

Welcome to External Sharing with Office 365 Groups

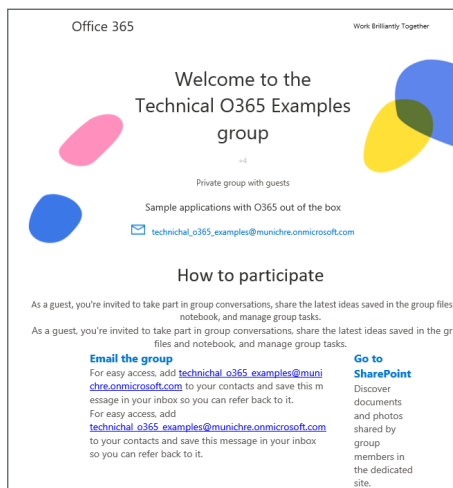
This guide will show you how you can register to an Office 365 Group, which is a service offered to you by Munich Re. These instructions are intended for external guests of a Group.

Requirements

- A Munich Re employee has added you to a group as a guest.
- Important: Your **company e-mail address** was used for this purpose, as public domain addresses (e.g. Gmail, Hotmail, Web.de) are not permitted.
- Please use a suitable **current browser** (Chrome or Edge). Other browsers (e.g. Internet Explorer) are not suitable.
- You will also need a **telephone connection** (mobile or landline) or the **Authenticator MobileApp** for the mandatory multi-factor authentication.

Steps to follow if you have an Office 365 account:

1



In your inbox you will find an e-mail from “groupname@munichre.onmicrosoft.com” on behalf of “name@munichre.com” with a note that you have been added to a group. Open the group from this e-mail by clicking **Go to SharePoint**.

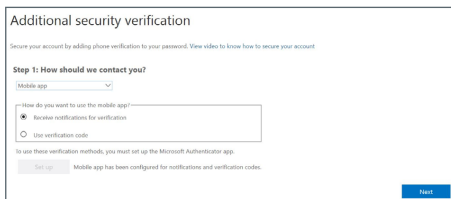
Please keep this invitation e-mail safe.

2



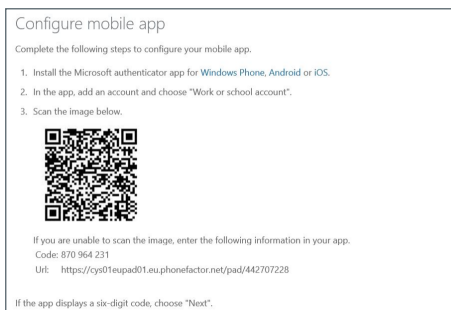
On the next page, authorise the processing of your information to create, control, and manage an account in accordance with the policies. A new window will open automatically. Click **Accept**.

3



You will be informed that further information is required to protect your account. Please do not change the account and click **Next**. You will now be asked to set up the MFA (Multi-Factor Authentication) for access to the Office 365 Tenant at Munich Re Group. In the first step, you can choose your preferred means of authentication.

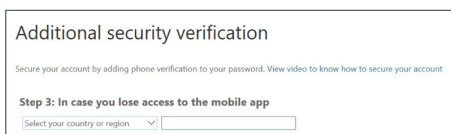
4



The following describes the procedure with Microsoft's Authenticator App. For [authentication by callback](#), see below.

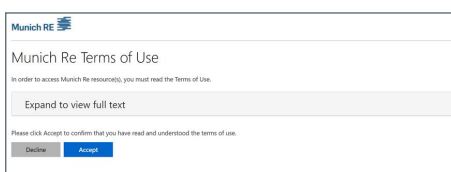
You can find the app in the App Store. Install this app before you continue with the login. In the logon window (on the device on which you performed the first steps), select **Mobile App** as the authentication means and **Receive notifications for verification** as the verification variant. In the Authenticator App, add a new account. Scan the QR code in the logon screen with the Authenticator app. Click **Next**.

5



Authentication via the Authenticator App is now being tested. Finally, enter your phone number. Finish the process.

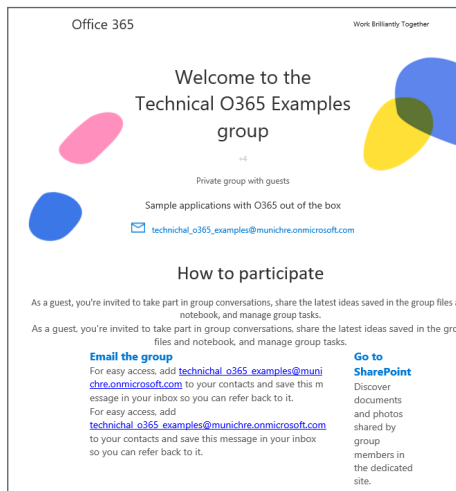
6



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

Steps to be taken if there is no company Office 365 account

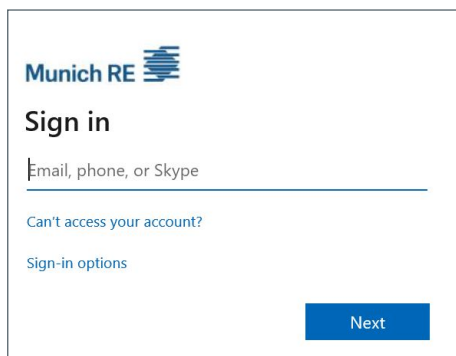
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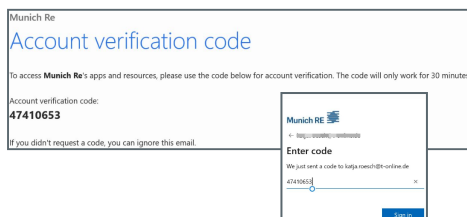
Please keep this invitation e-mail safe.

2



A window opens in which you enter your e-mail address. Click on **Next**.

3

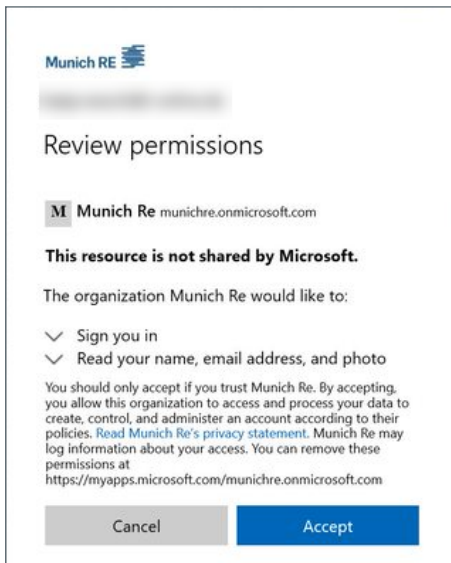


In the next window, enter the **code** you received by e-mail.

Attention: This code is only valid for 30 minutes.

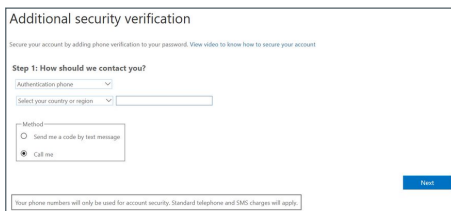
Click on **Register**.

4



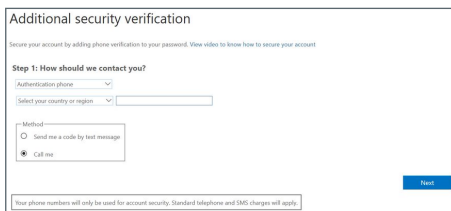
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6



Below, the procedure with callback is described.

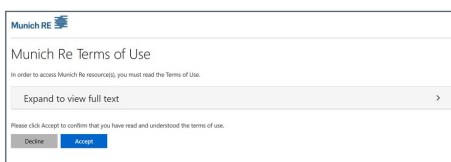
Select **Authentication phone**, enter the corresponding phone number and select **Call me** (code via SMS is not recommended as Microsoft has already announced discontinuation of the service). Click **Next**.

7



You will receive an automatically generated callback to the phone number you entered. Confirm with #.

8



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

We recommend that you create a favourite for your group for easier handling – especially if you have been invited to several groups.

We wish you every success in collaborating with Office 365 Groups!