

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.

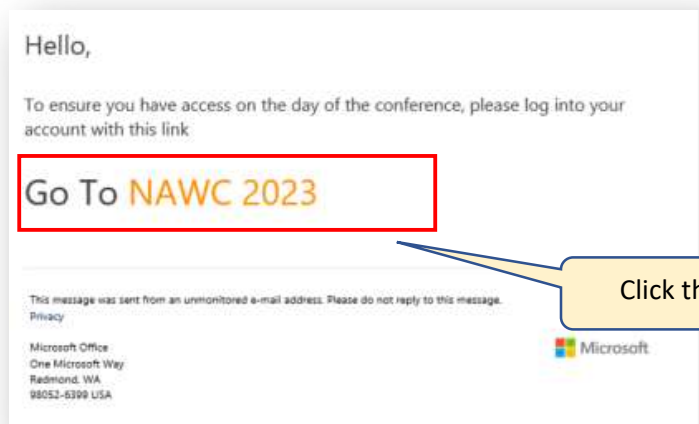
If not - Please follow the instruction below.

- 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

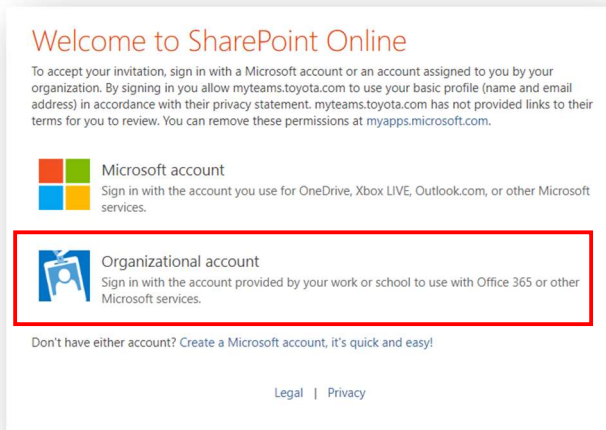
Step 1: You will receive an invitation email from “Terumi Kobayashi” with subject “**Terumi Kobayashi (TMNA) wants to share NAWC 2023**”

Please click on the link “**NAWC 202**”

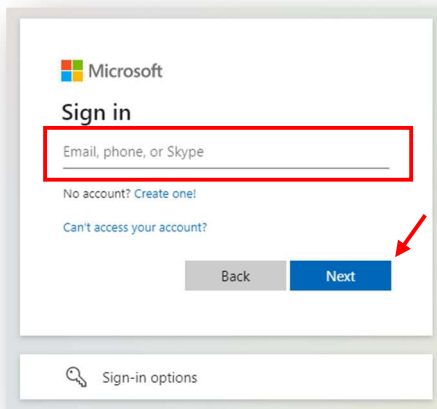


Please note: the diagram below may display a bit differently depending on your choice of device.

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

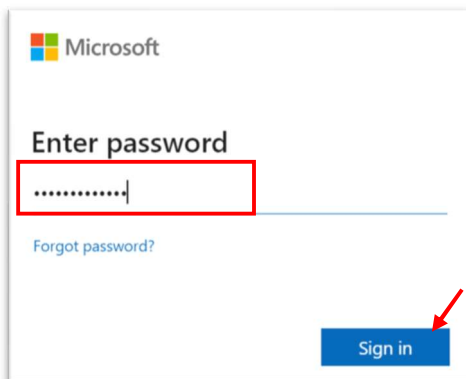


Step 3: Sign in by entering your organization email address and click **'Next'**.



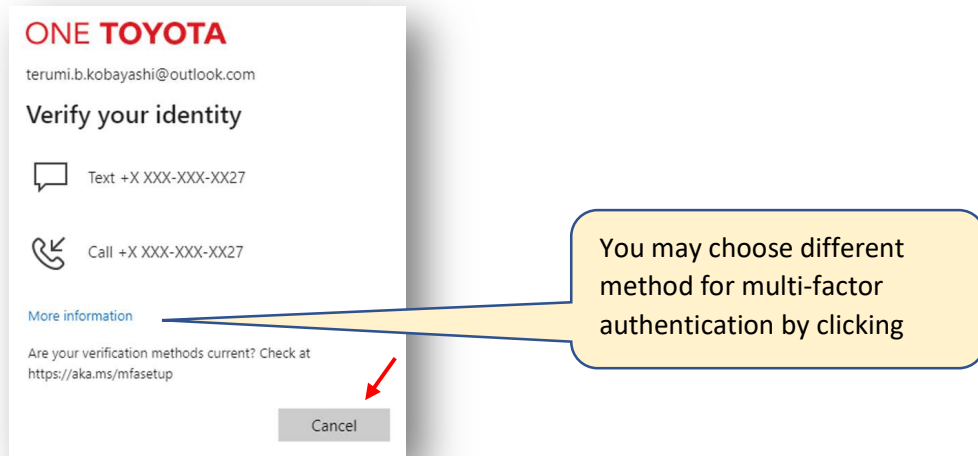
Step 4: Enter Password and click **'Sign in'**

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

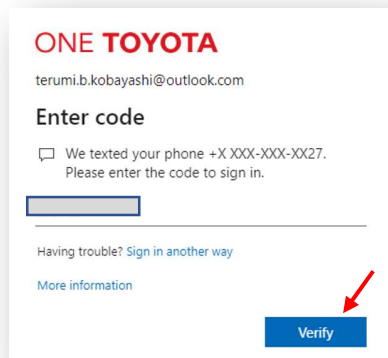


Step 5: Multifactor Authentication option will appear.

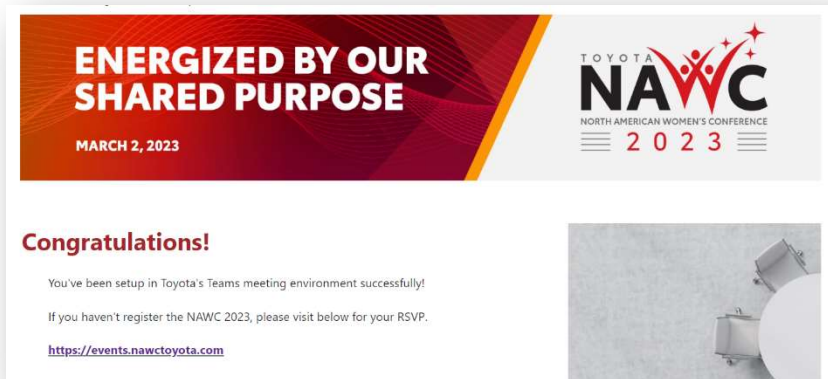
Please select **'Text'** or **'Call'** option. Your device will receive the code. Or you may approve from your **Microsoft Authenticator** mobile app.



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

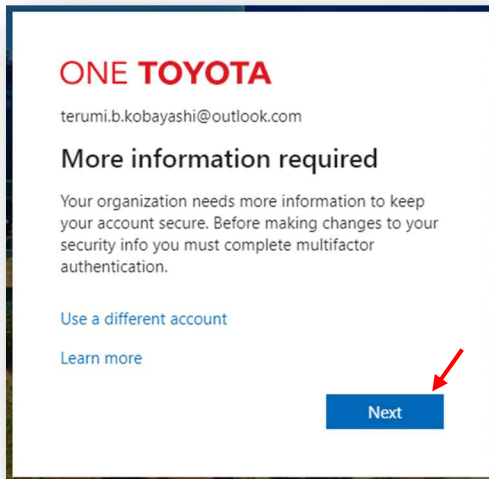


Step 7: Confirm that you are seeing the **NAWC2023 Congratulations!** page – and you are good to go!



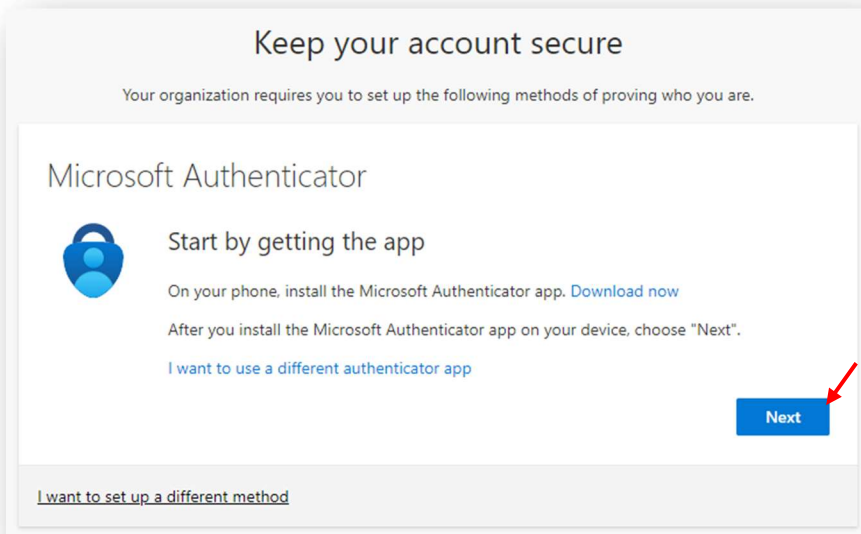
===== MFA Setup =====

Step 8: If you see this message, click “Next”



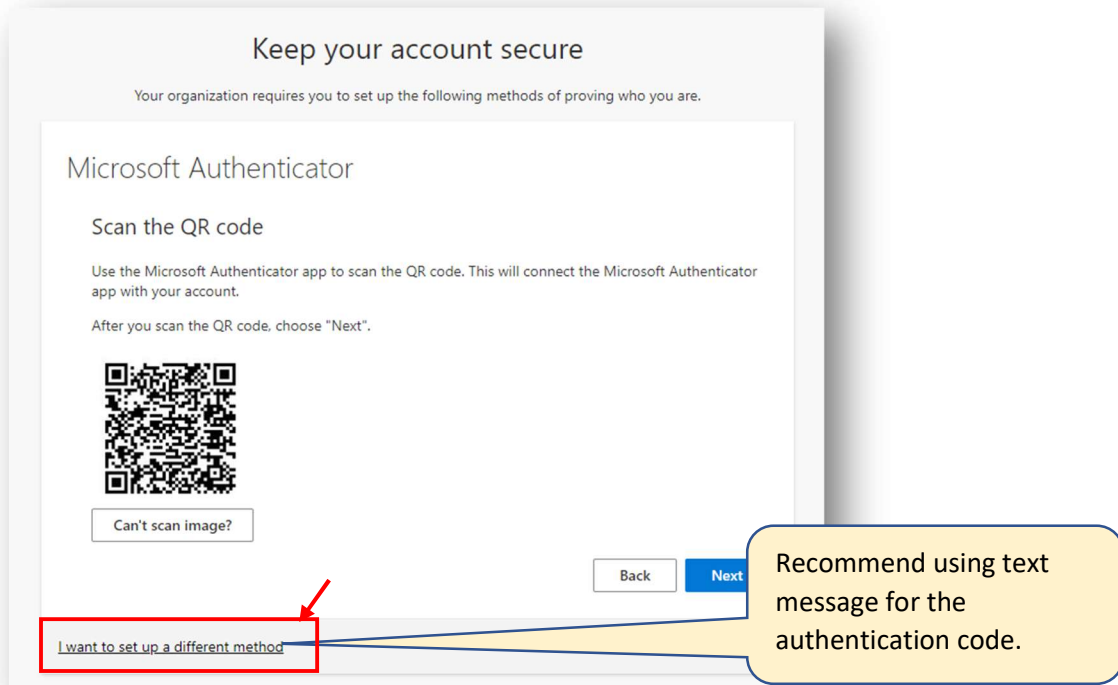
Step 9: Microsoft Authenticator setup screen will come up. If you would like to use Microsoft Authenticator app, click “Download now” to download. Then click “Next.”

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

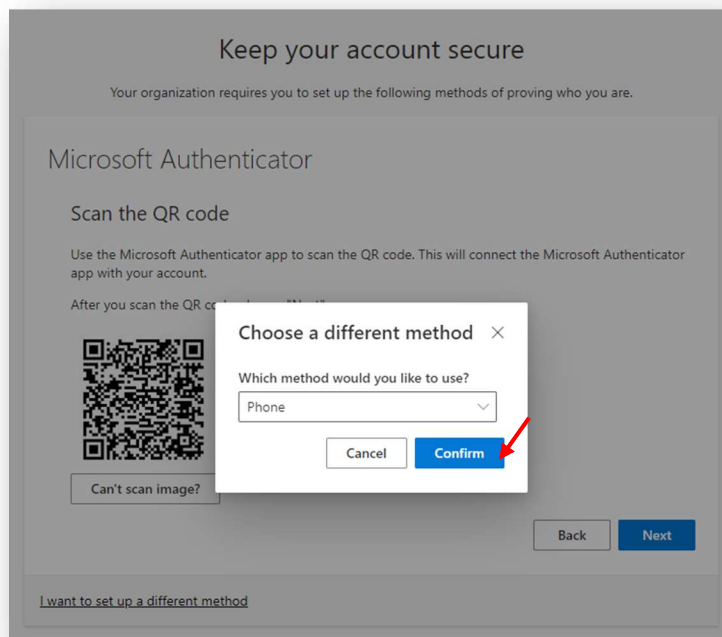


Step 10: Microsoft Authenticator setup screen will come up. You can scan from the app.

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”



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

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1)

Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Next](#)

[I want to set up a different method](#)

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

. Enter the code below.' There is an empty text input field for the code. Below that is a link: 'Resend code'. At the bottom right are two buttons: 'Back' and 'Next' (highlighted in blue with a red arrow). At the bottom left is a link: 'I want to set up a different method'."/>

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

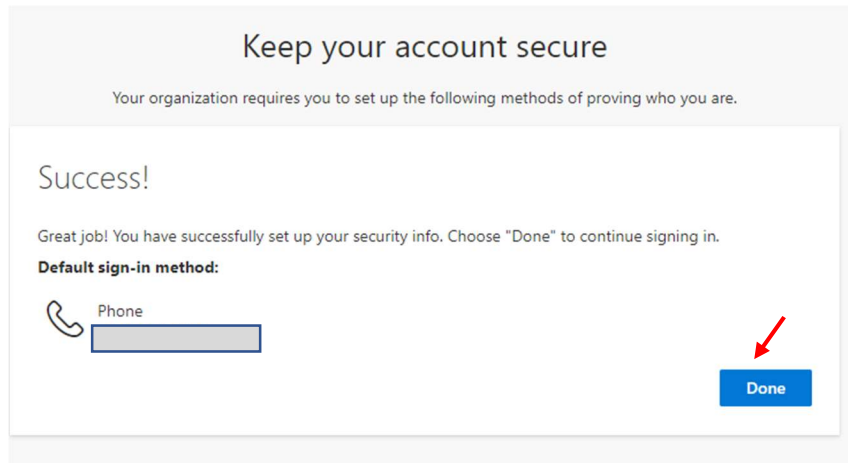
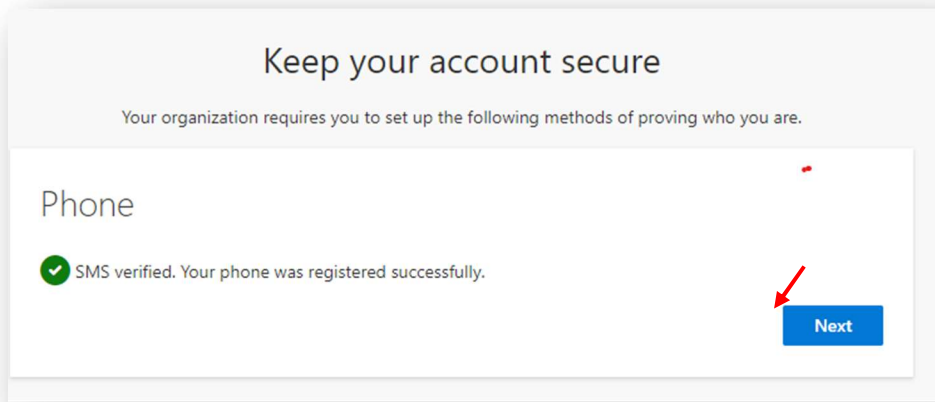
We just sent a 6 digit code to +1 . Enter the code below.

[Resend code](#)

[Back](#) [Next](#)

[I want to set up a different method](#)

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.

