

# Accessing E-SurfMar SharePoint as a Guest User Using Microsoft Authenticator

<https://tInt19059.sharepoint.com/sites/E-SURFMAR>

## 1. Invitation and Account Setup

- You have received an Invitation from the secretariat when you were add to the Expert Team group : You should receive an email invitation to access a SharePoint site. If not you have to contact "Anja Grgantov" [anja.grgantov@eumetnet.eu](mailto:anja.grgantov@eumetnet.eu) the Eumetnet Administrative Coordinator.
- **Accept Invitation:** Click on the invitation link to begin the access process.
- **Authentication Options:**
  - **Microsoft Account:** If you have a Microsoft account (e.g., Outlook, Hotmail), you can sign in using your credentials.
  - **Email One-Time Passcode (OTP):** If you don't have a Microsoft account, you can authenticate using a one-time passcode sent to your email.

## 2. Enabling Multi-Factor Authentication (MFA)

- To enhance security, your organization may require Multi-Factor Authentication (MFA) for guest users. **Microsoft Authenticator App:** Download and set up the Microsoft Authenticator app on your mobile device.
- **Authentication Process:**
  - **Sign In:** Enter your credentials or OTP as prompted.
  - **MFA Prompt:** You will be prompted to approve the sign-in request via the Microsoft Authenticator app.
- This process ensures secure access to shared resources.

## 3. Accessing SharePoint

- **Access Shared Content:** Once authenticated, you can access the SharePoint site and its contents as permitted.
- **Periodic MFA Prompts:** Depending on your organization's settings, you may be prompted to authenticate periodically using the Microsoft Authenticator app.

## 4-Additional point

- However, please note that SharePoint requires some form of authentication. **We are able to change the authentication method from Microsoft Authenticator to SMS**, if that would work for you.  
If you decide to go with that way, you have to **provide a phone number** to which the authentication SMS can be sent?