LSEG WORKSPACE

FINANCIAL MEETING PREP USER'S ACTIVATION GUIDE

Financial Meeting Prep is an AI-driven Microsoft® application that delivers reports on public companies. It is powered by LSEG® data and news and is easily accessible through Microsoft Teams.

LSEG Workspace users can preview Financial Meeting Prep through the Microsoft Teams app store and access their Workspace data in Financial Meeting Prep.

Follow the instructions below to connect your Microsoft account to your Workspace account, allowing you to access Workspace data on Financial Meeting Prep.

Pre-requisites

For a user to connect their LSEG and Microsoft accounts, they must have:

– An LSEG Workspace account, and the Workspace User ID must be the same as the Microsoft Entra Email / Entra Principal Name.
– A Microsoft Entra Tenant without Entra gallery restrictions. If you are unsure about whether you have this, contact your Microsoft Administrator.

Support

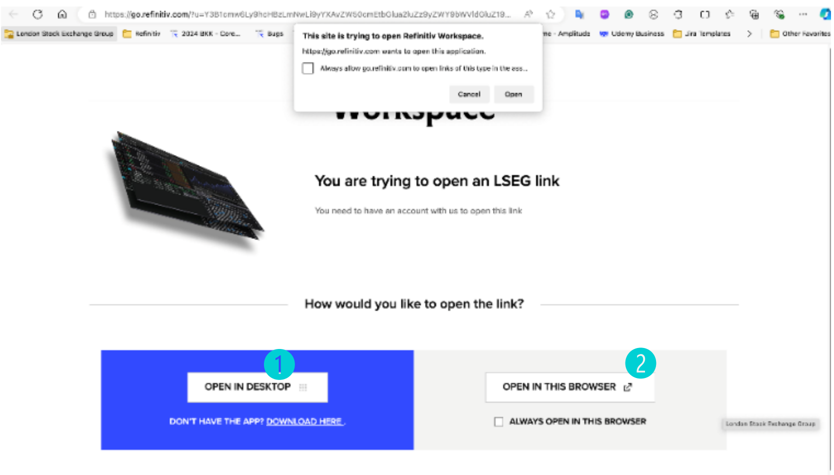
If you experience any problems performing the steps outlined in this document, raise an issue through MyAccount.

If your Workspace ID and Entra ID does not match, contact LSEG Support through MyAccount.

Connecting your Microsoft account

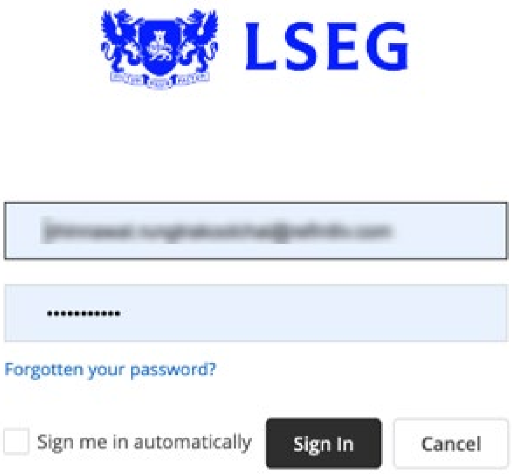
To connect your Microsoft account to your Workspace account:

1. Click this link.
2. To open Workspace, click **OPEN IN DESKTOP** 1 or **OPEN IN BROWSER**. 2

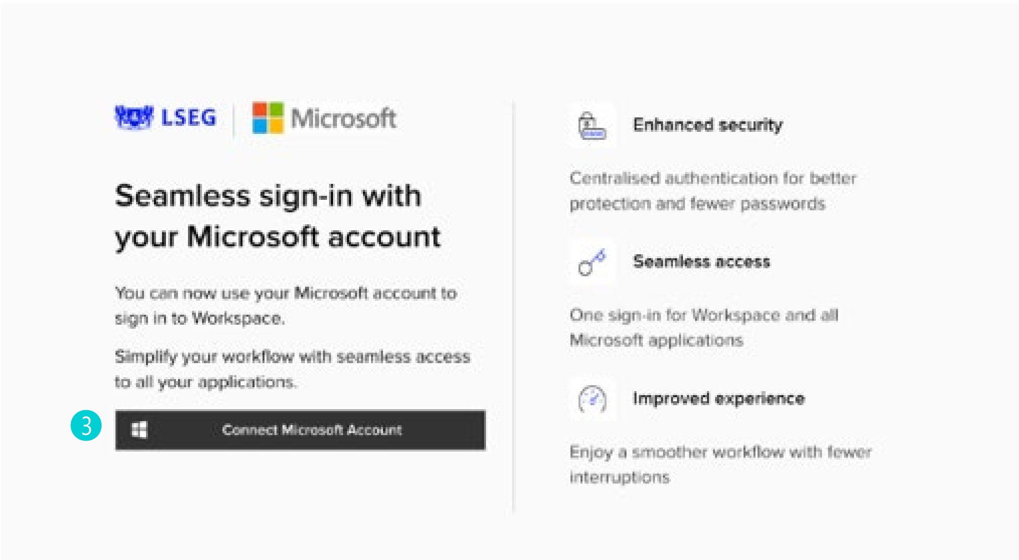


LSEG DATA & ANALYTICS

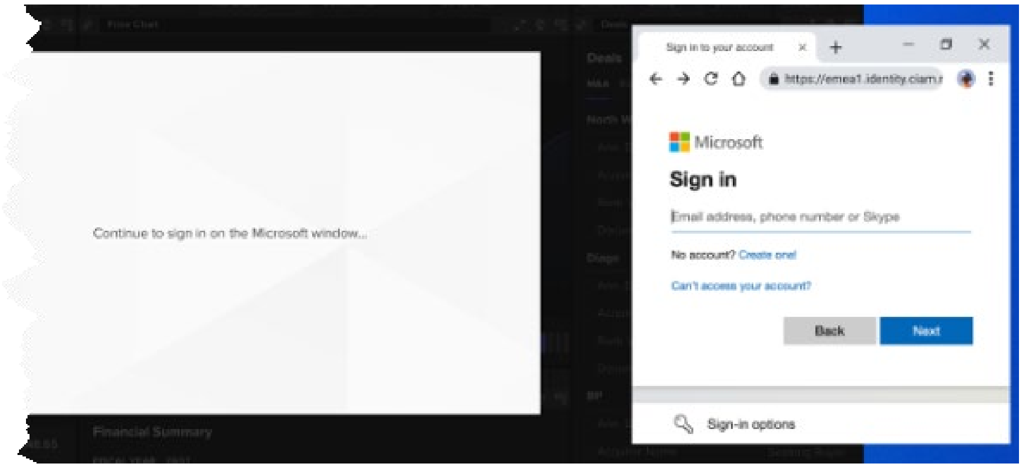
3. If required, log in to Workspace.



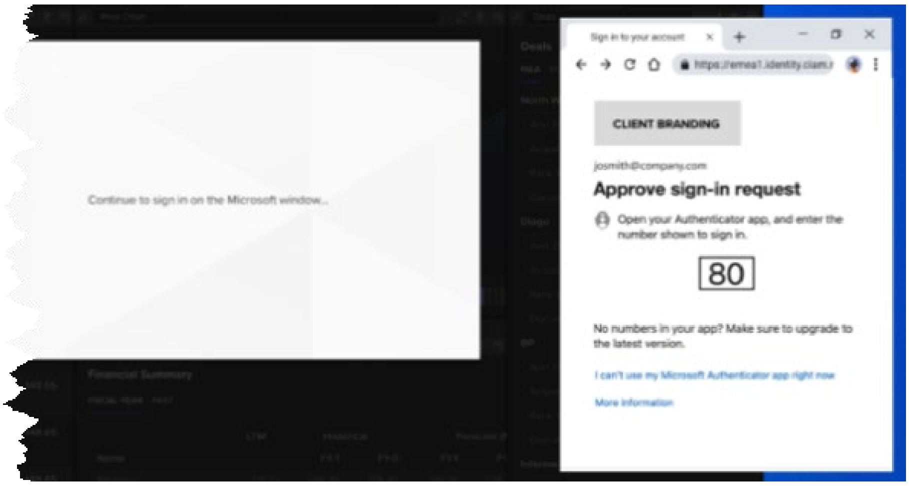
4. Click **Connect Microsoft Account**. 3



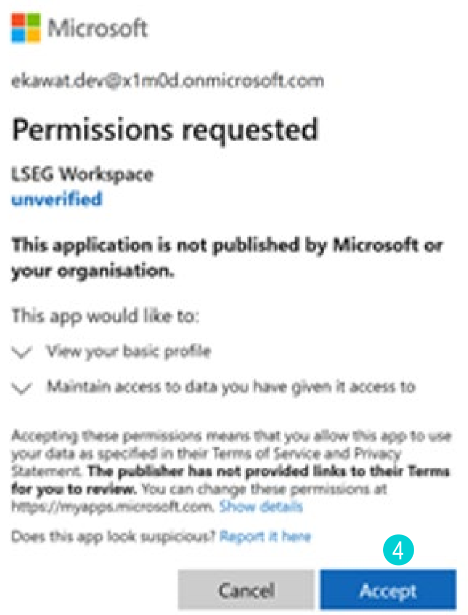
5. If you see the popup window below, enter your Microsoft credentials.



6. Complete Multi-Factor Authentication (MFA) to log in.



7. Click **Accept** 4 to accept the requested permissions.



After you have logged in, the link between your Microsoft account and your Workspace account is initiated.

When your Microsoft and Workspace accounts have been successfully connected, the following popup window will display.