

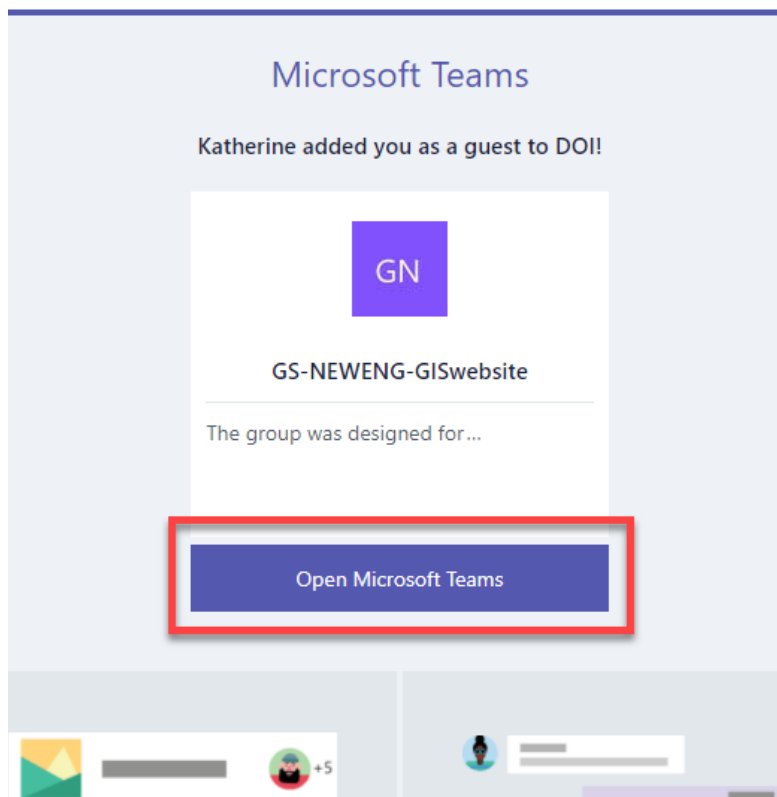
External Guest Information: How to access the USGS CDI Data Visualization Team

Shortly after submitting the CDI Data Visualization Collaboration Area Microsoft Team Access Request form, you will receive an email informing you that you have been added to a Microsoft Team.

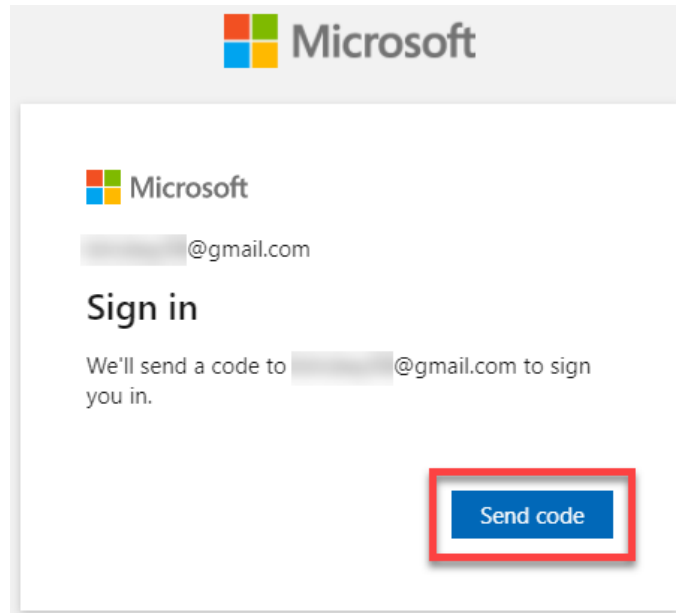
Please follow the instructions below to gain access to this Team.

Please Note: In some cases, you may have to wait 24 hours to be able to chat and collaborate on documents.

Step 1 of 7: Open this email you received which informs you that you've been added to a Microsoft Team. Then within the email click the **Open Microsoft Teams** button.



Step 2 of 7: A Microsoft pop-up will appear that prompts you to send a code to join the Team. Click **Send Code**, and a code will be sent to the listed email address.



Step 3 of 7: You will receive a message from "*account-security-noreply@accountprotection.microsoft.com*" with the Account verification code to join the team.

Your DOI account verification code

DOI (via Microsoft) <account-security-noreply@accountprotection.microsoft.com>
to [redacted]

3:07 PM (0 minutes ago)

DOI

Account verification code

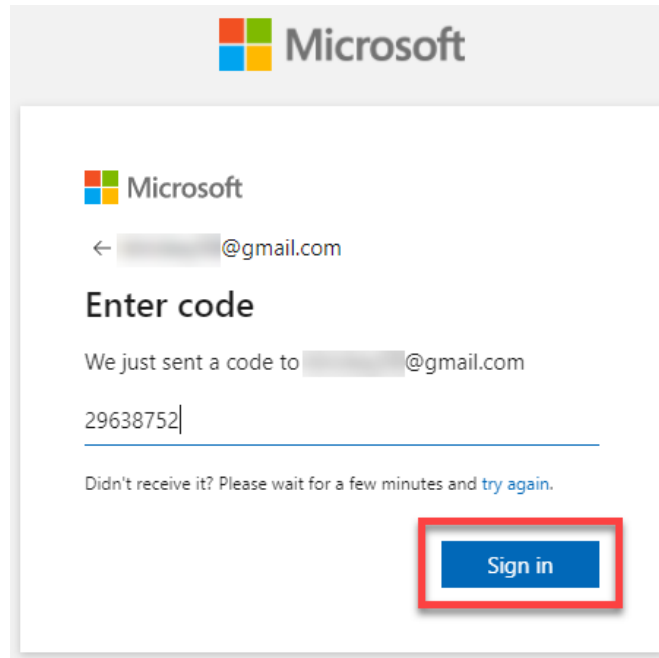
To access DOI's apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:

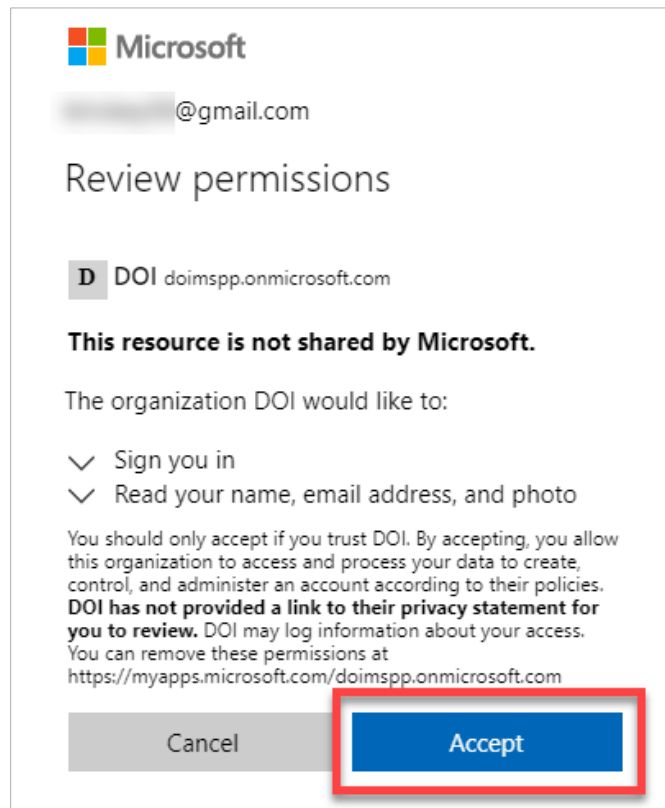
29638752

If you didn't request a code, you can ignore this email.

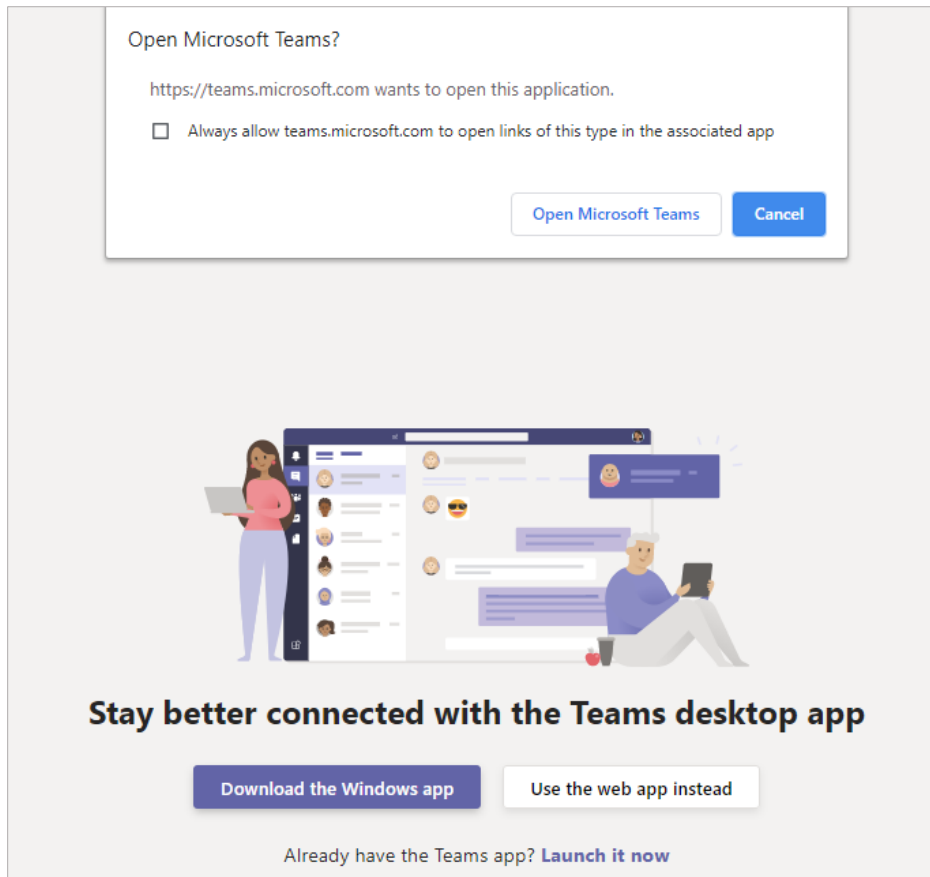
Step 4 of 7: Copy this Account verification code and paste it into the Microsoft pop-up window and then click **Sign in**



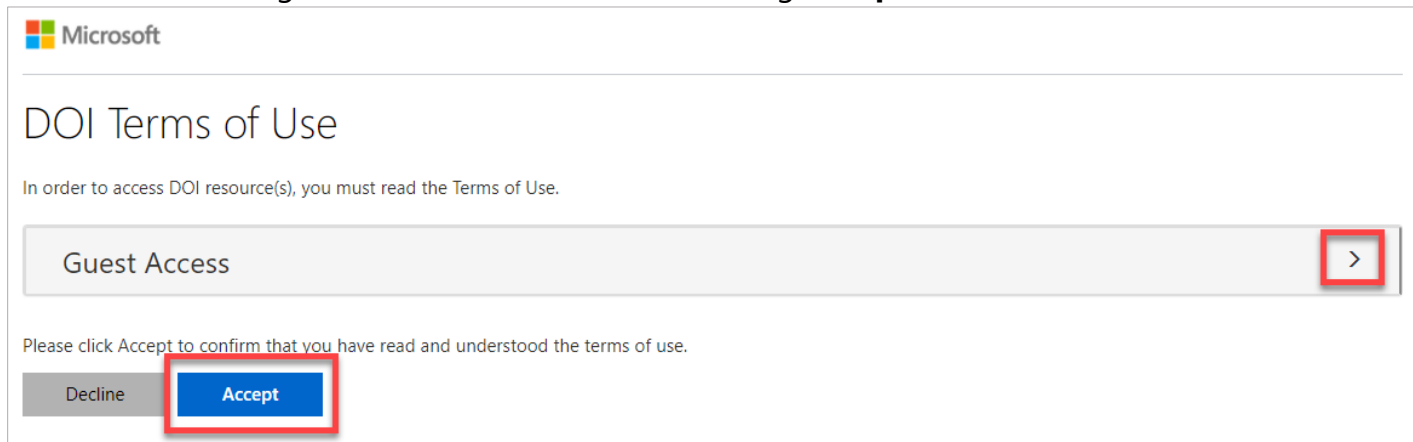
Step 5 of 7: You will see the DOI privacy statement and policies. You need to read these and then click **Accept** before you can be granted access to this Team.



Step 6 of 7: You will see a Microsoft Teams page where you can choose based on your preference to **Download the Windows app** or **Use the web app instead**.



Step 7 of 7: After you have opened Teams in the app or browser, you will need to read and accept the DOI Terms of Use. You can do this by first clicking the arrow located to the right of *Guest Access* and then clicking **Accept**.



Important Note

If you receive the following error below, please wait 24 hours before trying again to access the Team. If you continue to receive this message, after trying again, please contact the CDI DataViz Organizers at gs-cdi-datavizorganizers@doimsp.onmicrosoft.com

