

Background Collabor8 Hello as the identity provider and authentication mechanism in the collabor8 portfolio is being replaced by a standard Microsoft identity and access functionality called **Entra ID**, formerly Azure Active Directory

Entra ID is Microsoft's cloud product that enables users to enter any application or resource with their own company ID.

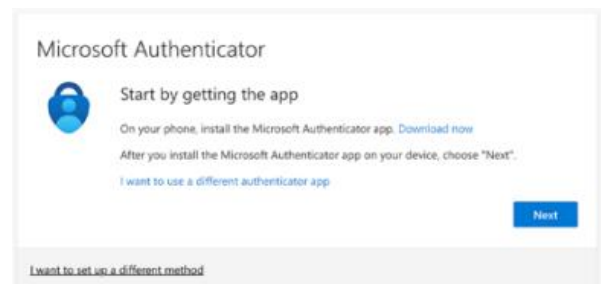
➔ Activate two factor authentication

The following steps is related to the transition from Collabor8 Hello to Entra ID and applies if you already have a user in a Collabor8 service.

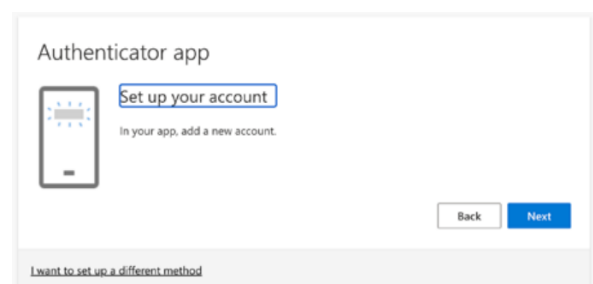
Depending on your corporate internal IT setup, you may need to enter your e-mail and credentials including two-factor authorization. This is normally done through Microsoft Authenticator or SMS.

Alt 1: Microsoft Authenticator

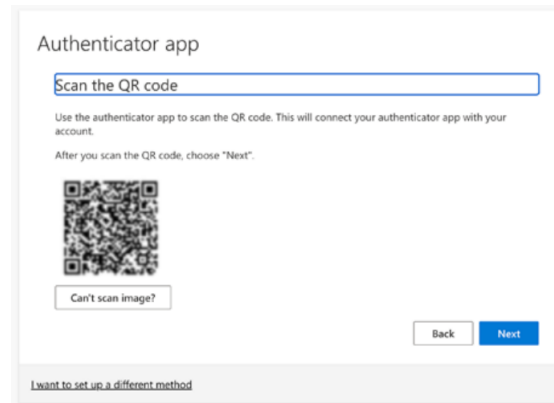
If you don't already have Microsoft Authenticator, you will need to download it to your phone. Then click Next to continue the process.



Set up your account using the Authenticator app on you phone, by selecting "+" to add it in the app.

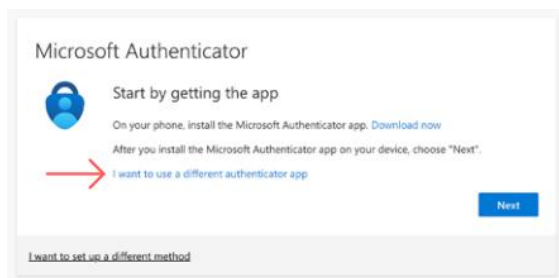


Click “Scan a QR code” on your app and scan the QR code that appears on your PC.

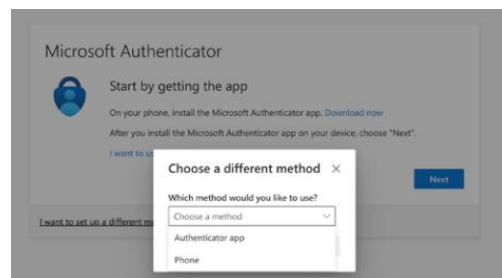


Alt2: Via SMS

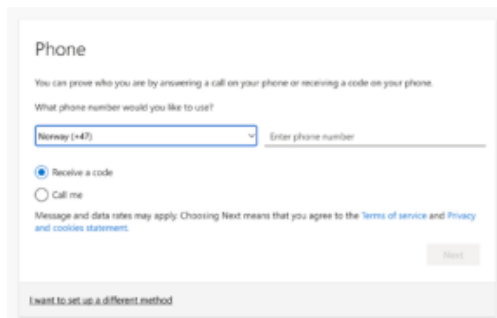
Alternatively, it is possible to select to use SMS as your two-factor authentication method. To do so, please follow the next steps:



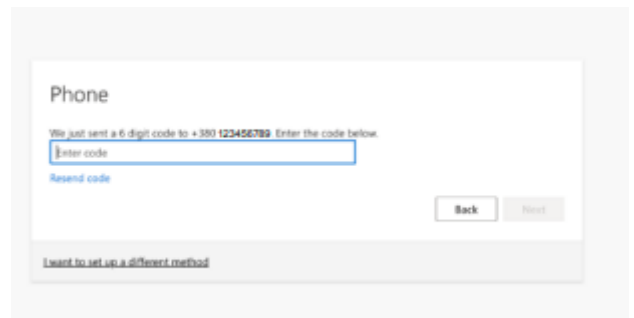
1. Select “I want to set up a different method”



2. Select “Phone”



3. Add your country code and phone number



4. Enter the code that you receive on you phone and click Next

➔ How to log in?

To log inn, please follow the next steps:

1. Navigate to the login page of the needed service
2. You will be redirected to the Microsoft login page
3. Enter your email address or choos the correct account
4. Go through two-factor authentication (via Microsoft Authenticator or SMS)

Note: Depending on your local IT setup some abbreviations from this guide may occur.