

How to activate your Zuehlke guest account

1. Before you begin

The entire process takes approx. 5 minutes and should be carried out without interruption.

A smartphone running Android or Apple iOS is required for the activation/usage of your guest account.

If you have the app “Authenticator” by Microsoft already installed on your device, you can skip chapter 2 and continue with chapter 3 “Activate your guest account”.

2. Install "Authenticator" by Microsoft

The app “Authenticator” by Microsoft needs to be installed on your smartphone. To do so, you can open the App/Play Store by scanning the following barcode with your camera:



Alternatively, you can manually open the App/Play Store and search for “Authenticator”. The app icon should look like this:

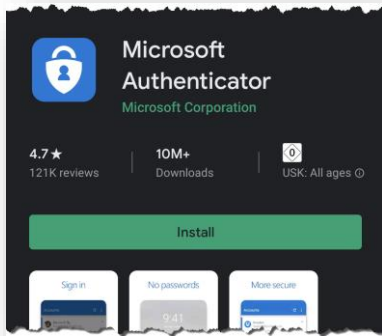


Android: <https://play.google.com/store/apps/details?id=com.azure.authenticator>

iOS: <https://apps.apple.com/de/app/microsoft-authenticator/id983156458>

Android

“Install” the app:

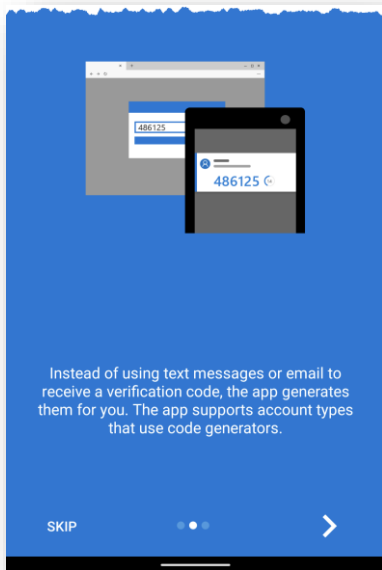


Apple iOS

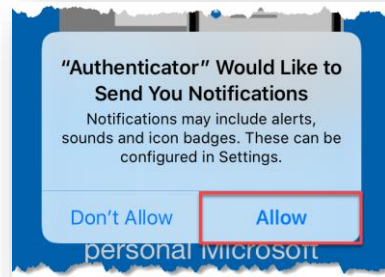
“Install” the app:



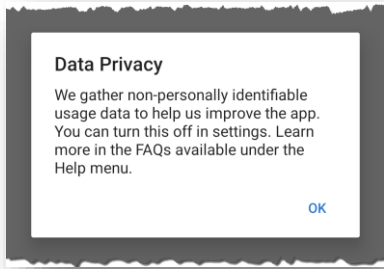
Open the “Authenticator” app. When you open the app for the first time, you will receive a brief introduction.



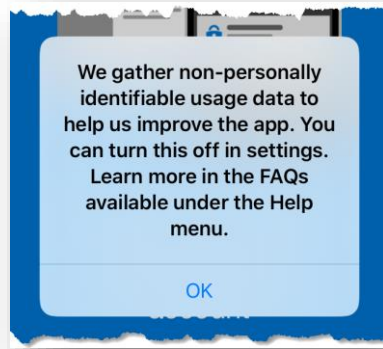
Open the “Authenticator” app and “Allow” notifications:



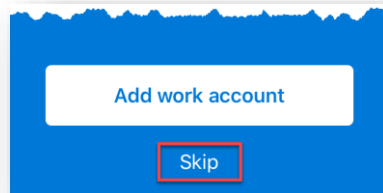
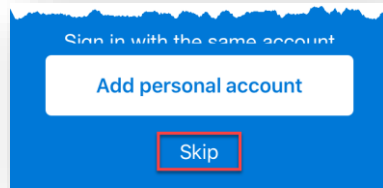
Click “OK” to accept the Data Privacy message. You can it turn off later in the app settings.



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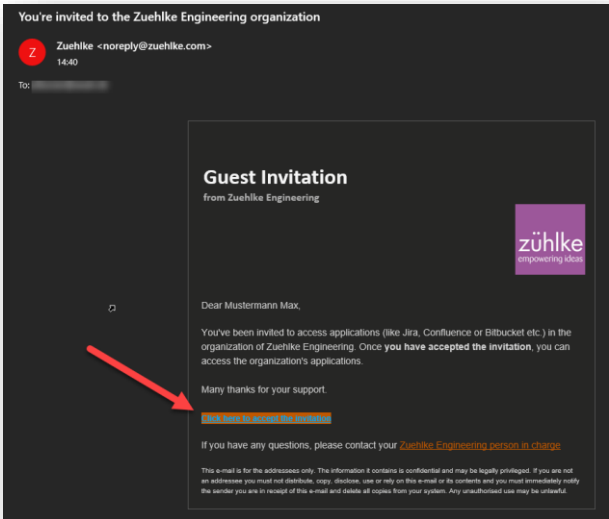
“Skip“:



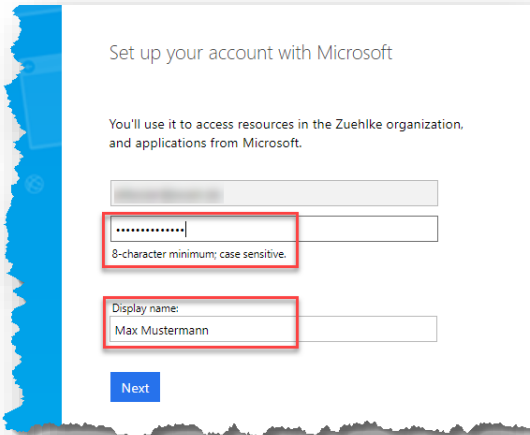


3. Activate your guest account

Once you've been invited, you should receive an email that looks like in the following screenshot. Click the link to start the process:

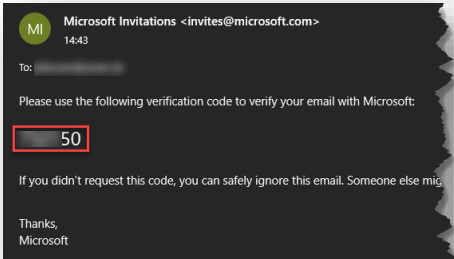


Choose a password with at least 8 characters and adjust your display name if necessary:

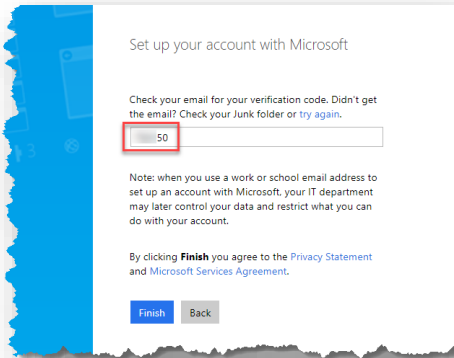




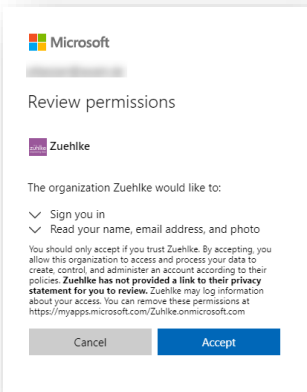
After clicking “Next”, you’ll receive another email containing a verification code:



Enter the verification code and click “Finish”:

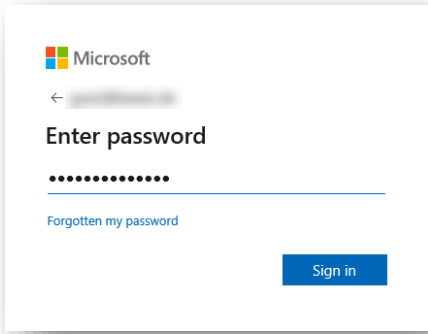
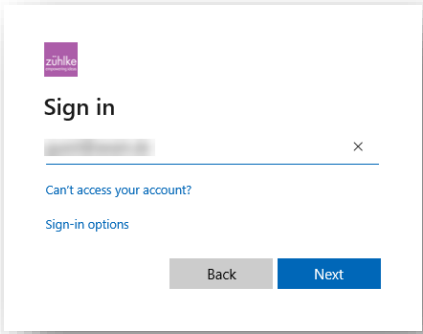


It might take a few seconds until you get the following prompt. “Accept” the requested permissions:



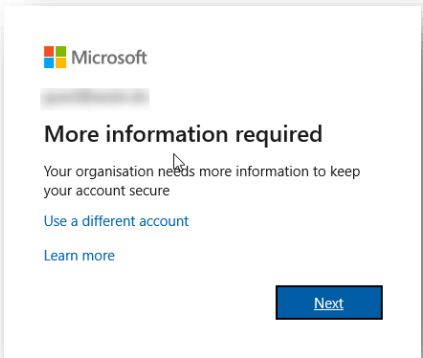


Now, log in to continue with the account setup:

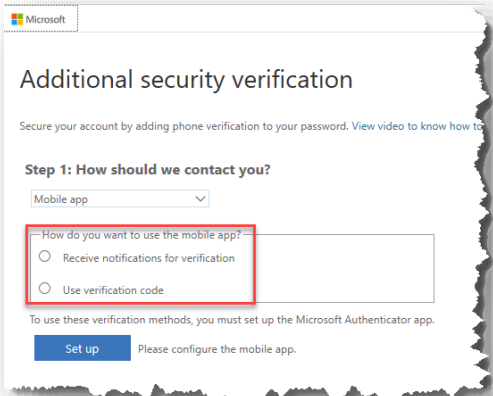


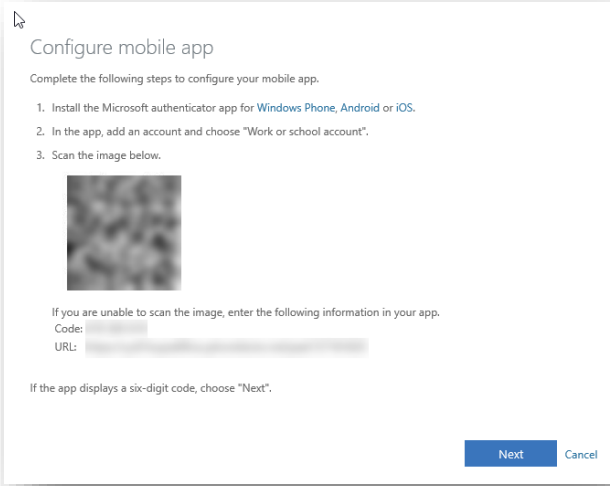
Keep your smartphone ready and click “Next” to start the setup of the “Authenticator”.

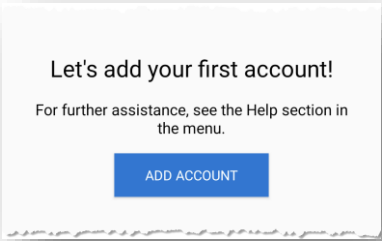
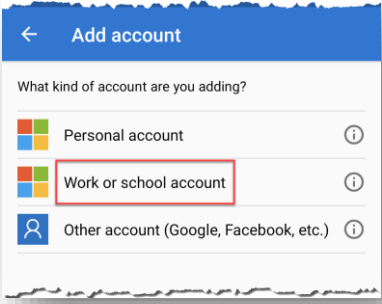
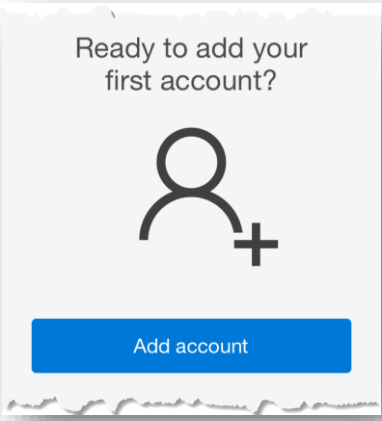
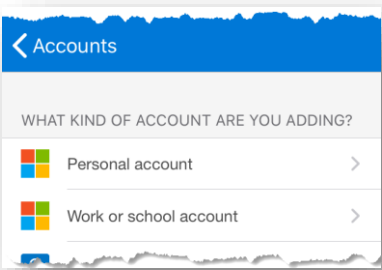
Further information about this process can be found in the [documentation by Microsoft](#).



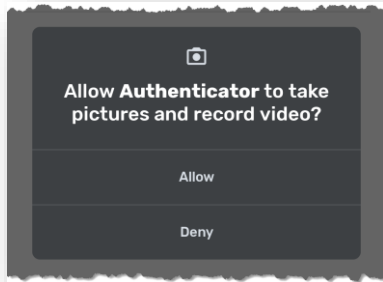
Choose one of the options (“Receive notifications for verification” is recommended) and click “Set up”:



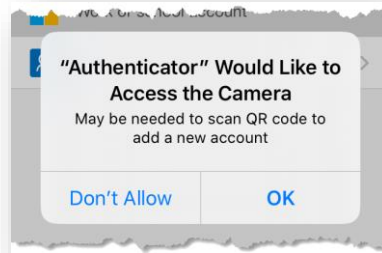


Android	Apple iOS
<p>Open the “Authenticator” app and add a “Work or School account”:</p>  	<p>Open the “Authenticator” app and add a “Work or School account”:</p>  

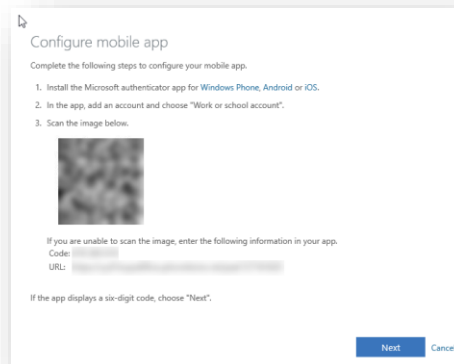
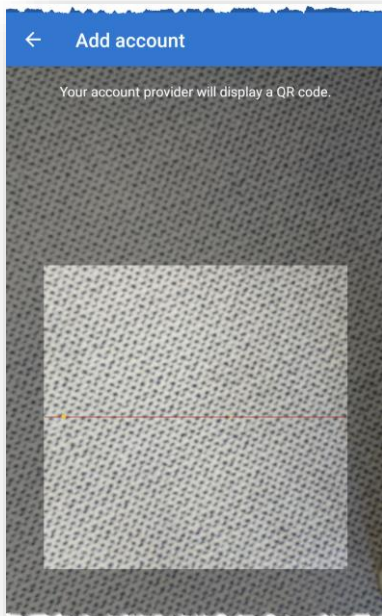
If asked, allow the app to use your camera to scan the barcode:



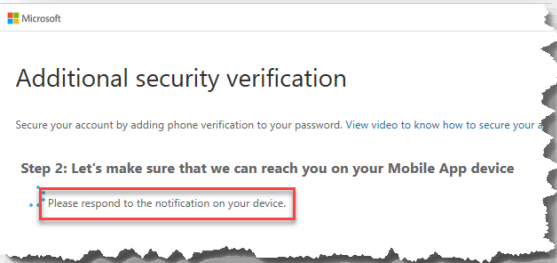
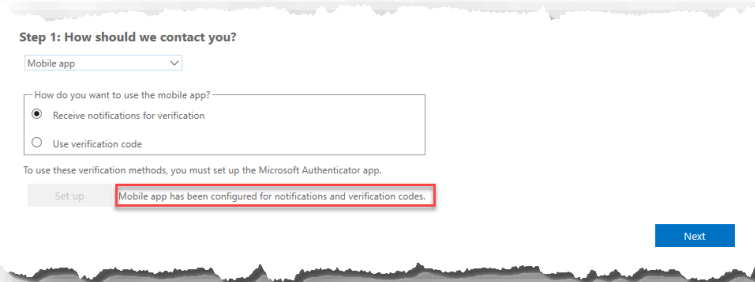
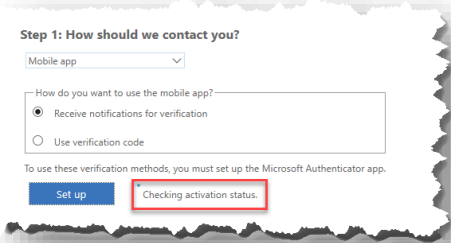
If asked, allow the app to use your camera to scan the barcode:



Point your smartphone's camera on the barcode that is shown in your browser.

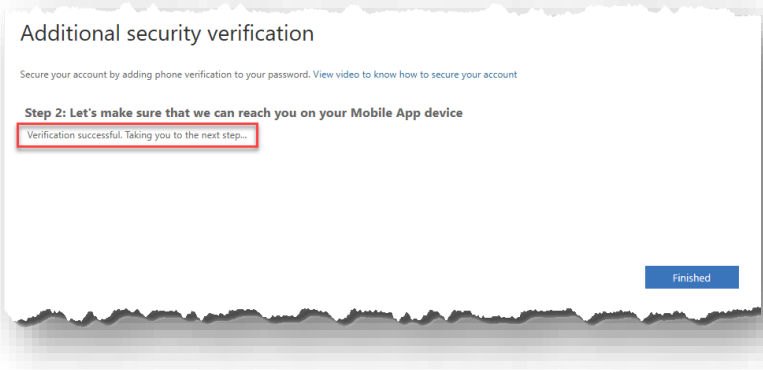


The activation status will be verified now. Once this was successful, you can continue by clicking "Next":

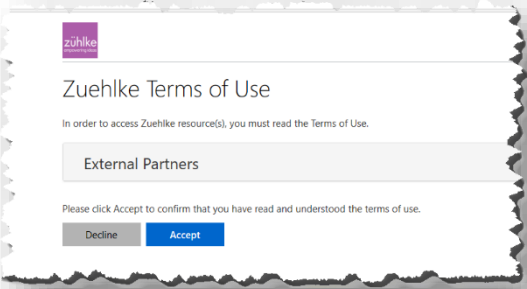


Android	Apple iOS
<p>Please approve the notification on your device:</p>	<p>Please approve the notification on your device:</p>

Click “Finished” once the verification was successful:



Read and “Accept” Zuehlke’s Terms of Use:



We recommend selecting “Don’t show this again” and “Yes”:



Congratulations! You should see your Zuehlke apps now 😊

