

# Microsoft Teams

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## Lesson 1 ( From Teams App of Desktop)

1) **Locate** App on PC and **Select** Teams (Check Desktop)



2) **Select** Continue and **Enter**

**Username:** first.last@mbamsa.org

**Password:** Academy7

\*\*\*( capital A)\*\*\*



Enter your work, school, or Microsoft account

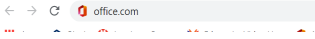
first.lastname@mbamsa.org

Next

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## Lesson 2 ( From Web Browser)

1) Enter **office.com** in URL



## 2) Select Sign In



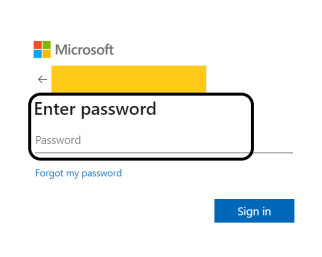
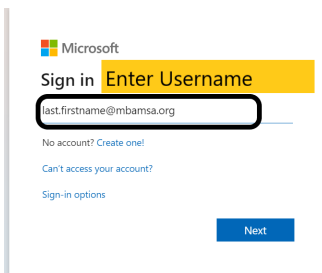
## 3) Enter Username and Password

**Username:** first.lastname@mbamsa.org

**Password:** Academy7

**\*\*\* ( Capital A)\*\*\*\***

**\*\*\* After initial login, student will be prompted to reset password\*\*\***



## 4) Select Teams

