

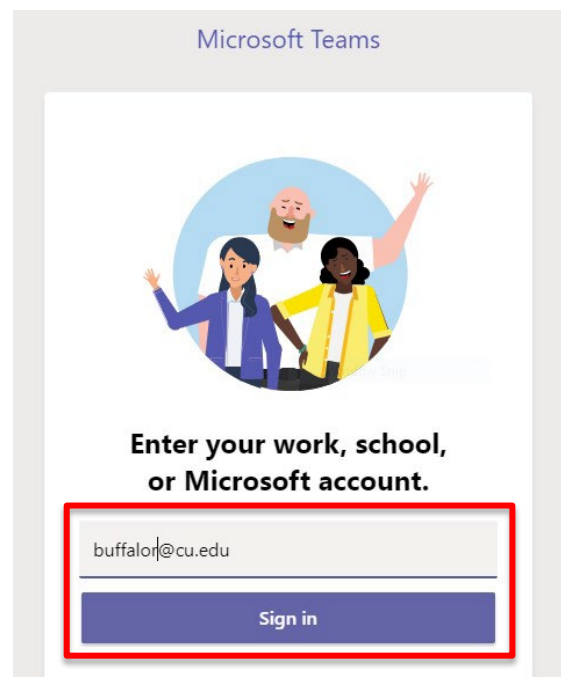
Signing into Microsoft Teams on Windows

PURPOSE:

- Illustrates signing into the Microsoft Teams application on Windows
- Basic functionality for Microsoft Teams
- If Teams is not on your device, please contact the UIS Service Desk, and we can assist in getting it downloaded and installed.

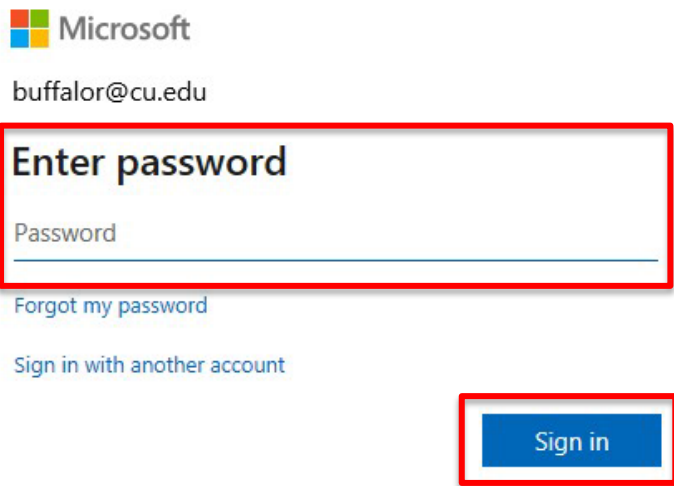

After clicking on the program to start it, enter your CU username (generally last name, first initial) followed by @cu.edu (e.g. smithj@cu.edu) into the sign-in field.

Click Sign in.



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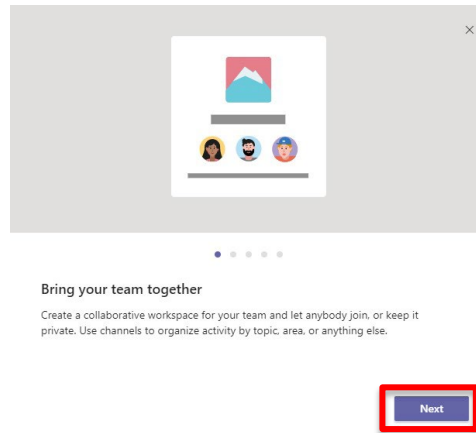
<p>At the next prompt, enter your account password.</p> <p>Click Sign in.</p>	 <p>The screenshot shows the Microsoft sign-in interface. At the top is the Microsoft logo. Below it is the email address 'buffalor@cu.edu'. A red box highlights the 'Enter password' field, which contains the text 'Password'. Below the password field are two links: 'Forgot my password' and 'Sign in with another account'. A red box highlights the 'Sign in' button.</p>
<p>You will see a small splash screen as the application loads.</p>	 <p>The screenshot shows the Microsoft Teams splash screen. It features the Teams logo (a blue square with a white 'T' and two blue circles) and the Microsoft logo below it. At the bottom, the text 'Loading Microsoft Teams . . .' is visible.</p>



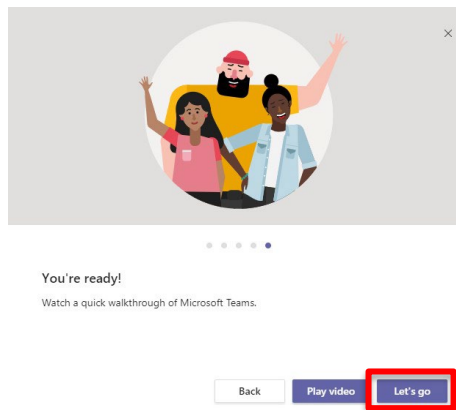
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On initial login, Microsoft Teams will display a brief tutorial on some of its basic features. You can view these slides or skip through them by clicking **Next**.

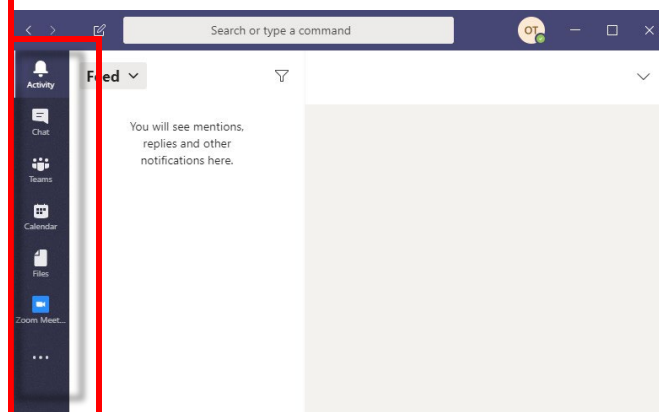


Once you are through, click **Let's go**.



Once connected, the different main screens and functions will be displayed on the left.

Activity/Feed will show a social media style view of recent chats and events.



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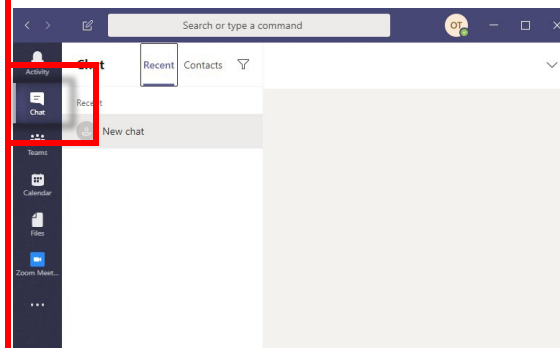
Contact UIS

Call: (303) 860-4357
Email: help@cu.edu

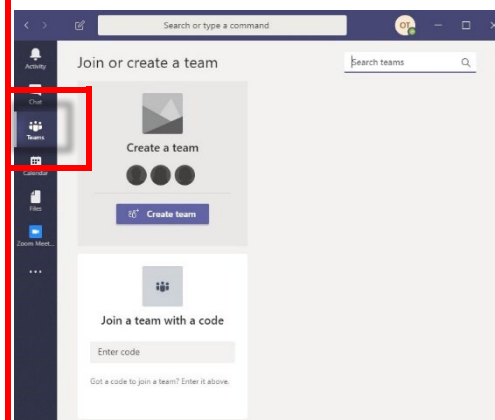
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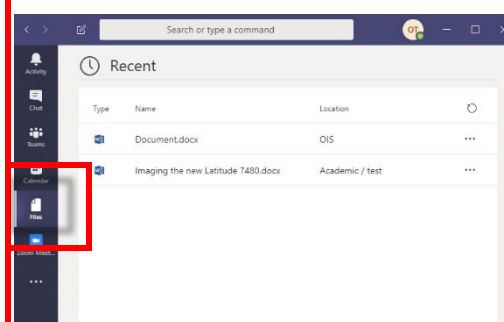
Chats will be where individual chat conversations can be accessed.



The Team section will be where group discussions and pages will be accessible.



Documents will be a space where SharePoint or OneDrive documents can be accessed.



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