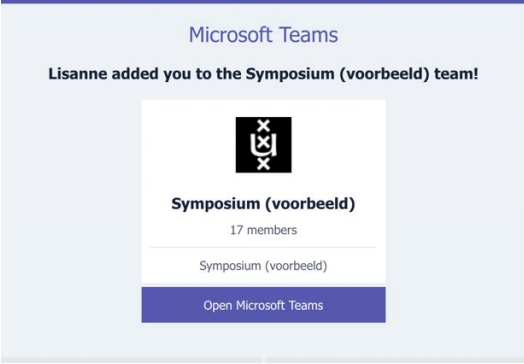
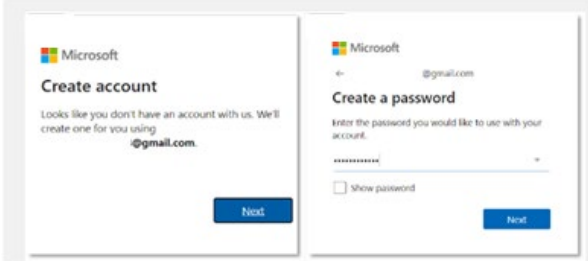




# Collaborating with the UvA as a guest (without a MS-Account)

This manual explains how to get access to a UvA Team in Microsoft Teams.

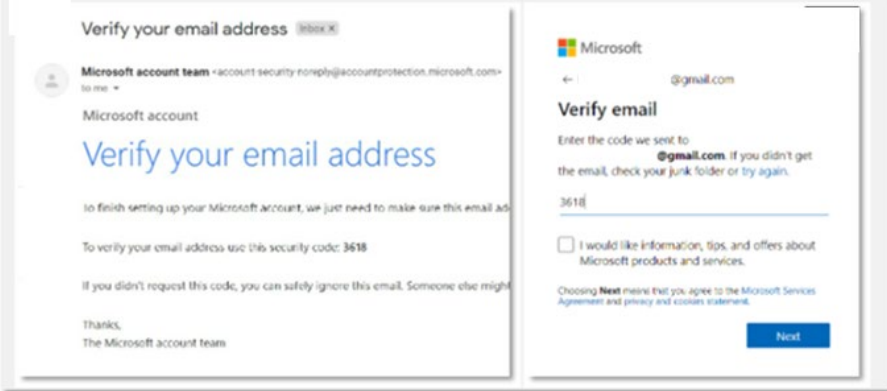
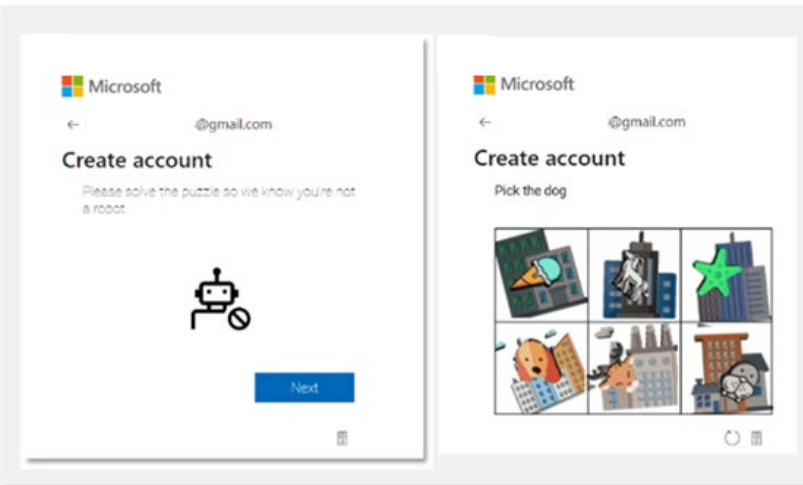
The following steps will take about 10 minutes to complete and only have to be followed once.

1	<p>You will receive an email from Microsoft Teams with the notification that you have been added to the UvA in Microsoft Teams.</p> <p>Click on 'Open Microsoft Teams'</p>	
2	<p>Your browser opens &amp; you get the notification that you do not have a Microsoft Account yet.</p> <p>In the following steps we are going to create one in order to safely collaborate with you colleagues at UvA.</p> <p>First, <b>create a password.</b></p>	



<p>3</p>	<p>Enter your date of birth, if you do not feel comfortable with this, make up a random date of birth (note: make sure you are older than 25 so no content is blocked).</p> <p>A <b>verification code</b> will be send to the email-address</p>	
<p>4</p>	<p>Open your mailbox, you have received a mail from the 'Microsoft account team'.</p> <p>Open the mail.</p>	

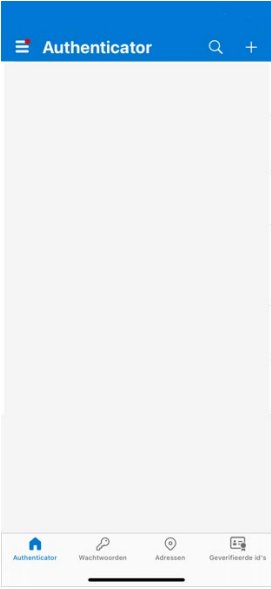


5	<p>Copy or remember the code in this mail and enter it in your browser.</p> <p>Uncheck the box unless you want advertisements from Microsoft in your inbox</p>	 <p>The screenshot shows two side-by-side email views. The left view is the 'Verify your email address' page from Microsoft, displaying a security code '3618'. The right view is the 'Verify email' page, where the code '3618' is entered into a text field. There is an unchecked checkbox for 'I would like information, tips, and offers about Microsoft products and services.' and a 'Next' button.</p>
6	<p>Solve the puzzle in the next two screens to prove that you're a human.</p>	 <p>The screenshot shows two side-by-side 'Create account' screens. The left screen asks the user to 'Please solve the puzzle so we know you're not a robot' and shows a puzzle with a robot icon. The right screen asks the user to 'Pick the dog' and shows a 2x3 grid of six different buildings.</p>


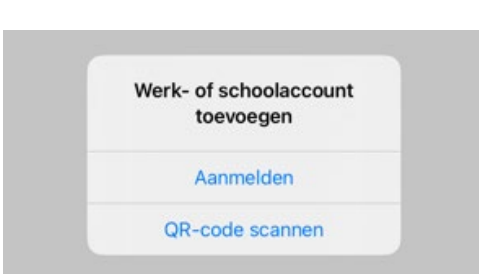
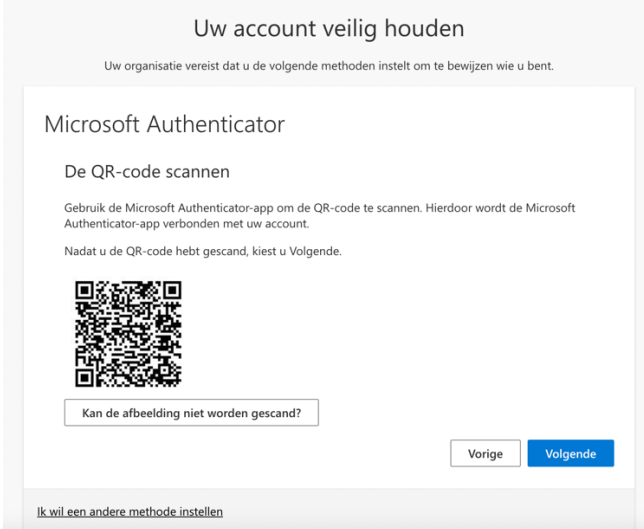


<p>7</p>	<p>Once this has been done, you will temporarily see the next screen and then be send to the log-in screen of the UvA.</p> <p>The next thing we're gonna do is set up the Two Factor Authentication (2FA).</p> <p>Click <b>Accept</b>.</p>	
<p>8</p>	<p><b>Download the Microsoft Authenticator app on your phone</b> Once this has been downloaded, click <b>next</b></p>	
<p>9</p>	<p>We will now start setting up your account. Click <b>next</b>.</p>	

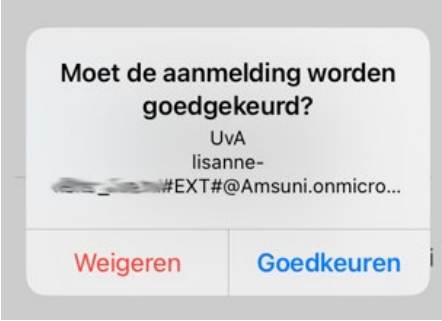
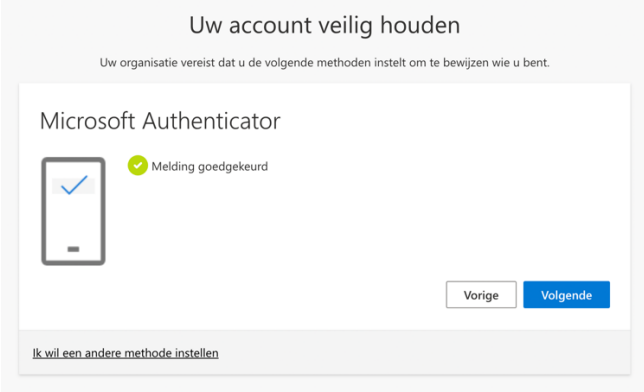


		<p>Uw account veilig houden</p> <p>Uw organisatie vereist dat u de volgende methoden instelt om te bewijzen wie u bent.</p> <div data-bbox="1016 289 1688 558"><p>Microsoft Authenticator</p><p>Uw account instellen</p><p>Sta meldingen toe als hierom wordt gevraagd. Voeg vervolgens een account toe en kies Werk of school.</p><p>Vorige <b>Volgende</b></p></div> <p><a href="#">Ik wil een andere methode instellen</a></p>
10	Open the Authenticator app on your phone and click on the + sign in the top-right corner to add an account	



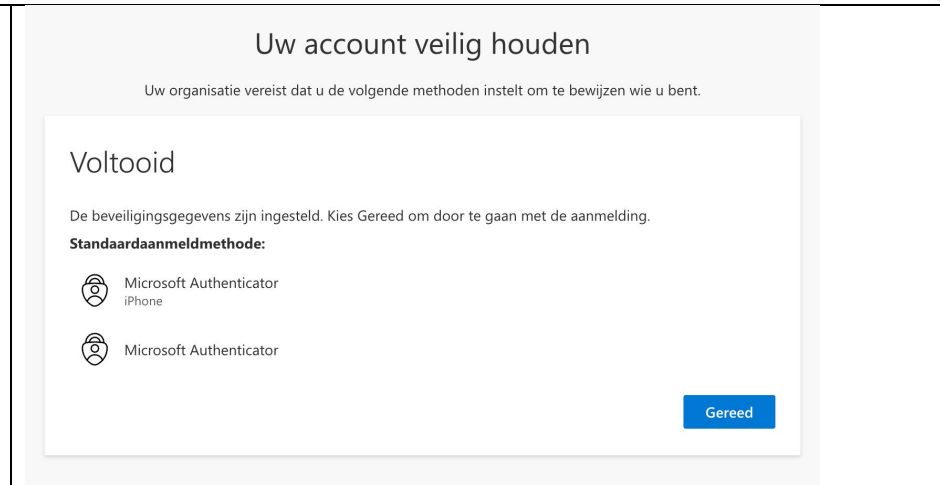
11	Choose: <b>'Work or school' account</b>	
12	Choose: <b>Scan QR-code</b>	
13	Make sure you allow the Authenticator app to access your camera so that you can scan the QR code.  Scan the QR code with your phone and click on <b>'Next'</b> .	



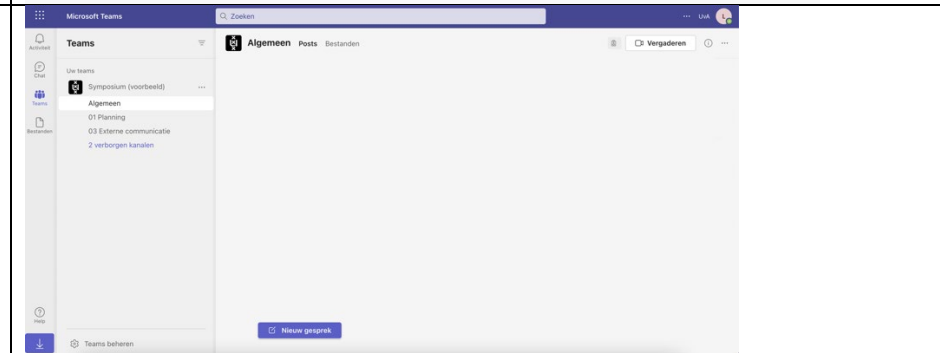
14	<p>We will now test the authenticator</p> <p>You will get a notification on your phone, choose <b>approve</b>.</p>	 <p>Moet de aanmelding worden goedgekeurd? UvA lisanne- #EXT#@Amsuni.onmicro...</p> <p>Weigeren Goedgeuren</p>
15	<p>The test was successful! Click <b>next</b>.</p>	 <p>Uw account veilig houden</p> <p>Uw organisatie vereist dat u de volgende methoden instelt om te bewijzen wie u bent.</p> <p>Microsoft Authenticator</p> <p>Melding goedgekeurd</p> <p>Vorige Volgende</p> <p><a href="#">Ik wil een andere methode instellen</a></p>



16 Setting up the TwoFactorAuthentication (2fa) is complete!  
Click **Ready**.



17 The Team you were invited to will now open either in the app or in the browser







18 By clicking your initials in the top-right corner you can always switch between different Teams Tenants. For example between your personal Teams en the UvA teams tentant.

**You can always find an UvA-Team in the UvA tenant**

