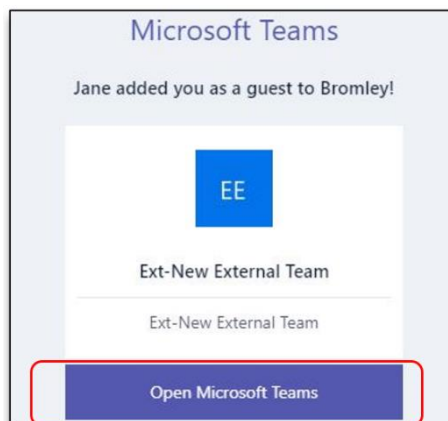


Authenticating your LBB SharePoint Guest account

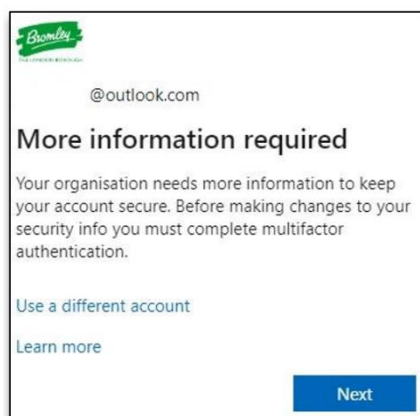
1. You will receive an email Invitation :



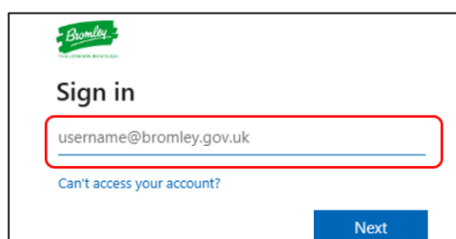
If it is an **invitation to an LBB MS Team** you should be able to access the team as soon as you have set up authentication.

If it is an **invitation to an LBB SharePoint Site**, although you may have received an invitation to set up your authentication you may not have been added to the Site itself, so please set up the authentication and contact your LBB staff member who should be granting you access if you do not appear to have been sent a link access to a specific site, library or file.

- Click link: **Open Microsoft Teams** in the email. You will see one of the following messages:
- **If** you see a message asking for More Information:



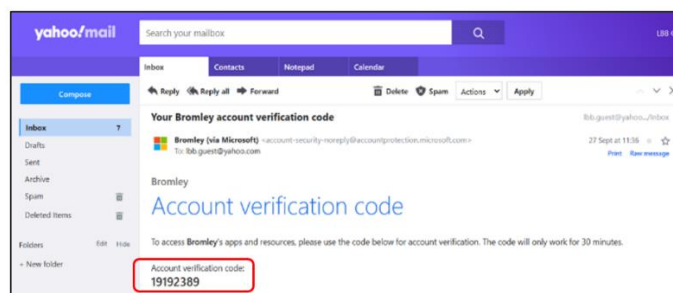
- Go to section **2. First time access**
- **OR** If you see a message asking you to Sign in:



- **type in the email address** your invitation was sent to and click **Next**

- This takes you to the **Enter code screen** *

You will receive an email from Bromley (via Microsoft) with subject: **Your Bromley account verification code:**



- open the verification email and **copy the code**
- return to the **Enter Code screen** (* above)
- **paste the code** into the Enter Code screen and click **Sign in**
- Go to next section **2. First time access**

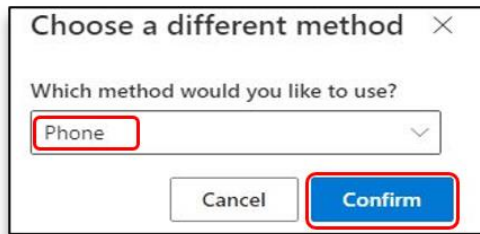
2. First time access:

- On the "More Information required screen", click **Next**

- This takes you to the **Microsoft Authenticator**.
If this is the first time you have accessed this Site/Team, you will need to choose an authentication method:

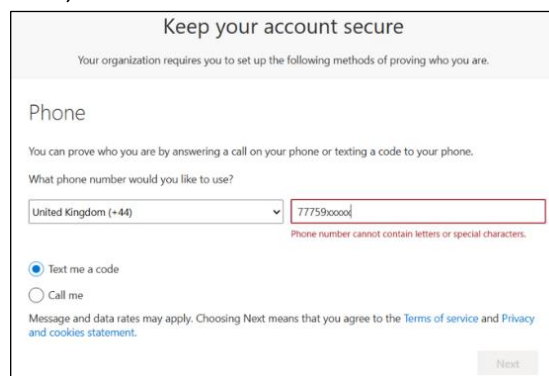
If you do not already use Microsoft Authenticator we recommend you choose phone authentication as it is more straightforward. NB. if you change your phone, but not the phone number, you can still use it to authenticate.

- click **I want to use a different authenticator app**



A dialog box titled "Choose a different method" with a close button (X) in the top right corner. It asks "Which method would you like to use?". Below the text is a dropdown menu with "Phone" selected. At the bottom are two buttons: "Cancel" and "Confirm".

- then choose **Phone** and click **Confirm**
- add the phone number you wish to use, click **Next**



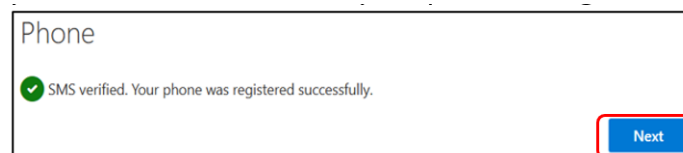
A page titled "Keep your account secure" with a subtitle "Your organization requires you to set up the following methods of proving who you are." Below this is a section for "Phone". It says "You can prove who you are by answering a call on your phone or texting a code to your phone." Then it asks "What phone number would you like to use?". There is a dropdown for "United Kingdom (+44)" and a text input field containing "77759xxxxx". A red error message below the field says "Phone number cannot contain letters or special characters." Below the input field are two radio buttons: "Text me a code" (selected) and "Call me". At the bottom, it says "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service and Privacy and cookies statement](#)." and a "Next" button.

- **enter the code** sent to your phone, click **Next**



A page titled "Phone". It says "We just sent a 6 digit code to +44 777595913872. Enter the code below." Below this is a text input field with a red border and the placeholder text "Enter code". Below the input field is a link "Resend code". At the bottom are two buttons: "Back" and "Next".

- you receive confirmation your phone is registered.
- click **Next**



A page titled "Phone". It shows a green checkmark icon and the text "SMS verified. Your phone was registered successfully." At the bottom right is a blue "Next" button.

You will be asked to enter a phone authentication code each time you log in to the site.

Or you may prefer to use Microsoft's Authenticator if you are familiar with it.

NB. If you change your phone, the app will need to be set up again on the new phone.

- if you need the App, click **Download Now**
- otherwise click **Next**

You will be asked to use the Microsoft Authenticator app each time you log in to the site.