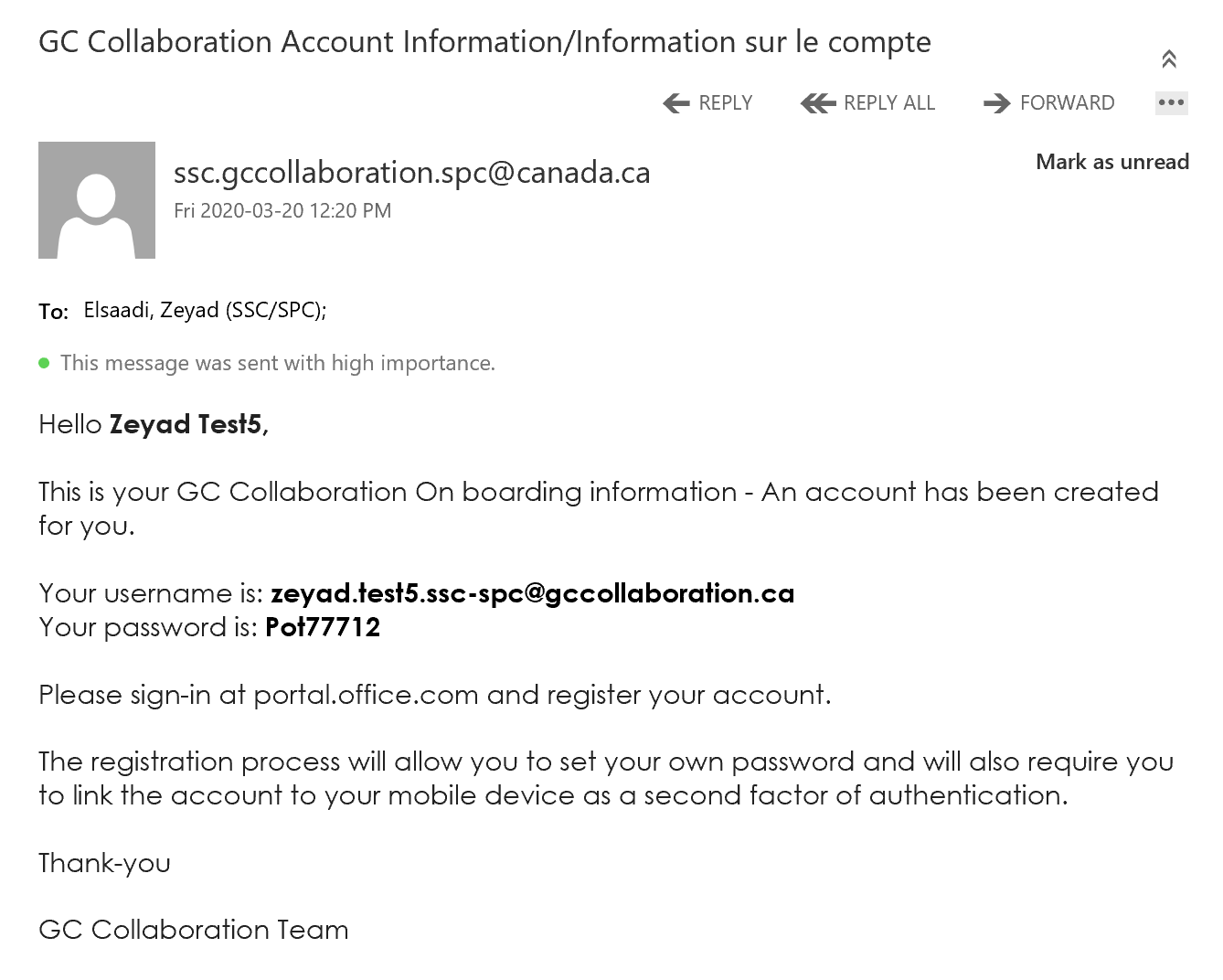
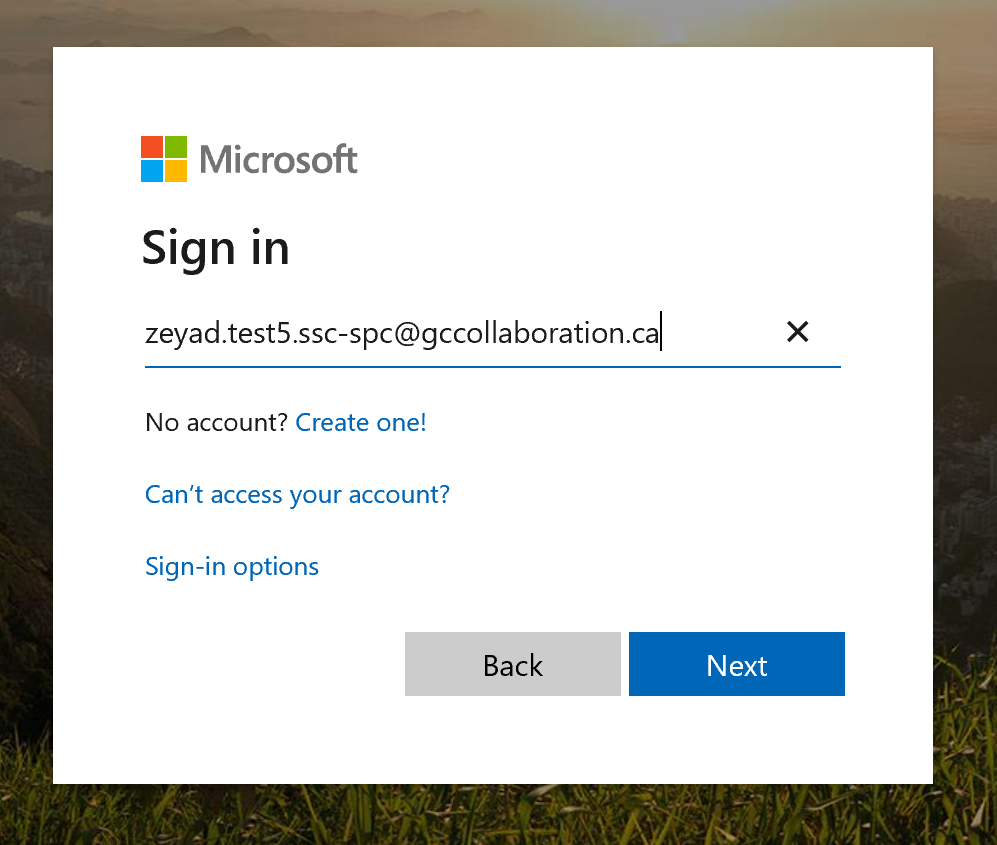
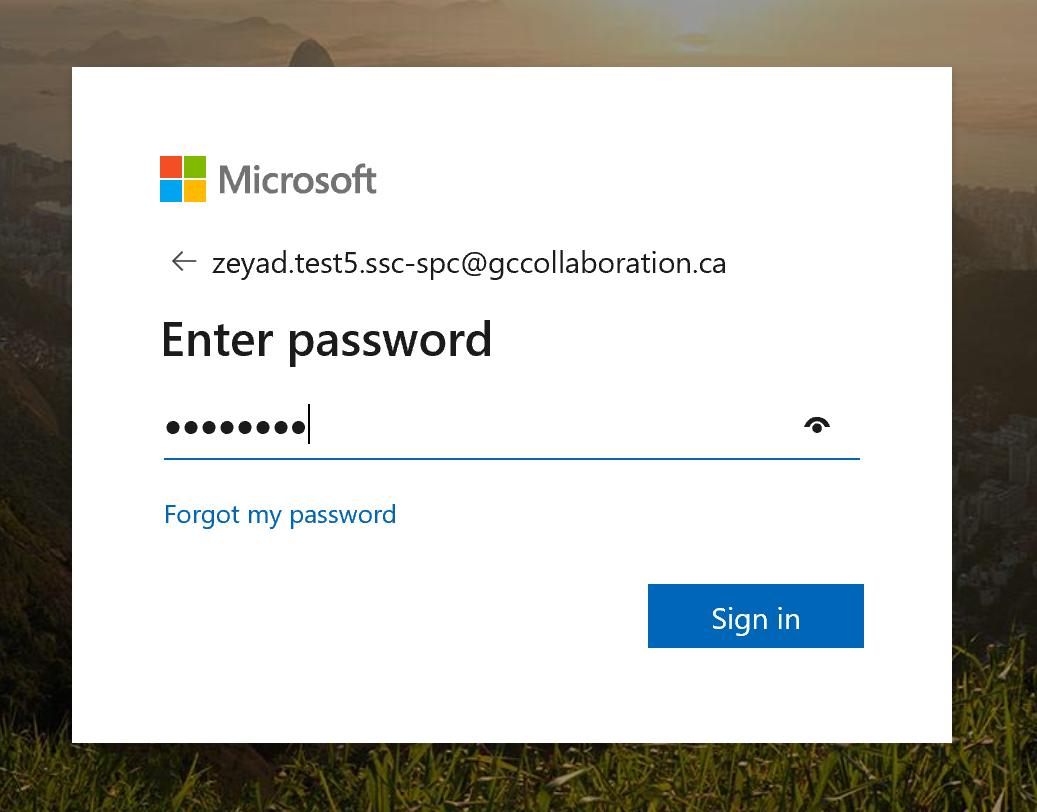
**GC Collaboration Microsoft Teams**

**Install Guide for PC**





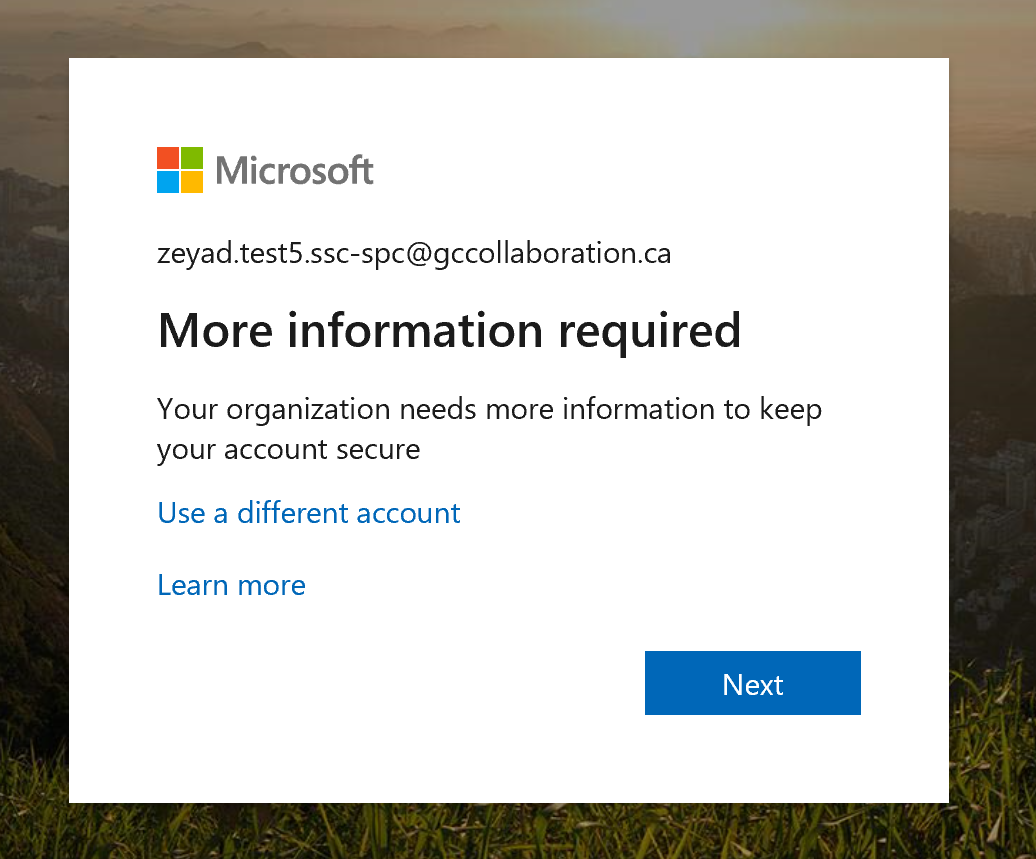


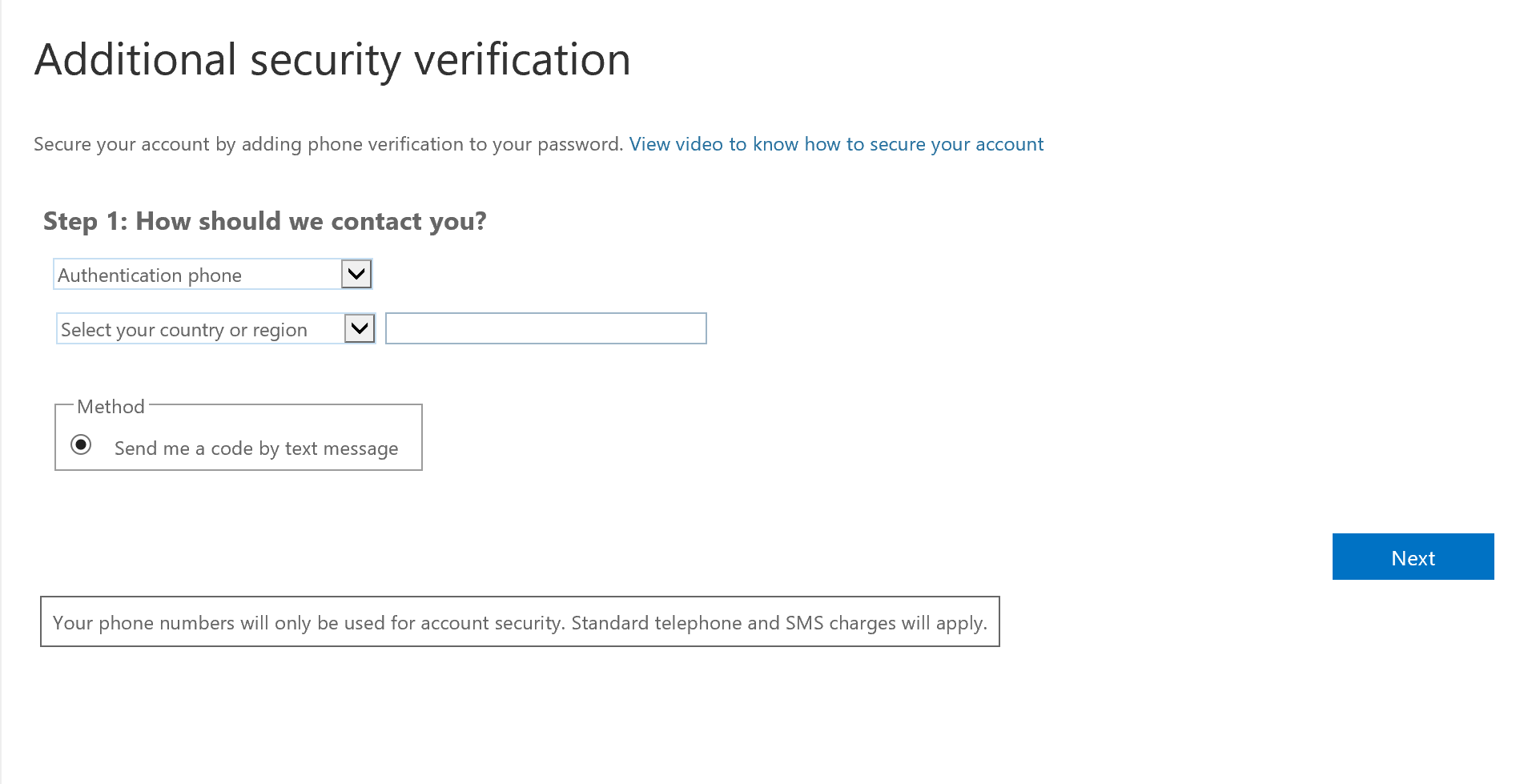
***Step 1 – Email Receipt***

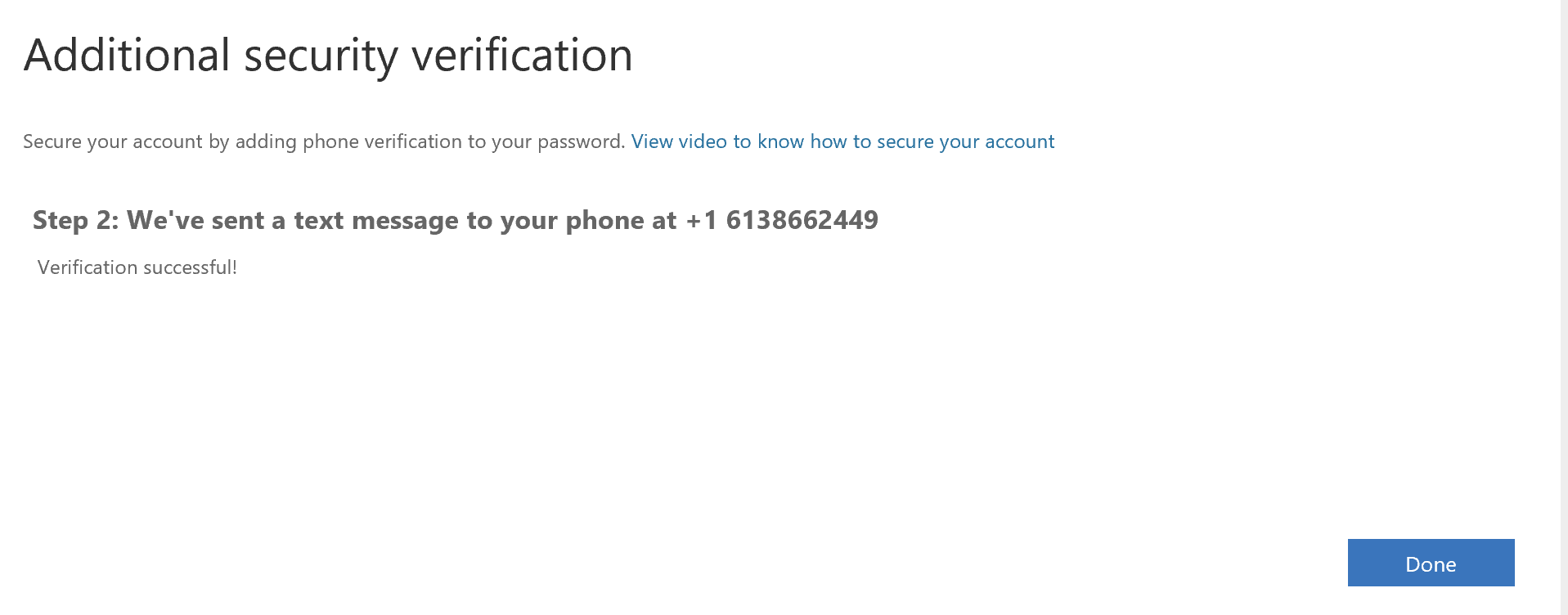
* You will receive a Teams onboarding email from [ssc.gccollaboration.spc@canada.ca](mailto:ssc.gccollaboration.spc@canada.ca) with a username and password included. This username and password will be used to sign in to Teams.
* To register your Teams account, go to portal.office.com.

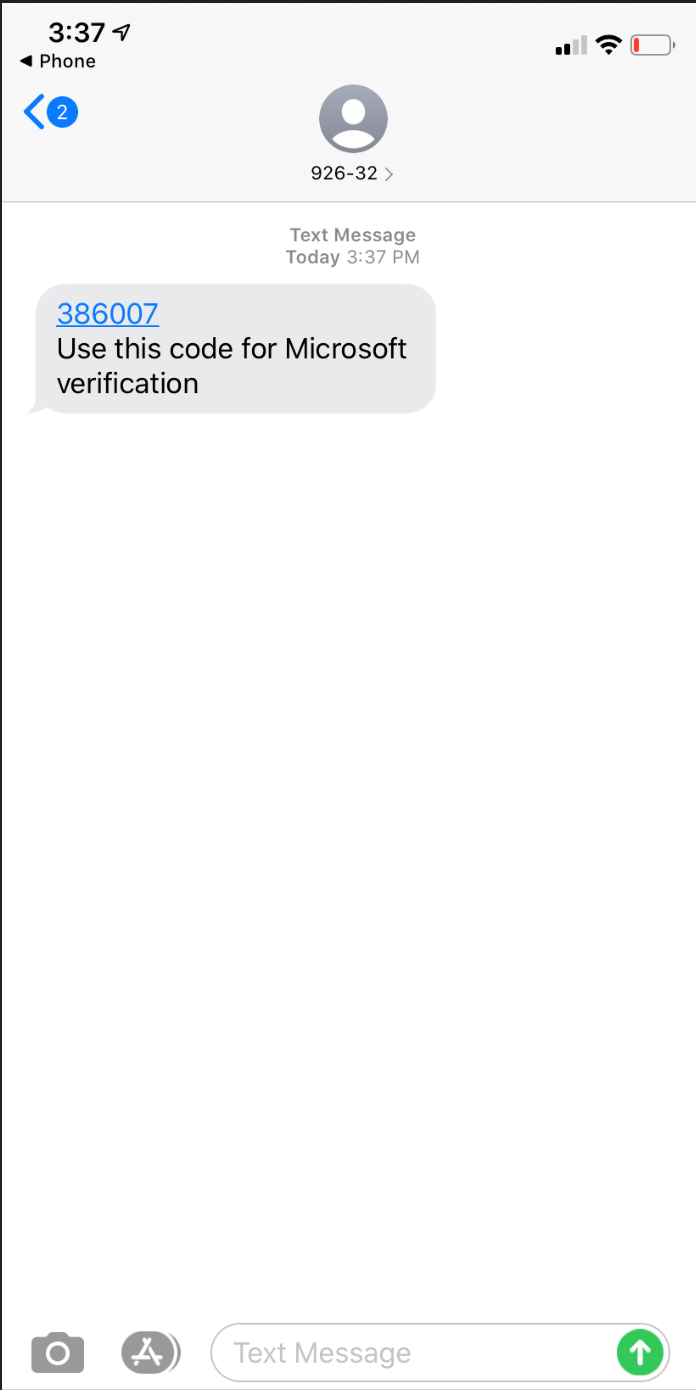
***Step 2 – Sign In***

* Enter the username provided in your onboarding email (Step 1)
* Click **Next**
* Enter the password provided in your onboarding email (Step 1)
* Click **Sign in**

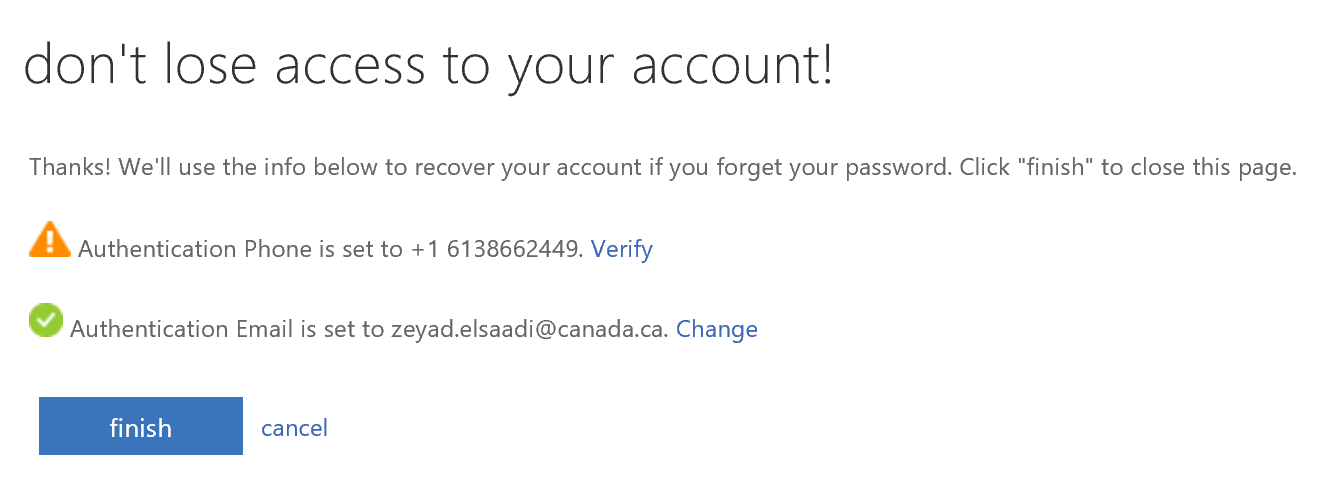












***Step 3 – Additional security verification***

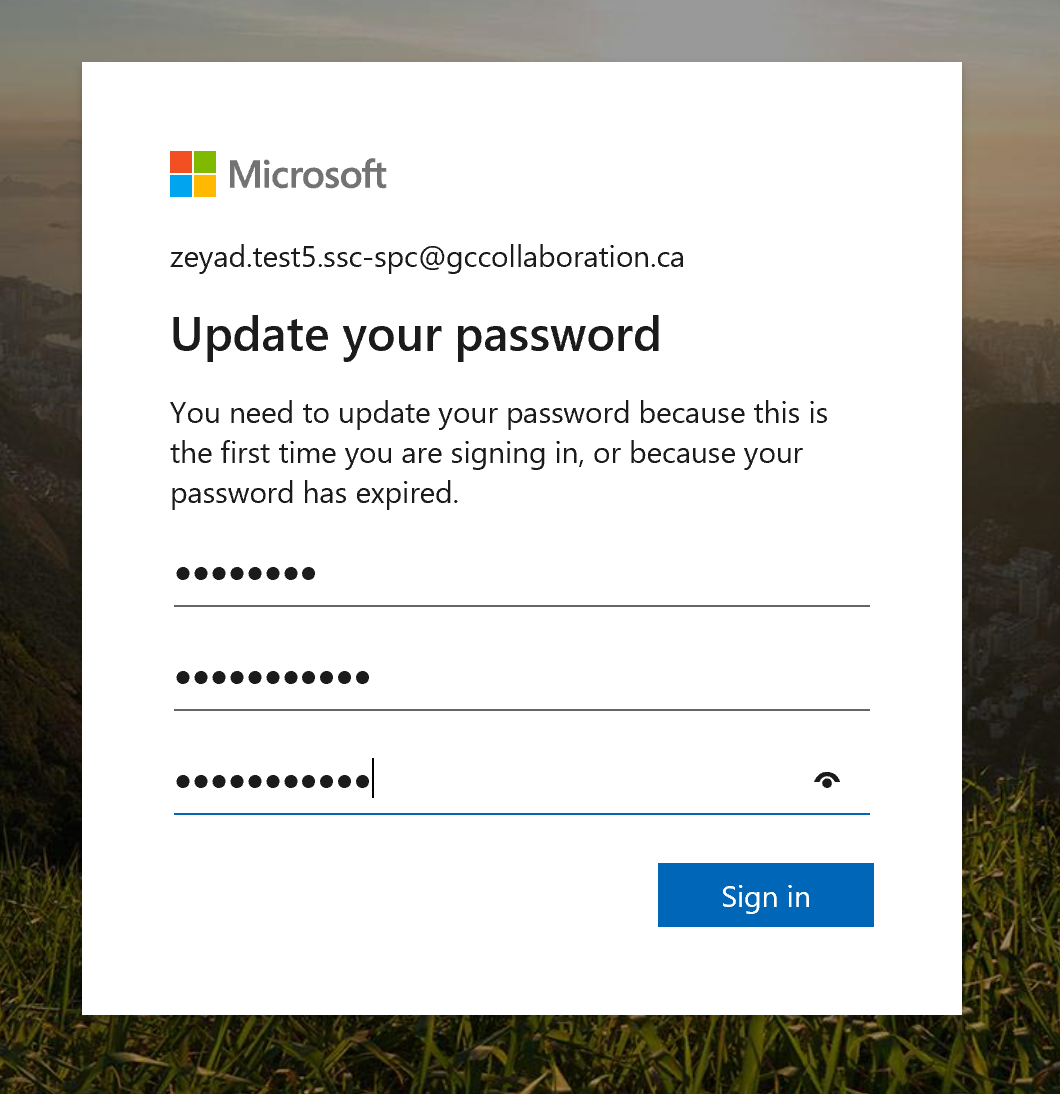
* You will now be directed to a page that says “More Information required”
* Click **Next**

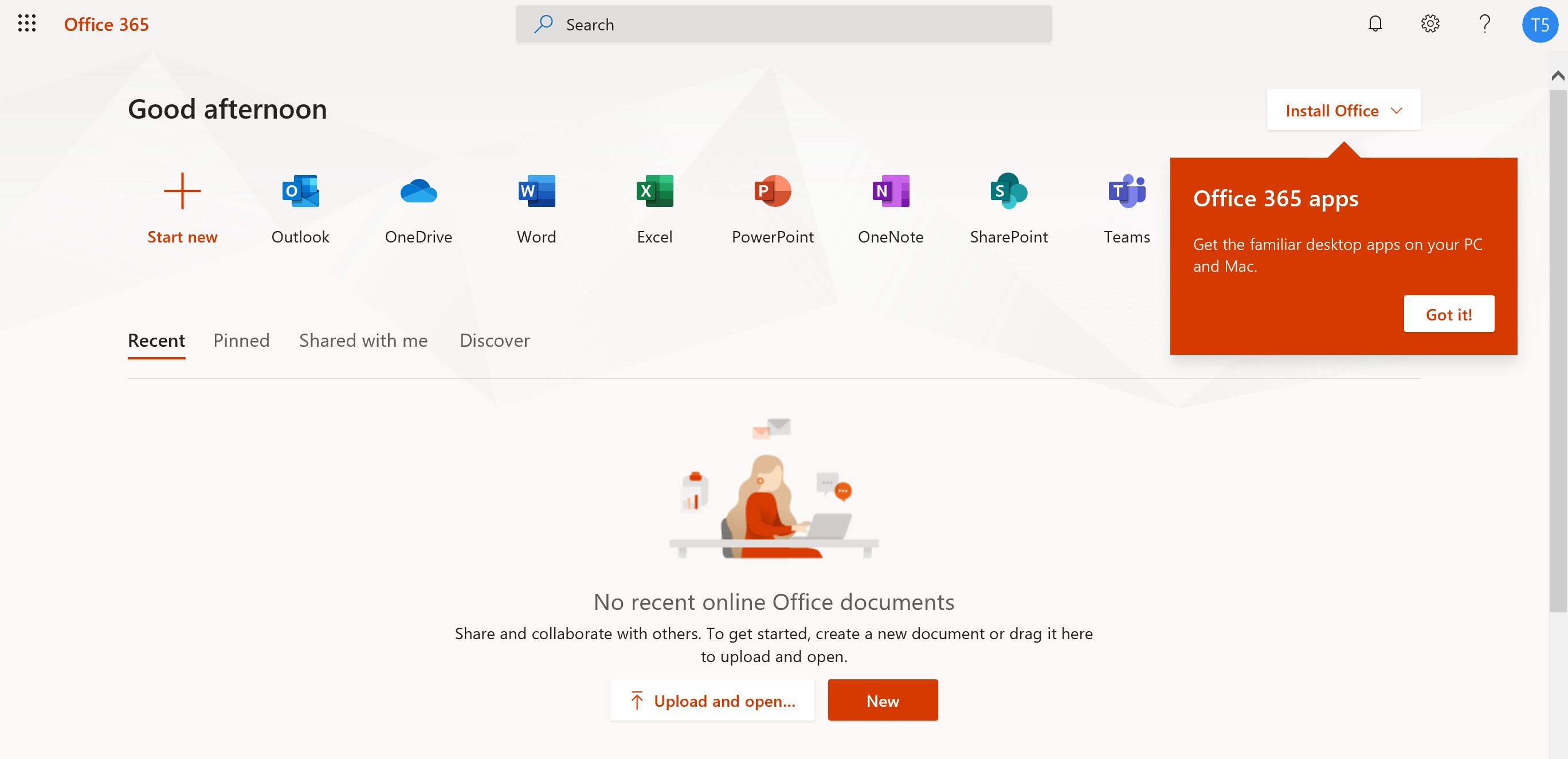
**Step A: How should we contact you?**

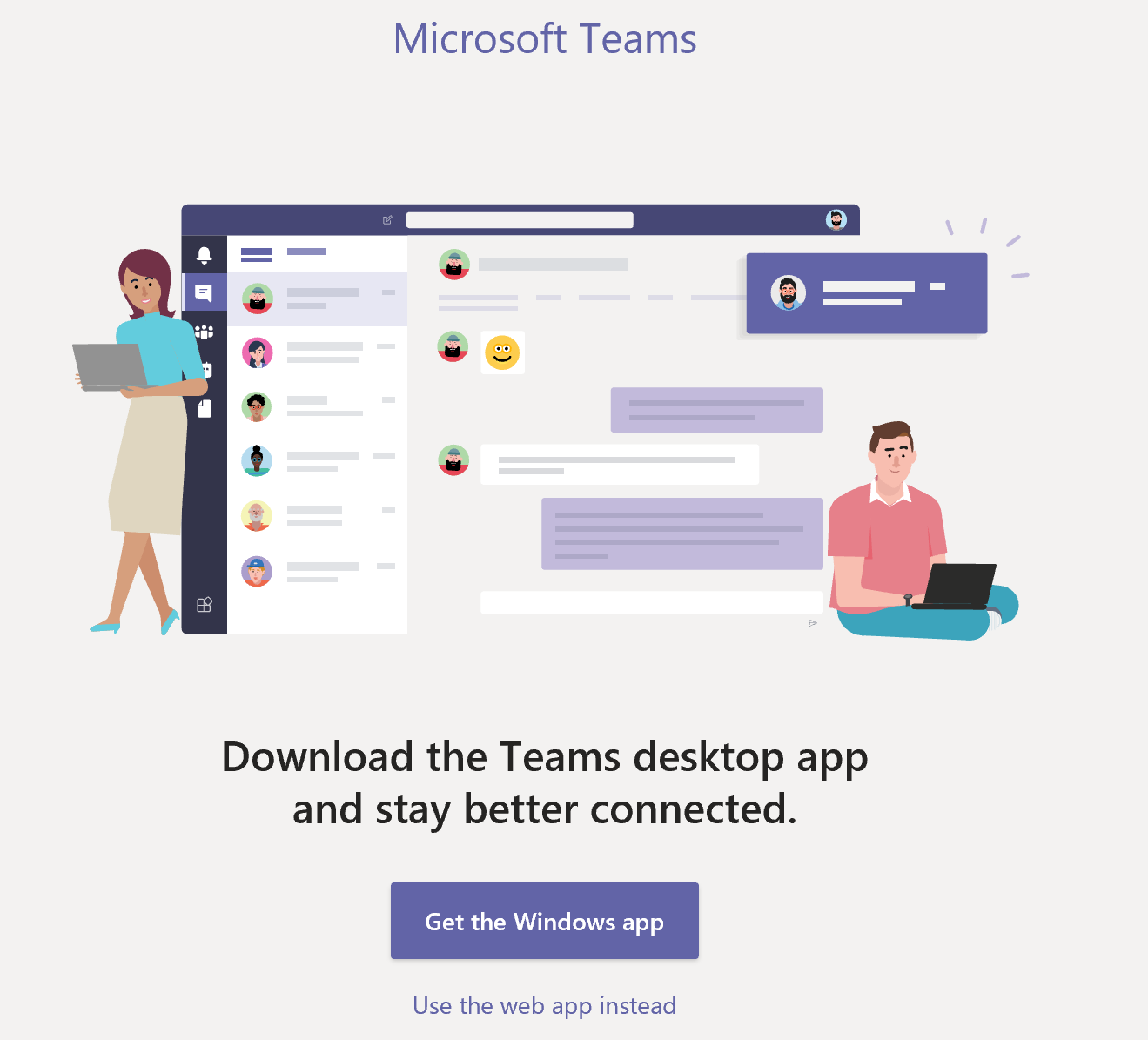
* + Select your **Country/Region**
  + Enter **your mobile phone number** in the field to the right of the country/region selection (area code and 7-digit phone number with no spaces, e.g. 6135555555)
  + Click **Next**.

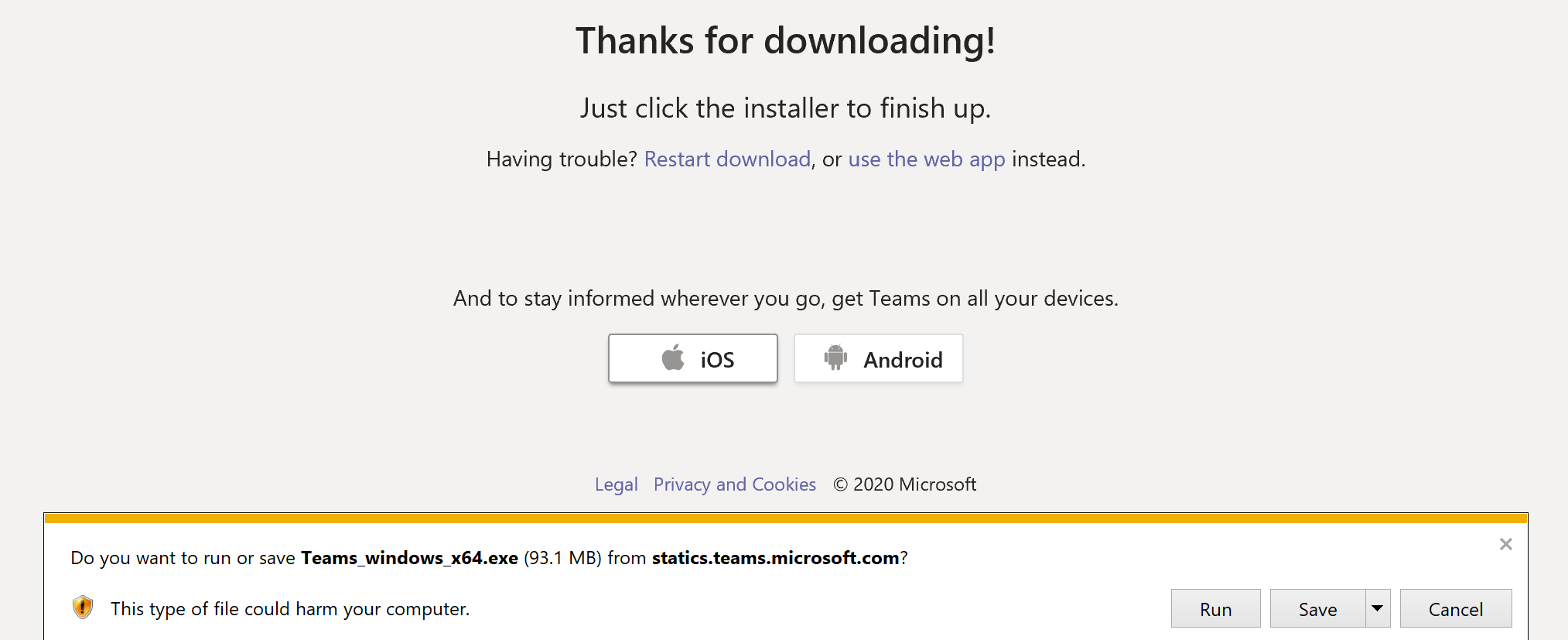
**Step B: Text Message**

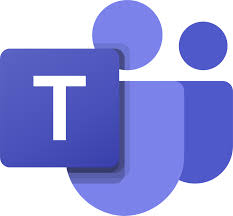
* + You will receive a text message on the mobile device phone number that you used above with a six (6) digit code
  + Type in the code you received in your text message and click **Verify.**
* You will receive a message confirming your phone number and email address. This is in case you need to recover your account at some point
* You need to verify your phone number
* You can also change the email address if you prefer to receive account recovery information at a different email address than the one you use for Teams.









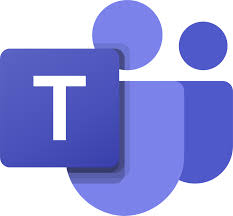


***Step 4 – Update your password***

* You now need to update your password
* Type in your **Current Password** and then type in your **New Password**. Click **Sign In**.

***Step 5 – Download Teams***

***NOTE:*** Before installing, make sure you find the correct app on the webpage.

To install, click on the Teams icon

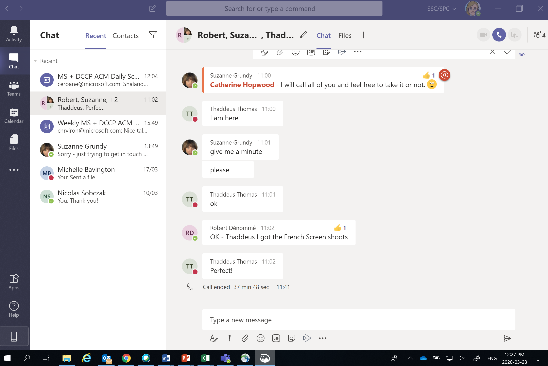
On the Download screen, click the **Get the Windows App** button.

***NOTE:*** If your download fails, try a different browser, such as Google Chrome or Microsoft Edge.

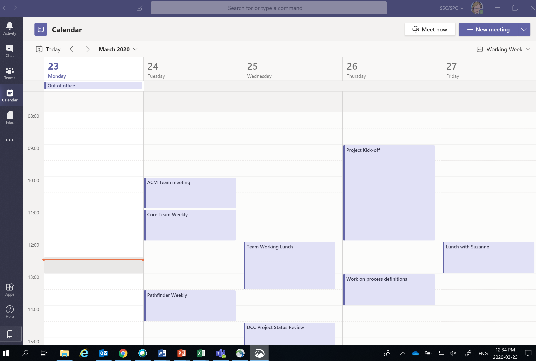
After downloading, click the **Run** button to finish the installation.

***Step 6 – Sign in to Teams***

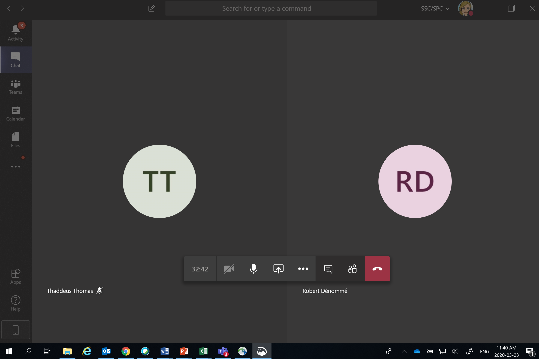
* Launch the Teams app. You should get a sign-in page
* Sign in with the @gccollaboration.ca username and updated password.

******

**1** - **Chat**

******

**2** **- Calendar**

******

**3 - Calls**

***Using Teams***

You are now ready to use Teams.

***NOTE:*** Most Teams functions are currently disabled. You are limited to collaborating in a group chat, video conference or audio conference meeting.

Use the menu items at the bottom of your home screen to choose what you want to do – **Chat, Calendar, Calls.**

Here’s some useful information on how to use Microsoft Teams on a Windows or Mac personal computer:

<https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>

***NOTE:*** Some of the features shown in the training material may not be the same or available on mobile devices. We recommend you follow the training above even if you plan to use Teams on a mobile device only.

***Chat***

Chat is similar to Skype For Business. You can create a single chat or group chats by pressing the pen (compose) icon on the top right

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***Calendar***

You can schedule a meeting by accessing your calendar and pressing the calendar icon on the top right to set the date and invite participants. Participants will be sent an invitation through email with a link to launch video / audio conferencing.

***Calls***

You can call a co-worker by going on the call tab and searching the person you want to reach.