## **Guides for Web Users**

Below are all the details and actions necessary for you to take on Monday July 14<sup>th</sup> if you primarily use web versions of MS Outlook and MS Teams.

As on previous instructions, sections that required your action are indicated with a  $\checkmark$ .

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### Switching to Your EPAM Supported Account – Web-Only Users

If you use only the **web versions** of Outlook and Microsoft Teams (no installed apps), follow these steps to remove your old <u>first.last@NEORIS.com</u> session and start using your new <u>firstName\_lastName@EPAMNEORIS.com</u> account.

#### What You'll Need

- Your new primary email address (firstName\_lastName@EPAMNEORIS.com)
- Access to Microsoft Authenticator and configured EPAM passwordless login method
- A modern browser (Chrome, Edge, Safari, Firefox)

#### Outlook Web – Switch to EPAM Account

- Open <u>https://outlook.office.com</u>.
- If it signs you in automatically with your old account (First.Last@NEORIS.com):
  - Click your **profile icon** (top right) → **Sign out**.
  - On the Microsoft sign-in screen, click "Use another account".
- Enter your firstName\_lastName@EPAMNEORIS.com email.
- Approve the login using Microsoft MFA (Authenticator app, biometric, or codeless approval).

#### Teams Web – Switch to EPAM Account

- Go to <u>https://teams.microsoft.com</u>.
- If logged into <u>First.Last@NEORIS.com</u>, click your profile picture (top right) → Sign out.
- Reopen the site or go to a private/incognito browser window.

- Enter your <u>firstName\_lastName@EPAMNEORIS.com</u> email address.
- Sign in using **Microsoft passwordless authentication**.

#### Optional Cleanup (If You Keep Getting Auto-Signed In)

If your browser keeps logging you into your old account:

- Go to <u>https://account.microsoft.com</u>.
- Click your **profile icon** → **Sign out** of all sessions.
- Clear browser cache (or just open a **private/incognito window**).
- Go to <u>Outlook</u> or <u>Teams</u> and sign in with <u>firstName\_lastName@EPAMNEORIS.com</u>.

#### Final Check (return to table of contents)

You're signed into Outlook Web and Teams Web with your new EPAM Supported First Derivative account

Vou no longer see or use your old <u>first.last@NEORIS.com</u> account

All emails, calendar invites, and Teams content are coming from your **EPAM account** (firstName\_lastName@EPAMNEORIS.com)

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