

# Microsoft Teams – Account Setup

The following instructions will begin the process of gaining access Microsoft Teams through the Diocese. Microsoft Teams will ask you to use an email address for your user ID. You can use any email address including Office 365 email address, outlook.com, gmail.com etc.

**Consider the email address you plan to use as your Teams user ID when answering these question:**

1. Is this email address and Microsoft Office 365 address? If you don't know the answer to this question, please ask the person who sets up email addresses for your school or organization.
  - a. If **Yes**, email \_\_\_\_\_ your Office 365 email address. You will receive an invitation to Microsoft Teams from the \_\_\_\_\_ office shortly.
  - b. If **No**, proceed to instructions under the heading **Setting up a Microsoft Account**.

## **Setting up a Microsoft Account on Live.**

- a) Visit: <https://login.live.com>
- b) Click the **No Account? Create One** link to create an account using your school email address as the **User Name** for your Microsoft.com account.
- c) Create a password that you can remember. (enter it twice)
- d) Continue filling out the form as necessary.
- e) Click the **Create account** link at the bottom of the page.
- f) Once you create your account, Microsoft will send you a verification email. Use the link to activate your account.
- g) Once you have activated your Microsoft.com account, please email \_\_\_\_\_ and provide the email address you used to create that Microsoft account. You will receive an invitation to Microsoft Teams from the \_\_\_\_\_ office shortly.

## **Installing the Microsoft Teams app for your device:**

**Mobile devices:** scan the barcode at right.

**Mac/PC:** Click this link: <https://www.microsoft.com/en-us/microsoft-teams/download-app> to install.



## **Answering the invite**

When you receive the invitation from the Roman Catholic Diocese of Erie, click the **Open Microsoft Teams** link.

## **Syncing files locally in Windows 10.**

1. Open Teams and click the **Teams** icon on the left.
2. Click the appropriate team name.
3. Click **Files** at the top of the screen and then **Open in Sharepoint**.
4. Log in with your Office 365 or Microsoft Live account.
5. Click **Sync** and **Sync now**. If a third window appears with a small check box, be sure to check the box and click **OK**.

