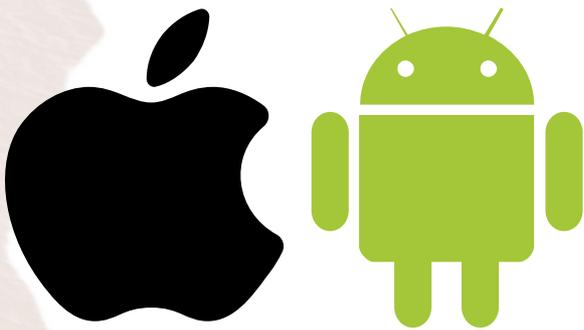


M I N D E F



ANYTIME, ANYWHERE

M365 Onboarding Guide (PED) v2.1



Please proceed to Page 2
for Mobile Onboarding.



Please proceed to Page 6
for Windows Onboarding.



ANYTIME. ANYWHERE

Mobile (iOS / Android)

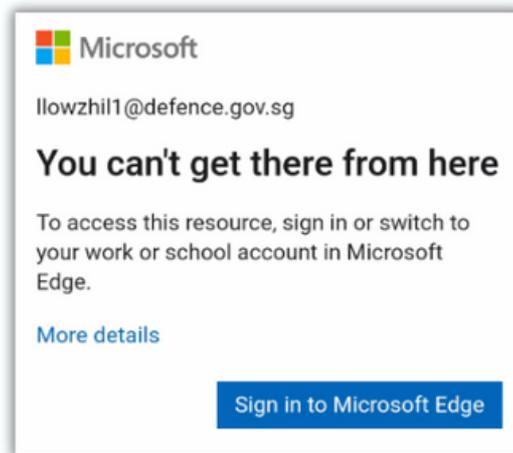
1

Please ensure that you have these apps downloaded

- Microsoft Edge*
- Microsoft Authenticator
- Intune Company Portal (Only For Android)

2

Login to <https://aka.ms/mfasetup> on Edge

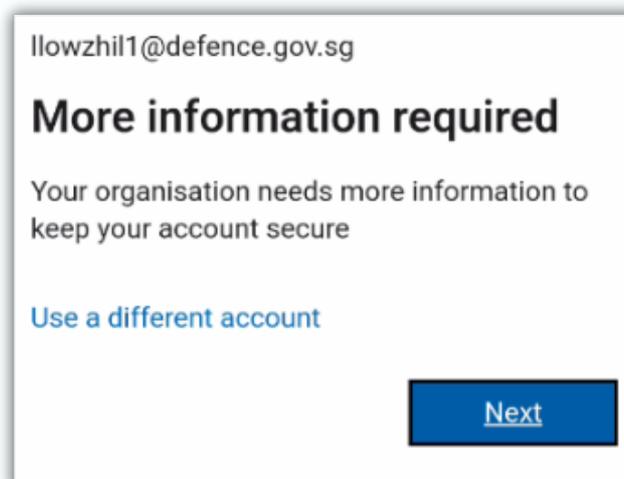


If you do not see this screen, please proceed to the next step

- Click '**Sign in to Microsoft Edge**' to set up Microsoft Edge
- Select '**Add Account**' and sign in with your M365 account

3

Set up Microsoft Authenticator



- Click '**Next**' to set up Microsoft Authenticator



Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Method 1 of 2: App



Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

- Click '**Next**' to begin

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Method 1 of 2: App



Microsoft Authenticator



Set up your account in the app

When finished, come back to this setup experience.

[Pair your account to the app by clicking this link.](#)

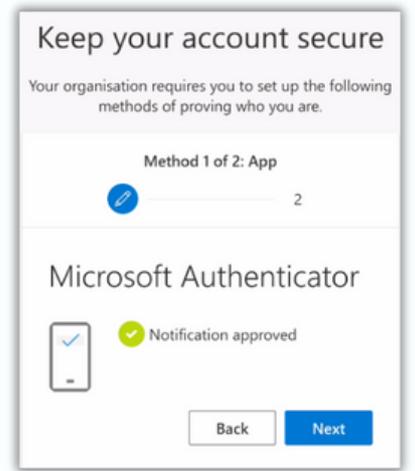
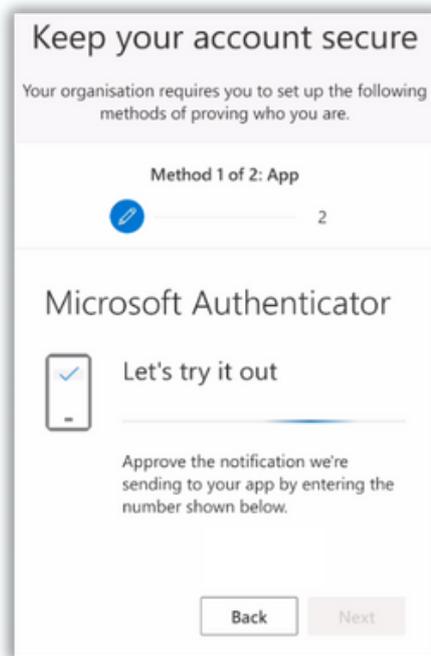
[Show QR code](#)

Back

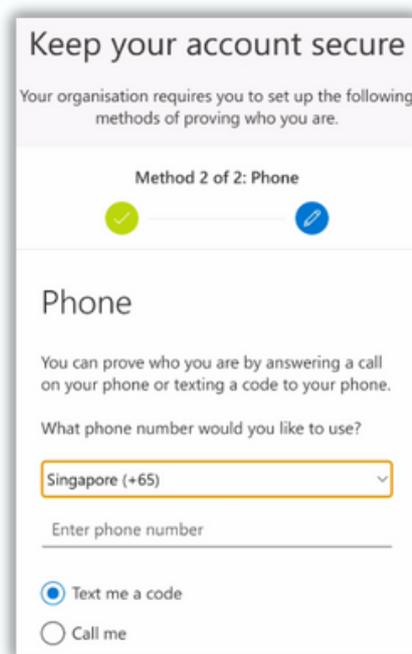
Next

- Click '**Pair Your Account to the App by Clicking This Link**'
- Click '**Next**' once your account has been added to Authenticator



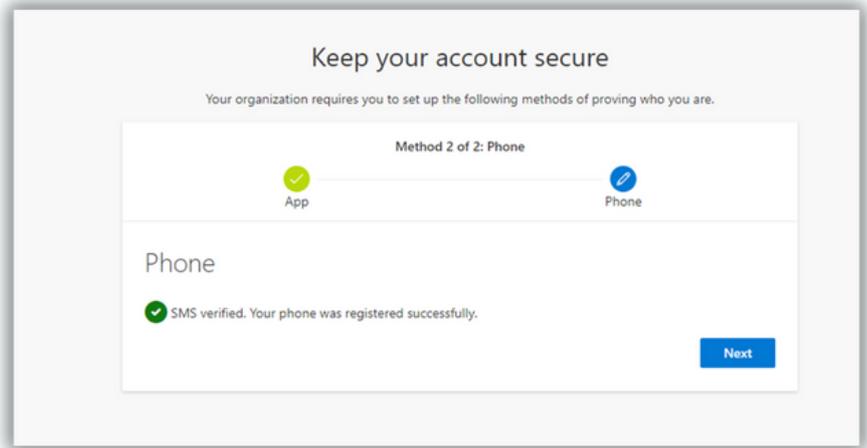


- Please input the number displayed on Edge in the **Authenticator Prompt**
- If the number is correct, the **'Next'** button will be enabled
- Click **'Next'** to proceed

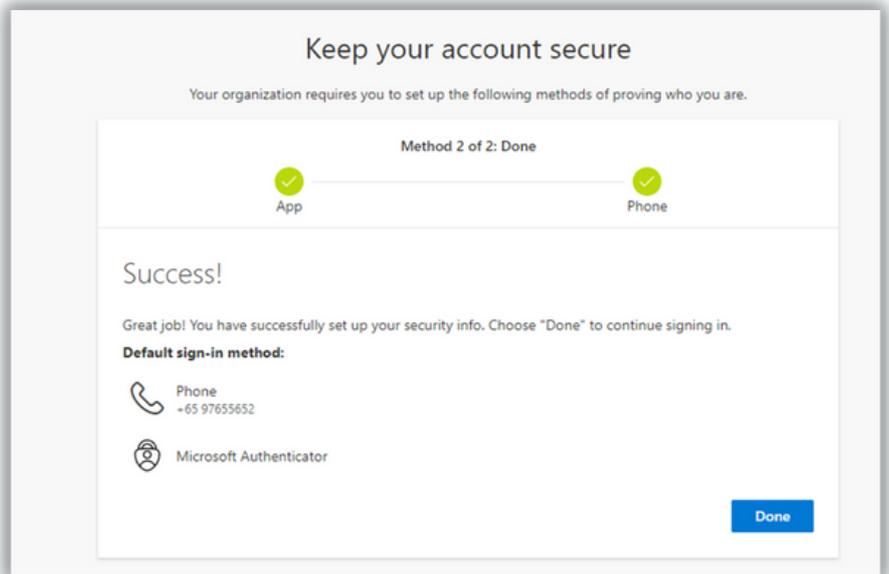


- Enter your mobile number to set up MFA
- Click **'Next'** to verify your mobile number





- Click '**Next**' upon successful registration of the phone.



- Success! You have completed the setup for Microsoft Authenticator
- Click '**Done**' to complete the setup

You should be able to access M365 (e.g. Teams) via

1. **Apps downloaded** via Play Store on Android
2. **Apps downloaded** via App Store on iOS

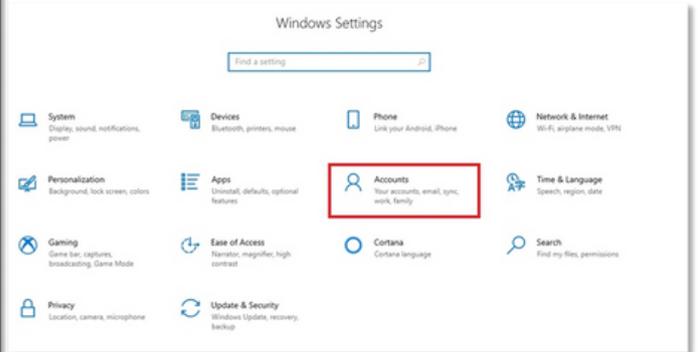




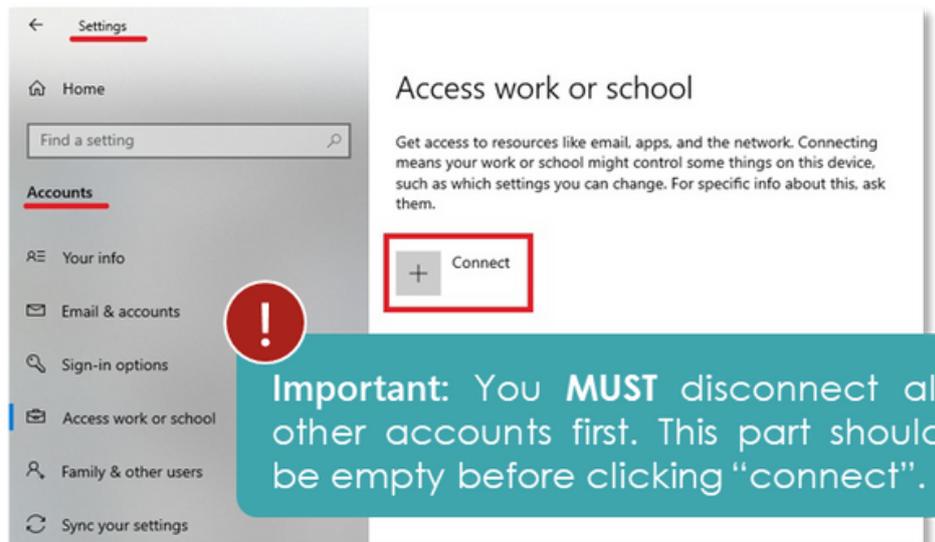
Device Registration (Windows)

Pre-requisite:

If you have not set up 2FA previously, follow the steps for **Mobile Onboarding**



- Go to Start > Settings > Select Accounts



Important: You **MUST** disconnect all other accounts first. This part should be empty before clicking "connect".

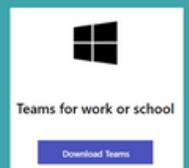
- Under **Access Work or School** > Select Connect
- Key in your M365 account details
- Sign in and complete authentication

Ensure you are using **INET ID** and not Defence Email.

✓ fjosh@defence.gov.sg

✗ Josh_tan_ah_kow@defence.gov.sg

Visit <https://www.microsoft.com/en-sg/microsoft-teams/download-app> to download and install Microsoft Teams desktop app



- Launch **Microsoft Teams Desktop App**
- Sign in using your M365 account