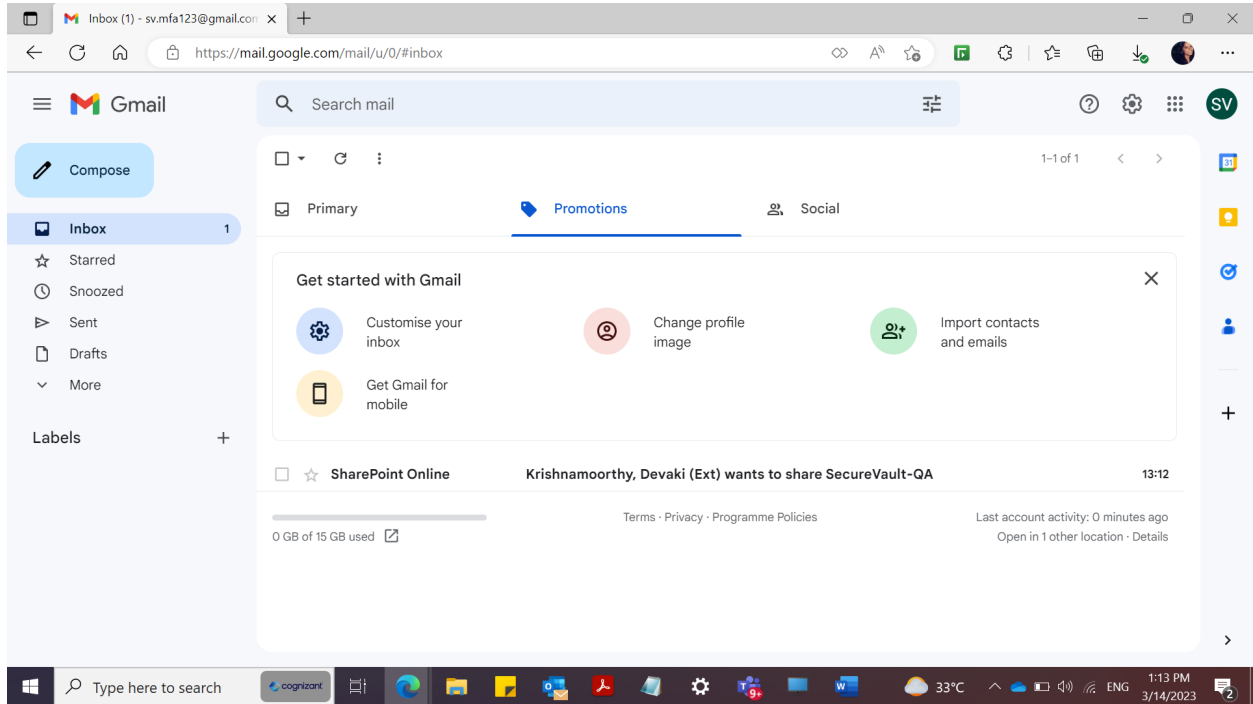


Step by step process to complete one time MFA setup, for external users.

User receives Sharepoint invitation when user is added to SharePoint for the 1st time.





Hello,

Go To [SecureVault-QA](#)

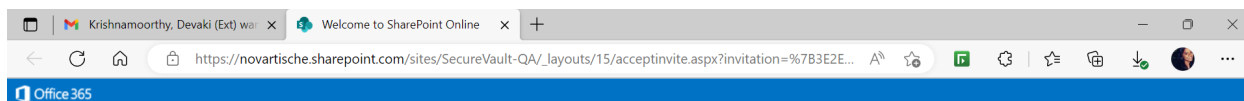
This message was sent from an unmonitored e-mail address. Please do not reply to this message.

[Privacy](#)

Microsoft Office
One Microsoft Way
Redmond, WA
98052-6399 USA



Click on SecureVault Link



Welcome to SharePoint Online

You're trying to accept your invitation with [389629_cognizant.com#ext#@novartis.onmicrosoft.com](#).

This item was shared with [sv.mfa123@gmail.com](#). This organization's policy requires you to accept the invitation using the account that it was shared with.

Please try accepting the invitation again with [sv.mfa123@gmail.com](#). By signing in you allow [novartis.sharepoint.com](#) to use your basic profile (name and email address) in accordance with their privacy statement. [novartis.sharepoint.com](#) has not provided links to their terms for you to review. You can remove these permissions at [myapps.microsoft.com](#).

Don't have either account? [Create a Microsoft account](#), it's quick and easy!

[Legal](#) | [Privacy](#)

Click on Create Microsoft account link

The screenshot shows a web browser window with the address bar displaying a URL from 'signup.live.com'. The page content is a Microsoft account creation form. At the top left of the form is the Microsoft logo. Below it, the heading 'Create account' is displayed. A text input field contains the email address 'someone@example.com'. Underneath the input field are two links: 'Use a phone number instead' and 'Get a new email address'. A blue 'Next' button is positioned at the bottom right of the form. The browser's taskbar is visible at the bottom, showing the Windows logo, a search bar, and various application icons. The system tray on the right indicates a temperature of 33°C, the time as 1:15 PM, and the date as 3/14/2023.

This is a close-up view of the Microsoft account creation form. It features the Microsoft logo at the top left, followed by the heading 'Create account'. The email address 'sv.mfa123@gmail.com' is entered into the text field. Below the field are the links 'Use a phone number instead' and 'Get a new email address'. A prominent blue 'Next' button is located at the bottom right of the form.



← sv.mfa123@gmail.com

Create a password

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

Create password

Show password

Next



← sv.mfa123@gmail.com

What's your name?

We need just a little more info to set up your account.

First name

Last name

Next



← sv.mfa123@gmail.com

What's your birthdate?

If a child uses this device, select their date of birth to create a child account.

Country/region

India



Birthdate

Month



Day



Year

A child account enables you to enforce parental controls and impose usage limits for this device for reasons of privacy and safety. You can manage these settings using our Family Safety app. Learn more at <https://aka.ms/family-safety-app>

Next



← sv.mfa123@gmail.com

Verify email

Enter the code we sent to **sv.mfa123@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

| Enter code

- I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

Verify your email address - sv.mfi x Enter code x | +

https://mail.google.com/mail/u/0/#inbox/FMfcgzGslbGMvlswgsSSQPchNxbmsKld

Gmail Search mail

Compose

Inbox 1

Starred

Snoozed

Sent

Drafts

More

Labels +

Verify your email address Inbox x

Microsoft account team <account-security-noreply@accountprotection.microsoft.com> to me 13:18 (0 minutes ago)

Microsoft account

Verify your email address

To finish setting up your Microsoft account, we just need to make sure this email address is yours.

To verify your email address use this security code: **5040**

If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.

Thanks,
The Microsoft account team

1:18 PM 3/14/2023



← sv.mfa123@gmail.com

Verify email

Enter the code we sent to **sv.mfa123@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

5040|

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

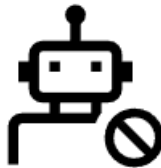
Next



← sv.mfa123@gmail.com

Create account

Please solve the puzzle so we know you're not a robot.



Next



Audio



← sv.mfa123@gmail.com

Create account

Pick one square that shows two identical objects.



Audio



Restart



sv.mfa123@gmail.com

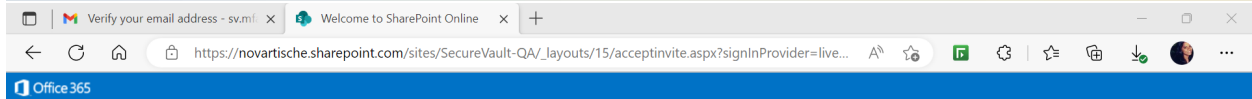
Stay signed in?

Stay signed in so you don't have to sign in again next time.

Don't show this again

No

Yes



Welcome to SharePoint Online

You're trying to accept your invitation with 389629_cognizant.com#ext#@novartis.onmicrosoft.com.

This item was shared with sv.mfa123@gmail.com. This organization's policy requires you to accept the invitation using the account that it was shared with.

Please try accepting the invitation again with sv.mfa123@gmail.com. By signing in you allow novartis.sharepoint.com to use your basic profile (name and email address) in accordance with their privacy statement. novartis.sharepoint.com has not provided links to their terms for you to review. You can remove these permissions at myapps.microsoft.com.

Don't have either account? [Create a Microsoft account](#), it's quick and easy!

[Legal](#) | [Privacy](#)

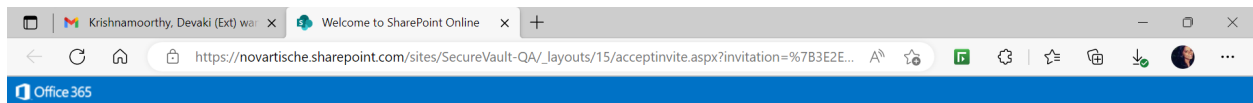


Wait for the user sync to happen which takes around 5-10 mins and then access the Sharepoint invitation and click on the link again.

Hello,

Go To SecureVault-QA

This message was sent from an unmonitored e-mail address. Please do not reply to this message.



Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization. By signing in you allow novartis.sharepoint.com to use your basic profile (name and email address) in accordance with their privacy statement. novartis.sharepoint.com has not provided links to their terms for 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.



Organizational account

Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

Don't have either account? [Create a Microsoft account](#), it's quick and easy!

[Legal](#) | [Privacy](#)



Select Microsoft account



sv.mfa123@gmail.com

More information required

Your organization needs more information to keep your account secure. Before making changes to your security info you must complete multifactor authentication.

[Use a different account](#)

[Learn more](#)

[Next](#)

Novartis associates sign in with their Novartis email address or 521@novartis.net. External partners use their assigned userID.

Keep your account secure

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

Microsoft Authenticator



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

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

If user Clicks on "I want to use a different authenticator app" or "Next"

Keep your account secure

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

Authenticator app



Set up your account

In your app, add a new account.

Back

Next

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

Authenticator app

Scan the QR code

Use the authenticator app to scan the QR code. This will connect your authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

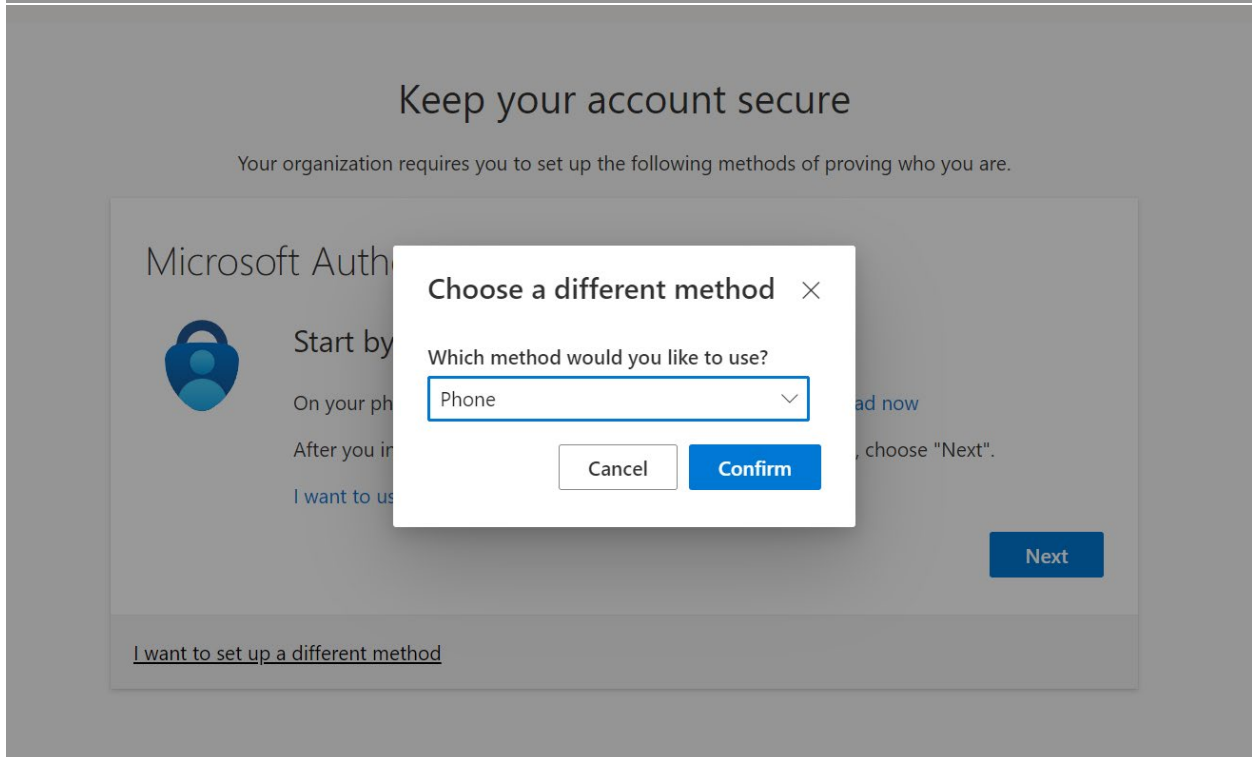
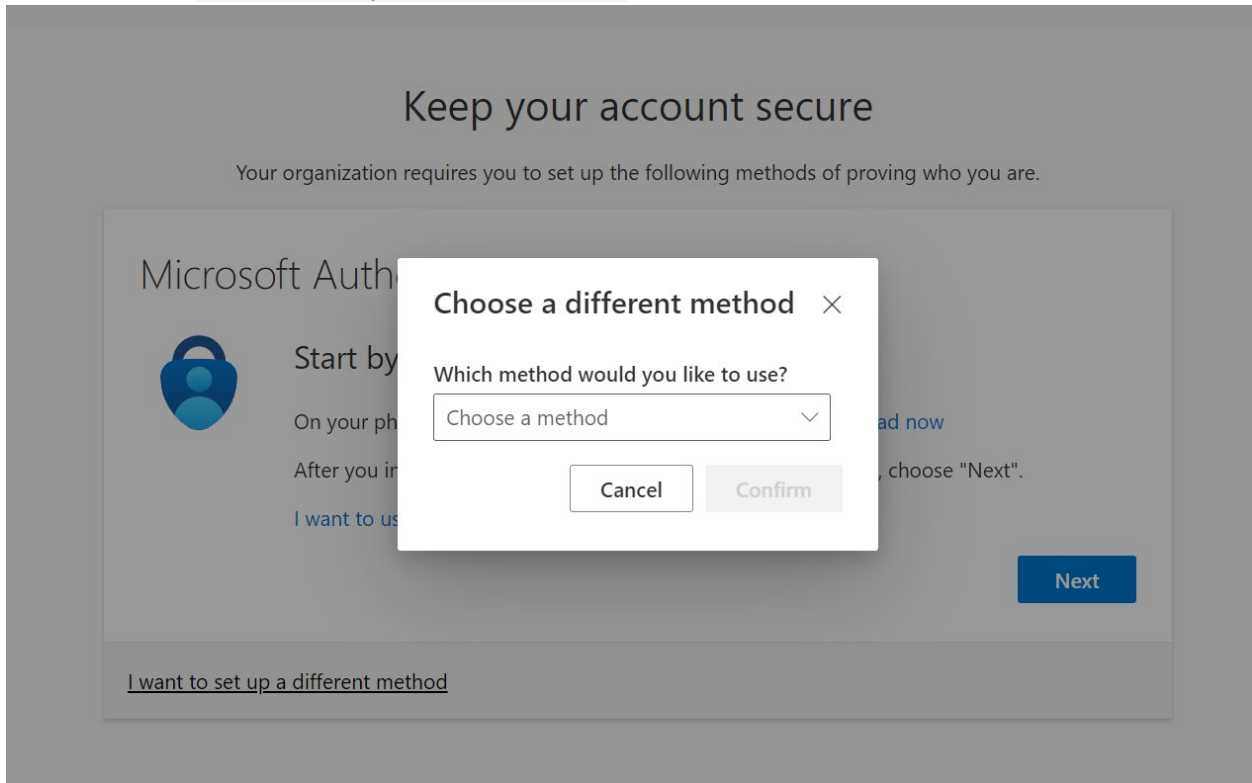
Back

Next

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

Scan the QR code and click on Next to set up authenticator app.

If user clicks on [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

You can prove who you are by answering a call on your phone.

What phone number would you like to use?

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](#)

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.

What phone number would you like to use?

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](#)

Keep your account secure

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

Phone

We're calling +91[REDACTED] now.


Back

[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

 Call answered. Your phone was registered successfully.

Next



Keep your account secure

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

Success!

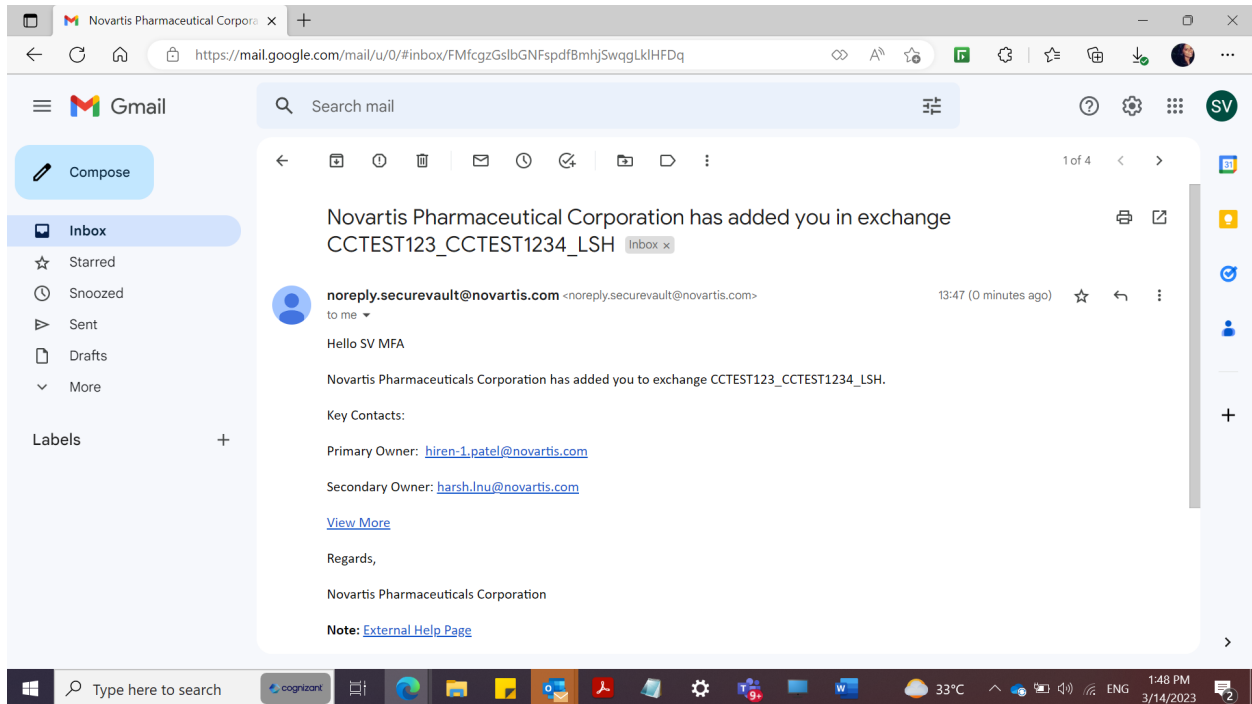
Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

 Phone
+91 

[Done](#)

Once user details are synced, user will receive 2nd email (user will only receive below email once user details are synced)



The screenshot shows a Gmail interface with an email from 'noreply.securevault@novartis.com' received 13:47 (0 minutes ago). The email subject is 'Novartis Pharmaceutical Corporation has added you in exchange CCTEST123_CCTEST1234_LSH'. The body of the email contains the following text:

Hello SV MFA

Novartis Pharmaceuticals Corporation has added you to exchange CCTEST123_CCTEST1234_LSH.

Key Contacts:

Primary Owner: hiren-1.patel@novartis.com

Secondary Owner: harsh.lnu@novartis.com

[View More](#)

Regards,

Novartis Pharmaceuticals Corporation

Note: [External Help Page](#)

Click on "View More"

Novartis Pharmaceutical Corpore x SecureVault-QA - Home x +
https://novartis.sharepoint.com/sites/SecureVault-QA/

NOVARTIS | SecureVault

Exchanges

Search exchange with ID, Name and Date Show Filters

Exchange legends: GPS | LSH | DaVinci | Manual | Strictly confidential - Internal | Strictly confidential - External

ID	Exchange Name	Linked To	Date Added	Host	Status
4500001	CCTEST123_CCTEST1234_LSH		24/02/2021	Novartis	Open

General References

Type here to search | cognizant | 33°C | 1:49 PM 3/14/2023