How do I access Swissmem's Extranet?
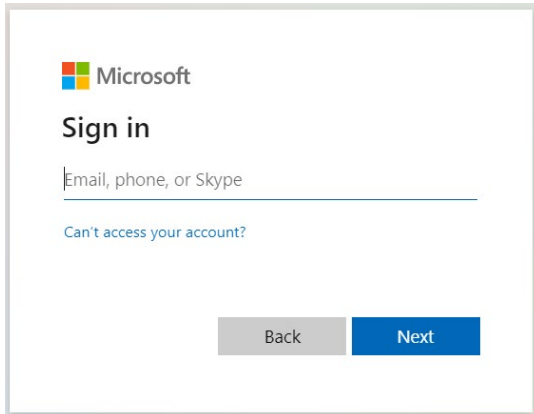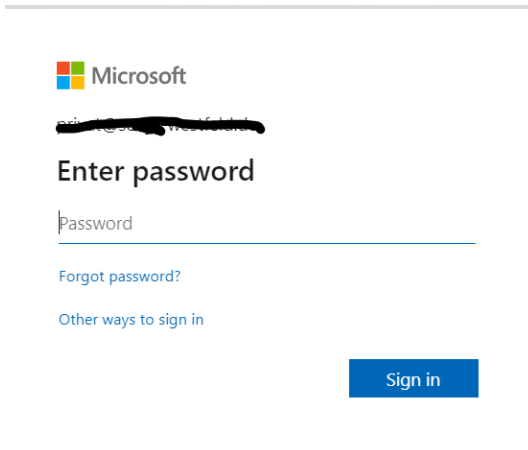
Onboarding process with existing Microsoft account

You will receive a personal e-mail from Swissmem containing your user e-mail address and a link to the Extranet.

1) Open the link in your browser.

2) If you are already logged in with your Microsoft account, you will be taken directly to the Swissmem Extranet page.
   If you are not already logged in with your Microsoft account, continue with point 3 et seq.

3) You will be directed to the Microsoft log-in screen.

4) Enter the e-mail address contained in the e-mail when prompted to do so, then click on "Next".

5) Follow the instructions to enter your password and log in with your Microsoft password.

6) Once you have logged in, you will be taken to the requested page.

Onboarding process without a Microsoft account

You will receive a personal e-mail from your contact at Swissmem containing your user e-mail address and a link to the Extranet.

1) Open the link in your browser.

2) You will be directed to the Microsoft log-in screen.

3) Enter the e-mail address contained in the e-mail when prompted to do so, then click on "Next".
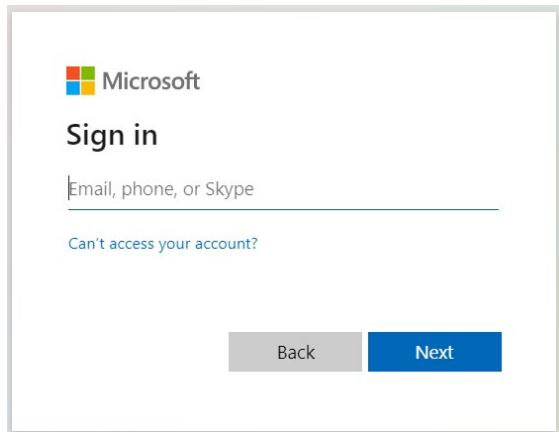
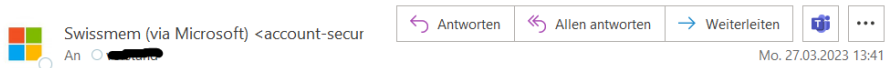4) Microsoft will send an e-mail with an access code to the e-mail address entered.
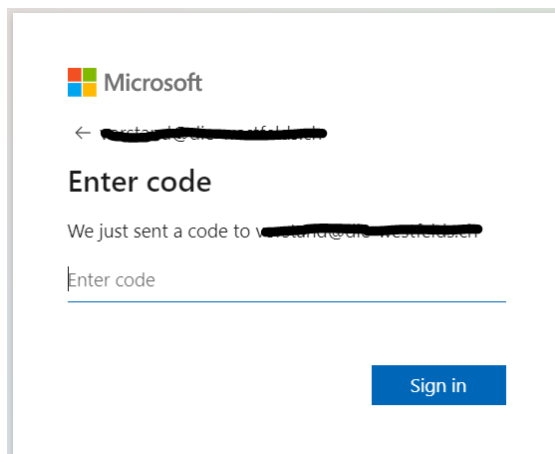
5) Switch to your e-mail program. You will receive an e-mail from Microsoft within a few minutes. Please check your spam folder if necessary.
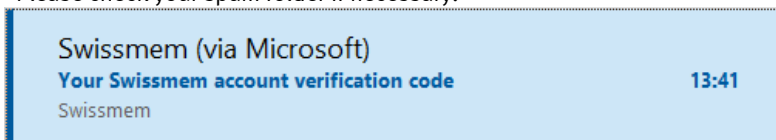
6) The e-mail contains an account verification code (8 digits)

Your Swissmem account verification code

Swissmem (via Microsoft) <account-secur

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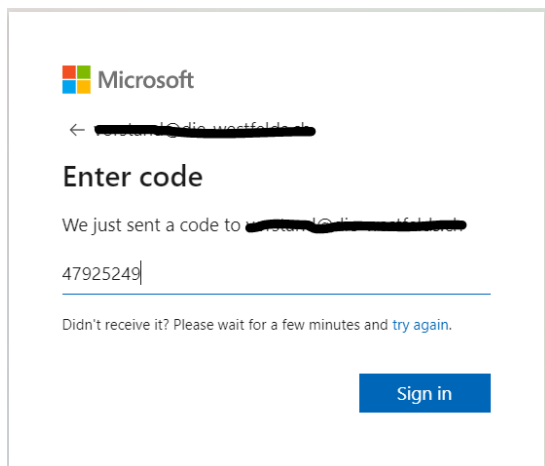
Swissmem

Account verification code

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

Account verification code:
47925249

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

7) Enter this code in your browser and click on "Log in".

■■ Microsoft
■■

← ▬▬▬▬▬▬

Enter code

We just sent a code to ▬▬▬▬▬▬

47925249

Didn't receive it? Please wait for a few minutes and try again.

Sign in

8) Once you have logged in, you will be taken to the requested page.

SWISS**MEM**