



Navigating to Microsoft Teams

Teams Demo

Welcome to Microsoft Teams – to start with, you may want to get acquainted with Microsoft Teams before diving into a real Team environment. In this interactive demo, you'll first get a guided tour of Teams to understand the app and learn about key features.

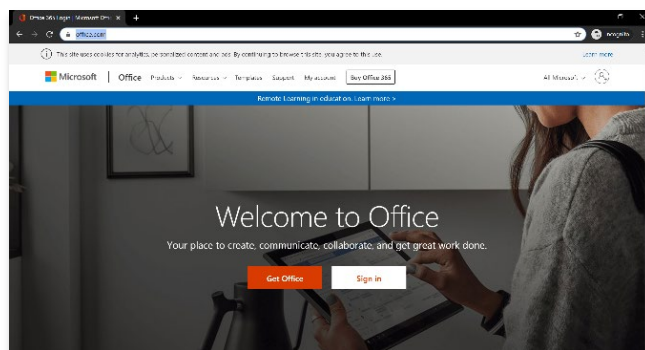
Note: This leads to a Demo only – some labels may have changed, but the features exemplified are still similar.

Click the right-hand image, the link below, or copy and paste this link into your web browser:
<https://teamsdemo.office.com/>



Logging into Office.com

1. In your web browser (preferably Chrome / Edge) type: <https://www.office.com/> into the address bar
2. At the 'Welcome to Office' webpage, click on the **Sign In** button



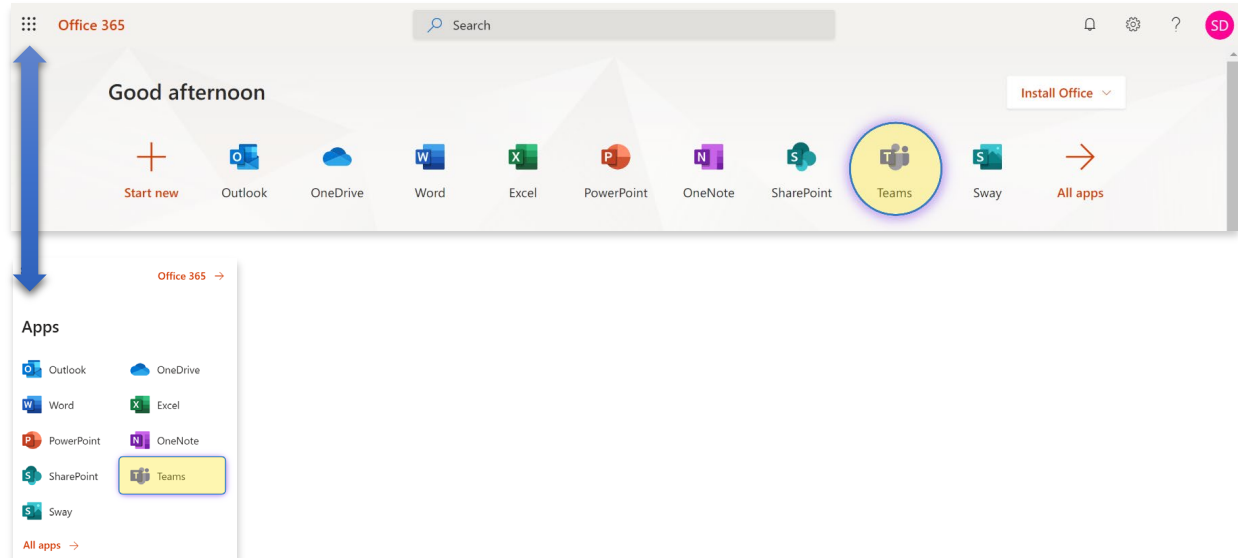
3. On the sign in page, type in your student email as provided
4. Click **Next**

5. Enter your password
(The default password, will be provided in the joining email)
6. Click **Sign In**

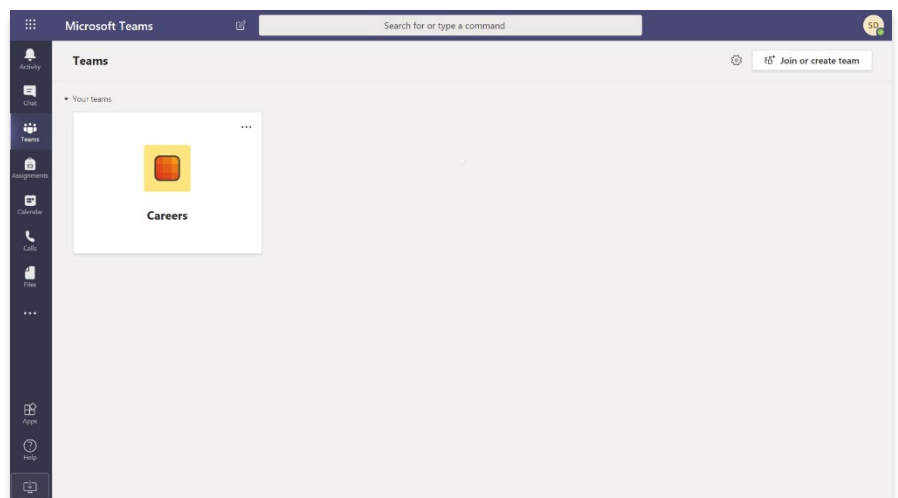
7. Choose **No / Yes**
(If unsure or using a public / shared device, Choose **No**)

Opening Teams

8. Click on Teams (or click on the waffle in the upper left corner to open up the same applications)



9. Welcome to **Teams**



For those joining via code, please continue with the following steps...

Joining a Team via Code

10. Click **Join or create team** (upper right hand corner)
11. (Copy / Paste) Enter the code:
12. Click **Join team**
(You should be joined into the Team after entering the code)
13. **For further guidance, please read [STU-TeamsforEdu QuickGuide.pdf](#) for an overview of the Teams layout and what you can do in Teams**

A rectangular button with a light gray background and a subtle shadow. It contains a small icon of three people and the text 'Join or create team'.