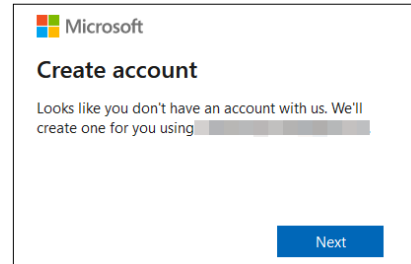


Logging in as an external on a UAntwerp shared site or Team

Have you received an **invitation** to access a SharePoint Online site or Microsoft team from UAntwerpen? If so, you can **click on the link** therein to go to the site or team.

- Have you never used Microsoft 365 before? Then you *first need to create an account for the e-mail address on which you received the invitation.*
- Are you already using Microsoft 365? Then these steps are not necessary, and you can *just log in with your existing account.*

Click **Next** to create your new UAntwerpen guest account.



Microsoft

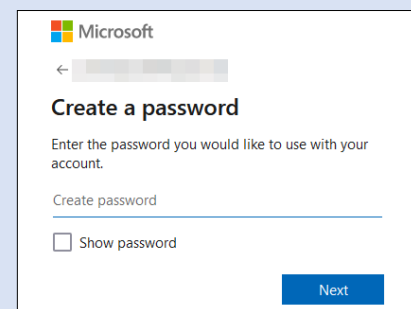
Create account

Looks like you don't have an account with us. We'll create one for you using [redacted]

Next

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

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



Microsoft

← [redacted]

Create a password

Enter the password you would like to use with your account.

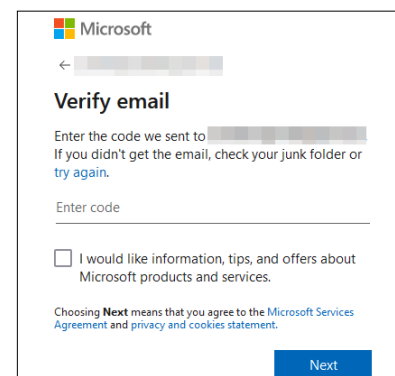
Create password [input field]

Show password

Next

After that, just **confirm** the e-mail address for which you are going to create this UAntwerpen guest account by typing a short **verification code** sent to the address via e-mail. Click on **Next** to continue.

After this, you may still be asked to solve a small puzzle to prove you are human.



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 [input field]

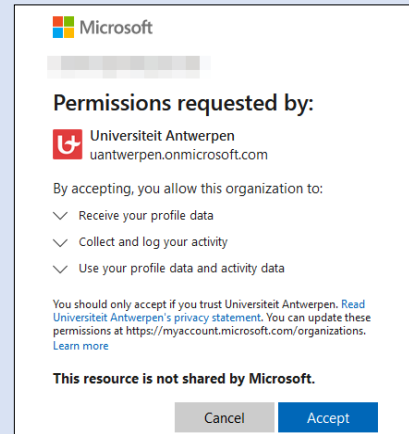
I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

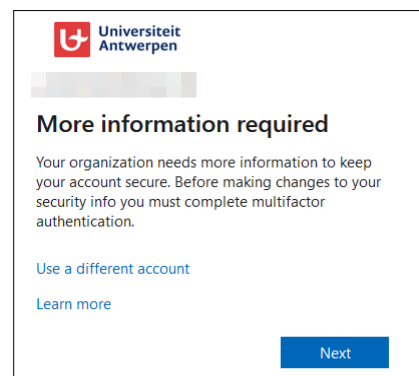
Next, you need to approve some **basic permissions**.

This means that you allow UAntwerpen and Microsoft to collect certain *diagnostic data* about the use of your UAntwerpen guest account. This data is used for troubleshooting purposes only.



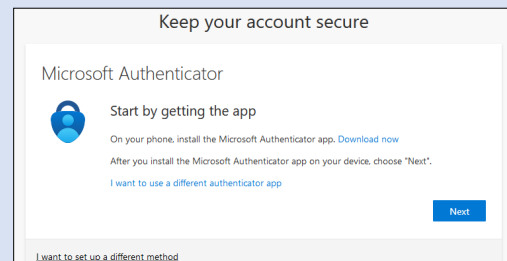
When you want to log in for the **first time** with your new UAntwerpen guest account, you need to set up **MFA** (multiple authentication) on this.

Click **Next** to set this up.




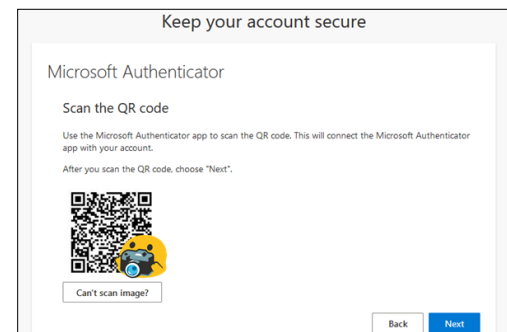
From UAntwerpen, we recommend the **Microsoft Authenticator** app. You download this app on your *smartphone* and then set it up by clicking **Next** on your *computer screen*.


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



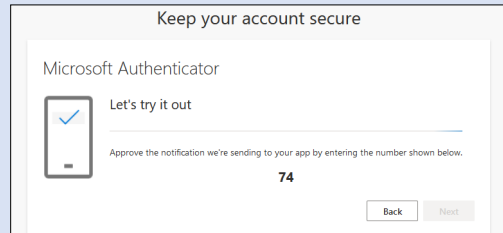
On the next screen on your computer, also click **Next**, after which you will see a **QR code** that you need to scan in with your *smartphone*.

- To do so, in the **Authenticator app**  , 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 tap the **number** shown on your *computer* over
on your *smartphone*  .

In doing so, your smartphone also indicates which
guest account you will use to log into which part of
Microsoft 365.



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

