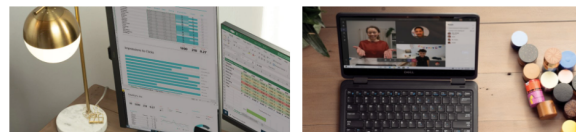
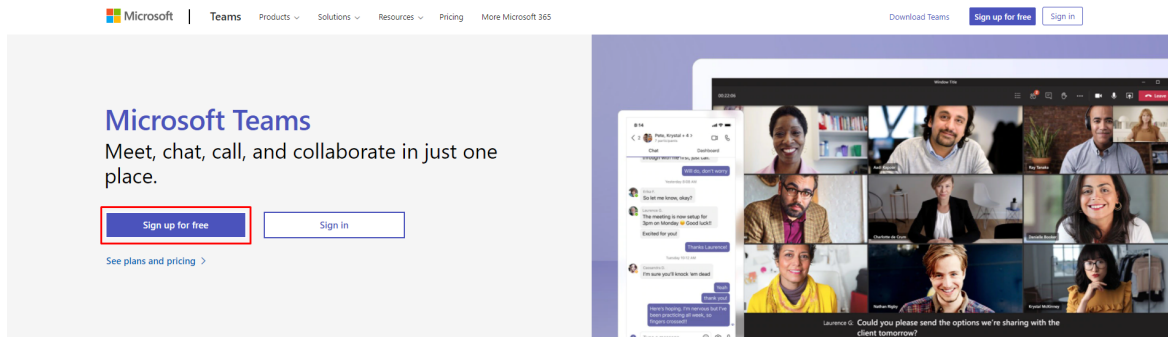


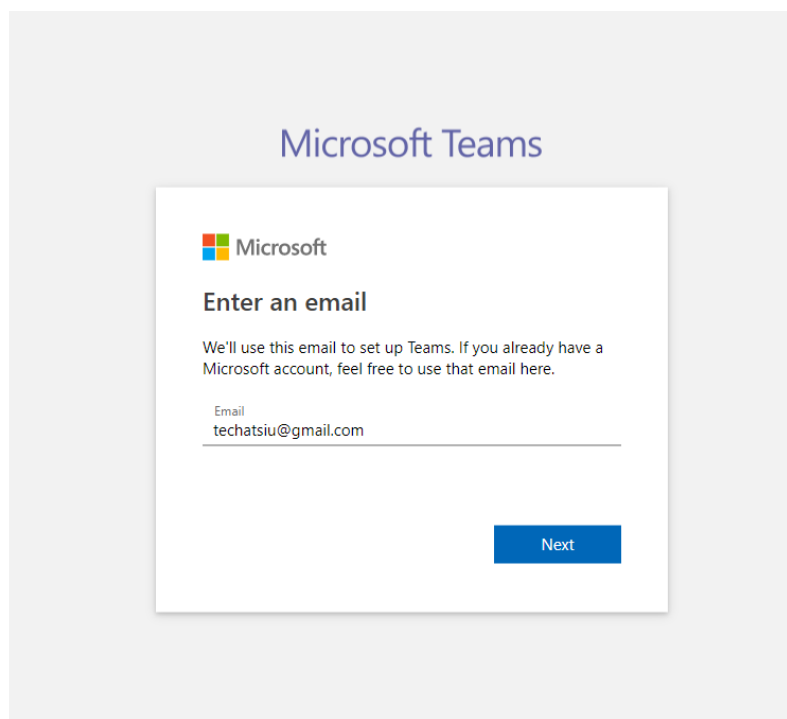
How to Create an Account with Teams

1. Start from the sign-up page:

<https://www.microsoft.com/en-us/microsoft-teams/group-chat-software?rtc=1>



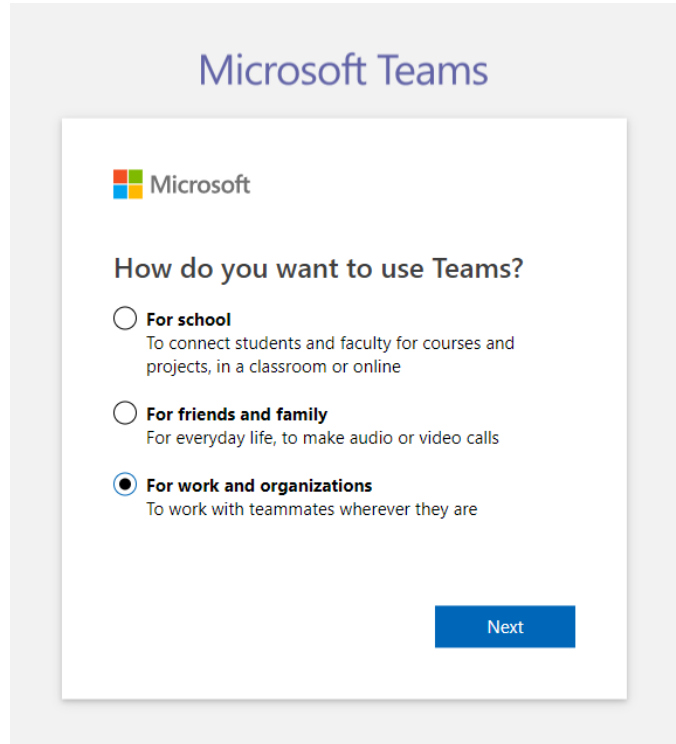
2. Enter an email to connect to Microsoft Teams



3. Click Next

4. You will be asked "How do you want to use Teams?"

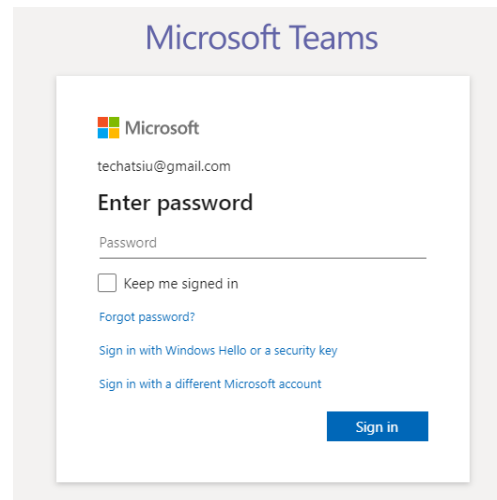
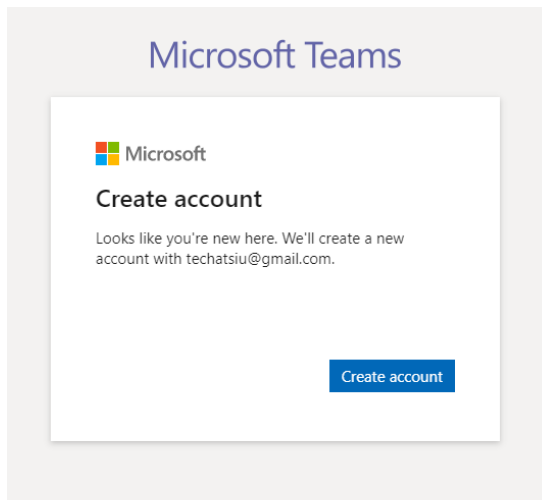
5. Choose “For work and organizations”



6. Click Next

7. If you don't already have a Microsoft account, you will be asked to Create an account with Microsoft Teams

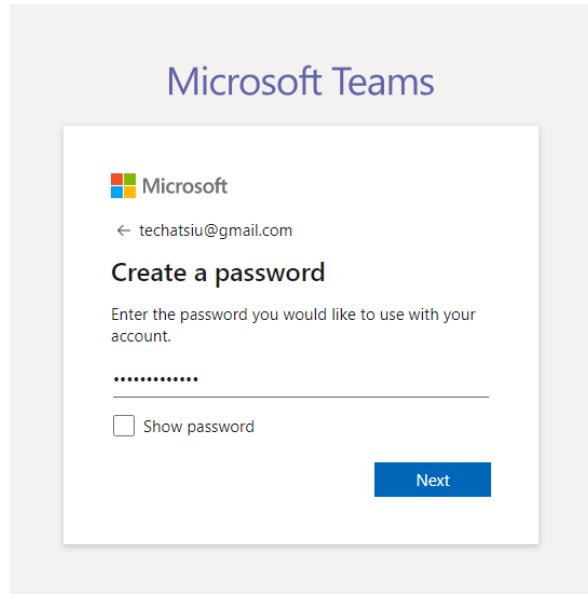
NOTE: If you DO have an account, you will be asked to sign in. Then go to Step 20.



8. You will be prompted to create a password for this account.
9. Create a strong password.

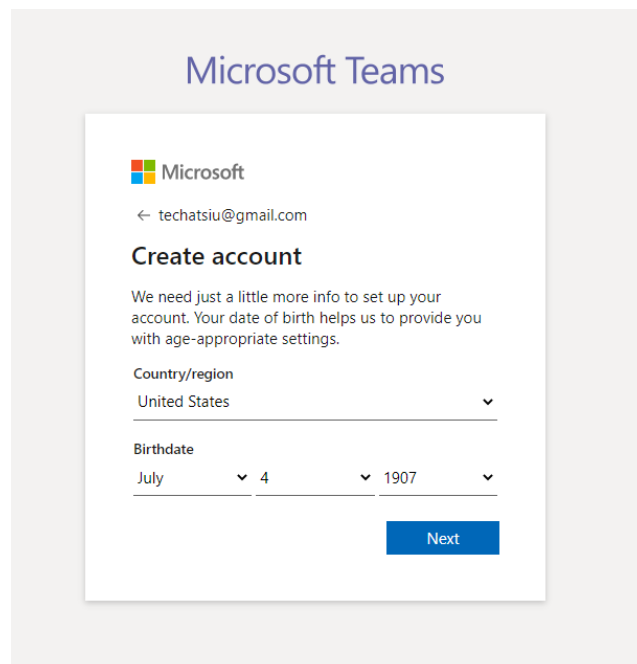
Tips for a strong password:

- Use a “passphrase” – something that you can easily remember
 - EX: SouthernIllinois1869
- Don’t use your first name, last name, or any sensitive information



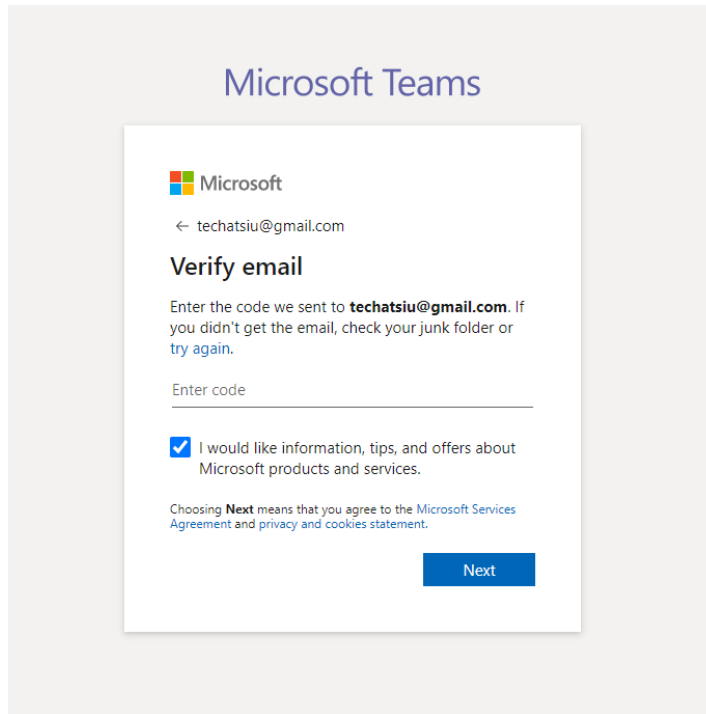
The screenshot shows the Microsoft Teams account creation interface. At the top, it says 'Microsoft Teams'. Below that is the Microsoft logo and the email address 'techatsiu@gmail.com'. The main heading is 'Create a password'. The instructions say 'Enter the password you would like to use with your account.' There is a password input field with a masked password '.....'. Below the field is a checkbox labeled 'Show password' which is currently unchecked. A blue 'Next' button is located at the bottom right of the form.

10. Click Next
11. Fill out your country/region and birthdate

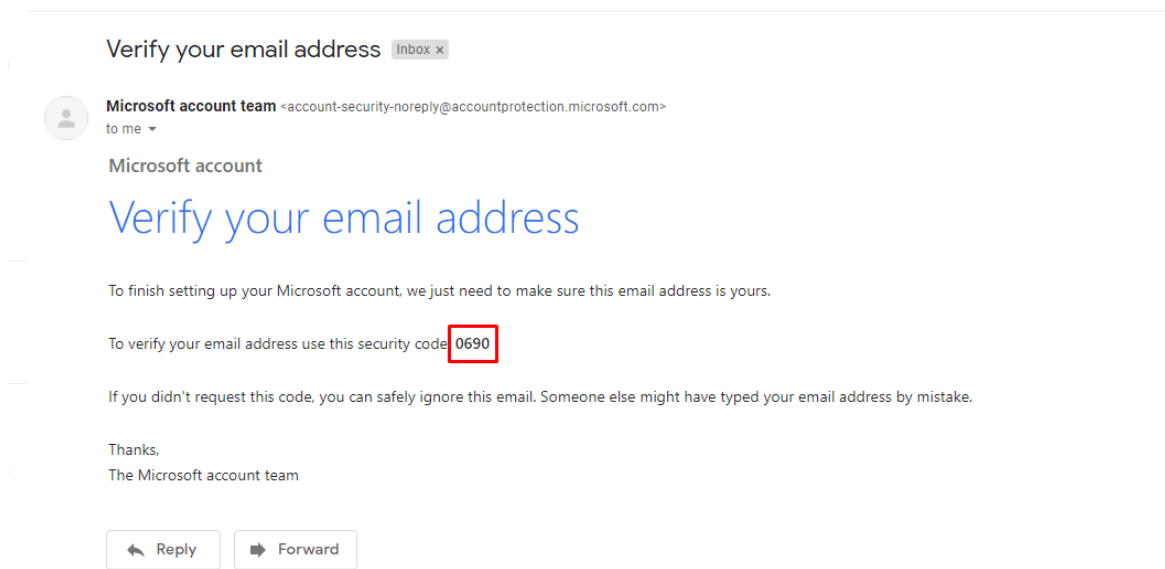


The screenshot shows the Microsoft Teams account creation interface. At the top, it says 'Microsoft Teams'. Below that is the Microsoft logo and the email address 'techatsiu@gmail.com'. The main heading is 'Create account'. The instructions say 'We need just a little more info to set up your account. Your date of birth helps us to provide you with age-appropriate settings.' There are two dropdown menus: 'Country/region' with 'United States' selected, and 'Birthdate' with 'July', '4', and '1907' selected. A blue 'Next' button is located at the bottom right of the form.

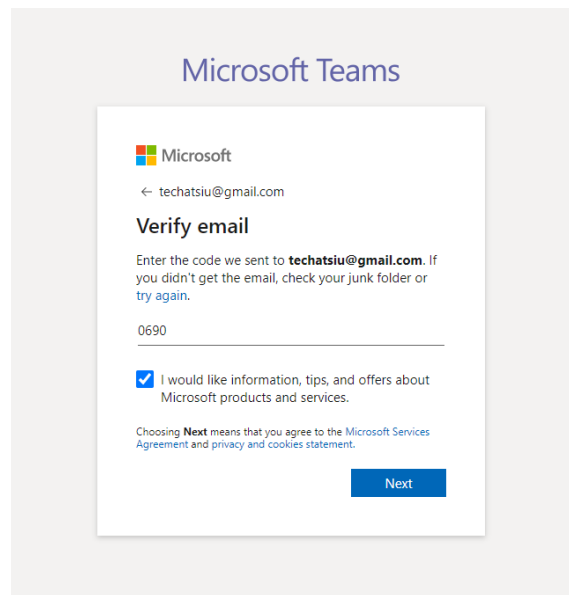
12. Click Next
13. You will be prompted to verify the email



14. Go into your email.
15. Copy the code in the email. See example below to find the code.

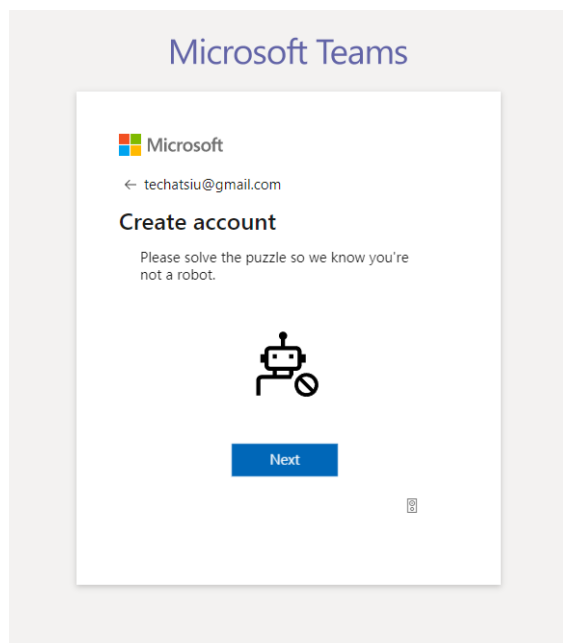


16. Paste it into the “Verify Email” textbox

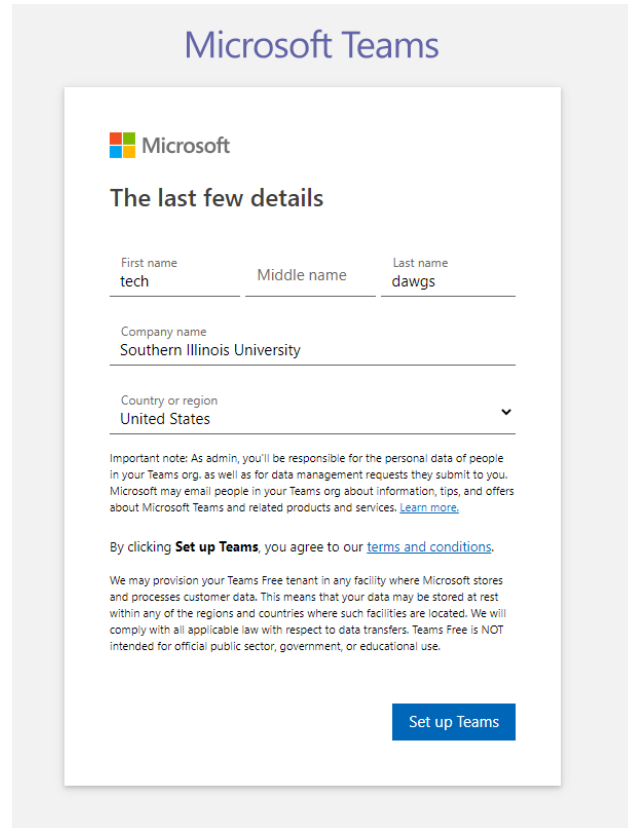


Note: you can uncheck the box “I would like information, tips, and offers about Microsoft products and services”

17. Click Next
18. You may need to verify you are not a robot. If it asks you to verify you are not a robot, follow the directions on the screen. If it doesn't ask you to verify, then skip this step.



19. Type your first and last name into the textboxes (middle name is optional).
20. If you are using a company or organization account, type their name into the “Company name” field. If you are not using a company or organization account, just type any phrase into the field.



Microsoft Teams

Microsoft

The last few details

First name: tech Middle name: Last name: dawgs

Company name: Southern Illinois University

Country or region: United States

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. Microsoft may email people in your Teams org about information, tips, and offers about Microsoft Teams and related products and services. [Learn more.](#)

By clicking **Set up Teams**, you agree to our [terms and conditions](#).

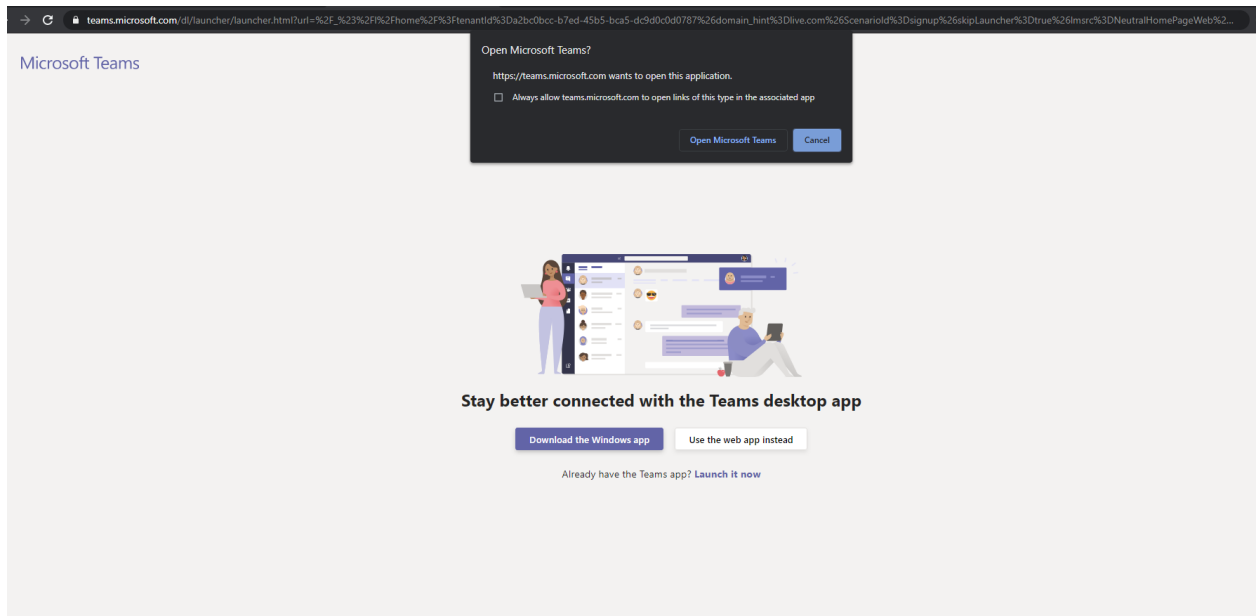
We may provision your Teams Free tenant in any facility where Microsoft stores and processes customer data. This means that your data may be stored at rest within any of the regions and countries where such facilities are located. We will comply with all applicable law with respect to data transfers. Teams Free is NOT intended for official public sector, government, or educational use.

Set up Teams

21. Click “Set Up Teams”
22. Microsoft will begin setting up teams.
At this point your account has been set up for Microsoft Teams.

Further Notes - Opening a Meeting from Sign-up

23. The page will refresh after setting up and you will be prompted to either “open the Microsoft Teams app” or “Open the web app”



24. You can open Microsoft Teams using any of the following ways:
- A. If you already have the Microsoft app downloaded, feel free to click on “Open Microsoft Teams” in the pop-up
 - B. If you don’t have the Microsoft app and would like to use it click “Download Microsoft Teams”
 - C. If you wish to use the webpage version only, click “Use the web app instead”