

Microsoft Office 365 Set Up

Follow the steps below to install the Microsoft Authenticator Application and set up the desired Microsoft Office 365 applications. Or check out the video tutorial: [Microsoft Authenticator](#)

Microsoft Authenticator

1. Open the Authenticator app.
2. Select **add a work or school account**.
3. Choose **Scan a QR code** and **allow** the Authenticator app to access your camera when prompted.
4. On your Enbridge laptop, log in to <https://aka.ms/mfasetup> using your Enbridge email and password.
5. Click on **Add sign-in method** and select **Microsoft Authenticator** as the method
6. Click **Next** twice until a QR code is displayed on your PC screen.
7. Scan the QR code with your Enbridge mobile device.
8. Click **Allow** to allow Authenticator to send notifications to your device.

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To access the Microsoft Office Applications, ensure you have downloaded the Company Portal and the desired applications prior to following the various setup steps. Or check out the video tutorial: [Set Up Company Portal](#)

Teams

1. Launch Teams.
2. Select your account.
3. Enter your Enbridge password.
4. Authenticate your login.
5. Choose whether to enable notifications or not.
6. Click OK to allow microphone access.
7. Click OK to close Teams.
8. Launch Teams.

Outlook

1. Launch Outlook.
2. Click Add Account to your Enbridge account.
3. Click Maybe Later to adding another account.
4. Choose whether to enable notifications or not.
5. Sign into your Office 365 account.

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Outlook

6. Select Open Authenticator.
7. Enter your Enbridge password.
8. Authenticate your login.
9. Outlook will automatically reopen and begin to sync your email.

OneDrive

1. Launch OneDrive.
2. Sign in as required.
3. Check for the files that have been backed up to your Enbridge OneDrive.

OneDrive Photo Sync

1. Launch OneDrive.
2. Click OK to close.
3. Launch OneDrive from your home screen.
4. Tap on the icon/avatar next to the word Home.

OneDrive Photo Sync

5. Click **Settings** at the bottom of the menu.
6. Toggle **Camera Upload** to ON.
7. Select **Confirm**.
8. Select **All Photos**.