How to access the CMA Resources SharePoint for the First Time

- 1. Login to "Office.com" using your work credentials.
- 2. Click on the SharePoint link provided to you. (Owners Resources)



3. The site will ask you to share some information for tracking. Click Accept on the first prompt.

tes	t@winchester.cmacars.com
Pe	ermissions requested by:
CN car	IA Corporate termyersautogroup.onmicrosoft.com
By	accepting, you allow this organization to:
\sim	Receive your profile data
\sim	Collect and log your activity
\sim	Use your profile data and activity data
You Cor rev http Lea	should only accept if you trust CMA Corporate. CMA porate has not provided links to their terms for you to iew. You can update these permissions at ps://myaccount.microsoft.com/organizations. rn more
Th	is resource is not shared by Microsoft

4. Due to the SharePoint site being a Corporate Resource, you will need to set up an MFA for the site the first time you login.



5. Next follow the prompts to setup your MFA for the SharePoint site. Start by opening up your Microsoft Authenticator app on your phone or downloading it on the Google Play or App Store. Once you have done that, click Next.



6. At the top right corner of the app on your phone, click the "+" icon then select "Work or school account". Click "Next" on your computer.

Microso	oft Authenticator
	Set up your account If prompted, allow notifications. Then add an account, and select "Work or school". Back Next

7. There should be a pop-up on your phone screen asking for the next selection, click on "Scan QR code" then scan the code on your computer screen. Once you have done that, click "Next" on your computer.

Microsoft Authenticator		
Scan the QR code		
Use the Microsoft Authenticator app to scan the QR cod app with your account.	e. This will connect the Microsoft Authenticato	or
After you scan the QR code, choose "Next".		
Can't scan image?	•	
	Back Next	

8. The system will send a prompt to your phone for a code, this code will be displayed on your computer. Go ahead and type in the code that your screen gives you into the app on your phone and click "Yes"

Microso	oft Authenticator	
	Let's try it out	
_	Approve the notification we're sending to your app by entering the number shown b 32	elow.
	Back	lext

9. Your computer screen should be updated to let you know that your MFA has been successfully set up. Go ahead and click "Done" on your computer.



10. You should now be redirected to the SharePoint site and can navigate through it!

