

MULTI FACTOR AUTHENTICATION

MFA - INSTRUCTIONS FOR

EXTERNAL USERS

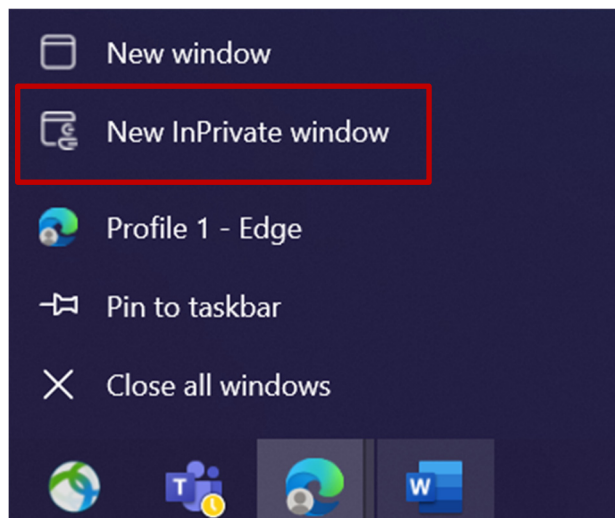
SMS

The purpose of this document is to help our users by providing a step-by-step guide to enable MFA using SMS for user accounts.

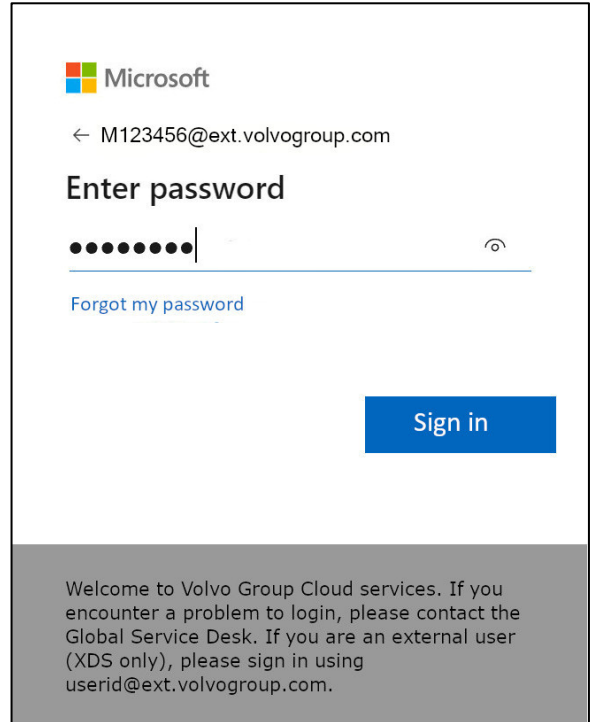
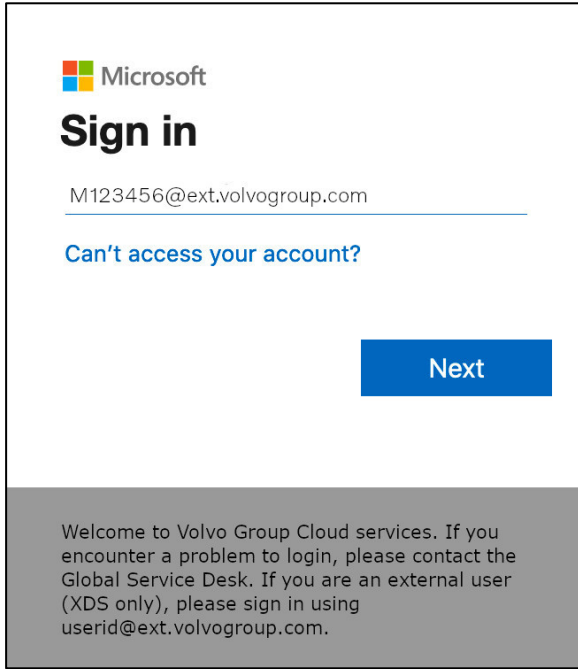
SETTING UP MFA EXTERNAL USERS



1. Please, log into your system (work laptop, work desktop)

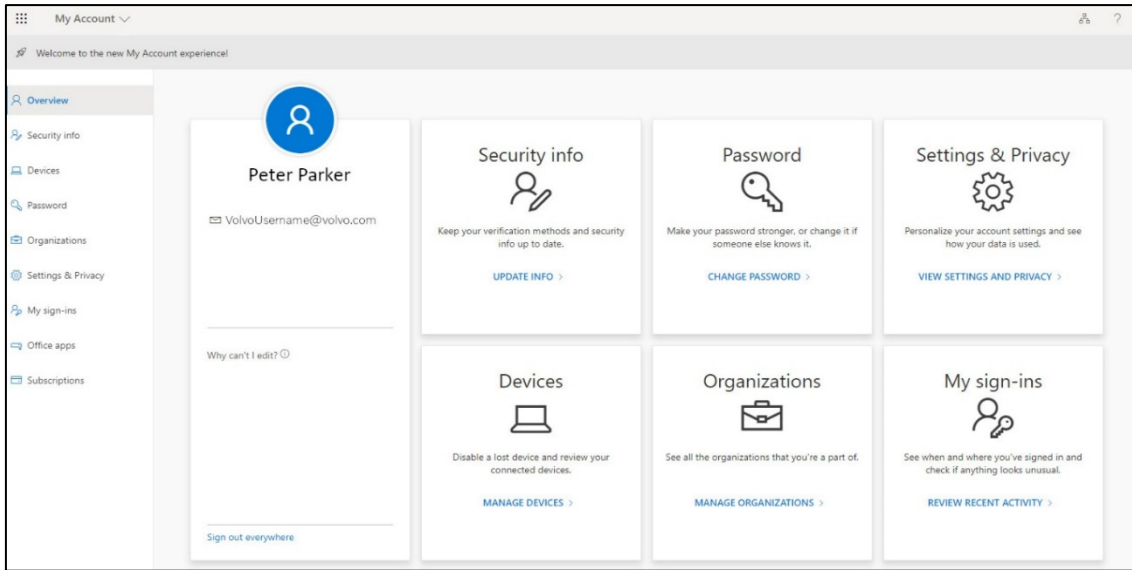


2. Close all browser windows and open a new private/incognito browser session (right-click on Microsoft Edge browser icon and select “**New InPrivate Window**”) or open your browser (Microsoft Edge or Google Chrome) then press and hold “**Ctrl**” (for Windows) / “**Command/Cmd**” (for Mac) and “**Shift**” and then press the “**N**”-key
3. In the address field of the browser enter the URL:
<https://myaccount.microsoft.com>

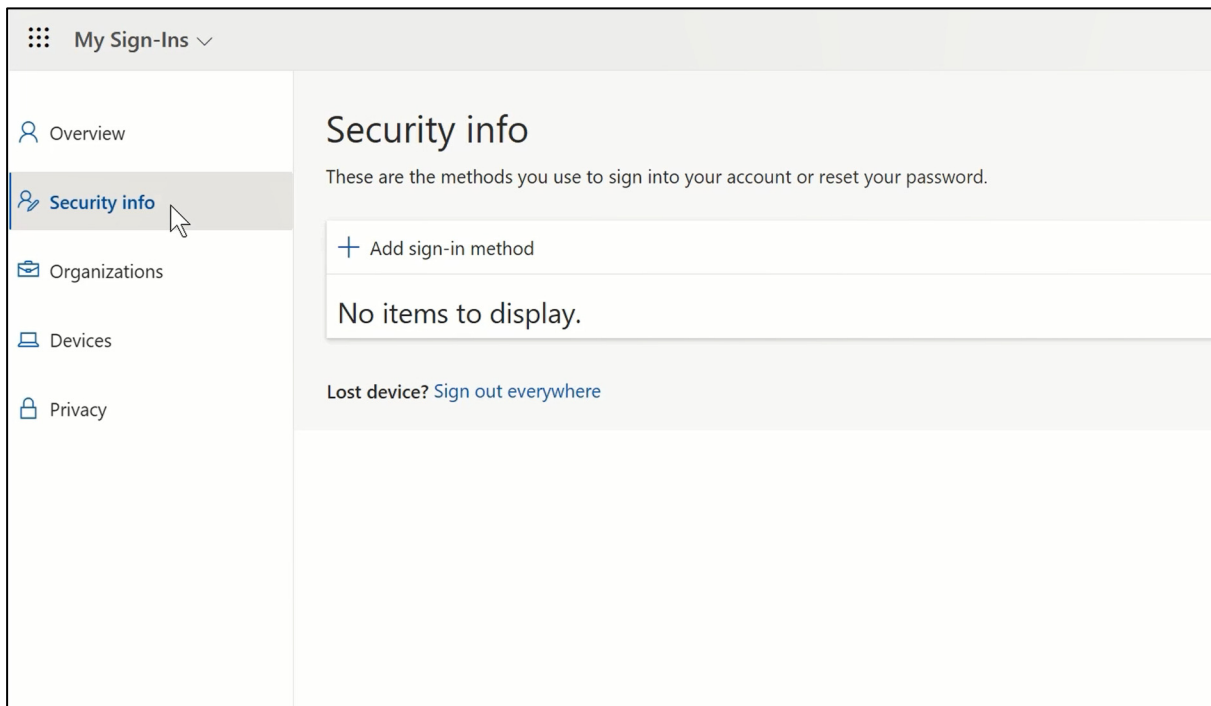


4. Enter your Volvo User ID plus the extension "**@ext.volvogroup.com**" and click on "**Next**"
5. Enter the password by using the same password as you use with your Volvo ID
6. Click "**Sign in**"

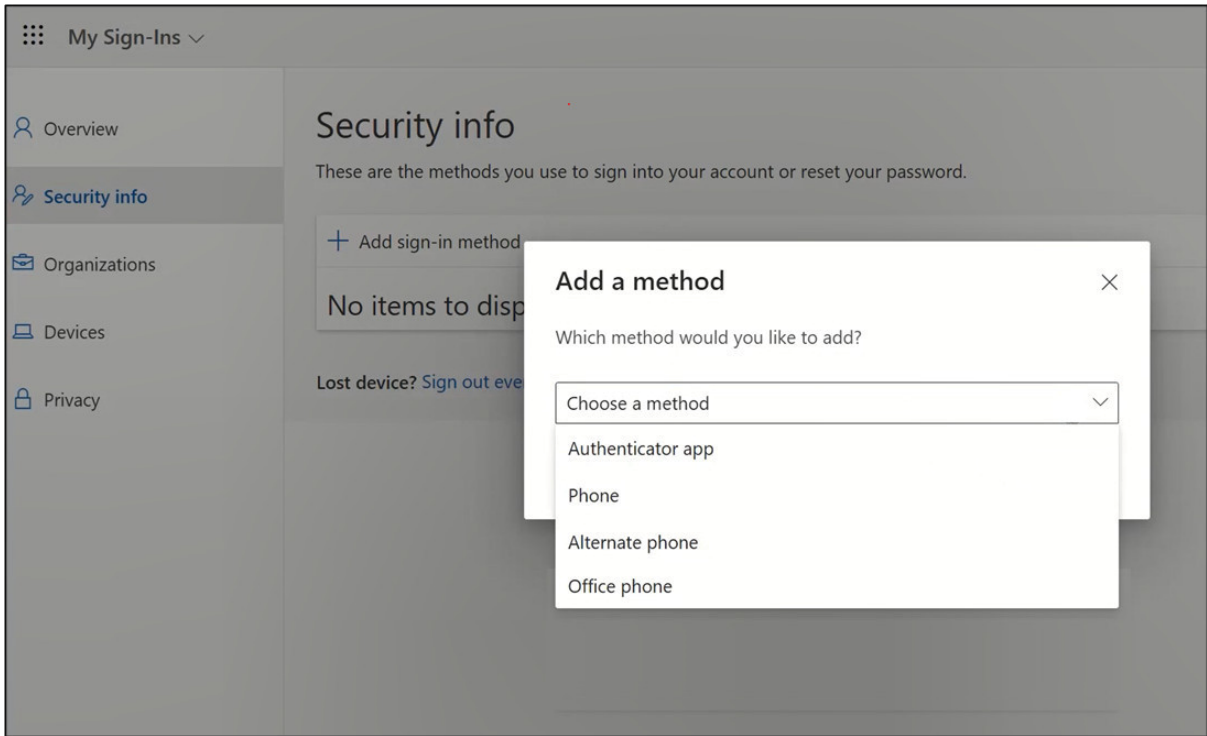
You will be forwarded to Microsoft's My Account page



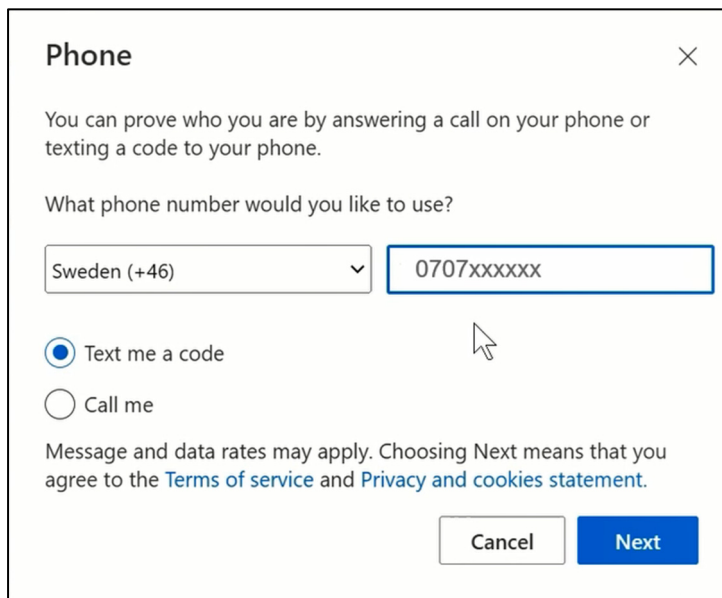
- 7. When your Microsoft account page has loaded, please click on “**Security Info**” in the vertical menu bar on the left-hand side



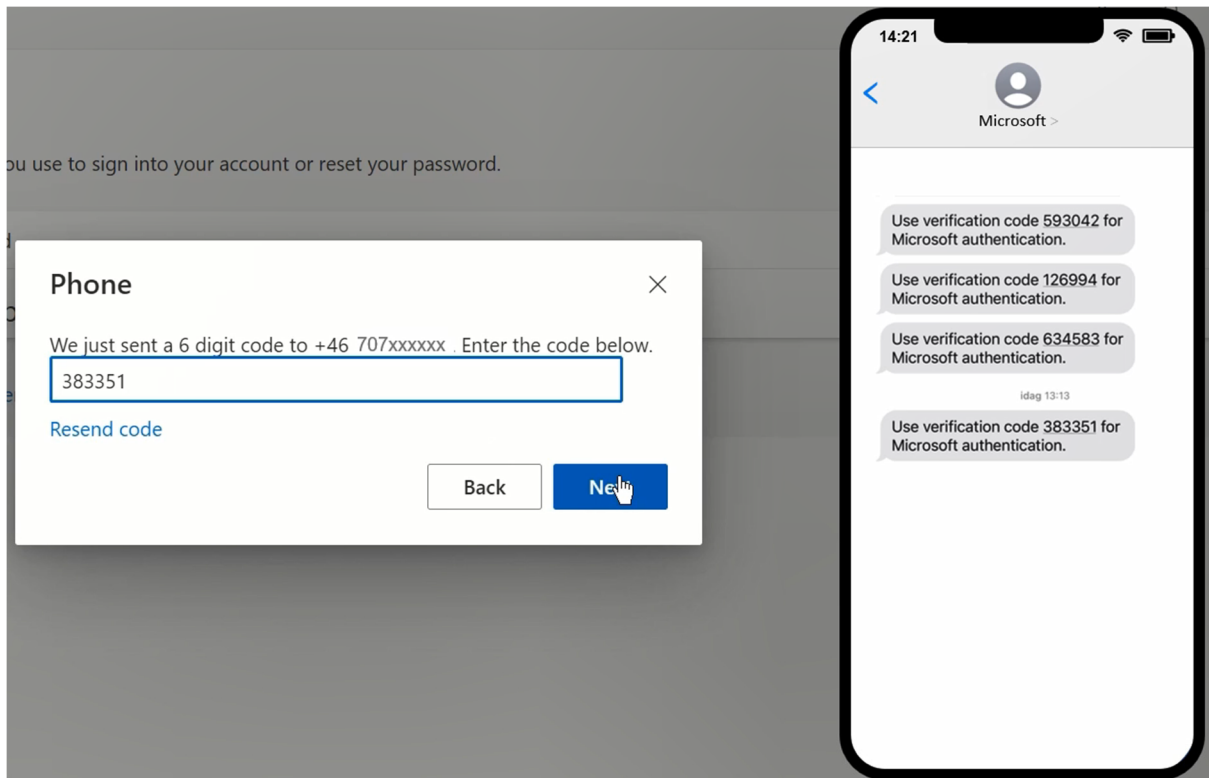
- 8. On the next page click on “**+ Add sign-in method**”



9. In the pop-up, expand the dropdown-menu **“Choose a method”** and select **“Phone”** as your preferred MFA method

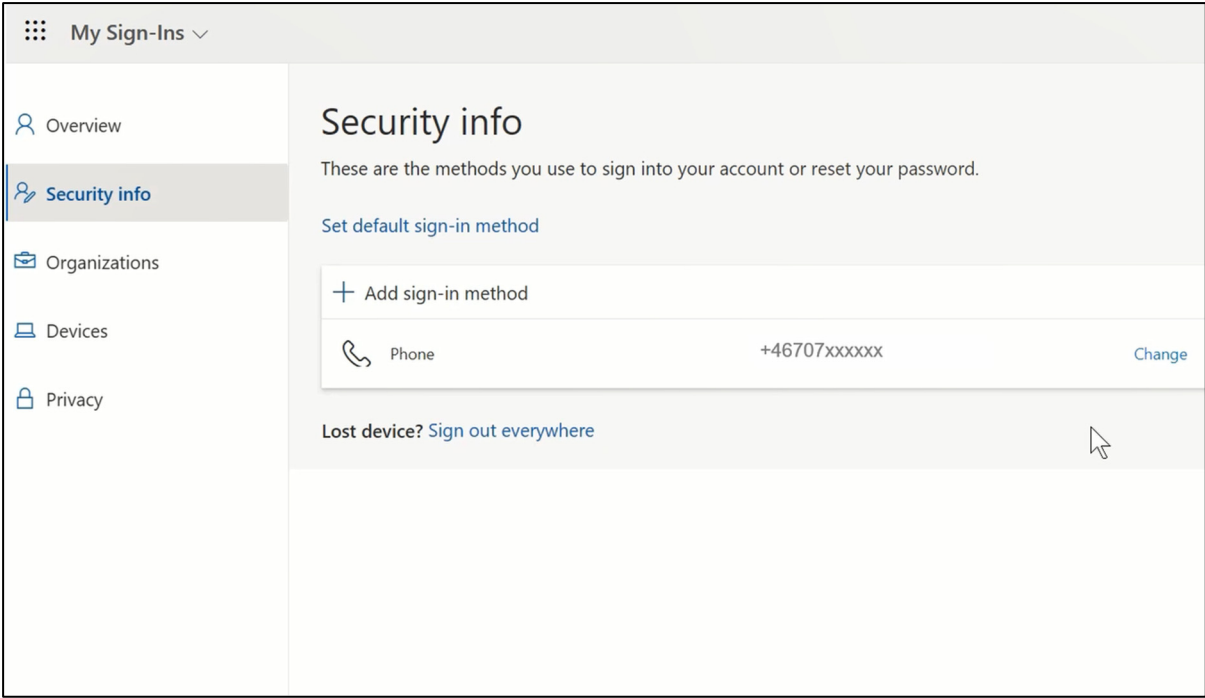


10. Enter your phone number by choosing your country code and using the specified formatting, select **“Text me a code”** and click on **“Next”**.



You will be sent a code by SMS to the phone number you specified to validate the phone number.

11. Enter the code in the corresponding field
12. Click on “Next”

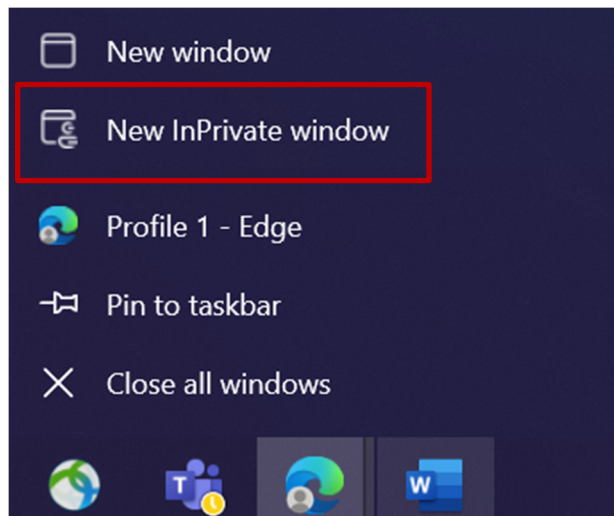


Now you have enabled MFA by SMS to your user account

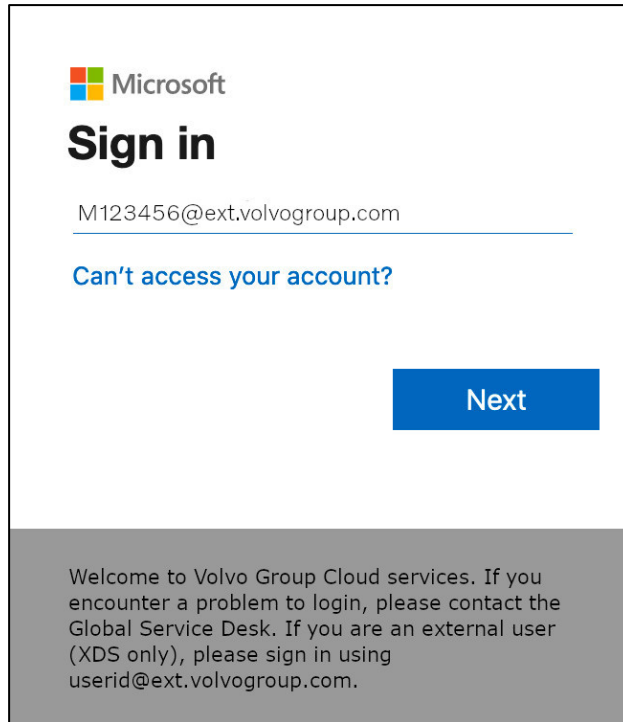
You are done.

LET'S TEST YOUR NEW MFA METHOD

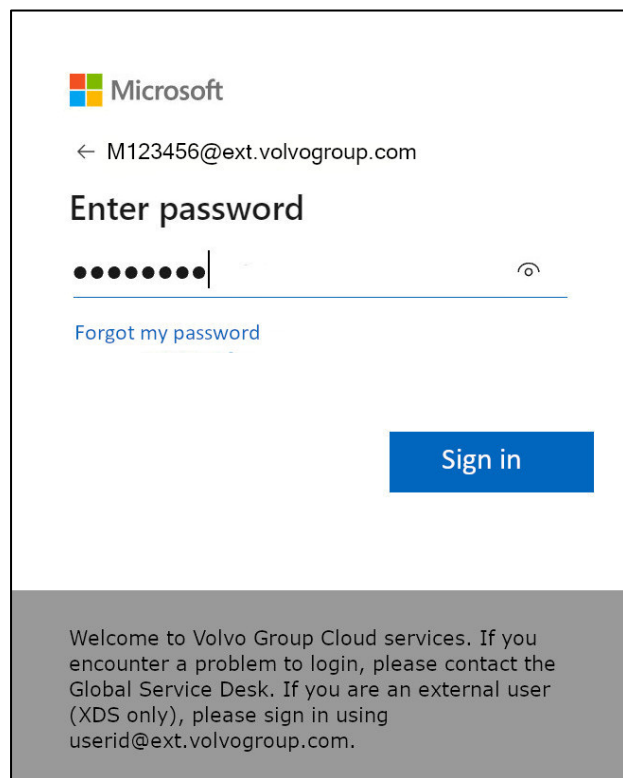
1. Log out of your account.



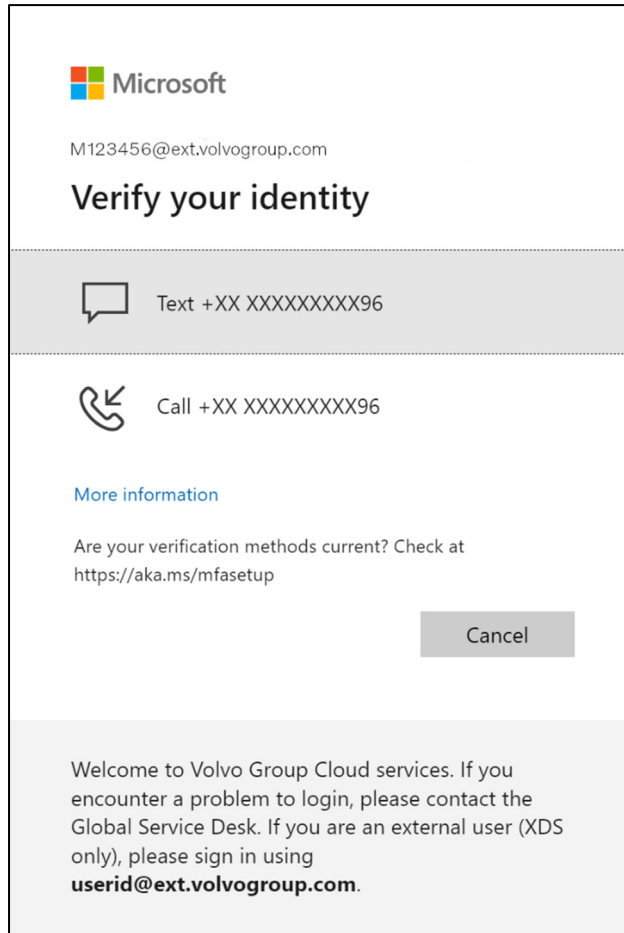
2. Ideally open a new private/incognito browser session (right-click on Microsoft Edge browser icon and select “**New InPrivate Window**”) or open your browser (Microsoft Edge or Google Chrome) then press and hold “**Ctrl**” (for Windows) / “**Command/Cmd**” (for Mac) and “**Shift**” and then press the “**N**”-key
3. In the address field of the browser enter the URL:
<https://myaccount.microsoft.com>



4. Enter your UPN into the sign in prompt and click "Next"

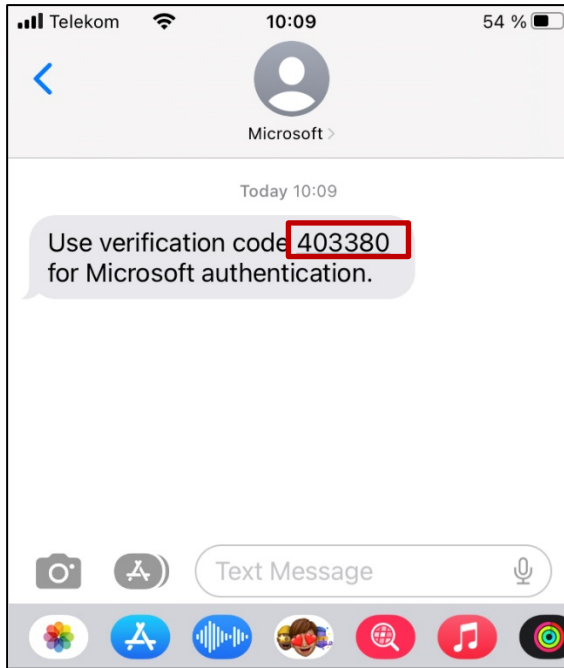


5. Enter your password and click on "Sign in"

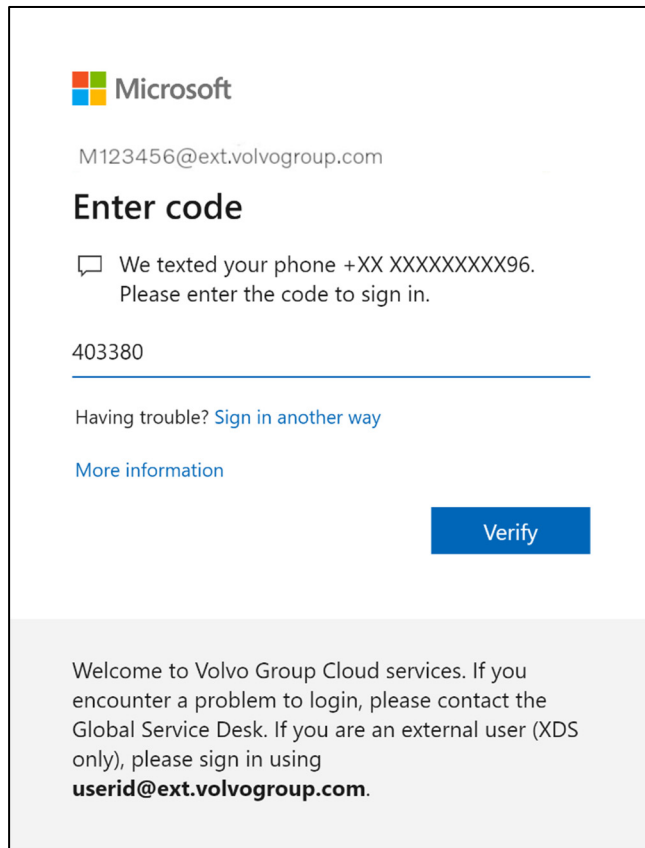


6. On the next screen, select “Text +XXXXXXXXXXXXXXX” to receive a text message

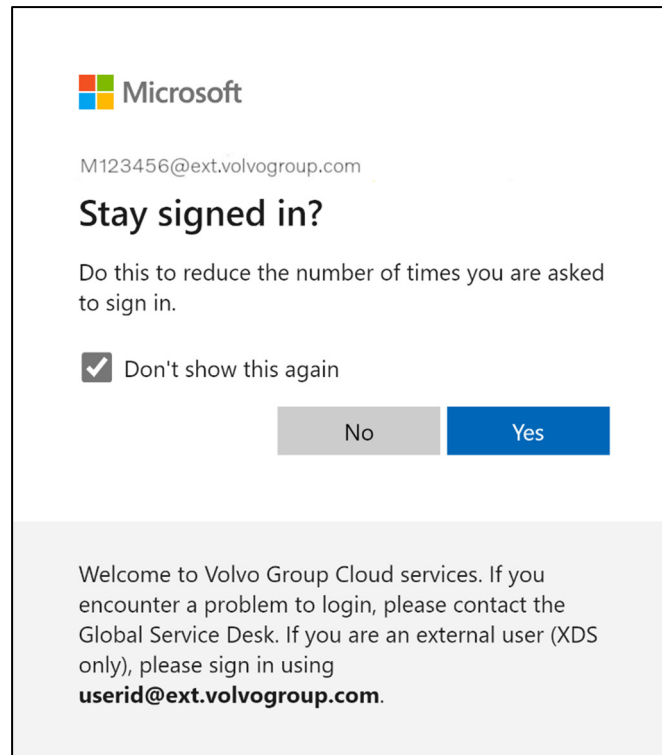
7. Check the phone with the number you set up as your MFA method



- 8. Open the messages/SMS app of your phone.
- 9. In the text message from Microsoft you will find a 6-digit code.



- 10. Enter this code in the field of the browser window of your computer and click on "Verify"



11. Confirm the next pop-up by clicking on “Yes”

You have successfully logged into your account using your newly registered MFA method.