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 <u>Join teams if you do not have a microsoft account</u>

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

Hi, josephbyl	ham7878
Andrew Byham (admin@AndysTeam093.onmicrosoft.com) has invited you to join the Andy's Team or
Microsoft Teams	I Join now and start collaborating with your teammates.
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Joint Ican	
Install Microsoft	Teams now
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iOS	Android
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Install Microsoft iOS This email was sent from 2019 Microsoft Corpor Read our <u>privacy policy</u>	Image: Android an unmonitored mailbox. ration, One Microsoft Way, Redmond WA 98052-7329

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



3. Review the permissions (just say Accept!)



4. 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

Microsoft	:
josephbyham78	78@gmail.com
More info	rmation required
Your organizatio your account se	on needs more information to keep cure
Skip for now (14	days until this is required)
Use a different a	account
Learn more	

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

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6. 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.



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.

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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

Microsoft	
\leftarrow sarahbyham63@gmail.cc	m
Create account	
Before proceeding, we need person is creating this accou	to make sure that a real nt.
an no	New
5KOP	Audio
Enter the characters you see	
GVLJR5K3P	
	Next

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

The organisation Andy's Team would like to: Sign you in Read your name, email address and photo You should only accept if you trust Andy's Team. By accept you allow this organisation to access and process your date create, control and administer an account according to theil policies. Contact ambyham@hotmail.com regarding privacy Andy's Team may the information bed the policies.
The organisation Andy's Team would like to: Sign you in Read your name, email address and photo You should only accept if you trust Andy's Team. By accept you allow this organisation to access and process your data create, control and administer an account according to their policies. Contact ambyham@hotmail.com regarding privacy Andy's Team may use information be drawned to be accepted and the second sec
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8. As above, you'll need to set up two factor authentication at some point but Skip for now

Microsoft	
arahbyham63@gr	nail.com
More inform	nation required
Your organisation r	needs more information to keep re
Skip for now (14 da	ays until this is required)
lse a different acc	ount
earn more	

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.

<image>

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