


<b>Sign in to HU Microsoft Teams</b>	<b>Department:</b> Digital Workplace Team	
	<b>Date:</b> September 2023	
<b>Author:</b> Digital Workplace Team	<b>Subject:</b> Instruction to register HU Teams	<b>Version:</b> 1.1

## Introduction

You have been invited to Microsoft Teams at Hogeschool Utrecht (HU). In this instruction, we'll outline what you need to sign in to Microsoft Teams.

## What do you need?

An up-to-date modern web browser is sufficient, we recommend the Microsoft Edge browser. If you still have problems, [here are](#) the minimum requirements for your laptop. Microsoft Internet Explorer (the old one) and Mozilla FireFox are not supported.

### Note: Work in a private/ incognito

Web browsers sometimes want to automatically log in with an account. Useful, but sometimes this is not the right account.

#### Are you **logging in as a guest in MS Teams in the HU network for the first time?**

In that case, use a **private or incognito session**. How to do this can be found [here](#). From this new window, go to your webmail. Open the Teams welcome email and start signing up. After logging in for the first time, you can use the MS Teams client.

## You need a Smartphone

In addition to a password or code for your email address, a second factor is also used. This code is requested every time you sign in. The code is created on **the Microsoft Authenticator App**. This Authentication app from Microsoft must be present on your smartphone. The App is available for Android and Apple iOS. Click on the logos to download it or download it during setup. <https://aka.ms/getMicrosoftAuthenticator>



### Checklist registration HU Teams

1. [Microsoft Authenticator App](#)  
Is the Authenticator App installed on your smartphone?
2. [Connection](#)  
Is your computer and smartphone connected to the internet?
3. [Stream](#)  
All charged or connected to charger.
4. [Password email](#)  
You need the password of the email address you were invited to.

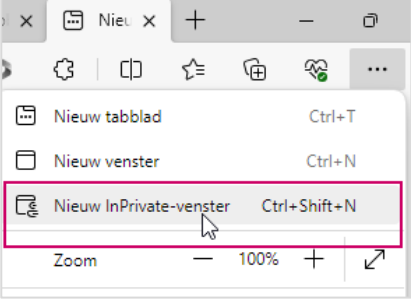
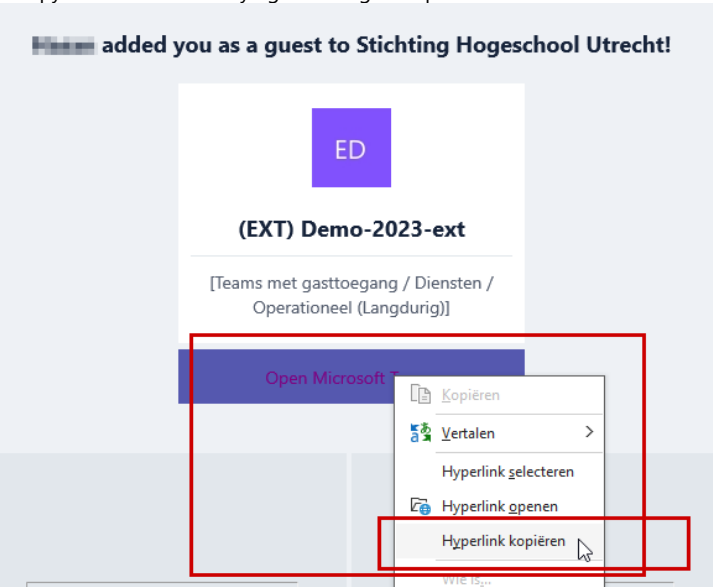

### Tip: Start a private/incognito session

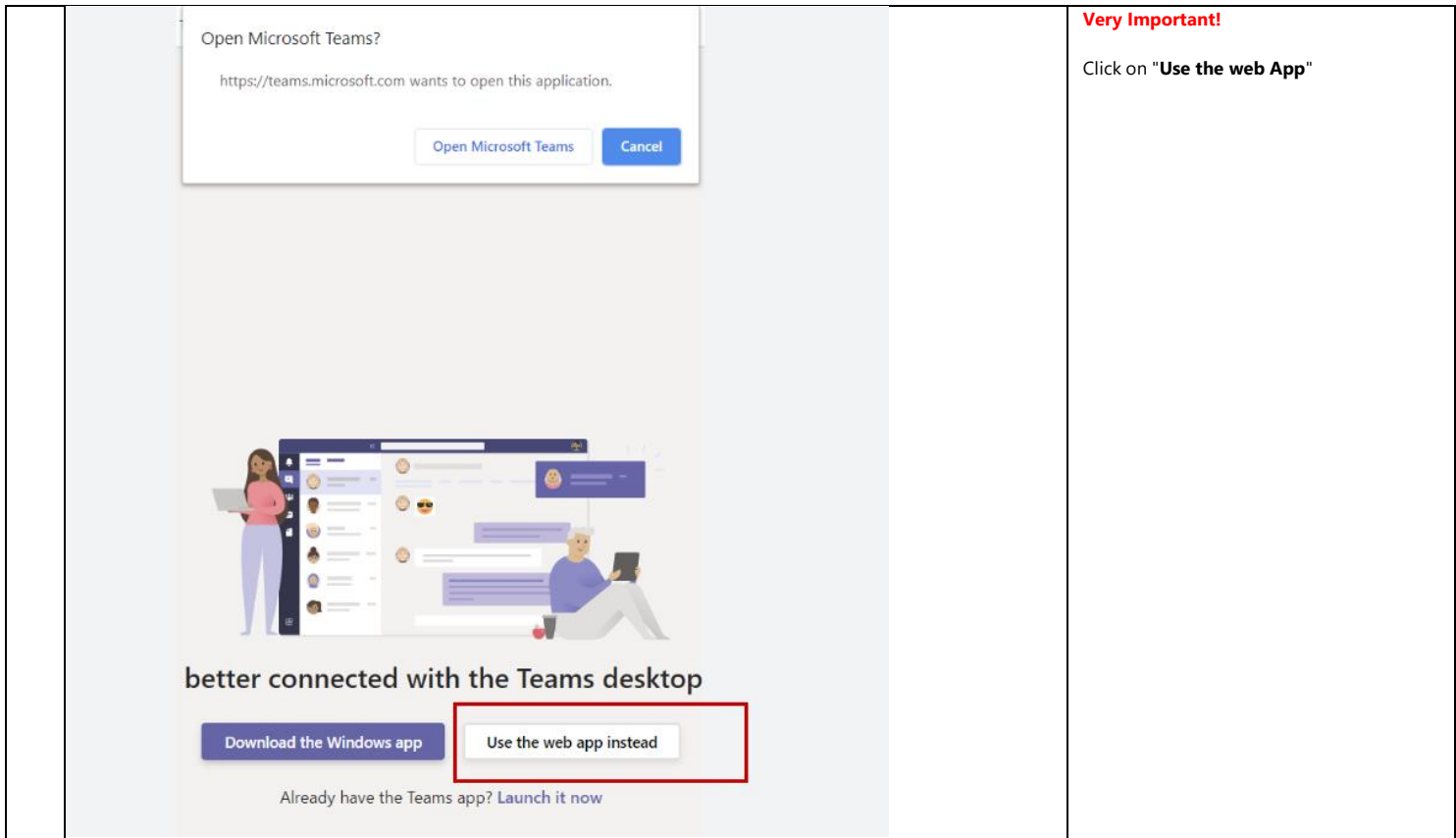
Web browsers sometimes want to automatically log in with an account. Useful, but sometimes this is not the right account. You will not be able to log in to HU Teams.

In that case, use a private or incognito session. How to do this can be found [here](#). From this new window, go to your webmail. Open the Teams welcome email and start signing up.

In the following pages we have written out step by step with screenshots of what you see and what actions you need to perform.

# Sign up Microsoft Teams for Hogeschool Utrecht

NO	Action	remark
0	<p>Before you start, start a browser in In-private mode (incognito mode or incognito mode) using the following keyboard shortcut combination in each browser: CTRL+SHIFT+N</p> 	<p>The first time, use your browser, even if you have MS Teams, in the right modes to go through all screens flawlessly. After logging in for the first time, you can switch to Hogeschool Utrecht in your MS Teams applications.</p>
1	<p>You do the actions below <b>once for logging in and setting up your login.</b>            (Copy and) open the link from your (web) email in an in-private or incognito mode web browser.</p> <p>Copy the invitation link by right clicking on "open Microsoft Team"</p> 	 <p>(Copy and) open the link from your (web) email in an in-private or incognito mode web browser.</p>












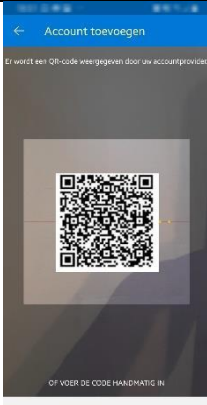
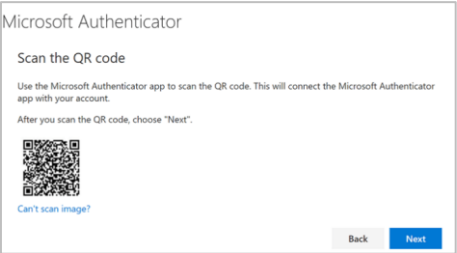
**Very Important!**

Click on **"Use the web App"**

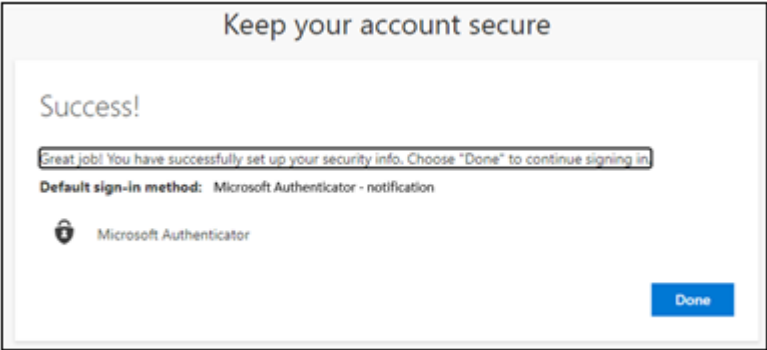
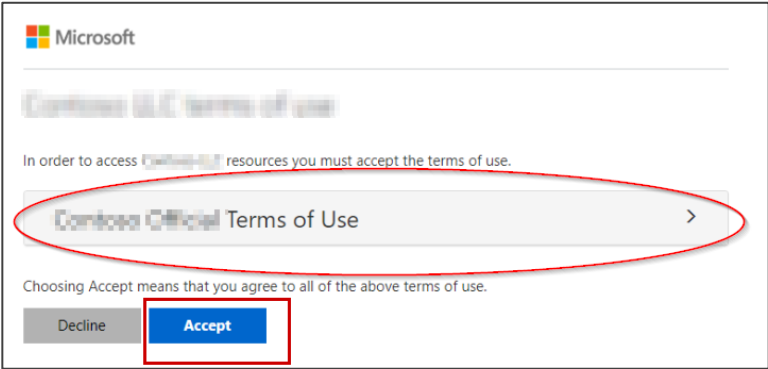
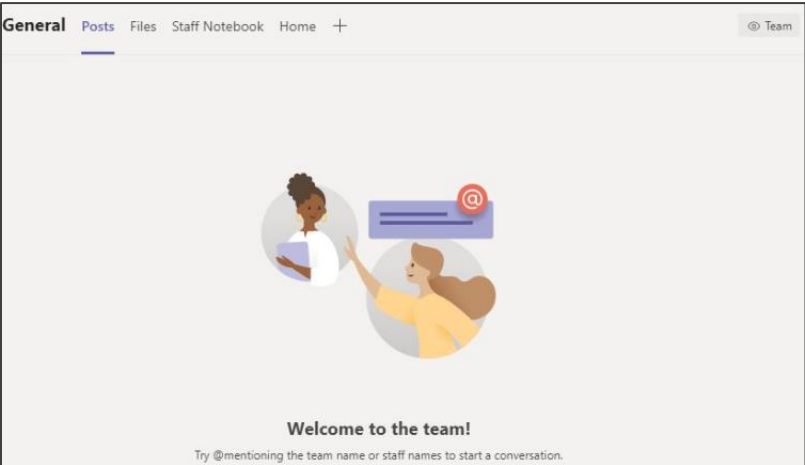
Figure 1: Select Use the web app

<p>2</p>		<ol style="list-style-type: none"> <li>1. Accept HU permissions if you receive this message so we can show your username within our MS Team.</li> <li>2. Now we need more information to setup your account...</li> </ol> <p><b>click next</b></p>
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3	<p style="text-align: center;"><b>Keep your account secure</b></p> <p style="text-align: center;">Your organisation requires you to set up the following methods of proving who you are.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 90%;"> <p style="text-align: center;"><b>Microsoft Authenticator</b></p> <div style="display: flex; align-items: center;">  <div> <p><b>Start by getting the app</b></p> <p>On your phone, install the Microsoft Authenticator app. <a href="#">Download now</a></p> <p>Once you've installed the Microsoft Authenticator app on your device, choose "Next".</p> <p><a href="#">I want to use a different authenticator app</a></p> </div> </div> <div style="text-align: right; margin-top: 10px;"> <p><b>Next</b></p> </div> </div> <p><a href="#">I want to set up a different method</a></p>	<p> <b>On your computer</b></p> <p>-1 <b>download the Microsoft Authenticator</b> app if you don't already have it on your phone.</p> <p>-2 Choose Next</p> <p><i>Only select the "I want to set up another method" option if you cannot install the app. It is recommended to use the app.</i></p>
	<p style="text-align: center;"><b>Keep your account secure</b></p> <p style="text-align: center;">Your organisation requires you to set up the following methods of proving who you are.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 90%;"> <p style="text-align: center;"><b>Microsoft Authenticator</b></p> <div style="display: flex; align-items: center;">  <div> <p><b>Set up your account</b></p> <p>If prompted, allow notifications. Then add an account, and select "Work or school".</p> </div> </div> <div style="text-align: right; margin-top: 10px;"> <p>Back <b>Next</b></p> </div> </div> <p><a href="#">I want to set up a different method</a></p>	
4	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;"> <p style="text-align: center;"><b>Accounts</b></p> <ul style="list-style-type: none"> <li style="border-bottom: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: center;">  <div> <p><b>Microsoft</b> alain@outlook.com</p> </div> </div> <div style="margin-left: 10px;"> <p><b>Add account</b></p> <p>Edit accounts</p> <p>Settings</p> <p>Help</p> </div> </li> <li style="padding: 5px;"> <div style="display: flex; align-items: center;">  <div> <p><b>Contoso Corporation</b> alain@contoso.com</p> </div> </div> </li> </ul> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;"> <p style="text-align: center;"><b>Add account</b></p> <p style="font-size: small;">What kind of account are you adding?</p> <ul style="list-style-type: none"> <li style="border-bottom: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: center;">  <div style="flex-grow: 1;"> <p>Personal account</p> </div> <div style="margin-left: 5px; font-size: small;">(i)</div> </div> </li> <li style="border-bottom: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: center;">  <div style="flex-grow: 1;"> <p>Work or school account</p> </div> <div style="margin-left: 5px; font-size: small;">(i)</div> </div> </li> <li style="padding: 5px;"> <div style="display: flex; align-items: center;">  <div style="flex-grow: 1;"> <p>Other account (Google, Facebook, etc.)</p> </div> <div style="margin-left: 5px; font-size: small;">(i)</div> </div> </li> </ul> </div> </div>	<p> <b>On your smartphone</b></p> <p>-1 open the Microsoft Authenticator App</p> <p>-2 Click <b>Add Account</b></p> <p>-3 <b>click work or school account</b></p> <p>Your camera turns on and you can scan the QR code on your computer screen.</p>

5	 <p>Account toevoegen Er wordt een QR-code weergegeven door uw accountprovider. OF VOER DE CODE HANDMATIG IN</p>	<p><b>On your smartphone</b></p>	<p><b>On your computer</b></p>  <p>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</p>	<p><b>On your smartphone</b></p> <ul style="list-style-type: none"> <li>-1 On smartphone scan the QR code displayed on your computer.</li> </ul> <p><b>On your computer</b></p> <ul style="list-style-type: none"> <li>-2 click "Next" in the QR code window.</li> </ul>
			<p><b>Keep your account secure</b></p> <p>Microsoft Authenticator</p> <p>Let's try it out</p> <p>Approve the notification we're sending to your app by entering the number shown below.</p> <p><b>10</b></p> <p>Back Next</p>	<p><b>On your smartphone</b></p> <ul style="list-style-type: none"> <li>- Let's test it out.</li> <li>- Open your smartphone and enter the code you see on the screen.</li> </ul>
			<p><b>Keep your account secure</b></p> <p>Microsoft Authenticator</p> <p>Notification approved</p> <p>Back Next</p>	<ul style="list-style-type: none"> <li>- Click Next</li> </ul>

# Sign up Microsoft Teams for Hogeschool Utrecht

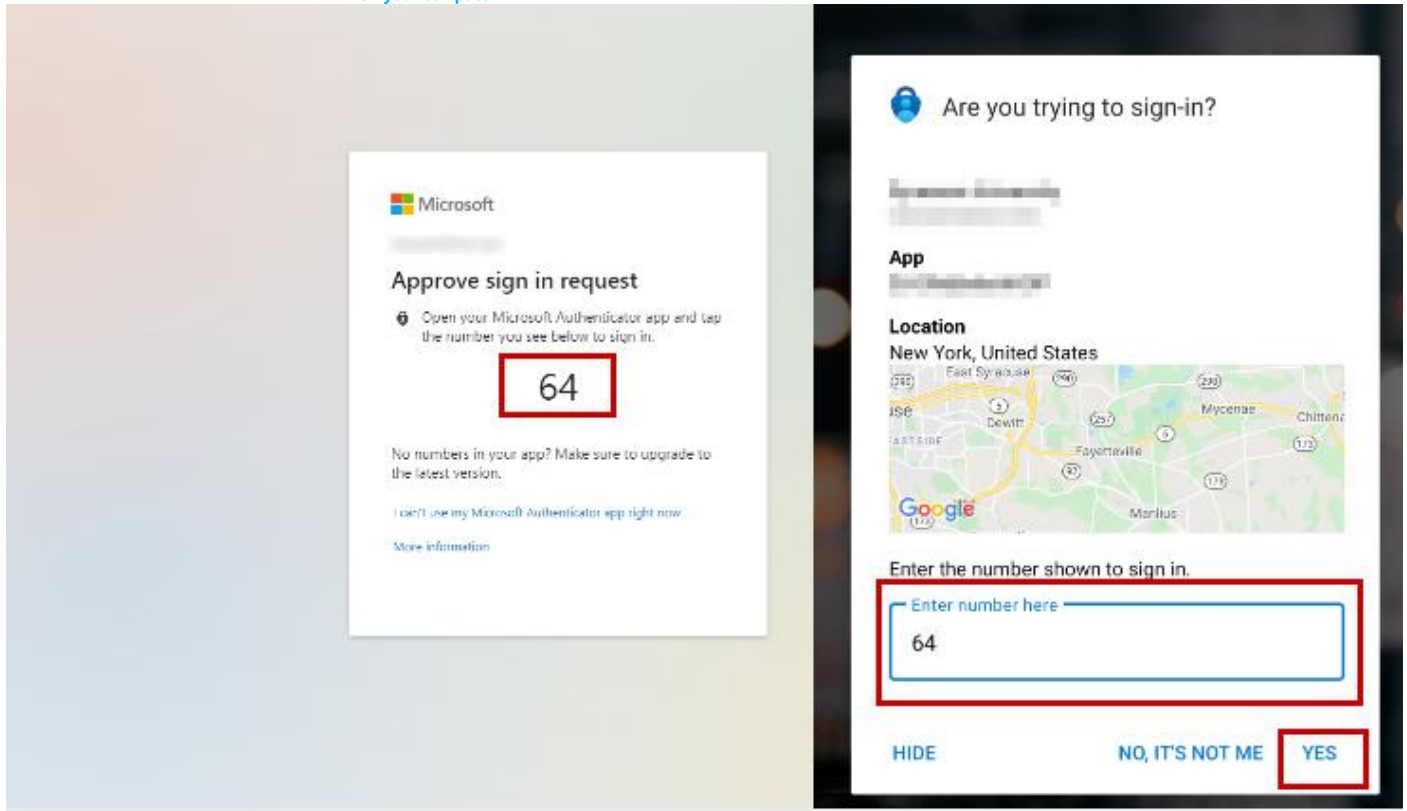
NO	Action	remark
7		Click Done.
8		Read and accept the terms and conditions.
9		Wait a while until the screens are loaded and then you are in the Microsoft Teams environment of Hogeschool Utrecht.

## Sign in next time

When you have completed the above steps, you are successfully logged in. The next time you log in, you will only get a screen for the second factor and you can also use your own Microsoft Teams client.

On your computer

On your smartphone

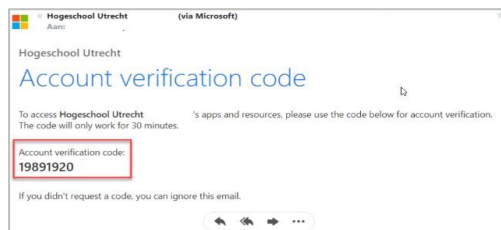


### My organization also has Microsoft 365

If your organization also uses Microsoft 365, you use that login. When you're prompted for your password, go to your organization's page.

### No Microsoft or Google account

All other types of email addresses can use a verification code. When you log in you will receive a code by e-mail. Use this code to sign in. You get a new code every time. The codes are active for 30 minutes. After that, you need to request a new code.



### Leaving HU Team

If you want to terminate the cooperation with the HU, please make this known to the owner of the Team. The Team Owner will then remove you from the team. Within your own Office365 account you have the option to leave our organization, ask your own IT/

### Duration of your guest account at the HU

Guest accounts for Teams remain active as long as you continue to sign in. If you do not log in for 90 days, your account will be automatically deleted.