

MINDEF365 Onboarding Guide (PED) for MacOS

Updated: 11 Nov 2022



IMPORTANT!

Please ensure your Defence email account is **active**.

To check, you may contact SMC (*more details next slide*).

If account is inactive for more than 90 days

- Reset your account by using another INET terminal connected to the INET Network.
- Locate INETIMS on the INET desktop and follow the steps to reset your password.



If new Defence mail account is required

- Approach your UCITO/UA to set up

**Note that your account will be ready in around 2 days' time*

IMPORTANT!

Please direct all MINDEF365 queries to:

SMC Helpdesk

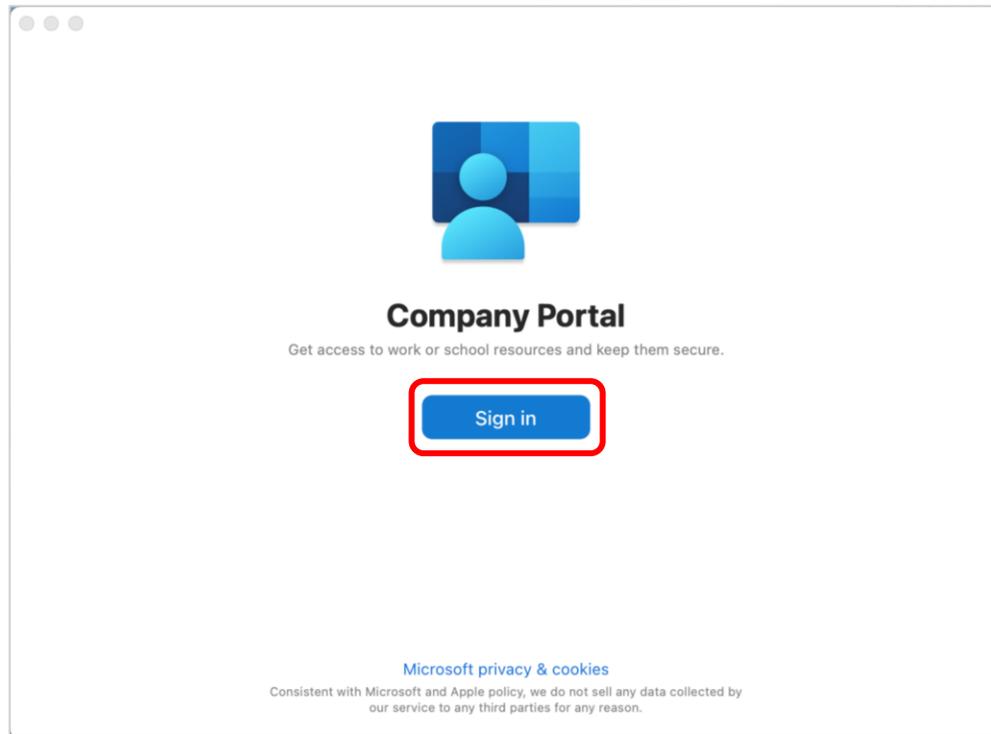
Helpdesk	Phone	Email
Stagmont	67611999	SMC_Stagmont_Helpdesk@defence.gov.sg
Paya Lebar	64618555	SMC_PayaLebar_Helpdesk@defence.gov.sg
Gombak	67684004	SMC_Gombak_Helpdesk@defence.gov.sg

IMPORTANT!

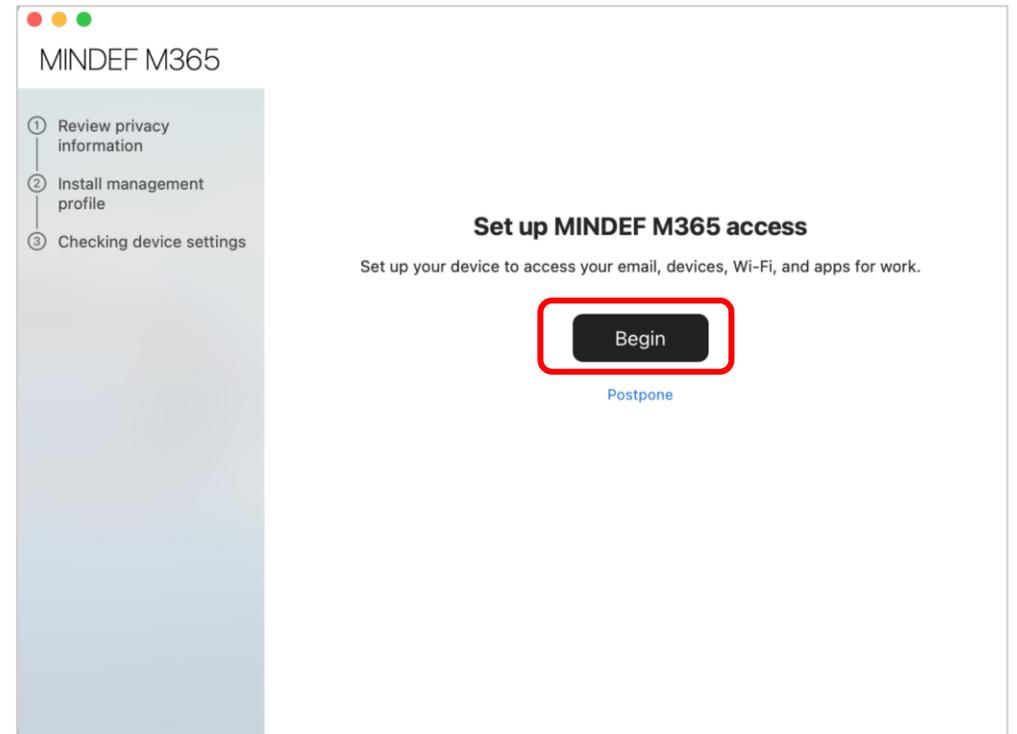
Before you begin, install Company Portal app

1. Go to [Enroll My Mac](#) OR <https://go.microsoft.com/fwlink/?linkid=853070> .
2. The *CompanyPortal-Installer.pkg* file will download. Open the installer and continue through the steps.
3. Agree to the software license agreement.
4. Enter your device password or registered fingerprint to install the software.

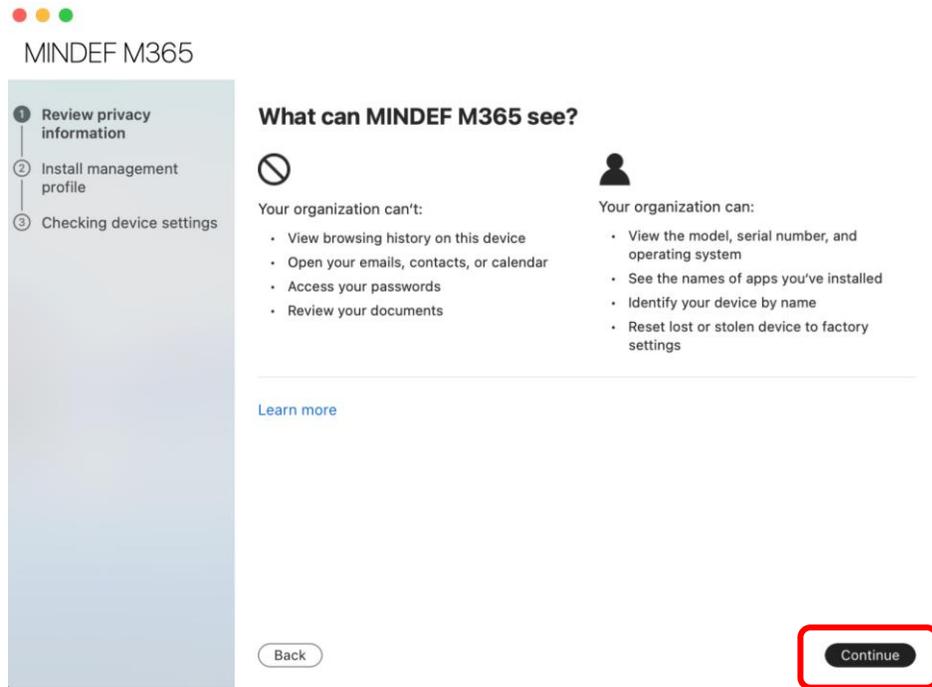
1. Launch **Company Portal**. Click on Sign in.



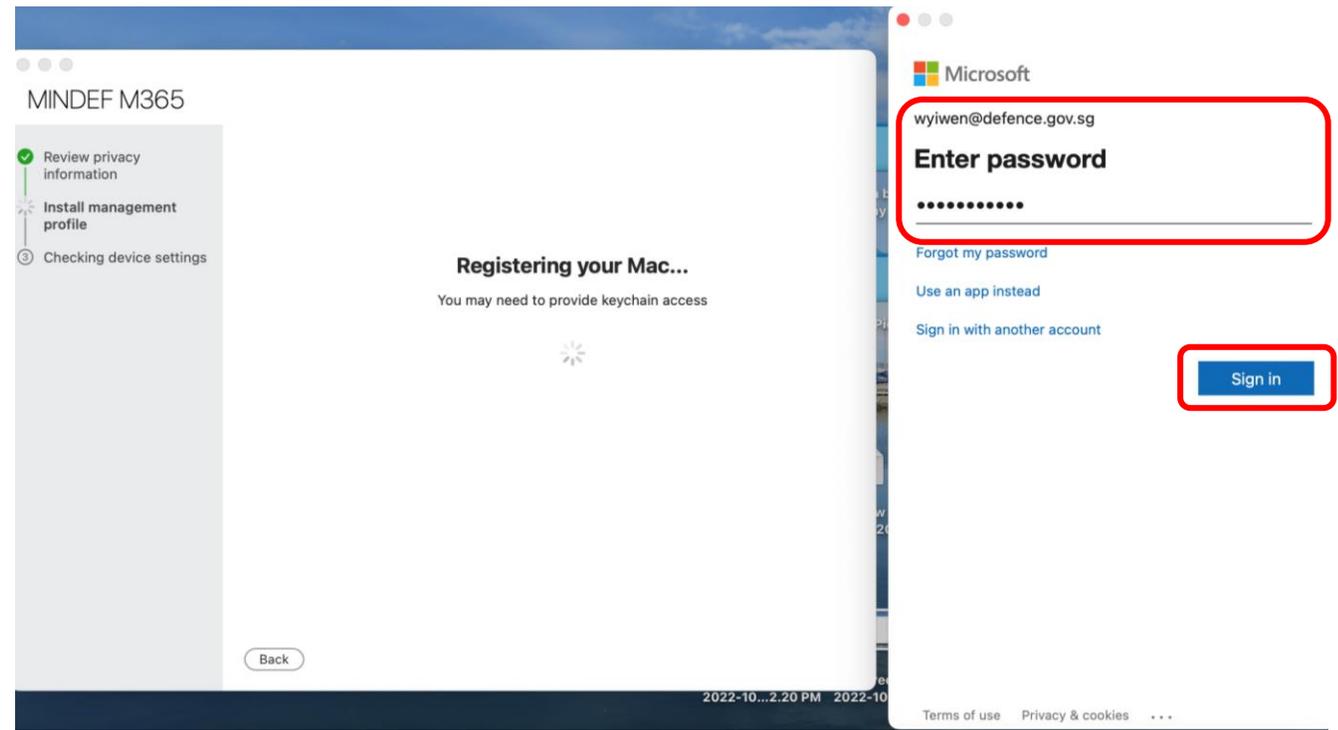
2. Click Begin.



3. Review what the organisation can and cannot do with Company Portal. Click Continue.

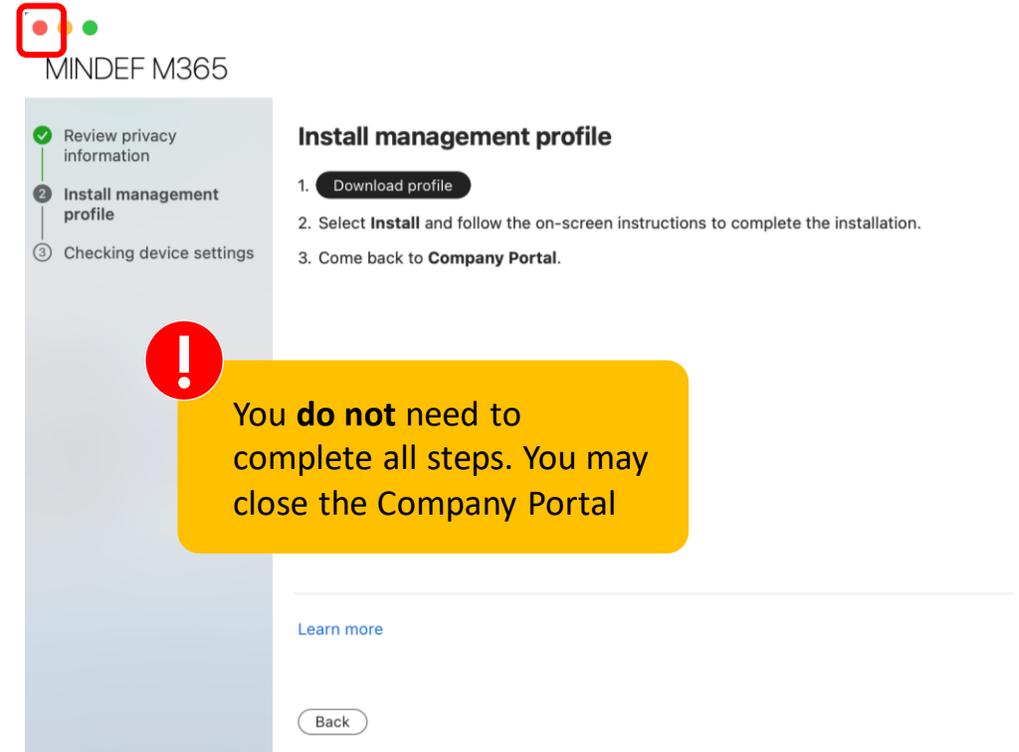
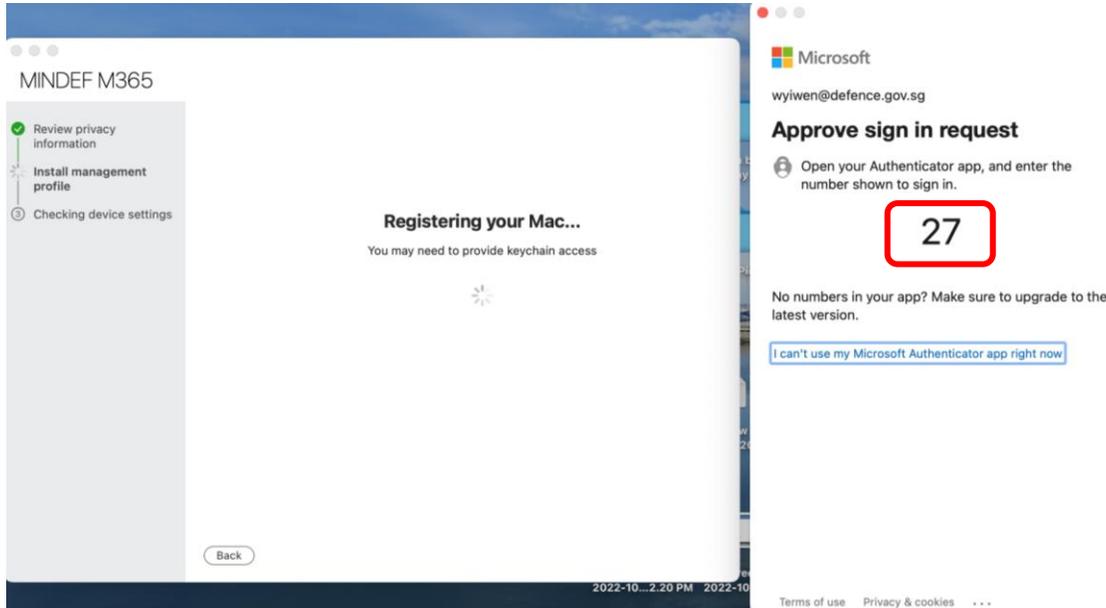


4. Enter your ID and password



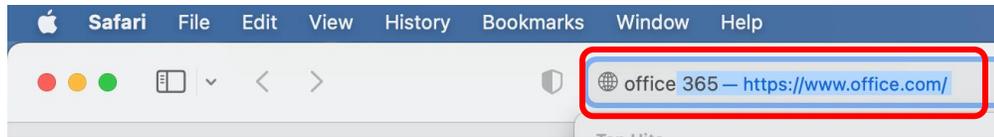
5. Authenticate the sign in on your authenticator app.

6. You **do not** need to complete all steps. You may close the Company Portal.

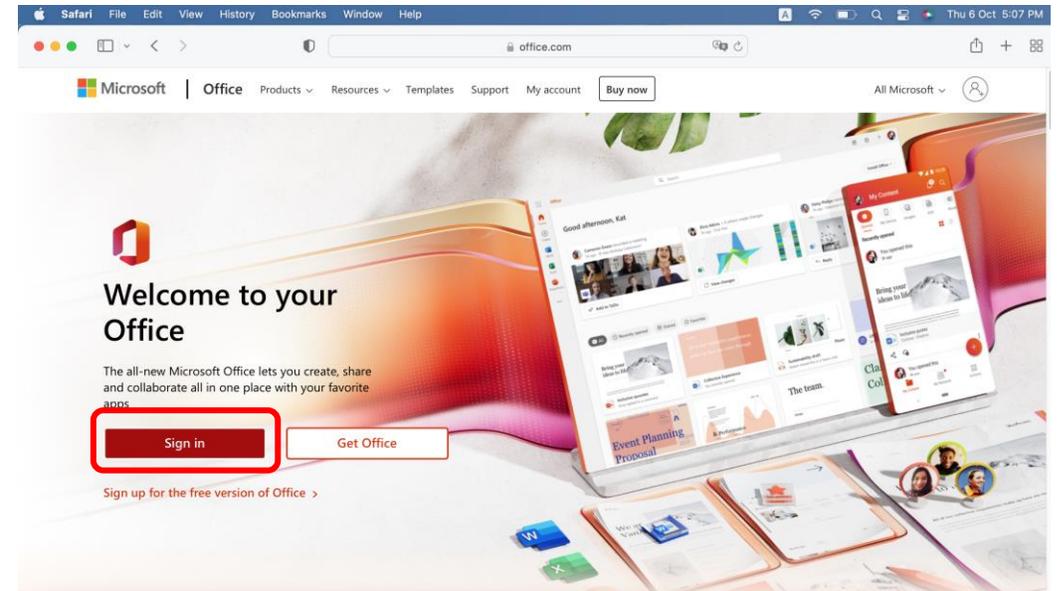


7. Launch Safari or Chrome and go to *office.com*

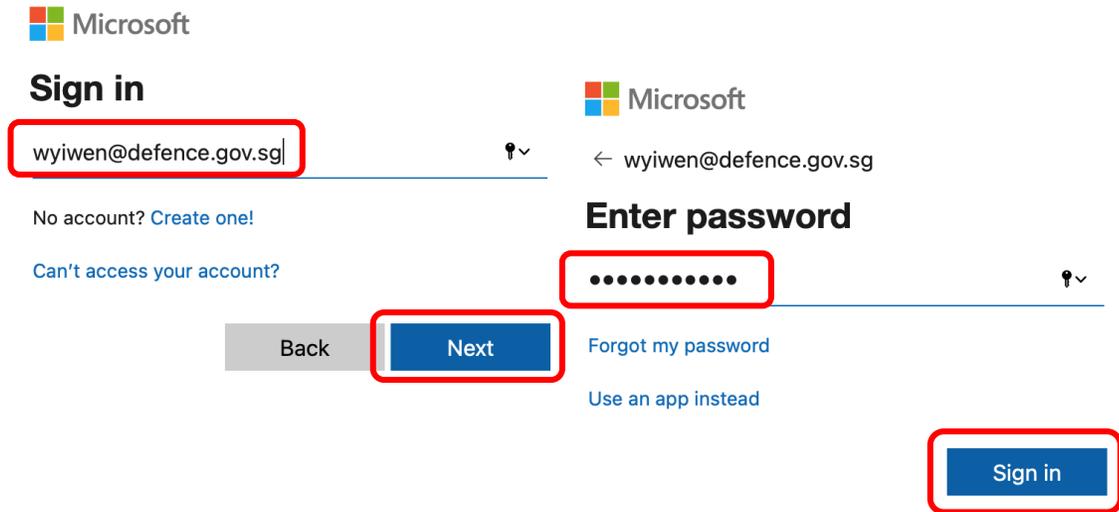
8. Enter your ID and password



! MacOS only allows MINDEF 365 via web access



9. Enter your MINDEF365 credentials



10. Enter your device's password. Click 'Always Allow' to enter this password once.



11. Authenticate the sign in on your authenticator app.



wyiwen@defence.gov.sg

Approve sign in request

 Open your Authenticator app, and enter the number shown to sign in.

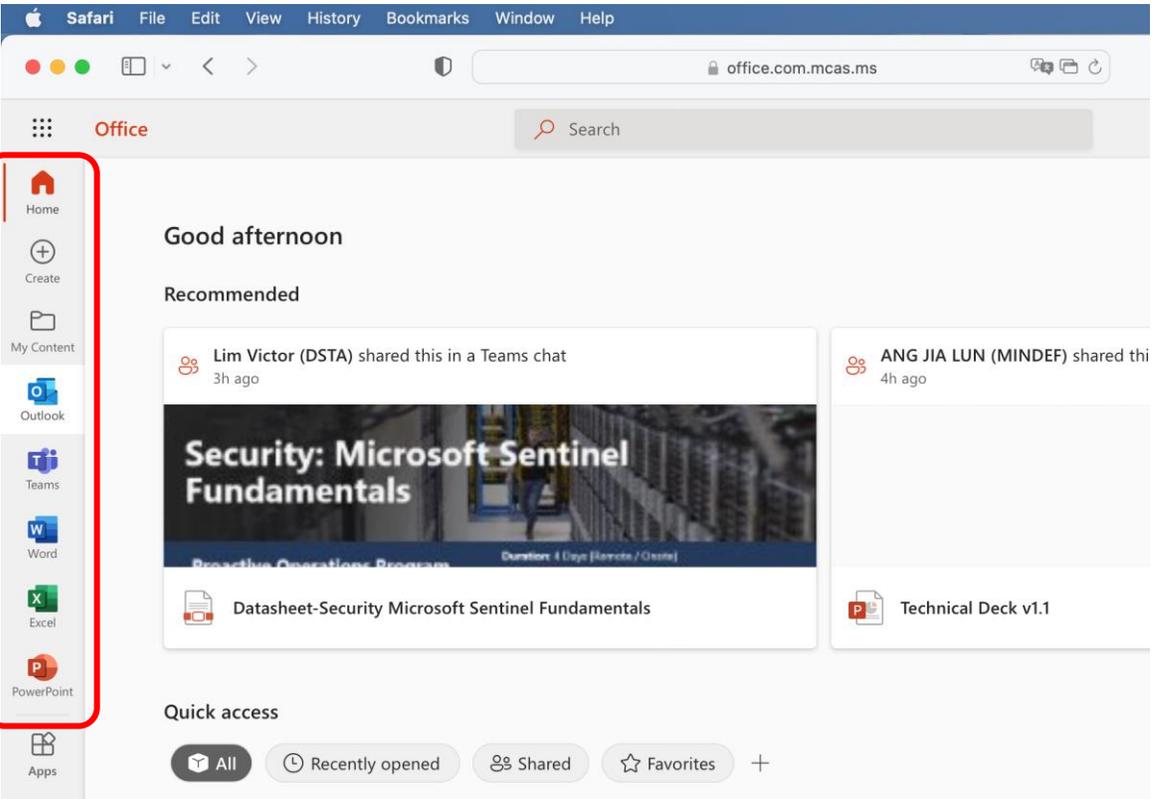
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No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

12. You are now using MINDEF365 web access!
Navigate to the different apps on the left pane



The screenshot shows the Microsoft Office 365 web portal. The browser is Safari, and the address bar shows 'office.com.mcas.ms'. The left navigation pane is highlighted with a red box, containing icons for Home, Create, My Content, Outlook, Teams, Word, Excel, PowerPoint, and Apps. The main content area displays a 'Good afternoon' greeting, a 'Recommended' section with a Teams chat post about 'Security: Microsoft Sentinel Fundamentals', and a 'Quick access' section with buttons for 'All', 'Recently opened', 'Shared', and 'Favorites'.