



How to guide: **Microsoft Teams**



Microsoft Teams is a great way to stay connected with friends, family, and people you can't meet up with in person.



Teams allows you to call or video chat a person or a group of people.



It is free to call or video chat people who also use Teams.

How to get Microsoft Teams



To use Teams you will need to set it up on ONE of these devices:



**Desktop
Computer**



Laptop



Smartphone

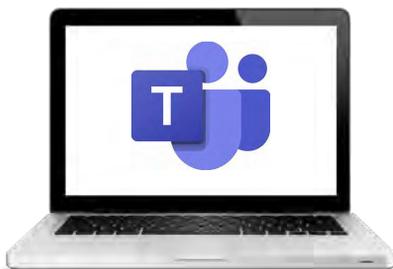


Tablet

How to sign up to Microsoft Teams

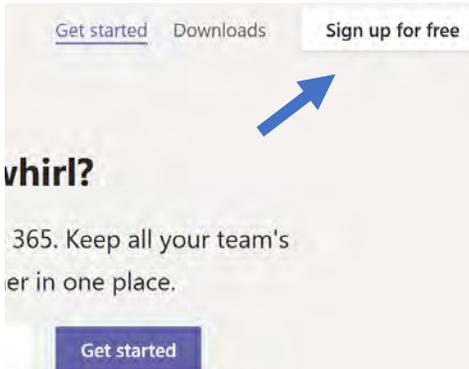


Some people will need some support to set up Teams. This could be from a friend, family member, support worker/carer or someone else you trust.

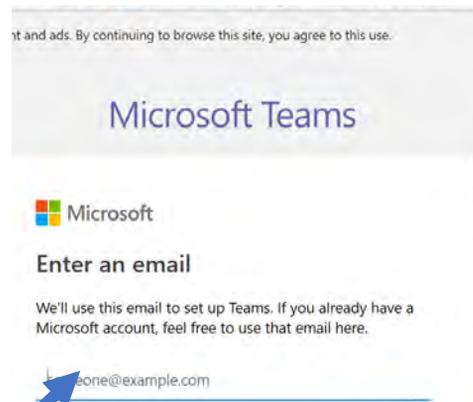


Step 1: Type www.teams.microsoft.com/start into the address bar or search 'get started with Microsoft Teams' on the internet.

How to get Microsoft Teams



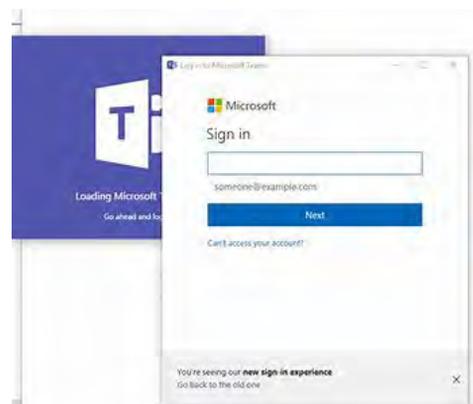
Step 2: To get Microsoft Teams, click 'Sign up for free' in the top right corner of the screen.



Step 3: Enter your email address and click next.



Step 4: Click 'For work', if you click 'For friends and family' it will suggest you use Skype. You can still talk to friends and family if you click 'For Work'



Step 5: If you have a Microsoft account use your email and email password to sign in.

How to get Microsoft Teams

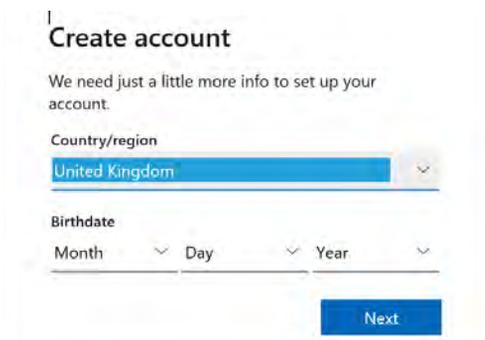


Step 6: If you don't have a Microsoft account click 'create account'.



Step 7: Create a strong password. Get help creating a strong password here:

www.tinyurl.com/ugw4qf3



Step 8: Select the country you live in for example: United Kingdom and enter your date of birth. Then click 'Next'.



Step 9: Open your email inbox and click on the email from Microsoft Teams.

How to get Microsoft Teams

Verify email

Enter the code we sent to steggalladam@aol.com. If you didn't get the email, check your junk folder or try again.

Enter code

I would like information, tips, and offers about Microsoft products and services.

Choosing Next means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

Step 10: In the email there will be a security code. Type this on the screen that asks you to enter the code.

The last few details

First name

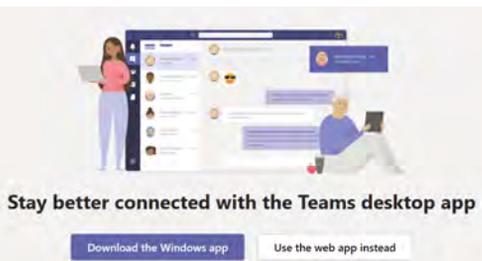
Last name

Company name

Country or region

Important note: As admin, you'll be responsible for the personal data of people in your Teams org, as well as for data management requests they submit to you. [Learn more](#).

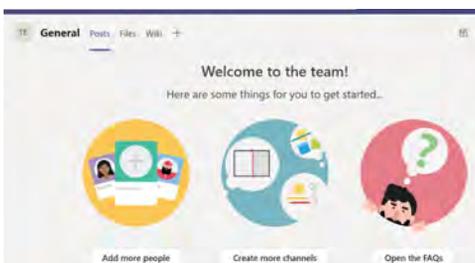
Step 11: Enter your first and last name. For company name choose who you work or volunteer for or use another name such as 'friends'.



Stay better connected with the Teams desktop app

Download the Windows app Use the web app instead

Step 12: Download the app or click 'use the web app'.



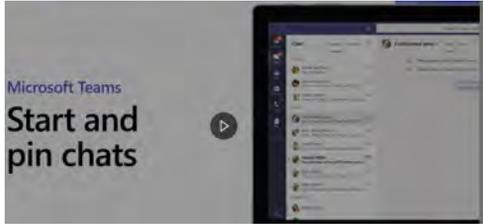
General Posts Files Wiki +

Welcome to the team!
Here are some things for you to get started...

Add more people Create more channels Open the FAQs

Step 13: You will now have access to Microsoft Teams.

How to get Microsoft Teams



Step 14: There are useful videos built into teams to let you know how to use its features. Click the play buttons when you see them.



Or you can watch this video for more information about using teams.

<https://www.youtube.com/watch?v=vo06YhA7kSs>

How to get Microsoft Teams

How to get the app on your smartphone or tablet



Step 1: Go to the place where you get new apps from and search Microsoft Teams.



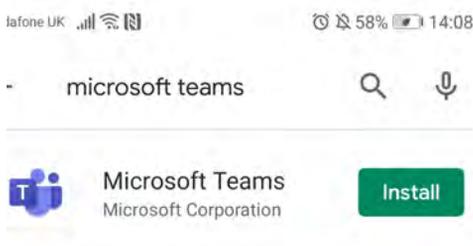
Google Play on Android phone or tablet



AppStore on iPhone or iPad

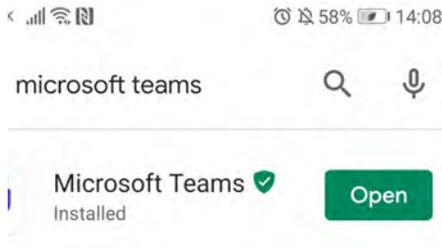


Step 2: Search Microsoft Teams.



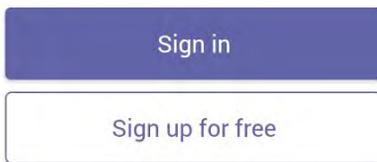
Step 3: Click install.

How to get Microsoft Teams

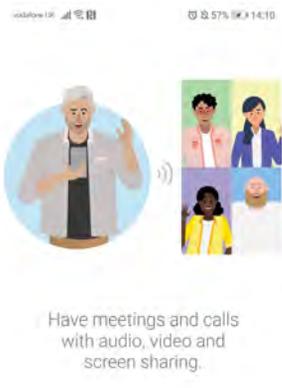


Step 4: Open the app.

Welcome to Microsoft Teams! A happier place for teams to work together.

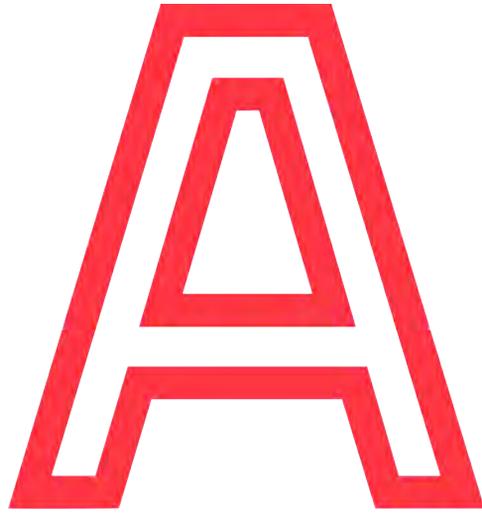


Step 5: Sign in using your email address and password



Step 6: You are now signed in and can invite people to join you in chats and video calls.

Made by



Ace Anglia



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