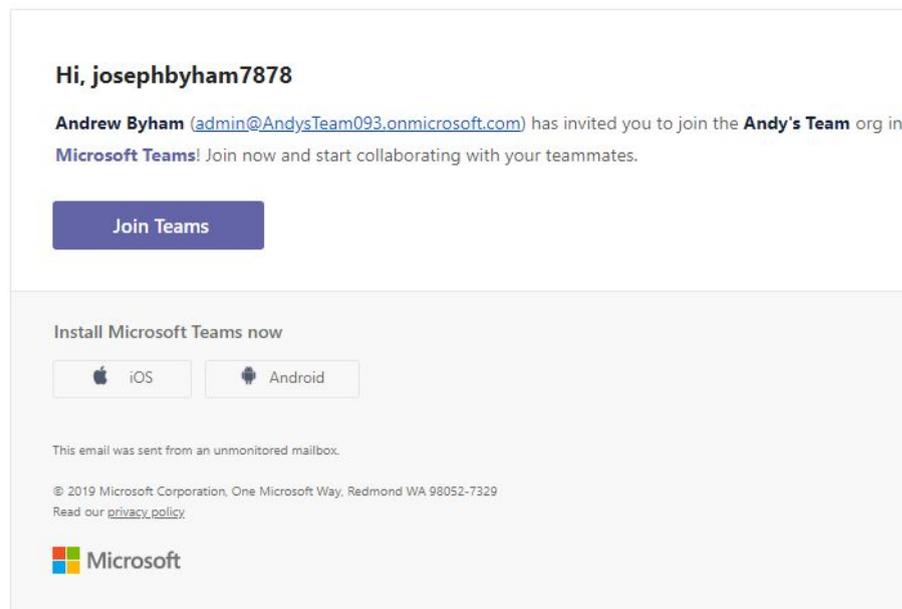


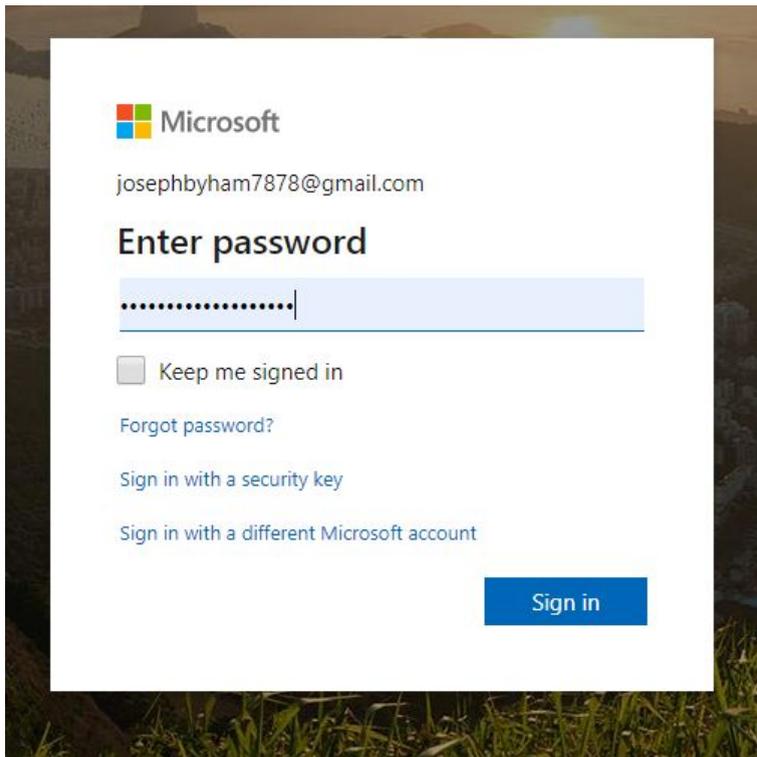
Joining teams if you have a microsoft account

Usually if you have a newer PC running windows 10 or have an outlook or hotmail account. If not, scroll down to the [Join teams if you do not have a microsoft account](#)

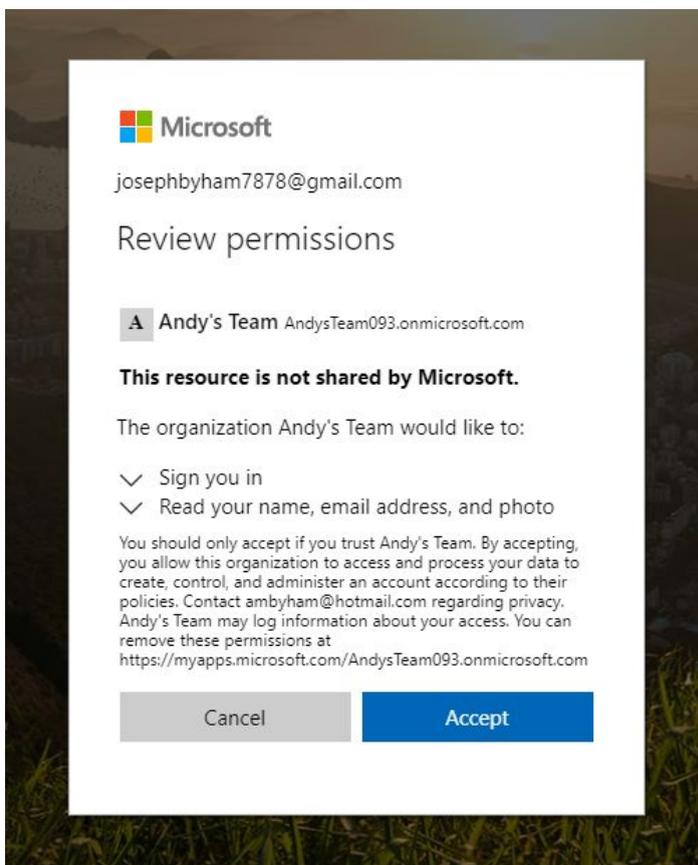
1. You should receive an invite email asking you to join teams



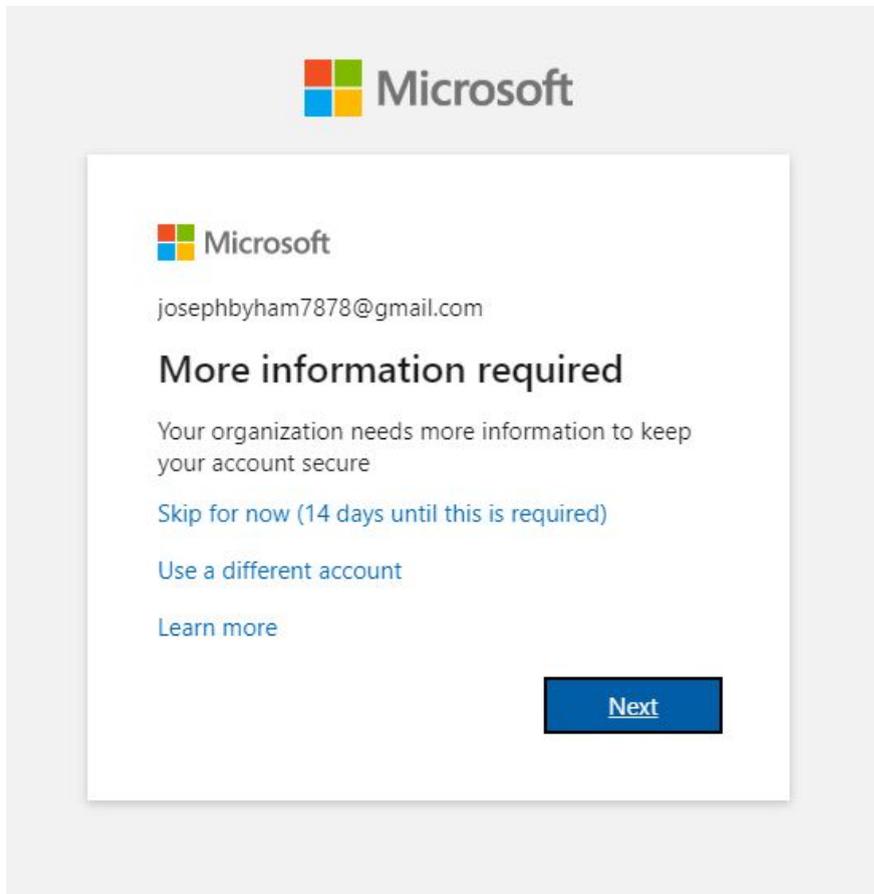
2. Click Join Teams and log in with your windows account



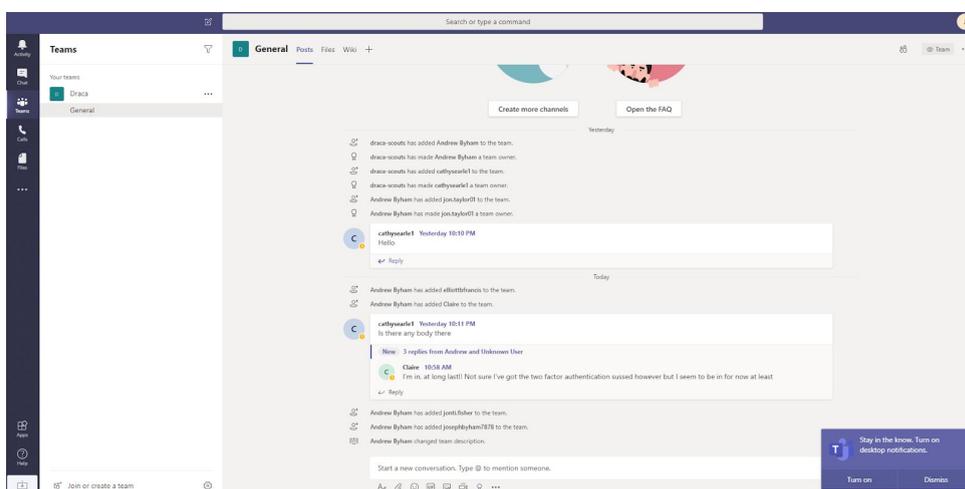
3. Review the permissions (just say Accept!)



- The next bit is a pain and nearly finished Jon off .. Microsoft are applying two factor authentication to logins. While this is a good thing and needs to be done at some point you can skip it for the moment, so click Skip for now. You'll probably have to do that later, but let's cross that bridge when we come to it



- Hopefully ... that should be it and you should be in! Write a message to say hello!



- Next time you need to just log in to teams.microsoft.com. You'll see this screen, you can download the windows app if you like, or use the web version.

Microsoft Teams



Download the Teams desktop app
and stay better connected.

[Get the Windows app](#)

Use the web app instead

[Legal](#) [Privacy and Cookies](#) © 2020 Microsoft

7. It seems this route invites you to change your name! Do so if you want to, and upload a photo of yourself if you are inclined to acquiesce.

cathysearle1 Yesterday 10:10 PM



Welcome! Let's introduce you to the team.

Enter the name you'd like to use in Teams.

josephbyham7878



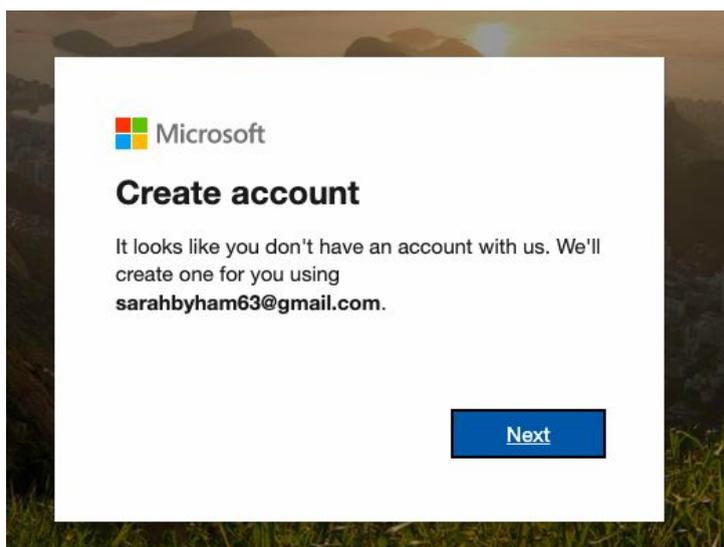
 Upload your photo

Next

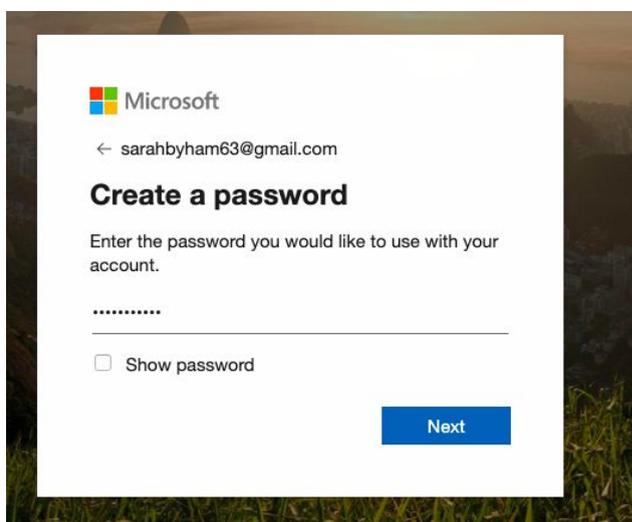
Join teams if you do not have a microsoft account

Slightly different steps as you need to create a microsoft account. Do please check with your folks if you need to, but MS account is similar to Google account, free of charge and quite innocuous.

1. Step 1 same as above
2. Your computer should recognise you don't have an MS account and ask you to create one. (Of course, if you DO have an account, such as hotmail, then log in to it first and click the link on the email to try again.)



3. Create a password and click next



4. Provide info on your DOB. This is just to establish you're over 13 years old.



← sarahbyham63@gmail.com

Create account

We need just a little more info to set up your account.

Country/region

United Kingdom

Date of birth

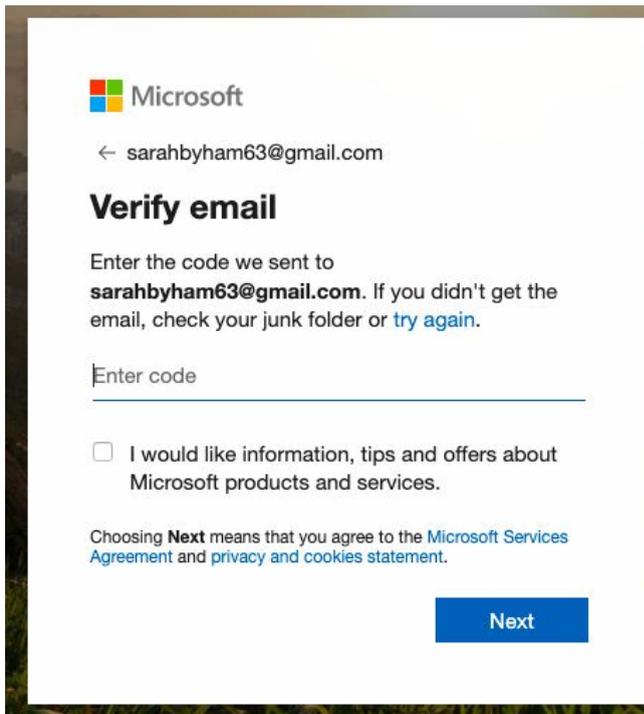
1

January

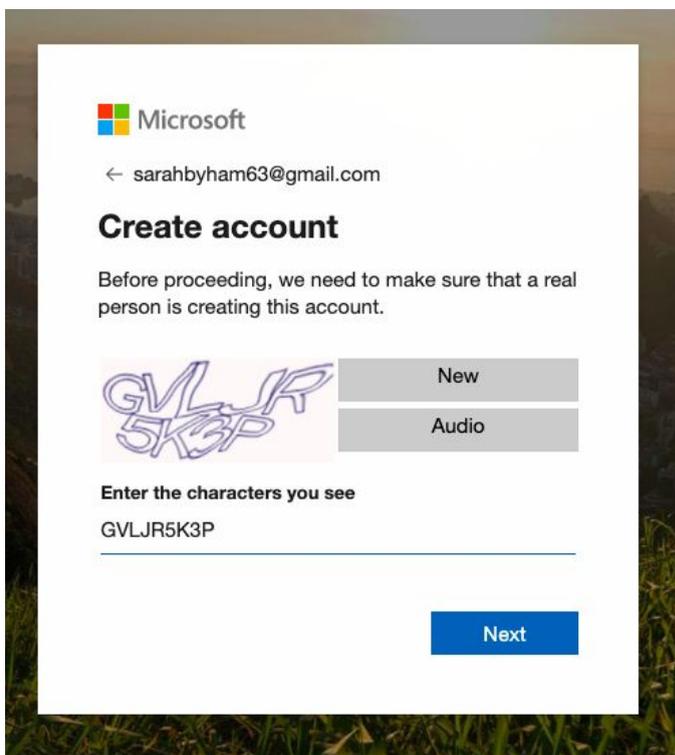
1977

Next

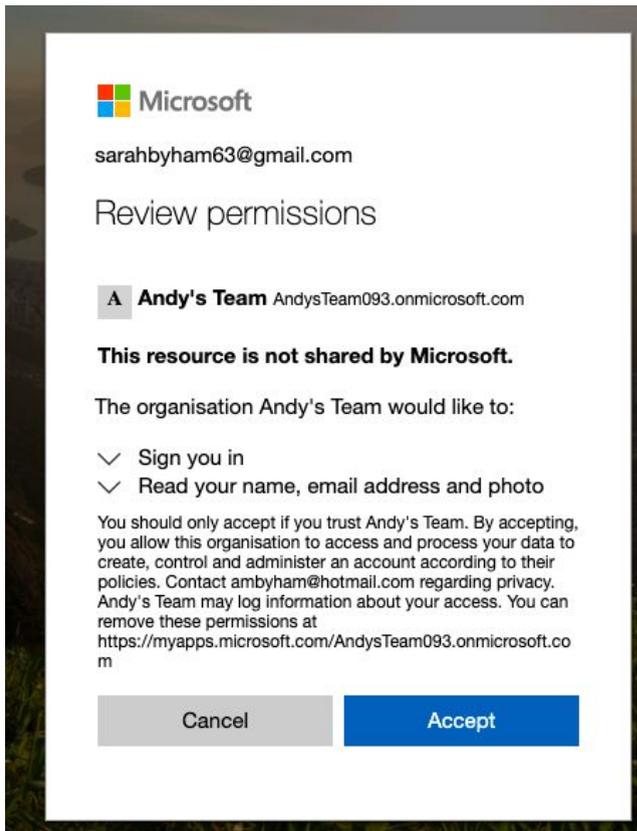
5. When you click next this should have sent you an email with a verification code in it. Enter the code on this screen



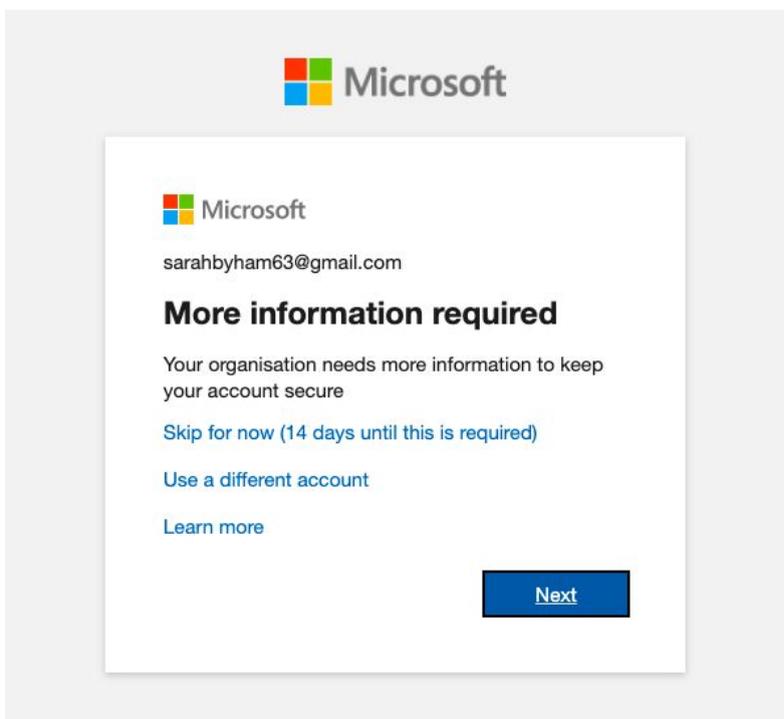
6. Next you have to spend ages trying to figure out what the characters are and enter them to show you're not a robot



7. Nearly there ... acquiesce to terms & conditions

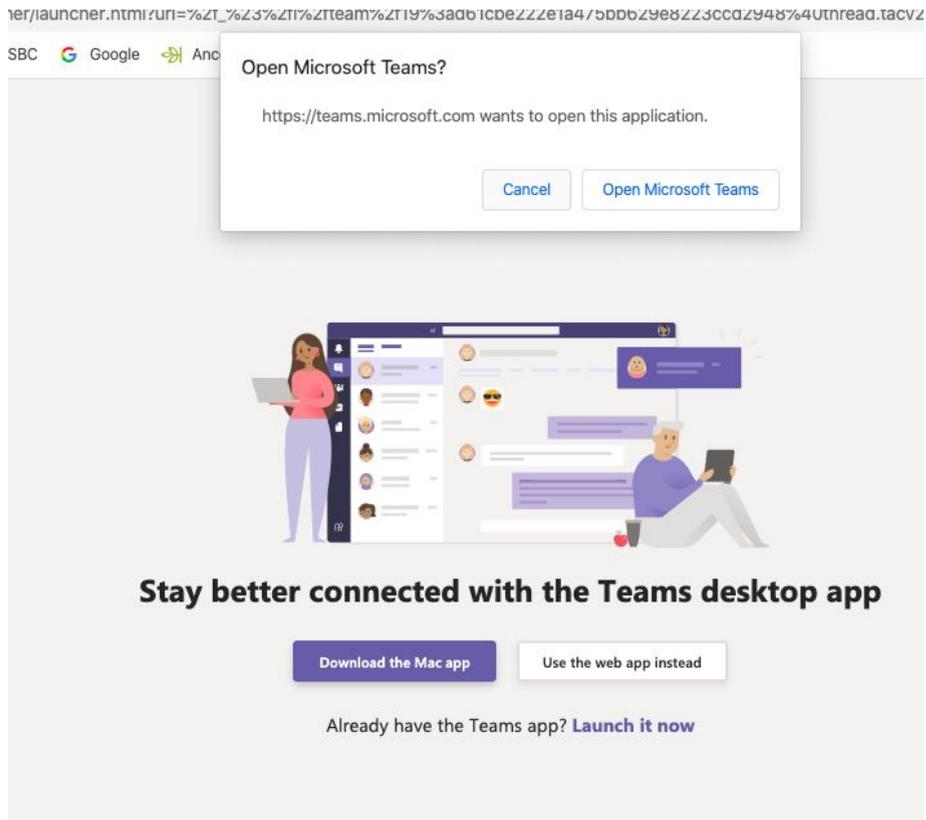


8. As above, you'll need to set up two factor authentication at some point but Skip for now



9. You should now be in. Use the web app for now to make sure you're in, you can download the windows app later.

From now on you can log in to teams at <https://teams.microsoft.com/>



The image shows a browser window with a Teams desktop app download prompt. The browser's address bar contains a long URL starting with "ier/launcher.ntmi?url=%ZT_%Z3%ZTI%ZTteam%ZTI9%3adb1cdeZZe1a4/5ddb29e8ZZ3ccqZ948%4Utnread.tacvZ". The browser's search bar shows "SBC", "Google", and "And". A white dialog box is centered on the screen, titled "Open Microsoft Teams?". The text inside the dialog box reads "https://teams.microsoft.com wants to open this application." Below the text are two buttons: "Cancel" and "Open Microsoft Teams". Below the dialog box is a promotional banner for the Teams desktop app. The banner features an illustration of a woman standing next to a laptop and a man sitting on the floor using a tablet, with a large Teams interface overlaid. The text on the banner reads "Stay better connected with the Teams desktop app". Below the text are two buttons: "Download the Mac app" and "Use the web app instead". At the bottom of the banner, it says "Already have the Teams app? Launch it now".