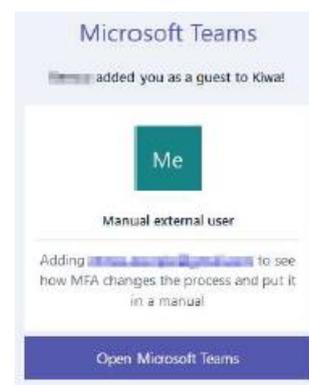# Join a Kiwa Team environment
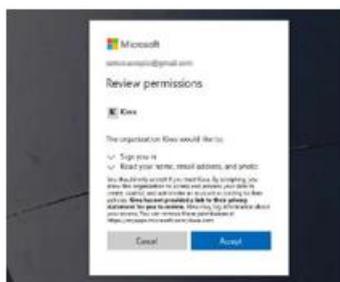
Did you get an invitation to join a Microsoft Teams environment from Kiwa? Follow the following steps to work together with Kiwa on Microsoft Teams

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

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

2. You need to fill in or create a Microsoft Account
   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

3. 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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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: https://aka.ms/mfasetup

    h. You can now work in the Teams environment from Kiwa
    i. The next time you want to access the Kiwa teams.
       Go to: https://teams.microsoft.com, or open the Teams app, click in the right upper corner on the company and select "**Kiwa (guest)**"

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