

Guidance for the use of loan laptops in higher risk countries

1. Loan Laptop Account

To login to your loan laptop, you will have a specific local account for that laptop, which is different to your QMUL account used to login to your managed device.

When you first receive your loan laptop, a member of ITS will help you set your local account password. This password should be different to any of your personal or work passwords.

When you return from your trip, you should return your device to ITS as soon as possible.

2. Accessing QMUL services via the browser

Wherever possible you should use Zoom, Teams, and Outlook via a browser, since this will minimise the amount of data downloaded and stored on your laptop. The recommended browsers to use are Google Chrome, Microsoft Edge, or Mozilla Firefox.

- To access your QMUL email and calendar in your browser, navigate to <https://mail.qmul.ac.uk>.
- To access your QMUL Teams account in your browser, navigate to <https://teams.microsoft.com/>.
- To access your Microsoft Office 365 applications in the browser (Word, PowerPoint, Excel, etc), navigate to <https://www.microsoft365.com/>.
- To access your Zoom account in your browser, navigate to <https://zoom.qmul.ac.uk/>.

2.1 Joining meetings via a browser

To join a Zoom/Teams meeting, you can either navigate to your Teams/Zoom account at the links above and join the meeting, or you can click the meeting link in the email invite, which will open the meeting in your browser by default.

2.2 Logging into QMUL accounts

When you access your QMUL email, Teams, or Zoom accounts, or the Office 365 services, via the web browser, you will be asked to enter your username (abc123@qmul.ac.uk) and password.

You will then be prompted to enter the two-factor authentication numbers.

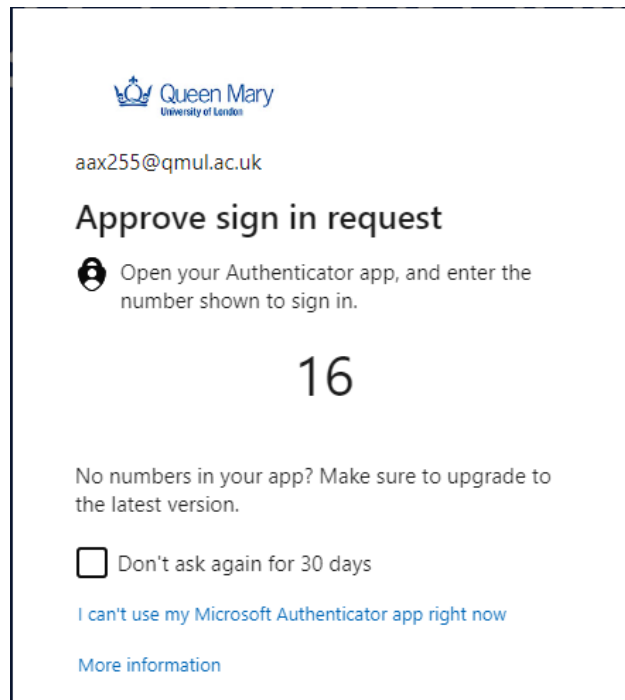
Leave the 'Don't ask again for 30 days' box unchecked and then confirm the two digits in your authenticator app. You will then be logged into your QMUL account.

2.2.1 Microsoft Authenticator App

If you normally use the Microsoft authenticator app as your second factor authentication method you will need to ensure you bring the mobile device with the app installed with you, or you will not be able to access your accounts.

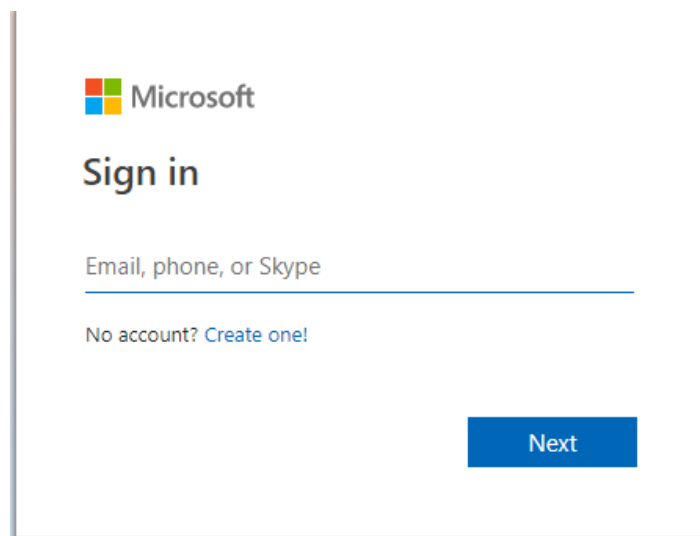
If you decide to take a separate phone with you, then you must install the Microsoft authenticator app on this phone and link it with your QMUL account before you leave the UK. Please see the guidance below for how to add an authenticator app to your account.

[Multi-Factor Authentication \(MFA\) - IT Services \(qmul.ac.uk\)](#)

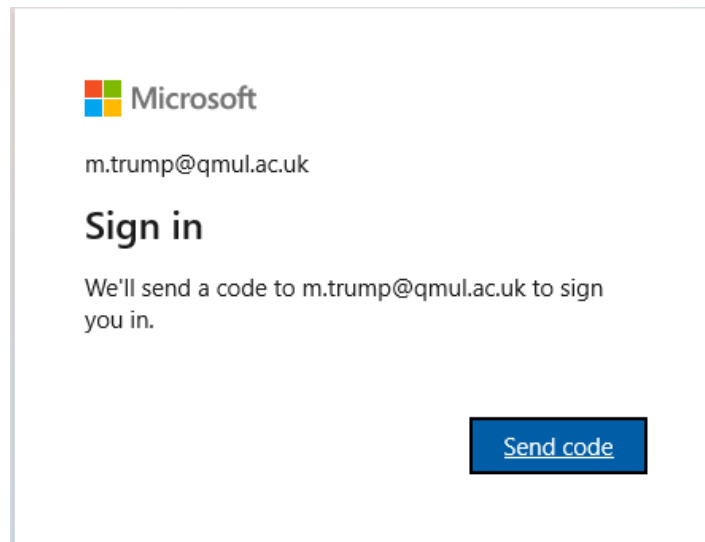


3.1 Teams

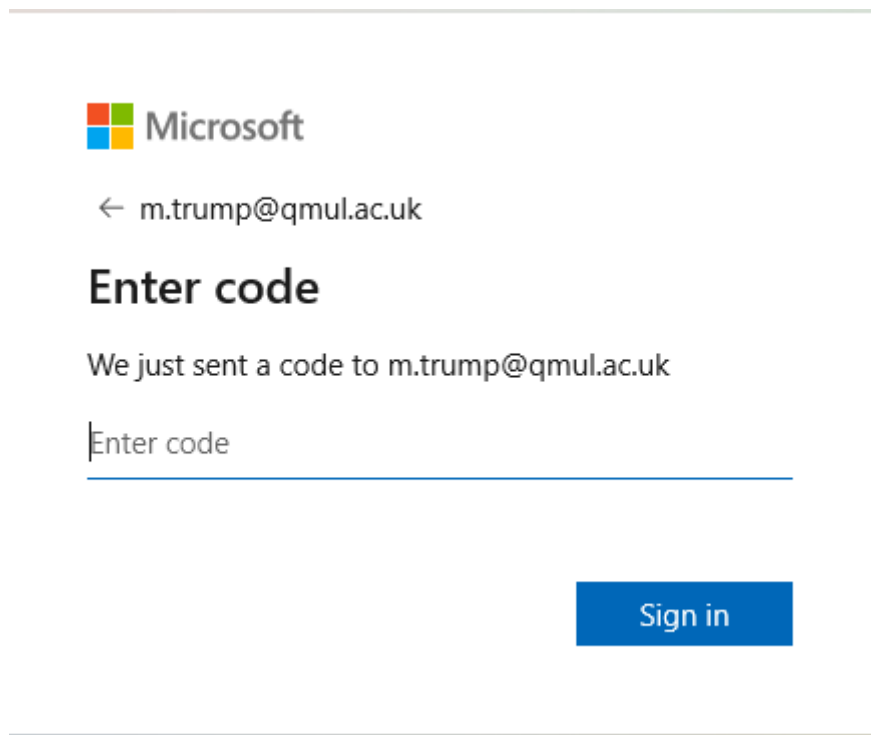
- 1) Enter your email address (ab123@qmul.ac.uk).



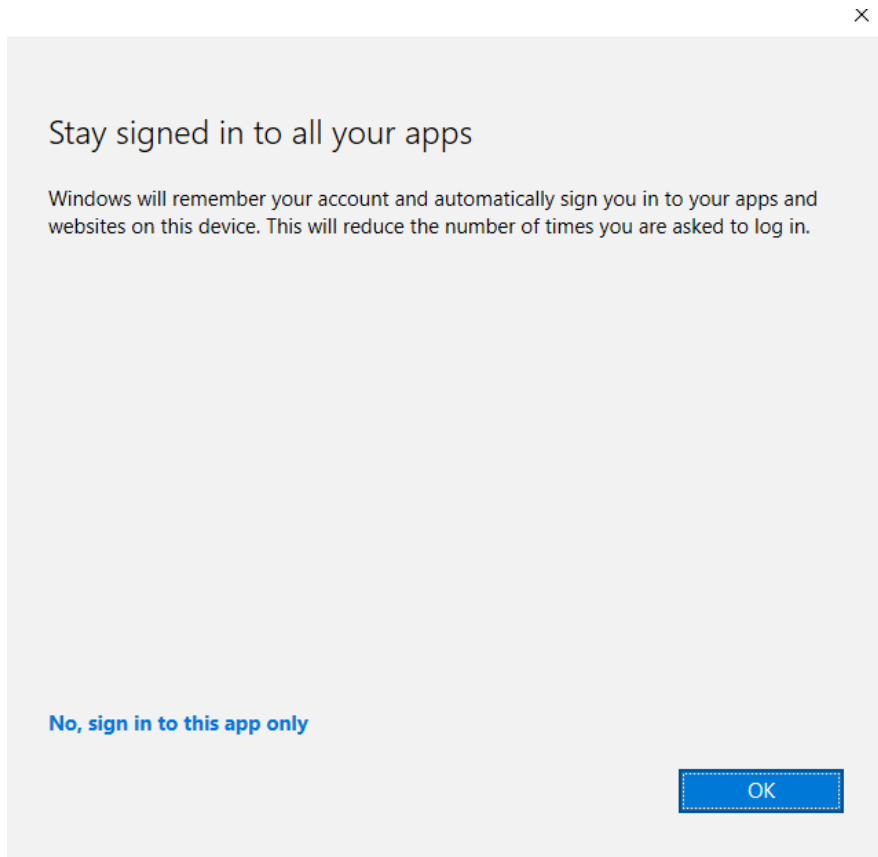
- 2) When you login you might need to enter your two-factor authentication code. This will either be via the authenticator app, or via an emailed code. If it is via the app then, please refer to the instructions in section 2.2. If it is an emailed code, please follow the instructions below.
- 3) Click on Send Code



- 4) Enter the code sent to your email.



- 5) Once you have entered your two-factor authentication you will be asked if Windows should remember your account. Click on No, sign into this app only.



3.3 Zoom

1. Open the Zoom application and click on Sign In.
2. Choose the Sign in with SSO option.



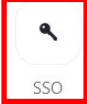
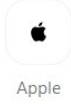


Enter your email

Enter your password [Forgot?](#)

Sign In

Keep me signed in

or sign in with

 SSO  Apple  Google  Facebook

3. Enter 'qmul-ac-uk' as the company domain and click continue.

Sign In with SSO

qmul-ac-uk .zoom.us

[I do not know the company domain](#) [Continue](#)

4. This will open a browser window where you will be asked to enter your QMUL email (ab123@qmul.ac.uk) and password. If asked to enter your two-factor authentication, then please follow the instructions in section 2.2.
5. You will then be logged into your QMUL Zoom account.