

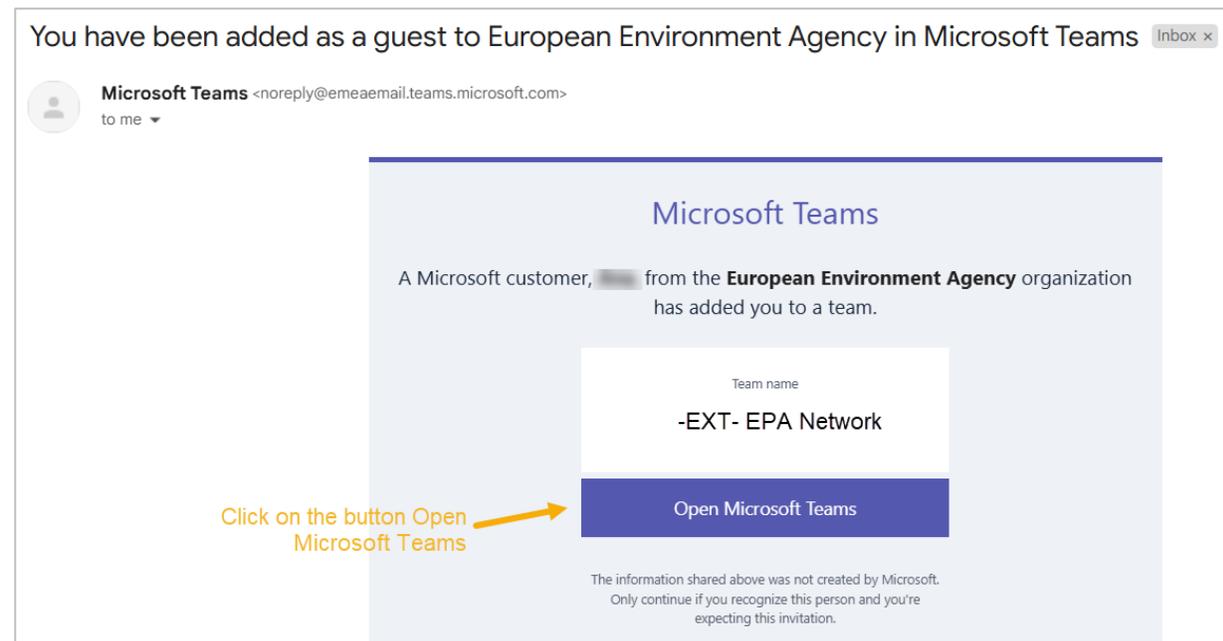
Step-by-step instructions for the first log in to EEA's Microsoft Teams

You will receive an email message from an email address ending in **teams.microsoft.com**

The email subject will be:
You have been added as a guest to European Environment Agency in Microsoft Teams

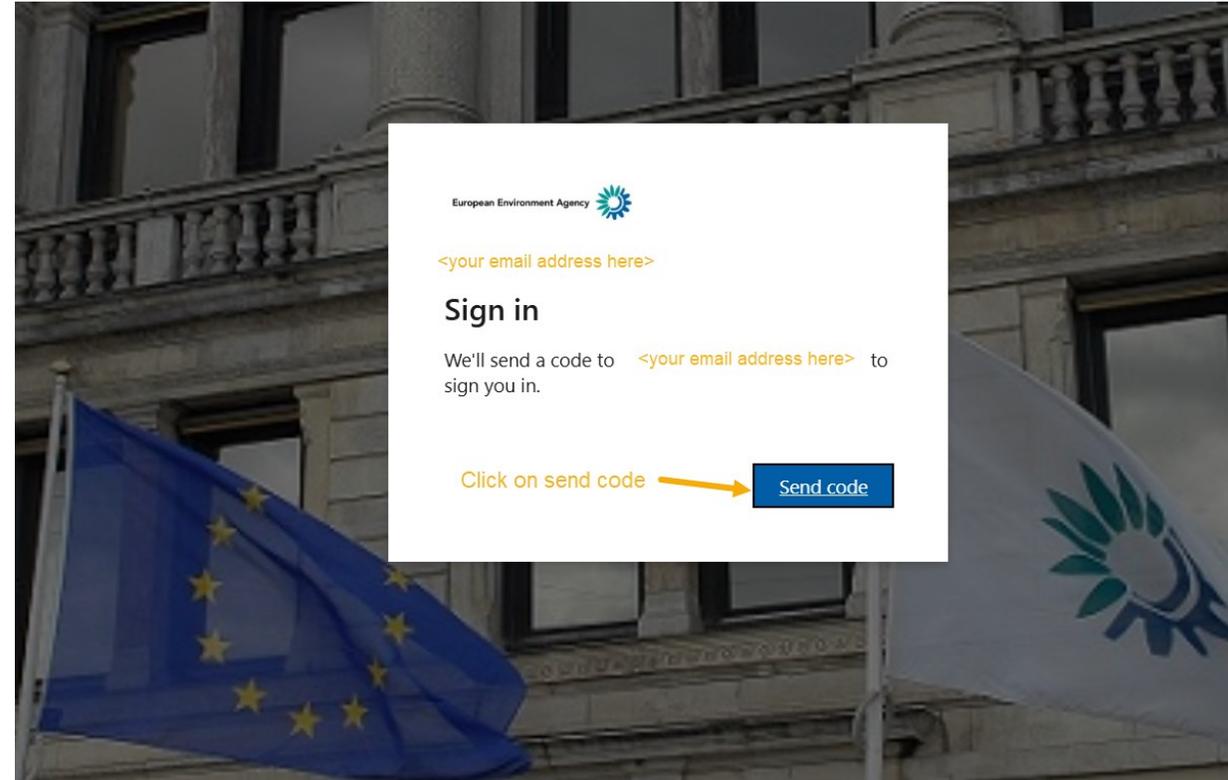
In the body of the email, you will see an image like the one on the side.

Click on the button **Open Microsoft Teams**.



Step-by-step instructions for the first log in to EEA's Microsoft Teams

The next screen will invite you to sign in.
Click on the button **Send code** to continue.



Step-by-step instructions for the first log in to EEA's Microsoft Teams

Check your email to find a message with the code. The message should look like the image below. The code itself will be different.

Enter the code that you received and then click on the button **Sign in**.

Your European Environment Agency account verification code Inbox x

European Environment Agency (via Microsoft) <account-security-noreply@accountprotection.microsoft.com>
to me ▾

European Environment Agency

Account verification code

To access **European Environment Agency's** apps and resources, please use the code below for account verification.

The code will only work for 30 minutes.

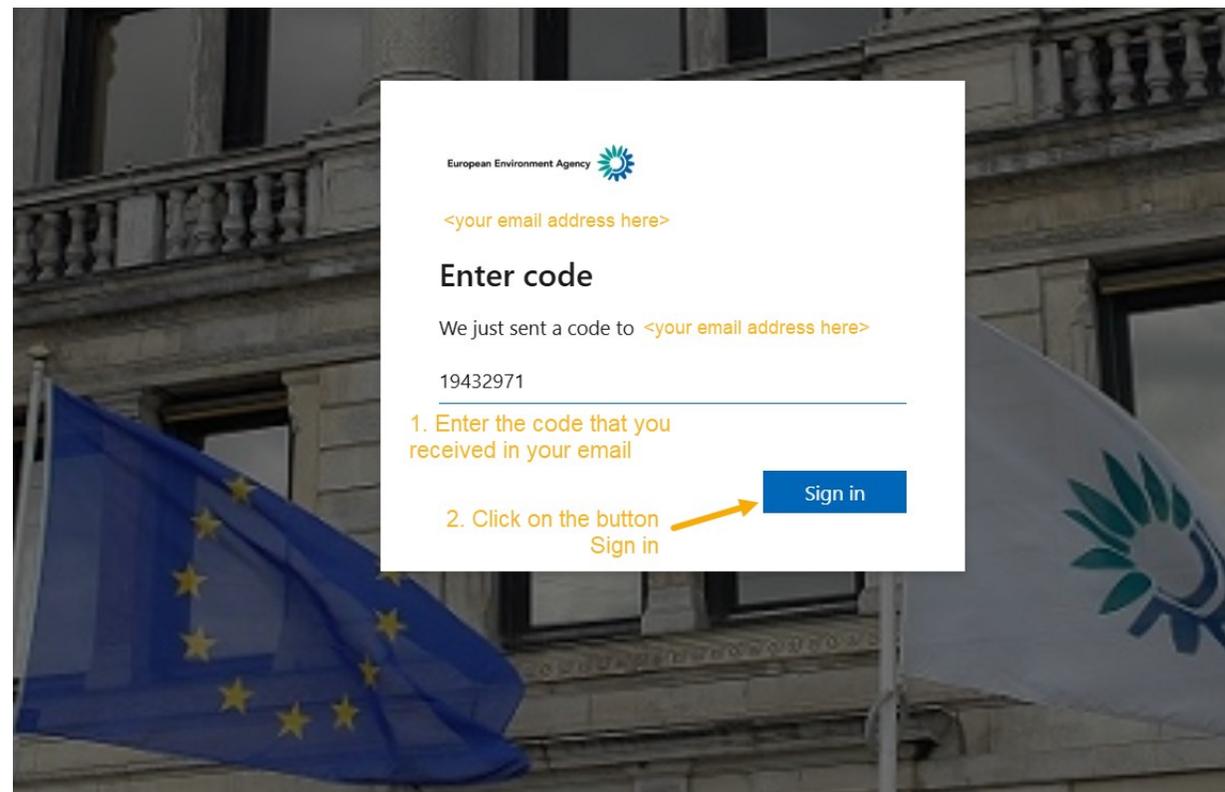
Account verification code:

19432971

If you didn't request a code, you can ignore this email.

[Privacy Statement](#)

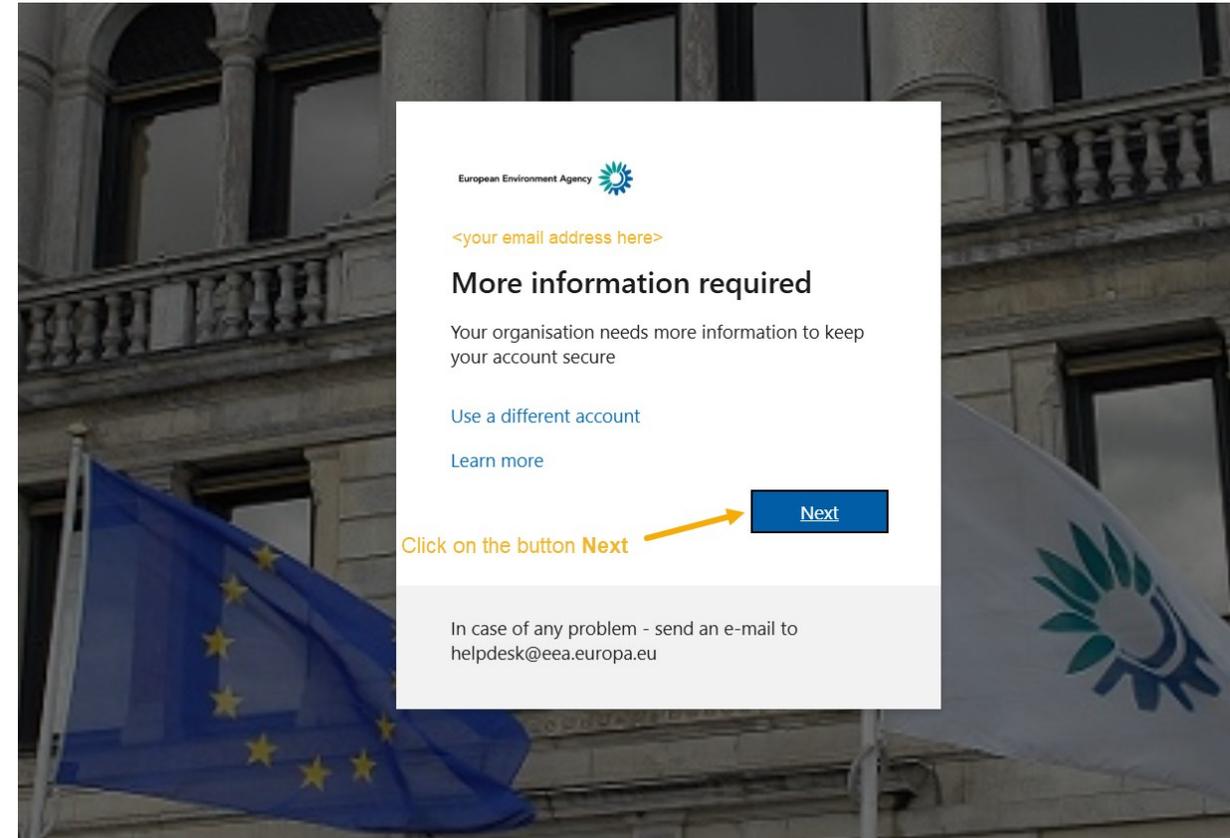
Microsoft Corporation, One Microsoft Way, Redmond, WA 98052



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Next, you will be asked for additional information to configure a second-factor authentication, for increased security.

Click on the button **Next**.



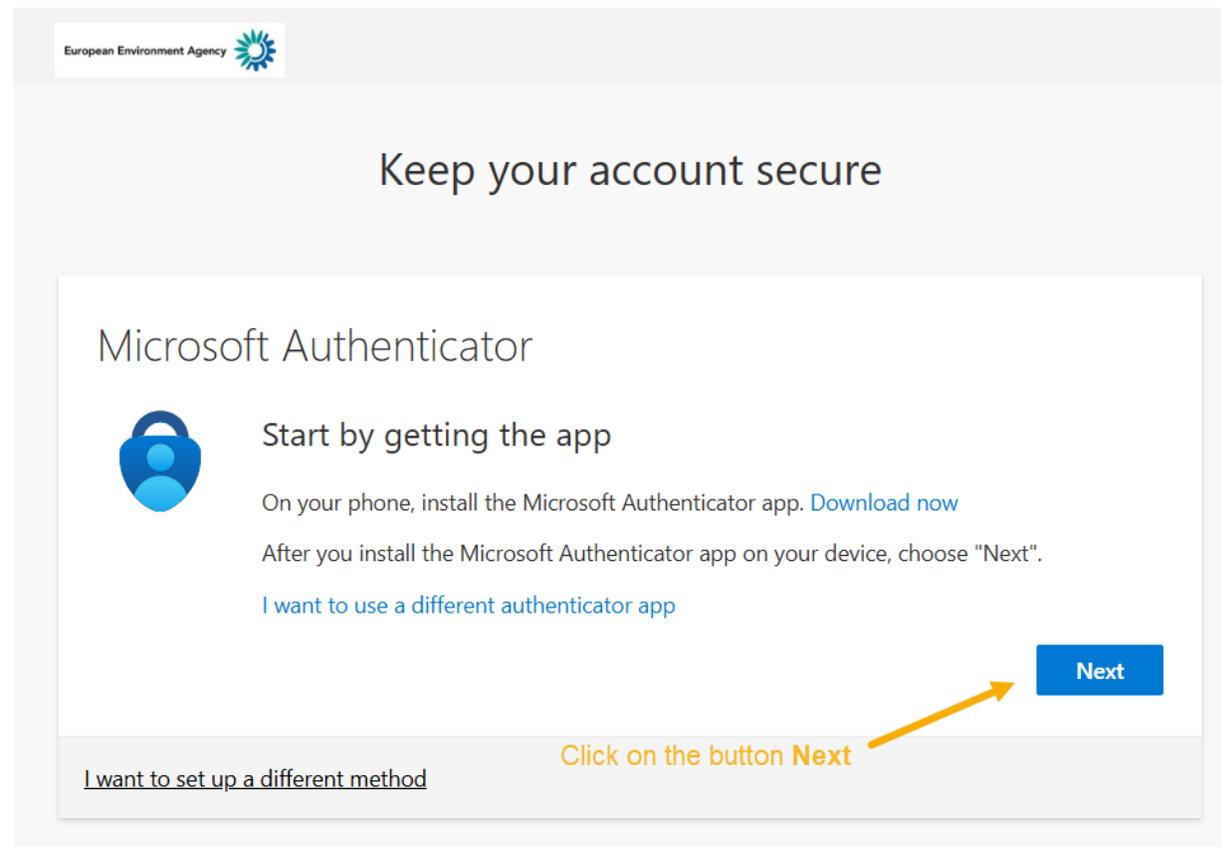
Step-by-step instructions for the first log in to EEA's Microsoft Teams

Now, you are asked to set up a more secure log in method, using the app Microsoft Authenticator.

Whenever you log in to EEA's Microsoft Teams, this app will ask you to confirm that it was you. This is an additional security measure.

Follow the instructions to download the app into your smartphone or tablet.

After you installed the app, click on the button **Next**.

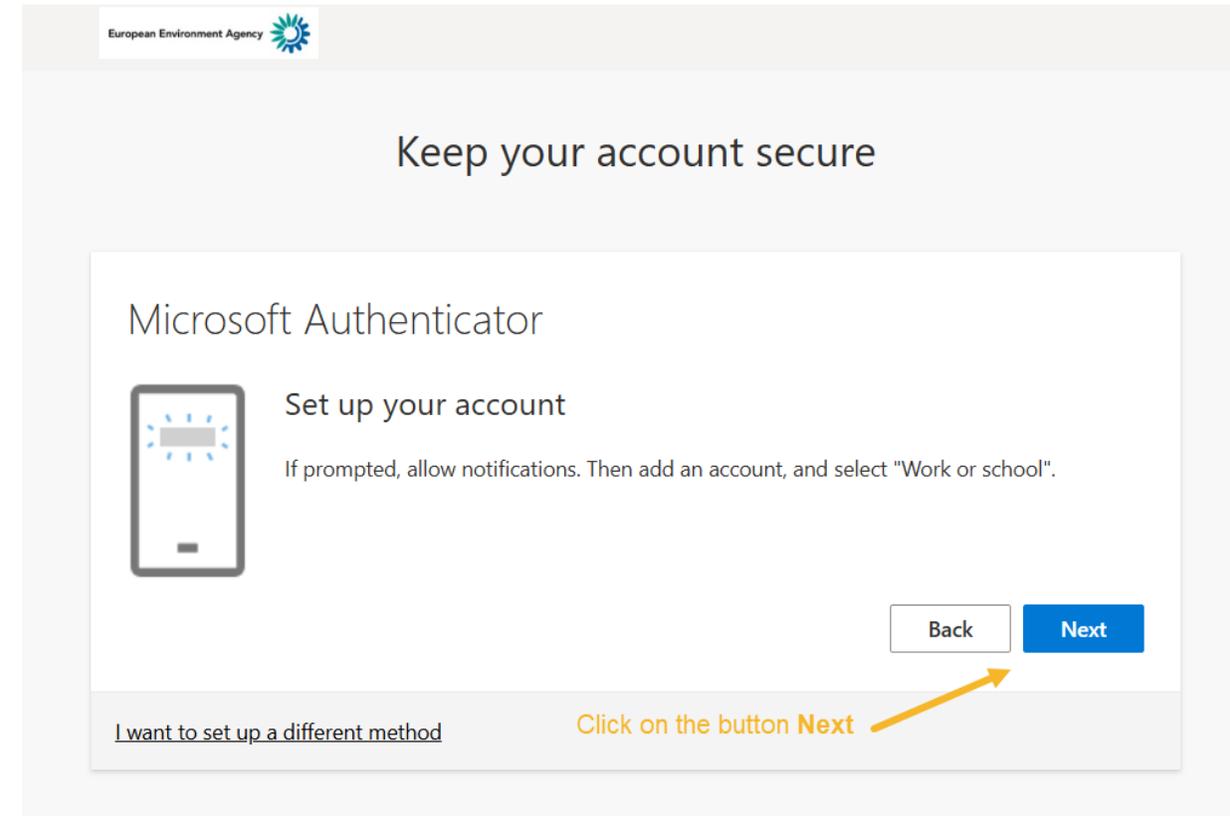


The screenshot shows the Microsoft Authenticator setup interface. At the top left is the European Environment Agency logo. The main heading is "Keep your account secure". Below this, the title "Microsoft Authenticator" is displayed. To the left of the text is a blue padlock icon. The text reads: "Start 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'.", and "[I want to use a different authenticator app](#)". At the bottom left, there is a link "[I want to set up a different method](#)". At the bottom right, there is a blue button labeled "Next". An orange arrow points from the text "Click on the button Next" to the "Next" button.

Step-by-step instructions for the first log in to EEA's Microsoft Teams

In the app Microsoft Authenticator, please ensure that you allow notifications.

Click on the button **Next**.

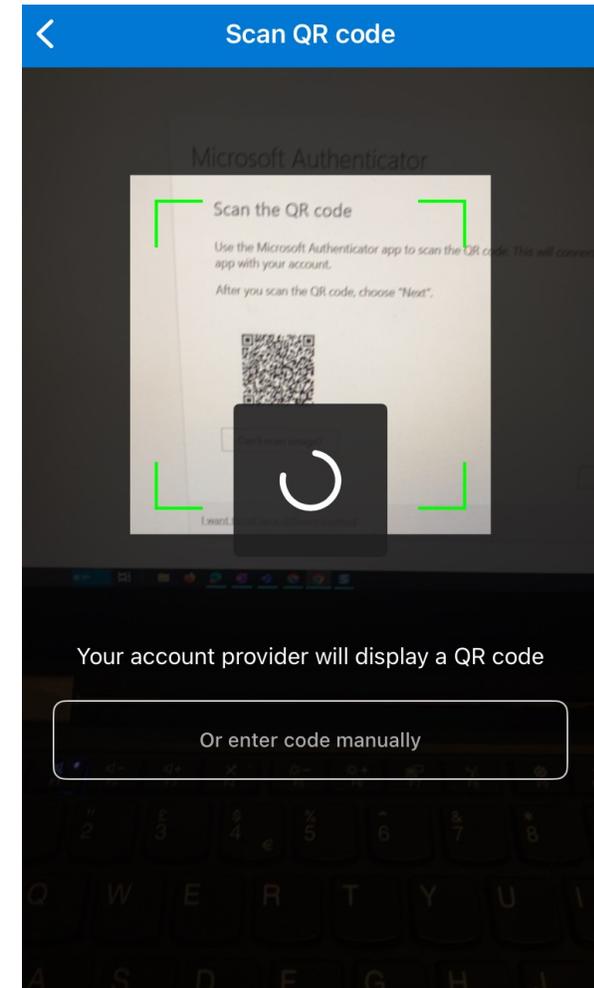
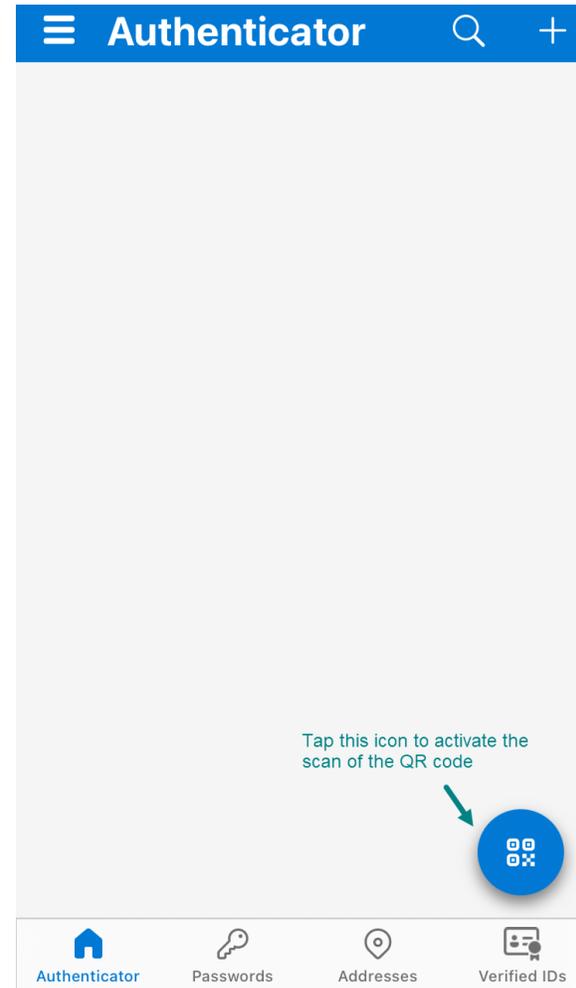
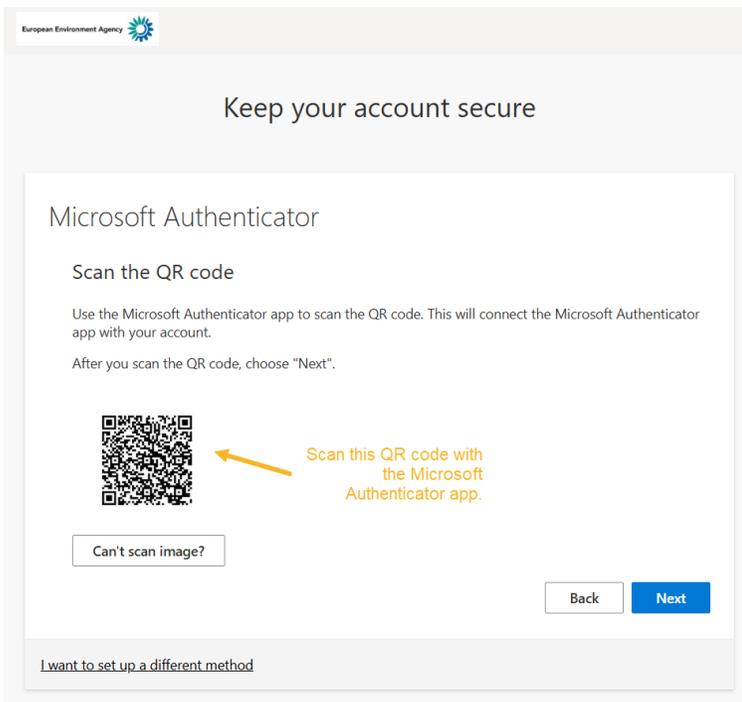


The screenshot shows the Microsoft Authenticator setup interface. At the top left, the European Environment Agency logo is visible. The main heading is "Keep your account secure". Below this, the title "Microsoft Authenticator" is displayed. To the left of the text "Set up your account" is an icon of a smartphone with a notification bubble. The text "Set up your account" is followed by the instruction: "If prompted, allow notifications. Then add an account, and select 'Work or school'." At the bottom right, there are two buttons: "Back" (white with a grey border) and "Next" (blue). A yellow arrow points from the text "Click on the button Next" to the "Next" button. At the bottom left, there is a link: "[I want to set up a different method](#)".

Step-by-step instructions for the first log in to EEA's Microsoft Teams

Now, you are going to connect the app Microsoft Authenticator with your email, to log in to EEA's Microsoft Teams.

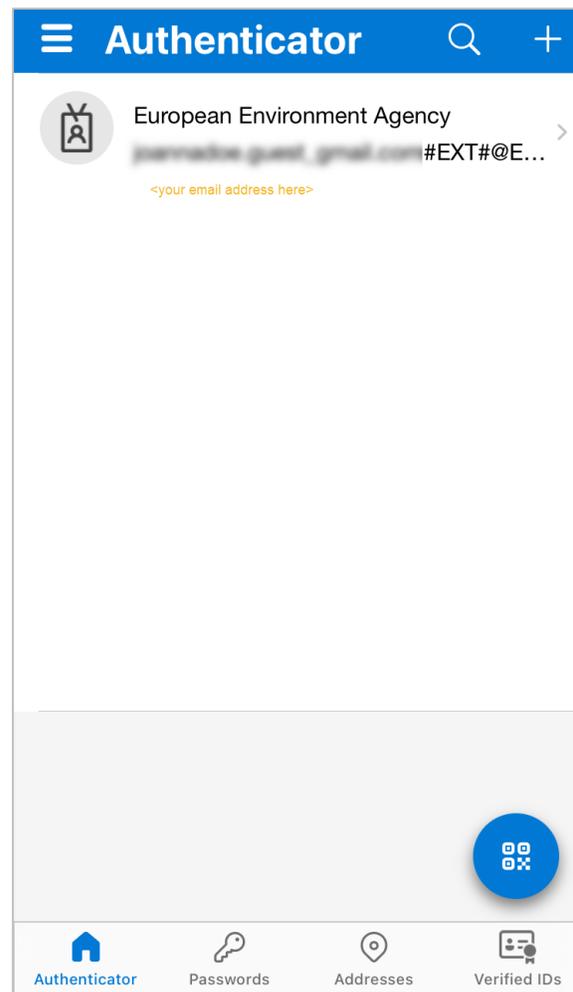
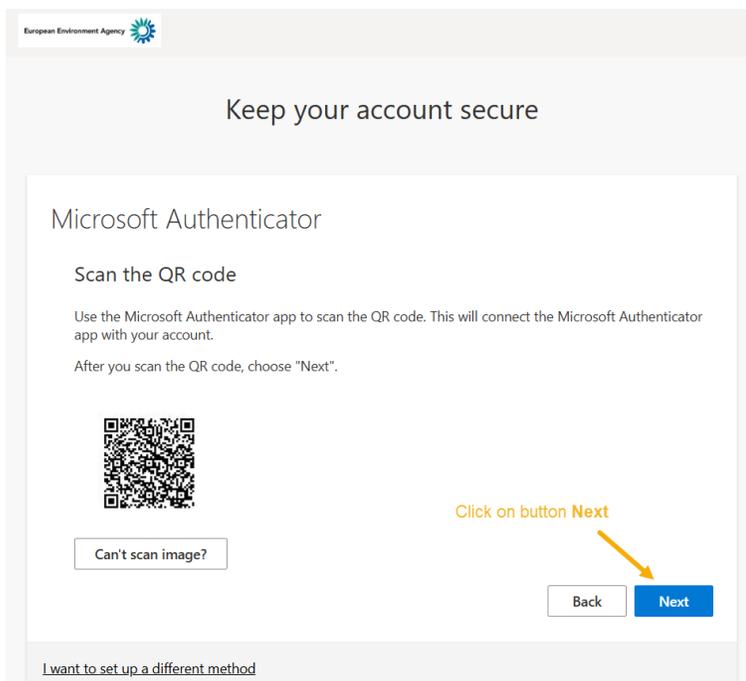
Use the app in your smartphone or tablet to scan the QR code.



Step-by-step instructions for the first log in to EEA's Microsoft Teams

After you scan the QR code, the app in your smartphone or tablet will show that an account has been created in European Environment agency for you.

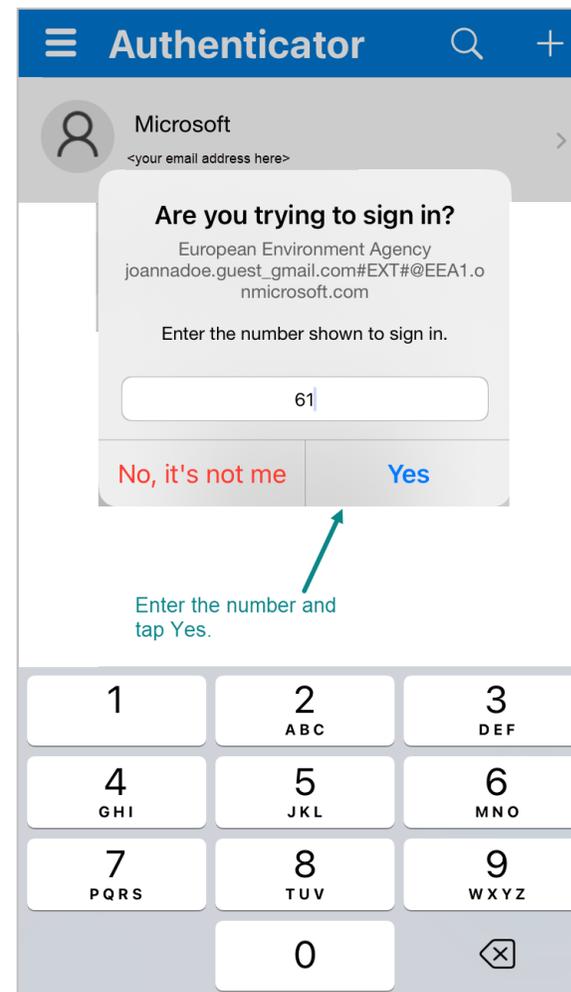
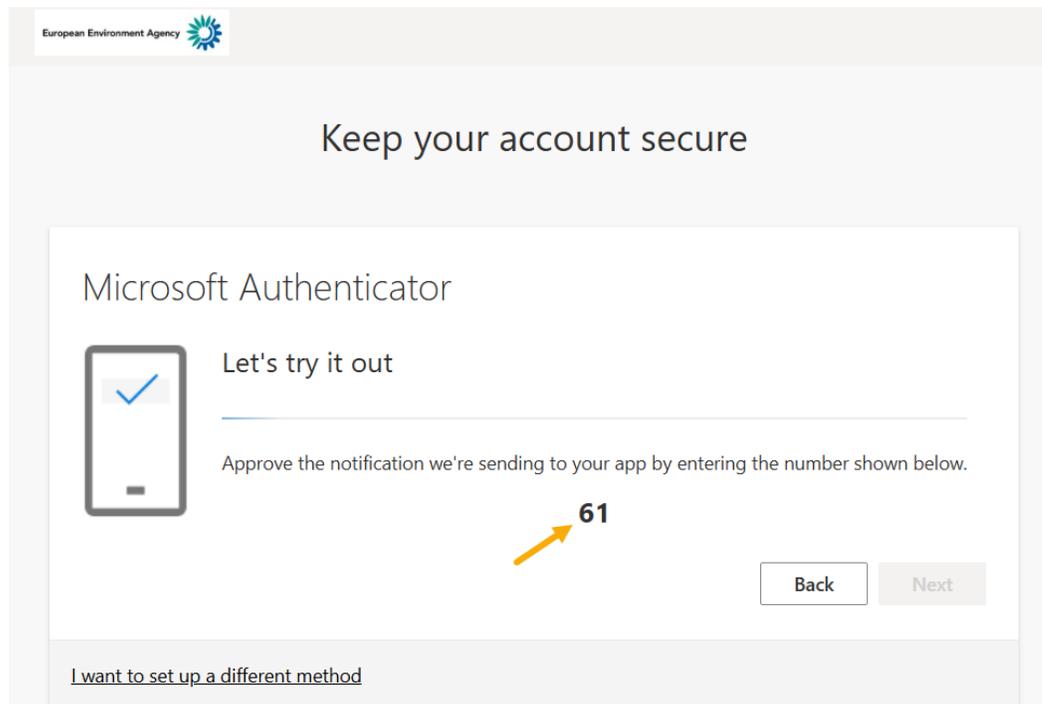
Go back to the log in screen and click on the button **Next**.



Step-by-step instructions for the first log in to EEA's Microsoft Teams

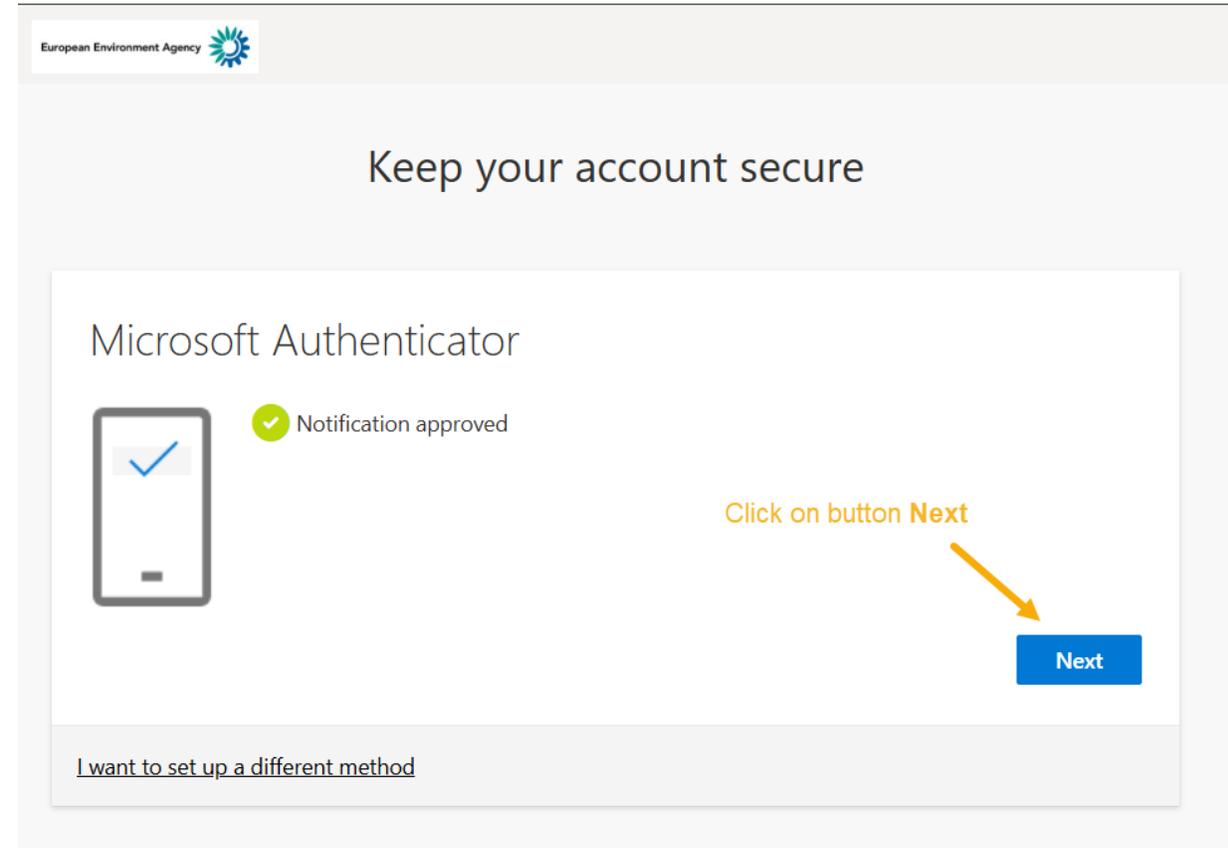
Now, you will use the app Microsoft Authenticator to log in.

You will see a number in your screen, as in the image below. Enter that number into the app in your smartphone or tablet and tap **Yes**.



Step-by-step instructions for the first log in to EEA's Microsoft Teams

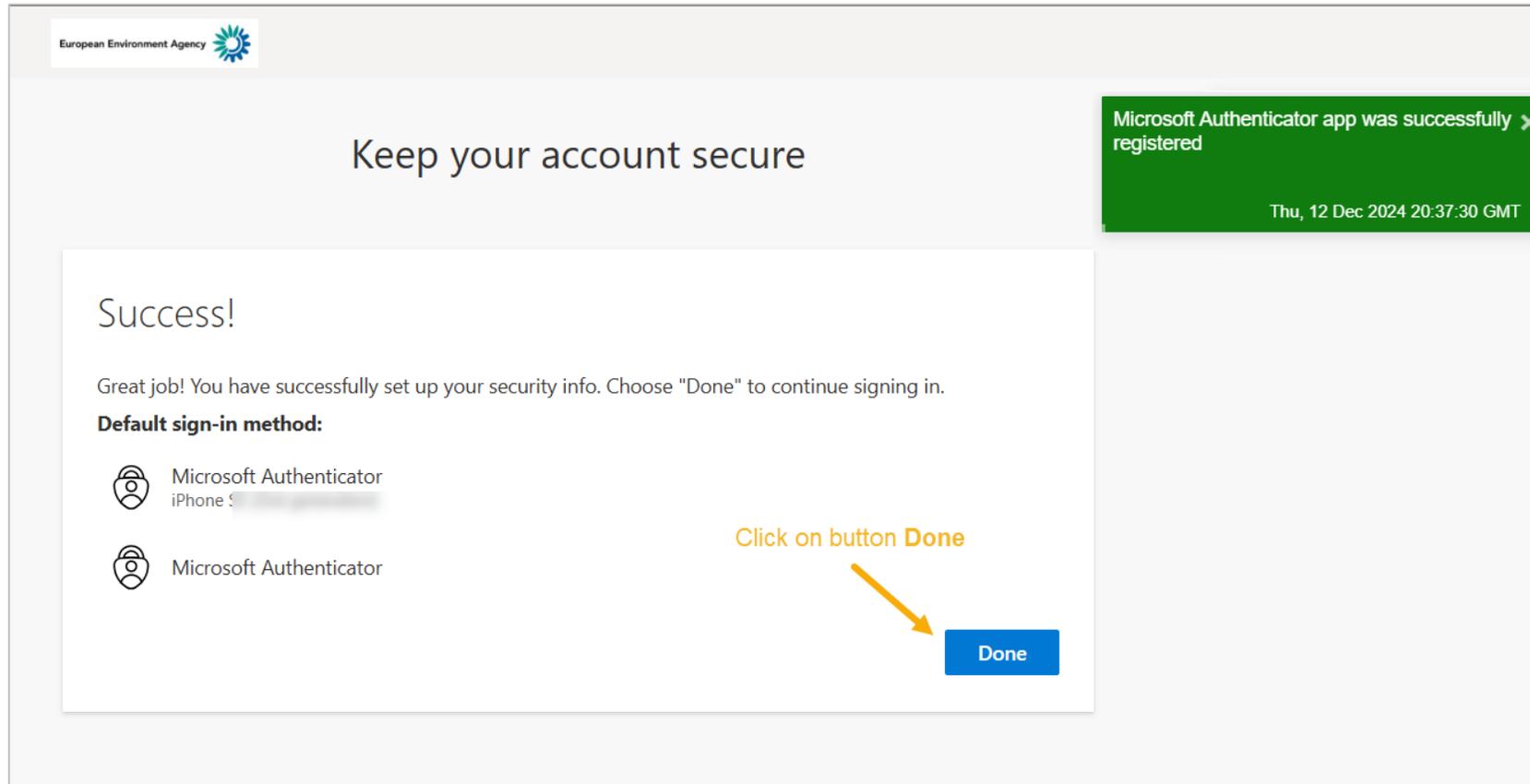
You should get a confirmation that the notification in the app was approved.
Click on button **Next**, to continue.



Step-by-step instructions for the first log in to EEA's Microsoft Teams

This is the confirmation message that you have set up the secure log in to EEA's Teams.

Click on button **Done**.



The screenshot shows the Microsoft Authenticator app registration confirmation screen. At the top left is the European Environment Agency logo. The main heading is "Keep your account secure". A green notification banner at the top right states "Microsoft Authenticator app was successfully registered" with a close button and the timestamp "Thu, 12 Dec 2024 20:37:30 GMT". The main content area displays "Success!" followed by the message: "Great job! You have successfully set up your security info. Choose 'Done' to continue signing in." Below this, under the heading "Default sign-in method:", there are two entries for "Microsoft Authenticator" with device icons. A blue "Done" button is located at the bottom right of the main content area. An orange arrow points to the "Done" button with the text "Click on button Done" above it.

Step-by-step instructions for the first log in to EEA's Microsoft Teams

The next screen will ask you to open Microsoft Teams. Note that **you don't need to install this application**, you can open Teams in the browser – Edge or Chrome.

If you already use Microsoft Teams, you can click on Open Microsoft Teams, and you will see that the Teams site of European Environment Agency has been added to your profile.

You don't need to install the mobile app, unless you prefer to do so.

Thank you for securing your log in to EEA's main collaboration platform and strengthen EEA's cybersecurity.

The screenshot shows a browser window at the URL `teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fteam%2F19%3AaNcK6iYmuyP35ZAL1K6BrqR6kPtW6bljKG-MlzJvCk1%40th`. The page title is "Microsoft Teams". A modal dialog titled "Open Microsoft Teams?" is displayed, asking "https://teams.microsoft.com wants to open this application." with a checkbox for "Always allow teams.microsoft.com to open links of this type in th...". Two buttons are visible: "Open Microsoft Teams" and "Cancel". An orange arrow points to the "Open Microsoft Teams" button with the text "Only click this button if you already use Microsoft Teams". A red arrow points to the "Cancel" button with the text "Click Cancel and open Teams web app in the browser". Below the dialog, there is a section titled "Stay better connected with the Teams desktop app" with two buttons: "Download the Windows app" and "Use the web app instead". A red arrow points to the "Use the web app instead" button. At the bottom, there is a QR code and a note: "It is NOT NECESSARY to install the mobile Microsoft Teams app." with a red 'x' icon. At the very bottom, there are logos for "Download on the App Store" and "GET IT ON Google Play".

