

# Accessing the HUTM – NCAS-M Office Team

## Overview

The NCAS-M Office Team is utilized to house pertinent files, lists, and more – including electronic files for all NCAS-M students.

Each NCAS-M institution has a channel within the NCAS-M Office Team, where access is limited to those associated and NCAS-M administrators. Electronic student files can be accessed within these channels.

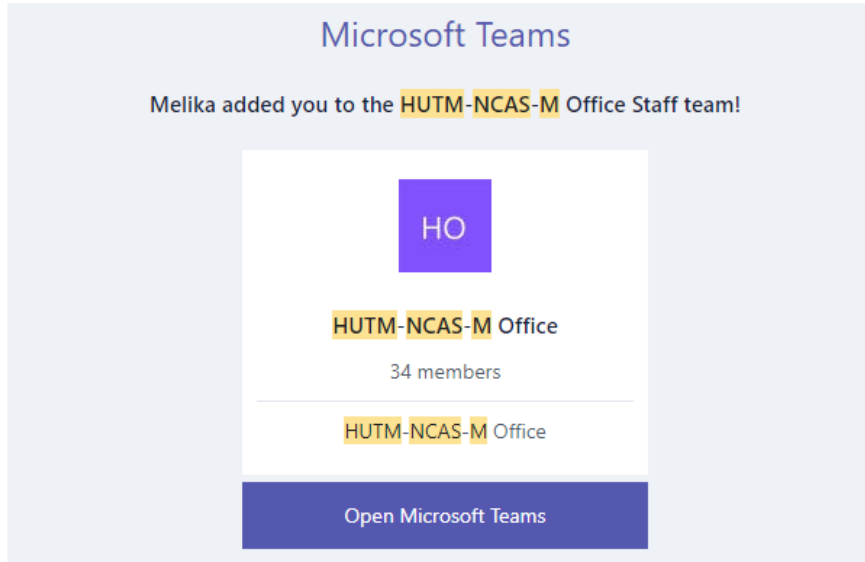
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## Accessing NCAS-M Office Team

Howard University recently updated its cybersecurity measures to require new steps to access the Team, as described below:

**NCAS-M administrators add guests to the NCAS-M Office Team, and an automated email is sent to guests from [noreply@email.teams.microsoft.com](mailto:noreply@email.teams.microsoft.com). An example email is pictured below.**



**Navigate to the NCAS-M Office Team, using the following link:**

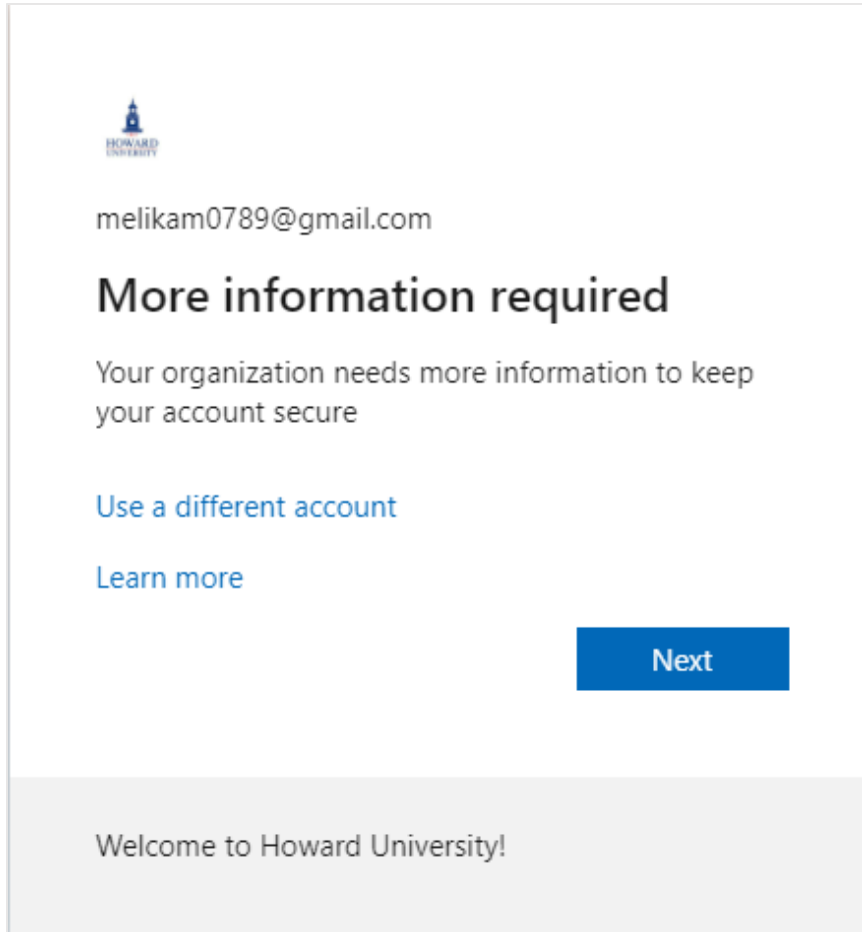
<https://teams.microsoft.com/l/team/19%3a5951ab997da54794b0433541dda26750%40thread.tcv2/conversations?groupId=e982a8ed-c097-4f6f-8867-2da359318dd4&tenantId=02ac0c07-b75f-46bf-9b13-3630ba94bb69>

If you already use Teams at your institution, the Teams application may open.

**Login to NCAS-M Office Team, using credentials chosen after joining the Team.**

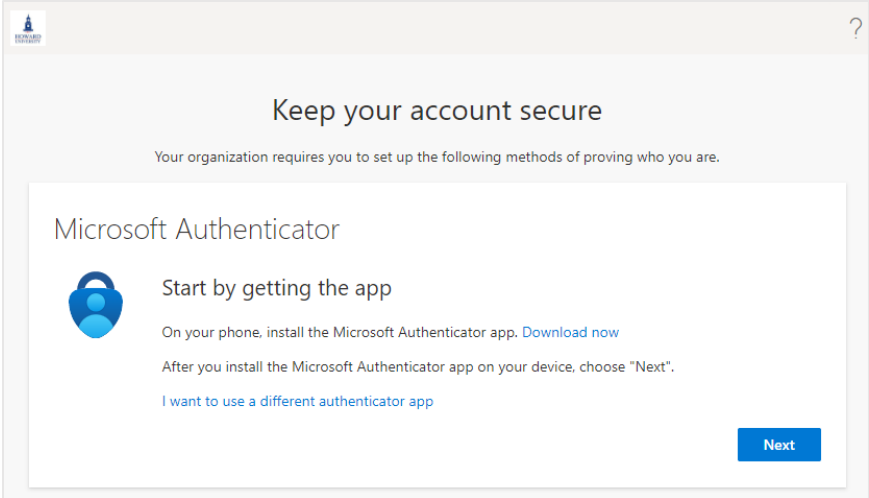
The following message will appear afterwards.

Click "Next"



**You will be prompted to download the Microsoft Authenticator, as shown below.**

This can be downloaded to your phone. Click "Download Now" or "Next."




The screenshot shows a web page with a light gray header containing a small logo on the left and a question mark on the right. The main content area has a white background with the heading "Keep your account secure" and a sub-heading "Your organization requires you to set up the following methods of proving who you are." Below this is a white box titled "Microsoft Authenticator" which contains a blue lock icon, the text "Start by getting the app", instructions to download the app, and a "Next" button.

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

**Follow prompts to set up your Microsoft Authenticator account.**

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

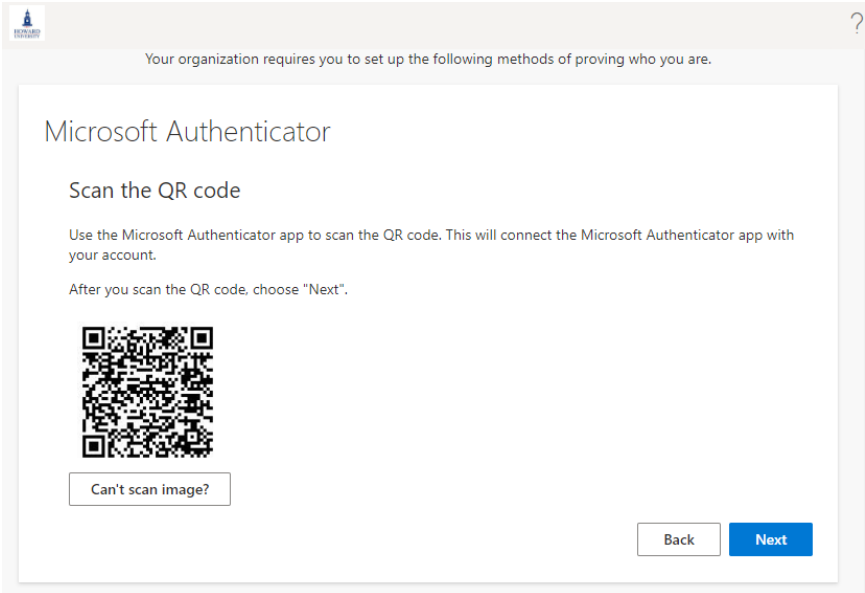
Microsoft Authenticator

 Set up your account

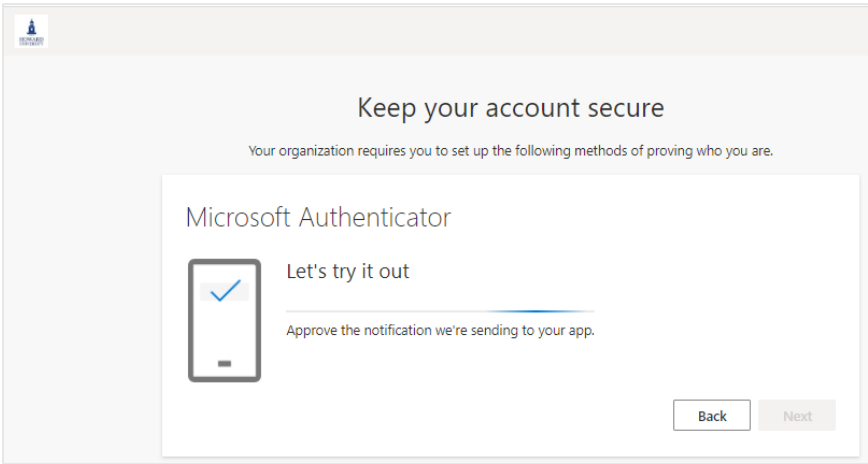
If prompted, allow notifications. Then add an account, and select "Work or school".

Back Next

**After downloaded application on your phone and setting up your account, scan the populated QR code, and click “Next.”**

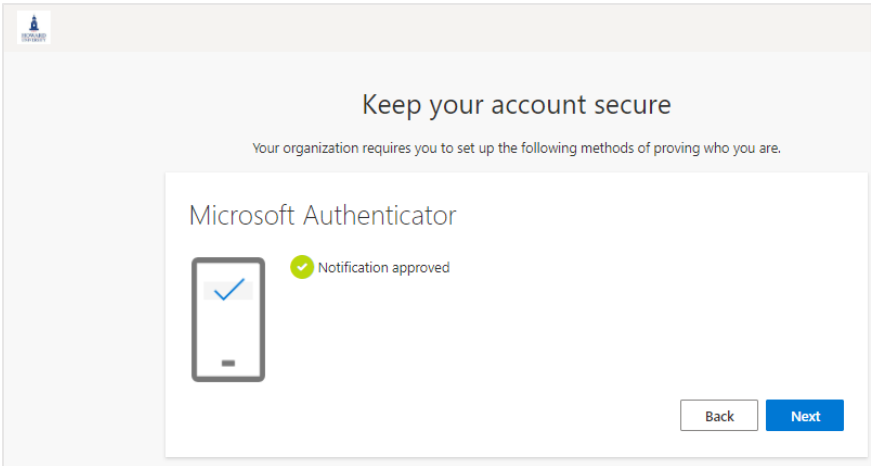


**Approve request sent to the phone application, as prompted.**



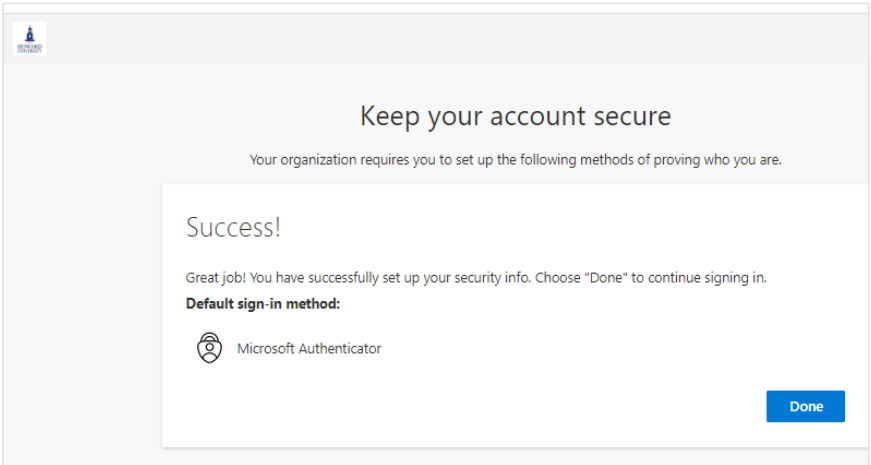
After approving, you will receive a notification, as pictured.

Click "Next."



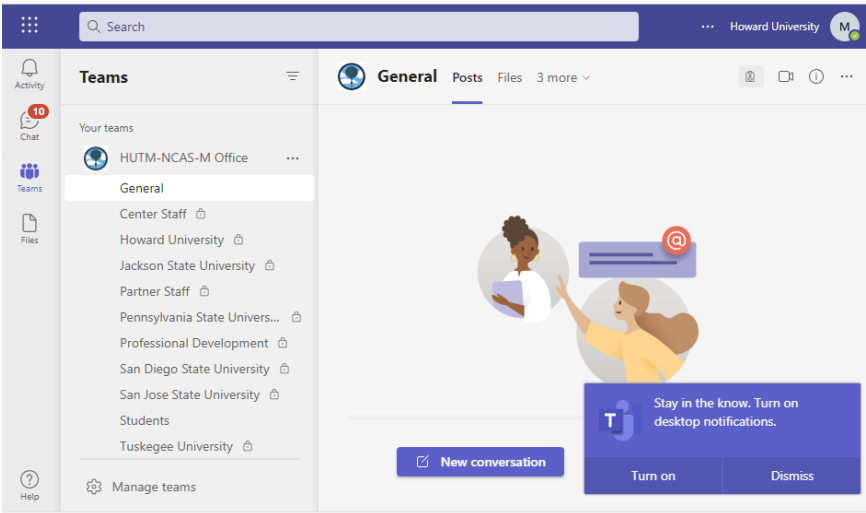
You will receive a Success notification as pictured.

Click "Done."



You may be directed to the NCAS-M Office Team.

If not, navigate to the Team using link above and complete authentication steps.





## Helpful Articles

### [Guest experience in Teams](#)

When a guest is invited to join a team, they receive a welcome email message. This message includes some information about the team and what to expect now that they're a member.

### [Guest access in Microsoft Teams](#)

With guest access, you can provide access to teams, documents in channels, resources, chats, and applications to people outside your organization, while maintaining control over your corporate data.

### [How to use the Microsoft Authenticator app](#)

With this free app, you can sign in to your personal or work/school Microsoft account without using a password. You'll use a fingerprint, face recognition, or a PIN for security.