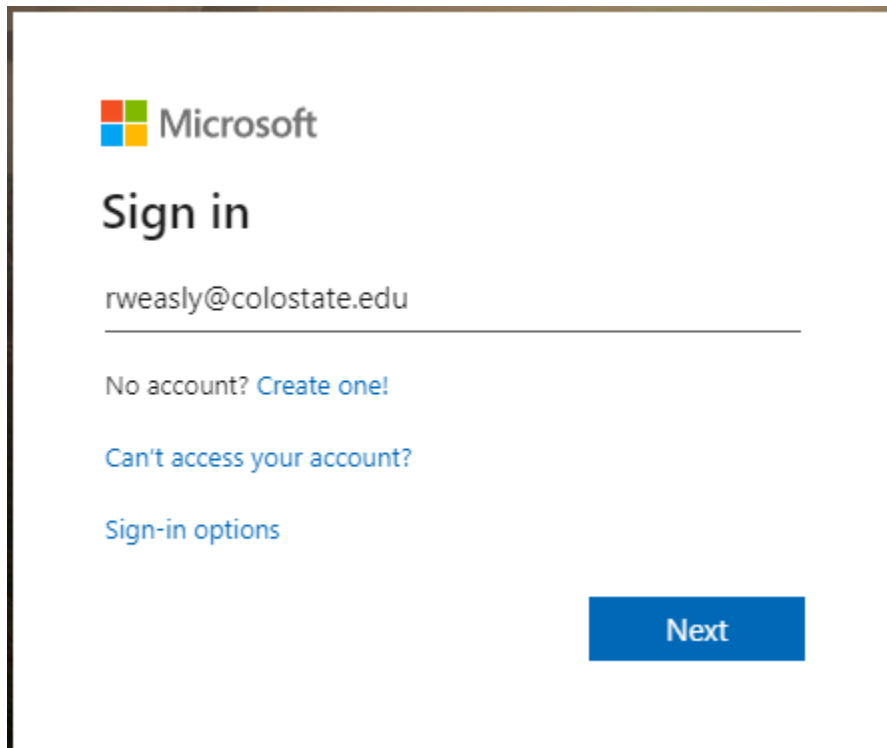


# How to Access Teams

*Note: Teams is accessible via a web app through a browser, using a Teams client installed on your PC, or using a mobile app. Instructions provided below are for the web app version which works across multiple types of computing platforms.*

1. Open your web browser. Google Chrome is the recommend web browser
2. Navigate to <https://portal.office.com>
3. Enter your ID as ename@colostate.edu as shown and click “Next”



Microsoft

## Sign in

rweasly@colostate.edu

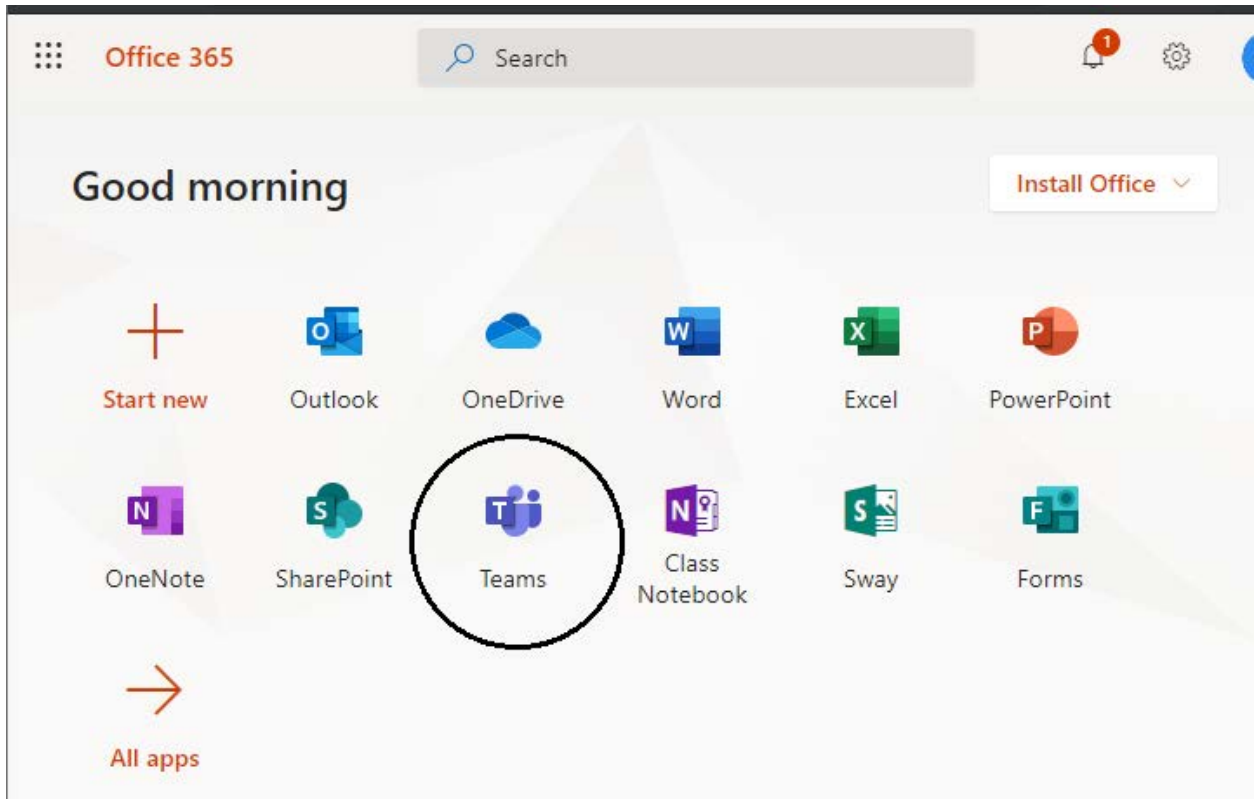
No account? [Create one!](#)

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

[Sign-in options](#)

Next

4. Enter your eID password and click “Sign In”
5. Once signed in, click the “Teams” icon listed in the default view of the apps
  - a. (If you do not see “Teams” in the list of app icons, click the “All Apps” icon and select Teams from the list of apps)



6. You will be presented with the Teams app. Refer to the Microsoft Teams Quick Start (PDF) <https://download.microsoft.com/download/D/9/F/D9FE8B9E-22F5-47BF-A1AB-09539C41FCD0/Teams%20QS.pdf> to get acquainted with Microsoft Teams.