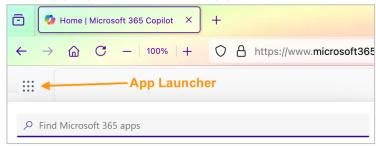# Getting Started with Teams

Log into Teams online

1. Using your browser, visit https://microsoft365.com and select the **Sign in** button located in the upper right corner
2. Enter your full UTK email address and select the **Next** button:
   - Faculty and Staff use NetID@utk.edu
   - Students use NetID@vols.utk.edu
3. If prompted, select the option for **Work or school account**
4. Enter your NetID password and select **Sign in**
5. Authenticate using Duo when prompted
6. On the *Stay signed in?* display, select **Yes**
7. After logging in, select the *App Launcher* icon in the top left corner

8. From the list of apps, locate and select the Teams icon
9. A new browser tab will open to Teams online where you can begin using all available features

New to Microsoft Teams for Education? Use this guide to learn the basics.

For additional guidance, visit our Microsoft Teams training page.