

# Other Email Accounts Onboarding Steps

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- Step 2 - Set Password
- Step 3 - Validate Email Address
- Step 4 - Validate Captcha Code
- Step 5 - Click Looks good to continue
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- Step 10 - Select Authentication Method (Phone)
- Step 11 - Authentication Method Details (Mobile Number)
- Step 12 - EnterAuthentication Code
- Step 13 - Success
- Step 14 - Welcome

**Note:** The instructions outlined below are ensuring your Microsoft Identity is configured correctly. This is a onetime process.

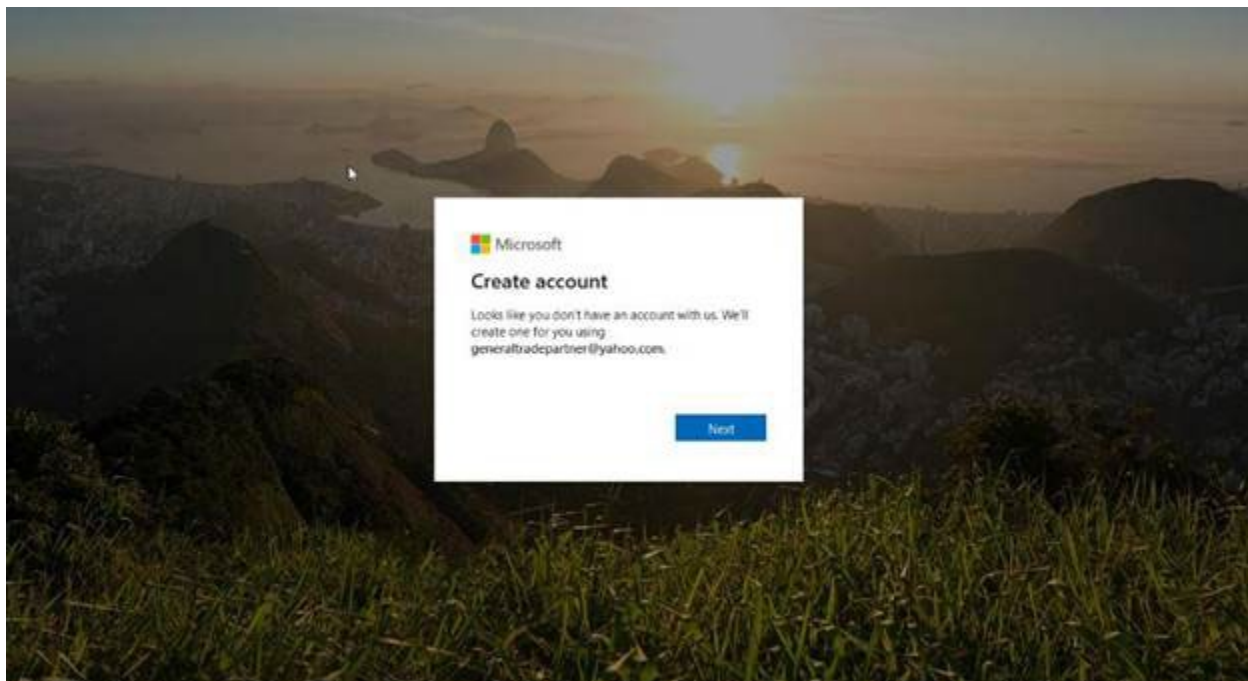
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## Step 1 - Create Account

If your company doesn't use Office365, or Microsoft doesn't recognize your email address as already being used before inside Microsoft, you'll want to follow this track. This will create a new account in our system using your email address as your username.

First, you'll create an account using your email address

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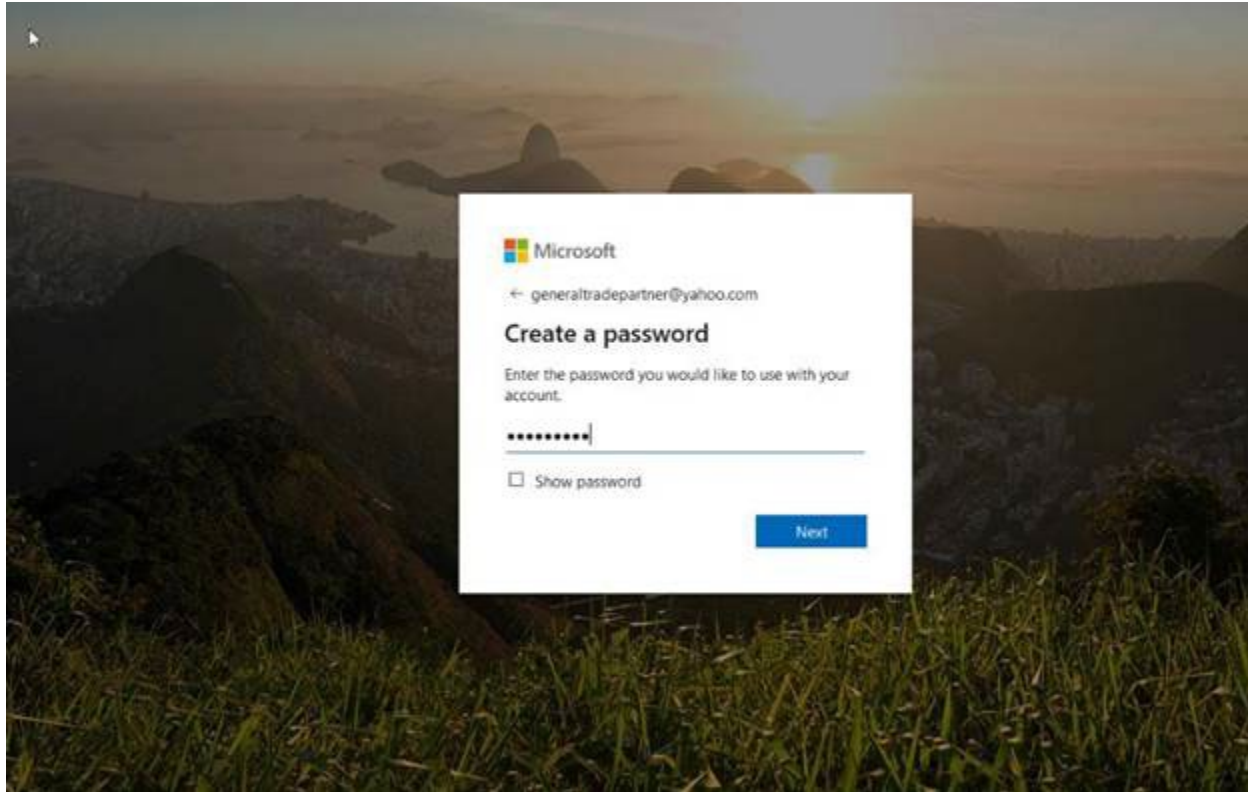


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## Step 2 - Set Password

Set a password that is reasonably strong and difficult to guess.

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Microsoft

← generaltradepartner@yahoo.com

### Create a password

Enter the password you would like to use with your account.

••••••••

☐ Show password

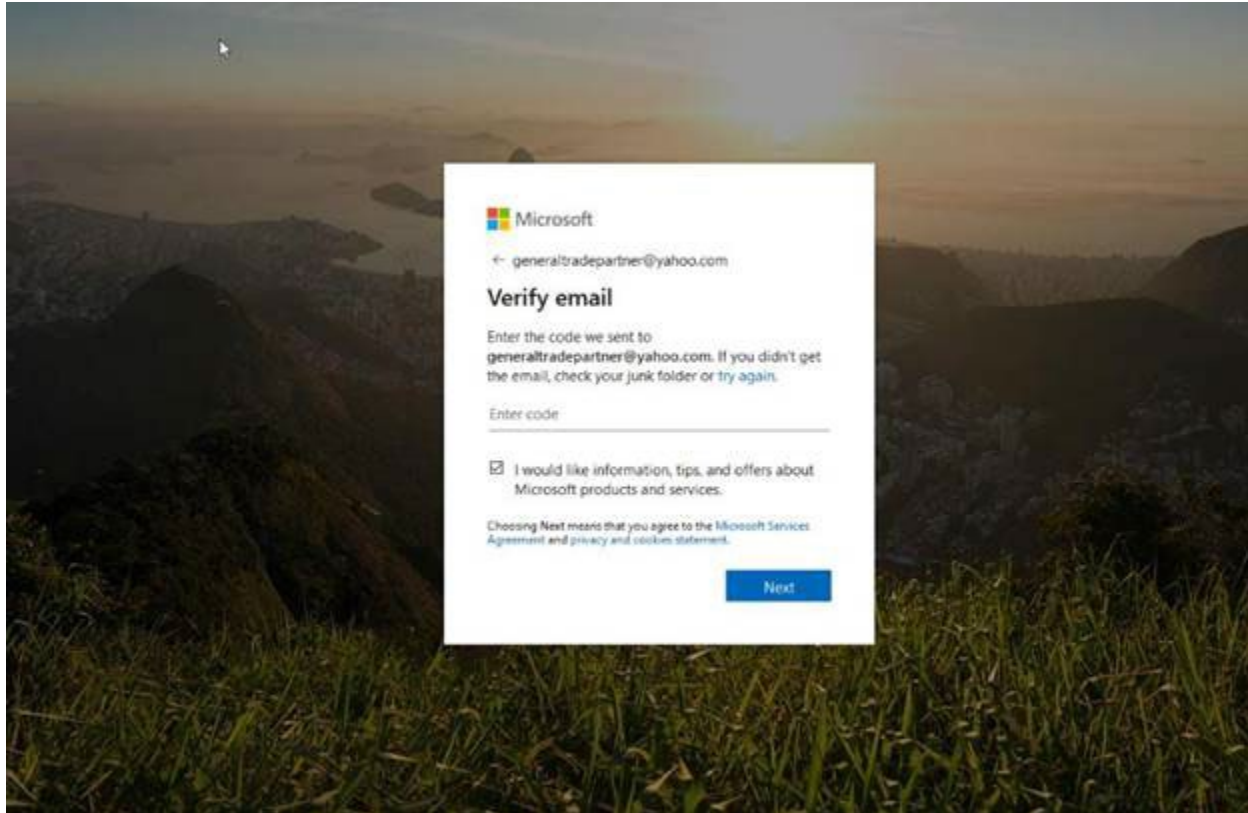
Next

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## Step 3 - Validate Email Address

Next, check your email for a code to validate that you own that account.

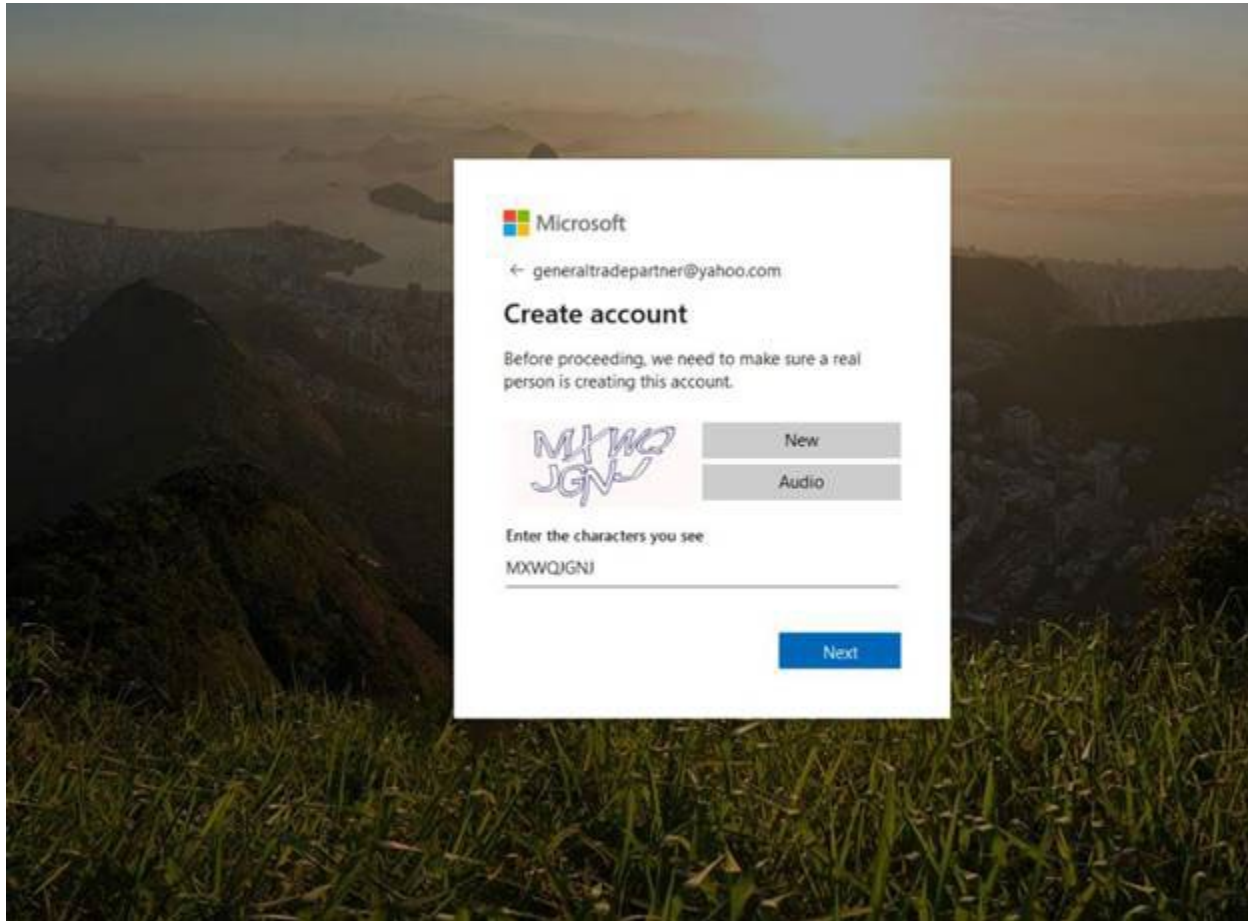
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## Step 4 - Validate Captcha Code

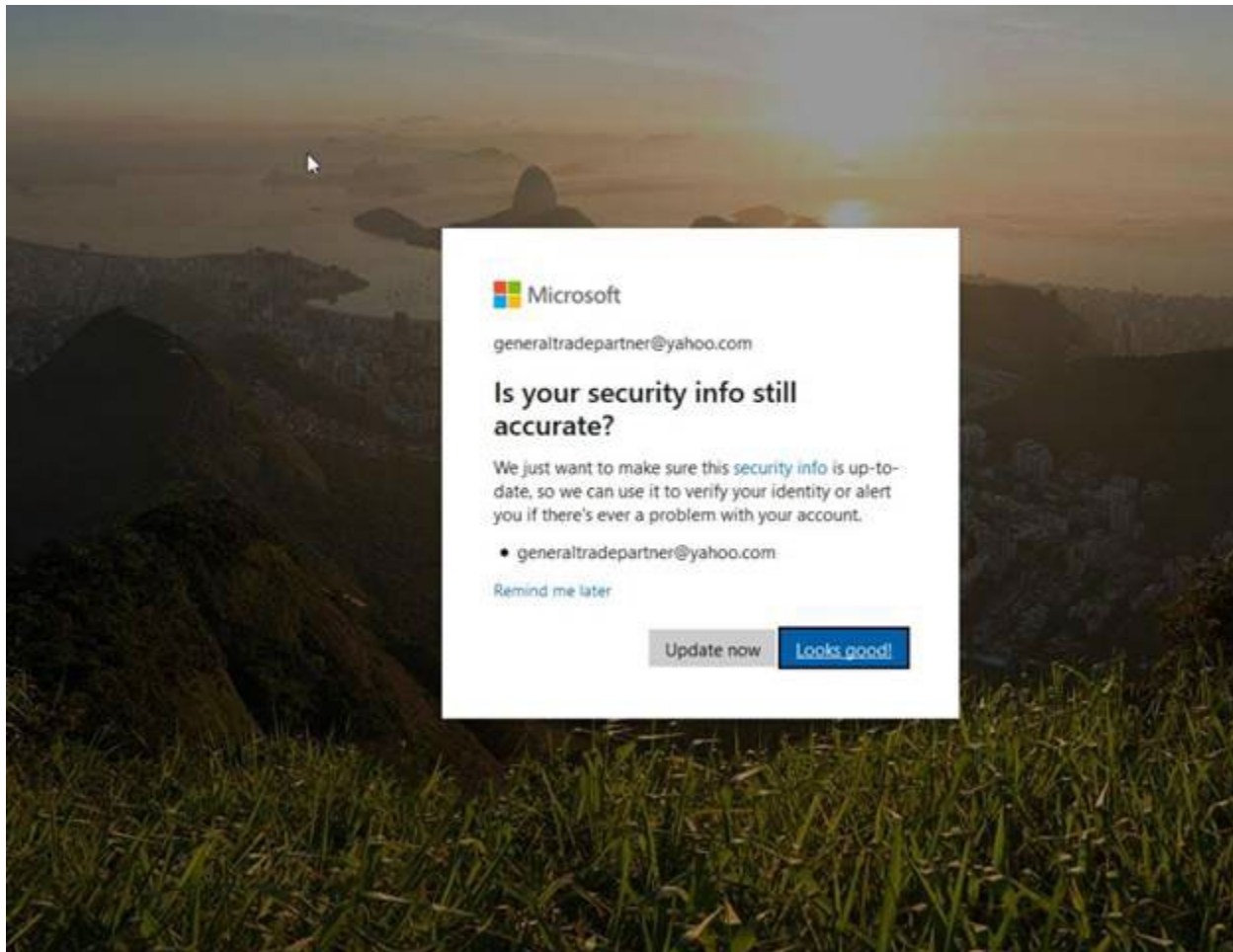
Now enter the characters you see on the screen. This is a security step to ensure you're not a robot

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## Step 5 - Click Looks Good to Continue

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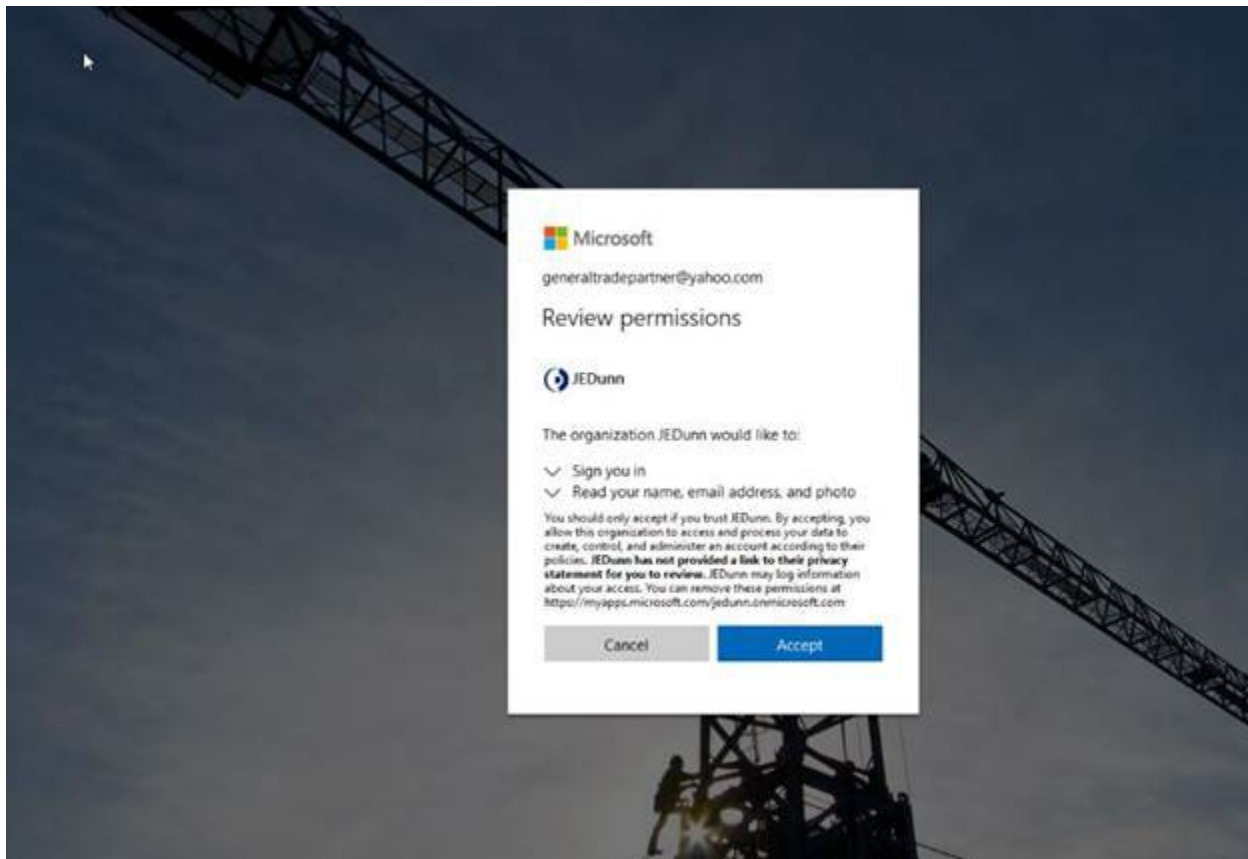




## Step 6 - Review Permissions Policy

At this point, you either have created a new account, or you've successfully signed into your Office365 account. Next, you need to need to review a couple of things before continuing.

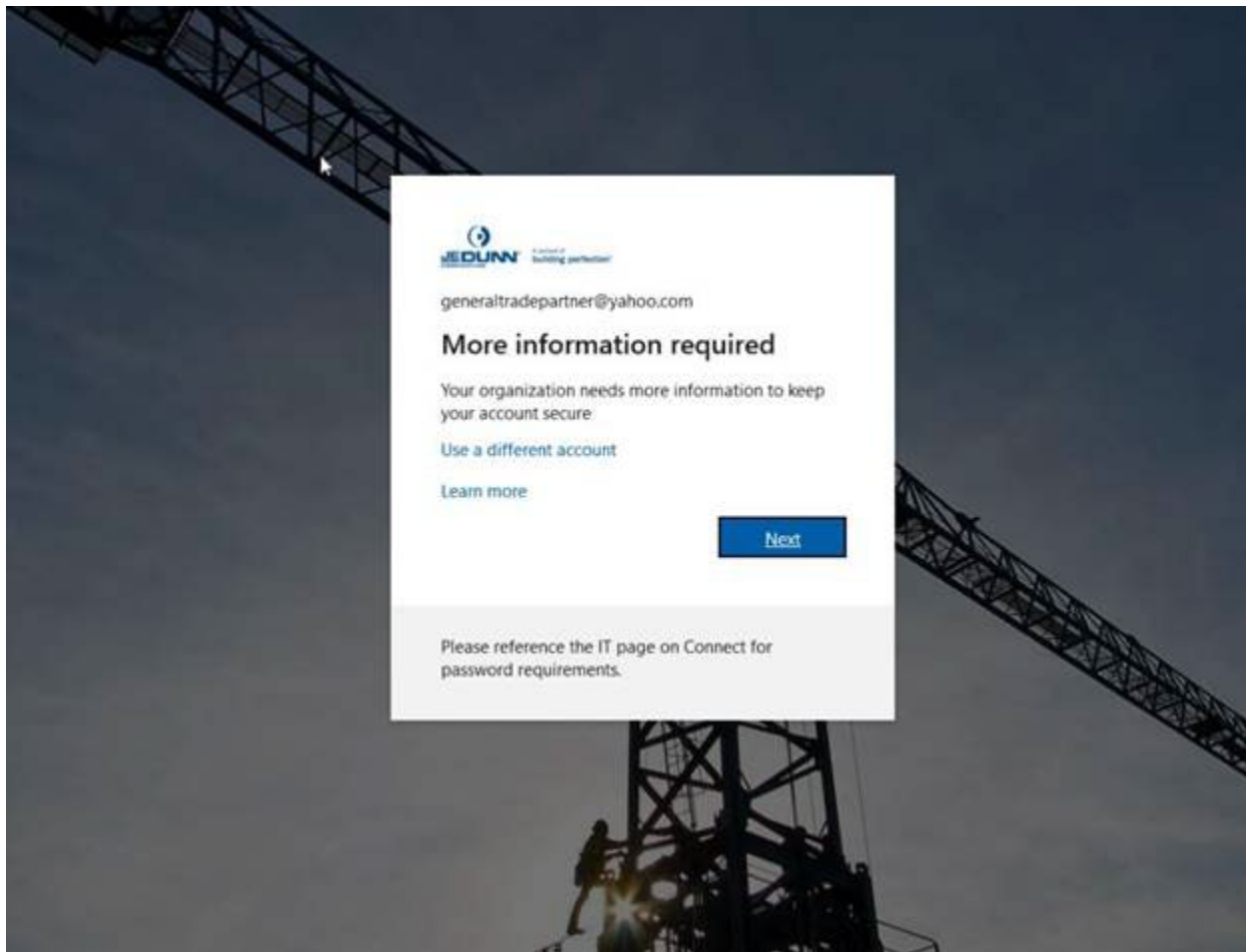
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## Step 7 - Multi Factor Information Needed

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 8 - 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 COMMITMENT TO BUILDING PERFECTION". Below the logo, the title "JEDunn Terms of Use" is displayed. A message states: "In order to access JEDunn resource(s), you must read the Terms of Use." Below this message is a button labeled "JE Dunn Terms of Use" with a right-pointing arrow. At the bottom, a prompt says: "Please click Accept to confirm that you have read and understood the terms of use." Below this prompt are two buttons: "Decline" and "Accept".

**JEDUNN** A COMMITMENT TO 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 9 - 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".

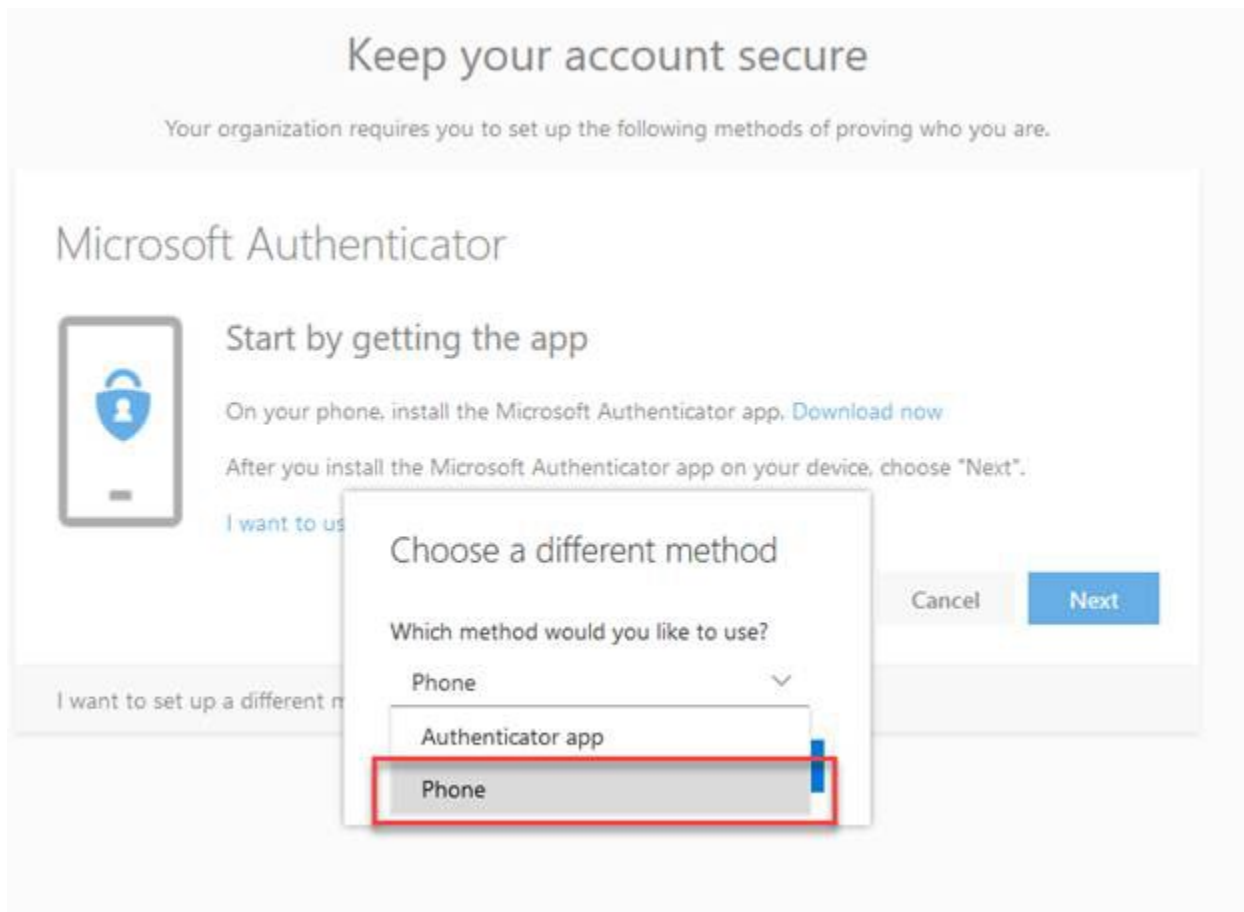
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## Step 10 - Select Authentication Method (Phone)

Open your options and select "phone".

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## Step 11 - 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 12 - 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

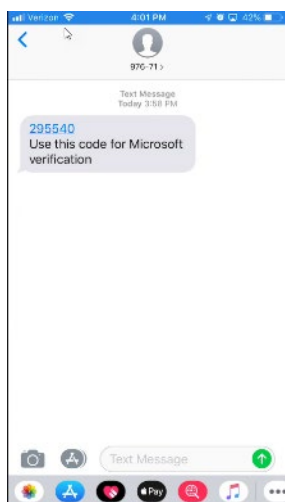
We just sent a 6 digit code to +1 [REDACTED] 363. Enter the code below.

Enter code

[Resend code](#)

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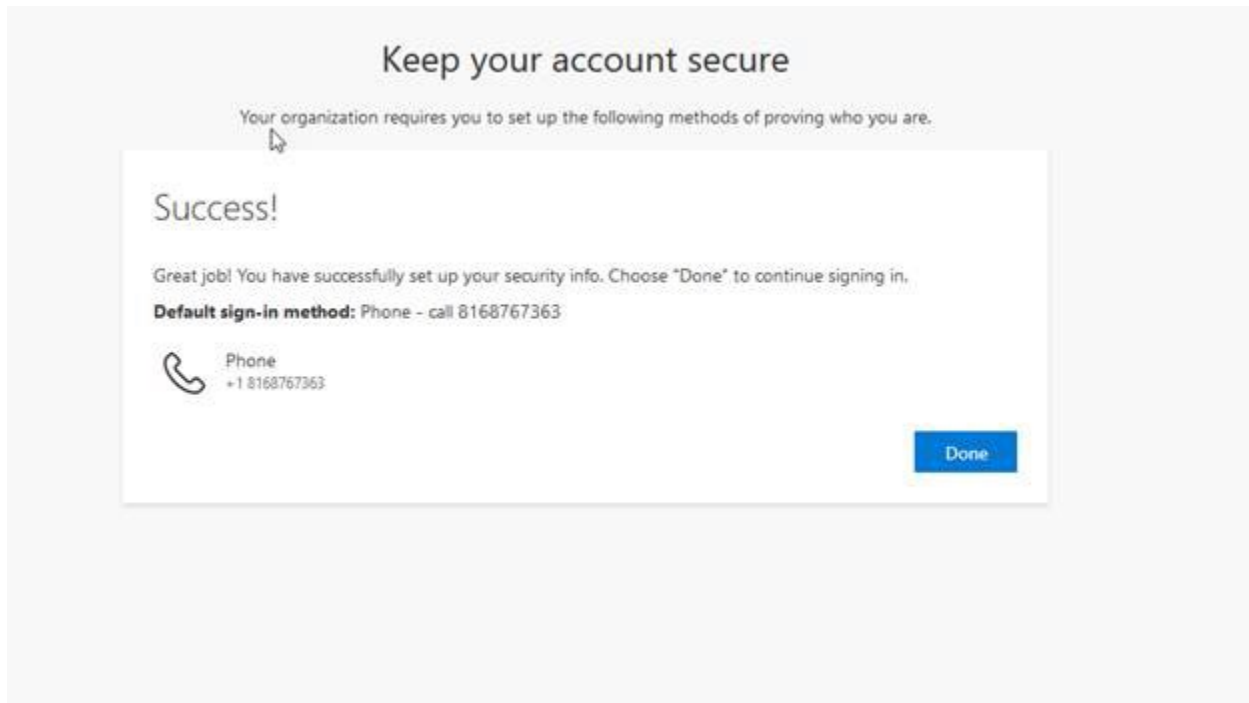
[I want to set up a different method](#)



## Step 13 - Success

You've now successfully registered for MFA!

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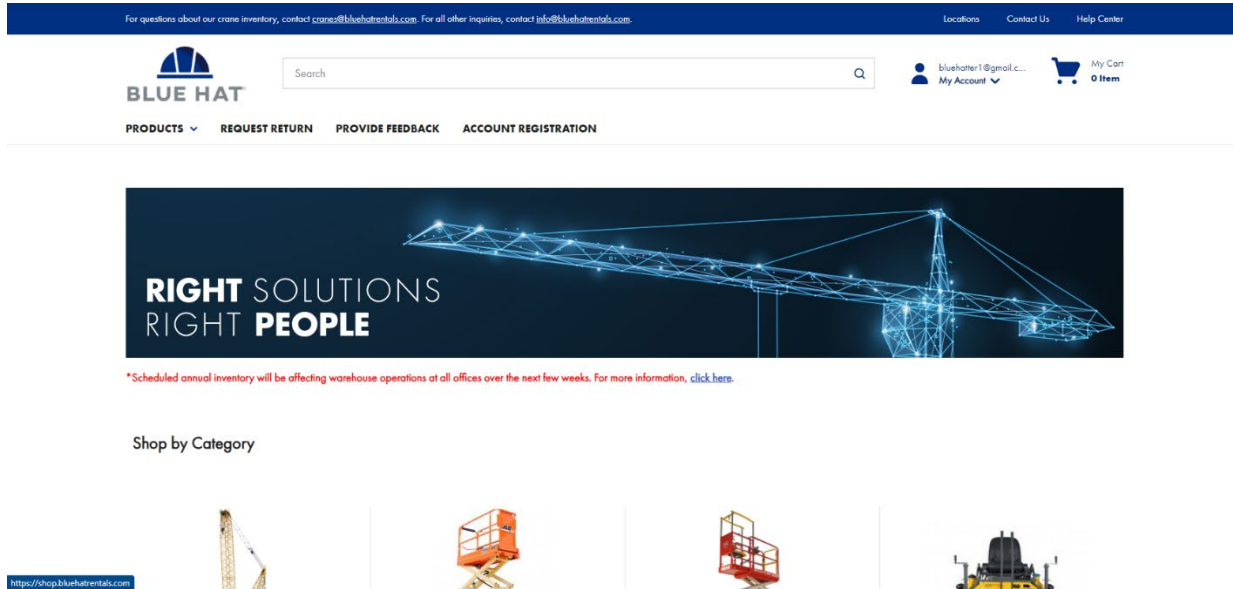




## Step 14 - Welcome

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

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