

Eldre telefoner – Autentiser via SMS eller oppringing

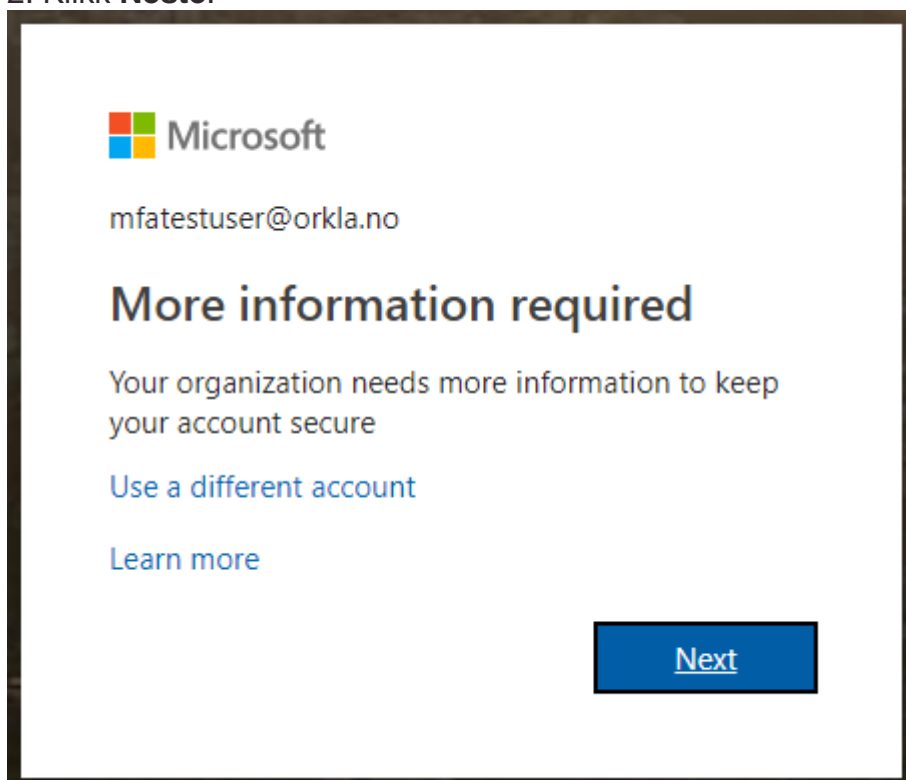
Konfigurere autentiseringen (gjør dette først!)

Så fort bedriften din er aktivert får du varsel om å sette opp MFA før du fortsetter.

Sørg for at du har telefonen din i nærheten!

Du må utføre følgende trinn på en PC.

1. Begynn med å åpne nettleseren din og naviger til <https://orklabiz.sharepoint.com> hvis siden ikke åpner seg automatisk. åpner ikke automatisk.
2. Klikk **Neste**.



3. Velg metode.

Send meg en kode via tekstmelding sender deg en tekstmelding med en kode.

Ring meg Ringer deg, og du må trykke på firkanttasten (#) for å autentisere, og deretter legge på.

Oppgi land og telefonnummer og klikk på Neste.

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 ▼

Norway (+47) ▼

92208366

Method

Send me a code by text message

Call me

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

Trinn-for-trinn-veiledning for tekstmelding: Additional security verification

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

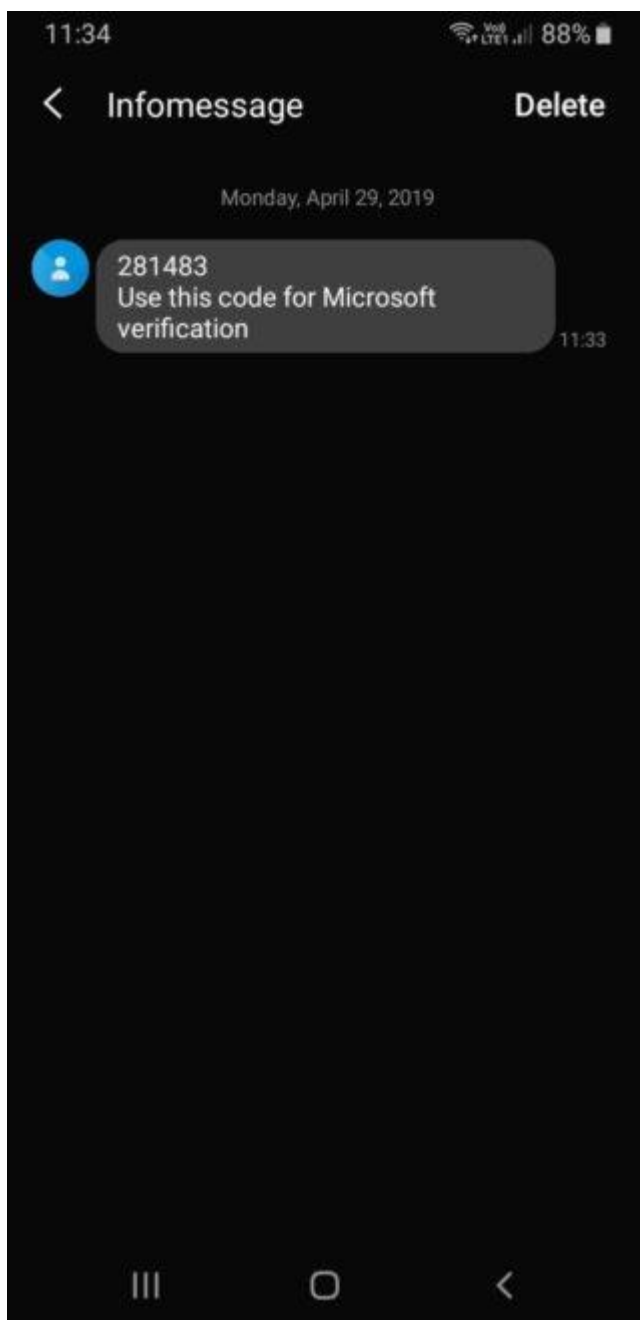
Step 2: We've sent a text message to your phone at +47 92208365



When you receive the verification code, enter it here

Verify

Åpne tekstmeldingen:



Oppgi koden og klikk på Bekreft:

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 +47 92202365

When you receive the verification code, enter it here

Cancel

Verify

Du er ferdig. Du trenger ikke passordet fra appen som vises på skjermen.


Additional security verification

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

Step 3: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

yhbhtmgclytthnnv 


Done

Trinn-for-trinn-veiledning for oppringning:
Så fort du får oppringingen, svar og trykk på firkanttasten (#).

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're calling your phone at +47 92202365

 Answer it to continue...

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're calling your phone at +47 92208365

Verification successful!

Done

Hvis du ser denne skjermen, trykker du bare på ferdig. Du trenger ikke passordet fra appen.


Additional security verification

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

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In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:


yhbhtmgclytthnnv 


Done

Det kan også hende at du må oppdatere kontaktinformasjonen din. Hvis dette er tilfellet, følg instruksjonene på skjermen for å angi minst ett alternativ.

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 1 of the options below.**

 Authentication Phone is set to +47 92208365. [Verify](#)


 Authentication Email is not configured. [Set it up now](#)


finish

cancel

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

 Authentication Phone is set to +47 92208365. [Change](#)

 Authentication Email is not configured. [Set it up now](#)

finish

cancel


Oppsett av e-post etter aktivering av flertrinnsautentisering

Merk: Hvis du allerede bruker Outlook-appen trenger du ikke å utføre disse trinnene! Vi anbefaler at du begynner å bruke Microsoft Outlook. Denne appen er utformet for Office 365, og oppdateres kontinuerlig med nye funksjoner. Du kan laste ned Microsoft Outlook fra AppStore på telefonen din. Oppsett gjøres ved simpelthen å angi e-postadressen og passordet ditt, og logge inn med MFA.

Hvis du virkelig vil beholde den gamle e-postappen, må du legge til kontoen på nytt ved å bruke den riktige innloggingsmetoden.

Gjør følgende:


1. Åpne innstillinger, og bla ned til passord og kontoer:

No SIM 

12:49

 39% 


Settings

 Touch ID & Passcode  Emergency SOS  Battery  Privacy  iTunes & App Store  Wallet & Apple Pay  Passwords & Accounts  Mail  Contacts  Calendar  Notes  Reminders  

2. Klikk på Exchange eller Orkla Mail:

No SIM 

12:37

44% [Settings](#) Passwords & Accounts

Website & App Passwords

21 >



AutoFill Passwords



ACCOUNTS

iCloud

iCloud Drive, Contacts, Calendars, Safari and 7 more... >

Exchange




Mail, Calendars, Reminders, Notes >

Add Account >

Fetch New Data

Push >


3. Klikk på slett konto, deretter bekreft. Ikke vær bekymret, ingenting lagres lokalt på enheten din, og husk at det kan ta litt tid.


No SIM  12:31  54% 


[< Accounts](#) Outlook


OUTLOOK


Account [>](#)

 Mail

 Contacts

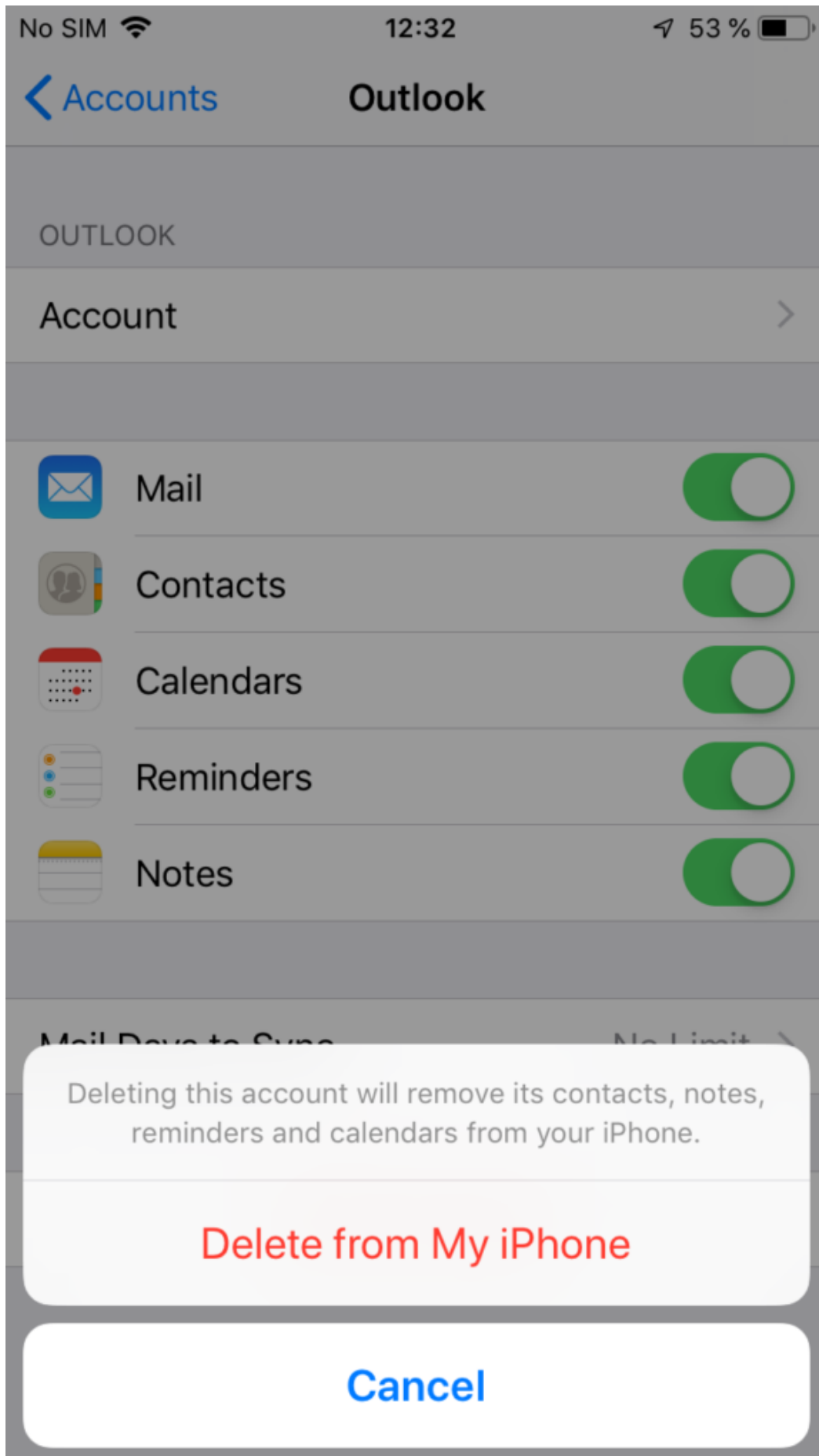
 Calendars

 Reminders

 Notes



Mail Days to Sync No Limit [>](#)

Delete Account



No SIM 

12:32

 53% 

 Accounts

Outlook

OUTLOOK

Account 



Mail



Contacts



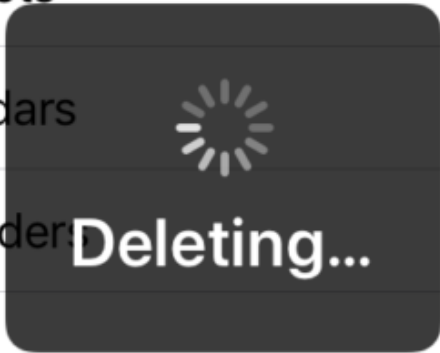
Calendars



Reminders



Notes



Mail Days to Sync


No Limit 

Delete Account

4. Klikk på Legg til konto:

No SIM 

12:32

50% [Settings](#) Passwords & Accounts

Website & App Passwords

20 >



AutoFill Passwords



ACCOUNTS

iCloud

iCloud Drive, Contacts, Calendars, Safari and 7 more... >

Add Account >

Fetch New Data

Push >

5. Velg Exchange:

No SIM 

12:32

 49% 

[< Accounts](#)

Add Account

 iCloud

 Exchange

Google™




YAHOO!

Aol.

 Outlook.com

Other

6. **Veldig viktig:** Oppgi brukernavnet ditt på @orkla.biz nedenfor, **IKKE** e-postadressen din.



No SIM  12:33  46% 

[Cancel](#) **Exchange** [Next](#)

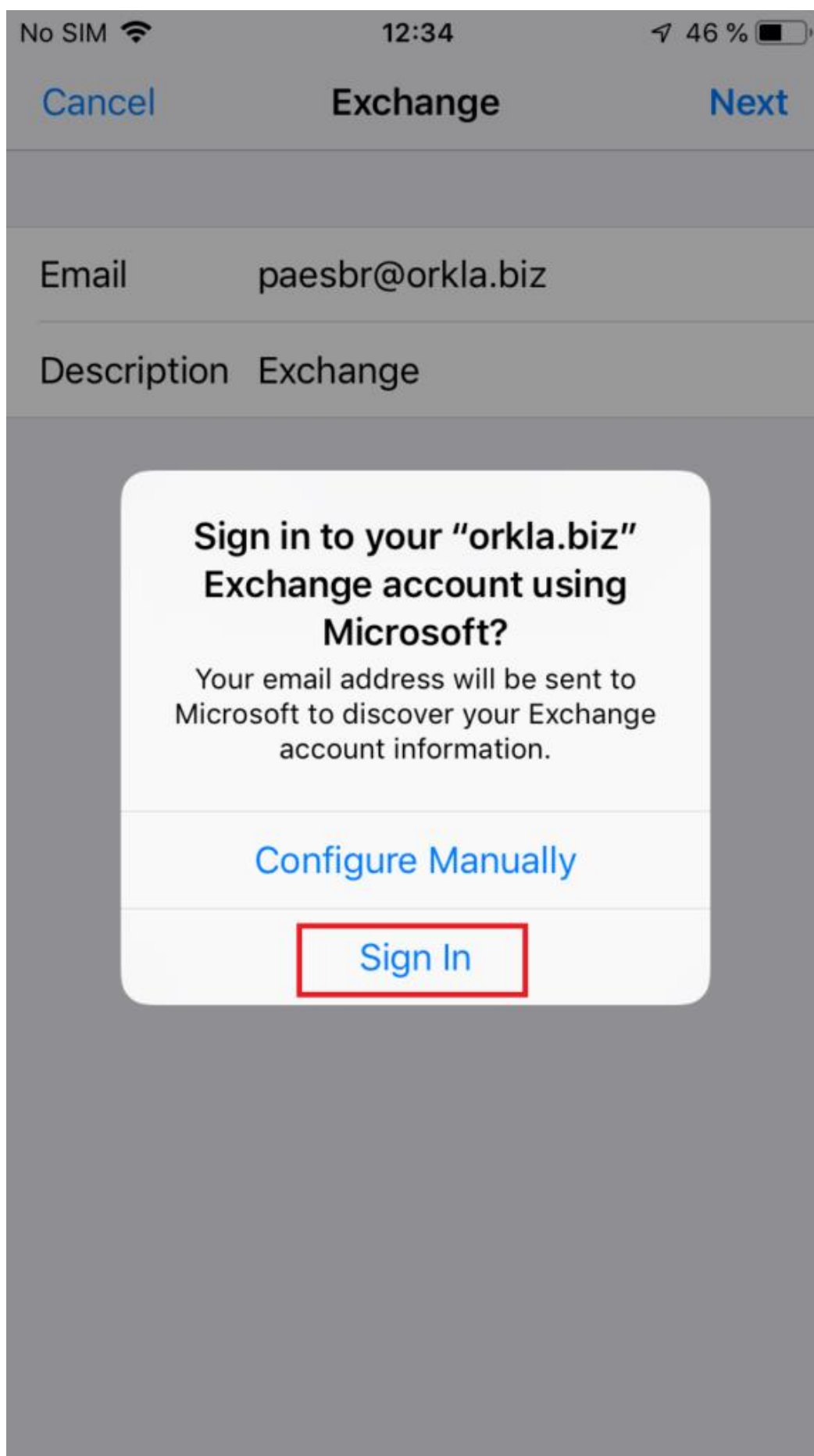
Email

Description Exchange

Exchange Device ID
5V2Q3JI68D0JD2VP3B8N9GU3HC

q w e r t y u i o p å
a s d f g h j k l ø æ
↑ z x c v b n m ↵
123   mellomrom retur



7. Trykk på **Logg inn**.



8. Angi passordet ditt, og trykk på Logg inn.

No SIM 

12:34

 46% 

Cancel

 **ads.orkla.biz**



Sign in with your organizational account

Sign in



9. Huk av i boksen for ikke å spørre igjen om 30 dager, deretter godkjenner du autentiseringsforespørselen på enheten din.


No SIM 

12:34

46% [Cancel](#) login.microsoftonline.com

paesbr@orkla.biz

Approve sign in request

 We've sent a notification to your mobile device. Please respond to continue.

Don't ask again for 30 days

Having trouble? [Sign in another way](#)

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...



10. Aksepter de påkrevde tillatelsene.

No SIM 

12:37

44% 

Cancel

 login.microsoftonline.com

paesbr@orkla.biz

Permissions requested

iOS Accounts

[App info](#)

This app would like to:

- ✓ Access your mailboxes
- ✓ Access your mailboxes
- ✓ Sign you in and read your profile

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>.

[Show details](#)

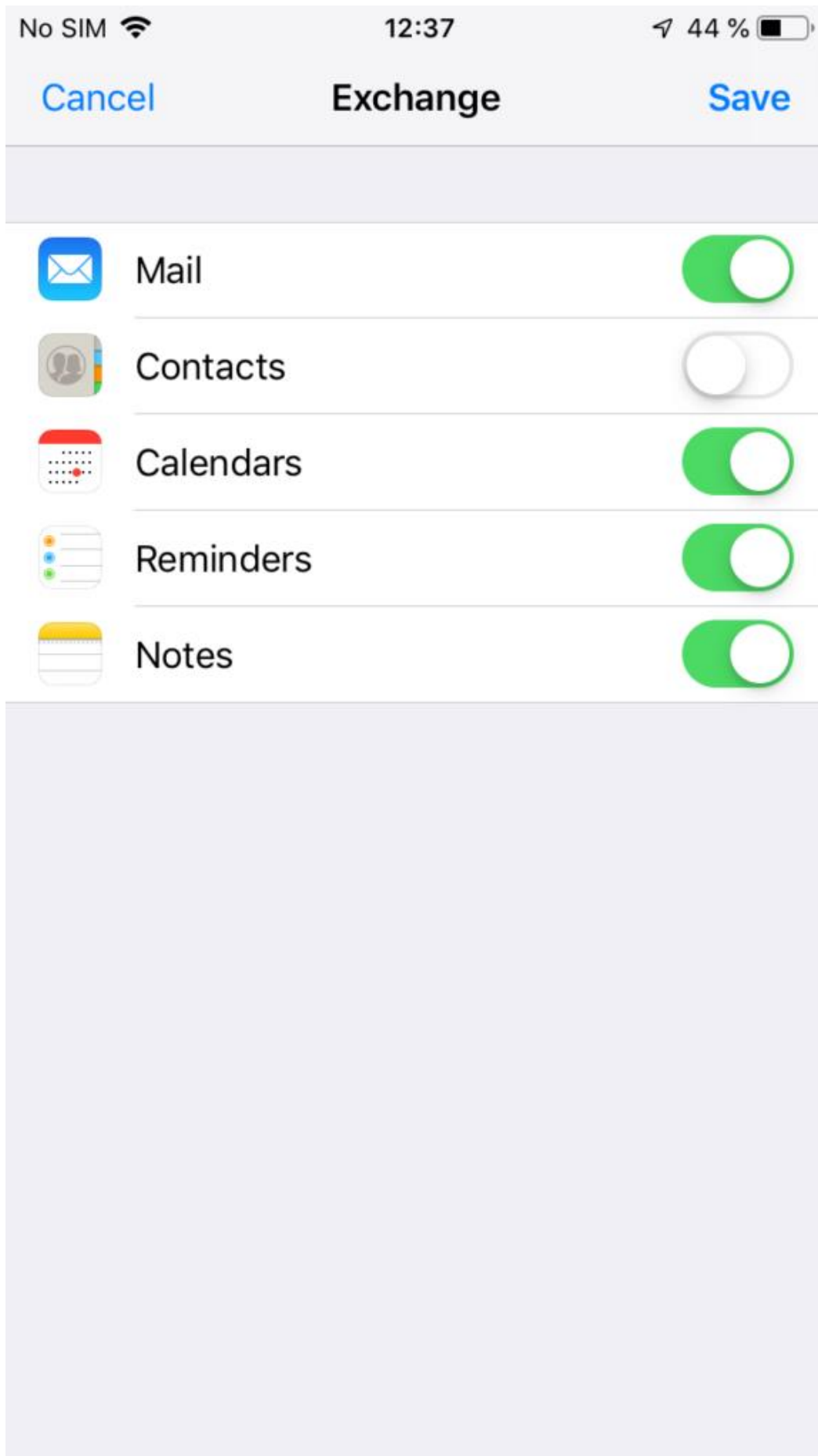
Cancel

Accept

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11. Trykk på Lagre.



No SIM 

12:37

44% [Settings](#) Passwords & Accounts

Website & App Passwords

21 >



AutoFill Passwords



ACCOUNTS

iCloud

iCloud Drive, Contacts, Calendars, Safari and 7 more... >

Exchange

Mail, Calendars, Reminders, Notes >

Add Account >

Fetch New Data

Push >

12. Nå skal du se at e-posten og kalenderen din lastes ned. Det kan ta en stund før alt er synkronisert.

No SIM  

12:37

 44% 

 Mailboxes

Inbox

Edit

No Mail



Downloading...



