ACCESSING FOR THE FIRST TIME

First, we will need to go to the <u>UAB email</u> website by clicking on <u>https://correu.uab.cat</u> where we will be asked for our NIU and password.

The email account you need to enter must be in the format "<u>NIU@uab.cat</u>"entering your NIU .



In case you do not know your **NIU/password**, we provide you with the following guide: <u>How to obtain NIU and/or</u> <u>password</u>

In order to improve the security of corporate accounts, it is necessary to configure two-factor authentication.

1- You must press the " Next " button.

| UAB Universitat Autònoma de Barcelona | |
|--|------------------------|
| 🖬 🔩 🕼 Quab.cat | |
| Cal més informaci | ió |
| L'organització necessita més protegit el vostre compte. | informació per manteni |
| Utilitza un altre compte | |
| Més informació | |
| | Següent |
| LIAR - Serveis al privol | |

2-Now, you should download Microsoft Authenticator to our mobile device from the <u>Play</u> Store (ANDROID) or <u>AppStore (IPHONE)</u> application.

Check that it is the one with this drawing:



Once installed, we will click on "Next".

| | Métode 1 de | 2: Aplicació |
|----------------------------------|--|---|
| | Aplicació | Correu electrònic |
| Aicros | oft Authenticator Per començar, obteniu l'a | plicació. |
| $\mathbf{\overline{\mathbf{v}}}$ | Instal·leu l'aplicació Microsoft Authent | icator al telèfon. Descarrega-ho ara |
| | Vull utilitzar una altra aplicació d'auter | nt Authenticator al dispositiu, theu -seguent - |
| | | Sequent |

Then access the Microsoft **Authenticator** application on **your mobile** and **scan the QR code** on the next screen. If this is the first time you are accessing, you will have to accept what Microsoft asks you and, when prompted to add an account, choose "**Work or school account or Scan QR**" and give permissions to the camera to scan the QR code.



Using your mobile phone , scan the QR from the Authenticator app .



If you already had another account set up , you will need to click on the + icon and select " Work or educational account " to be able to scan the QR code .





Once you have scanned the QR code, click next on the website and a numeric code will appear :

| Provem-ho | |
|--|----|
| Per aprovar la notificació que us hem enviat a l'aplicació, introduïu el número que es moste a continuació. | ra |
| | |
| 64 | |

Using your mobile phone, go to the Authenticator app and enter the previous number that appeared.

Once the notification is approved, click "**Next**." If you don't have your email address added, you will be asked for it in the next step.

| La vostra organitzacio necessita que configureu els | mètodes següents per demostrar la vostra identital |
|---|--|
| Métode 1 d | e 2: Aplicació |
| 0 | 2 |
| | |
| Notificació aprovada | |

IMPORTANT : While you are **connected** to the **UAB**, we recommend that you <u>do not uninstall</u> <u>the</u> Microsoft <u>Authenticator</u> application or you **will lose access** to your UAB account.

In case of doubt or incident, you can contact the IT technical services: 93.581.2100