

NCC SharePoint & MS Teams (External Guests)

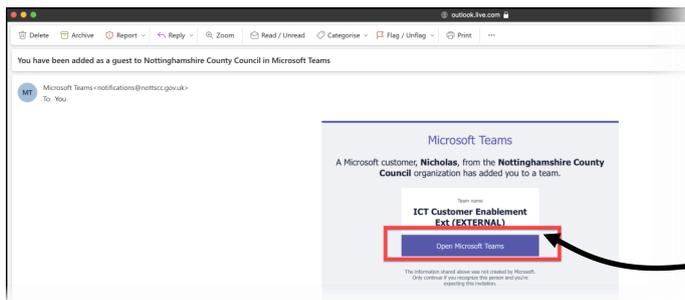
How to join a Microsoft Teams from an email Invitation

This guide shows the steps required to accept an NCC email invitation and register your mobile phone to receive a one-off code via a SMS (Text Message) each time you require access.

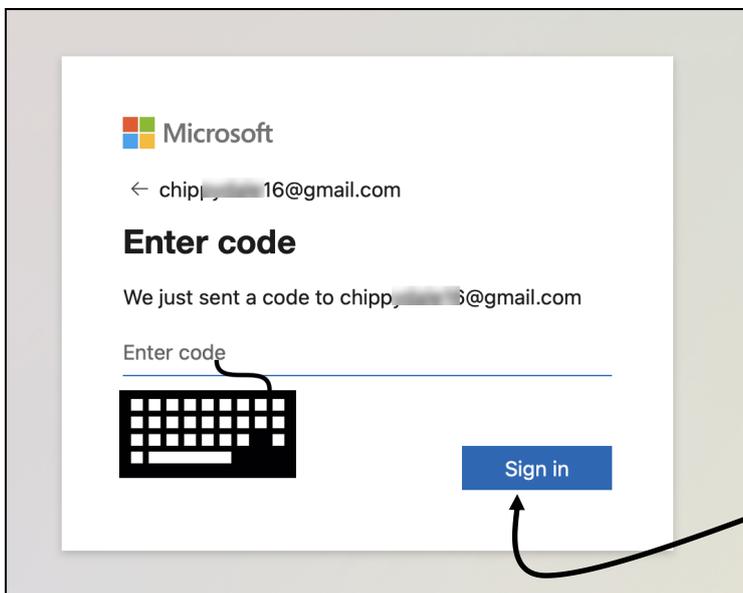
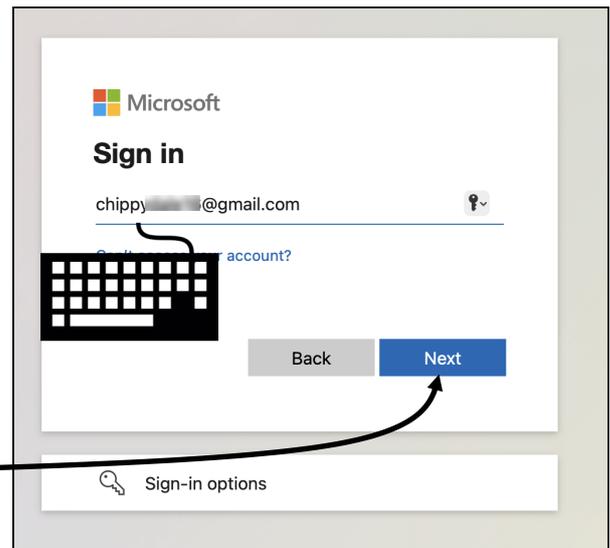
Starting from the **Microsoft Teams email invitation** that an NCC colleague will have sent to you ... (check your Junk emails if you can't locate it)

Click Open Microsoft Teams

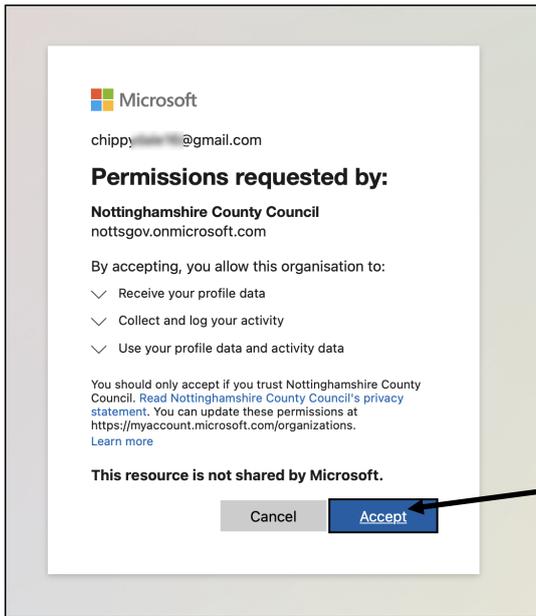
NOTE there will be a second email titled **You've joined the xxx (EXTERNAL) group**, this will contain a link to optionally access the associated SharePoint site if required.



2 If you have a work email address type it into the **Sign in** field

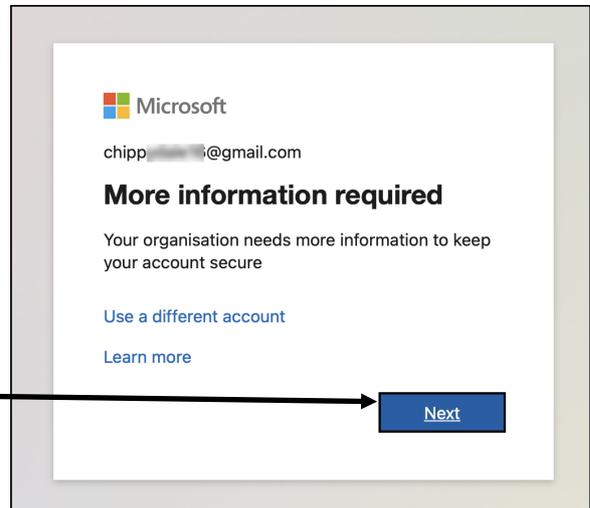


4 Enter the code that will have been emailed to the email address you provided

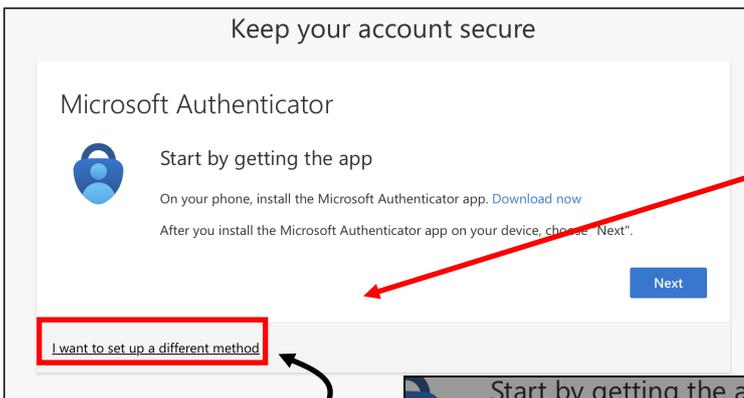


If happy with the permissions request click **'Accept'**

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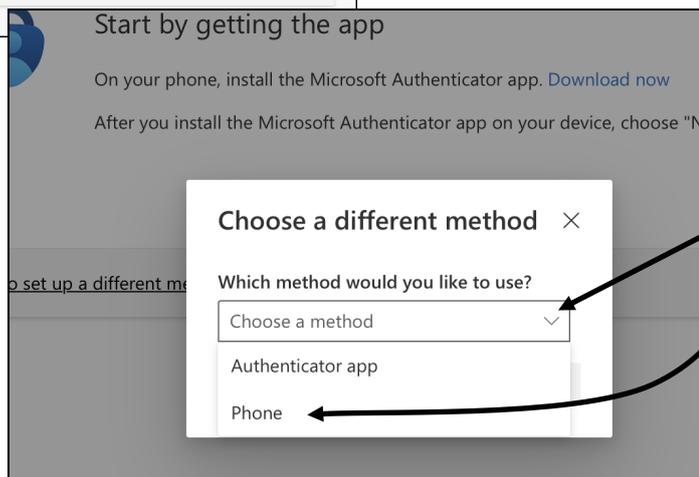


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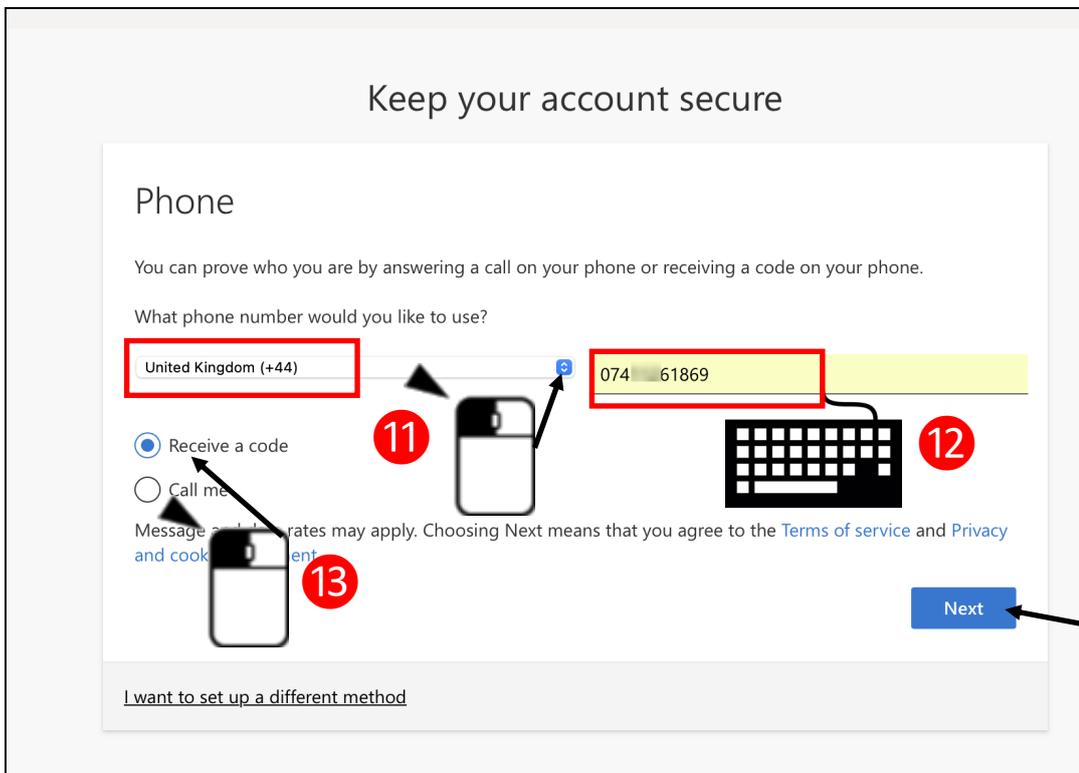
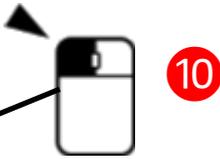
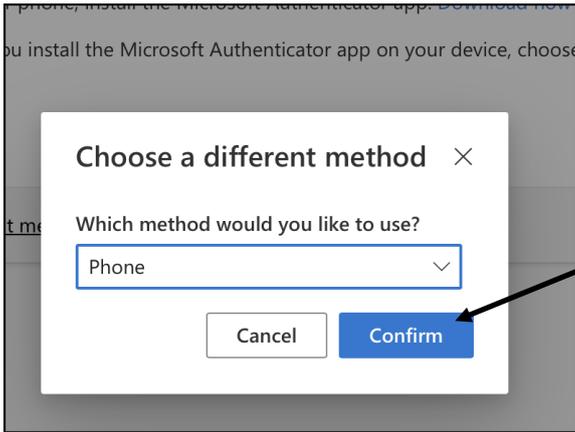
Note: **DO NOT** Click Next
Click **I want to set up a different method**

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Select **'Phone'**



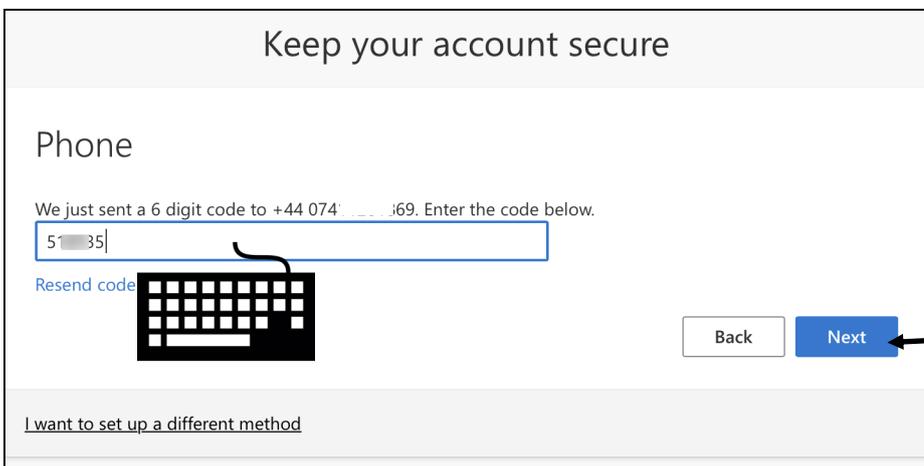
Select **UK**, enter your **mobile phone number** & click **'Receive a code'**

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Enter the **code** that was sent to your mobile phone

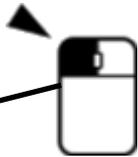
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Keep your account secure

Phone

✔ Verification complete. Your phone has been registered.

Next



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Keep your account secure

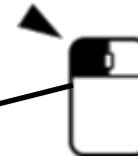
Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

 Phone
+44 07: [redacted] 69

Done



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You will now be able to access Microsoft Teams via you Web Browser or Teams application.



Things to Remember...

- When you sign into the NCC's MS Teams or SharePoint site in the future you may be prompted to enter the code that will be sent to your mobile phone
- At step 8, the default method of authentication is to utilise and install a Smartphone App called **Authenticator**. For simplicity we don't demonstrate this method, but it is an option you may be familiar with and want to follow