The following are steps to create a guest account for Office 365.

Note: Please ensure you have the Microsoft Authenticator app installed.



- 1. After your account has been added to the External Contractors list, you should receive an email invitation for the Total Safety Documents.
- 2. Click on the "Total Safety Documents" link.



3. Enter your email address and click "Next"



4. You will be asked to verify the email address and a code will be emailed to you



5. Enter the code and click "Verify"

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A.	Comparison
	Enter code
	Sign in

6. After verification, you should see the following screen. Click "Next"





7. Click "Next"

transalta	
	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

8. You should see the following screen. Click "Next"

Microso	ft Authenticator		
) (x, x, x) (x, x, x) (x, y, x) (x, y) (x, y) (x, y) (x, y) (x, y) (x, y) (x	Set up your account If prompted, allow notifications. Then add an account, and select "V	Nork or scho	bol".
		Back	Next

9. Keep the following screen open. You will now switch to your mobile device Microsoft Authenticator





10.On your mobile device, open the Microsoft Authenticator app and you should see the following screen.



11. In the top right corner, press the "+" button



12. Select "Work or school account"



#### 13.Select "Scan QR Code"



#### 14. Scan the QR Code on your computer screen and click "Next"





15.You should see your account shown in the Authenticator App like the following



16.On your computer, the QR page should refresh to the following with a 2 digit code.

You	Keep your account secure ar organization requires you to set up the following methods of provi	ing who you are.
Microso	oft Authenticator	
-	Let's try it out Approve the notification we're sending to your app by entering th 41	ne number shown below
	[	Back Next
I want to set up	o a different method	

17. Enter the code 2 digits on your Authenticator app. And hit "Yes"

Are you trying to sign in? TransAlta Corporation _gmail.com#EXT#@trans ana.onmicrosoft.com
Enter the number shown to sign in.
Enter number
No, it's not me Yes

### 18. Click "Next"

Keep your acc Your organization requires you to set up the fo	OUNT SECURE
Microsoft Authenticator	
Notification approved	Back
I want to set up a different method	

#### 19. Click "Done"

	Reep your decount secure
Your o	rganization requires you to set up the following methods of proving who you
Success	
Success.	
Great job! You ha	ave successfully set up your security info. Choose "Done" to continue signing i
Default sign-in r	method:
Microsof	ft Authenticator