



HOW TO LOG INTO TEAMS

5 STEP PROCESS

Step #1

➤ Access web browser

- Google Chrome

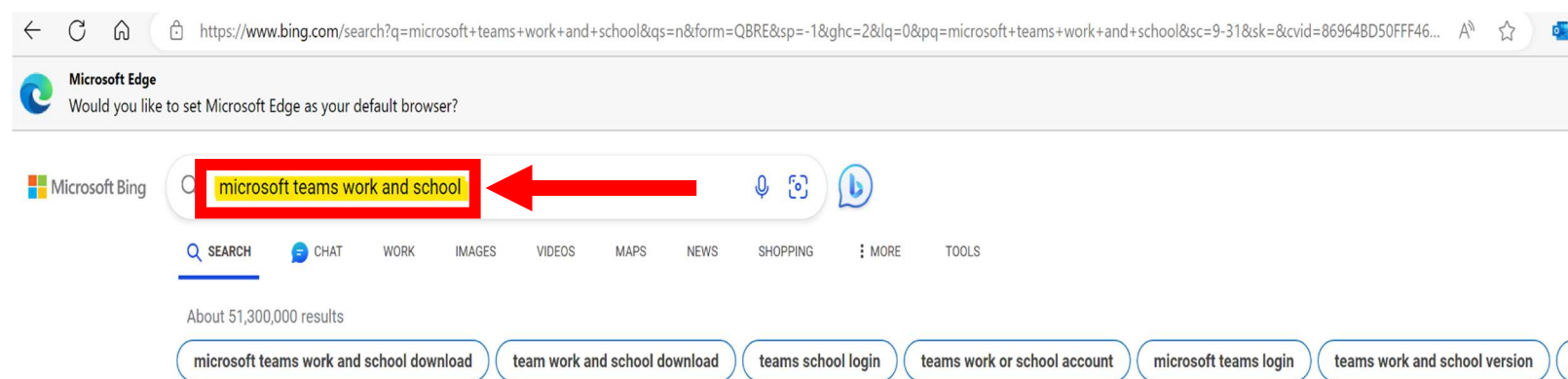


- Microsoft Edge



Step #2

- Type “Microsoft Teams work and school” in the search engine and press “Enter”





HOW TO LOG INTO TEAMS

Step #3

- Select the **“Log In | Microsoft Teams”** link

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Microsoft
<https://www.microsoft.com/en-us/microsoft-teams/log-in>

Log In | Microsoft Teams



Microsoft Teams, the hub for team collaboration in Microsoft 365, integrates the people, content, and tools your team needs to be more engaged and effective. Log in now.

Microsoft Teams



Microsoft Teams is a proprietary business

Step #4

- Select the **“Sign In”** button

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Microsoft Edge
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Sign in





HOW TO LOG INTO TEAMS

Step #5

- Sign in with “Dekalb Alphas” credentials

Note: You must have an existing Dekalb Alphas account

- Username: firstname.lastname@dekalbalphas.org
- Password: User’s password for Dekalb Alphas email login

Note: If you need to reset your password to login, please contact IT Committee personnel at technology@dekalbalphas.org

Microsoft

Sign in

No account? [Create one!](#)

[Can't access your account?](#)

Back Next

Microsoft

← mark.ellison@dekalbalphas.org

Enter password

[Forgot my password](#)

Sign in

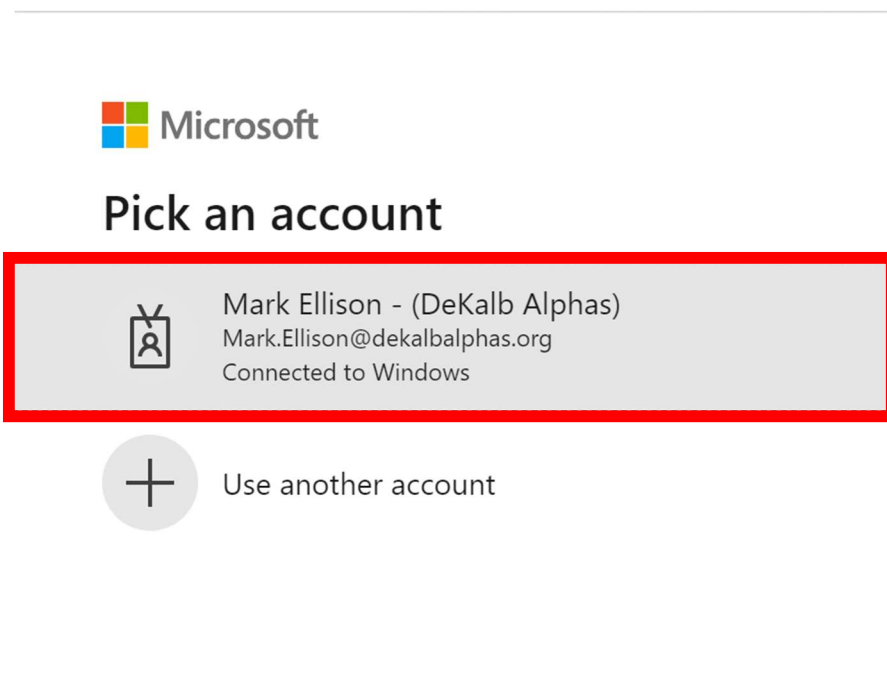




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Step #5.1 - If you completed step 4, ignore this step

- If the output below is displayed, that means that your credentials are saved in the web browser and you do not need to enter your credentials
 - Instead, you just select the icon that displays your Dekalb Alphas account
 - If the icon is not displayed, select “Use another account” and revert back to step 4 above



Congratulations, you have successfully logged into Microsoft Teams!

