

How to connect to Komatsu Sharepoint

Komatsu Sharepoint sites use two factor authentication when You log on. The **first time** You access the site You must set up two factor authentication.

If You encounter problem with Your log on to Komatsu Sharepoint, please follow the instruction below.

Preparation

1. Download the app *Microsoft Authenticator* to Your phone, it's needed later on in the instruction.

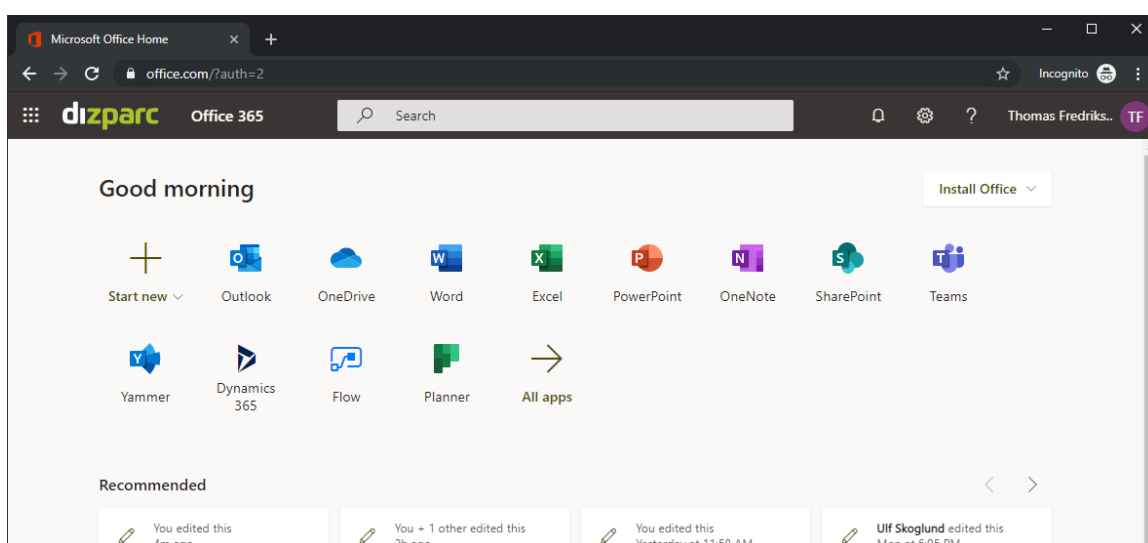


2. Open the *invitation* email that You should have received containing a link to the site in question. You will need this later on.
3. Close and then open Your preferred browser on your computer
4. Go to www.office.com

1a Check wether You are logged on

From www.office.com

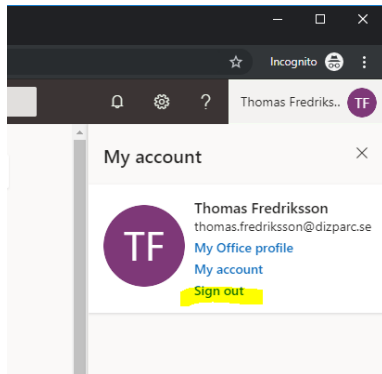
If You are logged on to Office 365 and see apps (as picture below), please sign out from Office. Otherwise continue to step **2a**



1b Sign Out from Office

Temporarily sign out from Office 365 by clicking Your name up to the right in Your browser and choose *Sign out*

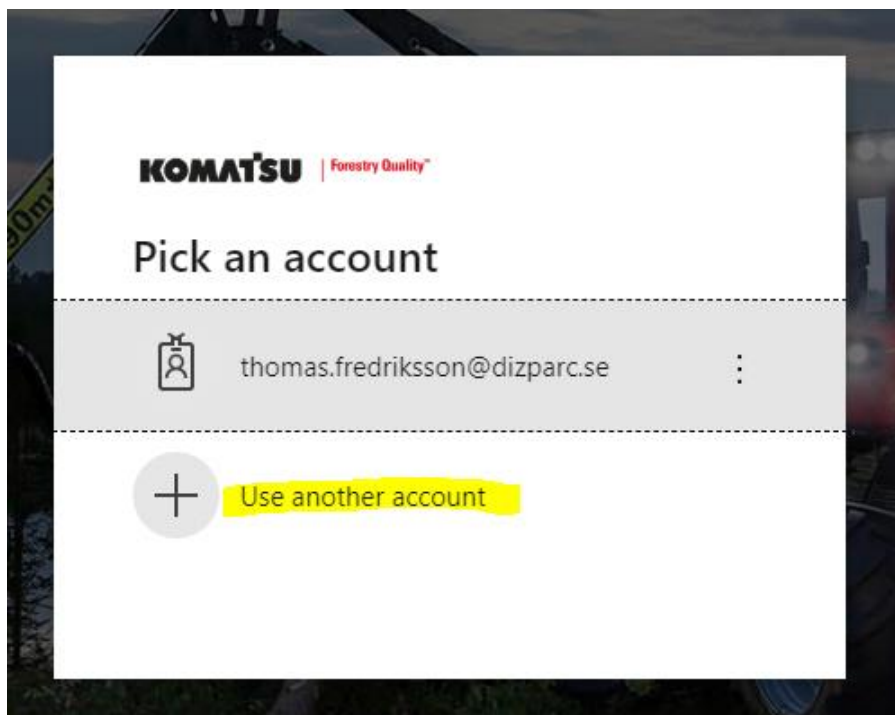
Then close Your browser



2a Open link

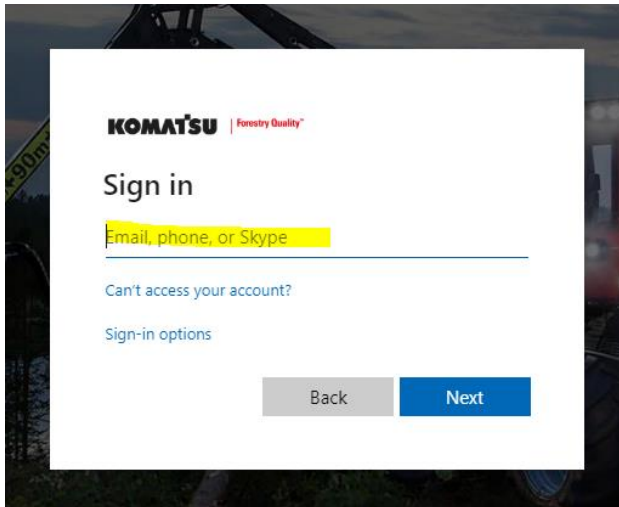
Open the link in the invitation email sent from no-reply@sharepointonline.com

Even if Your email-address shows under Pick an account, You should click *Use another Account*



2b

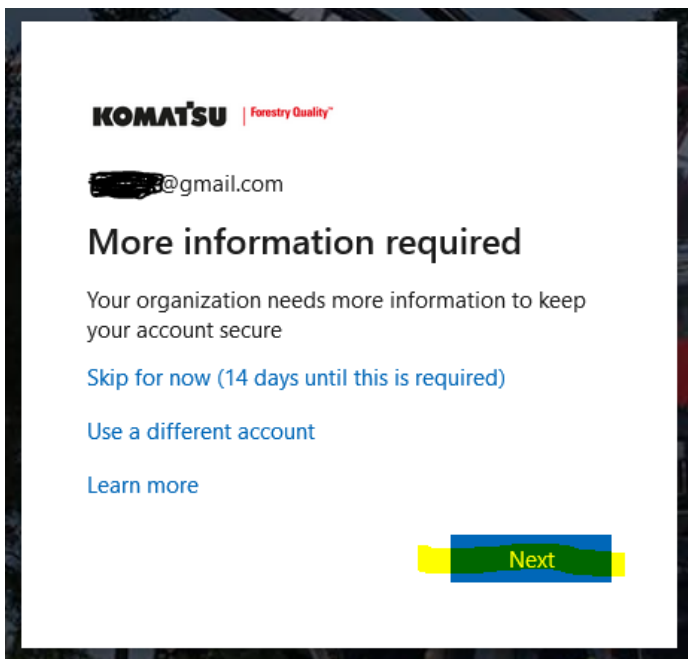
Enter Your e-mail (must be the same address as the invitation was sent to) and klick *Next*



The screenshot shows the Komatsu sign-in interface. At the top left is the Komatsu logo with the tagline "Forestry Quality". Below the logo is the heading "Sign in". A text input field is present with the placeholder text "Email, phone, or Skype". Below the input field are two links: "Can't access your account?" and "Sign-in options". At the bottom of the form are two buttons: a grey "Back" button and a blue "Next" button.

2c

More information is now required to set up authentication.
Click *Next*



The screenshot shows a message from Komatsu regarding account security. At the top left is the Komatsu logo with the tagline "Forestry Quality". Below the logo is a redacted email address ending in "@gmail.com". The main heading is "More information required". Below this is the text "Your organization needs more information to keep your account secure". There are three links: "Skip for now (14 days until this is required)", "Use a different account", and "Learn more". At the bottom right is a blue "Next" button.

2d

Choose as in picture below and then click *Set up*



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

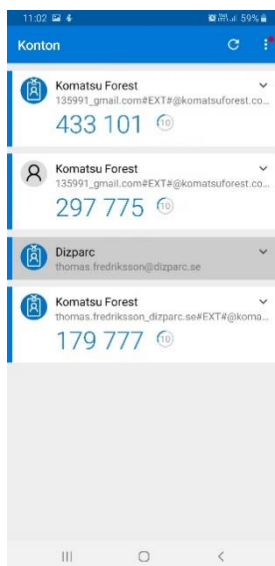
To use these verification methods, you must set up the Microsoft Authenticator app.

Set up

Please configure the mobile app.

2e

Start the application "Authenticator" on Your cellphone. *Download app Microsoft Authenticator from Play Store (Android) or App Store (Iphone) as stated under preparation.*

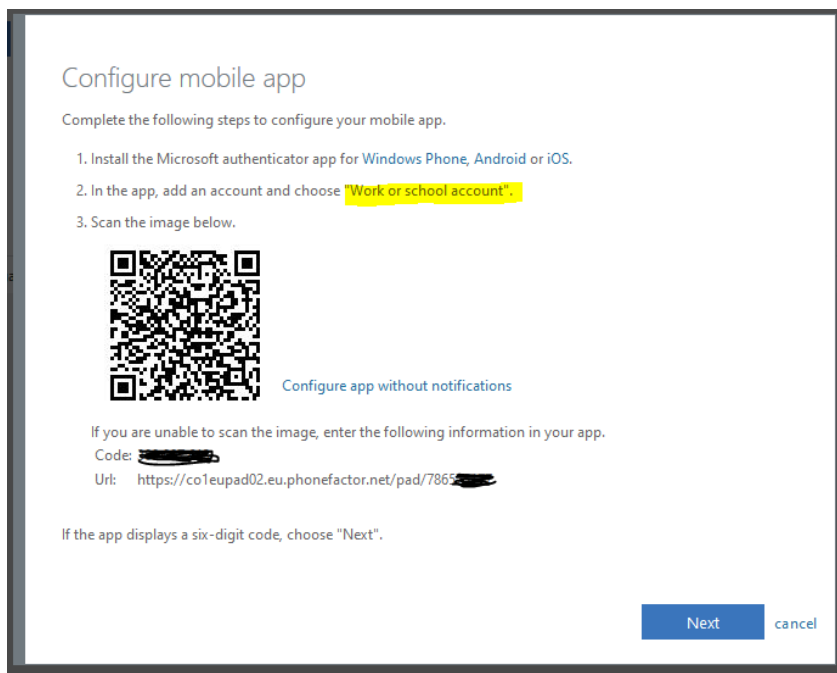


2f Add Account in Authenticator application

Click the dots in the upper right corner and choose + Add Account

Position Your phone camera on the QR-code that You have in Your browser. Not the one below.

When the Authenticator app shows a code click *Next* in the browser and enter the code.



All configuration is now done!

Note:

Sometimes You may receive an error after last step.

If that happens just close your browser and open the URL to the site you've given access to.

<https://komatsuforest.sharepoint.com/sites/productinformation>