

## Join a Kiwa Team environment

Did you get an invitation to join a Microsoft Teams environment from Kiwa? Follow the following steps to work together with Kiwa on Microsoft Teams

Work together with Kiwa in a Teams team (a data room)

1. You have received an email from Kiwa. Click on "Open Microsoft Teams"

## Microsoft Teams added you as a guest to Kiwa!

Manual external user Adding to see how MFA changes the process and put it in a manual



- a. Use your own Microsoft account (like: outlook.com, Hotmail.com, etc). Use the password of your email
- b. Use a not-Microsoft account (like: gmail.com, yourprovider.com, etc). Create a password. It is possible you already have created a password in the past



- Do you log on for the first time? Fill in the details asked, like your date of birth and country.
- 4. Accept the permissions. These are the security standards from Kiwa

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Keep your account secure

- 5. Set the Multi Factor Authentication (MFA) settings. This is an extra layer of security for logging on to the Kiwa environment.
  - a. First download the Authenticator App from the Google Play Store or the Apple App Store
  - b. Open the app and choose "Work or school account"
  - c. Click "**next**" on your PC and scan the QR code with the camera on your phone
  - d. A message is sent to your phone. Allow the message on your phone.
  - e. The moment you logon the next time, this message will be sent to your phone.
  - f. You are now directed to Microsoft Teams. You can choose between "Windows App" and "Web App"
  - g. Note: You can always reset your MFA (for example when you have a new phone) via this website: <u>https://aka.ms/mfasetup</u>
  - h. You can now work in the Teams environment from Kiwa
  - The next time you want to access the Kiwa teams. Go to: <u>https://teams.microsoft.com</u>, or open the Teams app, click in the right upper corner on the company and select "Kiwa (guest)"

/licrosoft /	Authenticator	
Se Se	t up your account	
if p	rompted, allow notifications. Then add an account, and select "V	Vork or school".
_		
		Back Next
vant to set up a di	fferent method	
	Keep your account secure	
Your or	ganization requires you to set up the following methods of prov	ing who you are.
Microsoft	Authenticator	
	Scan the QR code	
部建	Use the Microsoft Authenticator app to scan the QR code. Th Authenticator app with your account.	is will connect the Microsoft
	Can't scan image?	
		Back Next
I want to set up a	different method	
	Keep your account secure	9
You	ur organization requires you to set up the following methods of p	roving who you are.
Microso	oft Authopticator	
IVIICIOS	on Authenticator	
	Let's try it out	
	Approve the notification we're sending to your app.	
-	Resend notification	
		Back Next
I want to set a	up a different method	
	Keen your account corure	
	Keep your account secure	

Suc	cess!
Great,	obl You have successfully set up your security info. Choose "Done" to continue signing in.
Defau	It sign-in method: Microsoft Authenticator - notification
Ô	Microsoft Authenticator
	Date

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