MacOS_Setup

1. Install the Microsoft Authenticator application on your smartphone via https://static.navvis.com/mfa/
2. Following steps need to be followed on the initial setup:
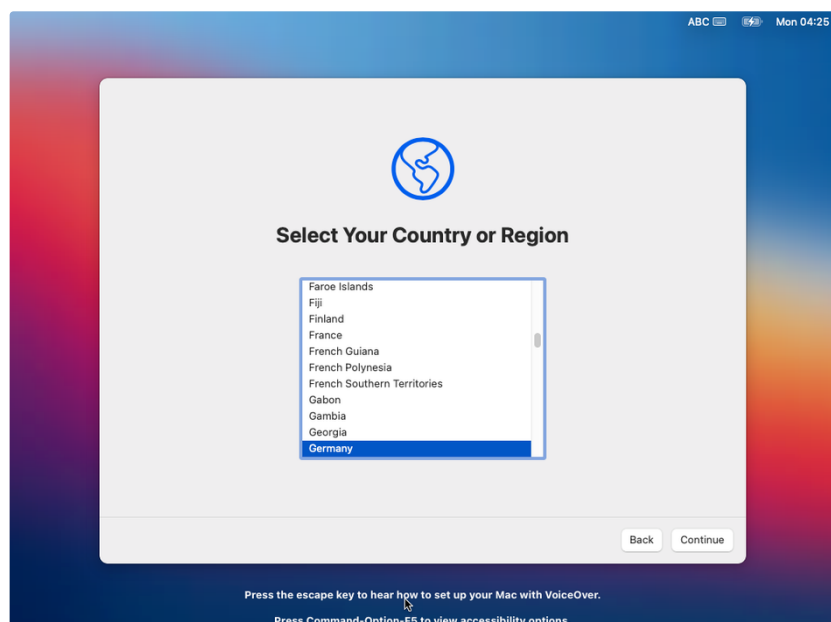
> ℹ️ All the steps below must be followed exactly as shown for the setup to be successful.
>
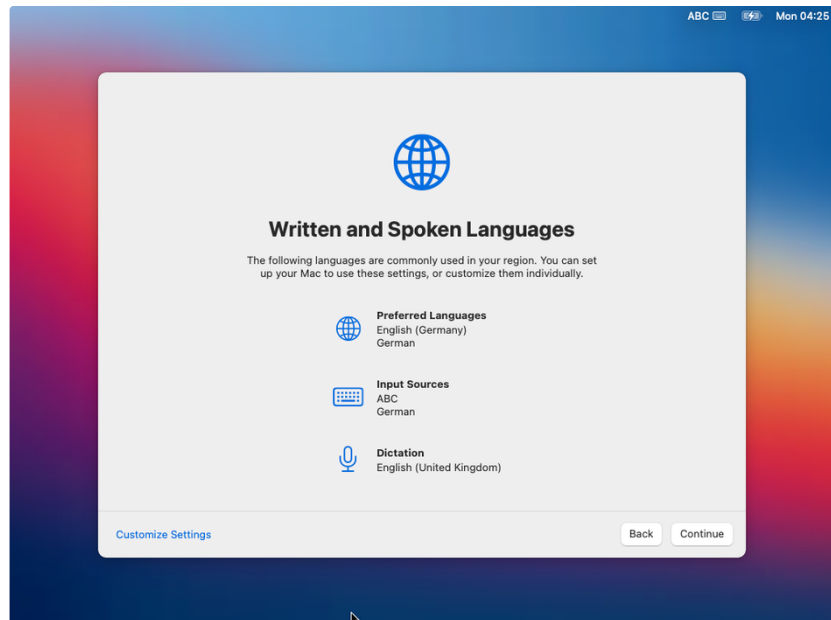> For this setup it's **necessary to have Internet access for it to work**
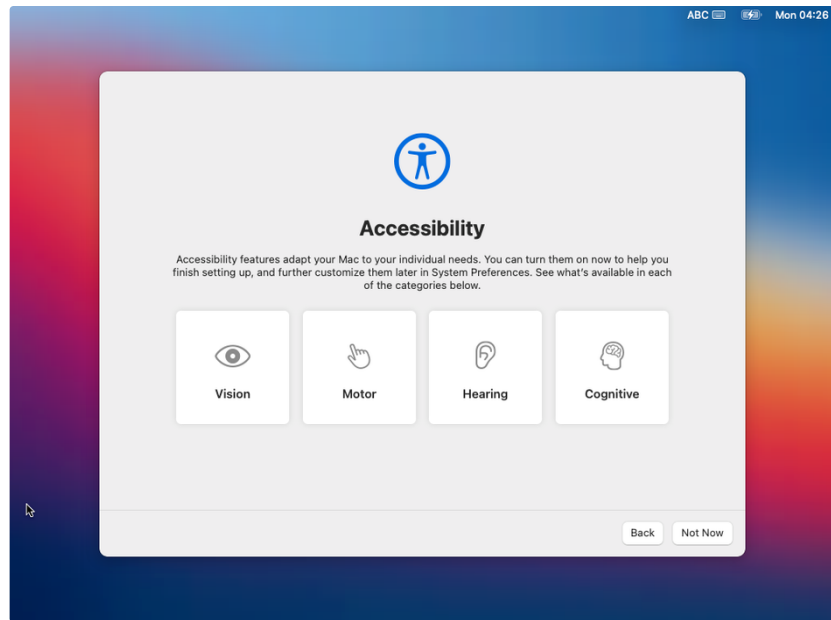
Select the Language
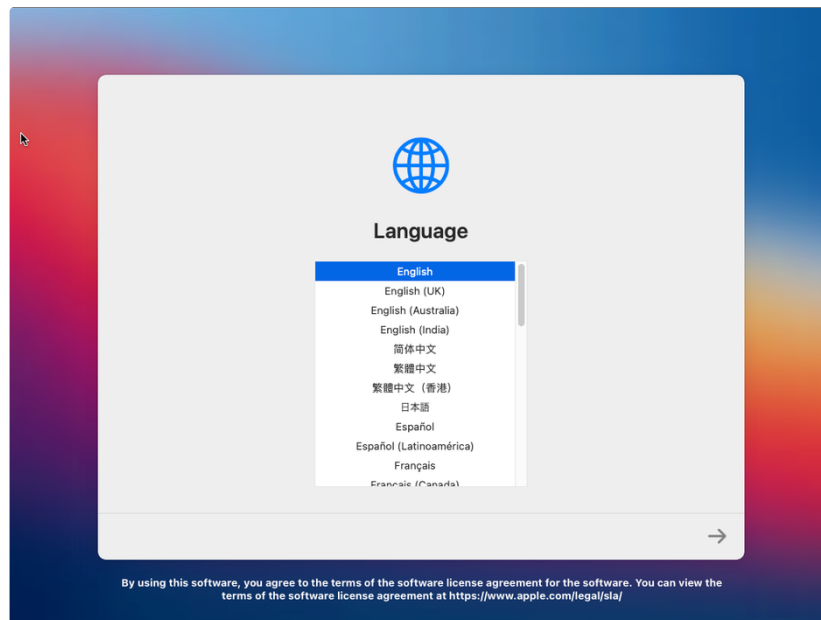
Select the Country or Region

Review the language Settings and press Continue

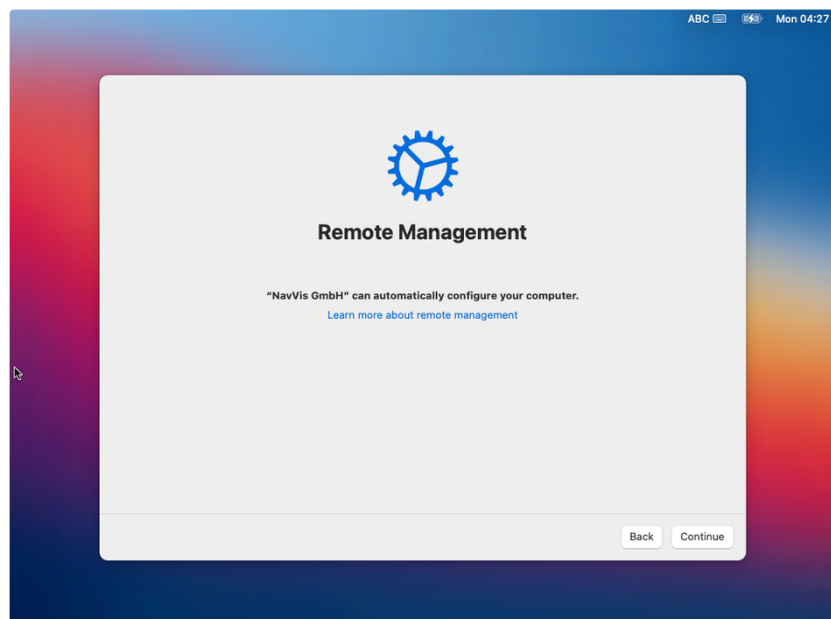Connect to **"New_Hires"** WiFi using the password Provided by onboarding instructor.

Accessibility - You can simply press "Not Now", or configure as you wish

Remote Management - Press Continue.

⚠️ **This Remote Management window needs to show up on this step.**

If it doesn't, make sure you have Internet connection and reboot or contact the IT Team (contact on the bottom)

Insert your **Microsoft Office Account** which can be found in the sheet of paper given to you.

ℹ️ *The username should be in the PDF provided to you on the first day. The format should be your_username@ads.navvis.com*
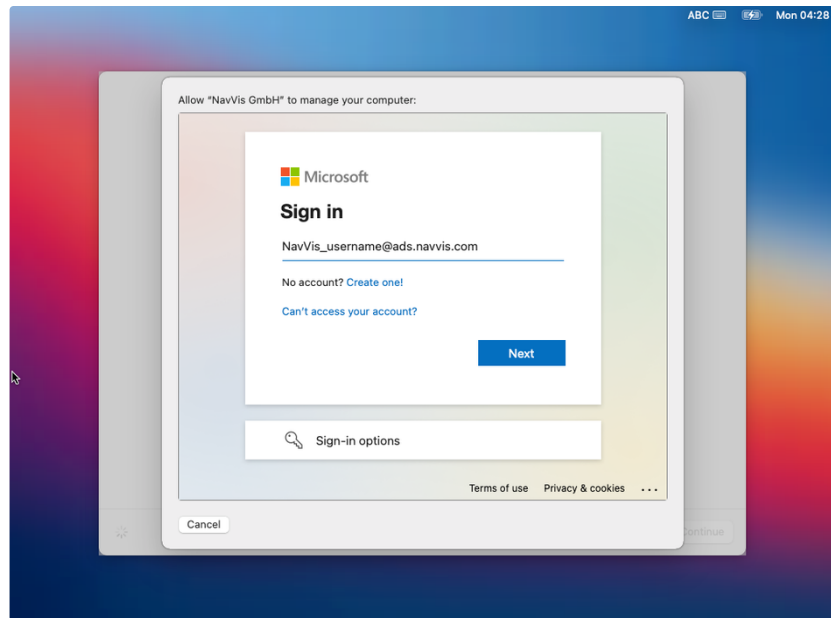
Insert your password and afterwards create a new one.

> ℹ Before changing your password, please read the notes bellow carefully:
>
> - NavVis passwords expire every 6 months
> - The system keeps the history of the last 24 passwords. None of the previous 24 passwords can be used as a new password.
> - Minimum password length is 8 characters with a mixture of special characters and a capital letter.
> - There should be no consecutive same characters contained.
> - A password must be used for at least one day, before it can be changed again.
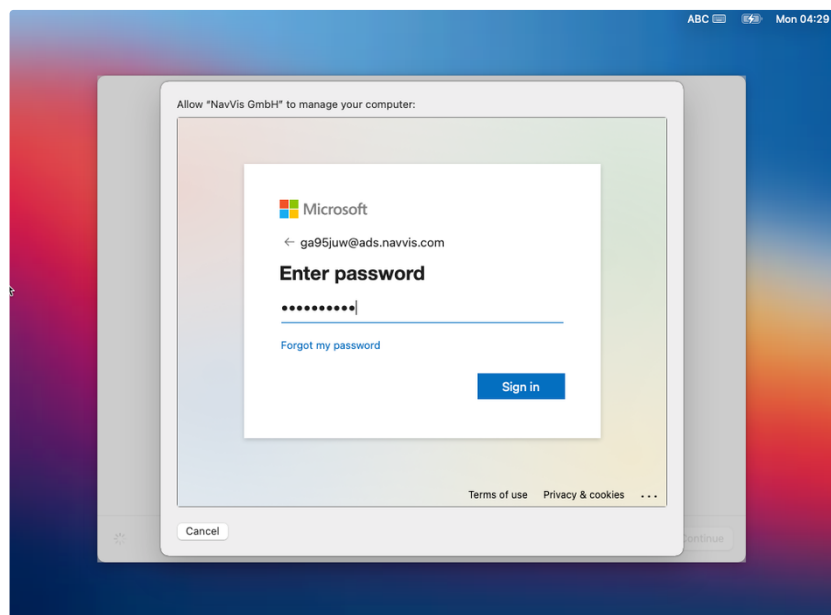
> ℹ You will be asked to set up a MFA. Please follow the instructions:
>
> 1. Select the option "**Use verification code**", then press "**Set up**" in the blue box, to start the configuration process. A QR code will show up that you need to scan
> 2. Open the authenticator application on your mobile and press '+' on the top right, then "**Add work or school account**".
> 3. Scan the QR code

Check "Don't show this again" and press "Yes"
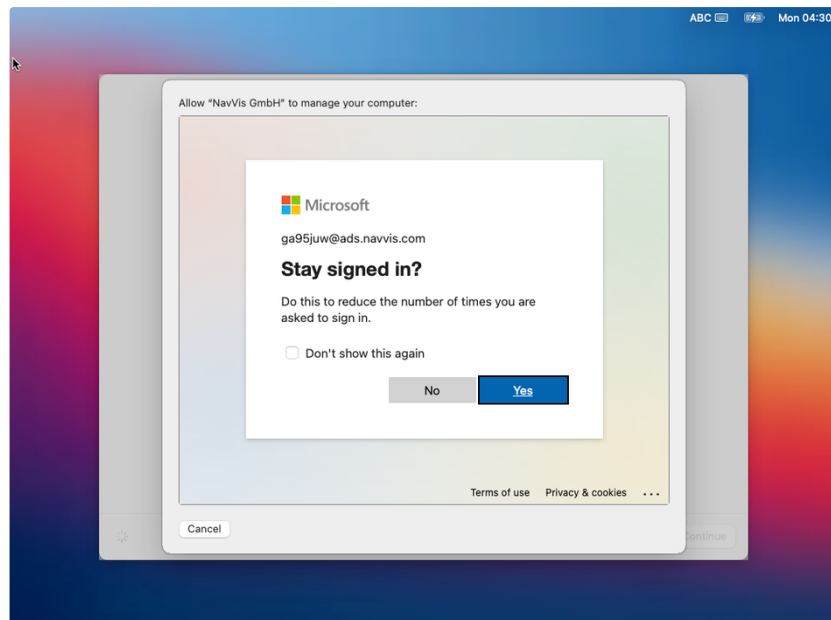
Create local computer account - Use your NavVis username and create a password
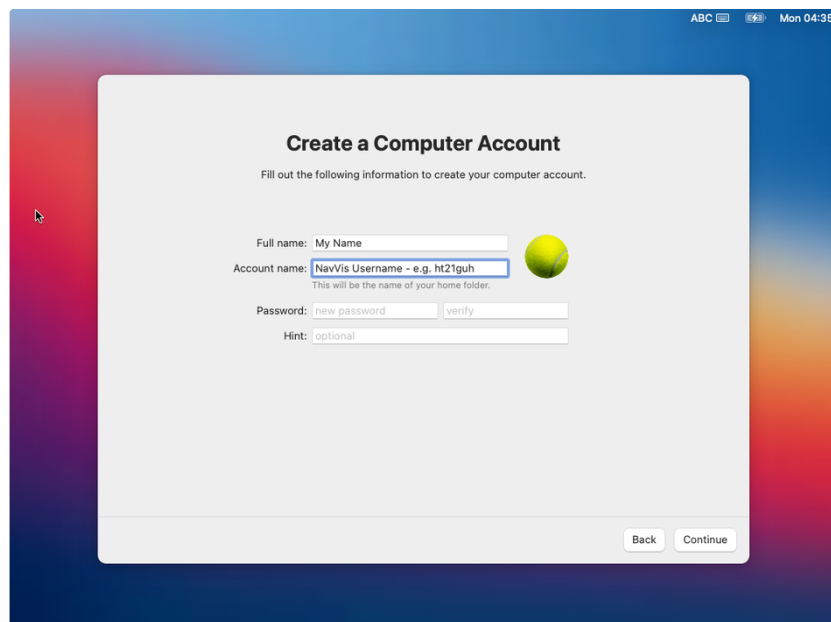
2. Disconnect "New_Hires" and connect to **"Navvis"** WiFi with the **NavVis Account (fl23xyz).**

Stay connected to the internet so that the device can be configured and automatically install softwares like Microsoft Outlook, Teams, Word, Tunnelblick, etc.

> ℹ Please connect to Navvis_Private for personal devices such as smartphones.
>
> Password can be found in Passwork here

3. **Enable FileVault** and have the recovery PIN saved on Azure AD.

- Open System Preference and navigate to Security & Privacy → FileVault
- Select "Turn on FileVault" and then the option to save on Azure AD (not locally)

4. **VPN** - Once Tunnelblick is installed, download the VPN file from the outlook mailbox and import it to Tunnelblick.

  1. Double click on the VPN file and open it and follow the instructions.

  2. Use your NavVis Account

  3. A warning message regarding ip address can be ignored.

> ℹ️ Need Help?
>
> 1. To open a ticket for hardware requests or support, please create a ticket via https://navvis.com/getithelp . You can alternatively use the IT Support Teams channel
> 2. You can find helpful articles for general knowledge like (VPN, Printer configuration, Wifi issues, NAS access, etc.) from the confluence page: https://navvis.atlassian.net/wiki/home.