

## Logging in as an external guest to a UAntwerpen site or team

Have you **received an invitation** for access to a SharePoint Online site or Microsoft team of the University of Antwerp? Then you can **click on the link** therein (see right) to go to the site or team.

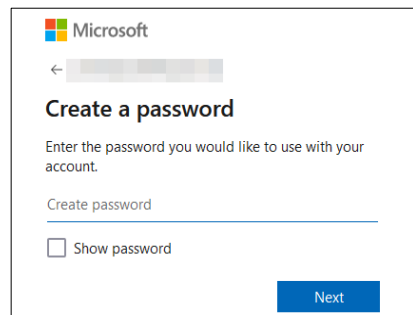
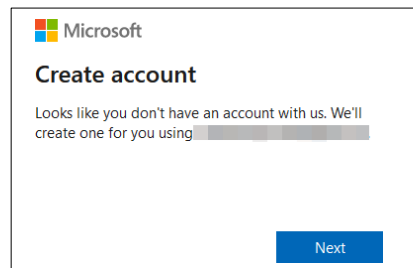
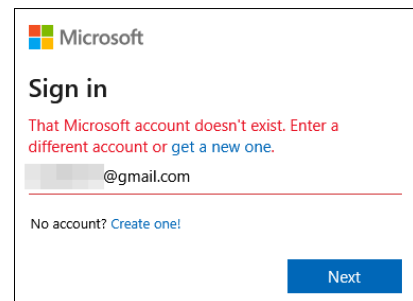
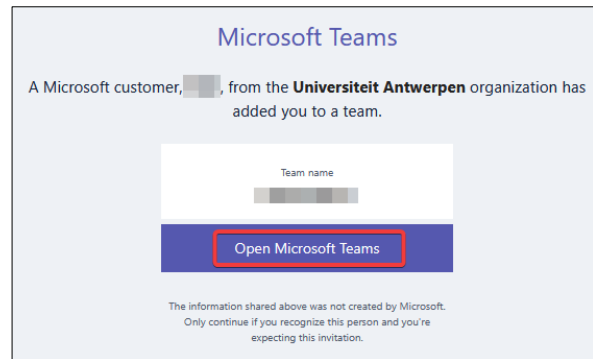
Is it the first time you are using Microsoft 365 with your e-mail address? Then you may first need to link a Microsoft account to this address. How to do that is explained below.

If your e-mail address is not already known to Microsoft, you need to create a Microsoft account for it first. To do so, click **Create one**. Then click **Next** to continue.

If a Microsoft account was already associated with your e-mail address, you can simply log in with your password for this guest account at Microsoft 365.

Next, enter a **strong password** for this new UAntwerpen guest account and click **Next**.

You will then be asked for your date of birth, and then click **Next** again.



Then enter your **first and last name** so you can be clearly identified with your guest account. Click **Next** to continue.

Microsoft  
← [redacted]@gmail.com

### What's your name?

We need just a little more info to set up your account.

First name \_\_\_\_\_

Last name \_\_\_\_\_

**Next**

After this, please enter your **country** and **date of birth**. This is needed for age verification. This information is not available to the University of Antwerp and is only for verification by Microsoft.

Microsoft  
← uatest.tejssen@gmail.com

### What's your birthdate?

If a child uses this device, select their date of birth to create a child account.

**Country/region**  
Belgium ▾

**Birthdate**  
Month ▾ Day ▾ Year ▾

A child account enables you to enforce parental controls and impose usage limits for this device for reasons of privacy and safety. You can manage these settings using our Family Safety app. Learn more at <https://aka.ms/family-safety-app>

**Next**

Then please **confirm the e-mail address** for which you will create this UAntwerpen guest account by typing a short **verification code** that was sent to the address via email. Click on **Next** to continue.

Microsoft  
← [redacted]

### Verify email

Enter the code we sent to [redacted]  
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 cookies statement](#).

**Next**


After this, you may be asked to solve a small puzzle (“Help us beat the robots”) to prove that you are human.

Next, you need to approve some **basic permissions**.

This means that you allow UAntwerpen to collect certain diagnostic data about the use of your UAntwerpen guest account. This data is used solely for troubleshooting purposes by the University of Antwerp ICT Department and is not shared with Microsoft.

Microsoft  
[redacted]

### Permissions requested by:

 Universiteit Antwerpen  
uantwerpen.onmicrosoft.com

By accepting, you allow this organization to:

- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

You should only accept if you trust Universiteit Antwerpen. [Read Universiteit Antwerpen's privacy statement](#). You can update these permissions at <https://myaccount.microsoft.com/organizations>. [Learn more](#)

**This resource is not shared by Microsoft.**

**Cancel** **Accept**

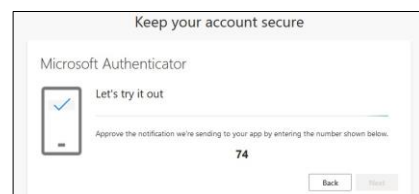
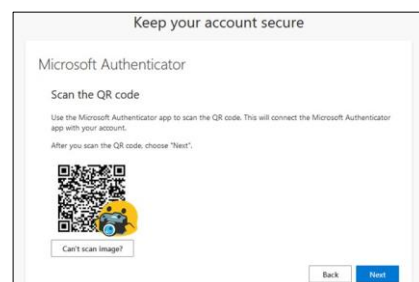
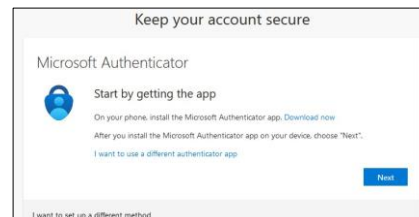
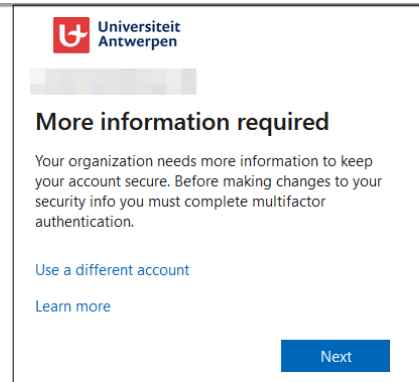
When you want to **log in for the first time** with your new UAntwerpen guest account you will need to set up **MFA** (multiple authentication) on it. Click **Next** to set this up.

From the UAntwerpen, we recommend the **Microsoft Authenticator** app. You download this app on your smartphone and then set it up by clicking **Next** on your computer screen.

Would you rather use a different method than the Authenticator app? Then click at the bottom on **I want to set up a different method**.

On the next screen on your computer, also click **Next**, after which you will see a **QR code** that you need to scan with your smartphone. To do so, in the **Authenticator app** on your smartphone, tap the **+** icon at the top right after which you choose to add a **Work or School account**. Then tap **Scan QR Code** to scan the code on your computer screen, just as you would take a picture of it with your phone. Then on your computer screen, click **Next** to continue.

Then tap the **number** shown on your computer over on your smartphone.



**Done!** Your Authenticator app is now set up for use at UAntwerpen.

