

∞drive suite

User Guide

Oodrive Authenticator



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Contents

1. Getting started with Oodrive Authenticator	4
1.1. Download and install Oodrive Authenticator	4
1.2. Log in to your workspace	5
1.3. Add your Oodrive account to Oodrive Authenticator	6
Add your Oodrive account with the QR code	6
Manually add your Oodrive account	6
1.4. Generate a one-time code and log in	8
2. Configure Oodrive Authenticator	9
2.1. Overview of app settings	9
2.2. Security settings	9
Set up your device lock	9
Activate locking for the app	10

1. Getting started with Oodrive Authenticator

In addition to your password, your organization may have chosen to implement passcode authentication as an extra layer of protection against unauthorized access.

If so, you will need to use a one-time security code generated by an authentication application in order to log in to your Oodrive account.

This guide will walk you through your first authentication to Oodrive services via the Oodrive Authenticator app.

1.1. Download and install Oodrive Authenticator

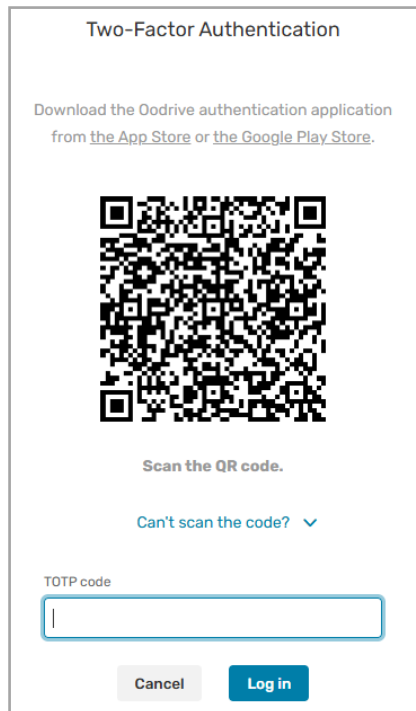
If you do not yet have the Oodrive Authenticator app, you must first install it on the mobile phone or tablet that you will use for authentication.

1. From your mobile device, go to the **Play Store** or the **App Store**.
2. Install the **Oodrive Authenticator** app on your mobile device.
3. Open the app and agree to its terms of use.

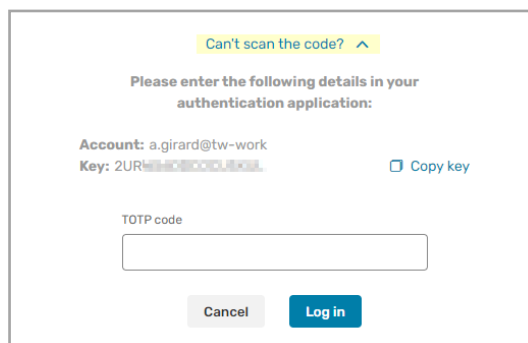
This will take you to the main screen of the Oodrive Authenticator app.

1.2. Log in to your workspace

1. On your computer, go to the login page of your Oodrive workspace.
2. Log in using your Oodrive credentials or your company credentials.
3. A QR code then appears on the screen, enabling you to add your Oodrive account to your authentication app.



If you want to add your account manually, you can click **Can't scan the code?** to display configuration information.



4. Go back to your Oodrive Authenticator app to register your Oodrive account.

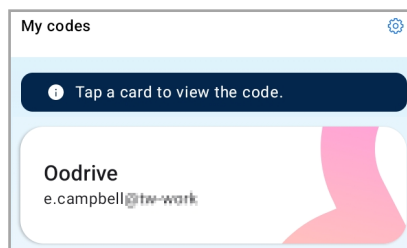
1.3. Add your Oodrive account to Oodrive Authenticator

You can add your Oodrive account to Oodrive Authenticator by scanning the QR code on the login page or by manually entering the account name and the secret key associated with it.

Add your Oodrive account with the QR code

1. In your Oodrive Authenticator app, tap **+ New code**.
2. If prompted, allow the app to access the camera.
3. Scan the QR code that appears on the Oodrive login page.

Your Oodrive account is automatically added to Oodrive Authenticator.



Manually add your Oodrive account

If you are unable to scan the QR code, you can also add your Oodrive account manually.

To view the information needed for manual configuration, click **Can't scan the code?** on the login page for your workspace.

1. In your Oodrive Authenticator mobile app, tap **+ New code** then **Add a code manually**.
2. In the **Add a code** menu, enter the following information found on the login page:
 - **Issuer name:** This optional field is pre-filled with "Oodrive", but you are free to rename it.
 - **Account name:** This name will be displayed on the back of the card for the service, usually in the format "username@workspace". You may rename it as you wish.
 - **Secret key:** Carefully enter the key provided by the service, making sure not to make any typing errors.

Issuer name (optional) _____
Oodrive
example : Oodrive

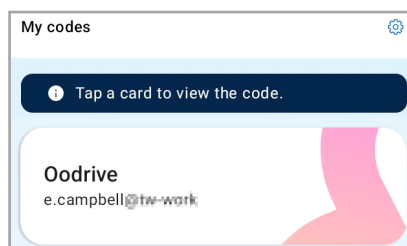
Account name _____
e.campbell@tw-work
example : my.account@space

Secret key _____
X8GFRFXCVVGGCXMLII
example : KNSWG4TFOQQEWZLZ

Other settings ^

The default parameters will be applied:
- OTP Type: TOTP
- Hashing Algorithm: SHA-1
- Time Interval: 30 seconds
- Code Length: 6 characters

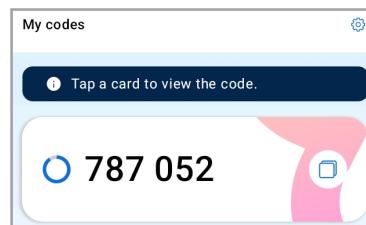
3. Once you have entered this information, tap **Add**. Your account is added to Oodrive Authenticator.



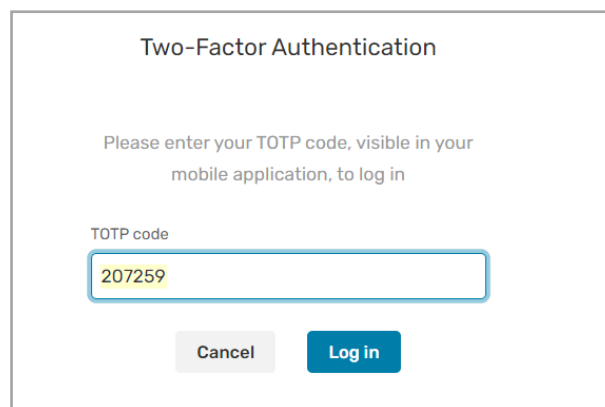
1.4. Generate a one-time code and log in

Once the initial configuration is complete, you will be able to log in to your workspace by entering the one-time code generated by Oodrive Authenticator.

1. Tap the card showing your Oodrive account to obtain a one-time login code. This code is valid for 30 seconds.




2. Enter this code in the **TOTP Code** field on the login page of your workspace, then click **Log in**.

A screenshot of a web-based login page titled "Two-Factor Authentication". The page contains the text "Please enter your TOTP code, visible in your mobile application, to log in". Below this, there is a label "TOTP code" and a text input field containing the number "207259". At the bottom of the form, there are two buttons: a grey "Cancel" button and a blue "Log in" button.

You are logged in to your workspace.

2. Configure Oodrive Authenticator

2.1. Overview of app settings

You can view the Oodrive Authenticator app settings from the **Settings** menu .

There, you may access the following sections:


- **Review the tutorial:** Review the tutorial on how to use the app
- **Lock application:** Lock the app using your device's passcode or biometrics
- **Help:** Access the application documentation containing the user guide
- **ToU:** View the terms and conditions of use for the Oodrive Authenticator app that you accepted during the tutorial

2.2. Security settings

The security of the Oodrive Authenticator app can be enhanced by enabling locking by code or biometrics. This means that you can only access your one-time codes after you have proven your identity and unlocked the app.

Set up your device lock

If you have not yet set up your device lock, you'll need to start by setting a lock mode from your device's settings.

1. In the Oodrive Authenticator **Settings** menu , tap the toggle switch to the right of **Lock application**.
2. In the window that appears, tap **Configure** to access your device settings.

3. Configure your mobile lock using the options available on your device:

Android

- PIN code
- Password
- Pattern
- Biometric authentication (face and/or fingerprints, depending on available options).

Please note: If you have not set up a secure screen lock on your Android device, you will be prompted to do so before enabling biometric authentication on your device.

iOS

- PIN code
- Biometric authentication (face and/or fingerprints, depending on available options).


Please note: If you want to enable biometric authentication for Oodrive Authenticator on your iOS device, you need to allow the app to access Face ID or Touch ID from **Settings > Oodrive Authenticator**.

If you have any difficulty setting up your mobile lock, please refer to your device's documentation.

4. When you are done, return to the Oodrive Authenticator app to activate its lock.

Activate locking for the app

If you have already configured locking on your mobile, you can go directly to the Oodrive Authenticator app's settings to enable locking.

1. In the main screen of the Oodrive Authenticator app, tap the **Settings**  icon.
2. Tap the toggle switch to the right of the **Lock application** option to enable it.
3. Authenticate using biometrics, PIN code, pattern or password, depending on your device configuration.

Oodrive Authenticator app locking is enabled. You can disable this option at any time by returning to the application settings.

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