

## Corporate email two-factor authentication guide

In an effort to enhance information security, we implement two-factor authentication (2FA) for the corporate email accessed via Outlook on the web (OWA).

This applies to all corporate email accessed remotely via web browsers.

For now, the changes will not affect mobile email clients and the email clients on your company computers.

### How to set up two-factor authentication

Corporate mailbox is available <https://pochta.ria.ru>

The simple steps below will help you generate a second factor. This is a one-time procedure. In most cases, there is no need to repeat it.

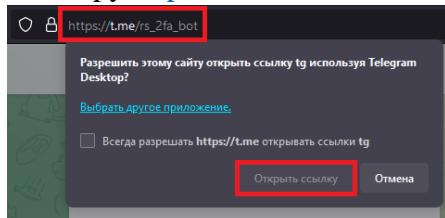
#### Attention!

**Employees working in the office or using a VPN connection (Cisco AnyConnect) do not have to obtain an authorization code using a corporate Telegram bot. They can skip step 1.**

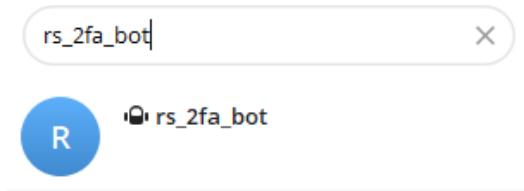
### PART 1 - Generating an authorization code using a corporate Telegram bot.

Please note that this step is only available for the phone numbers registered with the IT Directorate database:

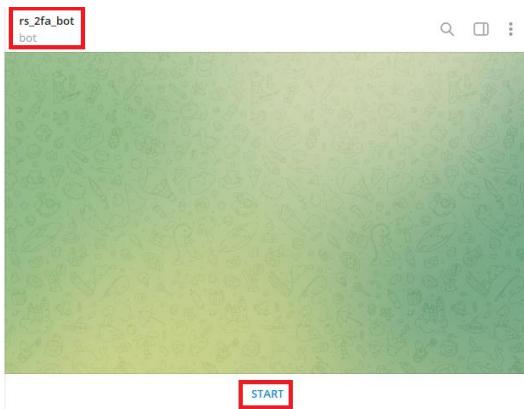
- How to use the Telegram bot:
  - Copy [https://t.me/rs\\_2fa\\_bot](https://t.me/rs_2fa_bot) and paste it to the web browser or Telegram Desktop.



Alternatively, type @rs\_2fa\_bot in the Telegram search box:



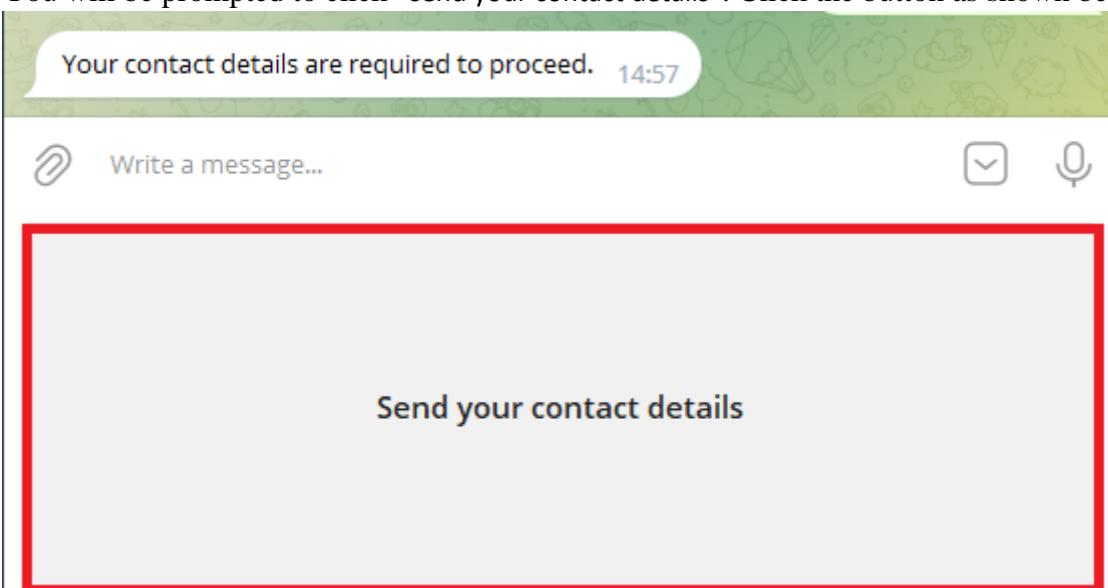
- Open @rs\_2fa\_bot and click Start.



- Type /register and click Enter or Send.



- You will be prompted to click “send your contact details”. Click the button as shown below.



- When you see the prompt “Do you want to share your phone number with this bot?” click Share. The bot will receive your phone number.

Do you want to share your phone number with this bot?

[Cancel](#) [Share](#)

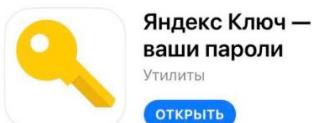
- Upon successful registration, you will see the message “Registration successful.”

If you see an error message saying “Registration error. Internal server error. Data not found” it means that the phone number you use for Telegram is not registered with the IT Directorate database. Please ask your immediate supervisor to send a written request to the User Support Team and they will add your number to the database. After your data appears in the database, repeat the steps above.

## **PART 2 - Installing Yandex.Key on your mobile device**

If Yandex.Key (Ya.Key) is already installed on your mobile device, go to step 3.

App icon:



You can download the app from App Store or Google Play or using a QR code. Use one of these QR-code links:

For iOS

[Для телефонов Apple](#)



For Android

[Для Android](#)



If app Yandex.Key is unavailable in your region, you can install app **Google Authenticator** from App Store or Google Play

## **PART 3 - Using the Indeed Access Manager self-service portal at**

<https://mfa.rian.ru>

- Go to <https://mfa.rian.ru>
- If you open the link on your office Windows OS computer connected to the internal network, you don't need to enter your login or password. If you open the link on a device connected to an external network, you will need to enter your usual login and password. Please note that your login must begin with a lower-case character and must not contain dots ("."):



INDEED ID



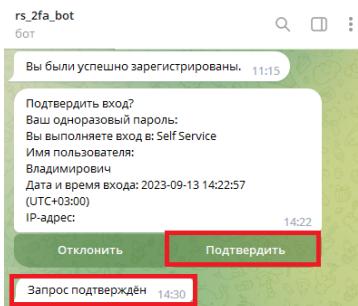
Имя пользователя @ msk.rian ◊

далее

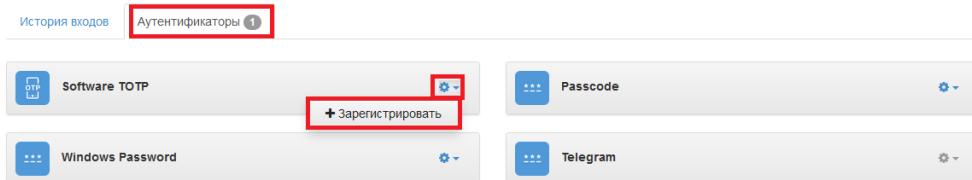
- **If you registered using the corporate bot as in step 1**, upon successful authorization you will receive a message from @rs\_2fa\_bot on Telegram. If it is you connecting to mfa.rian.ru, click Confirm.

If confirmation is successful, you will see the message "Request confirmed."

**If you skipped step 1, you can skip this step also.**



- Go to the browser tab with <https://mfa.rian.ru>.
- Click the Authenticators tab. Click the gear icon on Software OTP and then click Sign up.



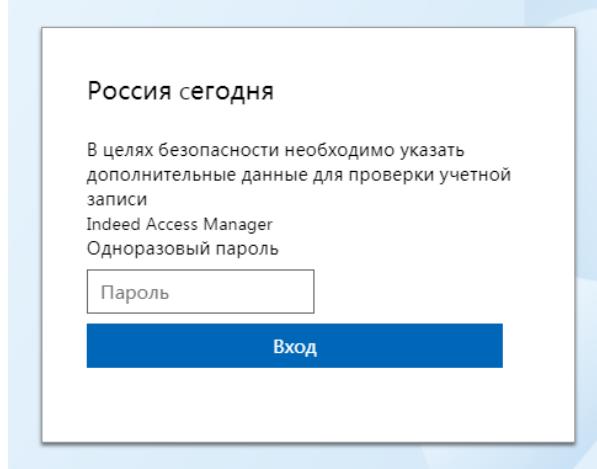
- A pop-up window with a QR-code will open. Open Yandex.Key on your mobile device (you installed it in step 2). Click “+” and then select Scan QR. Scan the QR code with your mobile device and click OK.
- Make sure to **click Save** in the pop-up window with the QR code on your computer.



- Please note that, to create one-time passwords (OTP) using the app, your mobile device must be set to the correct time. Make sure that automatic time synchronization is on.
- Now you can start using two-factor authentication with your corporate email.

## **PART 4 - Accessing email via <https://pochta.ria.ru/>**

- Copy the link <https://pochta.ria.ru/> and paste it to your browser
- If you open the link on your office Windows PC connected to the internal network, you don't need to enter your login or password. If you open the link from a device connected to an external network, you need to enter your usual login and password. Please note that your login must begin with a lower-case character and must not contain dots (“.”).
- Open Yandex.Key on your mobile device.
- Select the earlier saved account (the name contains “Indeed-Id” and your email address).
- Type the password generated by Yandex.Key and click Enter.



- Now you can use your email.