

Sign in, sign up, sign out and add a new account in Microsoft Teams (free)



1. Download Microsoft Teams for your laptop/desktop PC

1. [For Windows Desktop \(Windows 10\)](#)

- Windows 11 should already have it preinstalled. If not, use same link for Windows 10

2. [For Macbooks](#)

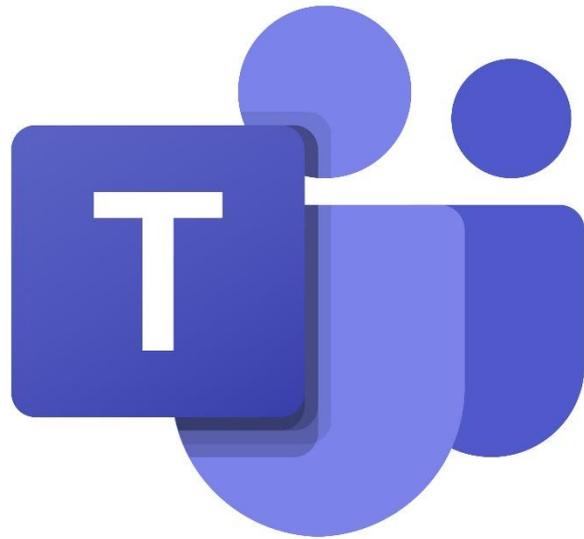
- ### 3. For Android/Apple iPhone or tablets, scan the QR code below. If it doesn't scan, use same link for Macbooks.



Get the Teams mobile app



Sign in, sign up, sign out and add a new account in Microsoft Teams (free)



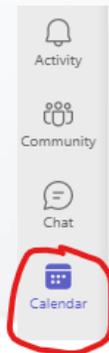
- ◆ To sign up for Microsoft Teams (free), all you need is a Microsoft account. If you have an Office 365 subscription, or are using Skype, OneDrive, Outlook.com, or Xbox Live, then you already have one. If not, it's easy to [create a new Microsoft account](#).
- ◆ You can create a new Microsoft account using your @mikofc.org email address.
 - ◆ Grand Knight - gk<council#>@mikofc.org
 - ◆ Financial Secretary – fs<council#>@mikofc.org
 - ◆ Membership Director – md<council#>@mikofc.org
 - ◆ Program Director – pd<council#>@mikofc.org
 - ◆ District Deputy – dd<district#>@mikofc.org
 - ◆ Others – example: m.wierzgac@mikofc.org
- ◆ If it prompts you to select a type of account you want to sign up with, select “With Friends and Family”
- ◆ **Please try and remember your login information if you already have a Microsoft account, or if you create one. MIKOF C has NO control over these accounts and can not reset passwords for Microsoft accounts. To reset a Microsoft account password, follow the steps on the Microsoft Teams app login prompt to reset your Microsoft account password.**





Ok, what next?

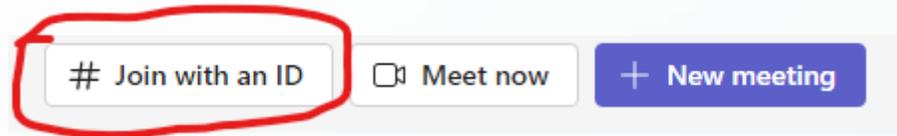
- ◆ Once you installed the Microsoft Teams app, and signed in.
 - ◆ If trying to join a meeting, click the link in the meeting invite on your google calendar or email inbox. Link should connect you to the meeting if the Microsoft Teams app is installed and you are signed in.
 - ◆ If link doesn't automatically connect you, you can join using an ID
 - ◆ In the Microsoft Teams app, on the left pane you should see a calendar icon



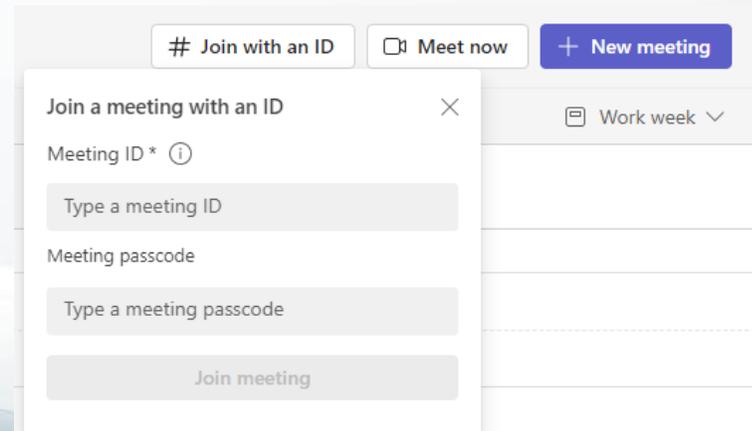


Ok, what next? (Continued)

◆ Up on top, you should see a “# Join with an ID” button. Click on it



◆ Manually type in Meeting ID and Meeting Passcode, then click the “Join Meeting” button



Ok. what if I am using the Mobile App?

- ❖ If using the mobile app, same procedure. Open the email or calendar invite with the app you use on your mobile device and click the link. It should open the app and connect you to the meeting.
- ❖ If it doesn't, manually open the Microsoft Teams mobile app, locate the calendar icon.
- ❖ At the top, you should see a Meet button. Click on it
- ❖ Select “# Join with a meeting ID”
- ❖ Enter Meeting ID and Passcode, then press the Join Meeting.





And Then....?

- ❖ That's it! Enjoy using Microsoft Teams. Play around with it, get more familiar with it. Upload a profile picture if you like. Start your own meetings.
- ❖ If you have questions, feel free to email m.wierzgac@mikofc.org

