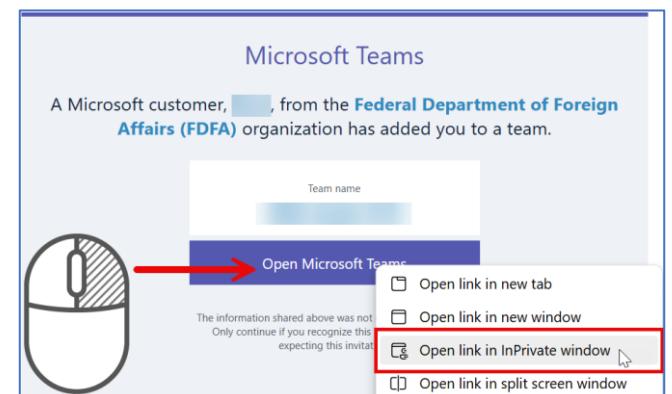
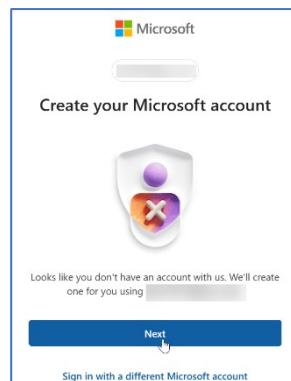
1 Registering as a guest

- 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.

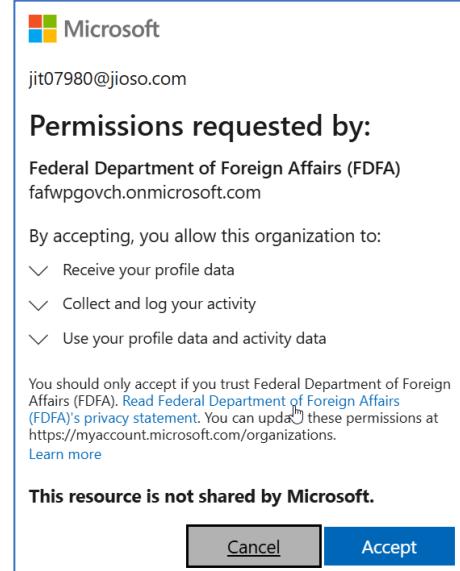
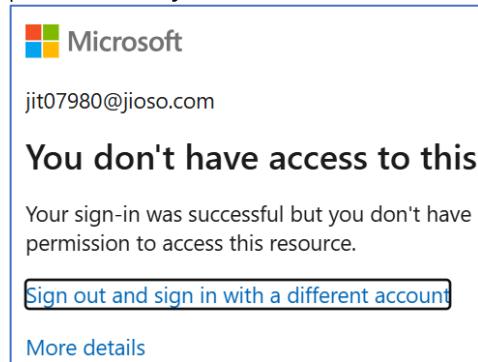


→ You are working with a non-federal device: Right-click on **Open in Microsoft Teams** and select **Open link in InPrivate window**.
→ If you do not have a Microsoft account, you must first create one.



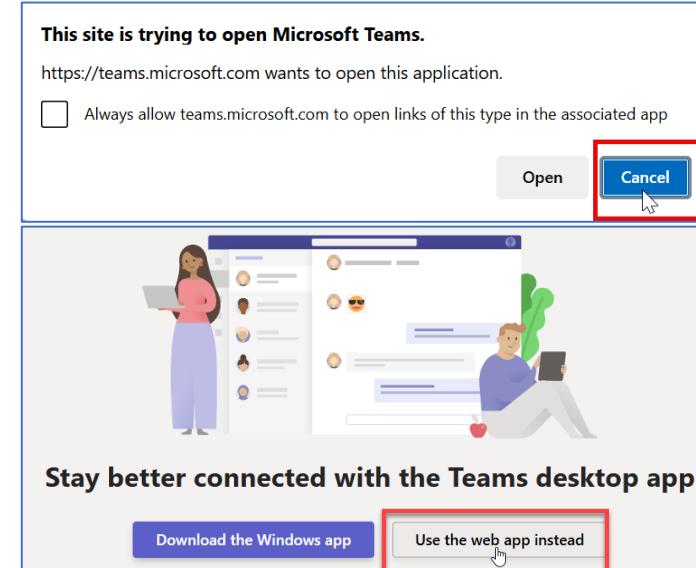
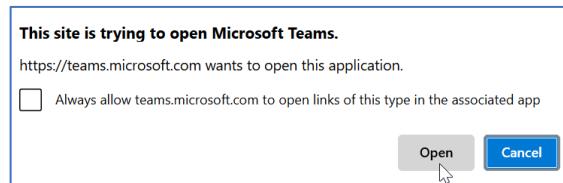
3 Accept the invitation by clicking on **Accept**.

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

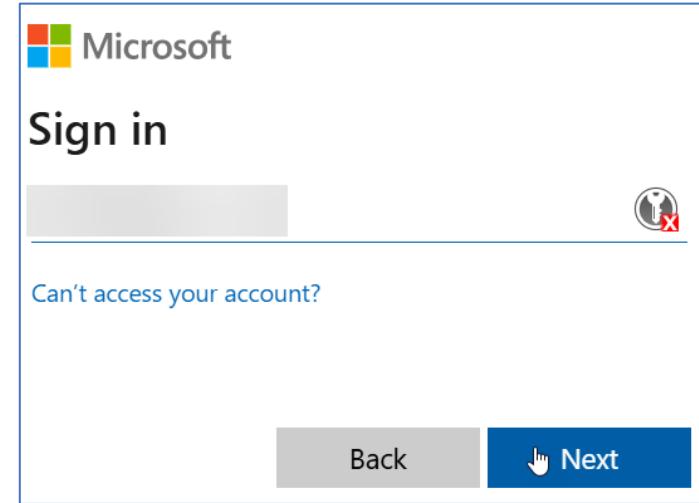


4 Access via the Teams app is blocked for persons outside the federal government. Click on **Cancel** and then on **Use the web app instead**.

➔ 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.

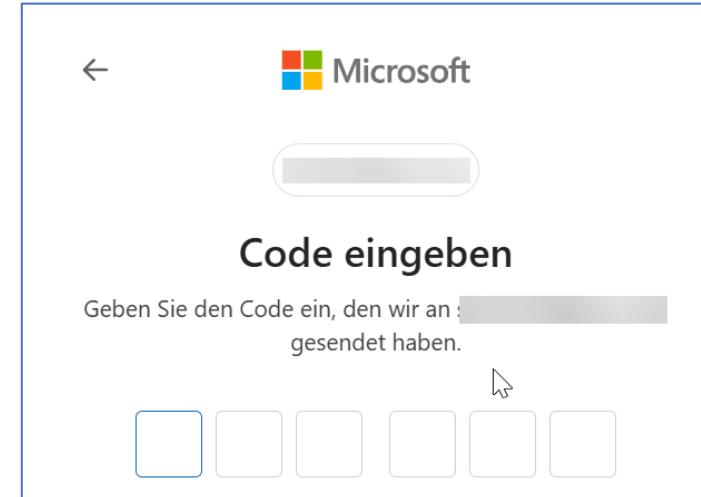


6 If the message 'Retrieve code for registration' appears, click on **Send code**.

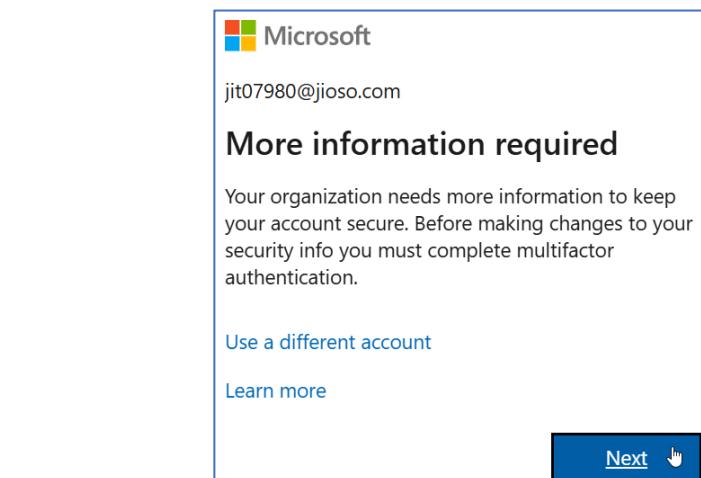


7 You will receive a code by email. Enter this code on the website.

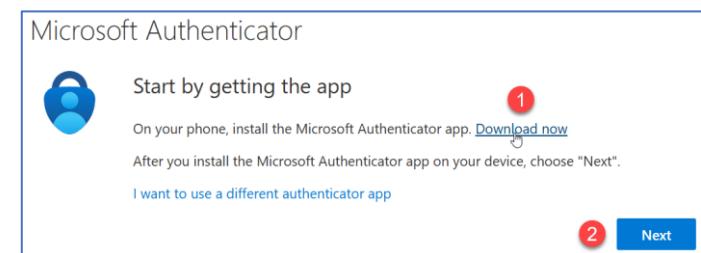
Select whether you want to remain logged in or not.



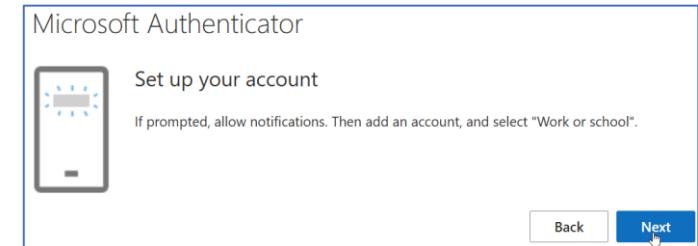
8 The next step is to set up multi-factor authentication. Click Continue under 'More information required'.



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

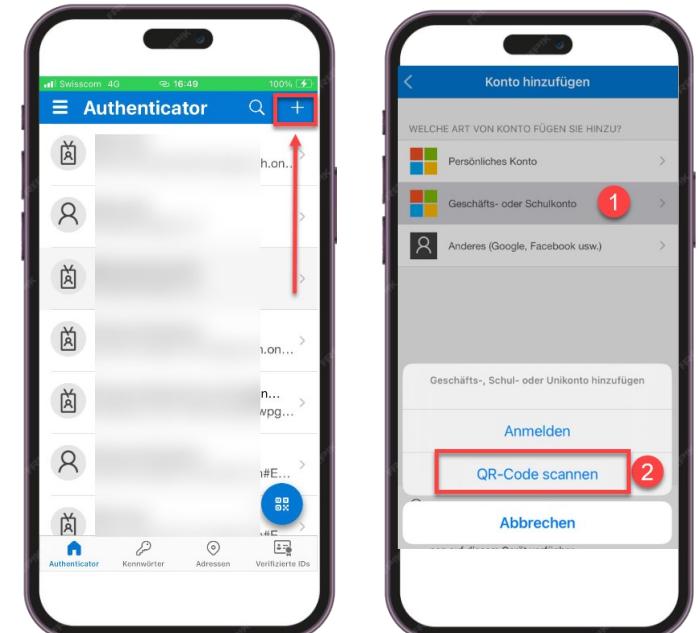


10 Click on 'Next' and open the Microsoft Authenticator app on your smartphone.



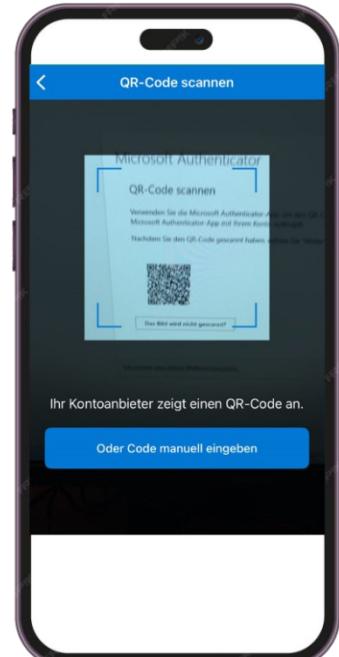
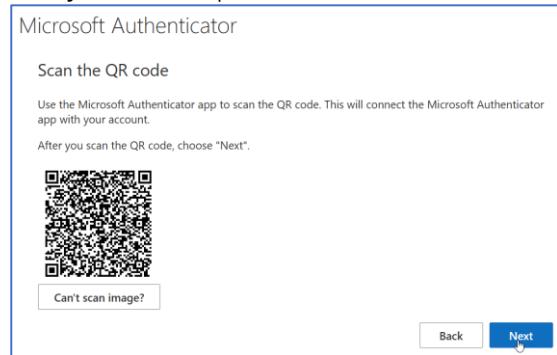
11 Tap the + sign in the Microsoft Authenticator app to add a new account.

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

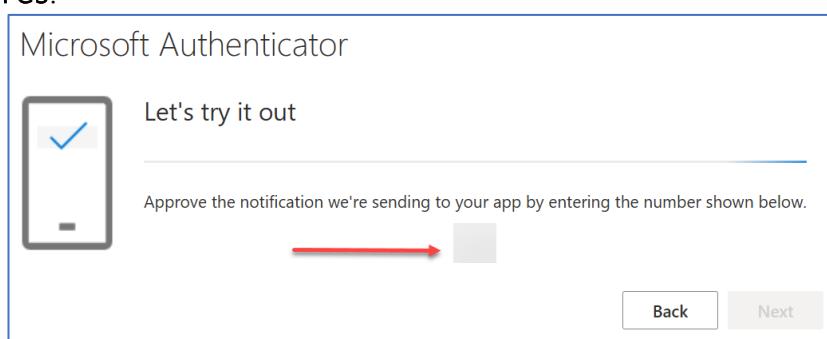


13 Use your smartphone to scan the QR code displayed on the computer screen.

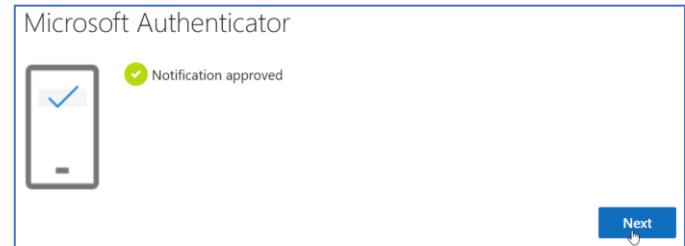
On your computer screen, click on **Next**.



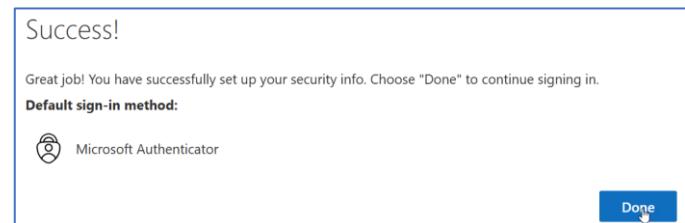
14 Enter the code displayed on the computer screen in the app and tap **Yes**.



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.



19 You now have guest access to the team.

