

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

A Mic

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.

	Microsoft Teams
rosoft custom	her, from the Universiteit Antwerpen organization has added you to a team.
	Team name
	Open Microsoft Teams
	The information shared above was not created by Microsoft. Only continue if you recognize this person and you're expecting this invitation.
	Microsoft
	Sign in
	That Microsoft account doesn't exist. Enter a different account or get a new one.
	@gmail.com
	No account? Create one!
	Next
	Microsoft
	Create account
	Looks like you don't have an account with us. We'll create one for you using
	Next
en	Microsoft
	←
	Create a password
	Enter the password you would like to use with your account.
	Create password
	Show password
	Next

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	Microsoft
identified with your guest account. Click Next to continue.	← @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 <u>not</u> available to the University of Antwerp and is only for verification by Microsoft.	 Microsoft ← uatest.teijssen@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 ← ✓ <li< td=""></li<>
After this, you may be asked to solve a small puzzle	Enter the code we sent to If you didn't get the email, check your junk folder or try again.
("Help us beat the robots") to prove that you are	Enter code
human.	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
Next, you need to approve some basic permissions .	Microsoft
This was a start start allowed that the start of the start of the	INICIOSOIT
This means that you allow UAntwerpen to collect certain diagnostic data about the use of your UAntwerpen guest	Permissions requested by:
account. This data is used solely for troubleshooting	Universiteit Antwerpen
purposes by the University of Antwerp ICT Department and	uantwerpen.onmicrosoft.com
is not shared with Microsoft.	By accepting, you allow this organization to:
	 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

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authentication.

Use a different account Learn more

Universiteit Antwerpen

More information required

Your organization needs more information to keep your account secure. Before making changes to your security info you must complete multifactor

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 <u>computer</u> screen, just as you would take a picture of it with your phone. Then on your computer screen, click Next to continue.

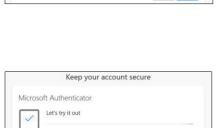
Then tap the **number** shown on your computer over on your smartphone.



Keep your account secure

Microsoft Authenticator Scan the OR code

	Keep your account secure
Micros	oft Authenticator
6	Start by getting the app
-	On your phone, install the Microsoft Authenticator app. Download now
	After you install the Microsoft Authenticator app on your device, choose "Next".
	I want to use a different authenticator app
	Next
	is a different method



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Back





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

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à	Universiteit Antwerpen	#EXT#@uantw	