

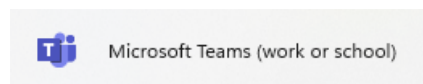
Sign in for the first time in Teams

Windows version

Use this guide the first time you sign in to Teams using Microsoft Windows

1. There are two versions of Microsoft Teams, namely for personal use and for "work or school". For use within SNT, you need to use the Teams for work or school.

2. Click on the Windows icon at the bottom left and choose "All Apps". Then click on "Microsoft Teams (work or school)"



3. Include your SNT registration certificate. At the top is your username (login) and your password. Your username is something along the lines of:
SNT<your registration number>@sntcursist.be and your password: Snt!<your date of birth>

4. Enter these details when starting Teams:

 <h3>Aanmelden</h3> <p>E-mailadres</p> <hr/> <p>Vul hier uw SNTgebruikersnaam in</p> <p>Volgende</p>	 <p>SNTxxxxxx@sntcursist.be</p> <h3>Wachtwoord invoeren</h3> <p>Wachtwoord Vul hier uw wachtwoord in</p> <hr/> <p>Wachtwoord vergeten</p> <p>Aanmelden met een ander account</p> <p>Aanmelden</p>
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5. You will see the following message. Click "Next":

BRUGGE SNT logo

SNTxxxx@sntcursist.be

Meer informatie vereist

Uw organisatie heeft meer informatie nodig om uw account veilig te houden

[Een ander account gebruiken](#)

[Volgende](#)

6. Now Microsoft asks you to provide extra security for your account. You will do this by registering your mobile phone number:


- Choose the country from the list linked to your mobile phone number
- Enter your mobile number
- Use the option: "Send me a code via SMS"
- Click "Next"



The screenshot shows a web page titled "Uw account veilig houden" (Keep your account safe). Below the title, it says "Uw organisatie vereist dat u de volgende methoden instelt om te bewijzen wie u bent." (Your organization requires that you set the following methods to prove who you are). The section is titled "Telefoon" (Phone). It explains that you can prove your identity by answering a call or receiving an SMS code. A dropdown menu is set to "Belgium (+32)" and is labeled "1.". Below it, the "Stuur me een code via sms" (Send me a code via SMS) option is selected and labeled "2.". The "Bellen" (Calls) option is unselected. A "Volgende" (Next) button is highlighted with a red box and labeled "3.". At the bottom, there is a link to "Servicevoorwaarden" (Terms of Service) and "Privacy- en cookiebeleid" (Privacy and cookie policy).

7. You will receive a **text message** on your mobile phone with a code. You need to enter this code in the next screen. Click "**Verify**" when you're done with this.

8. You will receive confirmation that this has been successful. Click "**Next**" and then "**Done**".



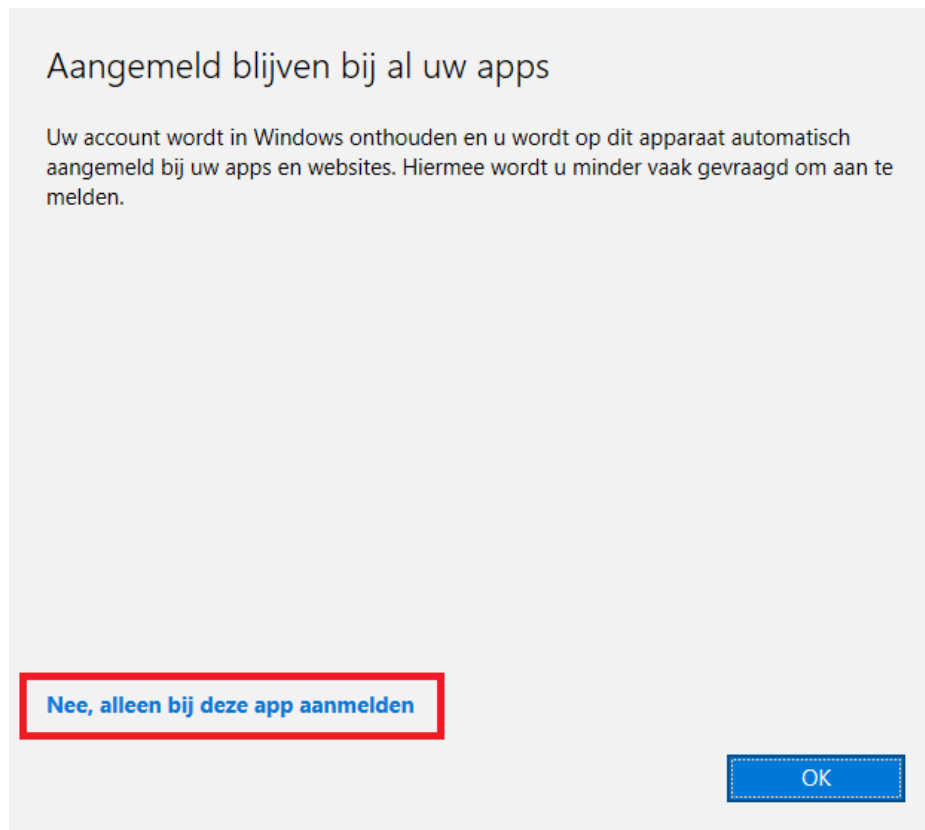
The screenshot shows the same "Uw account veilig houden" page. Under the "Telefoon" section, there is a green checkmark and the text "Sms is geverifieerd. Uw telefoon is geregistreerd." (SMS is verified. Your phone is registered). A blue "Volgende" (Next) button is highlighted with a red box. At the bottom right, there is a link for "Installatie overslaan" (Skip installation).

This protection only needs to be set once.

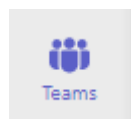
9. You will see the following screen:

IMPORTANT!

Click on: "No, only sign in to this app"



10. Now you are logged in to Teams. In the bar on the left, click on the Teams icon:



Here you will find panels with the course(s) for which you are registered.

Please note: it can take 24 to 48 hours after registration before these are visible.