
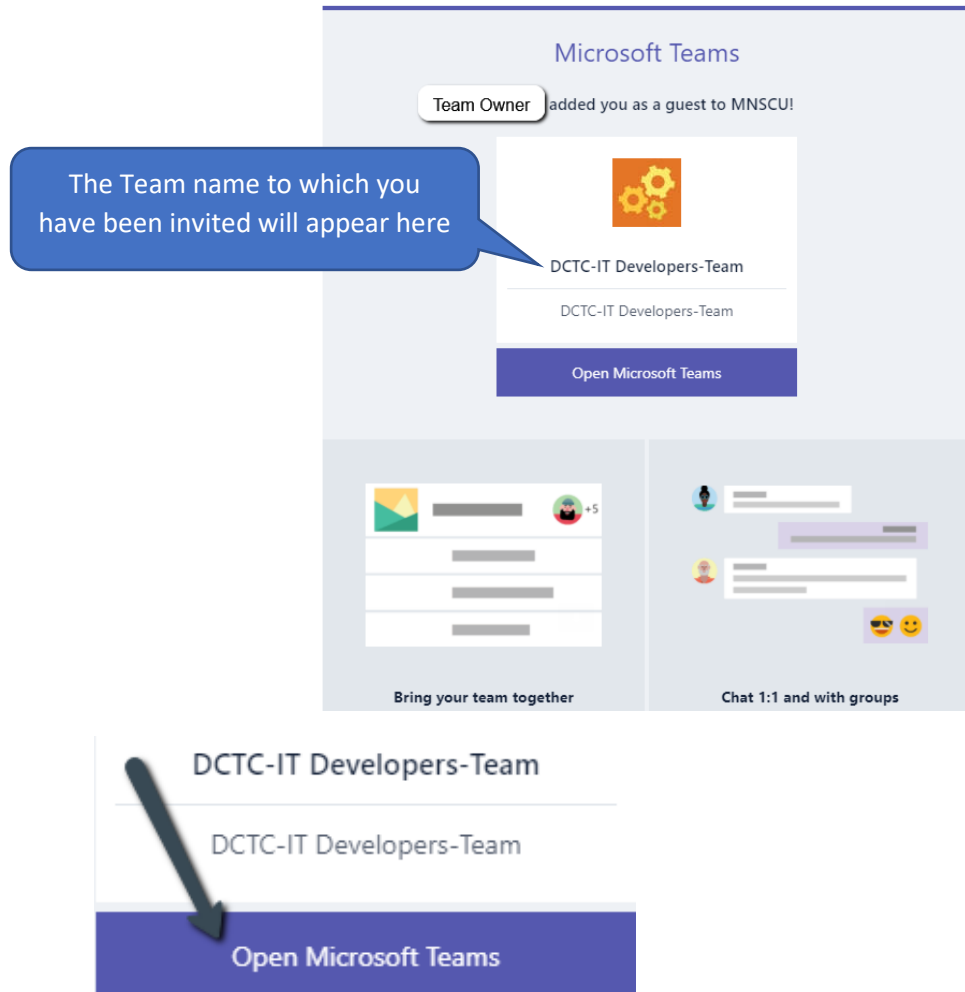


Community Member Joining a Microsoft Team

The invited community member will receive an email at the email address entered by the Team owner. The invited member will then click on the “Open Microsoft Teams” link.

You have been added as a guest to MNSCU in Microsoft Teams Inbox x


 **Microsoft Teams** <noreply@email.teams.microsoft.com>
to me ▾



The Team name to which you have been invited will appear here

Microsoft Teams

Team Owner added you as a guest to MNSCU!



DCTC-IT Developers-Team

DCTC-IT Developers-Team

Open Microsoft Teams

Bring your team together

Chat 1:1 and with groups

DCTC-IT Developers-Team

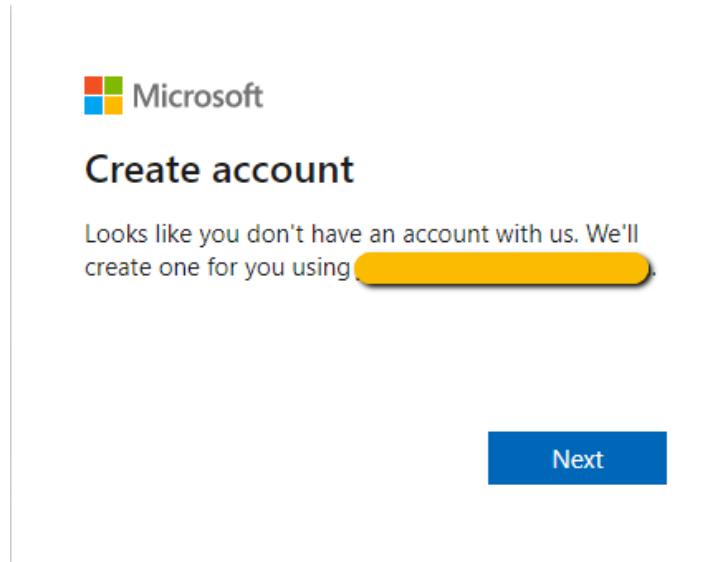
DCTC-IT Developers-Team

Open Microsoft Teams

A new internet browser window will open, with the option to “Download the Windows app” or “Use the web app instead”, for simplicity, we recommend using the web app. Follow the on-screen instructions.

If your email address is not associated with a Microsoft account, you may have to create one with that address, otherwise, log in to your account.

If your email address is associated with a Microsoft account, you may be asked to create an account and password in MNSCU / MinnState.edu. Fill out that form and click continue.




The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it is the heading "Create account". The main text reads: "Looks like you don't have an account with us. We'll create one for you using" followed by a yellow redacted email address. At the bottom right is a blue "Next" button.



Verify email

Enter the code we sent to

 If you didn't get the email, check your junk folder or [try again](#).

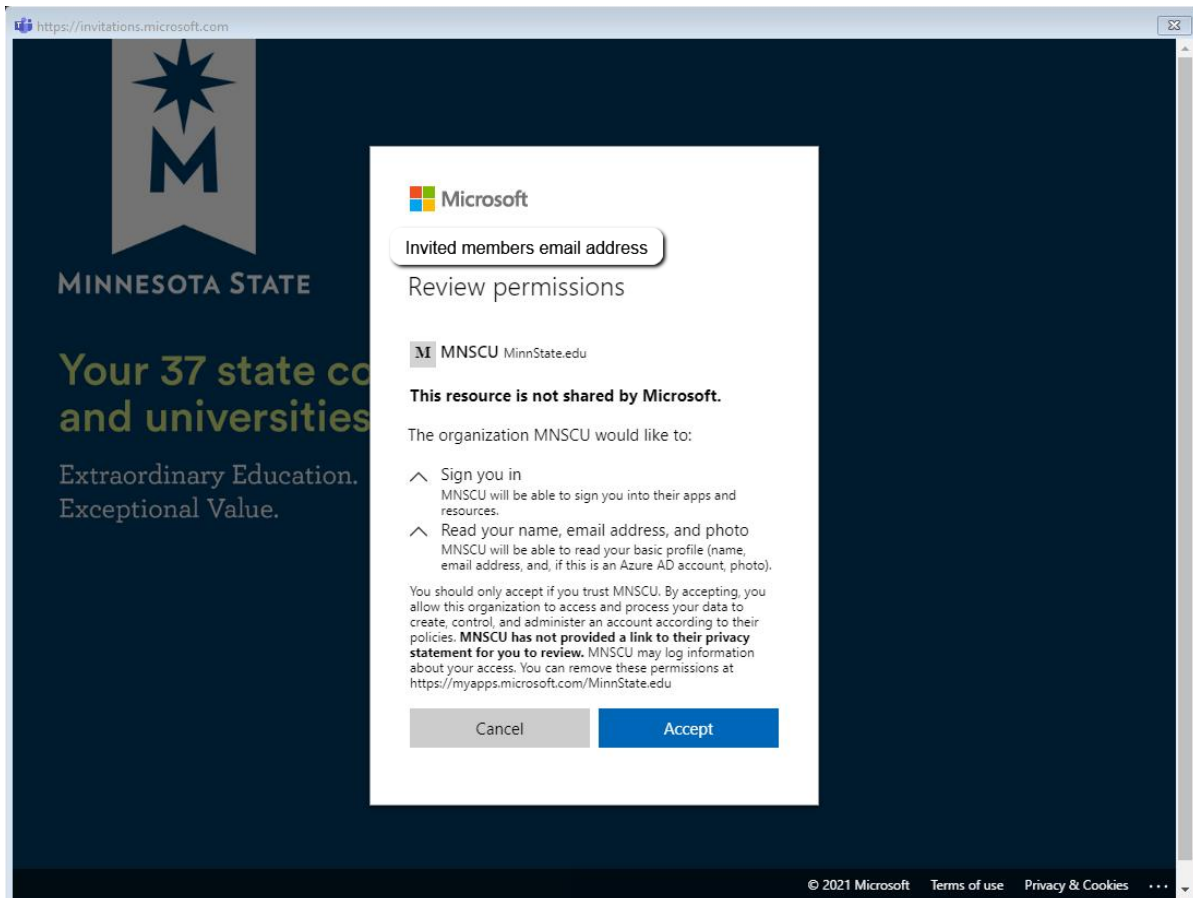
Enter code

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

Next, the invited member will need to “Accept” the statement to continue.



Teams may take a few minutes to set up. You will then be given some user tips.

What Next?

After you have joined the Team, you can return to the Team anytime by going to: <https://teams.microsoft.com/>

For a numerous videos on how to use Teams please visit the [Microsoft Teams video training site](#).

Reference: <https://docs.microsoft.com/en-us/microsoftteams/guest-experience>