



IT DESK
(UK)



Microsoft Teams Help & Learning Guide:

Sign in & get started with Teams

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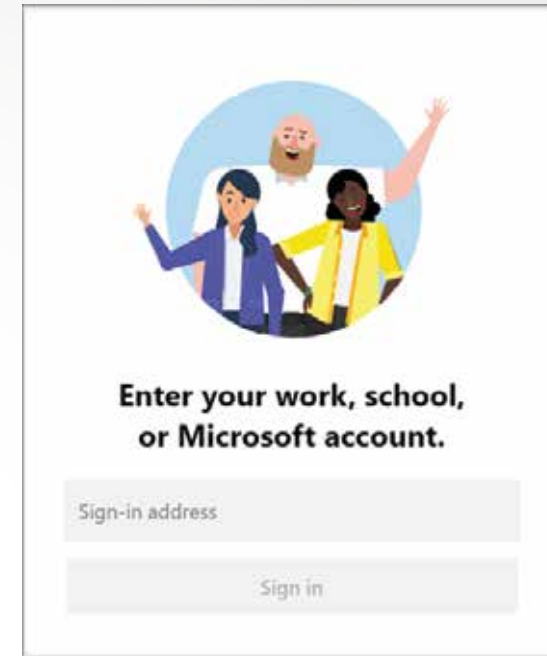
Sign in to Teams

1. Start Teams.

- o In Windows, click **Start**  > **Microsoft Teams**.
- o On Mac, go to the **Applications** folder and click **Microsoft Teams**.
- o On mobile, tap the **Teams** icon. 

2. Sign in with your Office 365 username and password.

Note: Teams is a part of Office 365, so you need an Office 365 Business or Enterprise license to use it. For details, see [How do I get access to Microsoft Teams?](#)



Pick a team and channel

A *team* is a collection of people, conversations, files, and tools — all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic.

The best way to get familiar with teams and channels is to pick a team and channel and start exploring!

1. Select **Teams**  on the left side of the app and then pick a team.

If you're not on a team and want to create one, see [Onboard your teams](#).

2. Select a channel and explore the **Conversations**, **Files**, and other tabs. For more info, see [Teams and channels](#).

