

How to Set up MS Teams

Microsoft Teams is an online chat-based collaboration platform that can be used for document sharing, online video meetings, screen sharing, and audio conferencing,

Northern College's license arrangements with Microsoft allow us to deploy Office 365 to all of our students and most of our employees.

Office 365 contains a suite of applications such as Word, Excel, PowerPoint and MS Teams.

This guide will demonstrate how to activate your Office 365 account, and setup MS Teams.

Step 1. Open a web browser on your computer and go to:

<https://www.office.com>

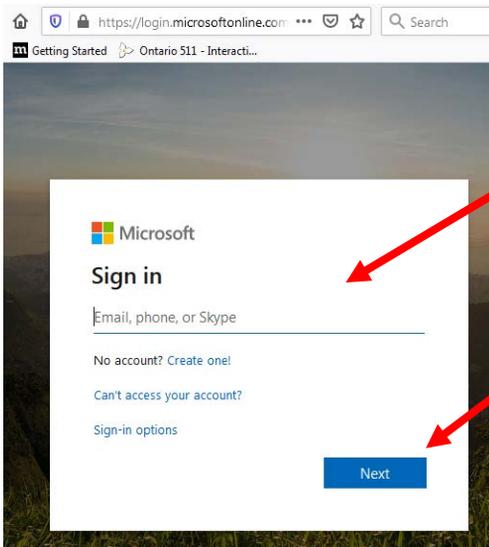
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Welcome to Office
Your place to create, communicate, collaborate, and get great work done.

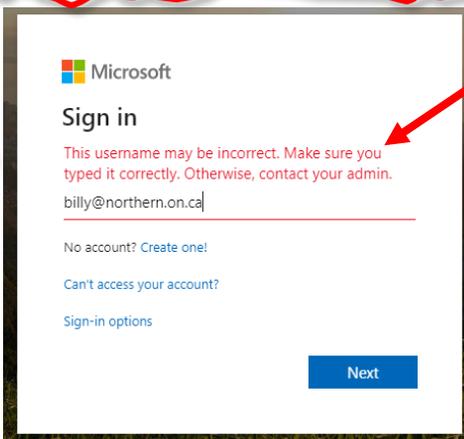
Get Office Sign in

Click on the
Sign In
button

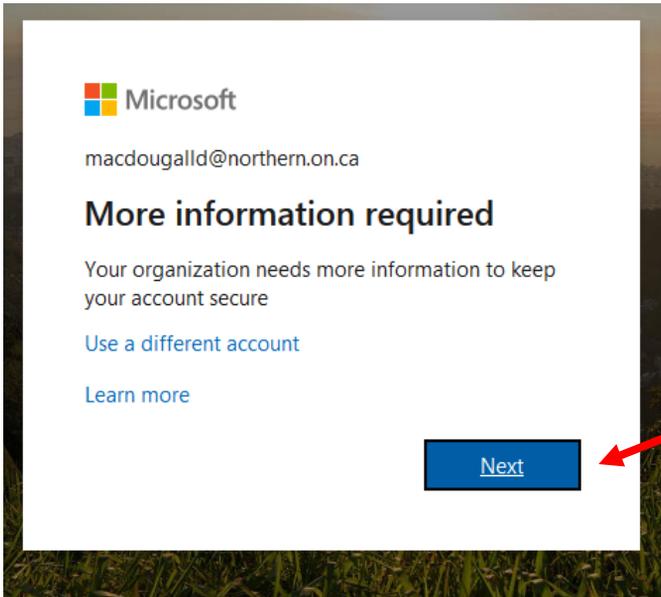


Step 2. Enter your Northern College email address and then click on the **Next** button

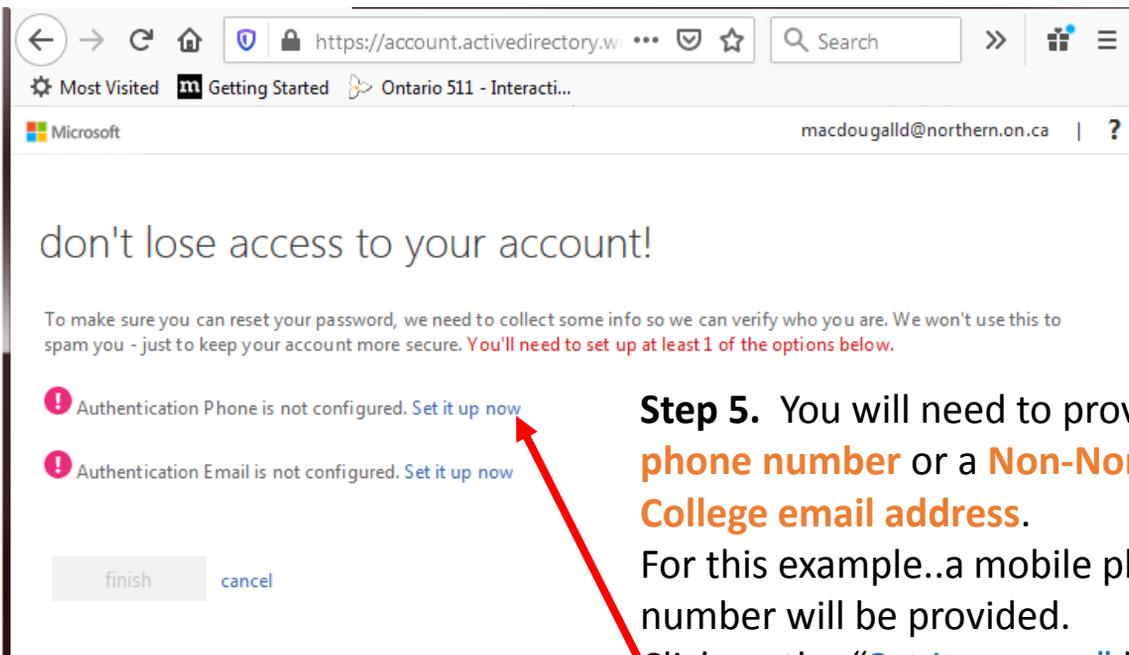
NOTE* If you know for certain you have typed in your email address correctly, and you see a screen like this, then your Office 365 account has not yet been enabled. Please send a note to ithelp@northern.on.ca or contact the IT support folks at your campus



Step 3. Enter your Northern College password and click on the **Sign in** button



Step 4. You will now be required to provide additional information to ensure your account is secure. Click the **Next** button



Step 5. You will need to provide a **phone number** or a **Non-Northern College email address**. For this example..a mobile phone number will be provided. Click on the “**Set it up now**” link

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Canada (+1)

text me

call me

back

Step 6. Enter a phone number.

Note that you must click on the Canada country code, and your phone number must be entered exactly as shown (use dashes).

Click on the “text me” button

If you are using a Regular (non cell) number, or wish to enter a phone number that can not receive texts, then click on the “call me” button. You will not be able to use a phone number that has an extension

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Canada (+1)

text me

call me

We've sent a text message containing a verification code to your phone.

[try again](#)

back

Step 7. Check your mobile phone to see if you have a text and then enter the code it provides to you.

Click on the “verify” button

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✔ Authentication Phone is set to +1 705-###-####

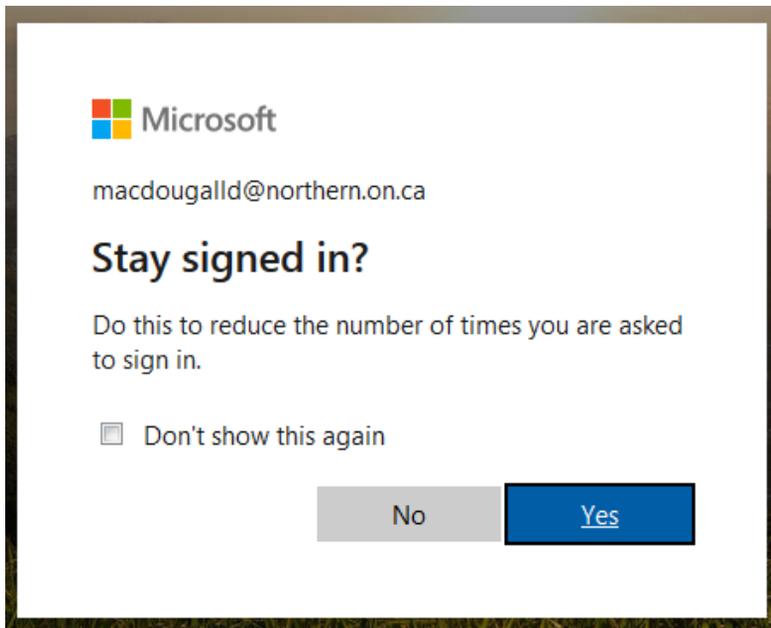
❗ Authentication Email is not configured. [Set it up now](#)

finish

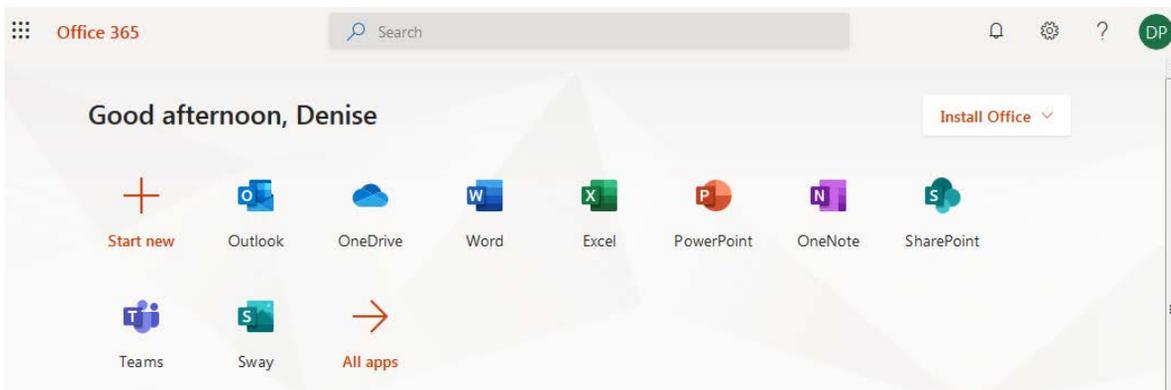
cancel

Step 8. Click on the “finish” button

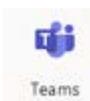
If you decided to use a personal email address to set up your account, you will be emailed a code that you can enter to verify your set up. The process is essentially the same as the screens listed above

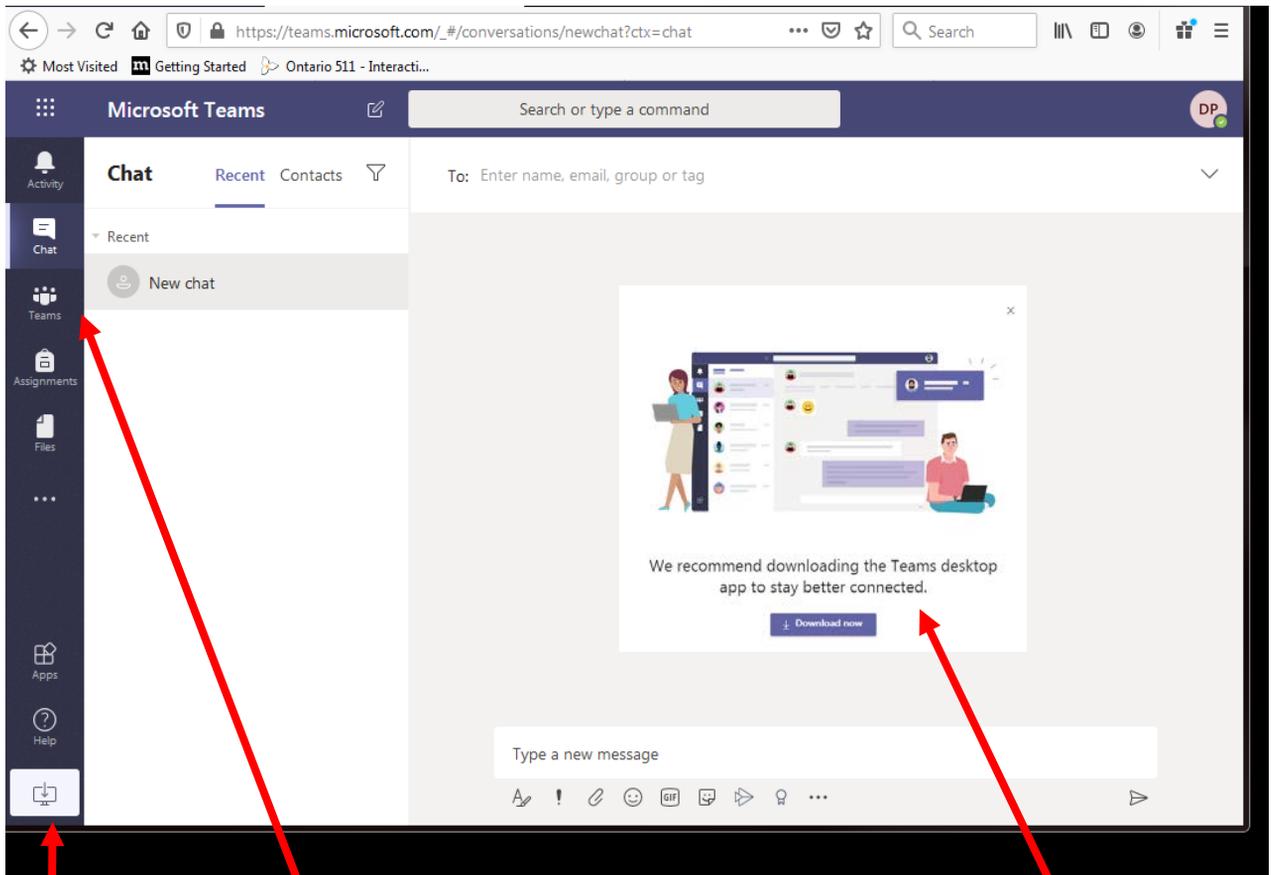


Step 9. Click on the “No” button.....It is always best to log in each time you access your Office 365 or MS Teams account.



Step 10. You will now arrive at the online Office 365 site. You can access any of the applications online, or click on the Install Office link in the upper right if you want to install the MS Office products. **NOTE*** if you are using a College supplied device...you will already have MS Office installed on the device (but you likely do not have MS Teams installed yet. Click on the “Teams” icon





Step 11. MS Teams will open. If you have been added to any groups (teams) then you will see them on your screen...or you can click on the Teams icon on the left hand menu.

11A. You may see a pop up window like that shown in the middle encouraging you to download Teams to your device...Go ahead and do this if you like.

11B. If you do not see the pop up window, then you can click on the download icon on the left hand menu if you want to download the application to your device

Learn more about how Teams works by clicking on the Help icon on the left menu..and then selecting the topics or video training links