

# **Guest access Teams**

## **Manual for externals**

## CHOOSE WHAT KIND OF ACCOUNT YOU HAVE

Determine what kind of account you have:

### **Microsoft account**

Linked to Microsoft from within your organisation (*Exchange or M365*) or privately (*Outlook, Hotmail or Live*)



[Go to Microsoft account.](#)

### **Non-Microsoft account**

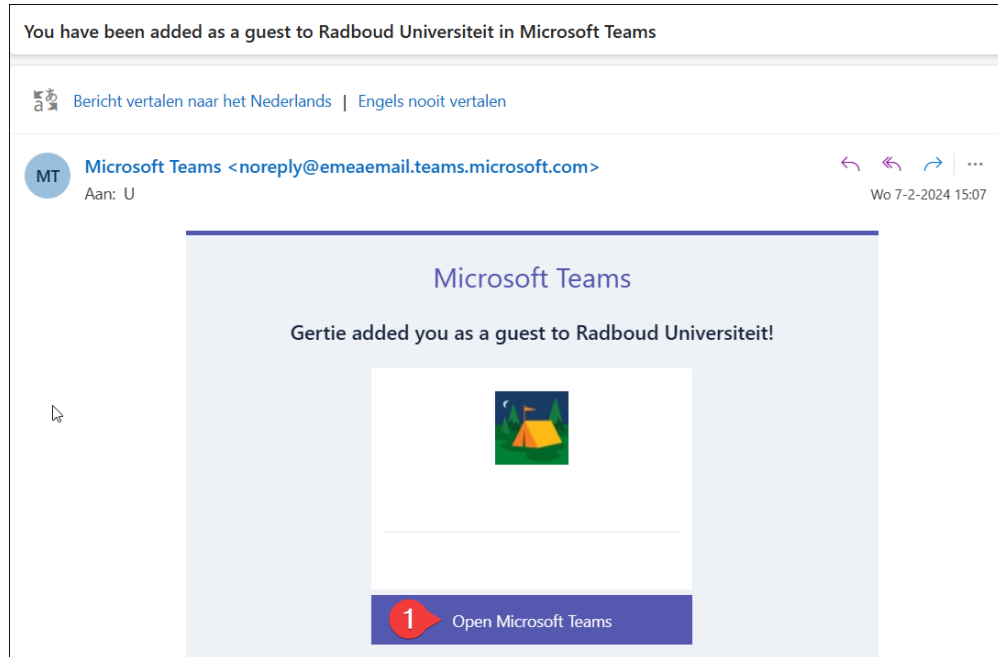
Not linked to Microsoft (e.g. *Gmail, Ziggo or Planet*)



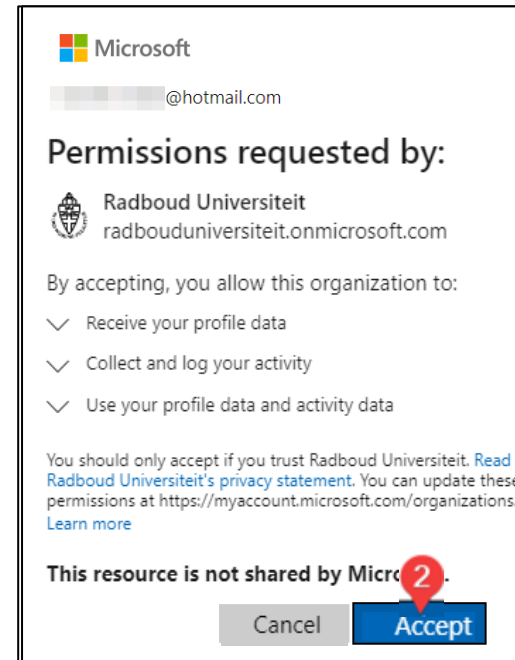
[Go to non-Microsoft account.](#)

# MICROSOFT ACCOUNT

## Step 1 Use the link in the mail

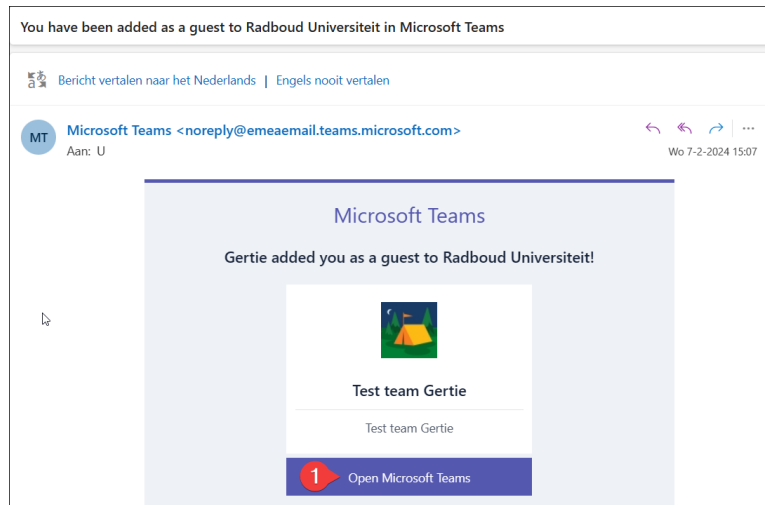


## Step 2 Accept the permissions

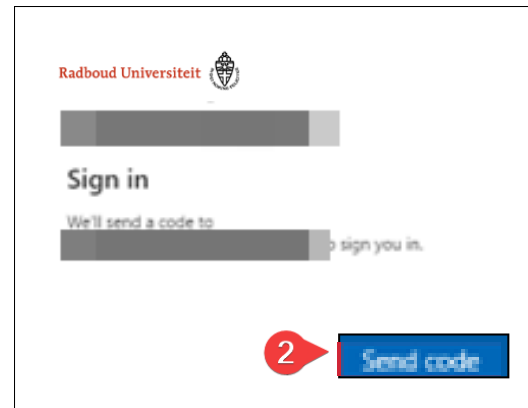


# NON MICROSOFT ACCOUNT

## Step 1 Use the link in the mail

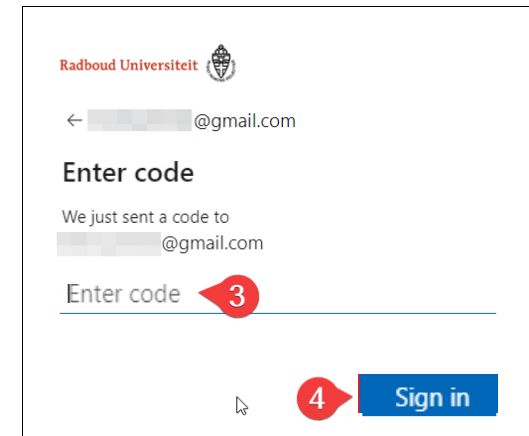


## Step 2 Send code\*



\* Get the code in your mailbox.

## Step 3 + 4 Enter the code and sign in



Authenticate with  
Microsoft Authenticator app

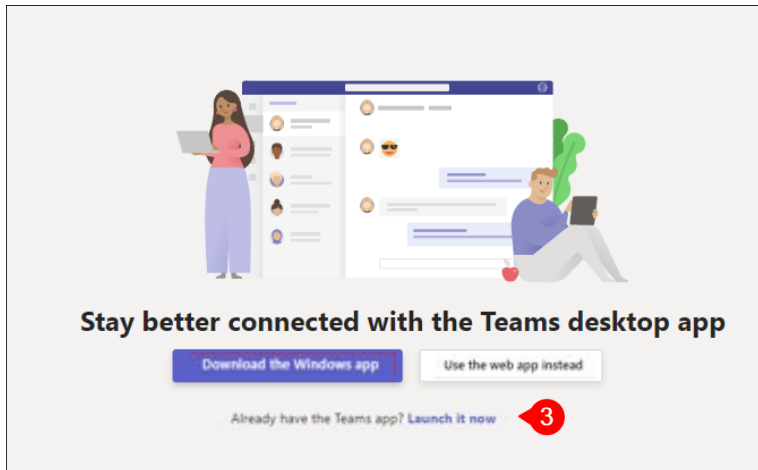


Authenticate with  
SMS



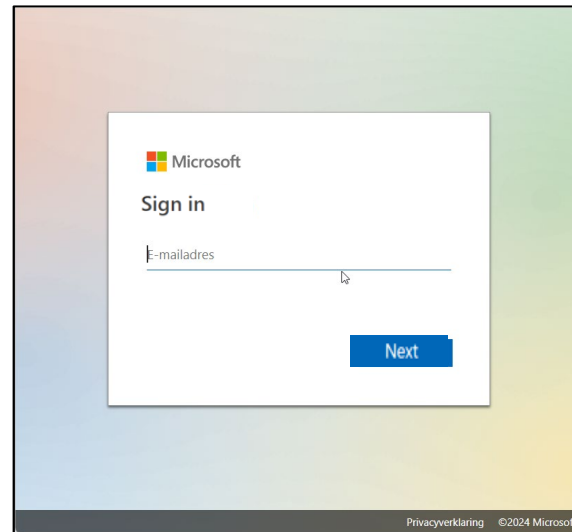
## DESKTOP APP

### Step 3 Open the desktop app\*



\* If the desktop app is not already on your laptop, you can download and install it first.

### Step 4 Sign in\*



\* Use the e-mail address on which you received the invitation.



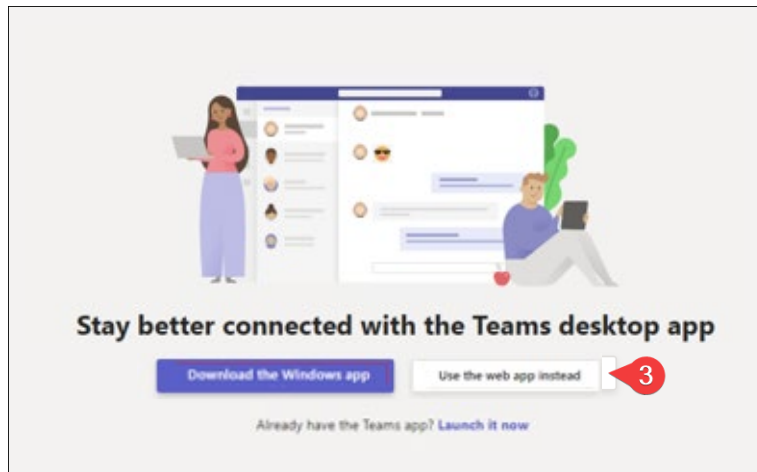
Authenticate with Microsoft Authenticator app

Authenticate with SMS


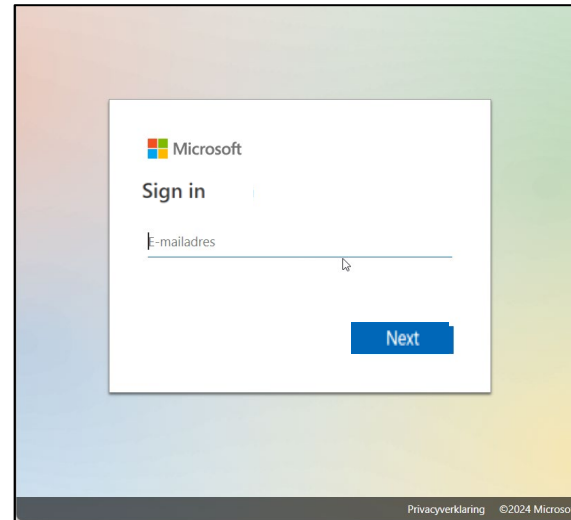


# WEB APP

## Step 3 Open de web app



## Step 4 Sign in\*



Authenticate with Microsoft Authenticator app

Authenticate with SMS



\* Use the e-mail address on which you received the invitation.

It is required to set up a method to authenticate yourself due to privacy and security concerns.

## AUTHENTICATE VIA MICROSOFT AUTHENTICATOR



### Step 5 + 6 Set up Microsoft Authenticator\*

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

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](#)

5 Next

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



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.


Microsoft Authenticator

Set up your account

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

Back Next

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



Continue on your smartphone.

\* If the authenticator app is not already on your smartphone, you can download and install it first.

## AUTHENTICATE VIA MICROSOFT AUTHENTICATOR



**Step 7** Add your account to Microsoft Authenticator app

Choose 'Work or school' account and follow the steps on your smartphone and screen. (Click [here](#) for more information.)



**Done!**  
You can now log in to Radboud University's Teams environment.

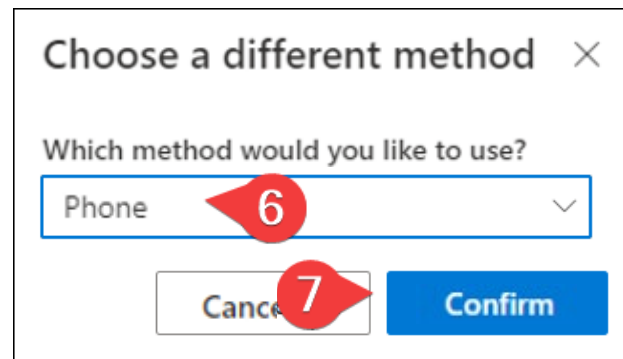
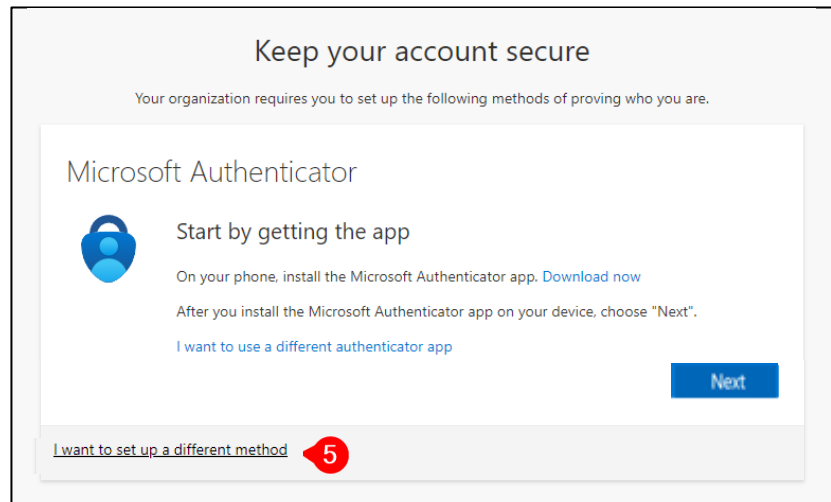


# AUTHENTICATE VIA SMS

It is required to set up a method to authenticate yourself due to privacy and security concerns.



**Step 5 t/m 7** Set up SMS verification.



Follow the steps on your screen and phone.  
(Click [here](#) for more information.)



**Done!**  
You can now log in to Radboud University's Teams environment.