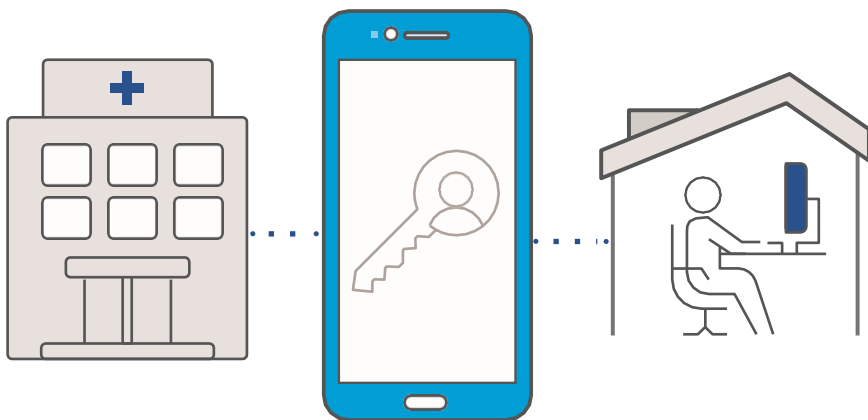# Installation manual token

Installation manual
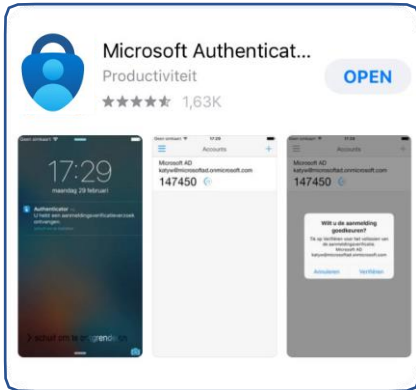## Microsoft token (MFA)

UMC Utrecht

Apple iPhone

Android

On your iPhone, go to the App store and search for **Microsoft Authenticator**

On your Android device, go to the Play Store and search for **Microsoft Authenticator**

Download the **Microsoft Authenticator** app. Open the app.

Download the **Microsoft Authenticator** app. Open the app.

Select **Allow**

Select **OK**

Give Authenticatorpermission to use the camera

UMC Utrecht

Log in met uw gebruikersnaam en wachtwoord

__mfa02@umcutrecht.nl

••••••••••••

Aanmelden

Aanmelden is alleen toegestaan voor medewerkers en
studenten van het UMC Utrecht.
Voor wachtwoord reset klik
Voor meer informatie over MFA.

Click **Add method**

Identity IT Pro	My Profile

Overview

Security info

Organizations

Devices

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Microsoft Authenticator - notification Change

+ Add method
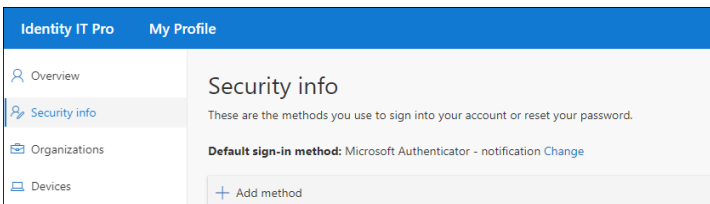
Choose the **Authenticator app and click add**

Add a method   ✕

Which method would you like to add?

Authenticator app ▼

Cancel   **Add**

You need to scan the QR code with the Microsoft Authenticator app
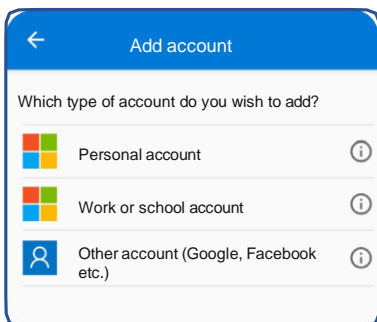following the steps below.

Apple iPhone

Open the app and the following screen appears:
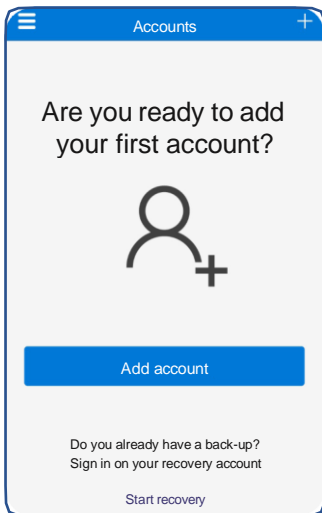
select **add account**.
Do you already have an account?
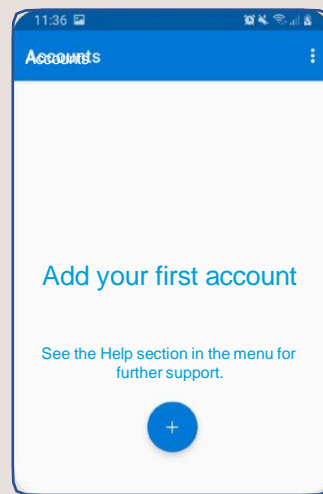Then click: iPhone: + sign at top right.

Select: **Work or school account**

A pop-up appears on your telephone
> click **Accept**.

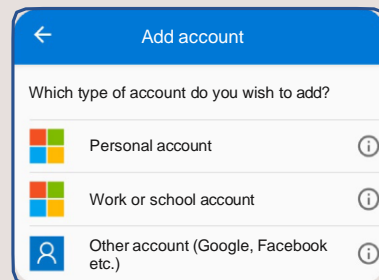# Android

Open the app and the following screen appears:

Click on the **+** sign.
Do you already have an account?
Then click: Android: three dots at the top right.
Select: **Work or school account**

Leave push messages on, otherwise you will not receive a pop-up message prompting you to accept the connection.

Don't forget the step below!

Authenticator app   ×

Scan the QR code

Use the authenticator app to scan the QR code. This will connect your authenticator app with your account.

After you scan the QR code, choose "Next".

Can't scan image?

Back   **Next**

Scan the QR code on your computer screen with your phone.After that, click **Next**

Is scanning the QR code not working? Then take a look at the last page of the manual.

Enter the number on the screen and click yes.
Please note! You have a limited number of seconds to click the 'Yes' button.

Your token is now installed!

Scan the QR code on your computer screen with your phone.After that, click **Next**

Is scanning the QR code not working? Then take a look at the last page of the manual.

Enter the number on the screen and click yes.
Please note! You have a limited number of seconds to click the 'Yes' button.

You can now use your token to view the webmail via **pim365.umcutrecht.nl.** If you also want to use the token to work from home via mijnwerkplek.umcutrecht.nl follow the rest of the manual.

Working from home
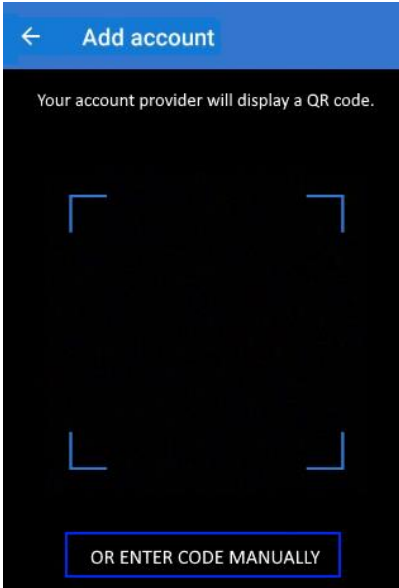If you are going to work from a location other than UMC Utrecht, go to:

1. Make sure your mobile phone with the Authenticator app is within reach.

2. Go to **mijnwerkplek.umcutrecht.nl**

3. Log in with your UMC account credentials.

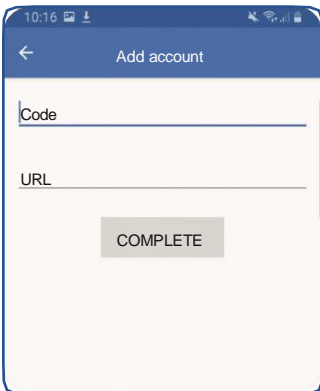4. Open the Authenticator app and enter the number to approve

QR code scanning fails

Select **Or enter the code manually**

Click Can't scan the image? To make the code and URL visible. Fill it in and click Finish

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.

2. In the app, add an account and choose "Work or school account".

3. Scan the image below.

Configure app without notifications

If you are unable to scan the image, enter the following information in your app.

Code: 857 (

Url: https://co1pfpad16.ph   )69390

If the app displays a six-digit code, you are done!

Done   cancel

Required program for working from **home** via mijnwerkplek.umcutrecht.nl
VMWare Horizon Client

Note: if you only want to view the webmail via pim365.umcutrecht.nl
this program is not necessary!

You must have the VMware Horizon Client installed on your private laptop or computer
otherwise you will still not be able to work from home.
Horizon Client is already installed on a device from UMCU.

You can find the program here:
https://customerconnect.vmware.com/en/downloads/info/slug/
desktop_end_user_computing/vmware_horizon_clients/horizon_8

Download the latest version of VMware Horizon Client, install it and restart your computer.