

Welcome to External Collaboration with Microsoft Teams

This guide will show you how you can log in to a Microsoft Team offered to you as a service by Munich Re using your company e-mail address. These instructions are intended for external guests of a Team.

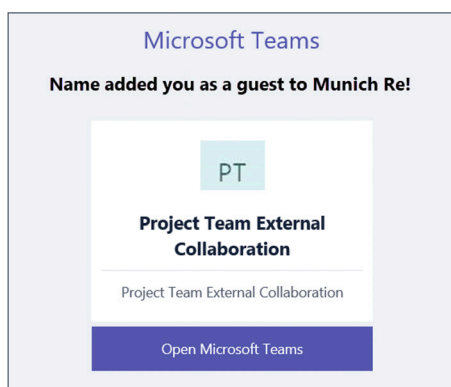
Prerequisites

- A Munich Re staff member has added you to a Team as a guest using your **company e-mail address**.
- Please use a suitable **current browser** (e.g. Chrome or Edge). Other browsers (e.g. MS Internet Explorer) are not suitable.
- You also need a **telephone connection** or the **Authenticator App** for the mandatory multi-factor authentication.
- We recommend using the Authenticator app, otherwise you will have to re-authenticate at regular intervals.

Steps to follow

(both if you have or do not have an Office 365 account):

1



In your inbox you will find an email from Microsoft Teams (noreply@email.teams.microsoft.com) stating **You have been added to Munich Re in Microsoft Teams as a guest**. Open the Team from this email by clicking on **Open Microsoft Teams**.

2



Microsoft

testcustomer@testcompany.com

Review permissions

M Munich Re munichre.onmicrosoft.com

This resource is not shared by Microsoft.

The organisation Munich Re would like to:

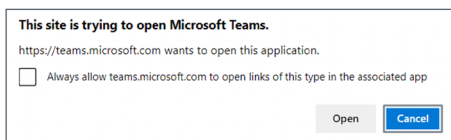
- ✓ Sign you in
- ✓ Read your name, email address and photo

You should only accept if you trust Munich Re. By accepting, you allow this organisation to access and process your data to create, control and administer an account according to their policies. [Read Munich Re's privacy statement](#). Munich Re may log information about your access. You can remove these permissions at <https://myapps.microsoft.com/MunichRe.onmicrosoft.com>

Cancel Accept

You will be automatically redirected to the next page where you give consent to the processing of your data in order to create, control and manage an account in accordance with the policy. A new window will open automatically. Click on **Accept**.

3



This site is trying to open Microsoft Teams.

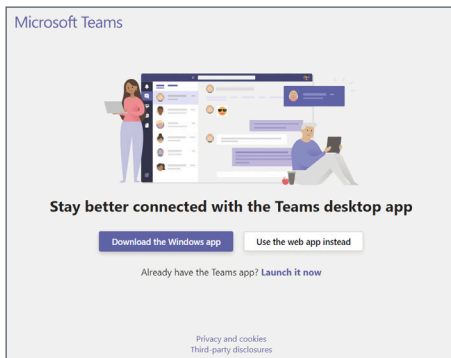
<https://teams.microsoft.com> wants to open this application.

☐ Always allow teams.microsoft.com to open links of this type in the associated app


Open Cancel

You will now be prompted to open Microsoft Teams, which you confirm by clicking on **Open**.

4



Microsoft Teams



Stay better connected with the Teams desktop app

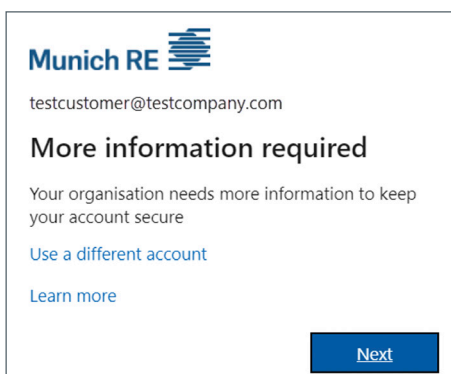
Download the Windows app Use the web app instead

Already have the Teams app? [Launch it now](#)

Privacy and cookies
Third-party disclosure

The start screen of Teams is displayed and you can decide which version of Teams you want to use. For example, you can click on **Use the web app instead** to open Teams in your browser.

5



Munich RE

testcustomer@testcompany.com

More information required

Your organisation needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

You will be informed that further information is required to protect your account. Please do not change the account and click **Next**.

6

The screenshot shows a window titled "Keep your account secure" with the subtitle "Your organisation requires you to set up the following methods of proving who you are." Below this, it says "Microsoft Authenticator" and "Start by getting the app". There are two instructions: "On your phone, install the Microsoft Authenticator app. [Download now](#)" and "After you install the Microsoft Authenticator app on your device, choose 'Next'." Below these is a link "I want to use a different authenticator app". At the bottom right is a blue "Next" button. At the bottom left is a link "I want to set up a different method".

You will now be prompted to set up MFA (multi-factor authentication) to access the Office 365 tenant at Munich Re Group. By default it is assumed that you are using the Microsoft Authenticator app, which we also recommend. If this is the case, click on **Next** in the two following windows. If you would like to use a different authentication method, click on **I want to set up a different method** ([see Authentication with telephone](#)).

7

The screenshot shows a window titled "Keep your account secure" with the subtitle "Your organisation requires you to set up the following methods of proving who you are." Below this, it says "Microsoft Authenticator" and "Scan the QR code". There is a text box for the QR code. Below this, it says "Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account." and "After you scan the QR code, choose 'Next'." Below this is a QR code. Below the QR code is a link "Can't scan image?". At the bottom right are "Back" and "Next" buttons. At the bottom left is a link "I want to set up a different method".

The following describes the procedure with the Authenticator App by Microsoft. You can find the app in the App Store. Install this app before you continue with the registration. Scan the QR code in the login screen with the Authenticator App. Click on **Next**.

8

The screenshot shows a window titled "Keep your account secure" with the subtitle "Your organisation requires you to set up the following methods of proving who you are." Below this, it says "Microsoft Authenticator" and "Let's try it out". There is a checkmark icon and the text "Approve the notification we're sending to your app." Below this are "Back" and "Next" buttons. At the bottom left is a link "I want to set up a different method".

Authentication via the Authenticator app is now being tested. To do this, approve the request in your Microsoft Authenticator App on your smartphone.

9

The screenshot shows a window titled "Keep your account secure" with the subtitle "Your organisation requires you to set up the following methods of proving who you are." Below this, it says "Microsoft Authenticator" and "Notification approved" with a green checkmark icon. Below this is a checkmark icon and the text "Approve the notification we're sending to your app." Below this are "Back" and "Next" buttons. At the bottom left is a link "I want to set up a different method".

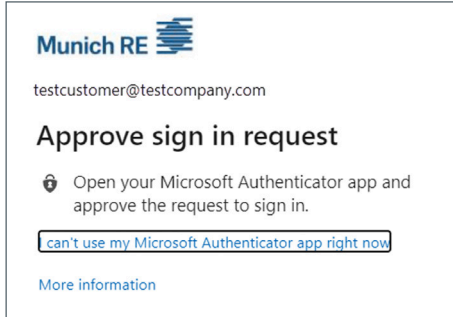
You will now see a positive test result. If you want to set up another additional login method, click on the link **I want to set up another method**. Otherwise, click on **Next**.

10

The screenshot shows a login screen for Munich RE. At the top is the Munich RE logo. Below this is the email address "testcustomer@testcompany.com". Below this is the text "Enter password". Below this is a password input field. At the bottom are "Back" and "Sign in" buttons.

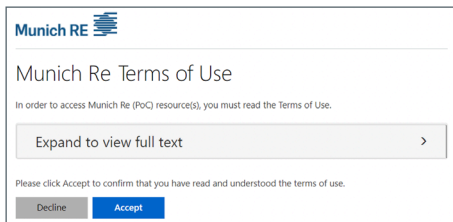
Log in with your Microsoft account. To do this, enter your password.

11

The screenshot shows a sign-in request from Munich RE. At the top is the Munich RE logo. Below it is the email address 'testcustomer@testcompany.com'. The main heading is 'Approve sign in request'. A lock icon is followed by the text 'Open your Microsoft Authenticator app and approve the request to sign in.' Below this is a link that says 'can't use my Microsoft Authenticator app right now'. At the bottom left is a link for 'More information'.

In the Microsoft Authenticator app on your smartphone, authorize access.

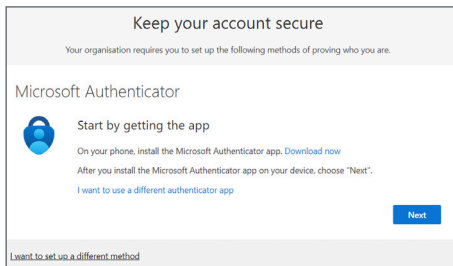
12

The screenshot shows the 'Munich Re Terms of Use' screen. It has the Munich RE logo at the top. The heading is 'Munich Re Terms of Use'. Below it is a sub-heading: 'In order to access Munich Re (PoC) resource(s), you must read the Terms of Use.' There is a button labeled 'Expand to view full text' with a right arrow. Below that is a message: 'Please click Accept to confirm that you have read and understood the terms of use.' At the bottom are two buttons: 'Decline' and 'Accept'.

You will then be asked to accept our Terms of Use. This completes the registration process and you can actively use the Team.

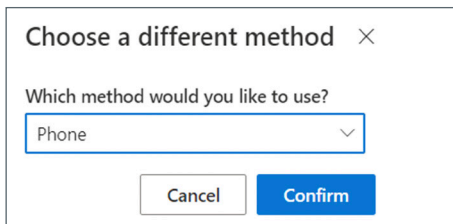
Authentication with telephone

1

The screenshot shows a screen titled 'Keep your account secure' with a sub-heading: 'Your organisation requires you to set up the following methods of proving who you are.' The main heading is 'Microsoft Authenticator'. There is a blue shield icon. The text says 'Start by getting the app'. Below that is a link: 'On your phone, install the Microsoft Authenticator app. Download now'. Then it says 'After you install the Microsoft Authenticator app on your device, choose "Next".' There is a link: 'I want to use a different authenticator app'. At the bottom right is a 'Next' button. At the bottom left is a link: 'I want to set up a different method'.

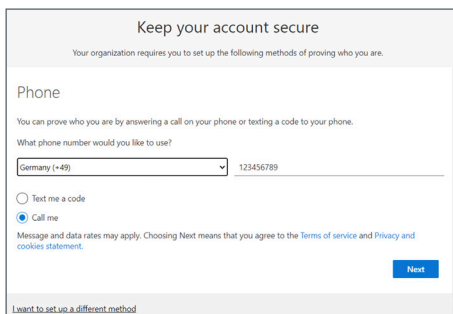
You have carried out the previous description up to item 6 and decide to authenticate with another method. To do this, click on **I want to set up another method**.

2

The screenshot shows a screen titled 'Choose a different method' with a close button (X). The main heading is 'Which method would you like to use?'. Below it is a dropdown menu showing 'Phone'. At the bottom are two buttons: 'Cancel' and 'Confirm'.

Select **Phone** in the list and confirm your selection.

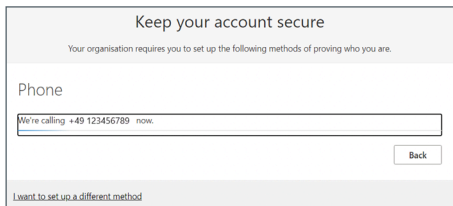
3

The screenshot shows a screen titled 'Keep your account secure' with a sub-heading: 'Your organization requires you to set up the following methods of proving who you are.' The main heading is 'Phone'. Below it is a sub-heading: 'You can prove who you are by answering a call on your phone or texting a code to your phone.' The text says 'What phone number would you like to use?'. There is a dropdown menu showing 'Germany (+49)' and a text input field with '123456789'. Below that are two radio buttons: 'Text me a code' and 'Call me' (which is selected). Below the radio buttons is a link: 'Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.' At the bottom right is a 'Next' button. At the bottom left is a link: 'I want to set up a different method'.

Enter the telephone number you would like to use to authenticate yourself. If you use a smartphone, you can have an SMS with a code sent to you or you can receive a call. If you use a landline telephone, please select **Call me**.

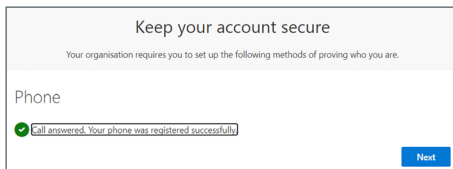
In our example, we choose **Call me** as Microsoft will probably discontinue the SMS function.

4



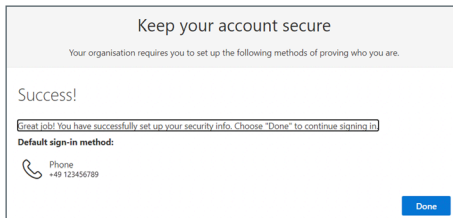
You will receive an automatically generated callback to the telephone number you have specified, which you have to confirm with #.

5



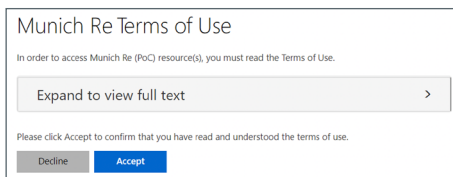
If the telephone has been registered successfully, you can continue with **Next**.

6



You will now see the authentication methods you selected and can complete the authentication.

7



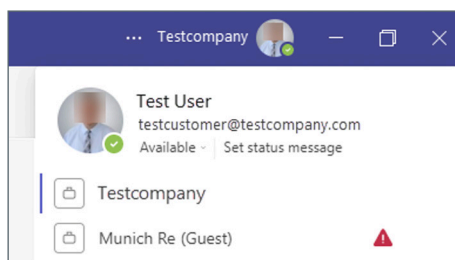
You will then be asked to accept our Terms of Use. This completes the registration process and you can actively use the Team.

Overview of Teams

If you are not yet familiar with Microsoft Teams, you can get a valuable introduction by following this link:

[Click here for info on Teams](#)

Note for Teams users



If you use Teams in your company, you can switch between both "Team worlds" in the upper right corner of your Teams window.