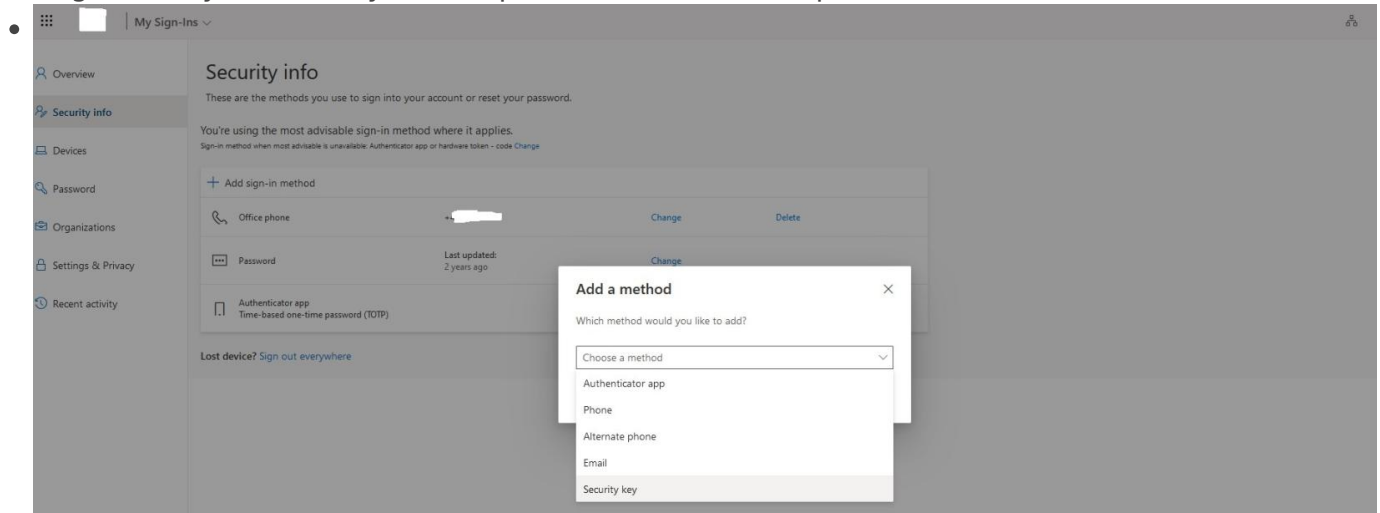


Microsoft 365

- [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](#)
 - [Create Contact List](#)
- [Fix Microsoft 365 Login](#)
- [SharePoint](#)
 - [Sharing in SharePoint](#)

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](tel:+4951179098032) 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

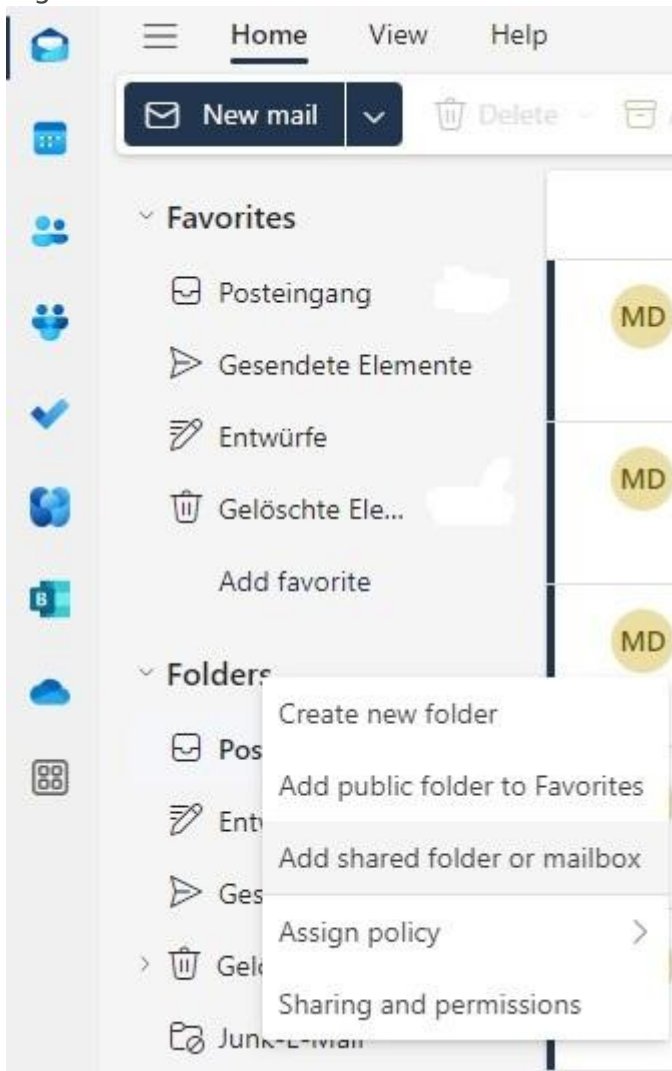
The shared mailbox appears in Outlook for Windows automatically but you need to open it manually on the web, smartphone or macOS.

Web

There are two options:

1. **Pin it:**

1. Right-click on **Folders** and select **Add shared folder or mailbox**.



2. 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.

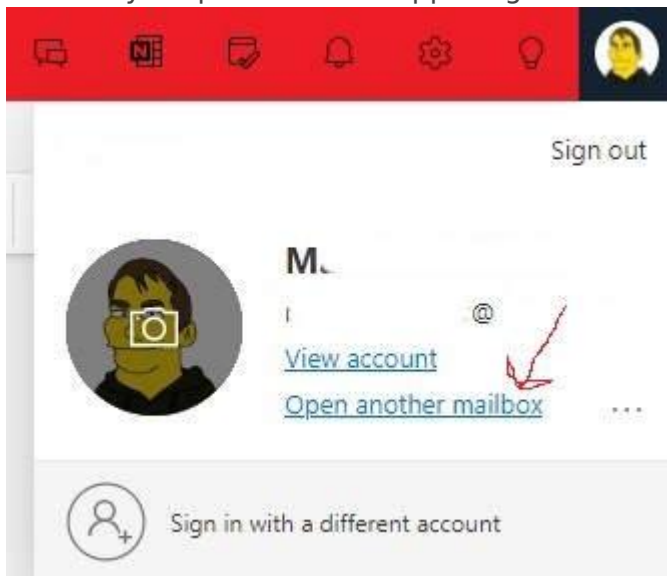
Add

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.

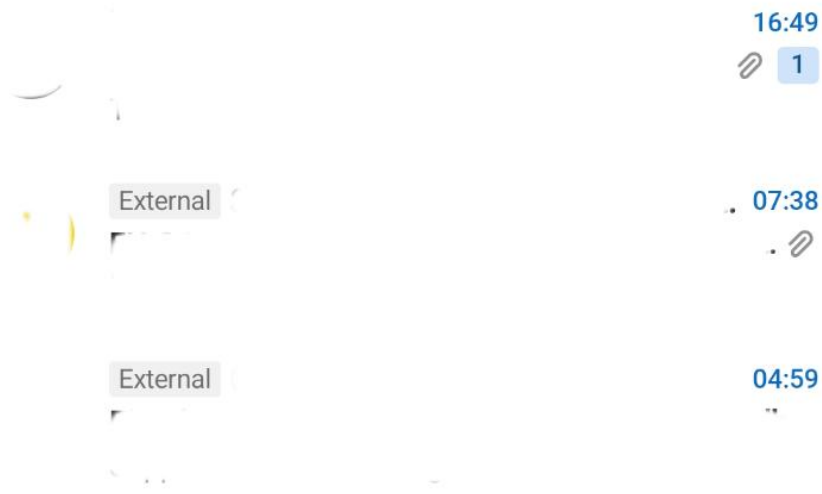
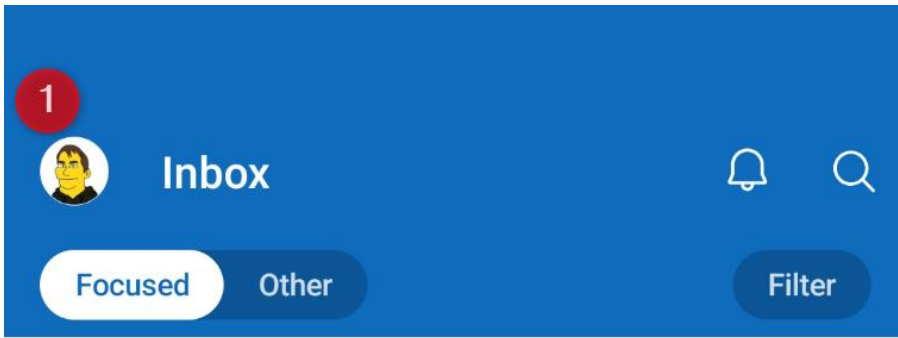
Open

Cancel

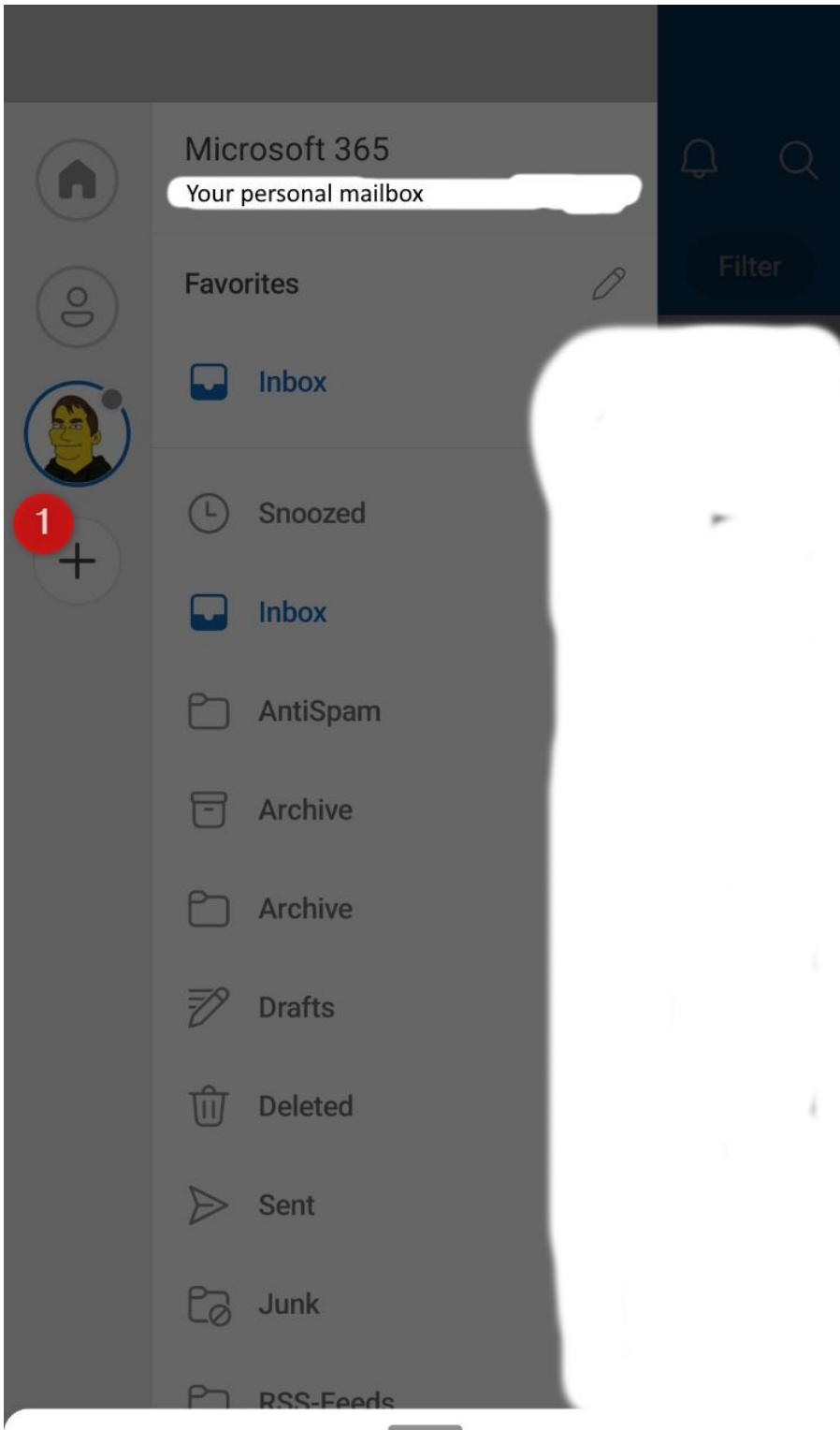
5. Click on **Open**.




Smartphone

- Click on your picture on the upper left



- Click on + in the left menu that just opened and choose **Add shared mailbox**



-  **Add an account**
Outlook, Exchange, Gmail, iCloud...
-  **2 Add a shared mailbox**
Shared and delegate mailboxes
-  **Create new account**
Free email and calendar

- Enter the shared mailbox you would like to add and click **Continue** (authentication is handled by your personal account)



Add shared mailbox

Your personal mailbox

Enter shared or delegate mailbox email

1

sharedmailbox@pcspezialist-hannover.de

[Privacy and Terms](#)

2 Continue >

- Nice! ☐☐

macOS

File > Open > Shared Mailbox

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.

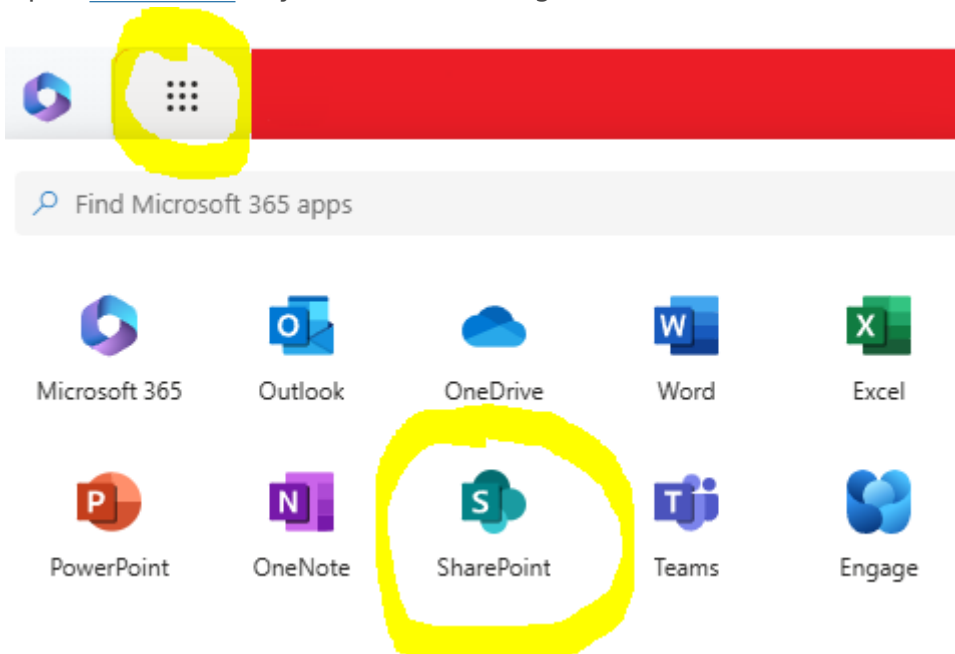


Sync SharePoint Library (aka Group Folder) With Computer (File Explorer Or Finder)

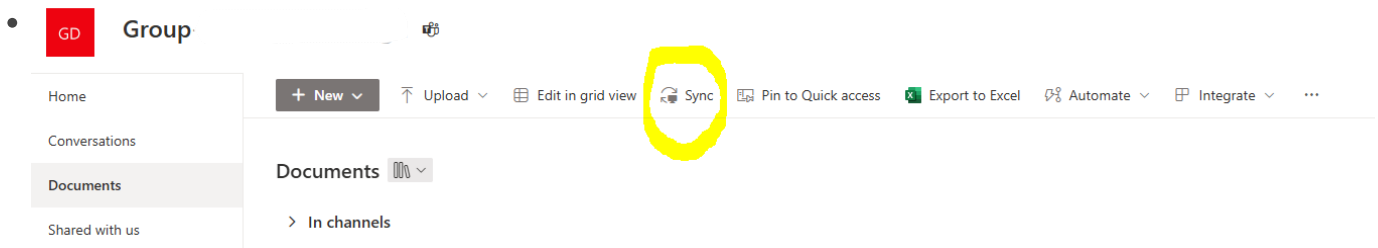
It is useful to have direct access to the company's files on your computer. There are two easy ways to achieve this.

Option 1:

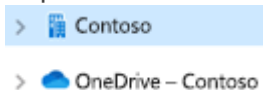
- Open office.com in your browser and go to SharePoint



- 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



• **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

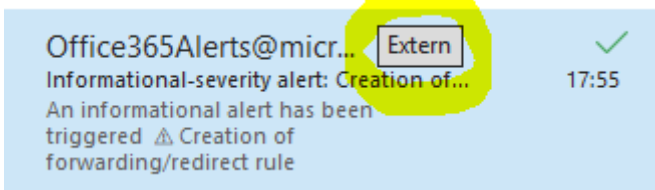
Outlook

Marking External E-mails

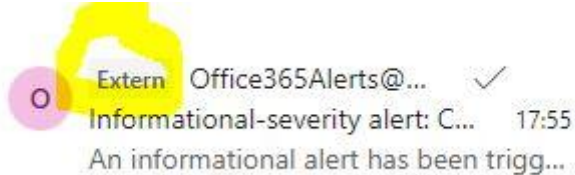
Outlook can mark emails from external sources with a note to make it easier to recognise spam and phishing threats.

It will look like this:

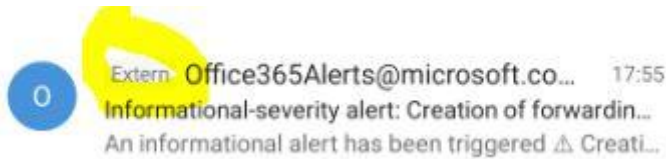
- **Outlook for Windows**



- **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.

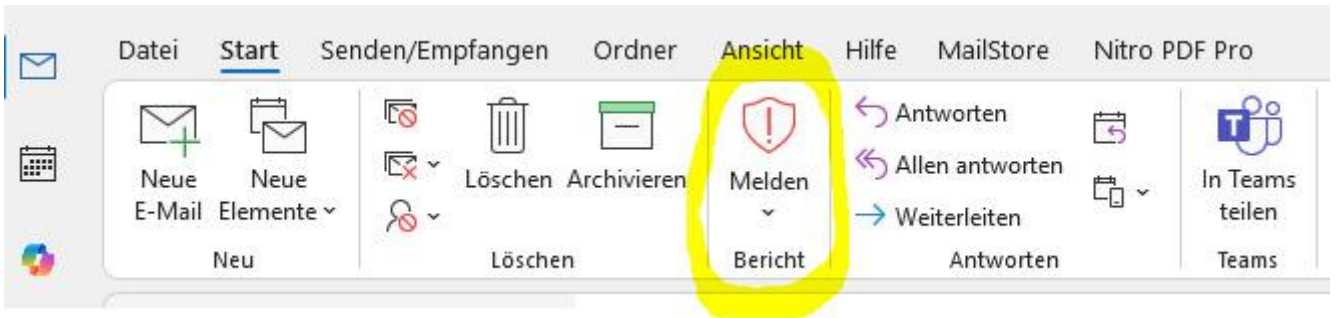
If you would like this labelling, please contact us.

Report Phishing and Junk

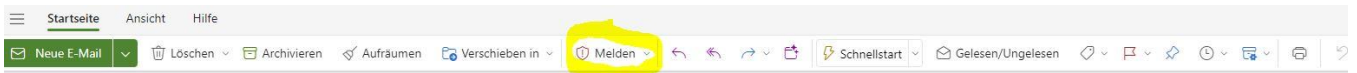
Please inform us about phishing or junk.

This is how it works:

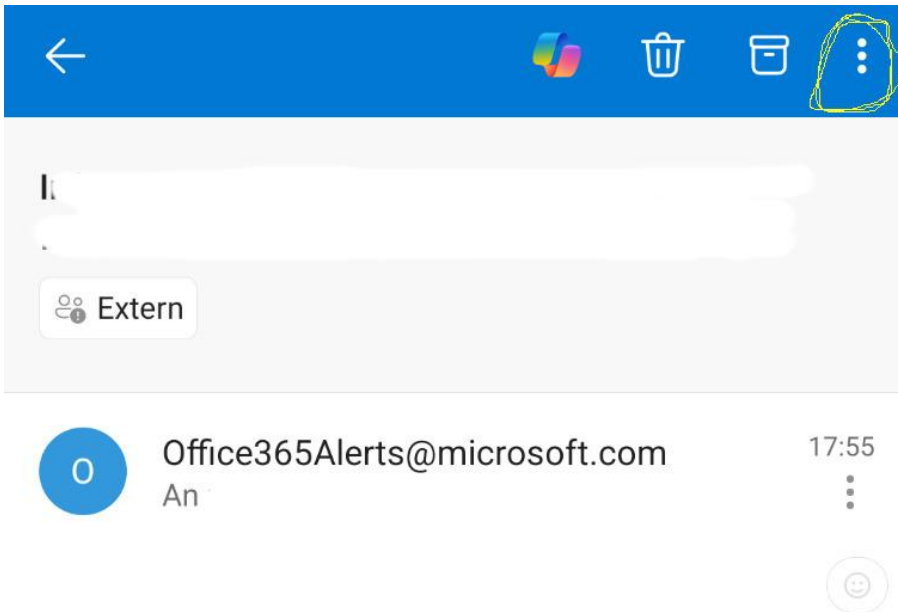
- **Outlook for Windows**



- **Outlook on the Web**



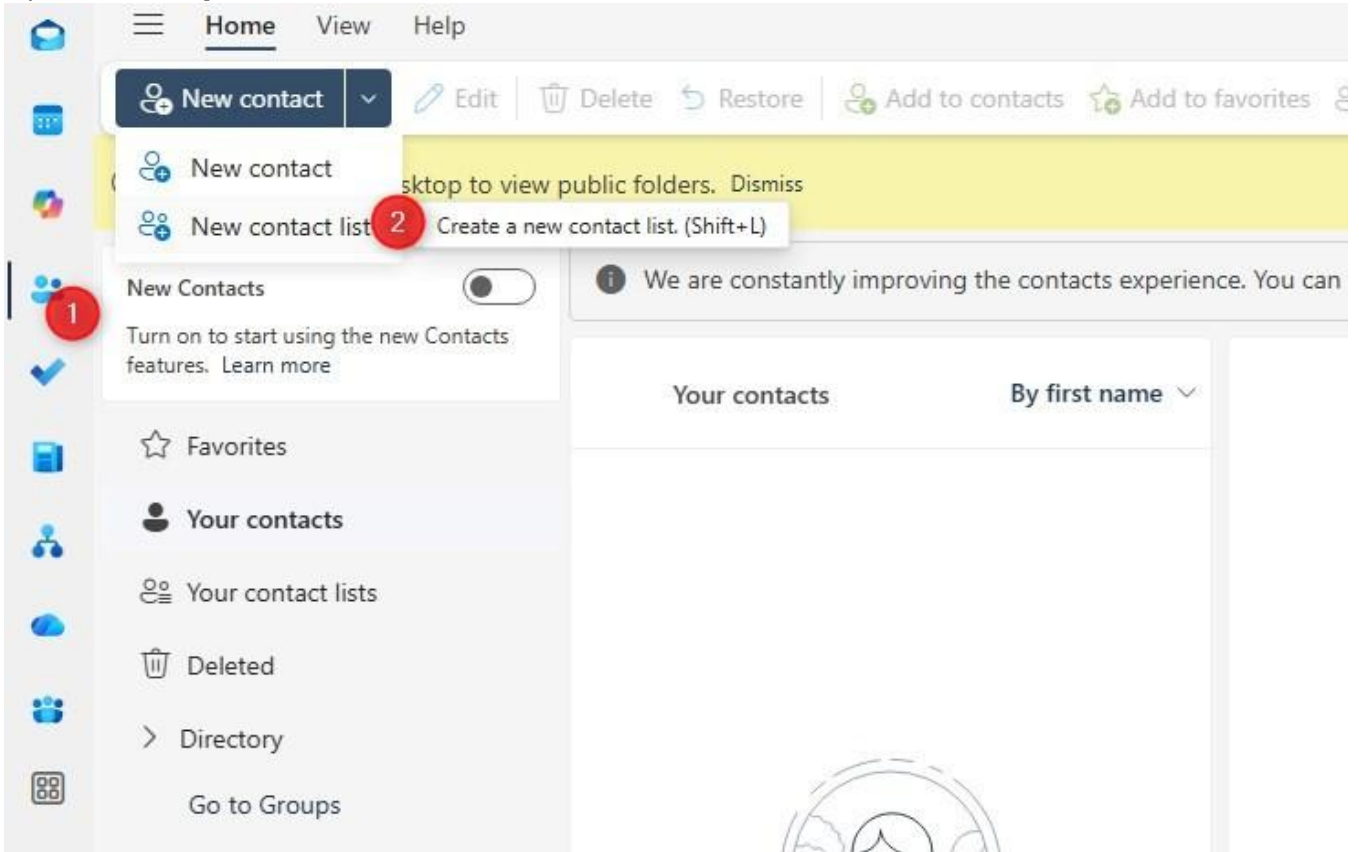
- **Android**



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).

Create Contact List

- Open the **People** tab and click on **New contact list**.



- Now you can give a name, add email addresses and an optional description.

New contact list

Create a list of email addresses to send email to many people at a time.

Note: The email addresses in a contact list are not connected to your saved contacts.



Contact list name

Team

1

Add email addresses

Type a name or an email address

Add

2

-  colleague1@company.com
colleague1@company.com 
-  colleague2@company.com
colleague2@company.com 
-  colleague3@company.com
colleague3@company.com 
-  colleague4@company.com
colleague4@company.com 
-  colleague5@company.com
colleague5@company.com 

Description

Team

3

Create

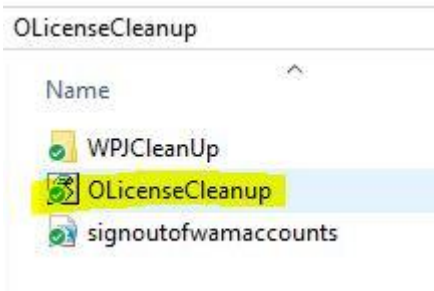
Discard

- After clicking on **Create**, you may use this contact list for sending emails or inviting them to appointments.
- A popular use case is a list with the colleagues you often work with so you can email them easily or add them to calendar invitations.

Fix Microsoft 365 Login

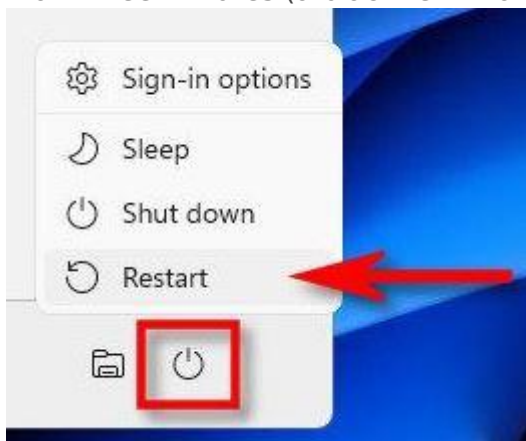
If you experience issues with your Microsoft 365 login like frequent requests to login again, the attached script may help.

1. Download the [OLicenseCleanup.zip](#) and extract it
2. Close your Microsoft 365 applications like Outlook, Teams or Office
3. Run the OLicenseCleanup.vbs VBScript file and ignore the other files



1.

2. Wait three minutes (a black terminal window may flash shortly) and restart your PC



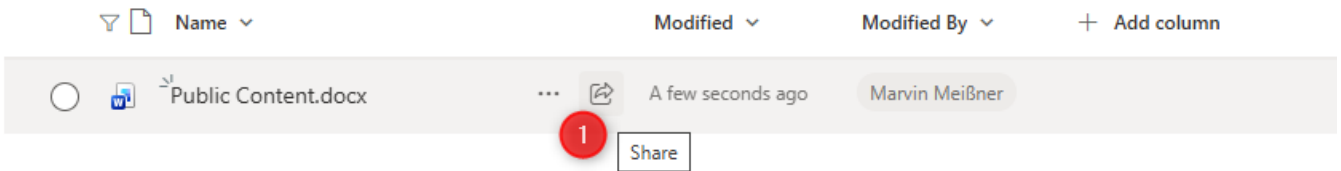
3.

4. Now you need to login again without any issues
5. Let us know if you still experience any issues so that we may troubleshoot further

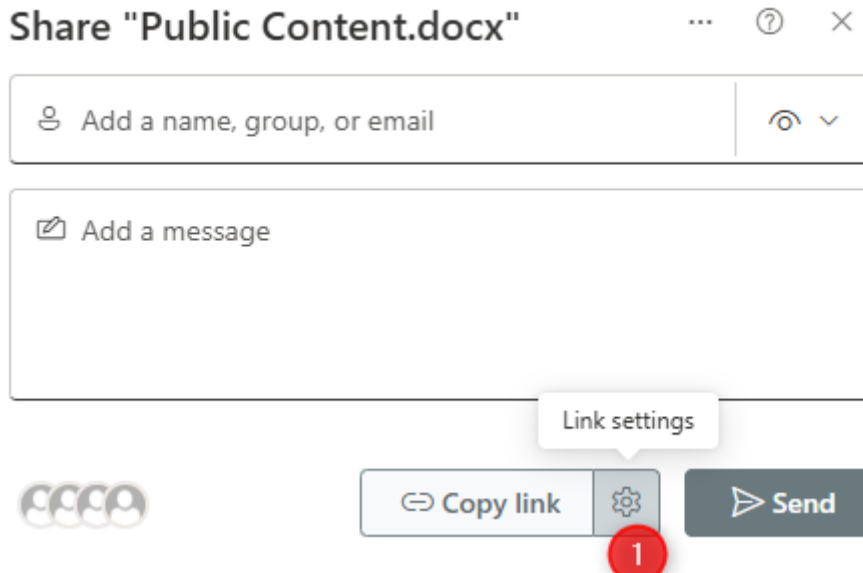
SharePoint

Sharing in SharePoint

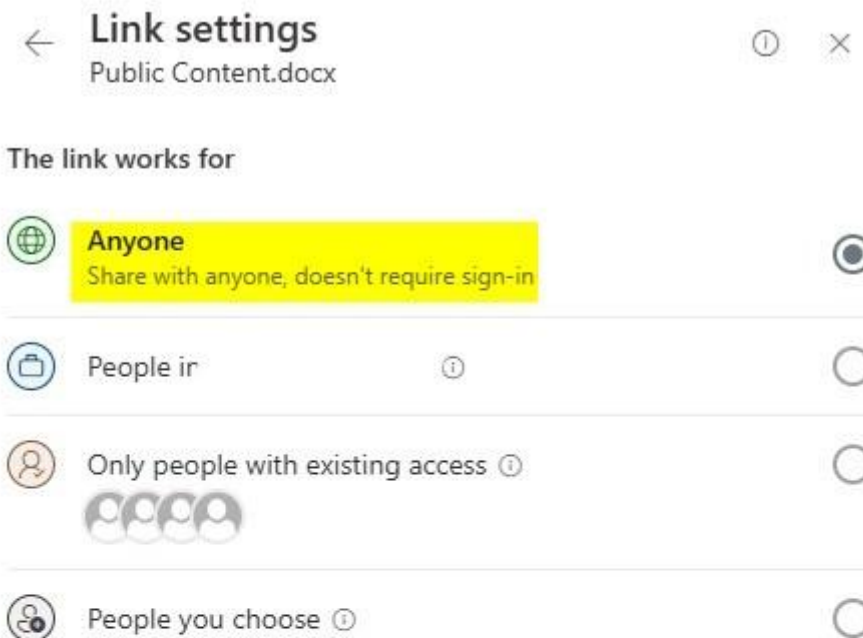
- Upload the data you want to share
- Hover over the document or folder you want to share and click on the **Share** symbol



- Modify the **link settings** by clicking on the gear symbol

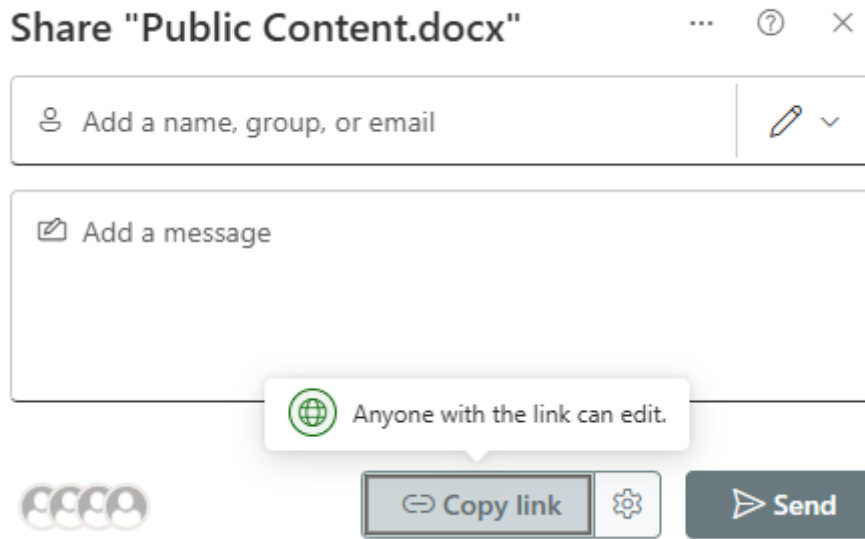


- Feel welcome to adjust the settings as you like



More settings

- When sharing files or folders in SharePoint, always choose *Can view by default* and only use *Can edit* if real collaboration is required. Please always set an *expiration date*. This date should be as short as appropriate. You may add an additional *password* if you like.



- You can copy or send the link now