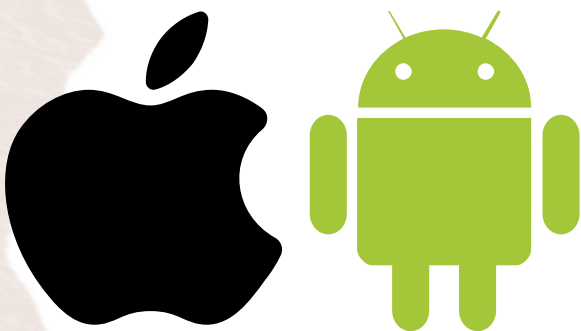


M I N D E F



ANYTIME, ANYWHERE

## M365 Onboarding Guide (PED) v2.1



Please proceed to Page 2  
for Mobile Onboarding.



Please proceed to Page 6  
for Windows Onboarding.



# Mobile (iOS / Android)

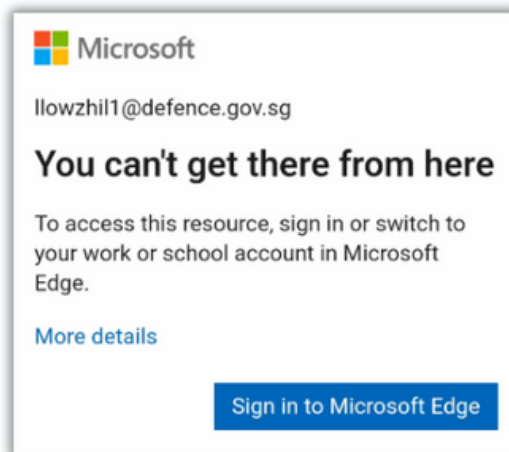
1

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

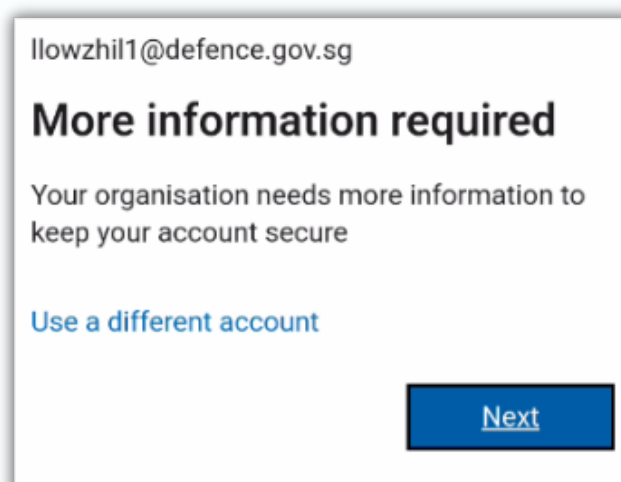


If you do not see this screen, please proceed to the next step

- 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



2

### 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



2

### 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

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

Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

Back Next

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

Notification approved

Back Next

- 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

Keep your account secure

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

Method 2 of 2: Phone

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

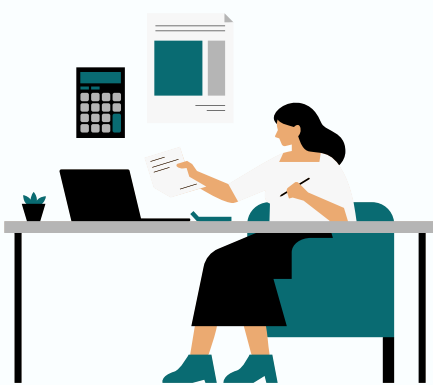
Singapore (+65)

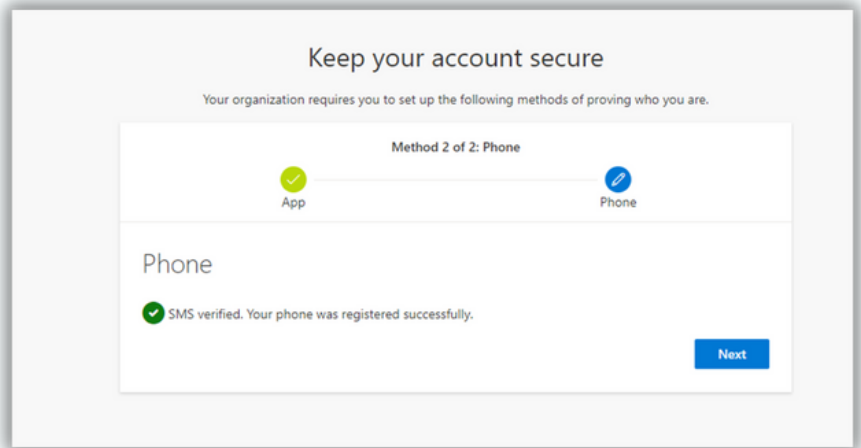
Enter phone number

☒ Text me a code

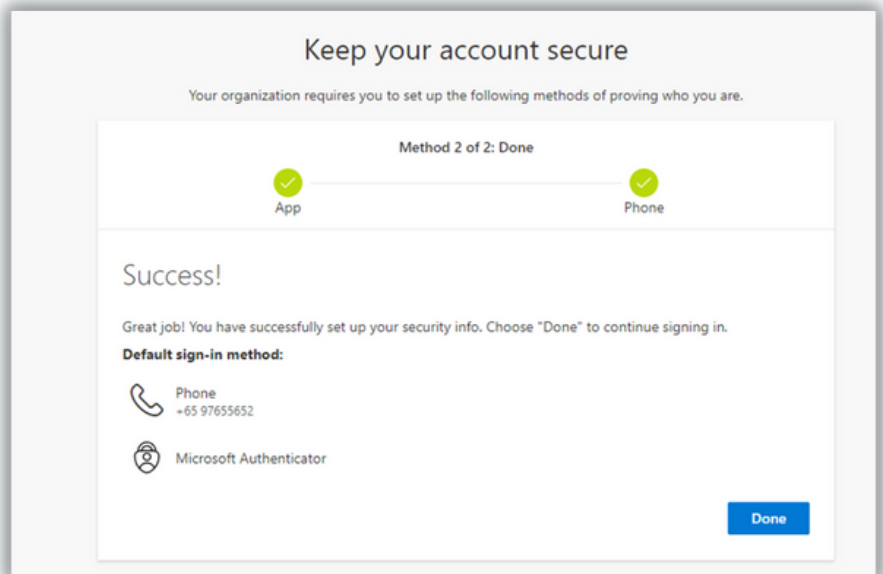
☐ Call me

- 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

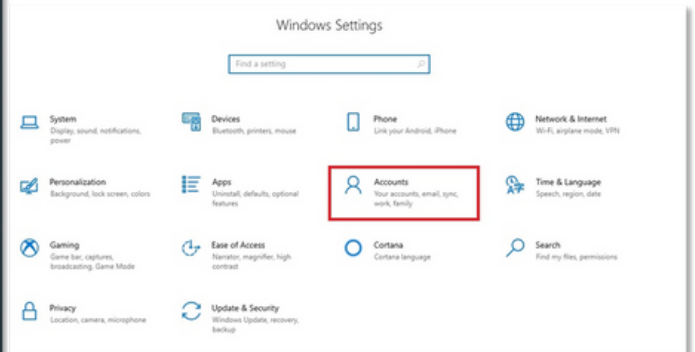




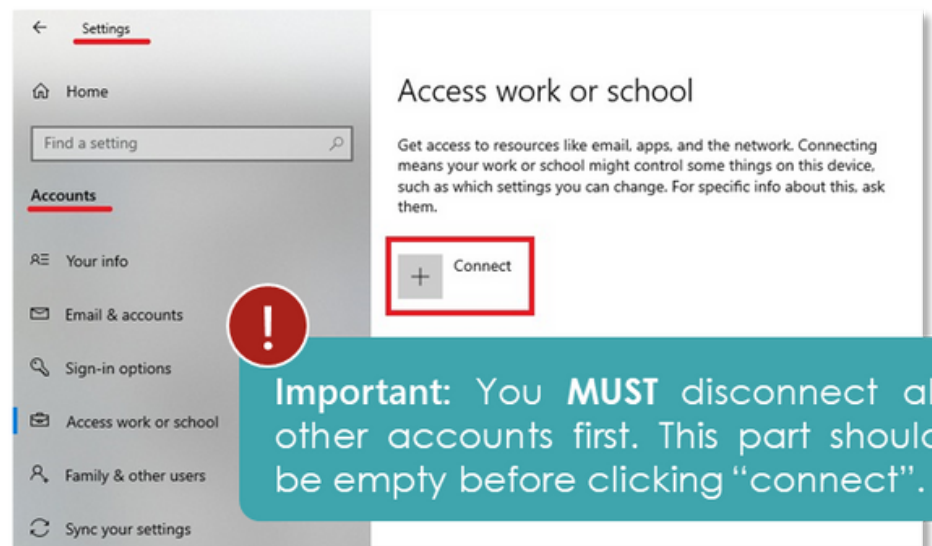
## Device Registration (Windows)

### 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".

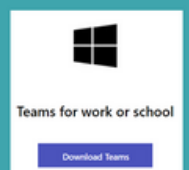
- Under **Access Work or School** > Select Connect
- Key in your M365 account details
- Sign in and complete authentication

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

✓ [fjosh@defence.gov.sg](mailto:fjosh@defence.gov.sg)

✗ [Josh\\_tan\\_ah\\_kow@defence.gov.sg](mailto: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