

**From:** Microsoft Invitations on behalf of Australian Maritime Safety Authority  
<invites@microsoft.com>

**Date:** 29 July 2020 at 9:14:48 am AEST

**To:** [REDACTED]

**Subject:** Australian Maritime Safety Authority invited you to access applications within their organization

Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Organization: Australian Maritime Safety Authority  
Domain: [100255.onmicrosoft.com](https://100255.onmicrosoft.com)

This message was provided by the sender and is not from Microsoft Corporation.

Message from  
Australian Maritime Safety Authority:

“Follow the instructions on this email to access the shared AMSA collaboration content.”

If you accept this invitation, you'll be sent to <https://100255.sharepoint.com/sites/guestportal>.

[Accept invitation](#)

[Block future invitations](#) from this organization.

This invitation email is from Australian Maritime Safety Authority ([100255.onmicrosoft.com](https://100255.onmicrosoft.com)) and may include advertising content. Australian Maritime Safety Authority has not provided a link to their privacy statement for you to review. Microsoft Corporation facilitated sending this email but did not validate the sender or the message.

Microsoft respects your privacy. To learn more, please read the [Microsoft Privacy Statement](#).

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052



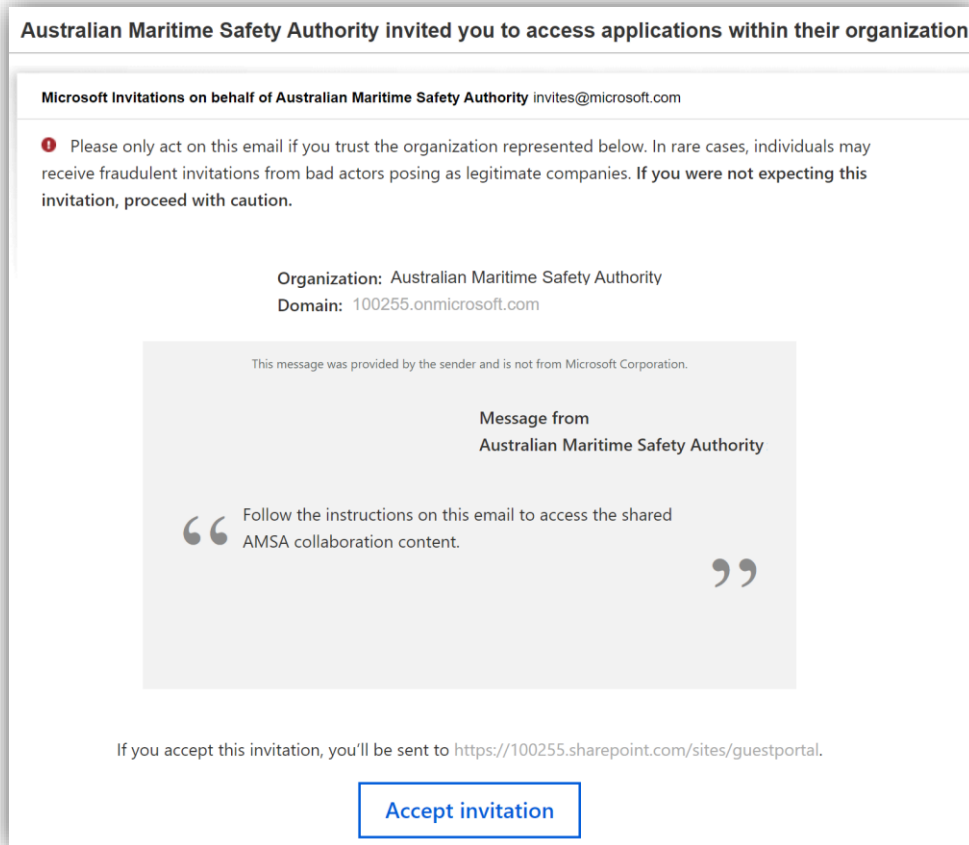


## New AMSA Invited Guest Instructions

### Phase 1: Accepting Invitation

#### Step 1

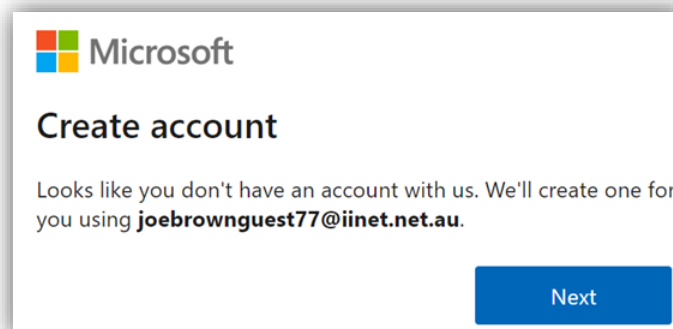
Click the **Accept Invitation** link in the welcome email you received – it should look like the image below. This will launch your default browser on your computer.



**Note: You may need to check your spam/trash folder in case the email has gone there.**

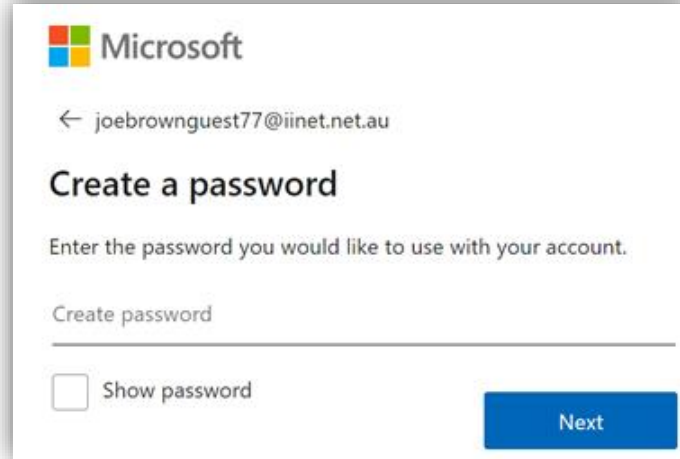
#### Step 2

If this is the first time you have used this email address with a Microsoft service, you will be prompted to create an account.



### Step 3

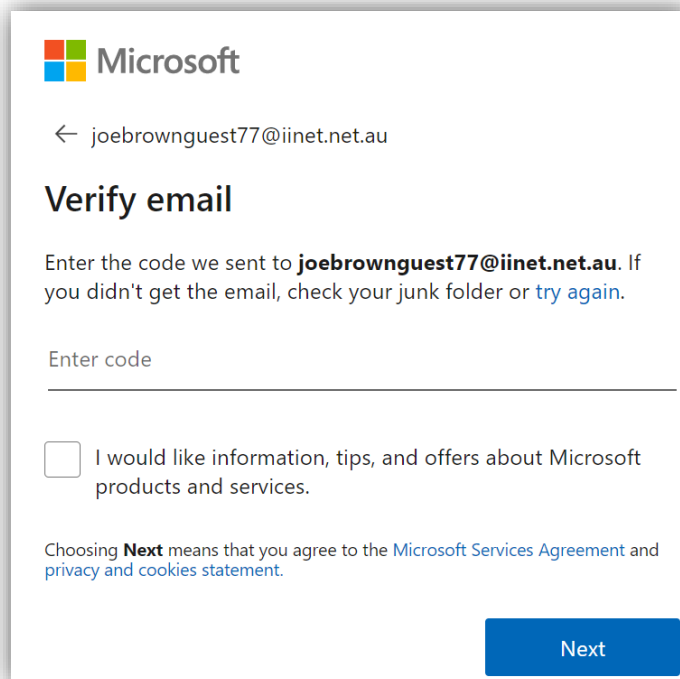
Create a new unique password - this will be used each time you want to log in and collaborate with AMSA. Click **Next** to proceed.



The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it, the email address 'joebrownguest77@iinet.net.au' is displayed with a back arrow. The main heading is 'Create a password'. Below the heading is the instruction 'Enter the password you would like to use with your account.' There is a text input field with the placeholder text 'Create password'. Below the input field is a checkbox labeled 'Show password'. At the bottom right is a blue button labeled 'Next'.

### Step 4


You will receive an email from Microsoft verifying that you are the owner of the email address. Enter the code and click **Next**.



The screenshot shows the Microsoft account creation interface for email verification. At the top left is the Microsoft logo. Below it, the email address 'joebrownguest77@iinet.net.au' is displayed with a back arrow. The main heading is 'Verify email'. Below the heading is the instruction 'Enter the code we sent to **joebrownguest77@iinet.net.au**. If you didn't get the email, check your junk folder or [try again](#).' There is a text input field with the placeholder text 'Enter code'. Below the input field is a checkbox labeled 'I would like information, tips, and offers about Microsoft products and services.' At the bottom left, there is a line of text: 'Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).' At the bottom right is a blue button labeled 'Next'.

## Step 5


Enter the CAPTCHA code and click **Next**.



← joebrownguest77@iinet.net.au

### Create account

Before proceeding, we need to make sure a real person is creating this account.

New


Audio

Enter the characters you see

**Next**


## Step 6

Review the permissions and click **Accept** to proceed.



joebrownguest77@iinet.net.au

### Review permissions



**Australian Maritime Safety Authority** 100255.onmicrosoft.com

**This resource is not shared by Microsoft.**

The organization Australian Maritime Safety Authority would like to:

- ✓ Sign you in
- ✓ Read your name, email address, and photo

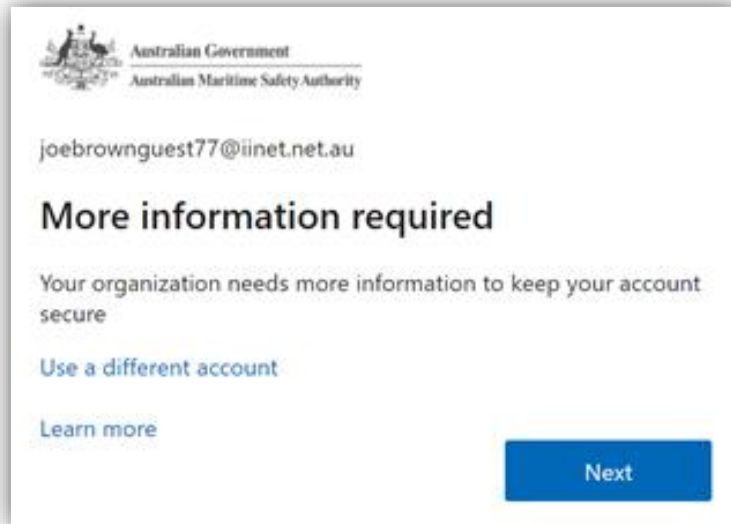
You should only accept if you trust Australian Maritime Safety Authority. By accepting, you allow this organization to access and process your data to create, control, and administer an account according to their policies. **Australian Maritime Safety Authority has not provided a link to their privacy statement for you to review.** Australian Maritime Safety Authority may log information about your access. You can remove these permissions at <https://myapps.microsoft.com/100255.onmicrosoft.com>

Cancel **Accept**

## Phase 2: Multi-factor Authentication

### Step 1

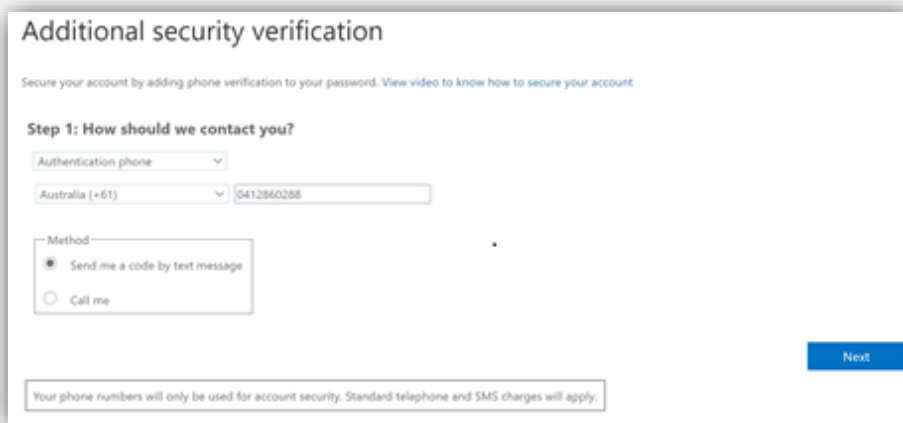
Now you need to configure MFA (multi-factor authentication) to keep your account secure. Click **Next** to proceed.



The screenshot shows the Australian Government login page. At the top left is the Australian Government crest. To its right, the text reads 'Australian Government' and 'Australian Maritime Safety Authority'. Below this, the email address 'joebrownguest77@inet.net.au' is displayed. The main heading is 'More information required'. Below the heading, it says 'Your organization needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more'. A blue 'Next' button is located at the bottom right.

### Step 2

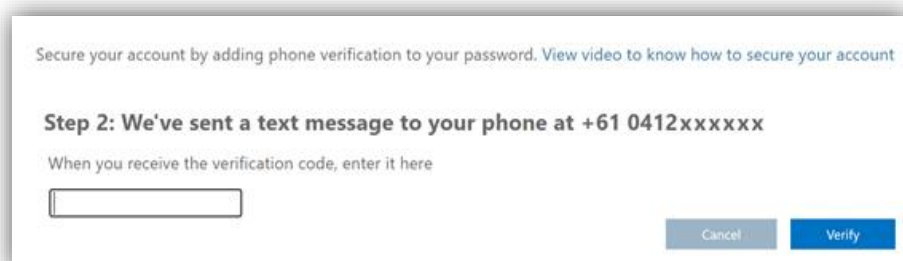
In the first drop-down, change to **Authentication phone**, then select the **country** your mobile phone is registered to. Enter your mobile phone number and select **Send me a code by text message**, then click **Next** to proceed.



The screenshot shows the 'Additional security verification' page. The title is 'Additional security verification'. Below the title, it says 'Secure your account by adding phone verification to your password. View video to know how to secure your account'. The main heading is 'Step 1: How should we contact you?'. There are three input fields: 'Authentication phone' (a dropdown menu), 'Australia (+61)' (a dropdown menu), and '0412860288' (a text input field). Below these is a 'Method' section with two radio buttons: 'Send me a code by text message' (which is selected) and 'Call me'. A blue 'Next' button is at the bottom right. At the bottom, there is a small text box that says 'Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.'

### Step 3

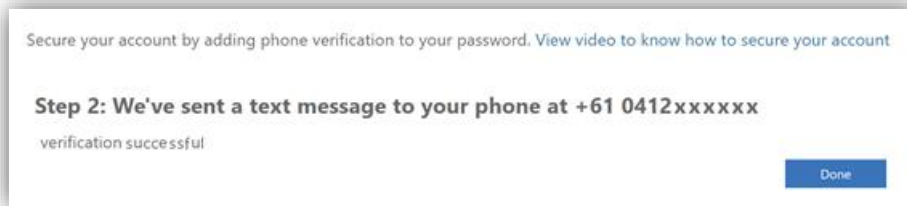
You will be sent a SMS text message to your mobile phone. Enter the 6 digit code from the message, then click **Verify**.



The screenshot shows the 'Additional security verification' page, Step 2. The title is 'Additional security verification'. Below the title, it says 'Secure your account by adding phone verification to your password. View video to know how to secure your account'. The main heading is 'Step 2: We've sent a text message to your phone at +61 0412xxxxxx'. Below the heading, it says 'When you receive the verification code, enter it here'. There is a text input field for the code. At the bottom right, there are two buttons: 'Cancel' and 'Verify'.

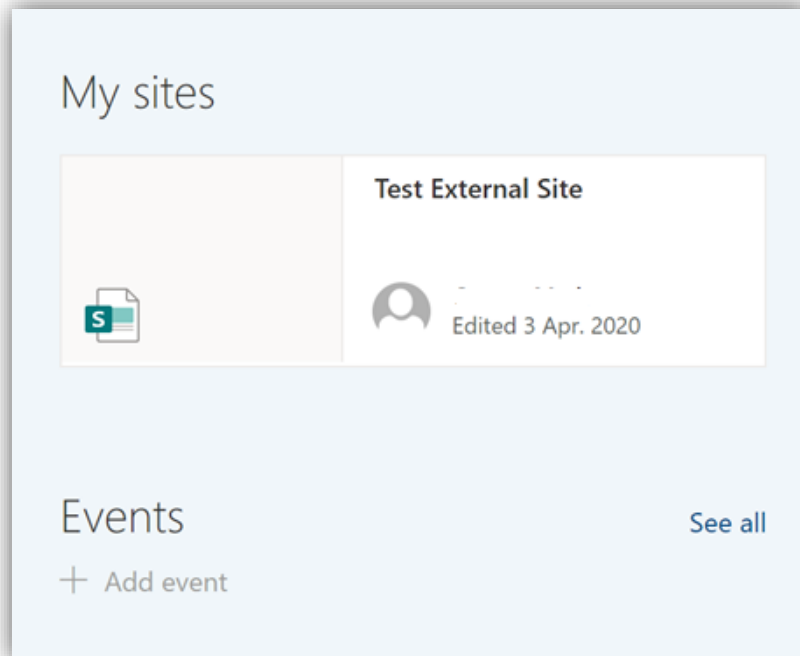
## Step 6

Once the code is successfully verified, click **Done**.



## Step 7

The system will log you into the **AMSA Guest Portal**. From here, you can access all sites that you've been invited to. These will show on the right hand side of the screen under **My sites** - in the screenshot below, the example site is called **Test External Site**.





## AMSA Invited Guest – Reset Password

### Step 1

If you've forgotten your password, you will see an error message like this. Click **reset it now**.

Microsoft  
joebrownguest77@iinet.net.au

### Enter password

Your account or password is incorrect. If you don't remember your password [reset it now](#).

Password

Keep me signed in

[Forgot password?](#) [Sign in](#)

### Step 2

To verify you are the owner of the account, click **Get Code** to have a verification code sent to your invited email address - the title of the email will be **Microsoft account password reset**.

Microsoft

### We need to verify your identity

How would you like to get your security code?

Email joebrownguest77@iinet.net.au

[I have a code](#)

[I don't have any of these](#)

[Cancel](#) [Get code](#)

### Step 3

Copy and paste the verification code into the text box and click **Next**

Microsoft

### Verify your identity

We just sent a code to joebrownguest77@iinet.net.au. Check your email for a message from the Microsoft account team, and enter the code here.

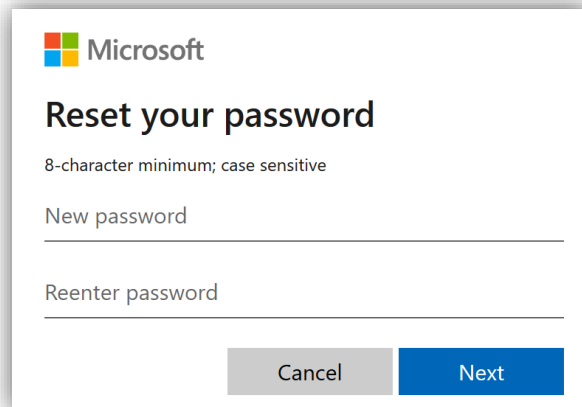
7445064

[Use a different verification option](#)

[Cancel](#) [Next](#)

#### Step 4

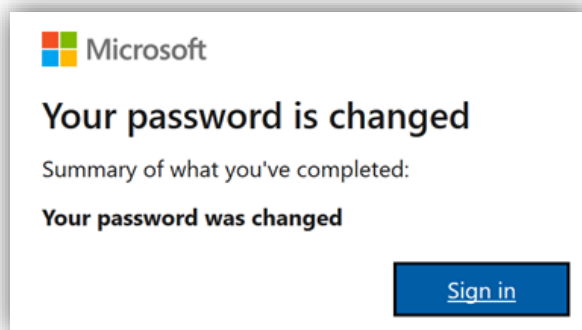
You will now be prompted for a new password. Please set a unique password; this will be used each time you want to log in and collaborate with AMSA. Click **Next** to continue.



The image shows a Microsoft password reset form. At the top left is the Microsoft logo. Below it, the text "Reset your password" is displayed in a large, bold font. Underneath, a smaller line of text reads "8-character minimum; case sensitive". There are two input fields: "New password" and "Reenter password", each with a horizontal line below it. At the bottom right, there are two buttons: a grey "Cancel" button and a blue "Next" button.

#### Step 5

You will receive a message confirming your password has been reset. You can now click **Sign In** to log in.



The image shows a Microsoft confirmation message. At the top left is the Microsoft logo. Below it, the text "Your password is changed" is displayed in a large, bold font. Underneath, a smaller line of text reads "Summary of what you've completed:". Below that, the text "Your password was changed" is displayed in a bold font. At the bottom right, there is a blue button with the text "Sign in".

#### Step 6

Log in with your username, new password and MFA using your mobile phone SMS.