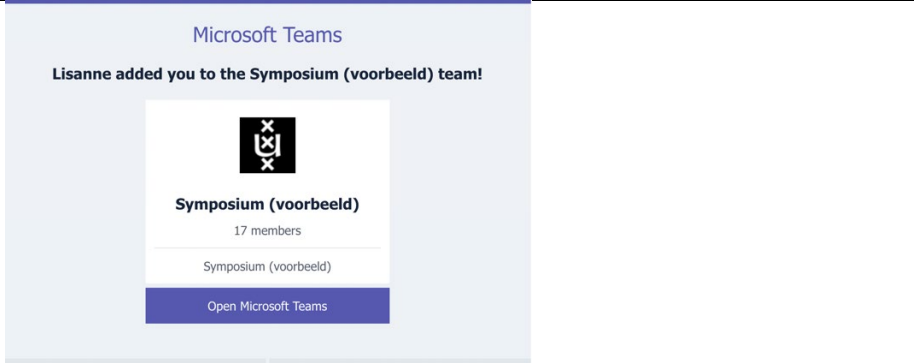
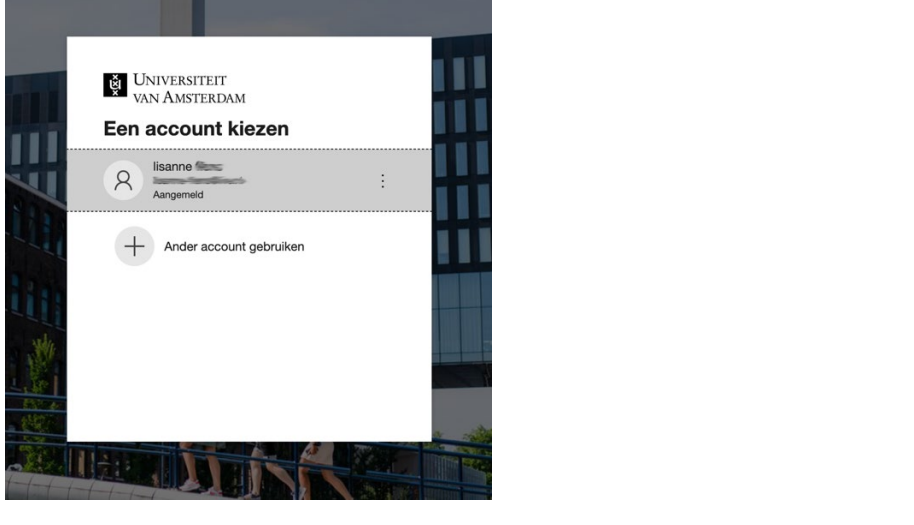



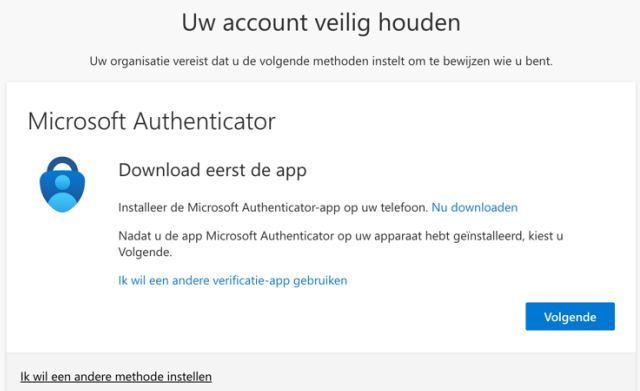
Collaborating with the UvA as a guest

This manual explains how to get access to a UvA Team in Microsoft Teams. This is the manual for when you already have a Microsoft Account.

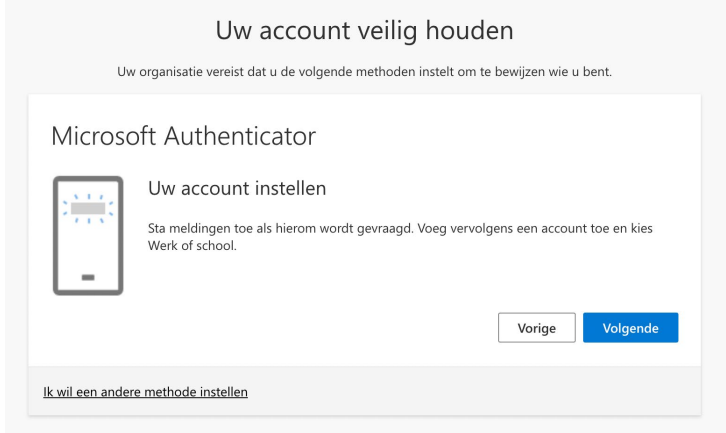
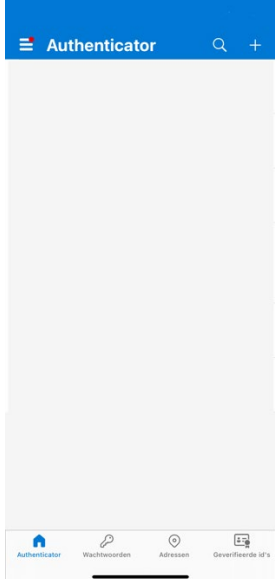
The following steps will take about 10 minutes to complete and only have to be followed once.

<p>1</p> <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>	
<p>2</p> <p>Select your Microsoft Account</p> <p>Don't have a Microsoft account yet? Then you need to create one first. Go to this page and download the guide 'Collaborating as guest - no MS-Account yet.pdf'</p>	


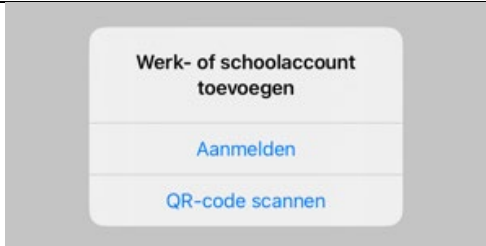
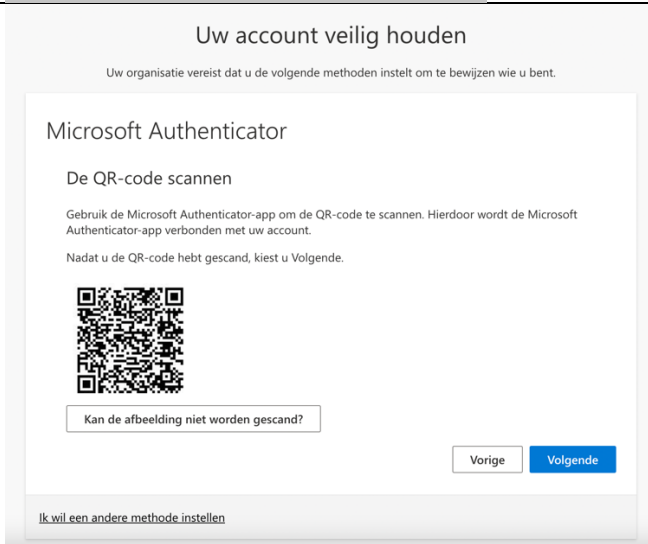


3	<p>You will receive the notification that more information is required to keep your account secure. This involves setting up two-factor authentication. Click on 'Next'.</p> <p>If you don't get this notification, a MFA-reset is required for the account. The ICTS ServiceDesk can do this for you please contact them through:</p> <p>servicedesk-icts@uva.nl or 020-5251402</p>	 <p>UNIVERSITEIT VAN AMSTERDAM [redacted]@uva.nl</p> <h3>Meer informatie vereist</h3> <p>Uw organisatie heeft meer informatie nodig om uw account veilig te houden. Voordat u wijzigingen aanbrengt in uw beveiligingsgegevens, moet u meervoudige verificatie voltooien.</p> <p>Een ander account gebruiken</p> <p>Meer informatie</p> <p>Volgende</p>	
4	<p>Download the Microsoft Authenticator app on your phone</p> <p>Once this has been downloaded, click next</p>	 <p>Uw account veilig houden</p> <p>Uw organisatie vereist dat u de volgende methoden instelt om te bewijzen wie u bent.</p> <h3>Microsoft Authenticator</h3> <p>Download eerst de app</p> <p>Installeer de Microsoft Authenticator-app op uw telefoon. Nu downloaden</p> <p>Nadat u de app Microsoft Authenticator op uw apparaat hebt geïnstalleerd, kiest u Volgende.</p> <p>Ik wil een andere verificatie-app gebruiken</p> <p>Volgende</p> <p>Ik wil een andere methode instellen</p>	

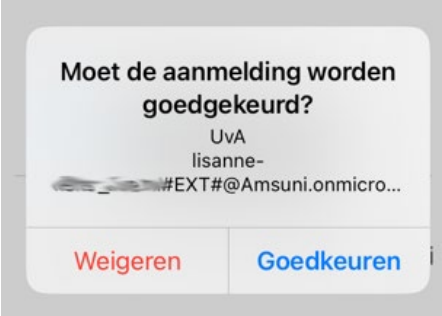
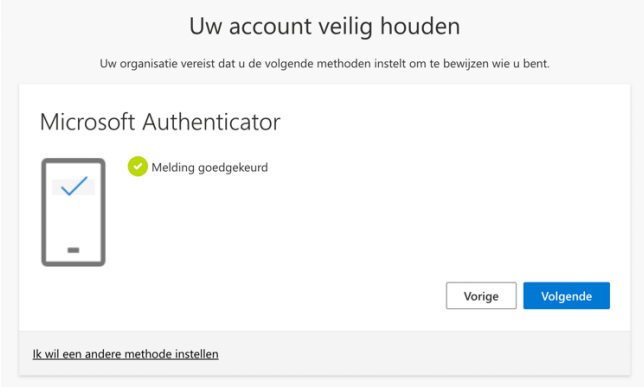



5	<p>We will now start setting up your account. Click next.</p>	
6	<p>Open the Authenticator app on your phone and click on the + sign in the top-right corner to add an account</p>	



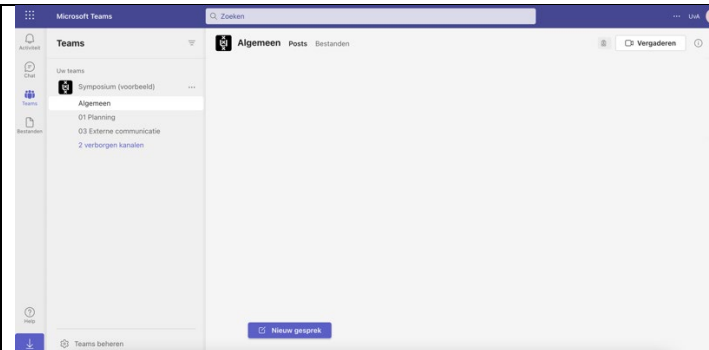
7	Choose: 'Work or school' account	
8	Choose: Scan QR-code	
9	Make sure you allow the Authenticator app to access your camera so that you can scan the QR code. Scan the QR code with your phone and click on 'Next' .	
10		



	<p>We will now test the authenticator</p> <p>You will get a notification on your phone, choose approve.</p>	 <p>Moet de aanmelding worden goedgekeurd? UvA lisanne- #EXT#@Amsuni.onmicro...</p> <p>Weigeren Goedkeuren</p>
11	<p>The test was successful! Click next.</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>Ik wil een andere methode instellen</p>
12	<p>Setting up the TwoFactorAuthentication (2fa) is complete! Click Ready.</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>Voltooid</p> <p>De beveiligingsgegevens zijn ingesteld. Kies Gereed om door te gaan met de aanmelding.</p> <p>Standaardaanmeldmethode:</p> <ul style="list-style-type: none">Microsoft Authenticator iPhoneMicrosoft Authenticator <p>Gereed</p>



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



14 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

