

Here is where the link in the invitation mail from Microsoft takes you

Click the Get Started button.

You're invited to the Skanska organization



Microsoft Invitations <invites@microsoft.com>

Today, 2:59 AM

Abbie Spencer

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Azure Active Directory

You've been invited to access applications in the

Skanska organization

by



Skanska External User Inviter

Welcome to the new Skanska Login service. Please click the Get started button and follow instructions for registration. You can see all the steps in the user guide we sent to you ahead of this invitation.

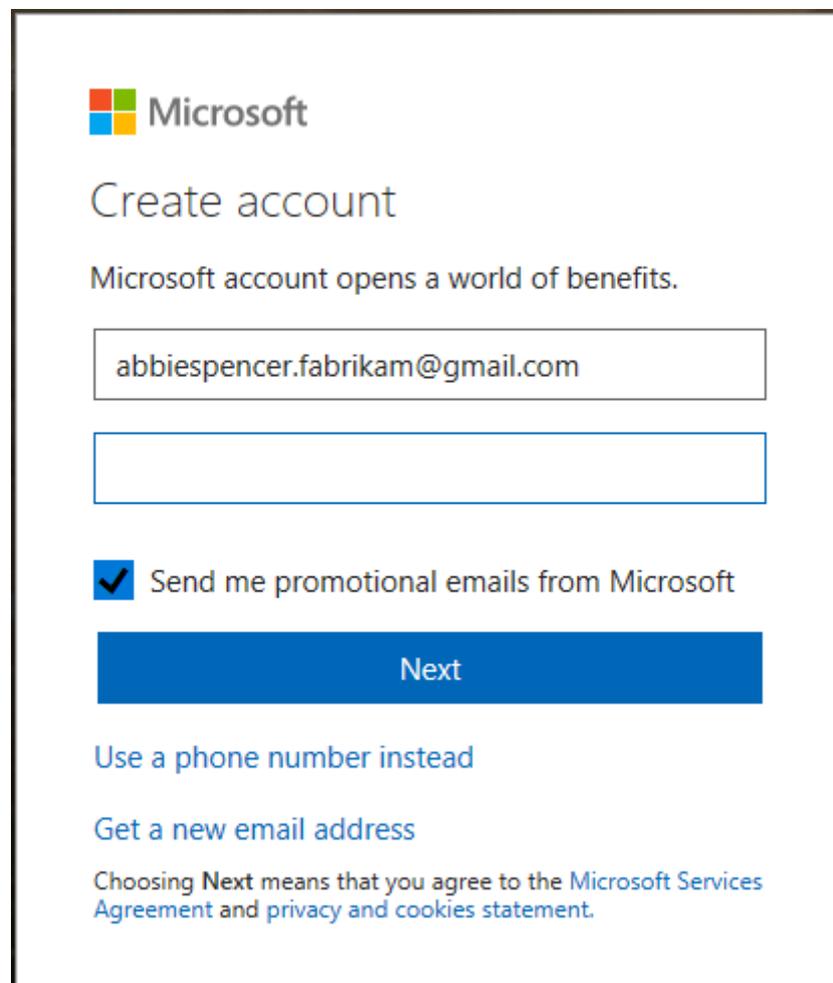
Get Started

[Return to the above link at any time for access.](#)

This email has been sent on behalf of the Skanska organization. Please act on this email only if you trust the Skanska organization. This email may have advertising content. You can [unsubscribe](#) from future invitations from the Skanska organization at any time.

If you have an Office 365 account or if your organization has set up a relationship with Microsoft you will be directed to a login screen. Use your email and your company password to login. If this does not work, please contact your company IT department for support.

To you who create an account: Fill in your email address (the same you use for Skanska services today) and fill in a password. You can use your own organization's password (the one you use for your email), if you want to, or your earlier Skanska password.



The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it, the heading "Create account" is displayed. A sub-heading reads "Microsoft account opens a world of benefits." There are two input fields: the first contains the email address "abbiespencer.fabrikam@gmail.com" and the second is empty. Below the input fields is a checked checkbox with the text "Send me promotional emails from Microsoft". A prominent blue "Next" button is centered below the checkbox. At the bottom, there are two links: "Use a phone number instead" and "Get a new email address". A small disclaimer at the very bottom states: "Choosing Next means that you agree to the Microsoft Services Agreement and privacy and cookies statement."

Provide your location and birthdate.



Add details

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

Country/region

Sweden

Birthdate

Month Day Year

Look in your mailbox and provide the code.



Enter code

We just sent a code to
abbiespencer.fabrikam@gmail.com

Provide a phone number to be able to recover in case you forget your password.



Add security info

When you need to prove you're you or a change is made to your account, we'll use your security info to contact you.

We'll text you the code you'll use to verify your phone number.

Country code

A dropdown menu with a white background and a thin border. The text "United States (+1)" is displayed in a dark grey font. A small downward-pointing chevron icon is located on the right side of the box.

Phone number

A text input field with a white background and a thin border. The number "4255550123" is entered in a dark grey font. A small 'x' icon is located on the right side of the box.A wide, rectangular button with a light grey background and rounded corners. The text "Send code" is centered in a dark grey font.A rectangular button with a light grey background and rounded corners. The text "Back" is centered in a dark grey font.A rectangular button with a light grey background and rounded corners. The text "Next" is centered in a dark grey font.

Read the information below and press the Next button.

Welcome to Skanska

You have been invited to access myapps.microsoft.com

To access applications in the Skanska organization, you'll need to sign in with abbie.spencer@fabrikamonline.com.

By clicking Next, Skanska will have access to your display name and email address. In addition, your organization may also log information about your Skanska access.

Next

Note: After completing sign in you will be redirected to:
https://myapps.microsoft.com/?tenantid=33dab507-5210-4075-805b-f2717d8cfa74&login_hint=abbie.spencer@fabrikamonline.com

You now see the portal: Press one of the applications or sites you have access to.

 Microsoft

Abbie
SKANSKA 

Apps

 Search apps

 Groups.OneSkanska

 ISI

 NPS

Read the information below and press the Set it up now button.

For added security, we need to further verify your account



abbie.spencer@fabrikamonl...

Your admin has required that you set up this account for additional security verification.

[Set it up now](#)

[Sign out and sign in with a different account](#)

[More information](#)

If you have a smartphone - read the information below, choose Authentication phone, and Send me a code by text message. Press the Next button.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone ▼

United States (+1) ▼

425 555 0123

Method

Send me a code by text message

Call me

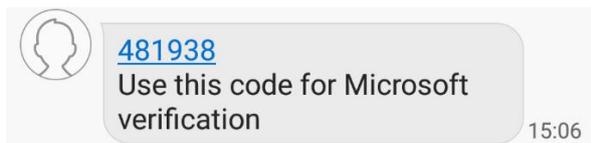
Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

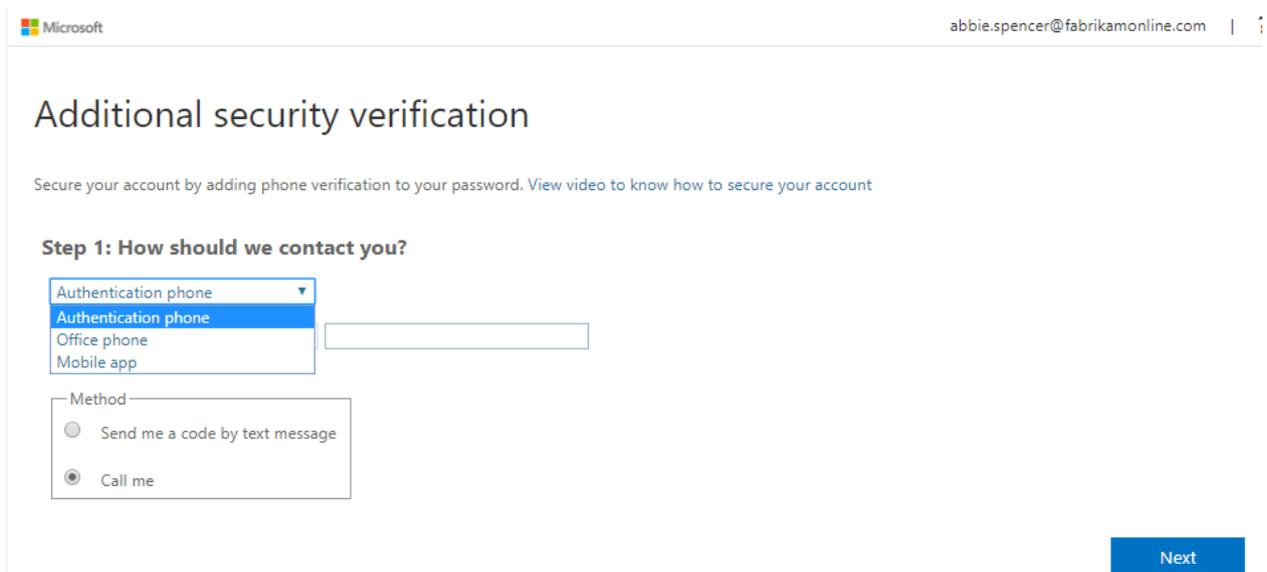
Step 2: We've sent a text message to your phone at +1 425 555 0123

 When you receive the verification code, enter it here

This is how it looks on your phone



*If you do **not** have a smartphone - read the information below, choose Authentication phone, and Call me. Click the Next button.*

A screenshot of the Microsoft account verification page. The page title is "Additional security verification". Below the title is a sub-header "Step 1: How should we contact you?". There is a dropdown menu for "Authentication phone" with options: "Authentication phone", "Office phone", and "Mobile app". The "Authentication phone" option is selected. To the right of the dropdown is an empty text input field. Below the dropdown is a "Method" section with two radio button options: "Send me a code by text message" and "Call me". The "Call me" option is selected. In the bottom right corner, there is a blue "Next" button. The Microsoft logo is in the top left, and the email address "abbie.spencer@fabrikamonline.com" is in the top right.

Wait for the phone call and complete the verification.

If you have a smartphone, then the recommendation is to use the Microsoft Authentication app. Press the Configure button.

Microsoft abbie.spencer@fabrikamonline.com |

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Text code to my authentication p ▼

how would you like to respond?

Set up one or more of these options. [Learn more](#)

<input checked="" type="checkbox"/> Authentication phone	Sweden (+46) ▼	
<input type="checkbox"/> Office phone	Select your country or region ▼	Extension
<input type="checkbox"/> Alternate authentication phone	Select your country or region ▼	
<input checked="" type="checkbox"/> Authenticator app	Configure	Please configure the mobile app.

Make sure you have the Microsoft Authentication app installed on your phone:



Microsoft Authenticator

Microsoft Corporation

3 PEGI 3

Follow instructions and press the Next button.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



Configure app without notifications

If you are unable to scan the image, enter the following information in your app.

Code: 993 597 867

Url: <https://bn1pfpad09.phonefactor.net/pad/330938408>

If the app displays a six-digit code, choose "Next".

Next

cancel

Press Save to store your changes.

Congratulations, now you are ready to access the service!

How to access your applications and sites

Sign in to <http://myapps.microsoft.com> or use the URL sent directly to you.



Sign in

Next

No account? [Create one!](#)

[Can't access your account?](#)

If you sign in from the same device with the same user, then select to stay signed in.



evawalthereifgren@gmail.com



Stay signed in?

Do this to reduce the number of times you are asked to sign in.

No

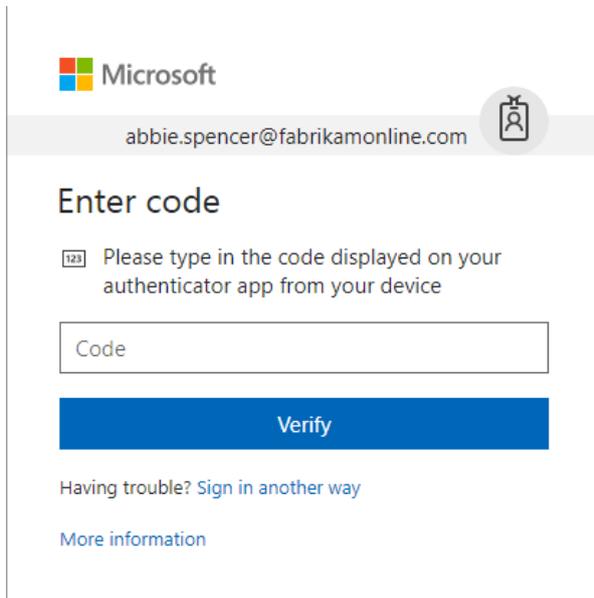
Yes

Don't show this again

You see the portal with what you have access to. Click MySite:

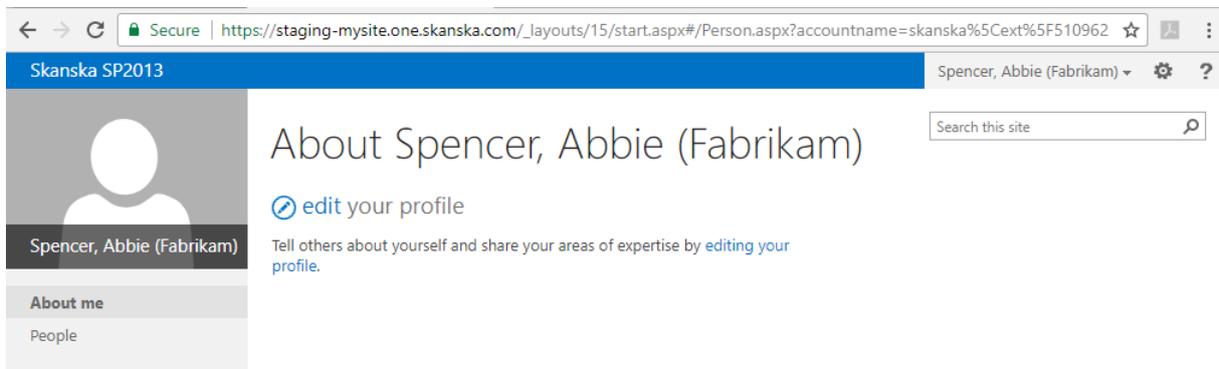
If you use SMS verification, add the code into the form. Press Verify.

If you use the authenticator app, add the code from the app into the form or just accept in the app.



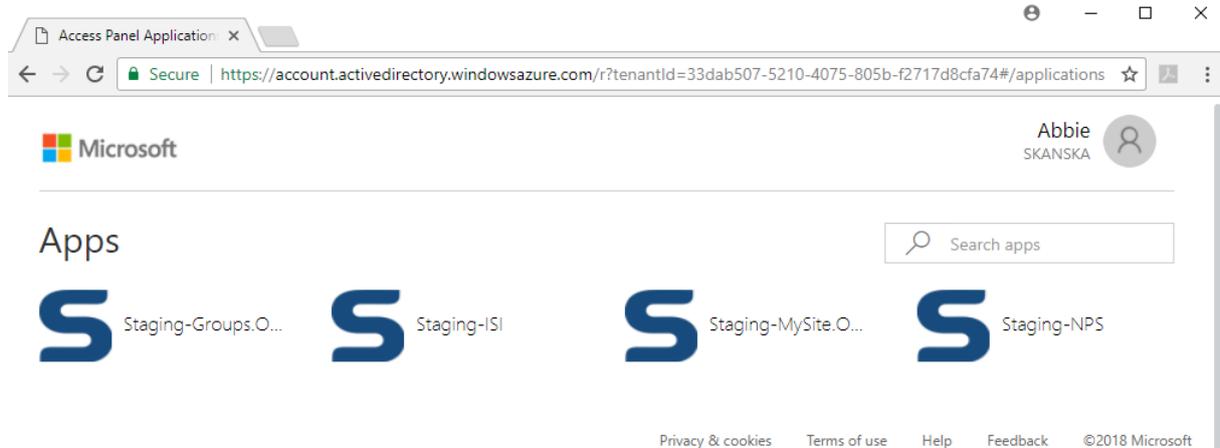
The image shows a Microsoft authentication page. At the top left is the Microsoft logo. To its right is the email address 'abbie.spencer@fabrikamonline.com' and a small circular icon containing a person silhouette. Below this is the heading 'Enter code'. A message reads: 'Please type in the code displayed on your authenticator app from your device'. There is a text input field with the placeholder text 'Code'. Below the input field is a blue button labeled 'Verify'. At the bottom, there are two links: 'Having trouble? Sign in another way' and 'More information'.

You are redirected to your profile side.

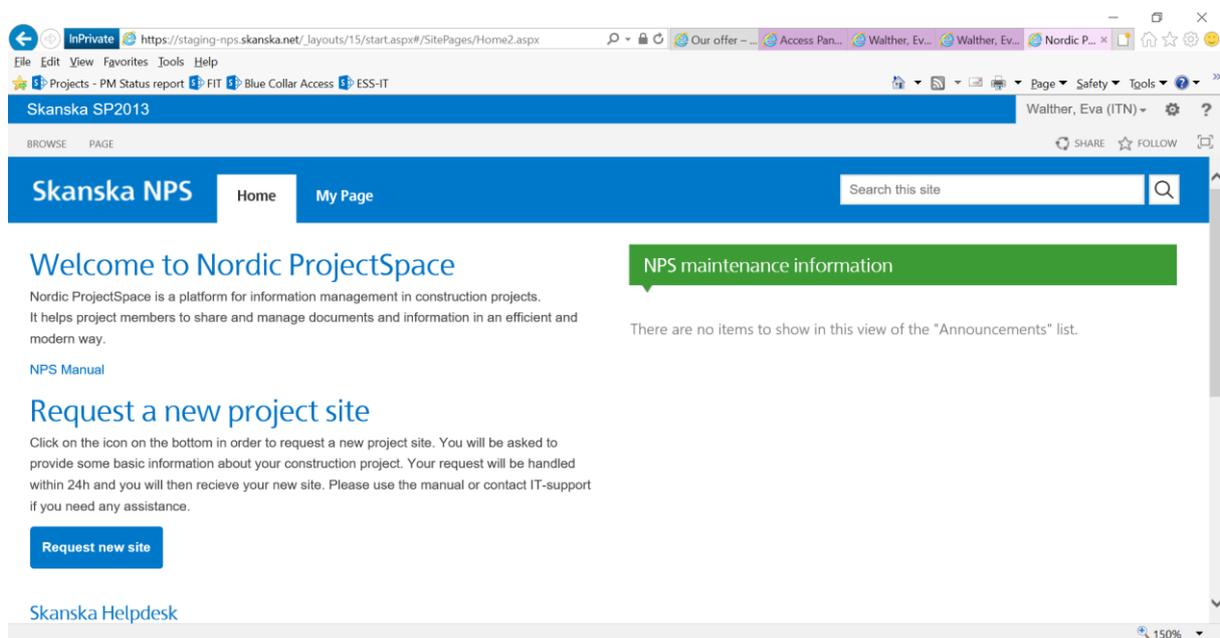


The image is a screenshot of a web browser displaying a user profile page. The browser's address bar shows a secure connection to 'https://staging-mysite.one.skanska.com/_layouts/15/start.aspx#/Person.aspx?accountname=skanska%5Cext%5F510962'. The page title is 'Skanska SP2013'. The user's name 'Spencer, Abbie (Fabrikam)' is displayed in the top right corner. On the left, there is a profile picture placeholder and the name 'Spencer, Abbie (Fabrikam)'. The main heading is 'About Spencer, Abbie (Fabrikam)'. Below the heading is a link to 'edit your profile' with a pencil icon. A sub-heading 'About me' is followed by the text 'Tell others about yourself and share your areas of expertise by editing your profile.' A search bar with the text 'Search this site' is located in the top right corner.

Go back to the Portal.



Click your app and you're in!



If you access the apps regularly and use the same device you will be signed in automatically next time.