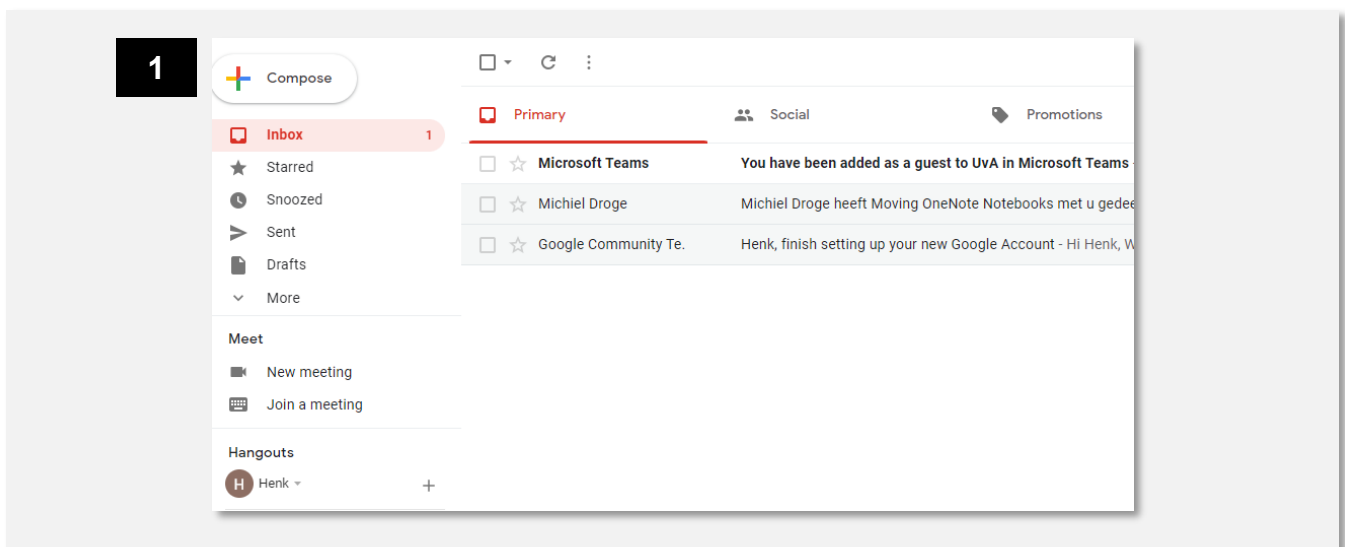


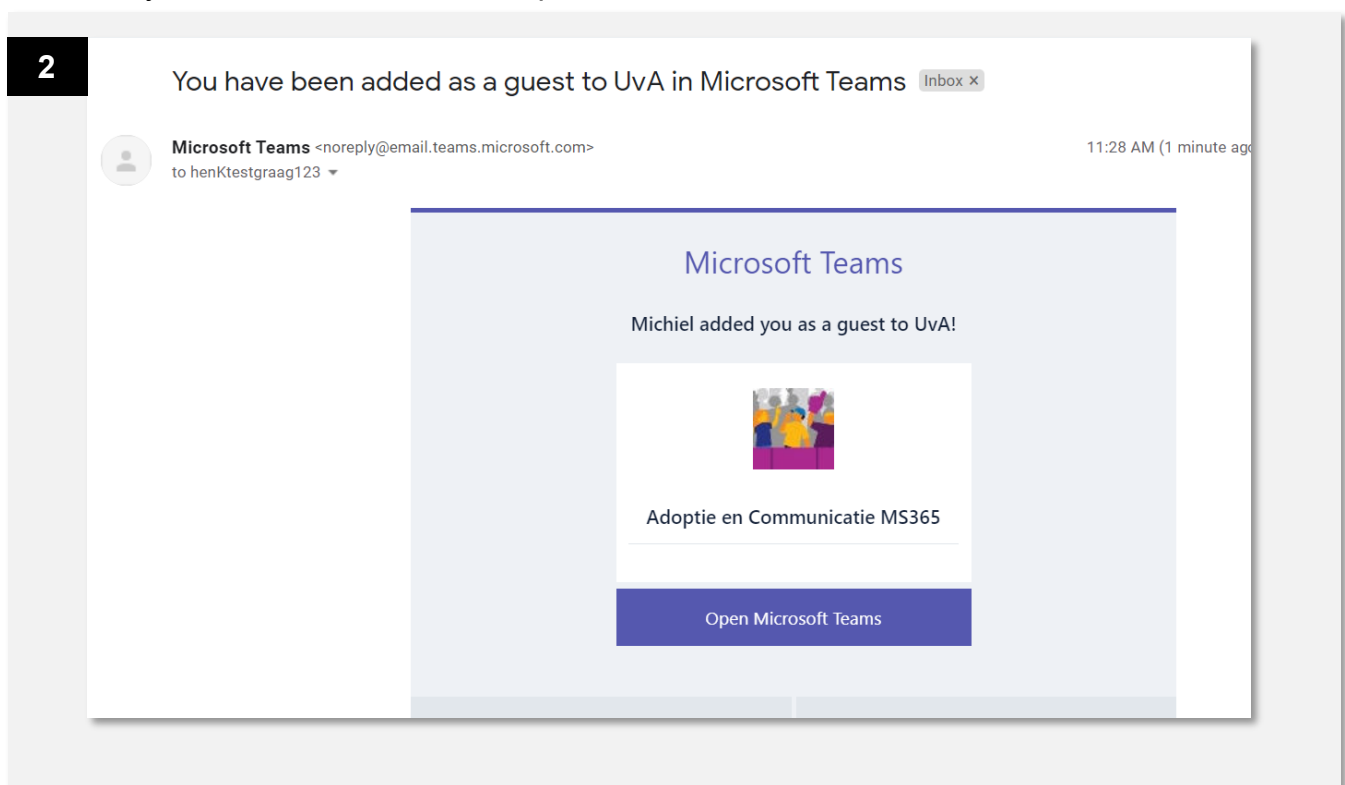
This tutorial shows you the steps to follow in order to use Teams as a guest. In this example, an external colleague is using Gmail. The steps are the same for most email clients, but may look different.

Following these steps takes around 10-15 minutes total, and you only have to complete the process once.

1. You will receive an email from Microsoft Teams with the notification that you have been added to the AUAS in Microsoft Teams. Check your spam folder if you do not see this email in your inbox.

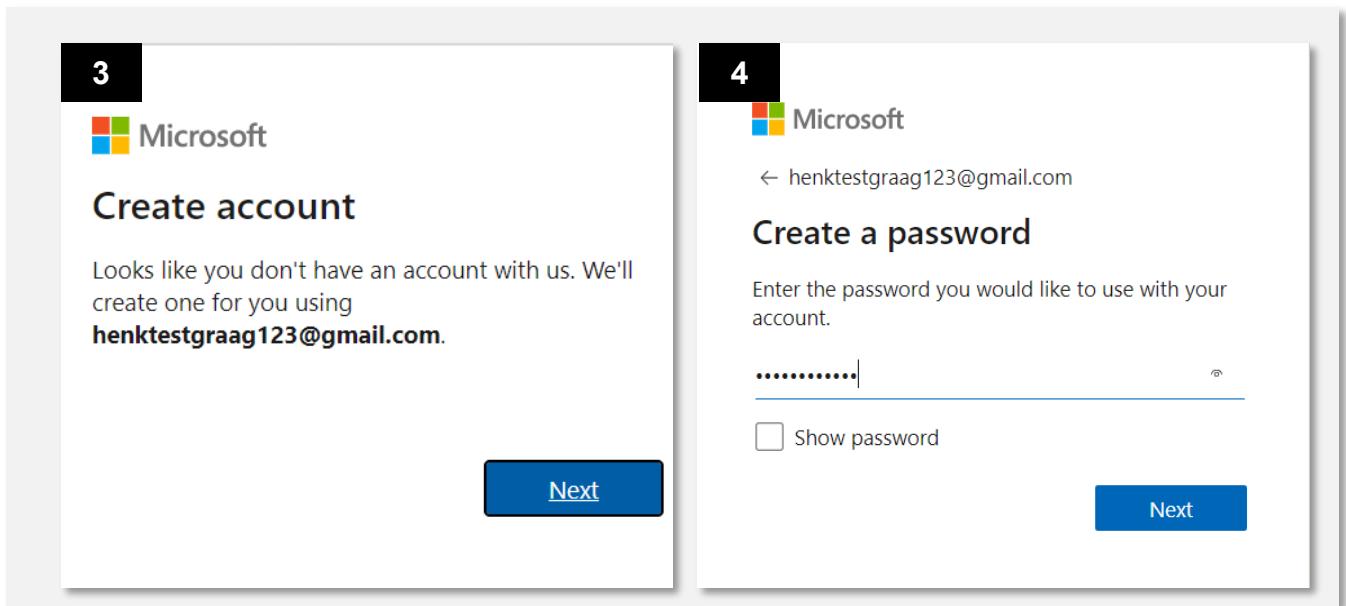


2. Open the email. You will see the following message, with the name of the person who has added you to the team. Click on 'Open Microsoft Teams'.



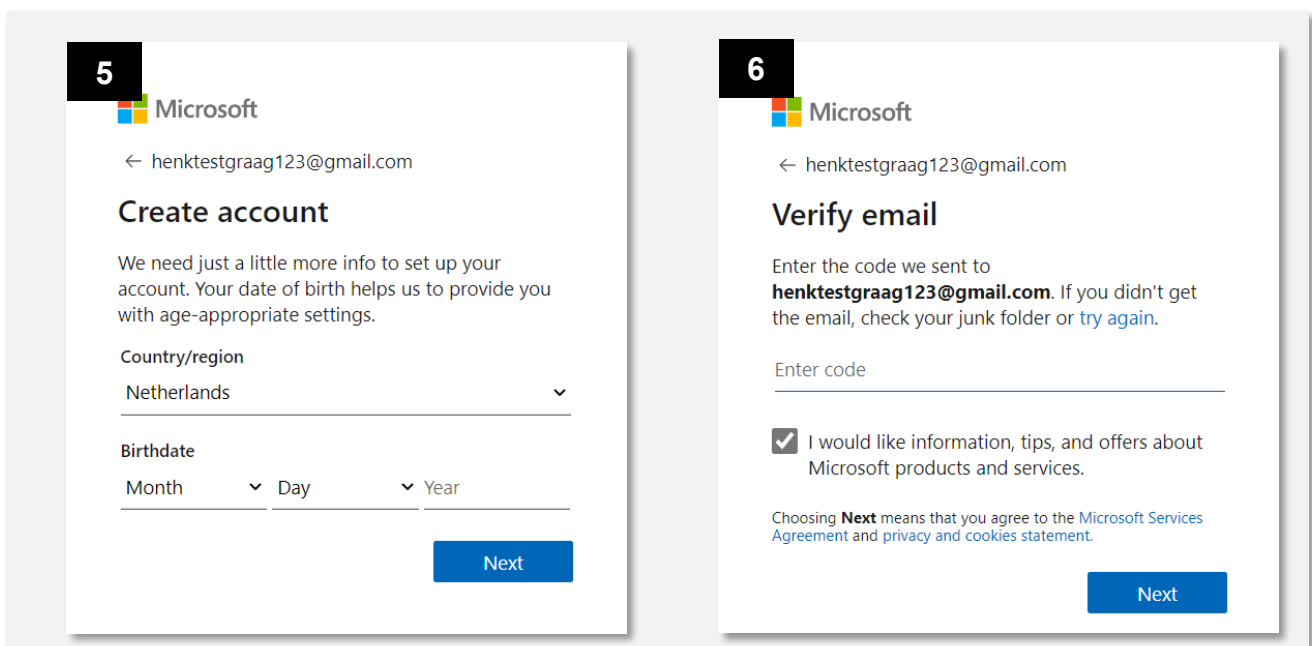
Your browser will open. Here you will see the notification that you do not yet have a AUAS account. Follow the steps below to create an account so that you can safely work as a guest in the AUAS environment.

3. Click on 'Next'.
4. Choose a password. This can be the same password you use for your email. A unique password is more secure.



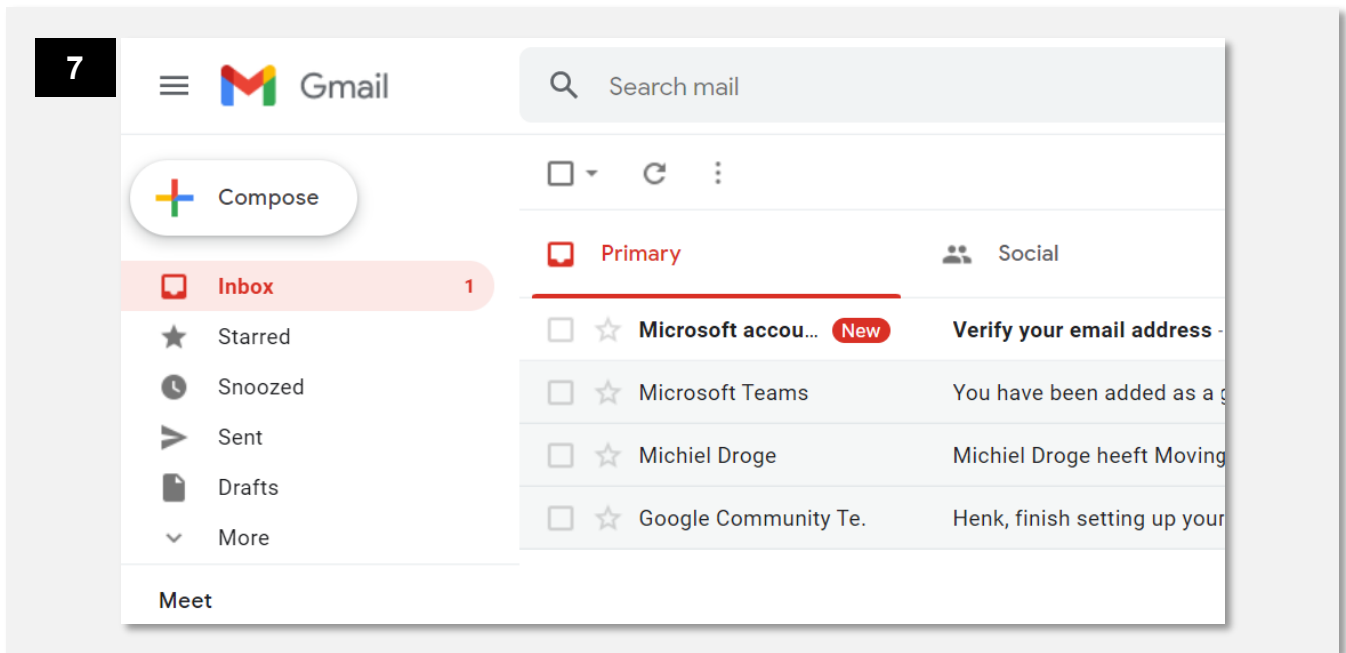
The image shows two screenshots of the Microsoft account creation process. The first screenshot, labeled '3', shows the 'Create account' page. It features the Microsoft logo, the heading 'Create account', and a message: 'Looks like you don't have an account with us. We'll create one for you using **henktestgraag123@gmail.com**.' A blue 'Next' button is at the bottom right. The second screenshot, labeled '4', shows the 'Create a password' page. It features the Microsoft logo, the heading 'Create a password', and the instruction: 'Enter the password you would like to use with your account.' There is a password input field with a strength indicator, a 'Show password' checkbox, and a blue 'Next' button at the bottom right.

5. Enter your date of birth. If you do not feel comfortable providing this information, enter a random date that makes you older than 25 so that you won't be blocked from accessing any content.
6. A verification code will be sent to your email address.

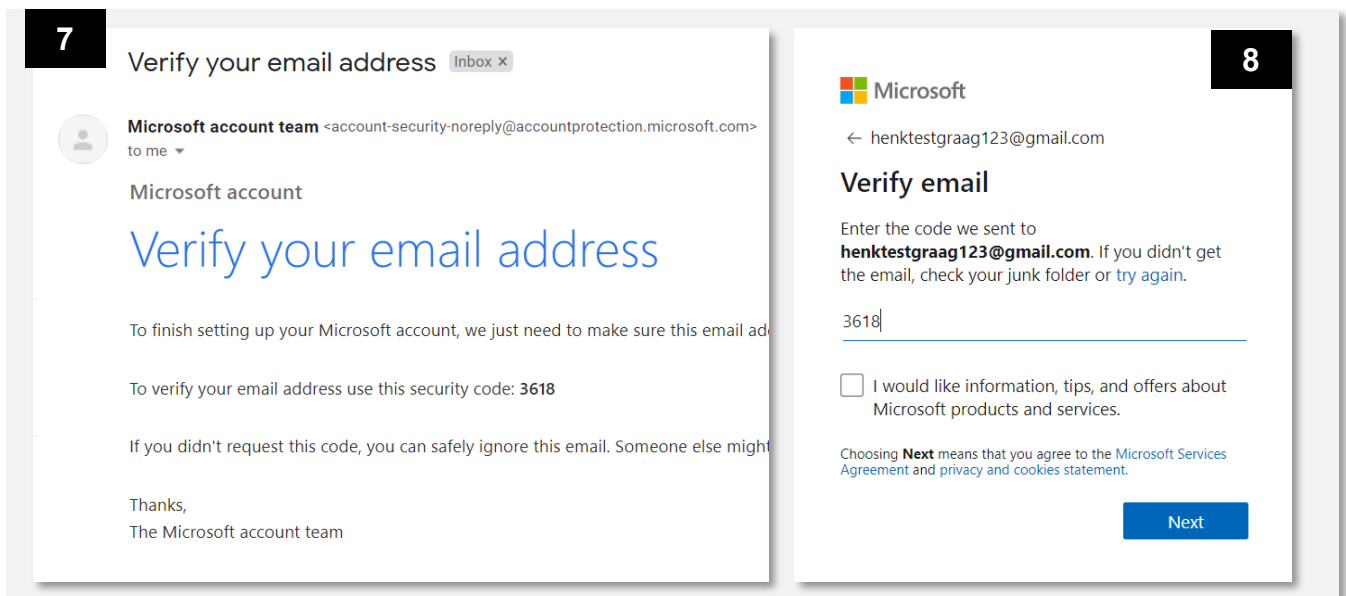


The image shows two screenshots of the Microsoft account creation process. The first screenshot, labeled '5', shows the 'Create account' page. It features the Microsoft logo, the heading 'Create account', and the instruction: 'We need just a little more info to set up your account. Your date of birth helps us to provide you with age-appropriate settings.' There are two dropdown menus: 'Country/region' (set to 'Netherlands') and 'Birthdate' (with sub-drops for 'Month', 'Day', and 'Year'). A blue 'Next' button is at the bottom right. The second screenshot, labeled '6', shows the 'Verify email' page. It features the Microsoft logo, the heading 'Verify email', and the instruction: 'Enter the code we sent to **henktestgraag123@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).' There is a code input field, a checked checkbox for 'I would like information, tips, and offers about Microsoft products and services.', and a blue 'Next' button at the bottom right. A small note at the bottom states: 'Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).'

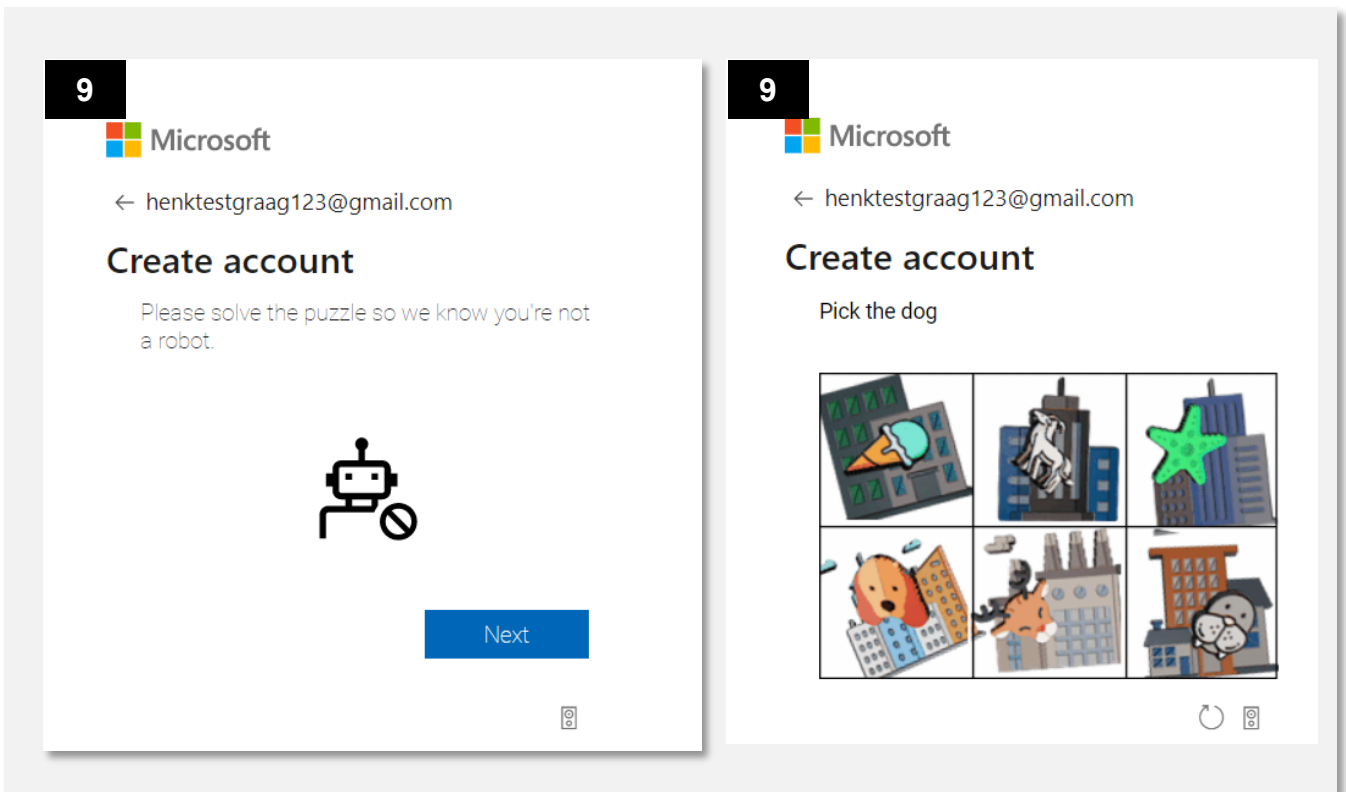
7. Open your email client. You should have an email from 'Microsoft account team'. Open this email.



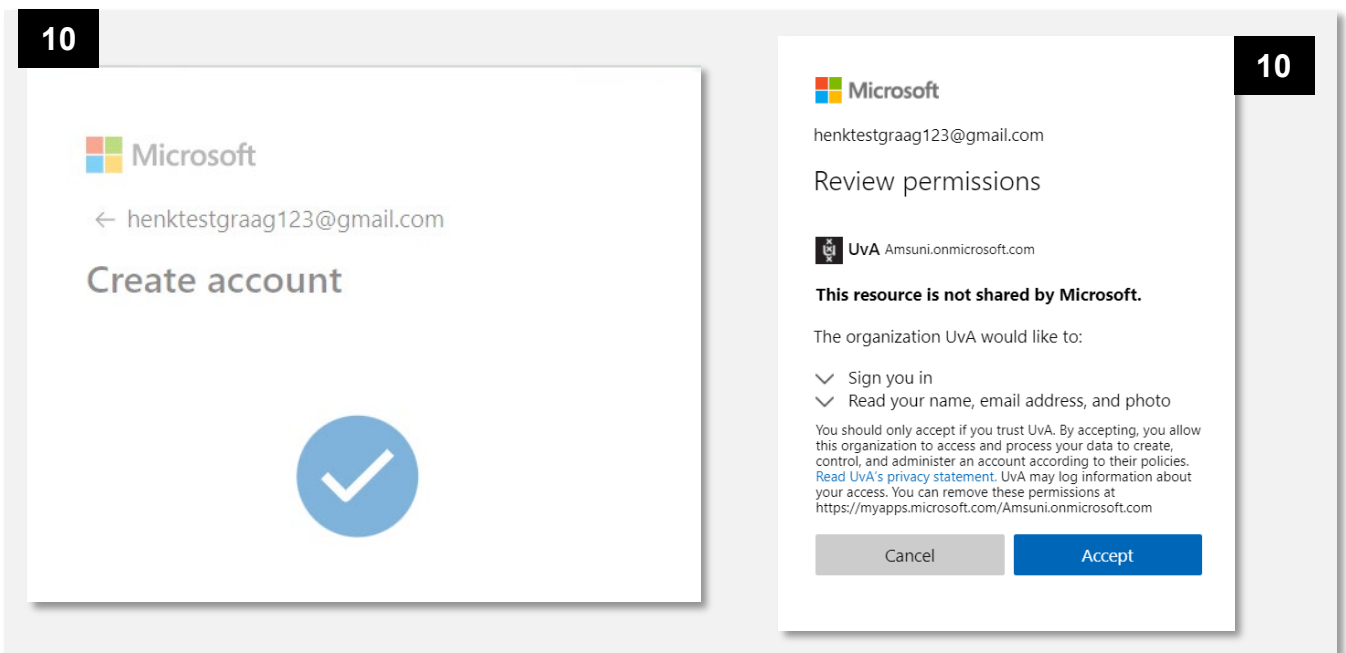
7. Copy or memorise the code in the email and enter it in your browser.
8. Untick the box (unless you want to receive promotional emails from Microsoft) and click on 'Next'.



9. On the next two screens, you will solve a puzzle to show that you are not a robot.

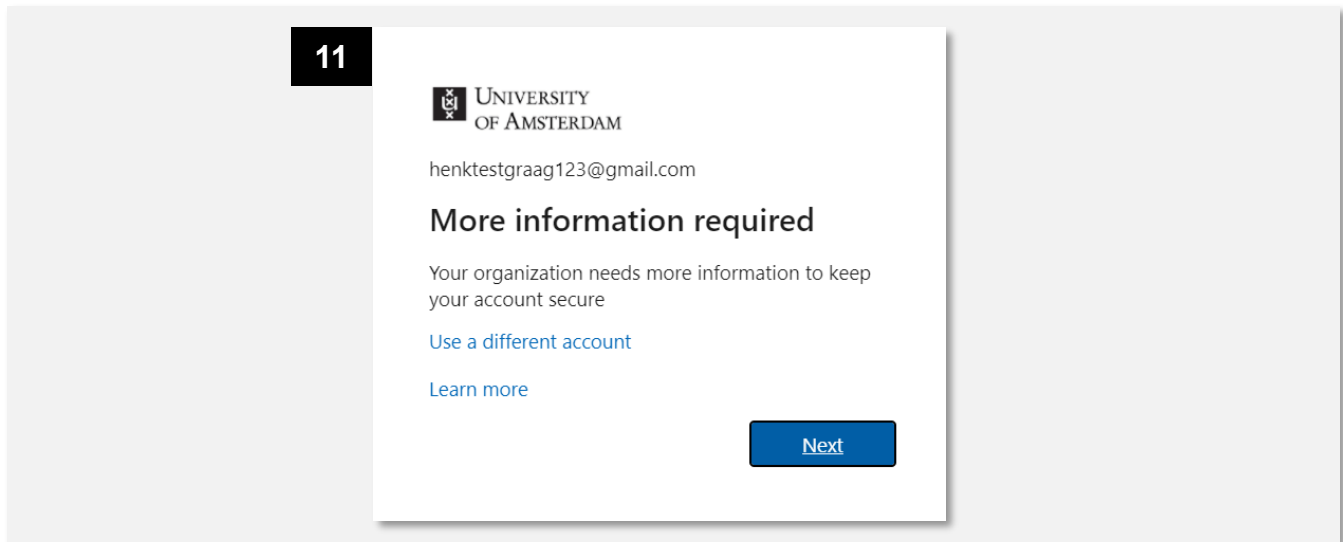


10. If successful, the following screen will briefly be shown. You will then be redirected to the AUAS login screen to set up two-factor authentication. Click on 'Accept'.



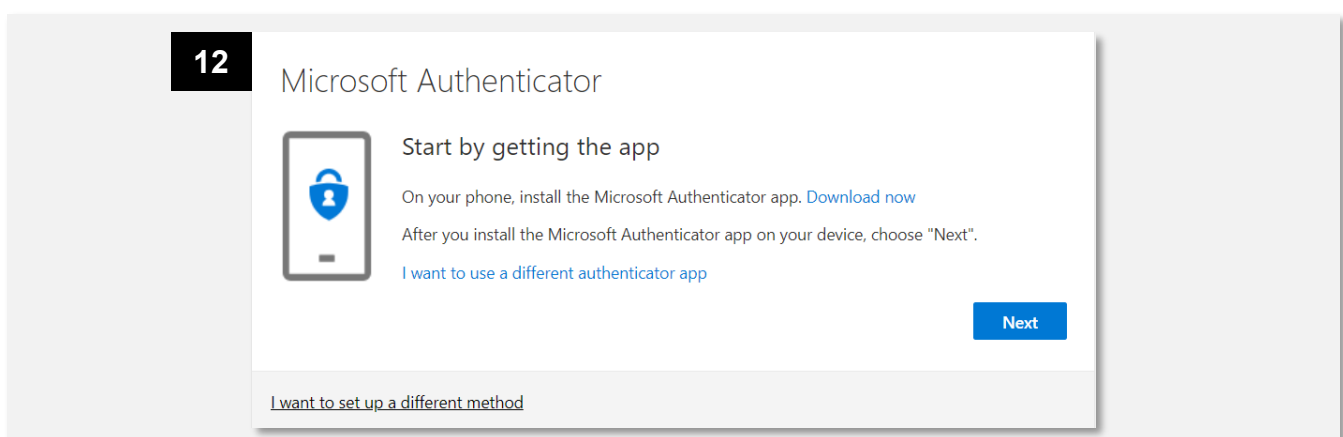
11. You will receive the notification that more information is required to keep your account secure. This involves setting up two-factor authentication. Click on 'Next'.

Now you will set up two-factor authentication. We use the Microsoft Authenticator app for this at the AUAS.



12. Pick up your phone and open the Microsoft Authenticator app if you already have it. If not, open Google Play (Android) or the Apple Store (iPhone). Search for the 'Microsoft Authenticator' app and download and install it on your phone. Once you have done so, click on 'Next' in the browser on your laptop.


Please note: It is not possible to set up another verification method at this time. The Authenticator app is the only way to use two-factor authentication as a guest at the AUAS.



13. Open the app on your phone and click on the + sign to add an account.

14. Follow the instructions shown in your browser. In this step, make sure that you select 'Work or school' in the app on your phone.

14 Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

[I want to set up a different method](#)

[Back](#) [Next](#)


15. 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'.

15 Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".




[Can't scan image?](#)

[Back](#) [Next](#)

[I want to set up a different method](#)

16. A notification will be sent to the Authenticator app. Accept this notification on your phone.

16 Microsoft Authenticator ×

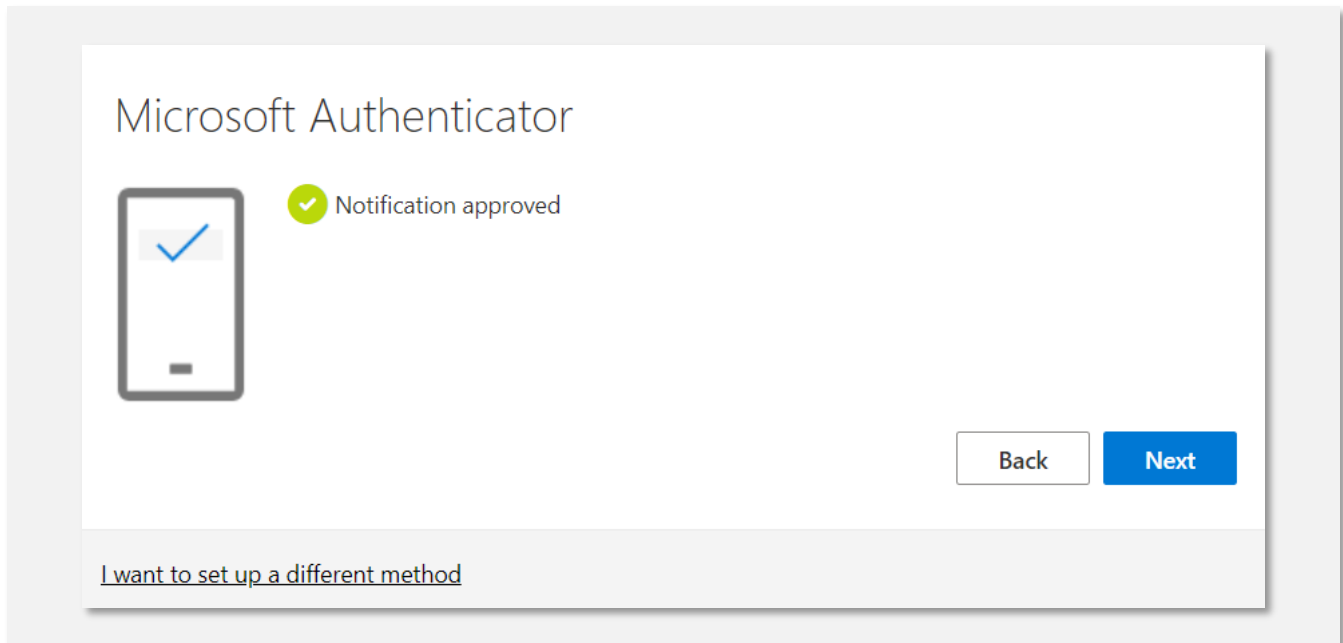


Laten we dit eens uitproberen

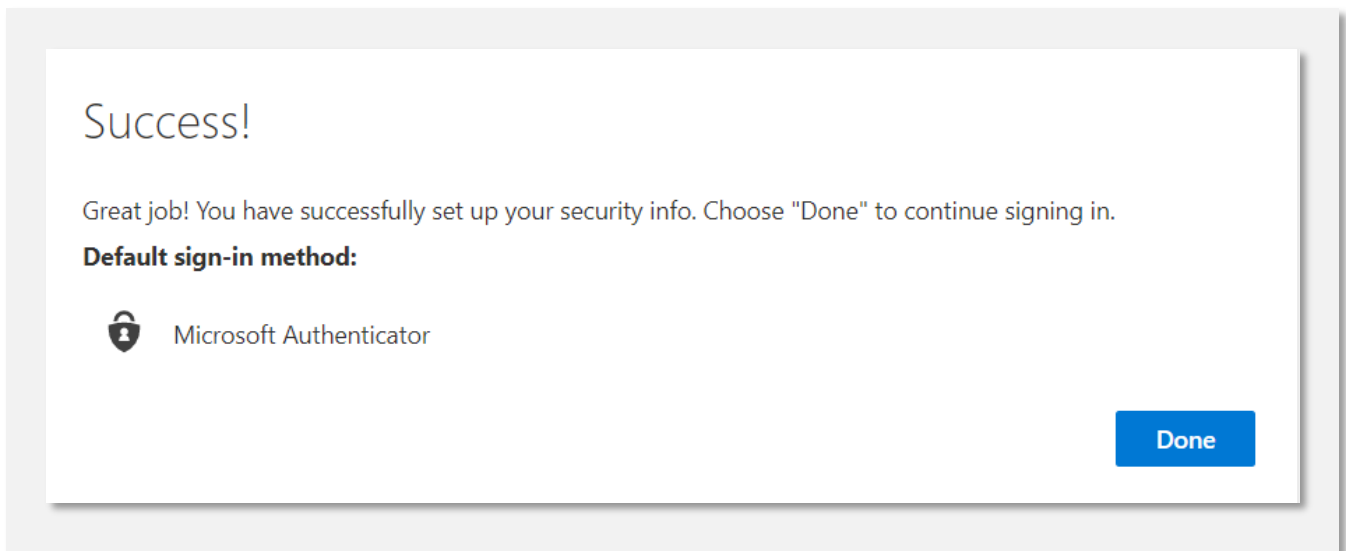
U moet de melding die we naar uw app verzenden, goedkeuren.

[Vorige](#) [Volgende](#)

17. Once you have accepted the notification in the Authenticator app, you will see that the notification has been approved in the browser. Click on 'Next'.

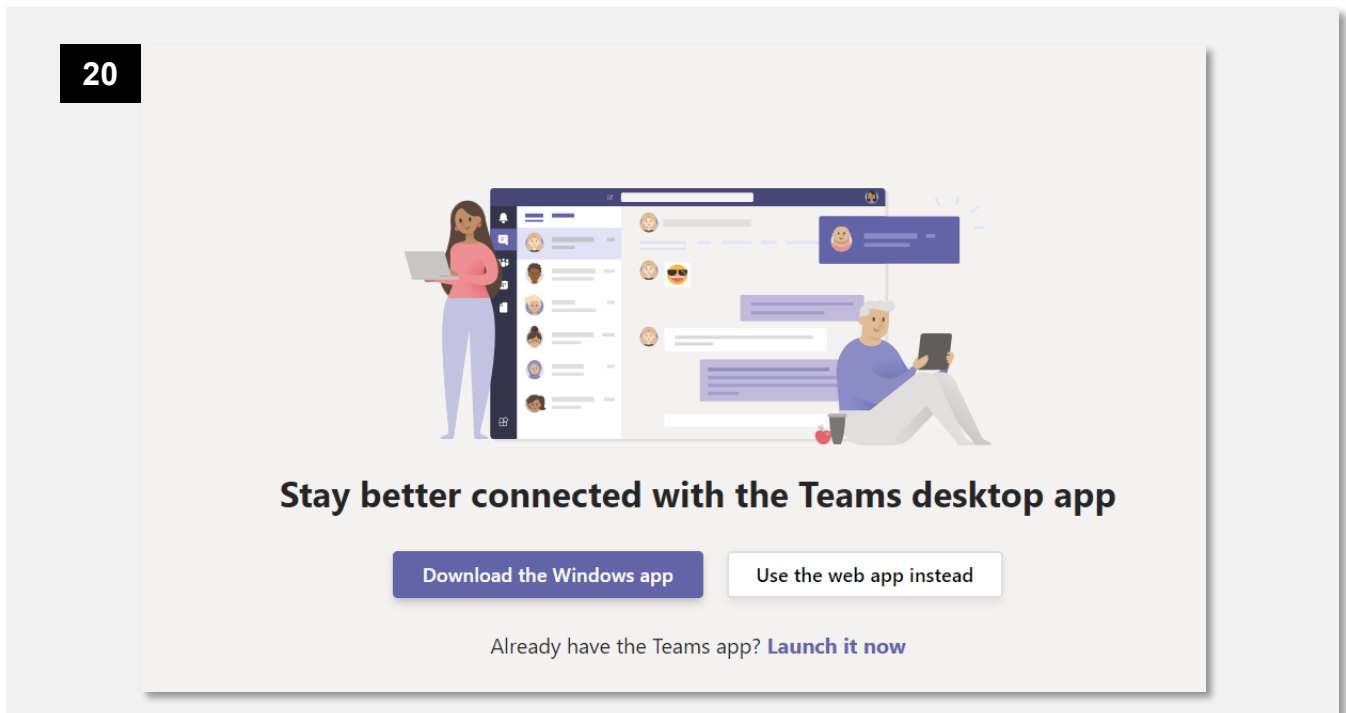


18. You have now set up two-factor authentication so that you can safely use Teams in the AUAS environment. Click on 'Done'.

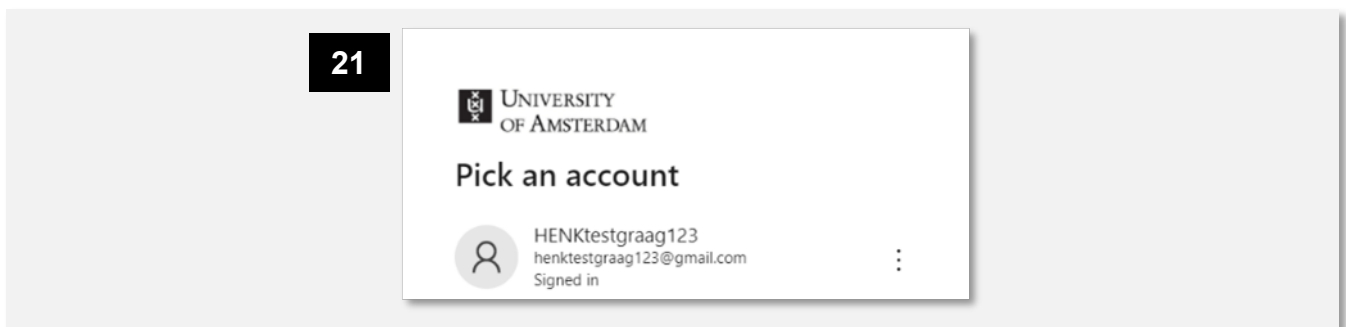


19. Now you can open Teams. The following page shows the final steps to use Teams.

20. The following screen will be shown in your browser. Use the web app if you have not installed the Teams application.



21. On the following screen, select the account that you have just registered. You may be asked to complete the verification step once more via the Authenticator app. Teams will then open and you can start collaborating with colleagues from the AUAS.



Done! Now you can collaborate with AUAS colleagues in Teams.

Tip: Use Google Chrome or Microsoft Edge if you plan to work in the browser. Other browsers may not be fully compatible. For the best experience, install the Teams desktop app