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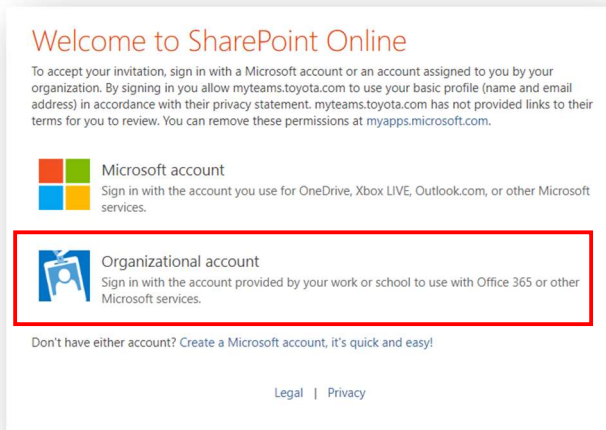
Step 1: You will receive an invitation email from "Terumi Kobayashi" with subject "**Terumi Kobayashi (TMNA) wants to share NAWC 2023**"

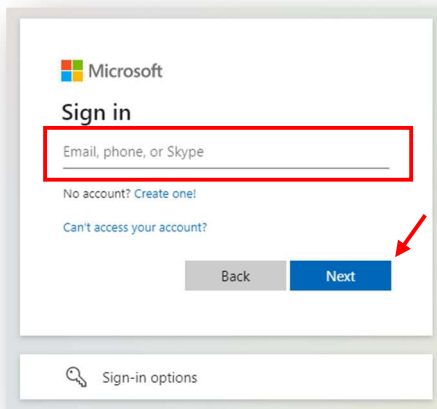Please click on the link "**NAWC 202**
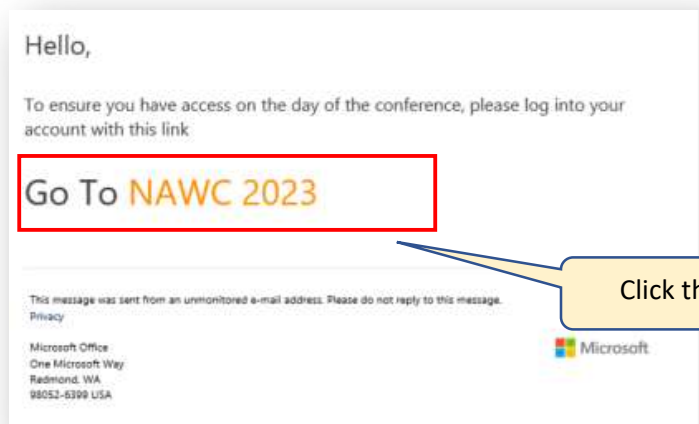
Please note: the diagram below may display a bit differently depending on your choice of device.

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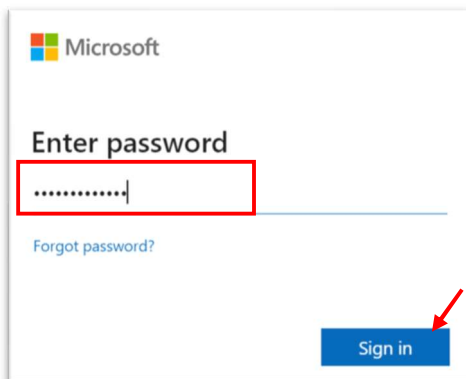

Step 3: Sign in by entering your organization email address and click '**Next**'.


Step 4: Enter Password and click '**Sign in**'

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

**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.

You may choose different method for multi-factor authentication by clicking
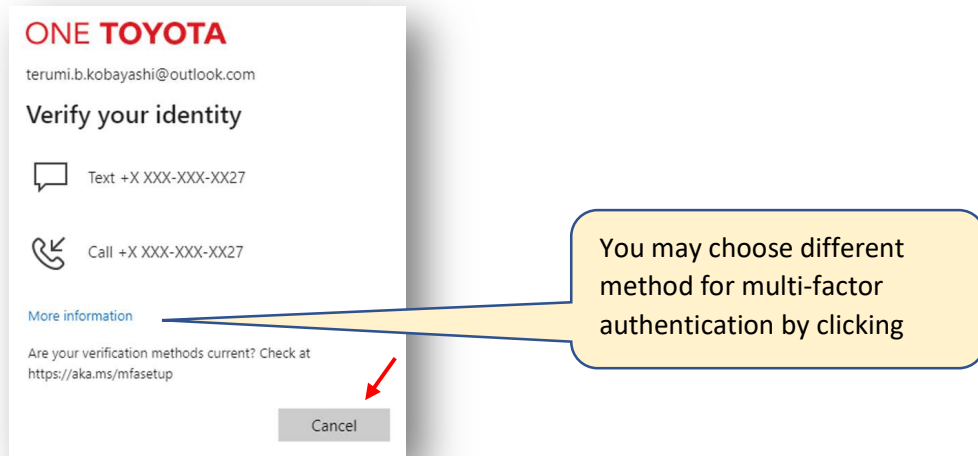
Step 6: Enter your code and click "Verify" or approve from your Authenticator app.
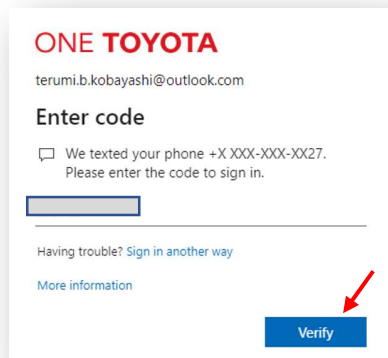
St**ep 7**: Confirm that you are seeing the NAWC2023 Congratulations! page – and you are good to go!
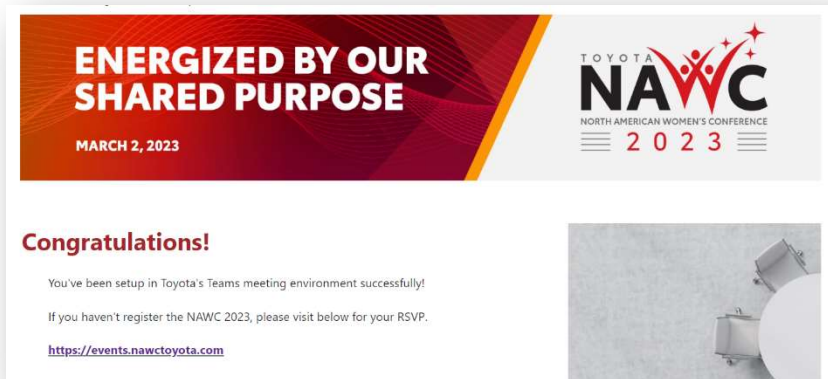
========================= **MFA Setup** =========================

**Step 8:** If you see this message, click "**Nex**t"
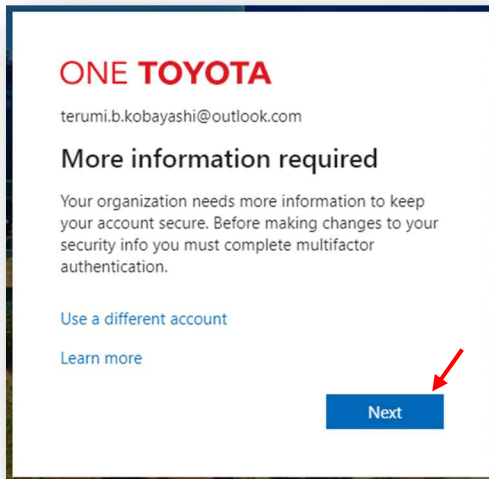
Step 9: Microsoft Authenticator setup screen will come up. If you would like to use Microsoft Authenticator app, click "**Download now**" to download. Then click "Next."

If you do not like to use the Authenticator, just click "**Next**" (recommended)
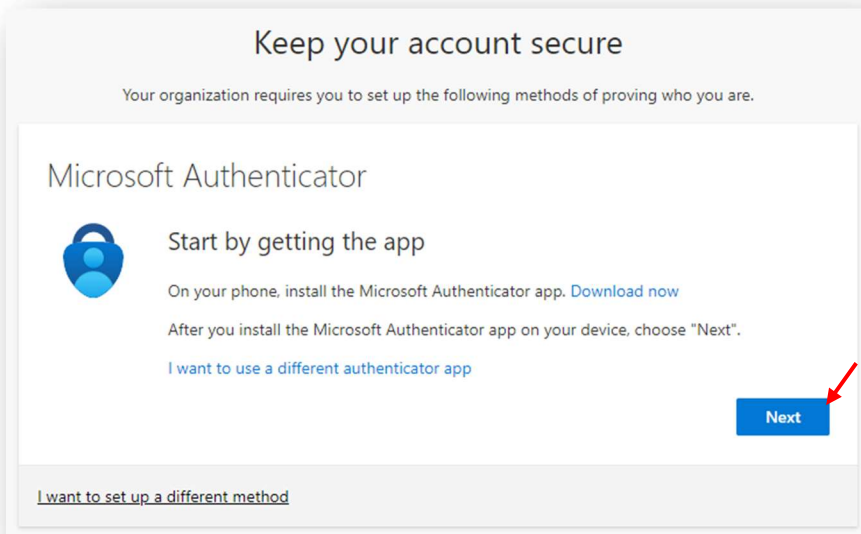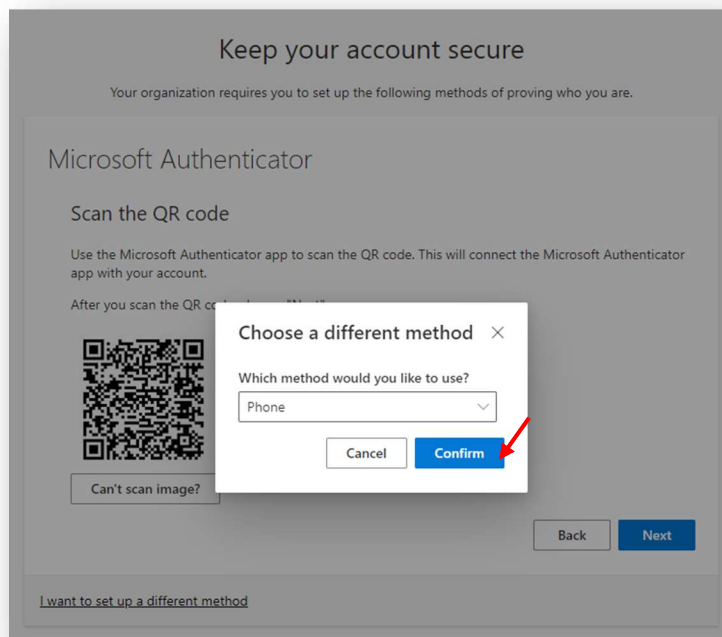
Step 10: Microsoft Authenticator setup screen will come up. You can scan from the app.

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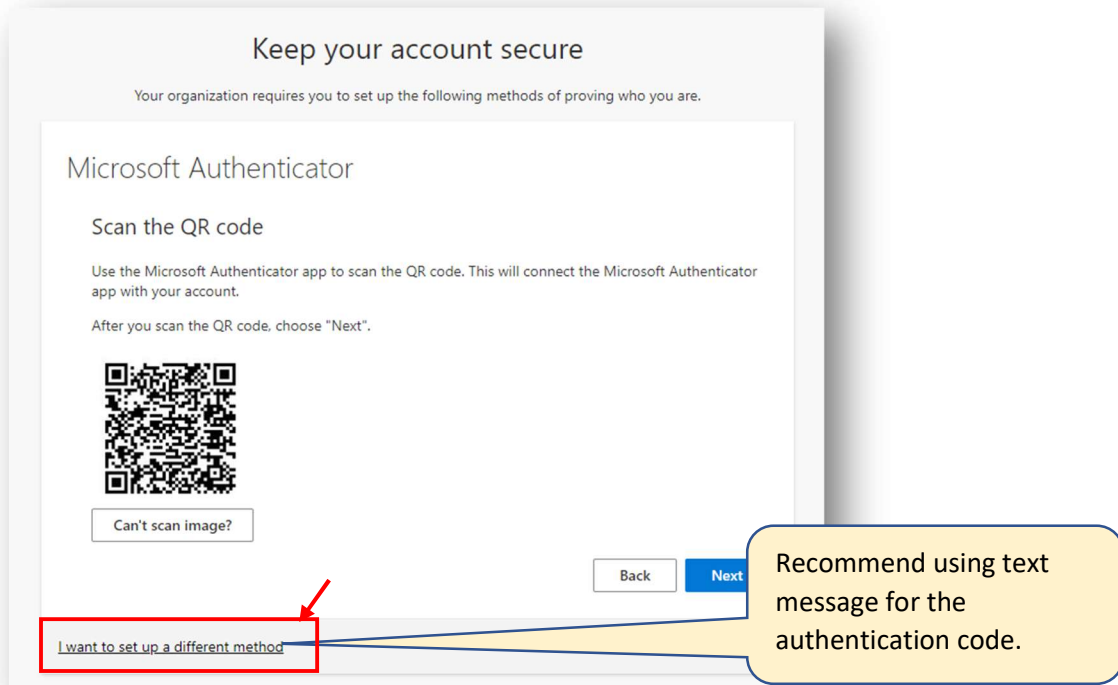
Step 11: "**Choose a different method**" screen will appear. Select "**Phone"** and click "**Confirm**"

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

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

Step 14: You will see the registration completion messages. Click "**Next**" and "**Done**"
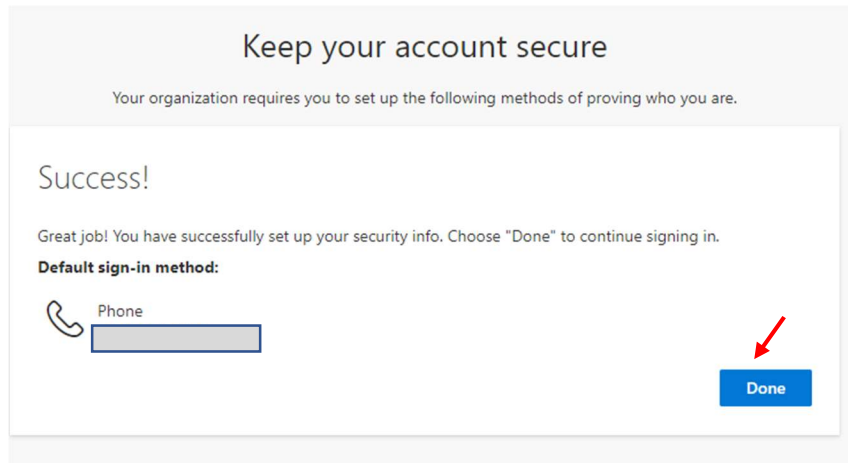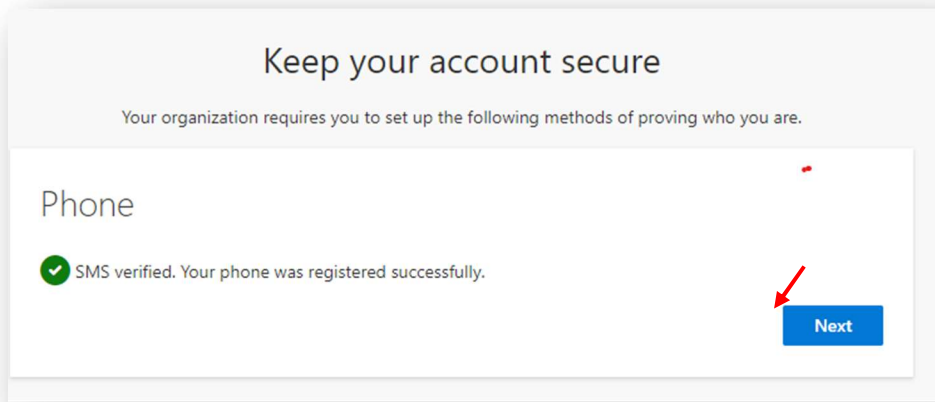
Step 15: **Congratulations!** Your MFA is successfully setup, and you are ready for the NAWC Teams meeting to join now.