

GUEST ACCESS REVIEW AT SIEMENS AG

What is it about?

To ensure seamless collaboration, business partners and customers can be invited to the Siemens Microsoft 365 environment. Nevertheless, these **guests must confirm semi-annually that they are still in need of this access.**

All guests will receive an automatic email from Microsoft asking them to complete the Access Review within the specified time. The review can be performed in the Microsoft MyAccess portal by using the guest account name. The link to the portal is included in the email.

Guests who indicate they no longer need access or do not conduct the Access Review in the specified time will be automatically deleted. As long as the Access Review is open, the user can still change his made decision (confirm or deny).

Why did you receive this email?

You have been identified as a guest with an active account. We want you to indicate if you still need the access. Otherwise the access will be removed.

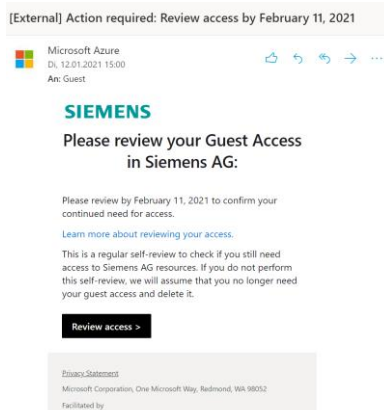
Which action do you need to carry out?

Please carry out the following steps on how to conduct the Access Review → confirm or deny that you need guest access to the Siemens AG Microsoft 365 environment.

Your action is required!

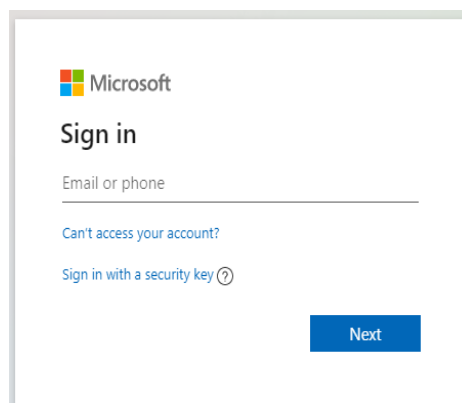
1: Press “Review access” in the email

You received an email from Microsoft with a confirmation request. This email contains the button “Review access” and further information about where and by when the review needs to be performed. Click the button which will redirect you to Microsoft MyAccess Portal.



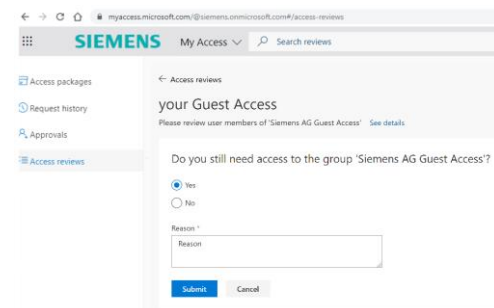
2: Login with your guest account

If required, login with your guest account (email address with which you have received the Access Review email). After entering this email address, press next and login with your password. Execute Multi-Factor authentication with your registered method.



3: Take your decision

If you still need your access to the Siemens AG tenant choose yes and provide a reason why. you still need an access. Otherwise choose no. Submit your decision.



4: Access Review completed

You have now completed the Access Review. Your access is now valid for further six months.



Initial Setup

Multi-Factor Authentication For Siemens Guests



Learn how to setup a new Multi-factor Authentication method.

Please visit <https://mysignins.microsoft.com/security-info> to and input your e-mail to start the process.

1. Click on 'Accept'.

- **Information:** Permission consents for Siemens AG determine what data the app can access and how it can use it. By accepting, you allow the organization to receive your profile data, collect and log your activity, and use both for various purposes.

- Declining may limit the app's functionality. Rest assured, the app is managed by the company, ensuring data privacy and security.

Siemens requires the setup of Multi-Factor Authentication (MFA).

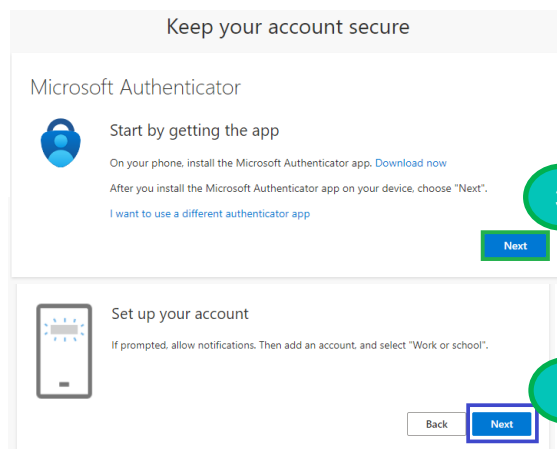
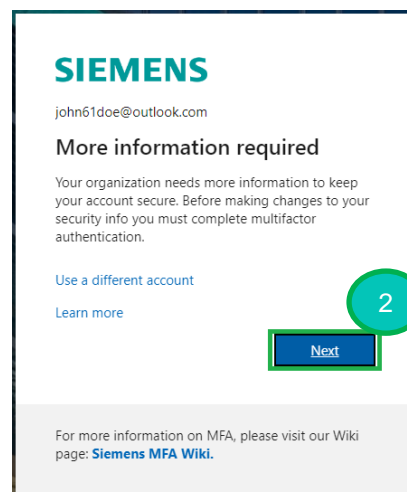
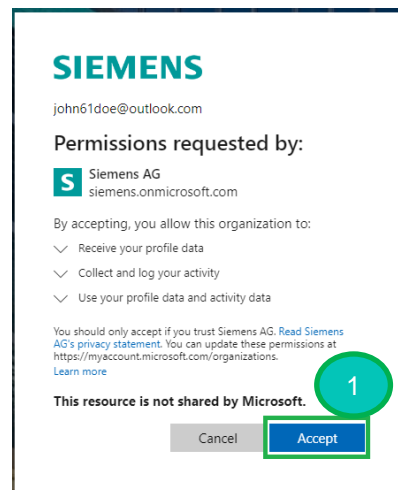
Even if MFA is already configured for your personal account, it needs to be configured specifically for Siemens' side. If no MFA is configured for Siemens' side, you will see the "More information required" screen.

2. Click on 'Next' to initiate the MFA configuration.

The Microsoft Authenticator App is the recommended method. If you are unable to configure the Microsoft Authenticator App, please contact your manager. The prerequisite to use this method is having the corresponding application on your mobile phone.

3. Click on 'Next' to initiate the Microsoft Authenticator method.

4. When prompted to set up your account with Microsoft Authenticator, click "Next."

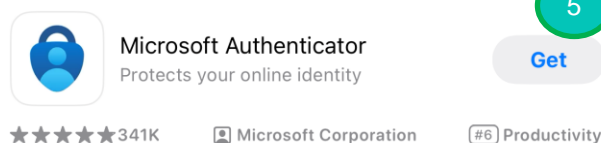


Initial Setup

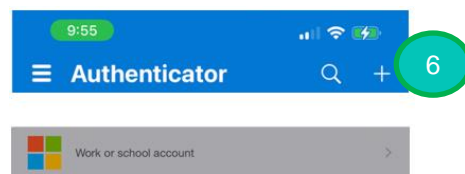
Multi-Factor Authentication For Siemens Guests



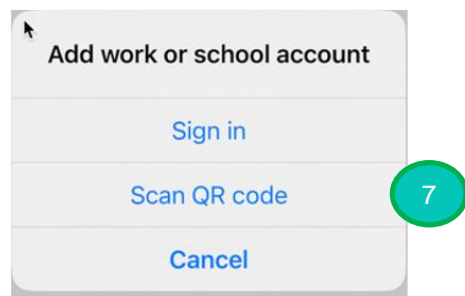
5. Install the Microsoft Authenticator App on your iOS device using the App Store or on your Android device using the Google Play Store if it is not already installed.



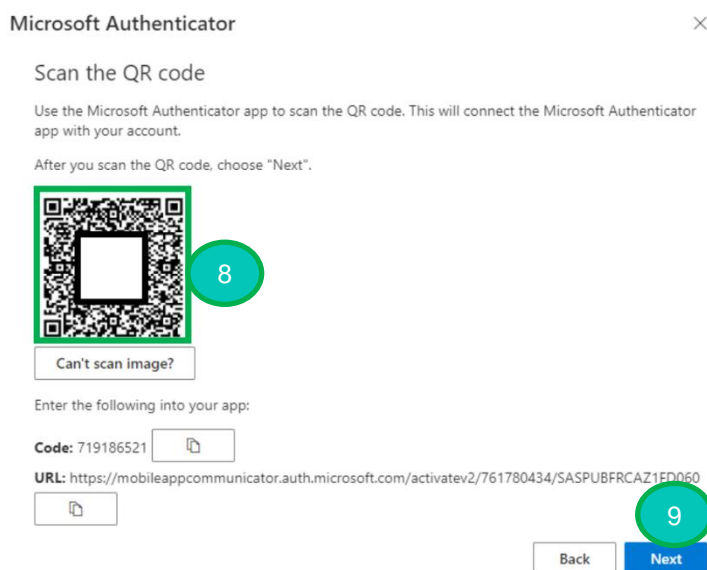
6. Access the Microsoft Authenticator App on your corresponding mobile device, then click '+' and select 'Work or school account'.



7. Click on 'Scan QR code' and proceed to scan the corresponding QR code (see next page)



8. Scan the QR code with the Microsoft Authenticator App, provided on the Login MFA Setup screen. After the QR code is successfully scanned, a new account is connected to your Authenticator App. If the scan fails, click on 'Can't scan image' and manually enter the code into the Authenticator App.



9. Click on 'Next'.

Initial Setup

Multi-Factor Authentication For Siemens Guests



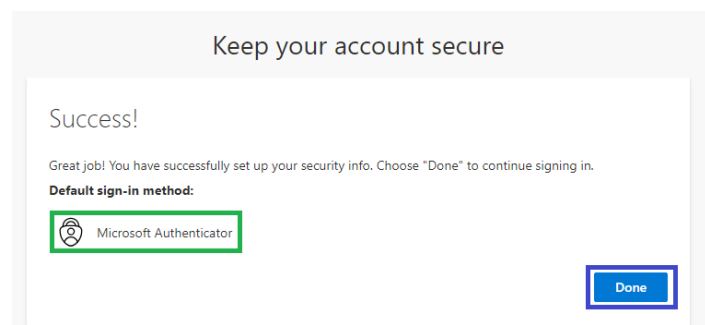
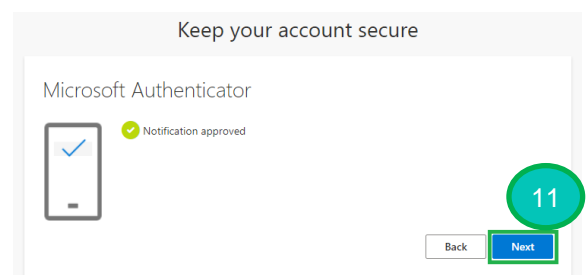
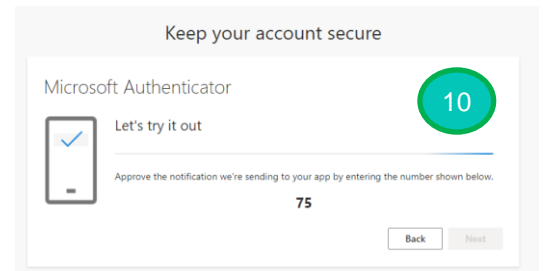
10. A pop-up will appear on your mobile phone. You need to verify and provide the code from your login screen to the Authenticator App.

11. Click on 'Next' on the pop-up on your computer screen once verified.

Your account can now be verified by the Microsoft Authenticator App.

12. After completing the MFA setup, you will get an overview of the currently configured and default sign-in MFA method.

13. Click on 'Done' after verifying your configured and default sign-in MFA method.



Useful Information

If you are unable to configure the Microsoft Authenticator app you will be able to configure a TOTP (time-based one-time password) application, like KeePass or Google Authenticator and use it as their authentication method or reach out to your Siemens direct contact for assistance.