NAWC Teams Meeting Preparation

for Toyota Affiliate Attendees

This instruction will show you how to register your Multi-Factor Authentication (MFA) to access to TMNA Microsoft environment for your upcoming NAWC Teams meeting(s).

If your email address domain is @toyota.com, toyota.ca, lexus.com, lexus.ca, mfsusa.com, toyotacredit.ca, you will NOT need to register.

If not - Please follow the instruction below.

- 1) If you have already registered MFA for TMNA, you will be prompted to enter your authentication code or approve from the Authentication app -> Please enter or approve, you will see the SharePoint site, then you are good to go!
- 2) If you never registered MFA for TMNA, the process would take you to register your MFA. Please follow the MFA setup instruction.

For any technical issues, please send an email to the NAWC planning team – terumi.kobayashi@toyota.com and stephanie.frantz@toyota.com

Step 1: You will receive an invitation email from "Terumi Kobayashi" with subject "Terumi Kobayashi (TMNA) wants to share NAWC 2023"

Please note: the diagram below may display a bit differently depending Hello, on your choice of device. To ensure you have access on the day of the conference, please log into your account with this link Go To NAWC 2023 Click this link This message was sent from an i Privacy Microsoft Microsoft Office One Microsoft Way nond, WA 4211 0053-5300 USA

Please click on the link "NAWC 202

Step 2: If you see the sign in screen below, select 'Organizational account'.

o accept organizati iddress) ir erms for y	your invitation, sign in with a Microsoft account or an account assigned to you by your on. By signing in you allow myteams.toyota.com to use your basic profile (name and email a accordance with their privacy statement. myteams.toyota.com has not provided links to their you to review. You can remove these permissions at myapps.microsoft.com.
	Microsoft account Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.
Á	Organizational account Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.
on't have	e either account? Create a Microsoft account, it's quick and easy!
	Legal Privacy

Step 3: Sign in by entering your organization email address and click 'Next'.

c:			
Sign in			_
Email, phone, or Sky	/pe		_
No account? Create on	e!		
Can't access your acco	unt?		
			×
	Back	Next	
🔍 Sign-in option	ns		

Step 4: Enter Password and click 'Sign in'

*** If you are seeing "More information required" message – Go to Step 8

Microsoft	
Enter password	
Forgot password?	
	Sign in

Step 5: Multifactor Authentication option will appear.

Please select '**Text** or '**Call**' option. Your device will receive the code. Or you may approve from your **Microsoft Authenticator** mobile app.

ONE TOYOTA terumi.b.kobayashi@outlook.com Verify your identity	
Text +X XXX-XXX-XX27	
Call +X XXX-XXX-XX27	You may choose different method for multi-factor
More information Are your verification methods current? Check at https://aka.ms/mfasetup Consel	authentication by clicking
Cancei	

Step 6: Enter your code and click "Verify" or approve from your Authenticator app.



Step 7: Confirm that you are seeing the NAWC2023 Congratulations! page – and you are good to go!



Step 8: If you see this message, click "Next"

Step 9: Microsoft Authenticator setup screen will come up. If you would like to use Microsoft Authenticator app, click "**Download now**" to download. Then click "Next."

If you do not like to use the Authenticator, just click "Next" (recommended)

Y	our organization requires you to set up the following methods of proving who you are.
licros	soft Authenticator
6	Start by getting the app
	On your phone, install the Microsoft Authenticator app. Download now
	After you install the Microsoft Authenticator app on your device, choose "Next".
	I want to use a different authenticator app Next

Step 10: Microsoft Authenticator setup screen will come up. You can scan from the app.

If you would like to use **Text Message** to receive a code, click "I want to set up a different method" (we recommend this method)

Your organization requires you to set up the following methods of proving who you are	
Microsoft Authenticator	
Scan the QR code	
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.	
After you scan the QR code, choose "Next".	
Can't scan image?	
Back Next	Recommend using tex
	message for the
want to set up a different method	authentication code.

Step 11: "Choose a different method" screen will appear. Select "Phone" and click "Confirm"

/licrosoft Authe	enticator
Scan the QR code	e
Use the Microsoft Authen app with your account.	ticator app to scan the QR code. This will connect the Microsoft Authenticator
Can't scan image?	Choose a different method × Which method would you like to use? Phone ✓ Cancel Confirm
	Back

Step 12: Phone number setup screen will appear. Please setup your phone#, make sure your country code is correct too. Click "Next"

rou can prove who	you are by answering a call o	on your phone or texting a cod	le to your phone.
What phone numb United States (+1)	r would you like to use?	•]
Text me a cod			
Call me			
Message and data and cookies stater	ates may apply. Choosing Neent.	ext means that you agree to th	e Terms of service and Privacy Next

Step 13: You will see the final authentication code screen – Enter the code that you just received to your cell phone.

Yc	our organization requ	iires you to set up	the following metho	ds of proving who y	ou are.
Phone We just server Resend code	a 6 digit code to +1	î. Ent	er the code below.	Back	Next
want to set i	ip a different method	ł			

Step 14: You will see the registration completion messages. Click "Next" and "Done"



Keep your account secure
Your organization requires you to set up the following methods of proving who you are.
Success! Great job! You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method:

Step 15: Congratulations! Your MFA is successfully setup, and you are ready for the NAWC Teams meeting to join now.

