

# G-Suite and Gmail Onboarding Steps

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- Step 3 - Multi Factor Information Need
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- Step 5 - Choose Authentication Method
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- Step 8 - Enter Authentication Code
- Step 9 - Success
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**Note:** The instructions outlined below are ensuring your Microsoft Identity is configured correctly. This is a onetime process.

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## Step 1 - Login


If your organization uses Google Enterprise already, then you'll use your Google credentials to log in. If you don't know your password for your Google account, you will need to contact an IT representative in your company

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 Sign in with Google

### Choose an account

to continue to [microsoftonline.com](#)



**Test Tradepartner**  
jedtesttradepartner@gmail.com



**Use another account**

To continue, Google will share your name, email address, language preference, and profile picture with [microsoftonline.com](#).

English (United States) ▼

[Help](#)

[Privacy](#)

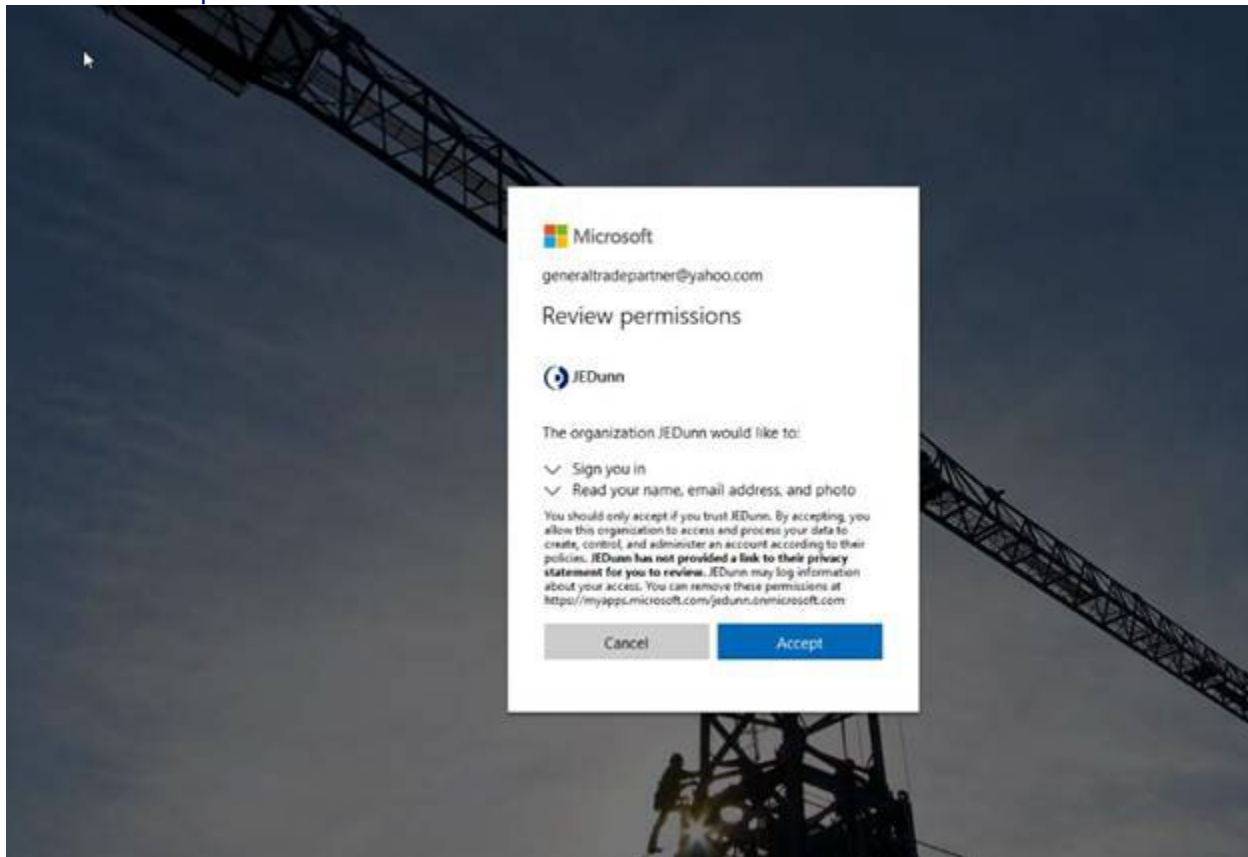
[Terms](#)

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## Step 2 - Review Permissions Policy

At this point, you've successfully signed into your Google account. Next, you need to need to review a couple of things before continuing.

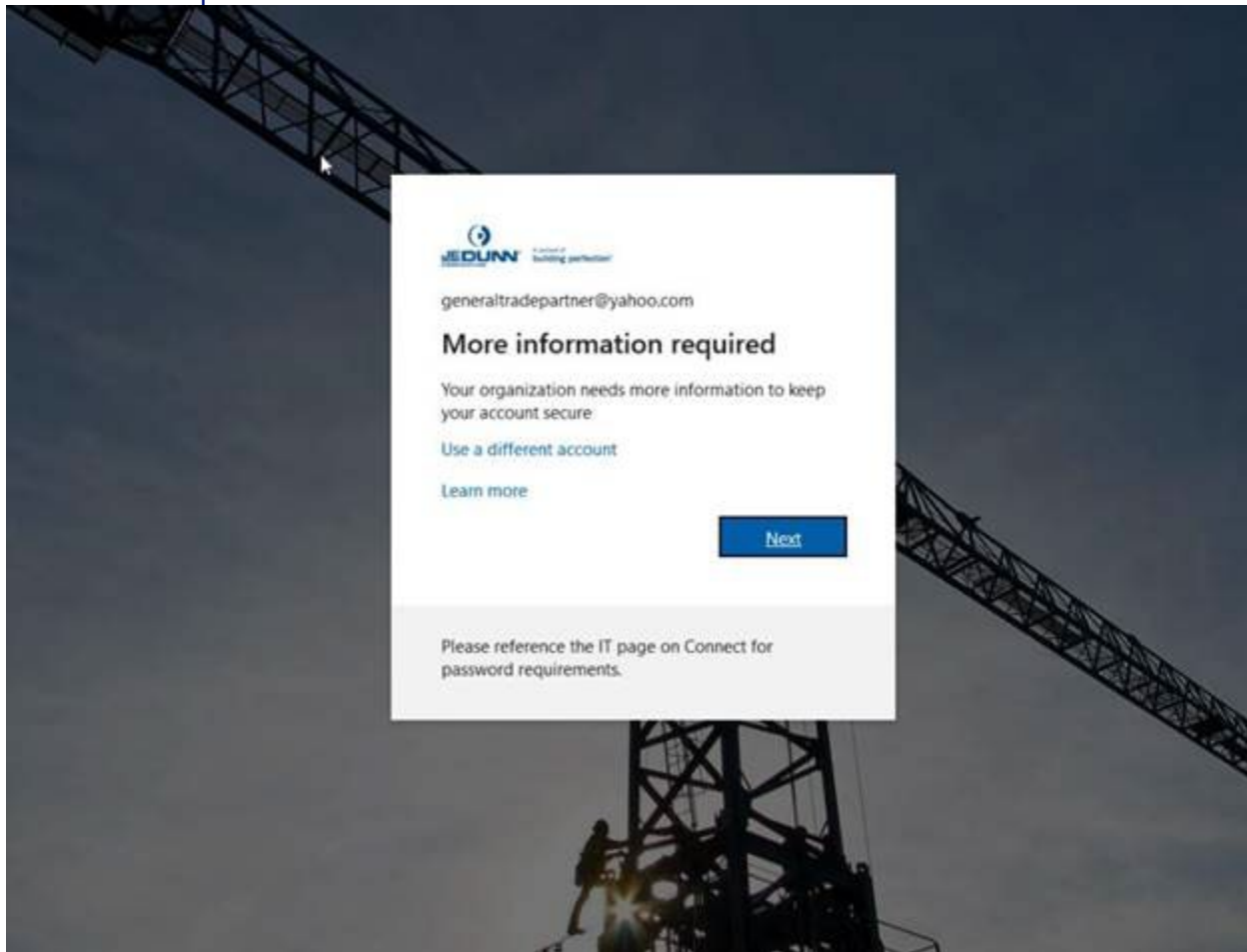
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## Step 3 - Multi Factor Information is Required

Now we need to set up a security step called multi-factor authentication or MFA. This step is similar to what many websites like Amazon or your bank are now doing to ensure that even if your username and password are stolen, someone else can't log into the system with those stolen credentials.

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## Step 4 - Accept Terms of Use

Review the terms of use established by JE Dunn Construction.

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The screenshot shows the JEDunn Terms of Use page. At the top left is the JEDunn logo with the tagline "A tradition of building perfection". The main heading is "JEDunn Terms of Use". Below this, a message states: "In order to access JEDunn resource(s), you must read the Terms of Use." There is a button labeled "JE Dunn Terms of Use" with a right-pointing arrow. Below this button, a message says: "Please click Accept to confirm that you have read and understood the terms of use." At the bottom are two buttons: "Decline" and "Accept".

JEDunn A tradition of building perfection

### JEDunn Terms of Use

In order to access JEDunn resource(s), you must read the Terms of Use.

JE Dunn Terms of Use >

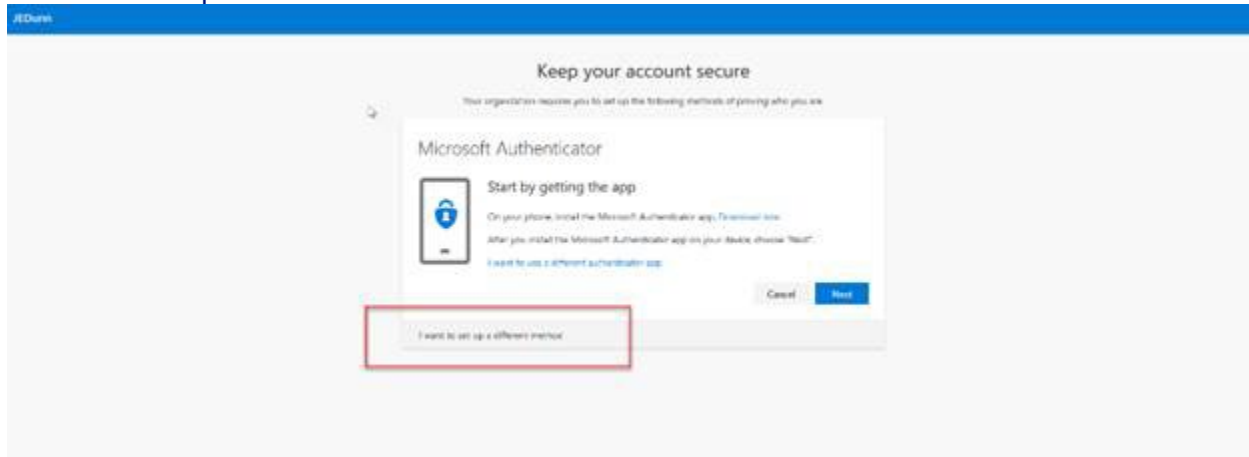
Please click Accept to confirm that you have read and understood the terms of use.

Decline Accept

## Step 5 - Choose Authentication Method

Now we need to collect your mobile number so that we can send you a text whenever you sign in. The easiest way to get going is to click the link at the bottom of the window labeled "I want to set up a different method".

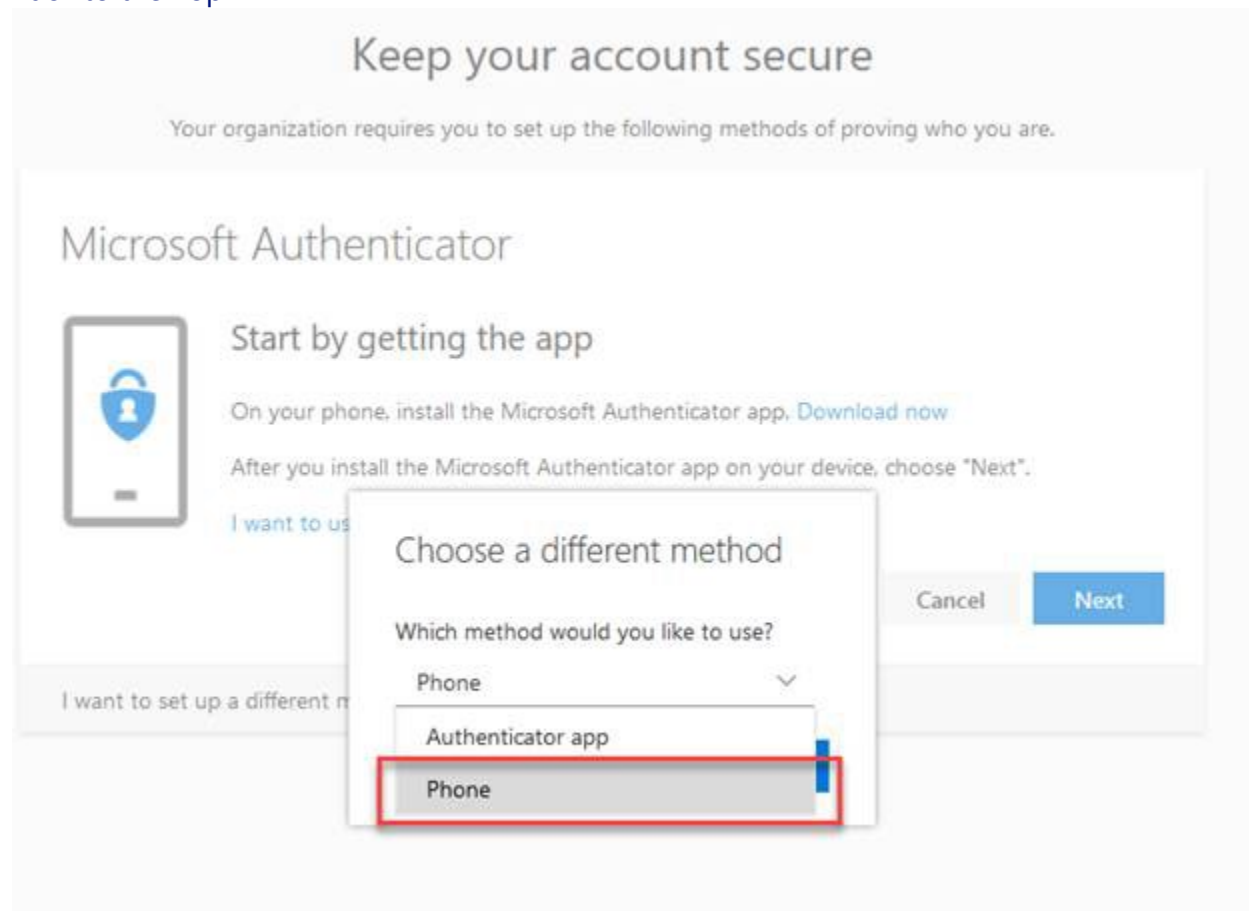
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## Step 6 - Select Authentication Method

Open your options and select "phone".

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The screenshot shows the Microsoft Authenticator setup interface. At the top, it says "Keep your account secure" and "Your organization requires you to set up the following methods of proving who you are." Below this, the "Microsoft Authenticator" section is visible. It includes a smartphone icon with a blue shield and the text "Start by getting the app". Instructions state: "On your phone, install the Microsoft Authenticator app, [Download now](#). After you install the Microsoft Authenticator app on your device, choose 'Next'." There are links for "I want to use" and "I want to set up a different method". A modal dialog box titled "Choose a different method" is open, asking "Which method would you like to use?". It has a dropdown menu currently showing "Phone". Below the dropdown, there are two options: "Authenticator app" and "Phone". The "Phone" option is highlighted with a red rectangular border. To the right of the dialog are "Cancel" and "Next" buttons.

## Step 7 - Authentication Method Details (Mobile Number)

Now enter your mobile number and choose whether you want to get a text message or an automated phone call.

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### Keep your account secure

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

#### 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)

63

☒ Text me a code

☐ Call me

Message and data rates may apply.

Next

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



## Step 8 - Enter Authentication Code

Enter the code you get via text message and click "Next".

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### Keep your account secure

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

#### Phone

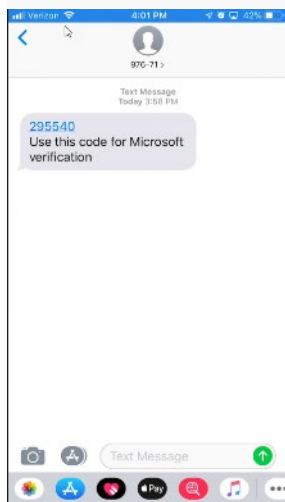
We just sent a 6 digit code to +1 (363) 363-3633. Enter the code below.

Enter code

[Resend code](#)

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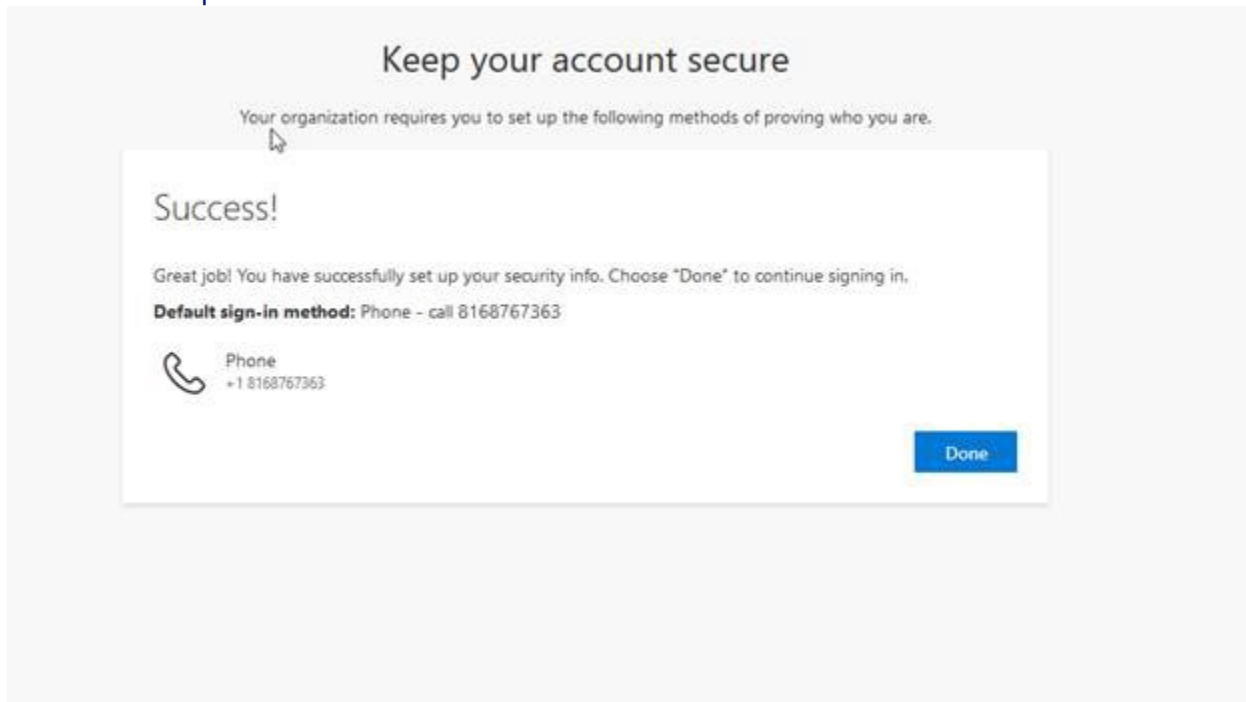
[I want to set up a different method](#)



## Step 9 - Success

You've now successfully registered for MFA!

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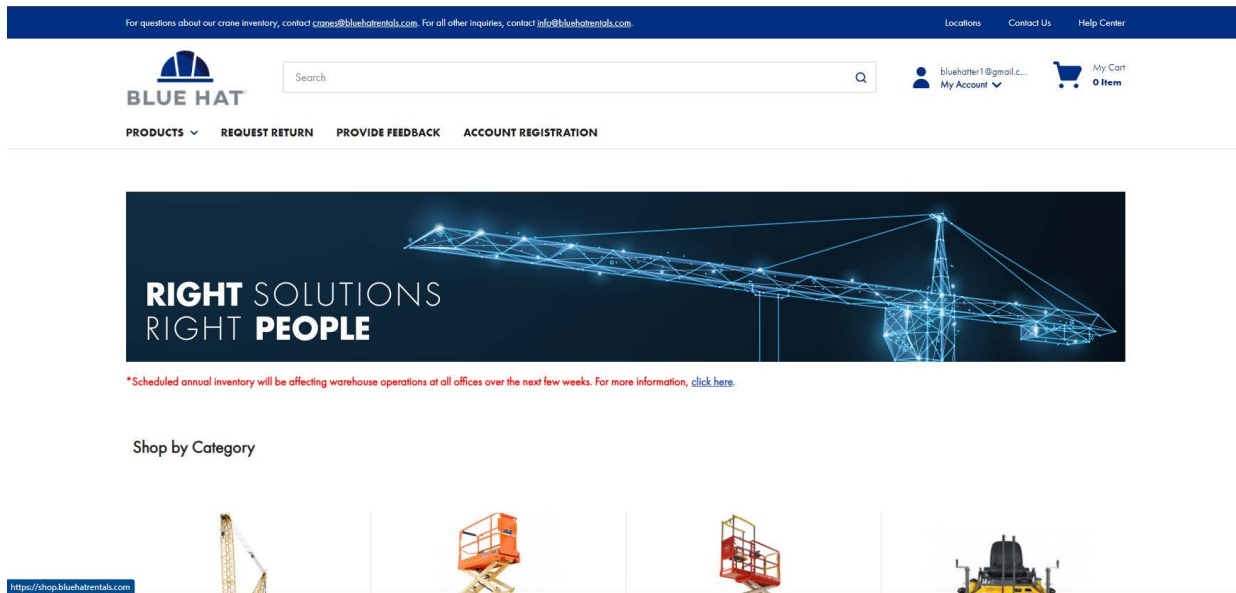


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## Step 10 - Welcome

You'll now be taken to the Blue Hat catalog homepage.

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