

Guest access for the Delft University of Technology



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Introduction

Learn how to access and use a team or shared file from the Delft University of Technology when you are not one of our employees or students. Follow these steps to get it done swiftly.

First access to a team of Delft University of Technology

A team owner can invite you as a guest to one or our teams. For the invitation, give this team owner your organizational e-mail address. If your organisation uses Teams, give that e-mail address to be able to switch between both organizations in Teams in an easy way. We do not recommend using a personal Hotmail, Live, or Outlook address.

On your laptop open the mailbox where you received the invitation and open it. (*Do not use a forwarded invitation*). Here is an example of an invitation.

Click the button 'Open Microsoft Teams'.

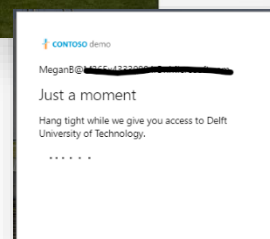
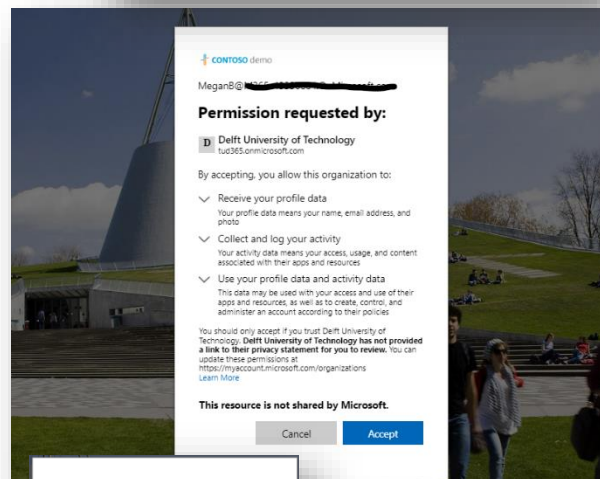
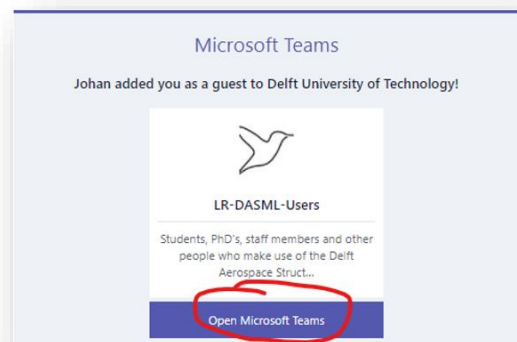
This will open a new tab in your default browser.

The first time, you see this request. You need to accept the invitation of the Delft University of Technology; you need to 'trust' them and accept their terms and conditions. After you accepted, you are registered in our organization.

Note that this request comes from your own organization (see the logo) or from Microsoft in case you used Microsoft account, or it is the logo of our organization if you used a different e-mail address. In the background you already see our library.

Click "Accept" to register your account in our organization.

This will take a short moment...



A new tab with the Teams Launcher page may appear. You can launch teams if you have it, or install it, or use the web app.

For now, we recommend “Use the web app Instead”, if you do not have Teams installed already. You can install the Windows app later.

You may need to choose your account again. If so, choose the one on the top, indicating ‘Signed in’.

The Delft University of Technology requires MFA (phone verification) for additional security. You need to set it up, even if it was done already for your own organization.

Click **Next** to start the phone verification.

In the first field, we recommend you replace “Authentication phone” with “Mobile app”. This is an easy-to-use and the safest option.

Make sure you have installed the *Microsoft Authenticator App* on your Phone.

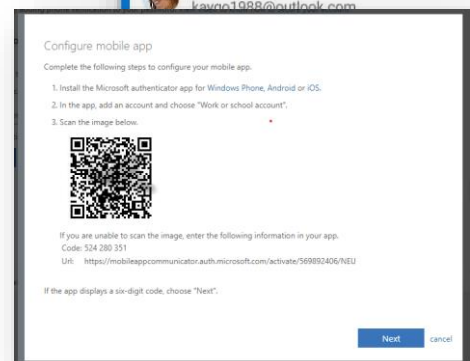
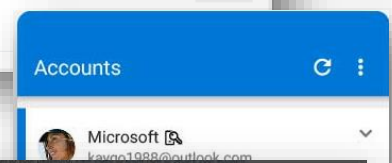
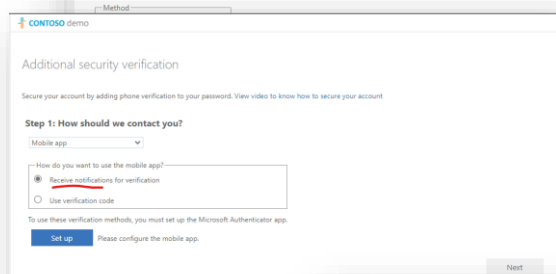
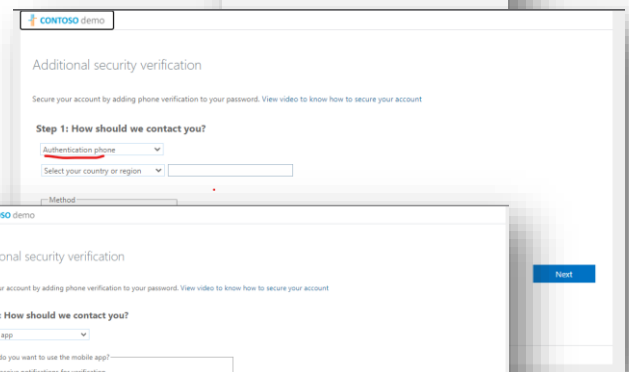
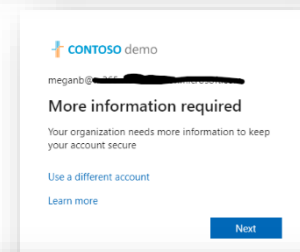
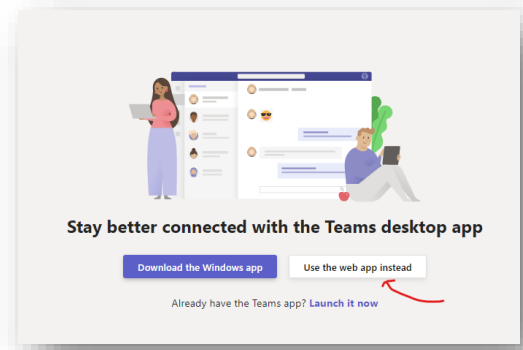
After selecting “Mobile app”, choose “Receive notifications for verification”.

Click “Set up” to configure the app on your Phone.

Open the app on your phone. At the top, click the vertical three dots and select ‘Add an account’.

Select the account type of the e-mail address you are using here. If you used a Teams account, choose *Work or School* account. If it is Outlook, Live or Hotmail, choose ‘Personal account’.

Then choose the option to scan a QR-code. With your phone scan the image on your laptop.



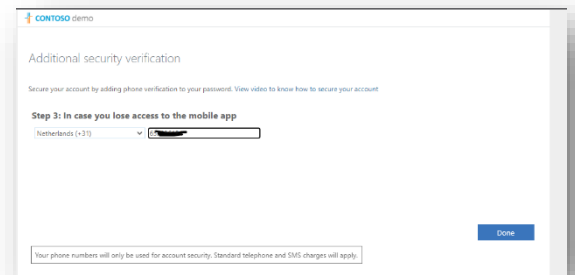


You are done. From now on, when logging in, you only need to confirm a login message on your phone.

Finally, you need to add your mobile phone number. This is to ensure you can log in if your authenticator app does not work or is not available to you. Make sure you do not enter a leading 0 (which usually appears if you have 'auto fill in' enabled in your browser).

Example: +31 6 XXXXXXXX

Click Done.



Note that due to build up of caches during first-time login, sometimes a pop-up about *can't access* appears, or the page will reload several times. Click pop ups away and be patient.

Note that you need to log in with phone authentication on each device at least once.

If you need to change your setting afterwards, go to <https://aka.ms/mfasetup> (for non 'Work or School' accounts it may take a day before you can use this)

Use a team of the Delft University of Technology

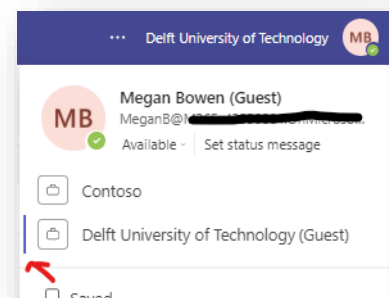
The Delft University of Technology has a user manual for teams. Ask your team owner for it.

As a guest you have almost all options in the manual available.

For details see [Guest experience in Microsoft Teams - Microsoft Teams | Microsoft Learn](#)

Important to know is how to switch between organizations.

At the right top of Teams, you see 'Delft University of Technology'. Click it and you see your organizations. You can see that you are a Guest in our organization and the purple vertical indicates the organization is logged in. You can simply click on your home organization (in this example Contoso), to switch back to your organization without having to log in again.



Use a link

A team owner can send you a link to a document from any team or site.

You will receive an e-mail with a button to Open the document. Pictures in this e-mail may not be visible if you have no access to that file yet.

Click *Open*.

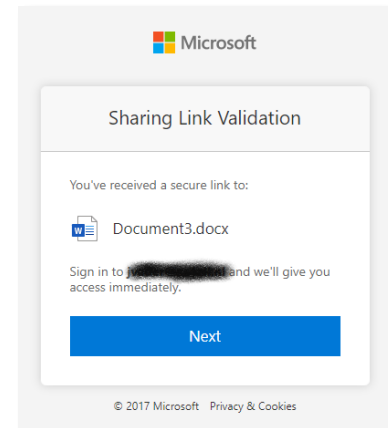


In the browser, a *Sharing Link Validation* screen appears. Click *Next* to sign you in.

If you already followed the *First access* steps of the first paragraph, you only need to sign in by confirming the Authenticator message on your phone.

If not, you must go through the First access steps first.

When signed in, the file opens in a tab in the browser.



Issues and Errors

Not registered error

If you are not registered in Delft University of Technology, you may see an error like this:

AADSTS90072: User account '*your-email-address*' from identity provider '*https:some url/*' does not exist in tenant 'Delft University of Technology' and cannot access the application '00000003-0000-0ff1-ce00-000000000000'(Office 365 SharePoint Online) in that tenant. The account needs to be added as an external user in the tenant first. Sign out and sign in again with a different Azure Active Directory user account

In that case, the e-mail address (exposed under '*your-mail-address*' in the message above), is not the e-mail address you provided to us. Check the address in the invitation (the To-field) and use that e-mail address instead. To rule out that you are already using an authenticated account, open an InPrivate window (Edge) or Incognito window (Chrome).

Account set up issues

With some issues it may help to [Leave the Delft University of Technology organization](#) and ask your team owner to invite you again. See also the paragraph *Leave the Delft University of Technology*.

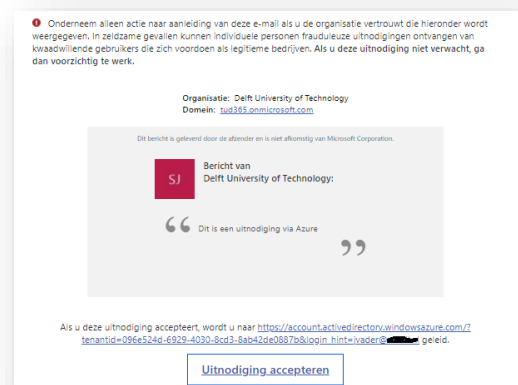
Personal office versions

If you are using Office for personal use only, chances are that you have installed Teams using this link: <https://Teams.Live.Com>. This is a windows version of teams and not suitable for accessing our teams. However, if you follow the guidelines correctly, a version of Teams will become available on your system that allows you to use our teams. To overcome issues, always make sure you have the latest Microsoft updates installed on your laptop.

My invitation looks different

You may see this in your mail if you receive an invitation from an Azure Administrator.

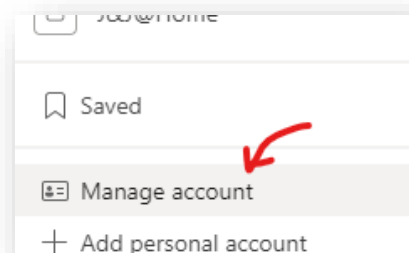
You may also see this if you were invited to access a file or folder without being a guest.



Leave the Delft University of Technology

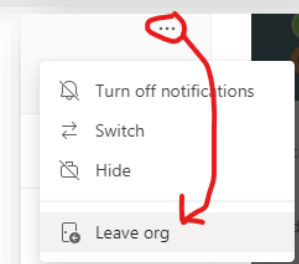
When you do no longer want to be part of the organization as a guest, you can leave our organization. When you leave our organization, all information about you is 'soft-deleted' and can be recovered for 30 days. When you want it, a 'hard-delete' can be performed by our administrators to remove your information immediately.

In the Teams application or web client, click on your picture in the upper-right corner and in the drop down you see an option *Manage account*.



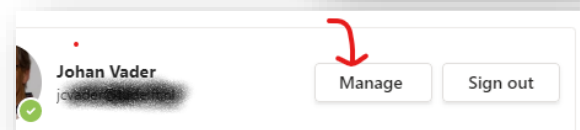
On the next page you see your organizations.

Click the tree buttons at the right of the Organization *Delft University of Technology (Guest)* and choose *Leave org*.

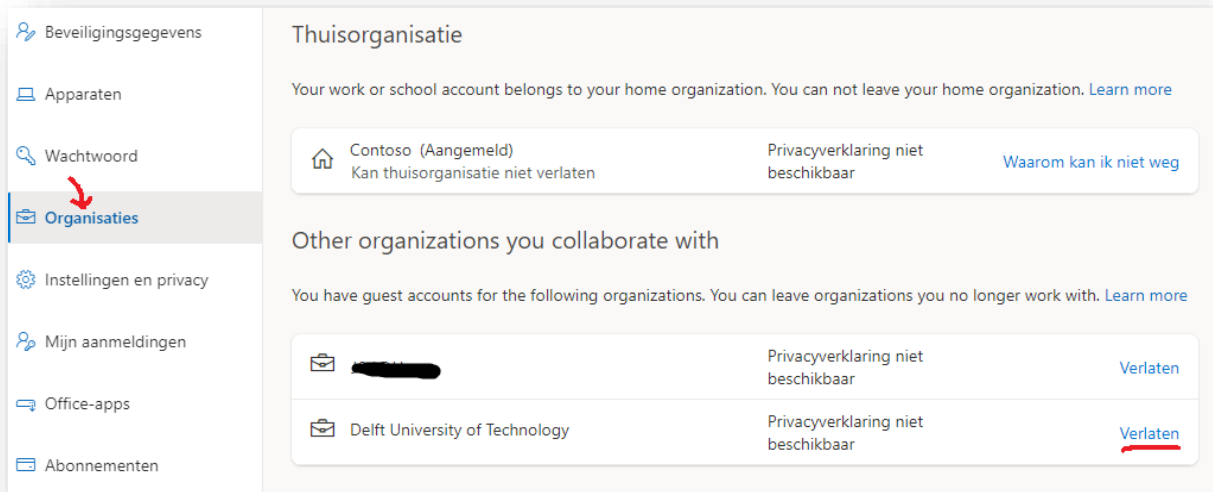


Or you can also do this:

Click the button *Manage* at the right of your account name.



In both cases you will land on this page. Make sure you are on the tab *Organizations*.



Go to the line with *Delft University of Technology* and click *Leave*.

After this, confirm that you want to leave. This will remove your permissions.

In Azure, and Administrator will be able to restore your guest account for 30 days.

After confirmation it will take about 30 minutes before it is all done. The organization may still pop up in your list of organizations with a red triangle indicating it is unable to login to that organization, or it shows an invitation envelope. This should all disappear in about 72 hours (about 3 days).

