# Microsoft 365

- Check Multifactor Authentication (MFA)
- Open Shared Mailbox
- Send As/From Different Mailbox
- Sync SharePoint Library (aka Group Folder) With Computer (File Explorer Or Finder)
- Outlook
  - Marking External E-mails
  - Report Phishing and Junk

Check Multifactor Authentication (MFA)

- Open the **Security info** of your Microsoft account.
- Check whether the methods are up-to-date and whether there are at least two different ways. For example, the Microsoft Authenticator, password manager Enpass, security key (e.g. YubiKey or Nitrokey), office phone and the mobile phone number.
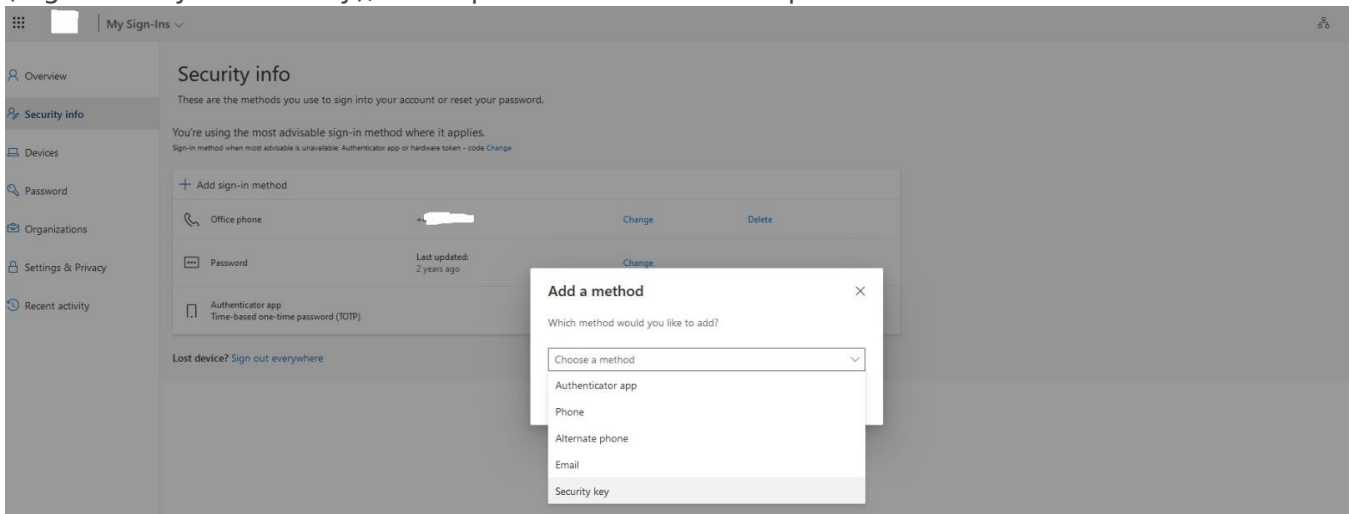
In case you are not able to login please call **+49 511 79098032** or write to **werkstatt@pcspezialist-hannover.de**.

Be aware that it may take some time until we verify your request and allow access.
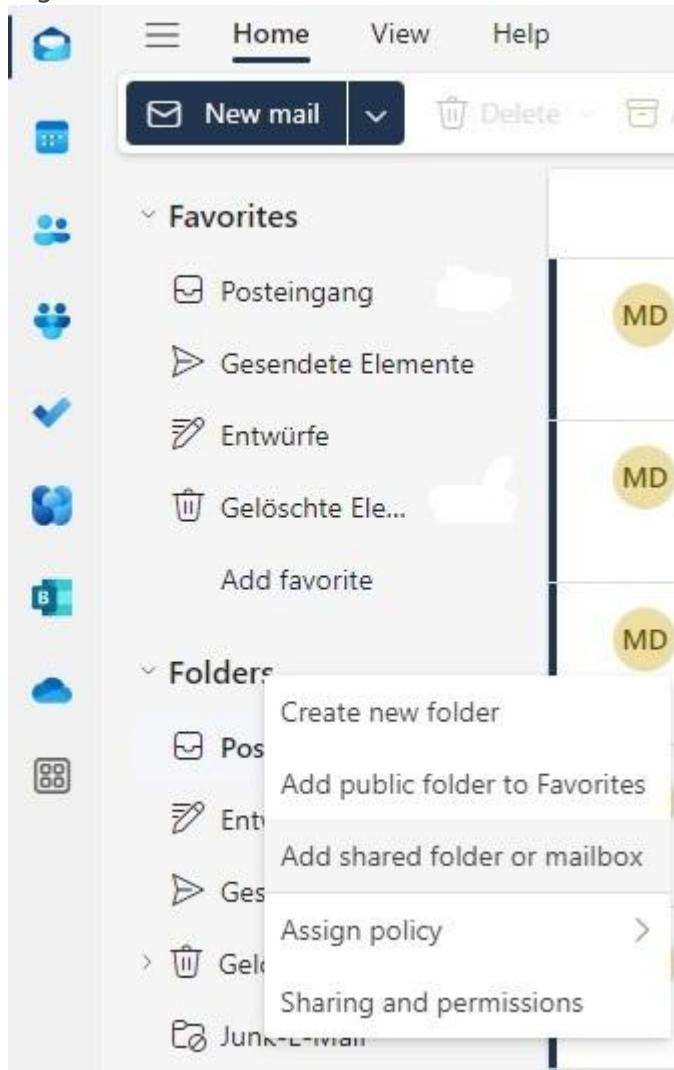
Open Shared Mailbox

The shared mailbox appears in Outlook for Windows automatically but you need to open it manually on the web.

There are two options:

1. Pin it:
    1. Right-click on **Folders** and select **Add shared folder or mailbox**.
    2.
    3. Enter the name of the shared mailbox.

Add shared folder or mailbox

Enter the name or email address of a user who has shared folders with you.
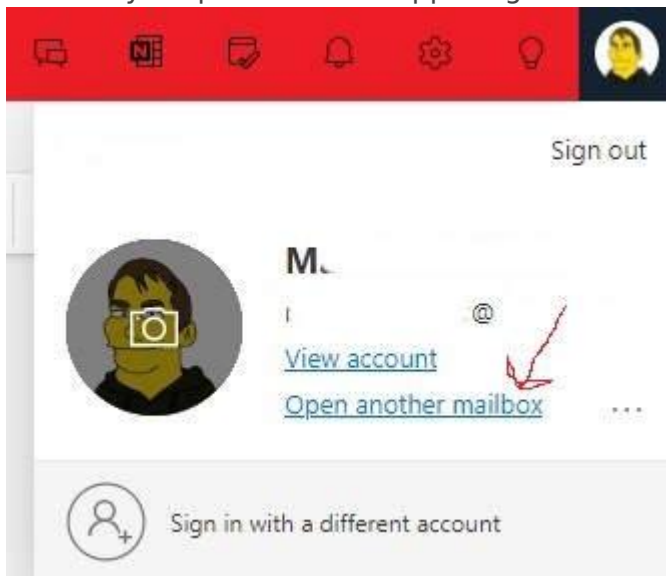
4.

Add   Cancel

     5. Click on **Add**.

2. Open it in a new tab:

     1. Click on your picture in the upper right and select **Open another mailbox**.

2.

     3. Enter the name of the shared mailbox.

Open another mailbox

4.

Open   Cancel

     5. Click on **Open**.

Send As/From Different Mailbox

1. Click on your personal email address and select **Other email address...**

2. Enter the mailbox you want to send as.

3. Now you can switch between the email addresses.

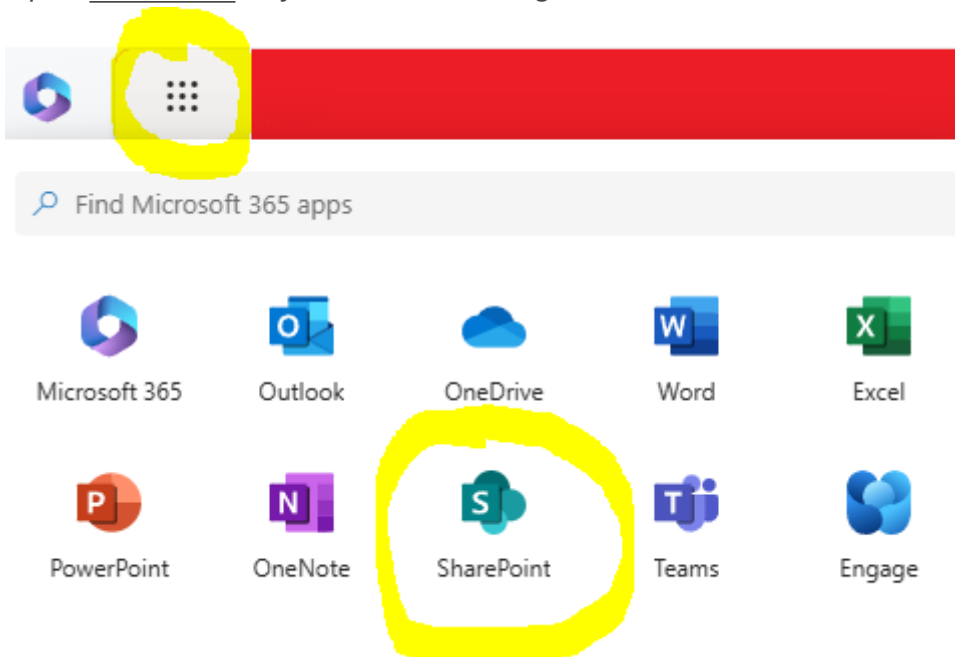If you do not have the permission to send as that user/mailbox you will get an error.

Sync SharePoint Library (aka Group Folder) With Computer (File Explorer Or Finder)
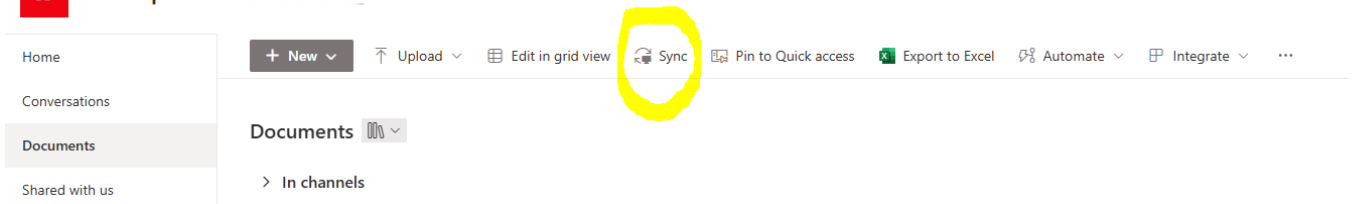
It is useful to have direct access to the company's files on your computer. There are two easy ways to achieve this.
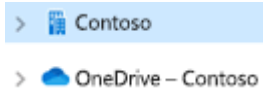
Option 1:

- Open office.com in your browser and go to SharePoint

- Select the site you want to use
- Open **Documents** and click on **Sync**

- Wait a few minutes and check if you have an icon showing an office building in your file explorer or Finder

   > ⬛ Contoso

- > ☁ OneDrive – Contoso

- **Good to know:**
  - The files in the office building are for everyone in that team.
  - The files in the ☁ cloud are only for you by default.
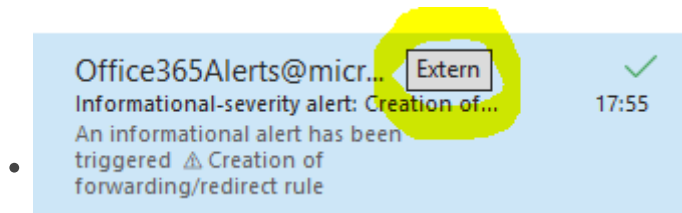
Option 2:
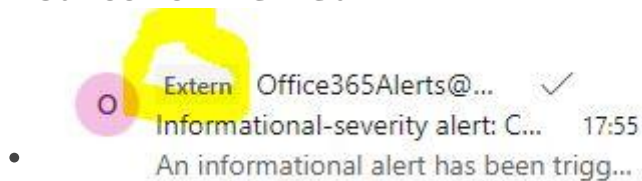
TBD

Outlook

Marking External E-mails

Outlook can mark emails from external sources with a note to make it easier to recognise spam and phishing threats.
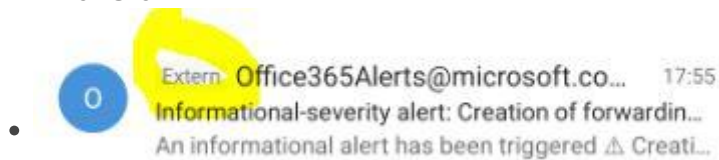
It will look like this:

- **Outlook for Windows**

- **Outlook on the Web**

- **Android**

However, please do not rely completely on this labelling. For one thing, the technology can also make mistakes and it is always possible to take over a colleague's account.

If you would like this labelling, please contact us.
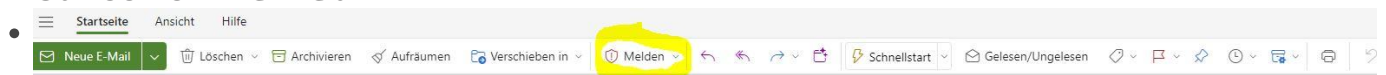
Report Phishing and Junk

Please inform us about phishing or junk.
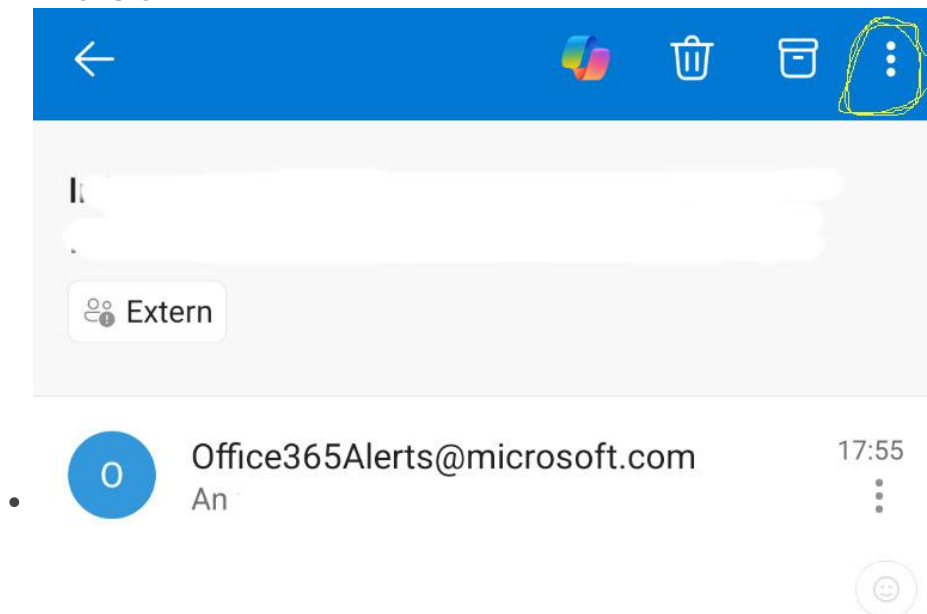
This is how it works:

- **Outlook for Windows**
-
- **Outlook on the Web**
-
- **Android**
-

Important: If there is a targeted attack, please also inform us by telephone and e-mail. Targeted cases include, for example, addressing someone by their real name, referring to colleagues or special knowledge (e.g. from a post on social media, studying the homepage or an overheard conversation).