



eramet

# USER GUIDE

1

**First steps on Office :  
How to get authenticated ?**

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2

**First steps on Office :  
Be contacted by mobile phone**

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3

**First steps on Office :  
Use Office on mobile phone  
(optional)**


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# First steps on Office : How to get authenticated ?

1°) At your **next login to the Office 365 portal** for Digital Workplace, you will be asked for **more information** :

Click on Next to proceed.



enforced.mfa@eramet.com

### More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

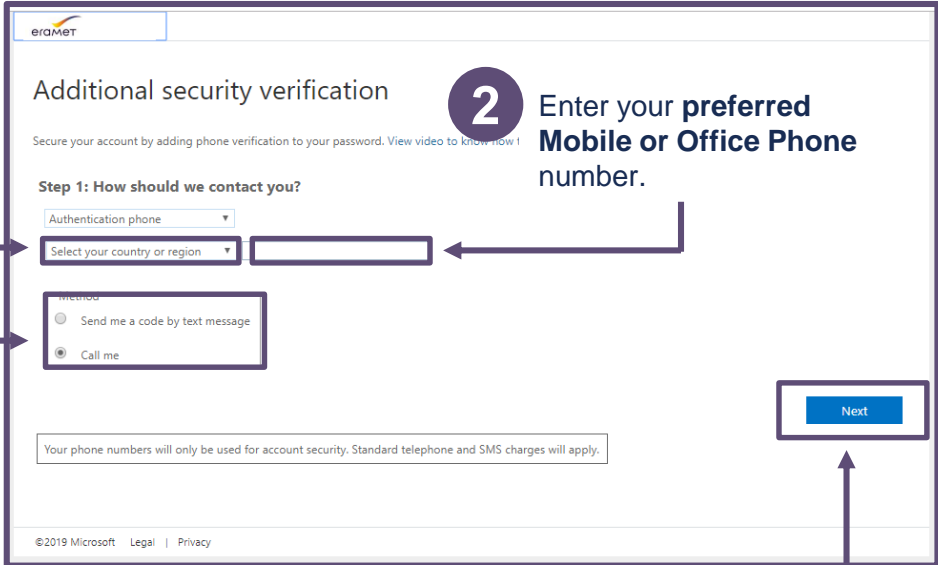
**Next**

2°) Input some **required information** in order to **get authenticated** (don't worry, : they won't be available for other people) :

**1** Choose your **country code prefix** (for US +1, for France +33, etc...)

**3** Select the desired **method** « **SMS** » ( for Mobile number exclusively) or « Call me ».

**4** Click « **Next** » !



**2** Enter your **preferred Mobile or Office Phone** number.



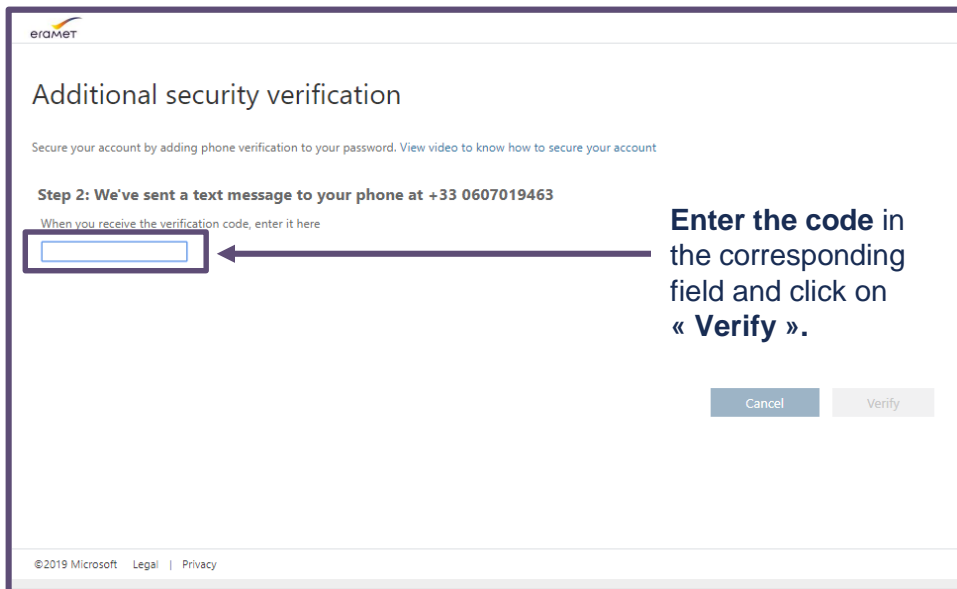
**TIPS** : We recommend you to **choose the « Text » method** to get a **faster authentication** !



# First steps on Office : Be contacted by mobile phone

1°) You have selected the « **Text** » method to get authenticated.

2°) A **code will be sent** to your mobile phone :



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 2: We've sent a text message to your phone at +33 0607019463**

When you receive the verification code, enter it here

**Enter the code in the corresponding field and click on « Verify ».**

[Cancel](#) [Verify](#)

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3°) Once validated, a **password will be generated**.

**Memorize and keep this password safely !**

This **password will be required** to get **access to Outlook or Skype**, from outside and inside the Eramet Network. You will be able to **get a safe access to these applications** even if you're out of the office.



Once you're done, click on "Finish" : **you're now safely authenticated !**

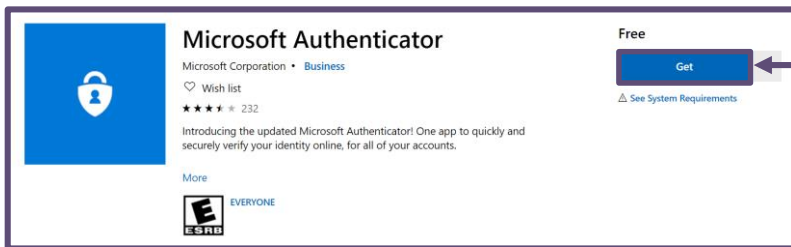


**TIPS :** To **easily save the password**, click on the **"copy in clipboard" icon** and paste in any file stored in a safe place.



# First steps on Office : Use Office on mobile phone

1°) To **simply use** your Office applications on your mobile phone, without getting authenticated each time you use them :



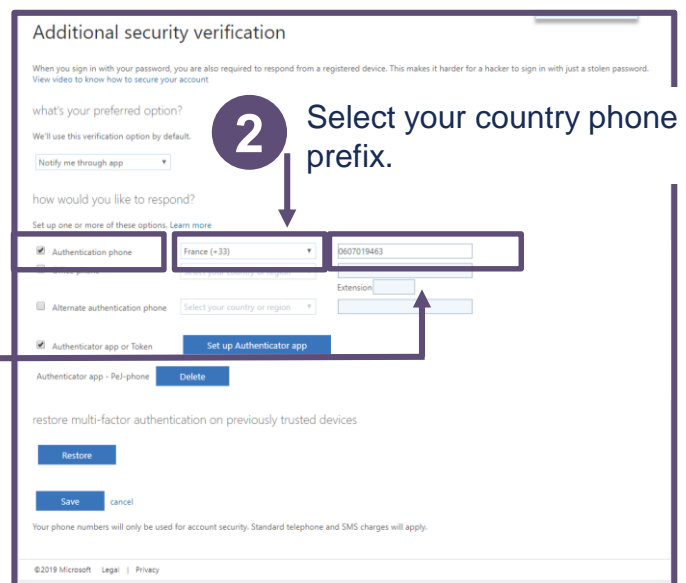
Get the **Microsoft Authenticator app**.

2°) Once you have it downloaded and installed, go to the following URL :  
<https://account.activedirectory.windowsazure.com/Proofup.aspx>

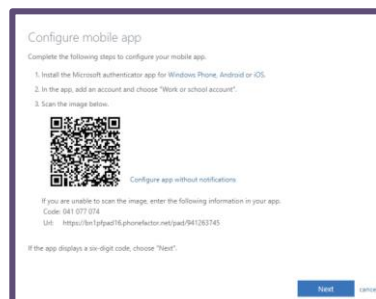
3°) Once you've opened the URL :

**1** Check the box  
« **Authentication Phone** ».

**3** Type your mobile  
phone number  
and then click on  
« **Set up  
Authenticator  
app** ».



4°) The following window opens :



**Warning, don't click on « Next » once you reach this step, keep open this window with the visible QR Code.**

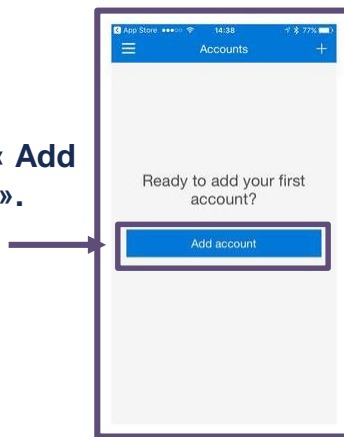


# First steps on Office : Use Office on mobile phone

5°) At the same time, **open your Microsoft Authenticator app.**

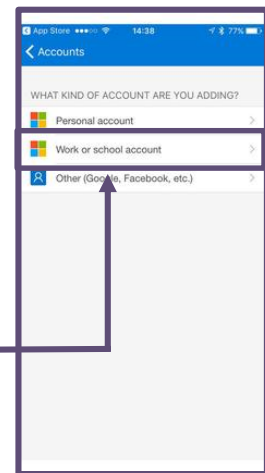
**1**

Click on « **Add account** ».



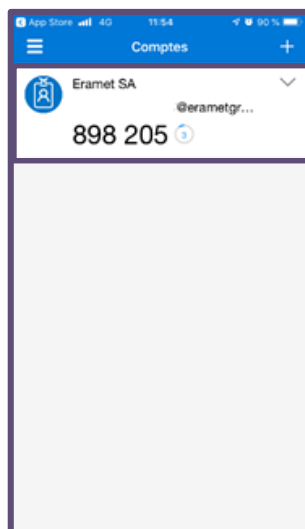
**2**

On the following screen, chose « **Professional or school account** ».



The smartphone will automatically launch the Camera Application, so you can scan the QR code that appears on your screen (refer to step 4)

6°) **Once configured, your account is now completely registered on your smartphone.**



**TIPS :** During the authentication process, **you'll be asked to « accept »** the connection form the application. Accept it to save time later !