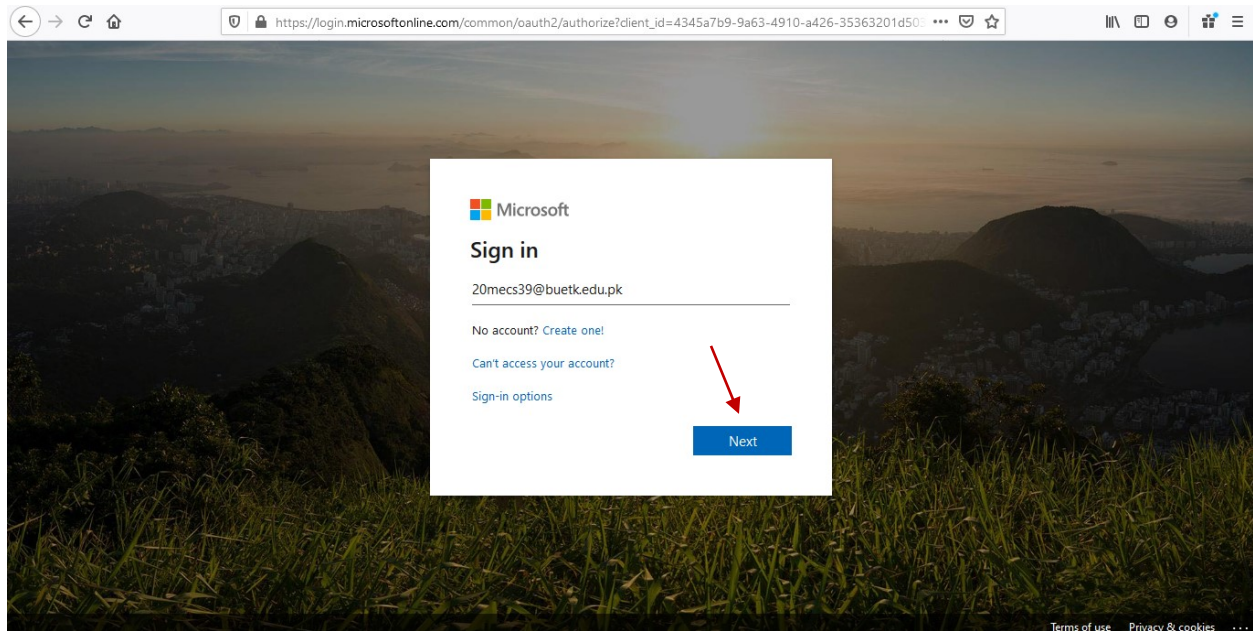


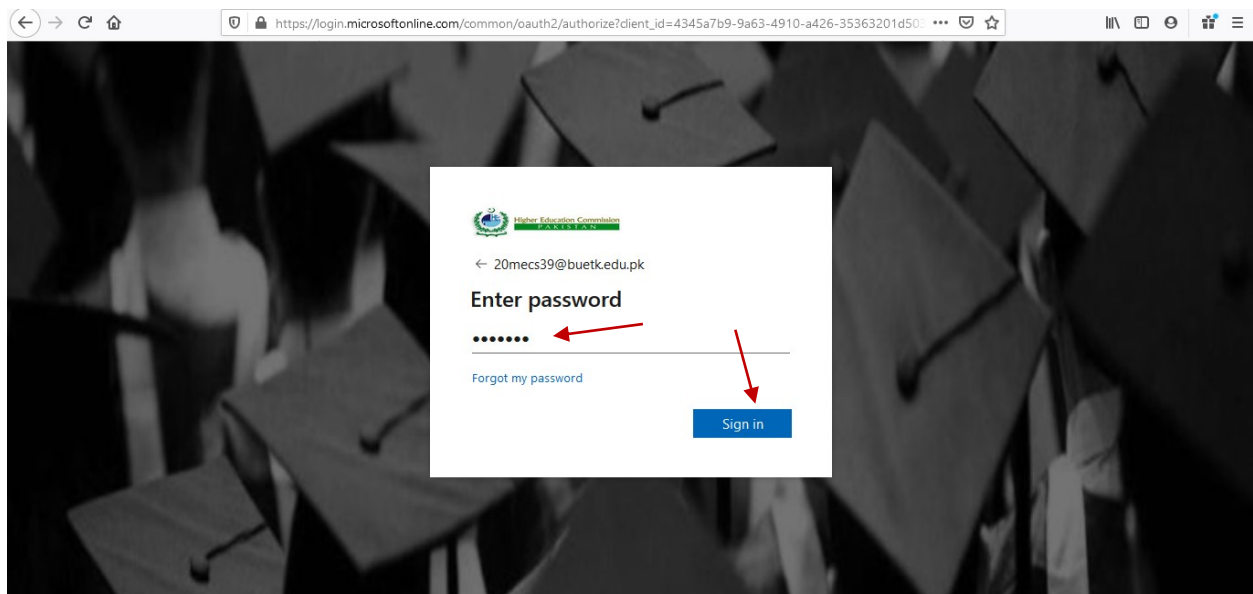
Quick User Guide to use Microsoft Teams

Step 1. Goto this link for access office 365 /MS team login <https://login.microsoftonline.com/>

Step 2. Use email credentials provided you on your personal email address for “MS Team”. And click Next button as shown by red arrow highlighted in screenshot below.

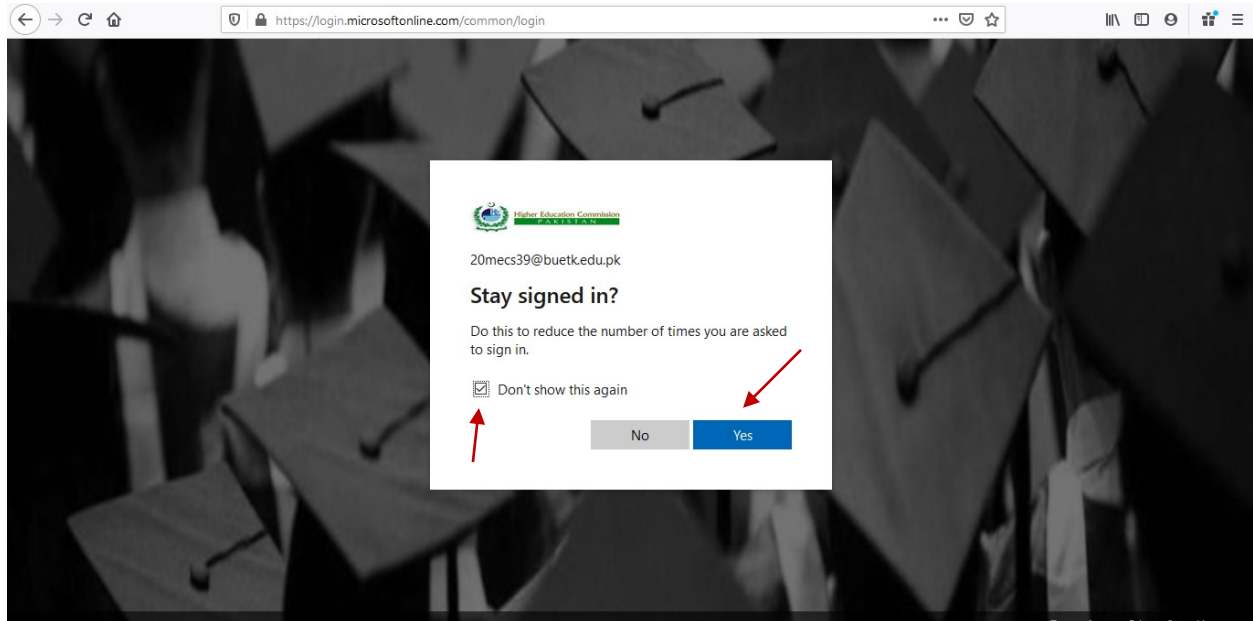


Step 3. Now enter your MS Team. Password and click on “Sign in” button.

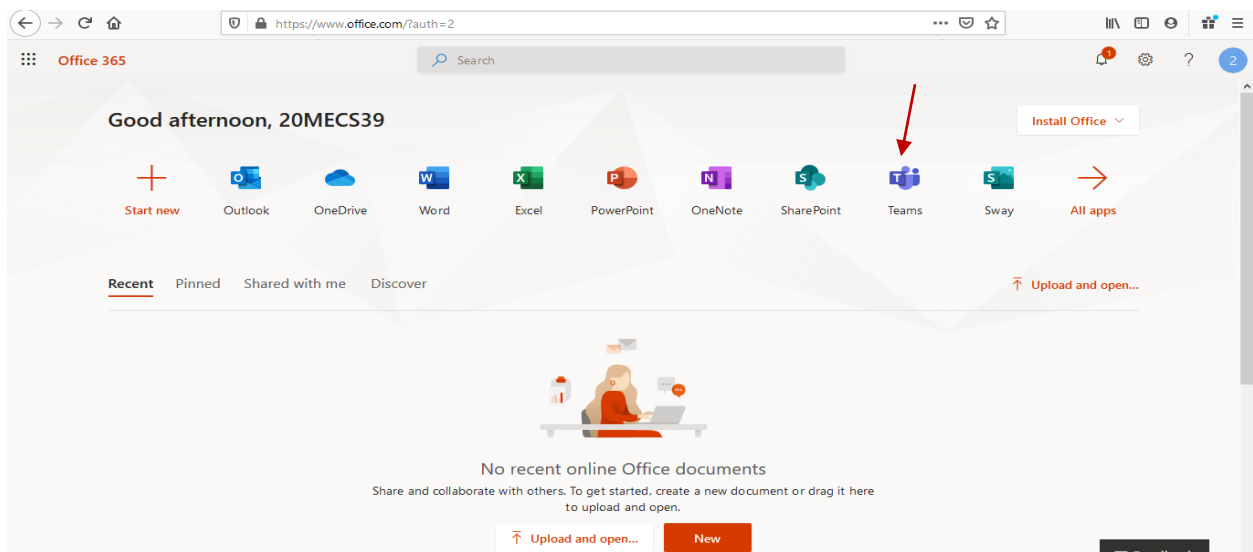


Step 4. Click on “Don’t show this again” by checking sign. And click on “Yes” button to save your password into browser for next time login.

Note: Don’t use this practice if you are using your account from public PC or someone’s else Smartphone. In this case click on “No” button to avoid saving your password for next time login.

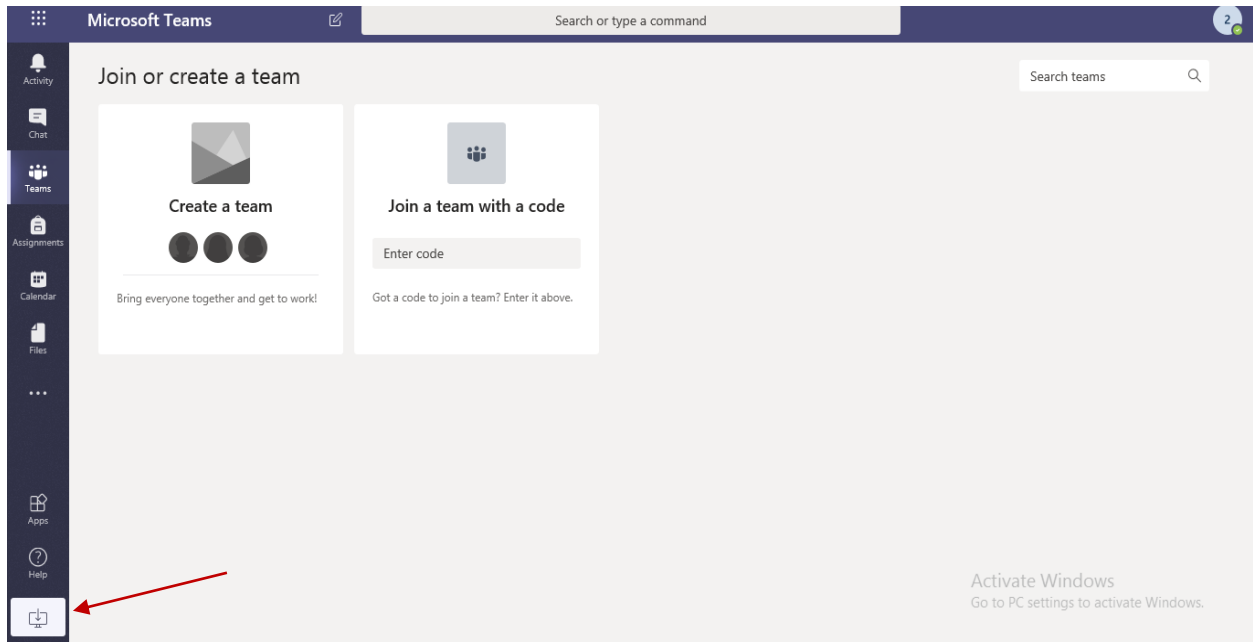


Step 5. Hurray!! You have successfully logged in into your o365 account. Now click “Teams” icon highlighted by red arrow in screenshot below.



Note: here is one more thing to announce! You have provided 5 MS office Pro Plus 2016 & 2019 Licenses as well. You may install it by clicking Install Office button at upper right side of the screenshot shown below.

Step 6. A) In this stage if you are using Laptop of PC, after clicking “Teams” icon you will be directed to this dashboard of Microsoft Teams. Now you are all set to use MS teams from your internet browser or even you can download MS Teams Desktop software for you PC by click download icon highlighted by red arrow in screenshot below.



B) In this stage if you are using smartphone or tablet you will be re-directed to app store “downloads page” as per your mobile operating system. After it you can download the MS Team app and use o365 credentials provided you on your personal email for “MS Team”.