Setup your user account for Teams

1. Open a browser and go to https://login.microsoftonline.com
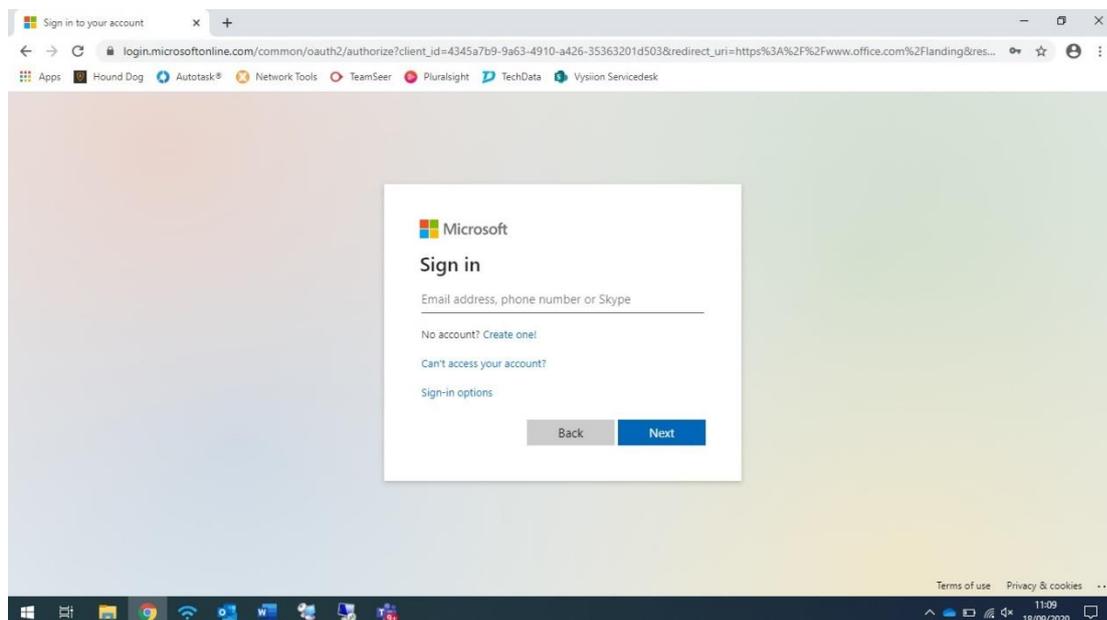
2. Enter the username you have been provided and click NEXT
3. Enter the password and click SIGN IN
4. You'll be prompted to change your password
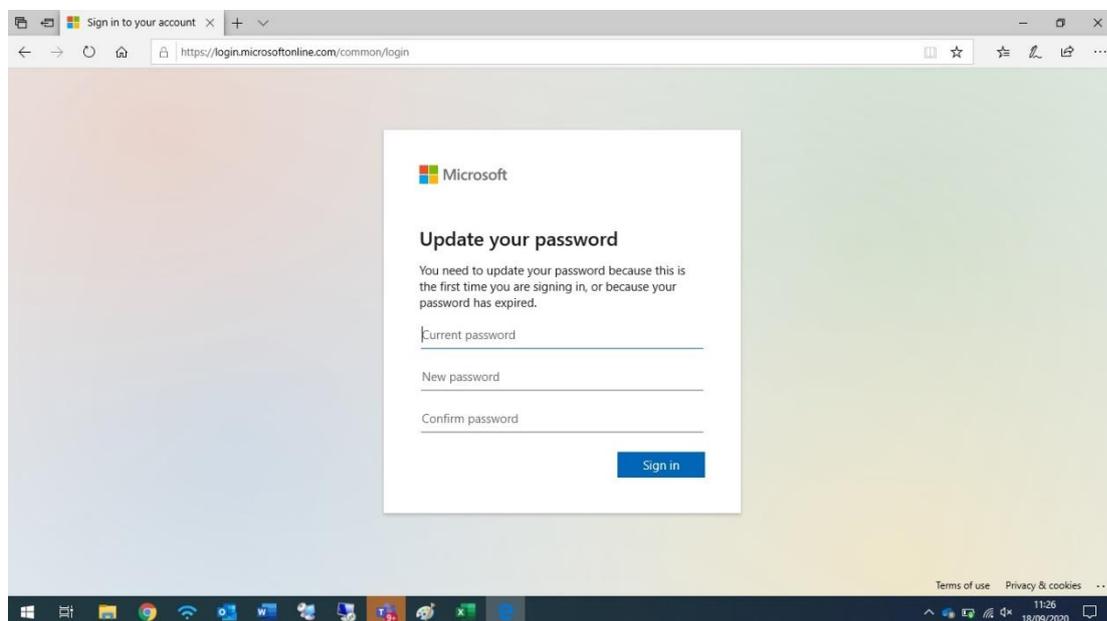
5. Complete all 3 password fields and click SIGN IN
6. Your new password has now been created and you can use the Teams app on your PC, laptop or mobile device. If you don't have Teams you can download it from the Apple App store or Google Play store. On Windows you can download from here; https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app