



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	You will receive an email from Microsoft Teams with the notification that you have been added to the UvA in Microsoft Teams. Click on 'Open Microsoft Teams'	Microsoft Teams Lisanne added you to the Symposium (voorbeeld) team! Symposium (voorbeeld) 17 members Symposium (voorbeeld) Open Microsoft Teams	
2	Your browser opens & you get the notification that you do not have a Microsoft Account yet. In the following steps we are going to create one in order to safely collaborate with you colleagues at UvA. First, create a password.	Microsoft Create account Locks like you don't have an account with us. We'l create one for you using Jogmail.com. Next Microsoft M	



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3	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). A verification code will be send to the email-address	Microsoft (Your mail) @gmail.com Create account We need just a little more into to set up your account. Your date of birth helps us to provide you with age-appropriate settings. Country/region Netherlands Iterhdate Month Day Year Nete	 Microsoft (Your mail) @gmail.com Chrifty email Ogmail.com. If you didn't get the email, check your junk folder or try again. Enter code I would like information, tips, and offers about Microsoft products and services. Choosing Next means that you agree to the Microsoft Services Agreement and privacy and coolese statement. Next
4	Open your mailbox, you have received a mail from the 'Microsoft account team'. Open the mail.	■ M Gmail Q Search mail + Compose - C + Compose . Primary * Starred ☆ Microso > Snoozed . ☆ Microso > Sent . ☆ Microso > Sent . ☆ Microso > Sent . ☆ Microso More . . . Meet . . .	ft accou Now Verify your email address - ft Teams You have been added as a c Droge Michiel Droge heeft Moving



5	Copy or remember the code in this mail and enter it in your browser. Uncheck the box unless you want advertisements from Microsoft in your inbox	· (4)	Verify your email address Intervent Microsoft account team -account security non-phylaccountprotection in to me = Microsoft account Verify your email address to finish setting up your Microsoft account, we just need to make sure To verify your email address use this security code: 3618 If you didn't request this code, you can safely ignore this email. Some Thanks. The Microsoft account team	e this email ad-	Microsoft
6	Solve the puzzle in the next two screens to prove that you're a human.		Microsoft Create account Presse solve the puzzle so we know you're not a road		erosoft egmail.com e account he dog

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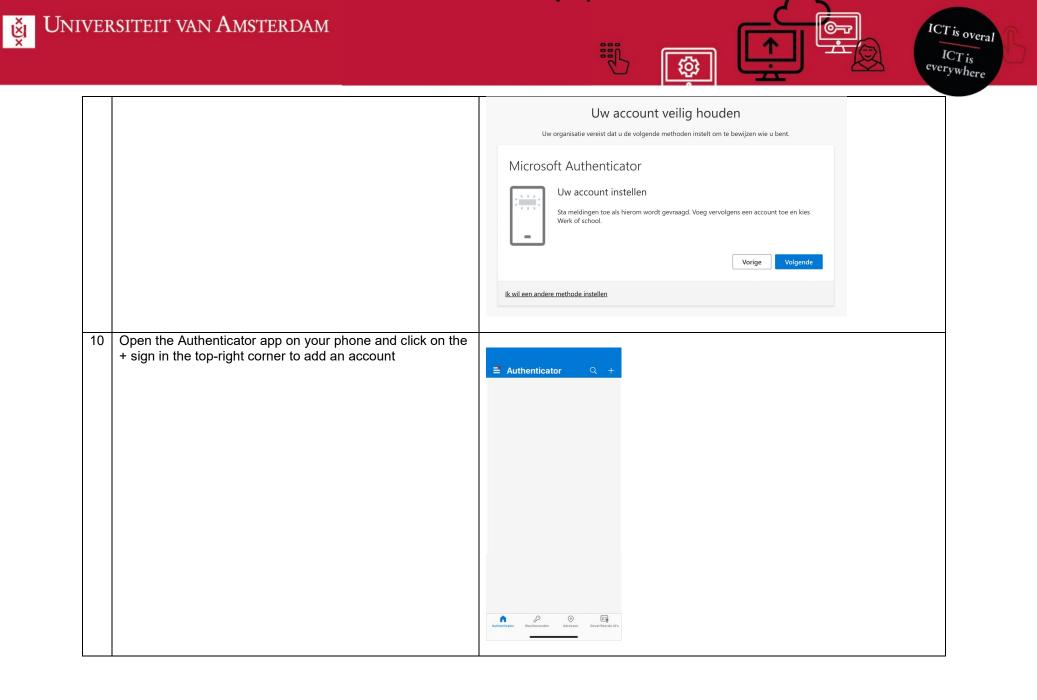
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			ICT is everywhere
7	Once this has been done, you will temporarily see the next screen and then be send to the log-in screen of the UvA. The next thing we're gonna do is set up the Two Factor Authentication (2FA). Click Accept .	 Microsoft @gmail.com Create account Implementation of the second of the second	
8	Download the Microsoft Authenticator app on your phone Once this has been downloaded, click next	Uw account veilig houden Uw organisatie vereist dat u de volgende methoden instelt om te bewijzen wie u bent. Microsoft Authenticator Download eerst de app Installeer de Microsoft Authenticator-app op uw telefoon. Nu downloaden Nadat u de app Microsoft Authenticator op uw apparaat hebt geïnstalleerd, kiest u volgende. Ik wil een andere verificatie-app gebruiken Volgende	
9	We will now start setting up your account. Click next.		

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11	Choose: 'Work or school' account	Account toevoegen WELK SOORT ACCOUNT VOEGT U TOE? Persoonlijk account Werk- of schoolaccount Werk- of schoolaccount Overig (Google, Facebook, enzovoort)
12	Choose: Scan QR-code	Werk- of schoolaccount toevoegen Aanmelden QR-code scannen
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 'Next' .	Uw account veilig houden Uw organisatie vereist dat u de volgende methoden instelt om te bewijzen wie u bent. Dicrosoft Authenticator De QR-code scannen Gebruik de Microsoft Authenticator-app om de QR-code te scannen. Hierdoor wordt de Microsoft Authenticator app verbonden met uw account. Nadat u de QR-code hebt gescand, kiest u Volgende. Marke afbeelding niet worden gescand? Vorige Volgende
		Ik wil een andere methode instellen

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

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16 Setting up the TwoFactorAuthentication (2fa) is complete Click Ready .	Image: Uw organisatie vereist dat u de volgende methoden instelt om te bewijzen wie u bent. Uw organisatie vereist dat u de volgende methoden instelt om te bewijzen wie u bent. Voltooid De beveiligingsgegevens zijn ingesteld. Kies Gereed om door te gaan met de aanmelding. Standaardaanmeldmethode: Image: Wicrosoft Authenticator Image: Phone Image: Microsoft Authenticator
17 The Team you were invited to will now open either in the app or in the browser	Image: Second Francis Image: Second Fra

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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	 UvA L lisanne (gast) lisanne (gast) lisechikbaar Statusbericht inst Persoonlijk UvA (gast) Opgeslagen Account beheren Teams voor persoonlijk gebruik Afmelden

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