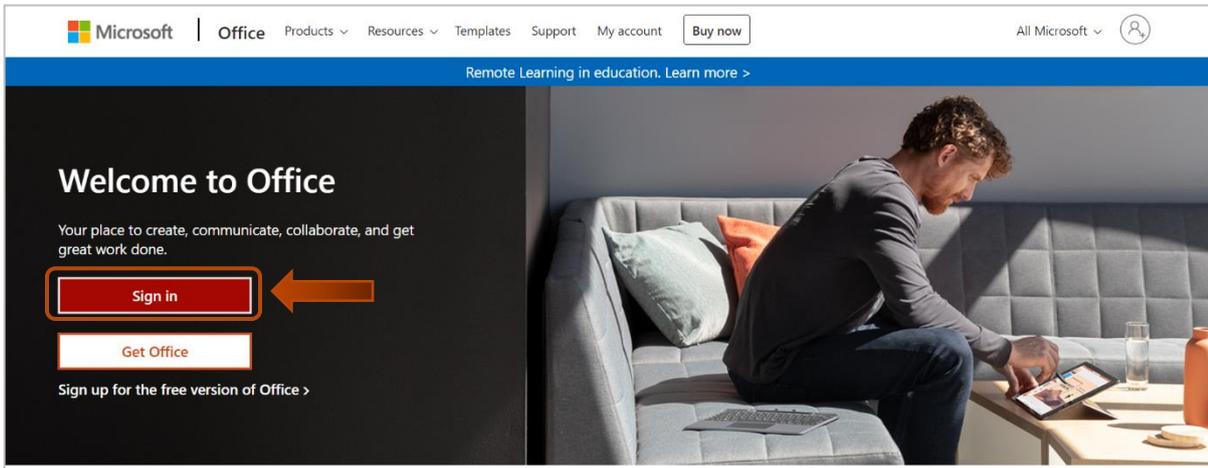


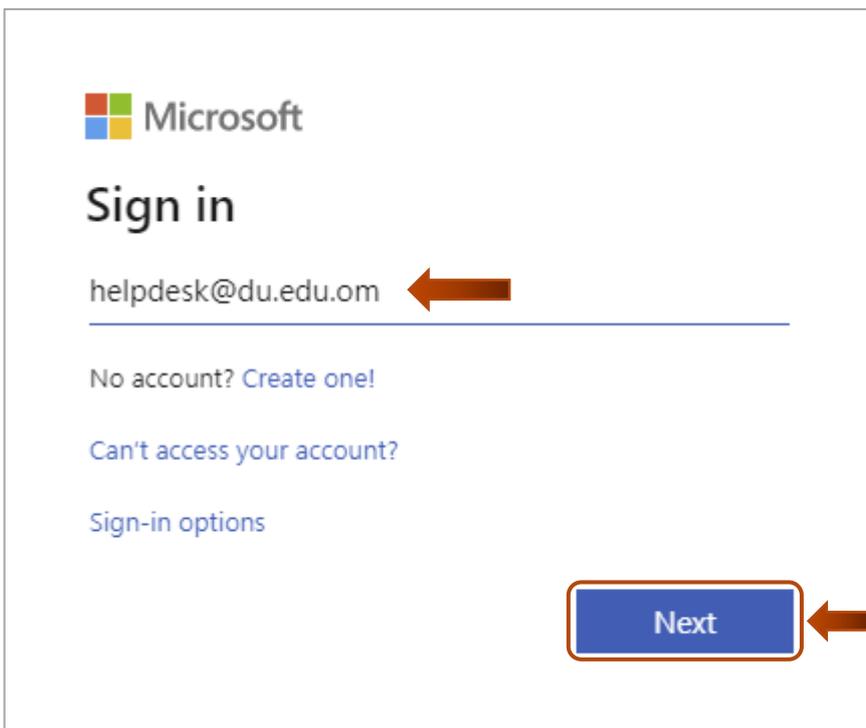
# How to Sign in and get started with Teams through Office 365

## Step1: Access Office 365

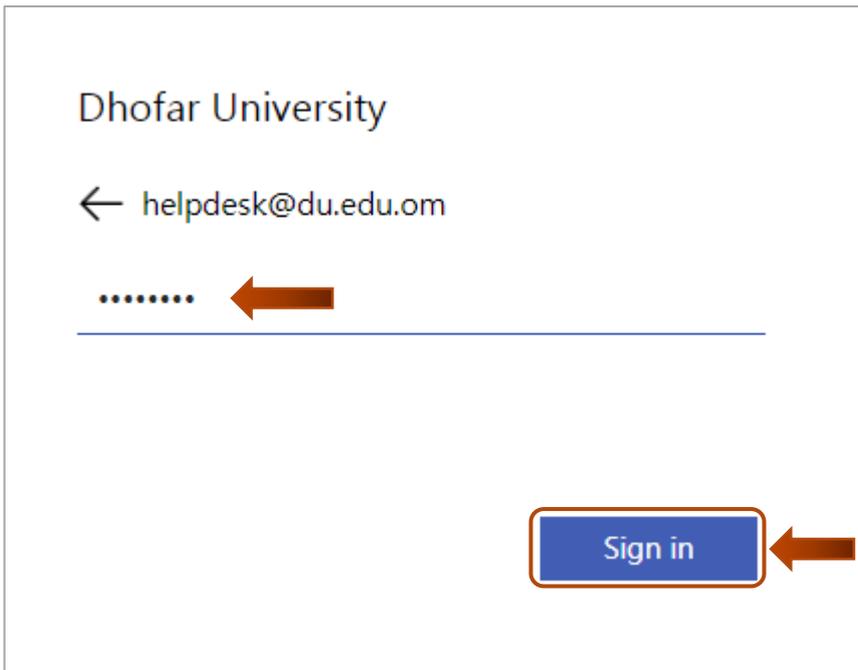
1. Click on the following URL and “Sign in”: <https://www.office.com/>



2. Enter your DU e-mail and click “Next”



3. Enter your password and click "Sign in"



Dhofar University

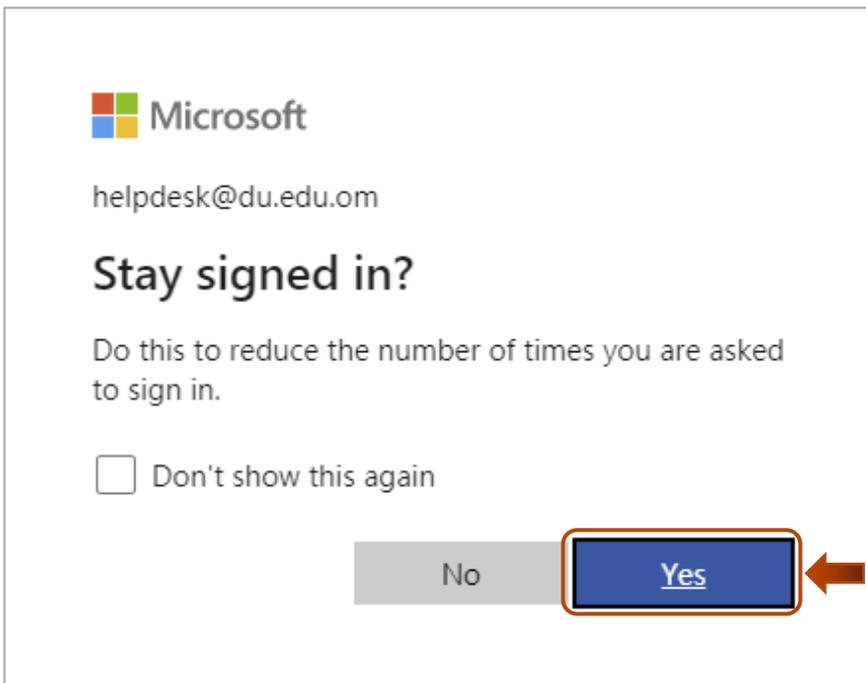
← helpdesk@du.edu.om

..... ←

Sign in ←

This screenshot shows a sign-in page for Dhofar University. At the top, it says "Dhofar University". Below that is the email address "helpdesk@du.edu.om" with a left-pointing arrow. There is a password field with a blue underline and a red arrow pointing to the masked password ".....". At the bottom right, there is a blue "Sign in" button with a red arrow pointing to it.

4. Click on "Yes"



Microsoft

helpdesk@du.edu.om

**Stay signed in?**

Do this to reduce the number of times you are asked to sign in.

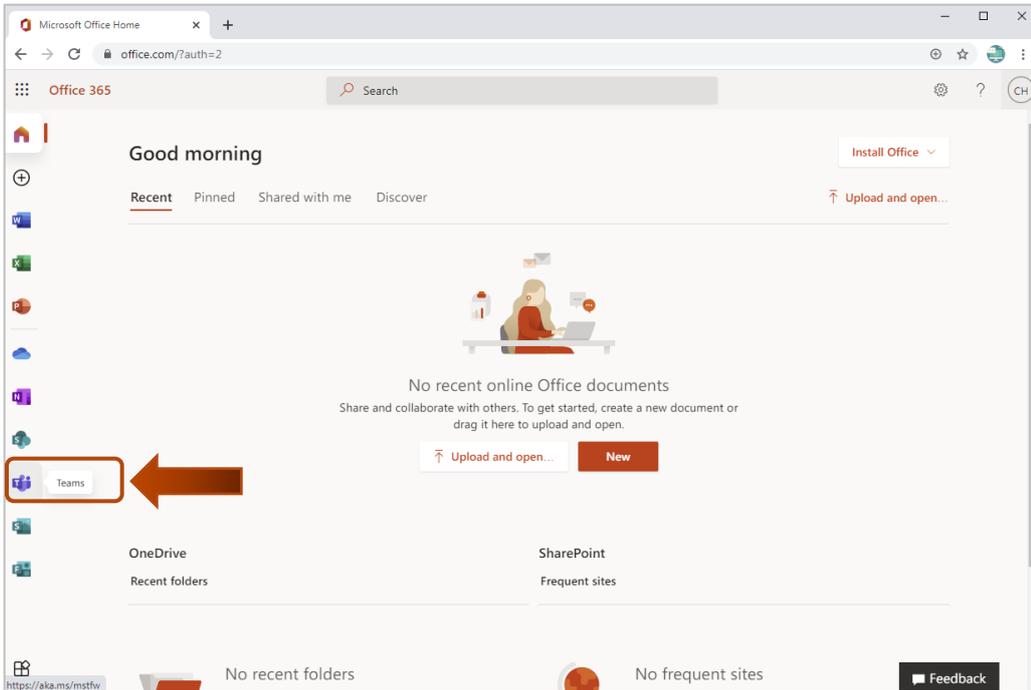
Don't show this again

No Yes ←

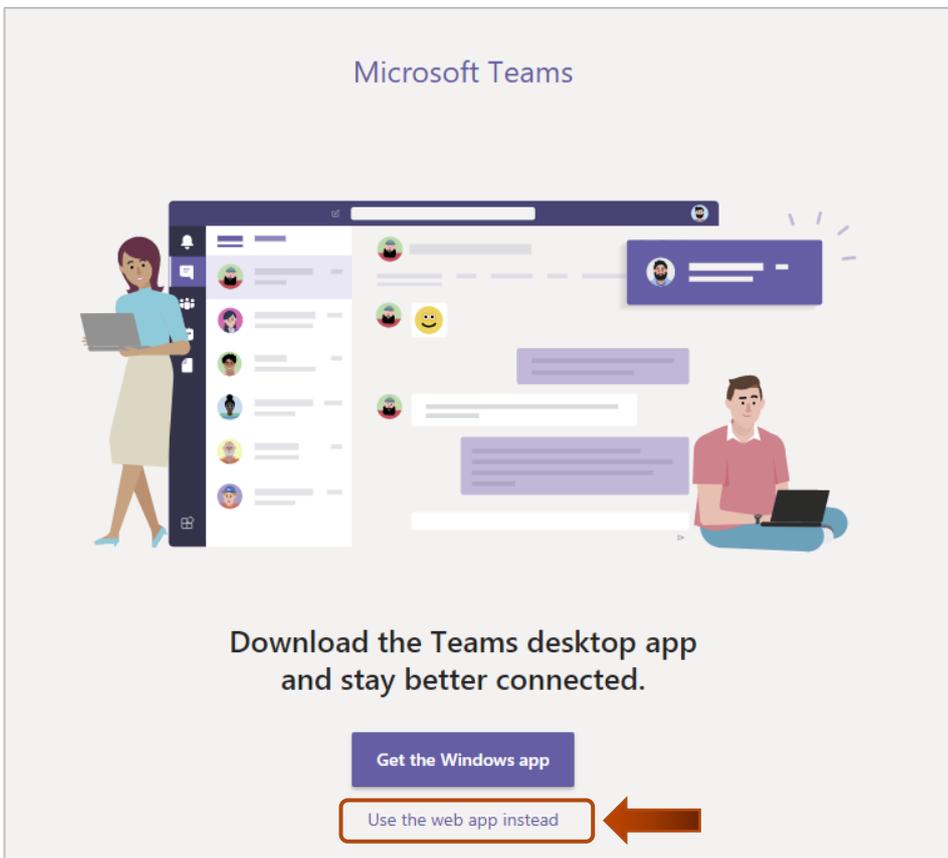
This screenshot shows a Microsoft dialog box. It features the Microsoft logo and the email address "helpdesk@du.edu.om". The main heading is "Stay signed in?" followed by the text "Do this to reduce the number of times you are asked to sign in." There is a checkbox labeled "Don't show this again" which is currently unchecked. At the bottom, there are two buttons: a grey "No" button and a blue "Yes" button. A red arrow points to the "Yes" button.

## Step 2: Start Microsoft Teams

1. To launch Microsoft Teams, click on “Teams” as shown below



2. Start Teams web App by clicking “Use the web app instead”



### 3. Microsoft Teams is ready to schedule meetings

