


Logging on to HU Microsoft Teams	Department: Digital Workspace Team Date: 14 December 2020	
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Introduction

You have been invited to join Microsoft Teams within HU University of Applied Sciences Utrecht. These instructions will provide you with what you need to be able to log on to Microsoft Teams.

What will you need?

It is easy to log on to Teams and to cooperate by using the software. With a view to seamless meeting sessions, it is advisable to check whether your computer and smartphone meet the following requirements.

Computer

HU Teams for externals can be run on the following computers:

Apple Mac OS X	from 10.11 (El Capitan)
Windows 10	all versions
Windows 8.1	from 8.1

Browser version

As an external, you can only use Teams via the browser. The Teams App is not available for externals. The following browsers are supported:

Apple Mac OS X

Google Chrome	Recommended, as it offers full support (download here)
Safari 11.1	Limited support for audio and video
Microsoft Edge	Recommended, as it offers full support (download here)

Windows 10 and 8.1

Microsoft Edge.	Recommended: standard browser
Google Chrome	Recommended, as it offers full support (download here)
Microsoft Edge (chromium)	Recommended, as it offers full support (download here)

Note: Microsoft Internet Explorer and Mozilla FireFox are not supported

Smartphone

Apart from a password or code for your email address, a second factor is used.

This second factor, which is also a code, must always be entered when logging on. The code is created on the Microsoft Authenticator App. This app must be installed on your smartphone. The App is available for Android and Apple iOS. It must be one of the following versions:

Android	Android 6.0 and newer
Apple iOS	iOS 11 and newer



Checklist for logging onto HU Teams

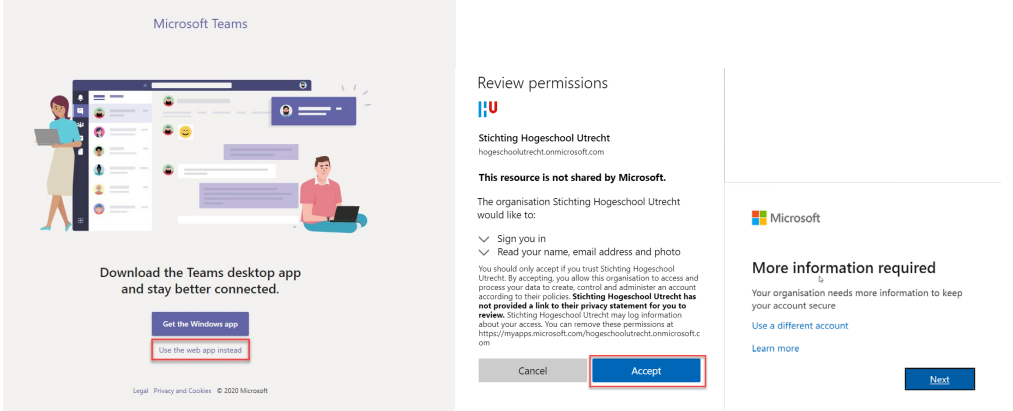
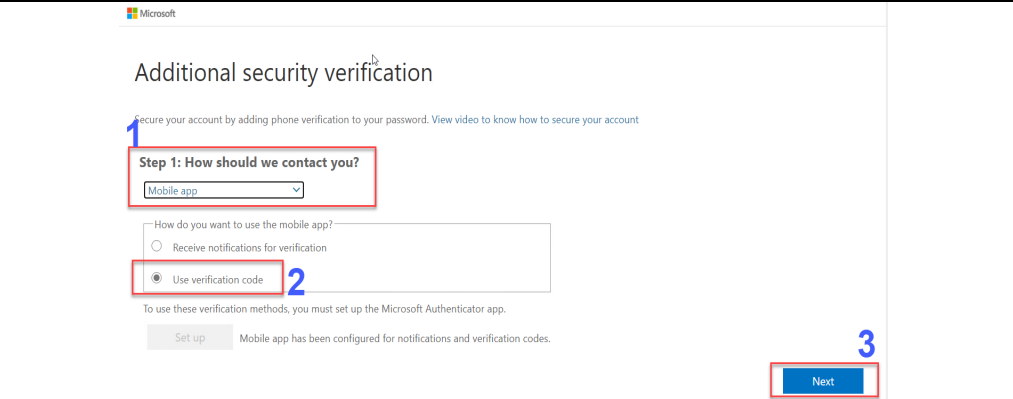
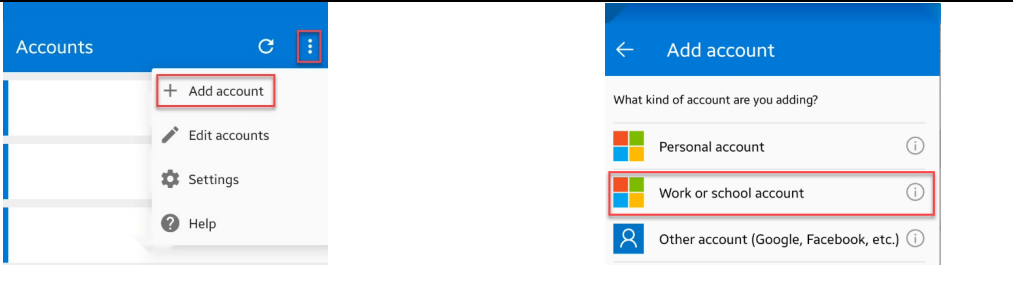
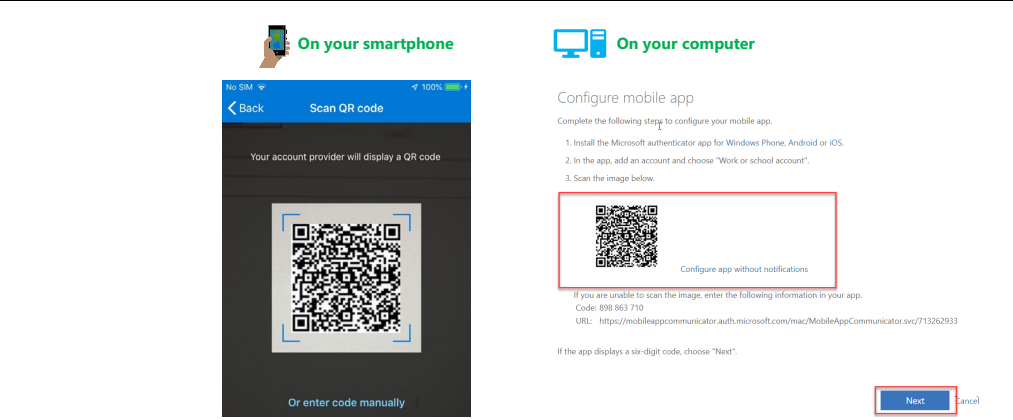
- [Microsoft Authenticator App](#)
Has the Authenticator App been installed on your smartphone?
- [Connection](#)
Are your computer and smartphone connected to the internet?
- [Power](#)
Everything charged or connected to the charger?
- [Password for email](#)
You will need the password for the email address at which you have been invited.

Tip: start a private /incognito session

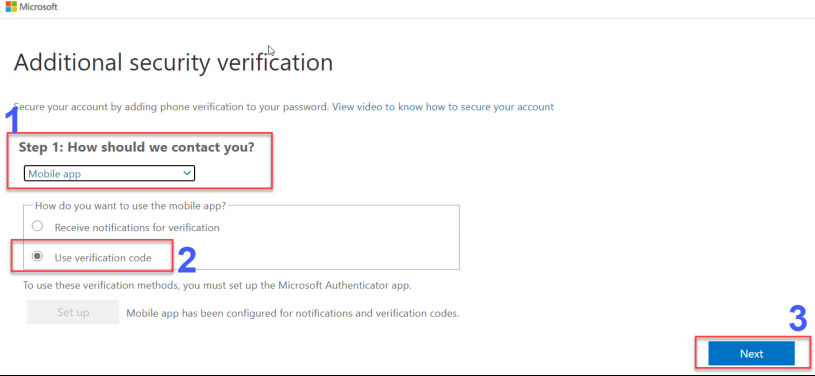

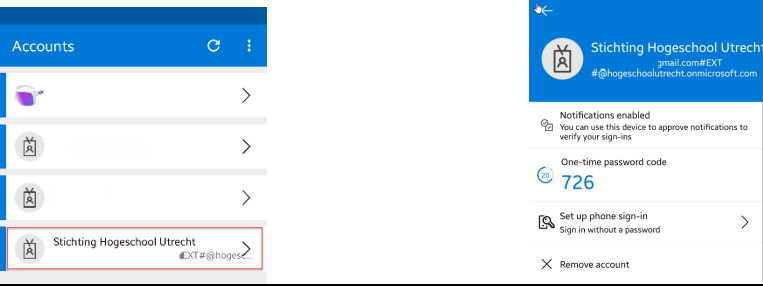

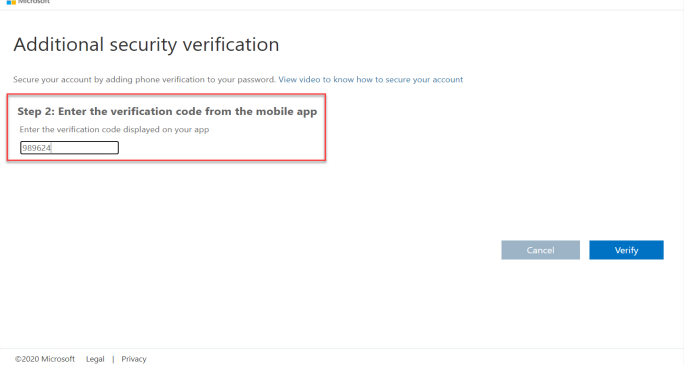

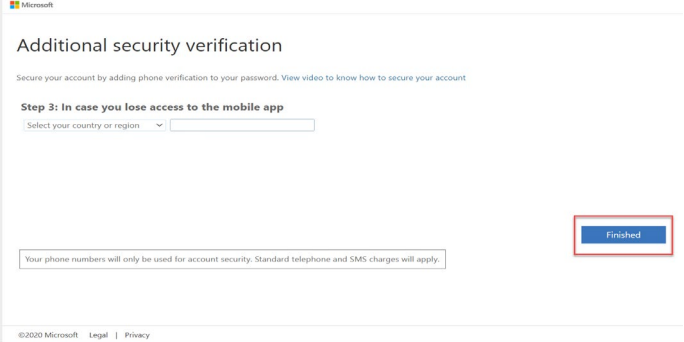

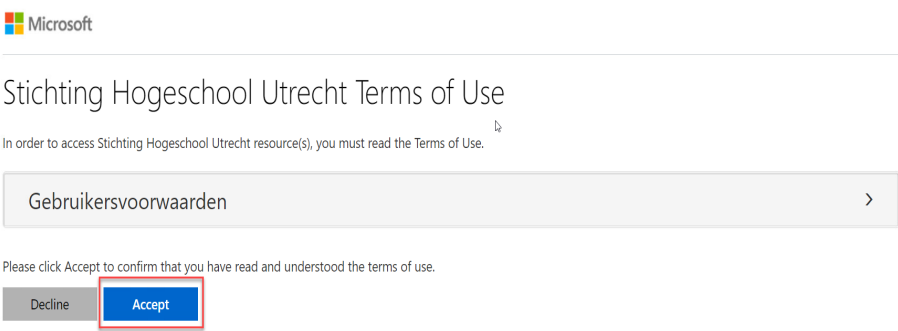

Web browsers sometimes want to log on automatically with an account. That is convenient, but sometimes it is not the right account, in which case you will not be able to log on to HU Teams.

If this happens, the solution is to use a private or incognito session. [Here](#) you can read how to do use such a session. From this new window go to your webmail. Open the Teams welcome email and start the logon process.

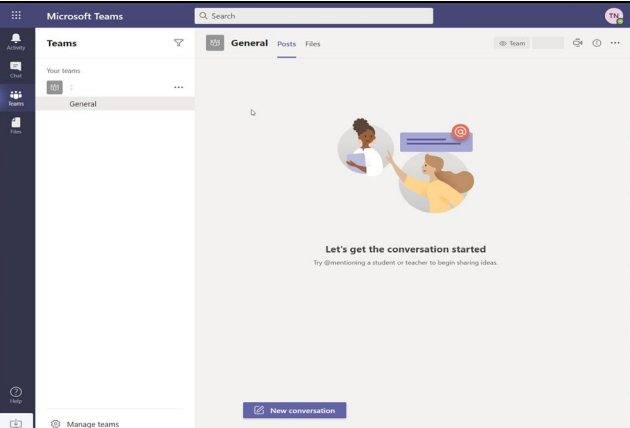
Logging on to Microsoft Teams at the HU

No.	Action	Comment
1	<p>You will have to perform the following steps once in order to login. Click on the link in the invitation email sent by Teams that you received.</p> 	<p>On your computer</p> <p>Click on the link in the email you received.</p> <ul style="list-style-type: none"> -1 Select "Use the web app instead" -2 Accept the HU permissions. -3 More information required: Click on "Next"
2		<p>On your computer</p> <ul style="list-style-type: none"> -1 Select "Mobile app" -2 Select "Use verification code" -3 Click on "Next" <div style="border: 2px solid red; padding: 5px; text-align: center; color: red; font-weight: bold;"> <p>Important setting! Check this carefully.</p> </div>
3		<p>On your smartphone</p> <ul style="list-style-type: none"> -1 Open the Microsoft Authenticator App -2 Click on "Add Account" -3 Click on "Work or school account" <p>Your camera will be turned on and you can scan the QR code on your computer screen.</p>
4		<p>On your smartphone</p> <ul style="list-style-type: none"> -1 Scan the QR code displayed on your computer with your smart phone. <p>On your computer</p> <ul style="list-style-type: none"> -2 Click on "Next" in the screen of the QR code.

Logging on to Microsoft Teams at the HU

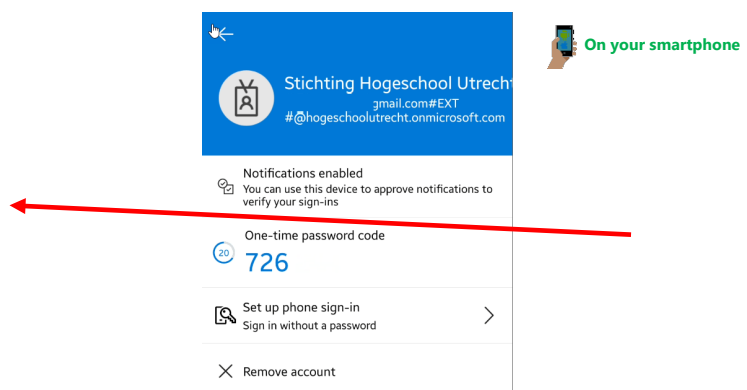
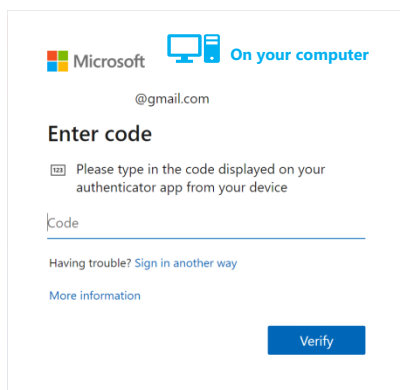
No.	Action	Comment
5		<p> On your computer</p> <ul style="list-style-type: none"> -1 Select "Mobile app" -2 Select "Use verification code" -3 Click on "Next" <div style="border: 2px solid red; padding: 5px; text-align: center; color: red; font-weight: bold; margin-top: 10px;"> Important setting! Check this carefully. </div>
6		<p> On your smartphone</p> <ul style="list-style-type: none"> -1 Authenticator App Click on the account of "Stichting Hogeschool Utrecht" -2 You will now see the one-off password code This code is valid for 30 seconds. The code is automatically renewed every 30 seconds.
7		<p> On your computer</p> <ul style="list-style-type: none"> -1 Enter the password code that you see on your smartphone -2 Click on "Verify".
8		<p> On your computer</p> <p>In step 3 click on "Finished". You will not have to enter a number</p>
9		<p> On your computer</p> <p>These are the Microsoft Teams Terms of Use for the HU.</p> <p>Read the terms and conditions and click on "Accept".</p>

Logging on to Microsoft Teams at the HU

No.	Action	Comment
10		<p>On your computer</p> <p>You will now see the Microsoft Teams screen. This means that you are logged on.</p>

Logging on next time

If you have completed the steps above, you have logged on. Next time you log on, you will only see the screen for entering the second factor ("Enter code").



Logging on with an account other than a Microsoft or Google account

When you log on to Teams, you will be prompted for a password. This is the password that is linked to your email account. Your password is verified within your own organization.

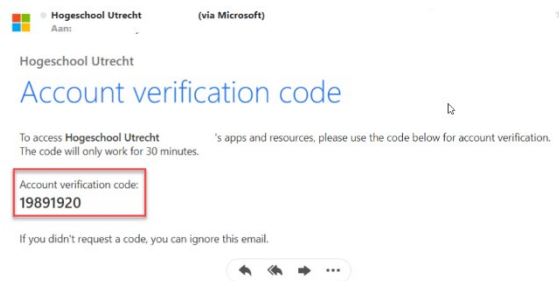
Email type	Password check
Outlook.com	within Microsoft
Live.com	within Microsoft
Hotmail.com	within Microsoft
Gmail.com	within Google

My organization also has Microsoft 365

If your organization also uses Microsoft 365, then use those credentials. If you are asked to enter a password, go to the page of your organization.

No Microsoft or Google account

All other types of email addresses use a verification code. When you are about to log on, you will receive a code by email. Please use this code. You will receive a new code every time. The codes will be active for 30 minutes. After that, you will need to request a new code.



Leave HU Team

If you wish to terminate the collaboration with the HU, please notify the owner of the Team. The owner of the team will remove your name.

Duration of your guest account with the HU

Guest accounts for Teams remain active as long as you keep logging on. If you have not logged on once in a 90-day period, your account will be automatically deleted.