

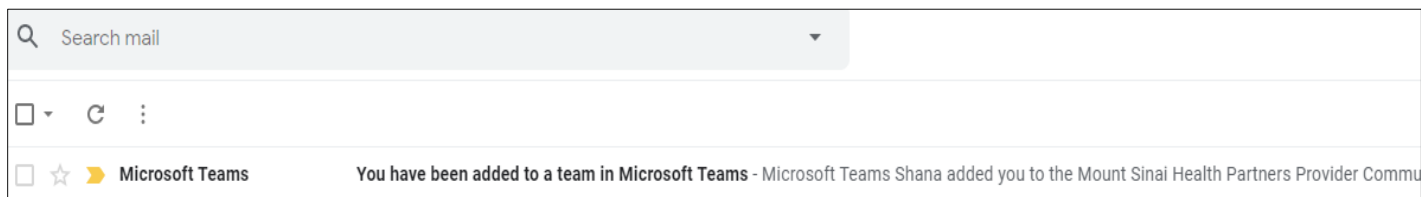


Provider Online Community

Instructions to Join Microsoft Teams

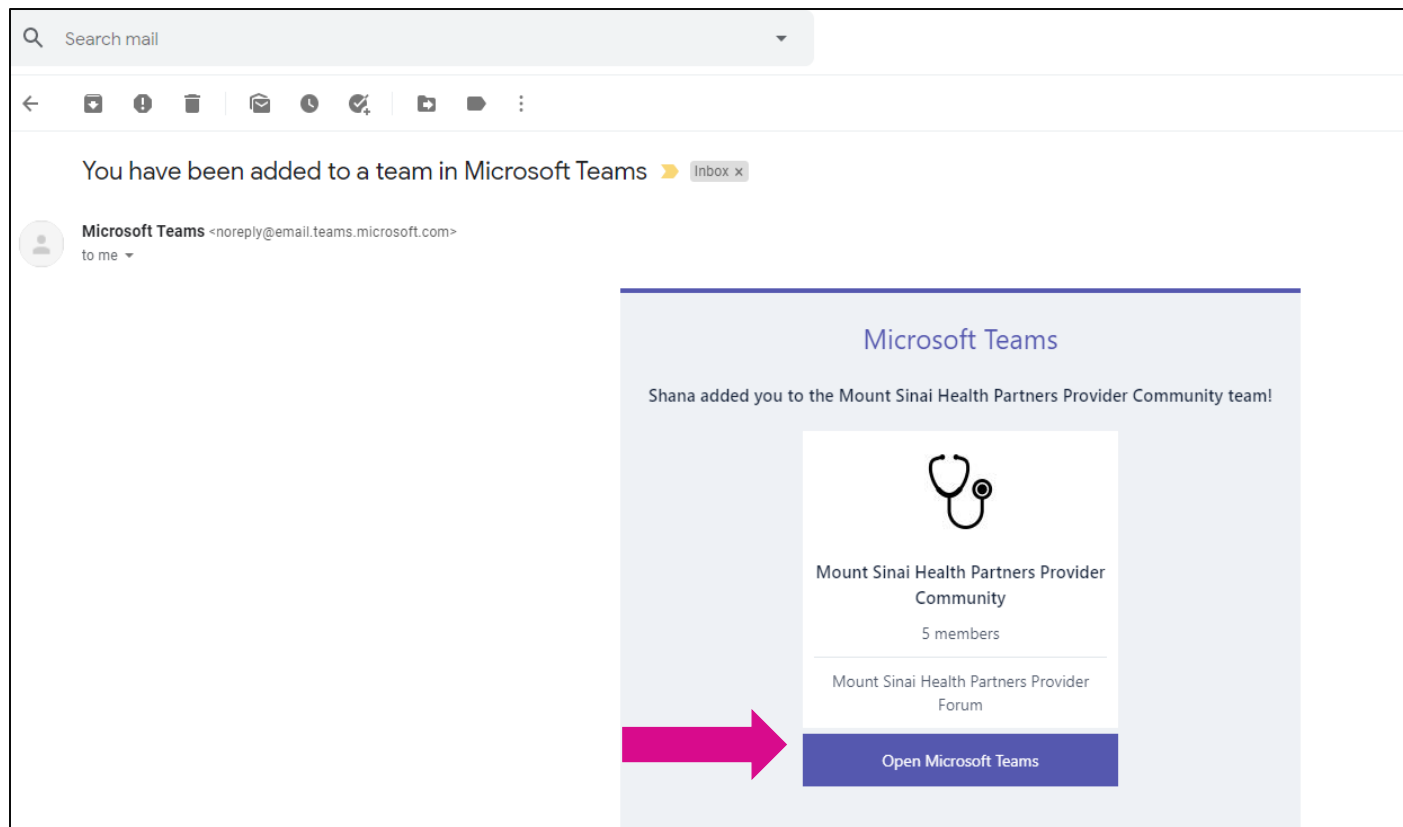
This guide provides instructions on how to access the MSHP Provider Online Community on Microsoft Teams.

1. Check your inbox for an email from Microsoft Teams with the subject line
“You have been added to a team in Microsoft Teams”

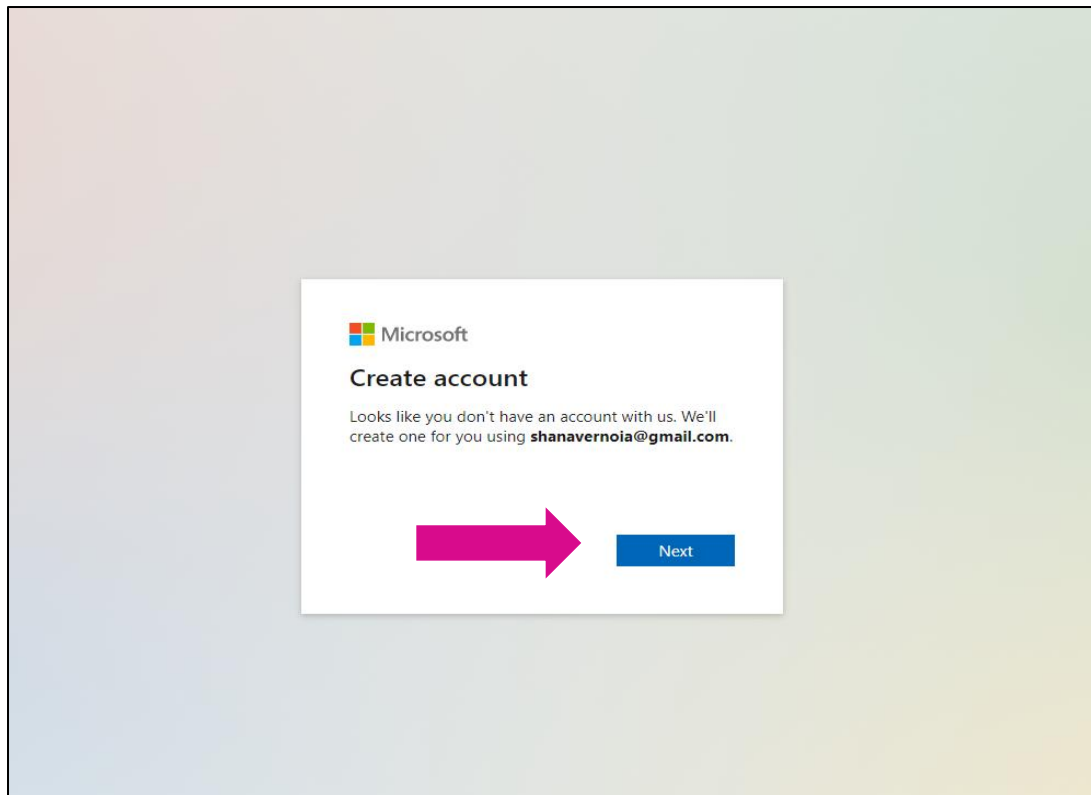


2. Open the email. Click **“Open Microsoft Teams”**

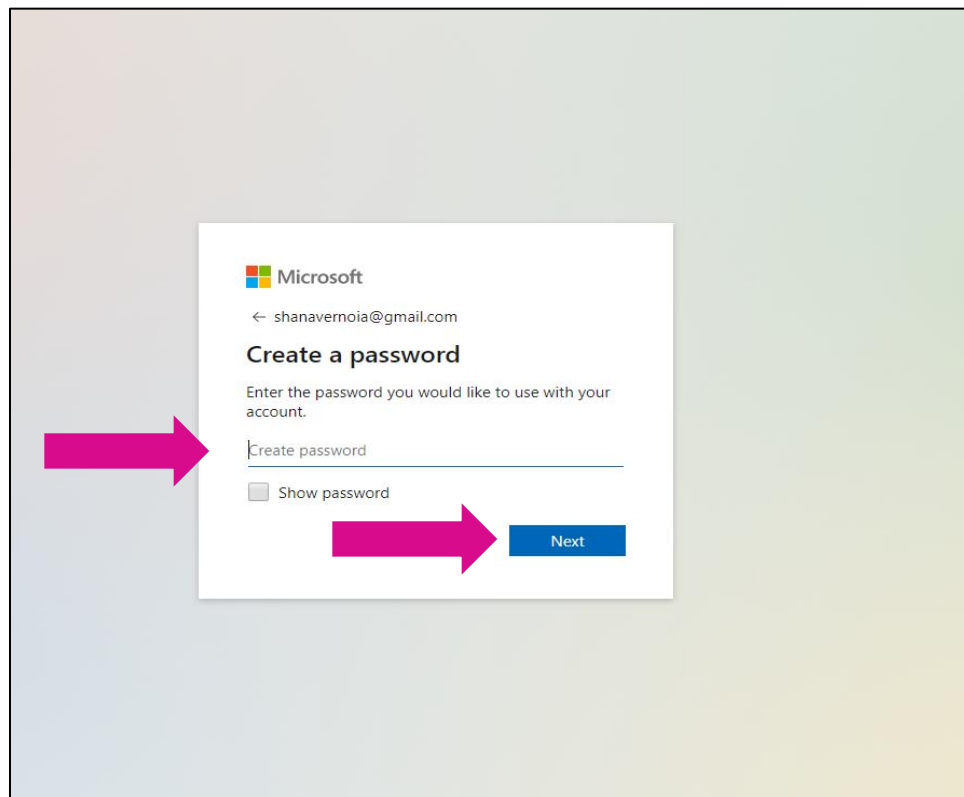
Note: If you have a **Microsoft Account**, click on “Open Microsoft Teams” and log in using your Microsoft credentials. After you log in, **skip to step 8** in this instruction guide. If you do not have a Microsoft Account continue to follow steps 3-10 in this instruction guide.



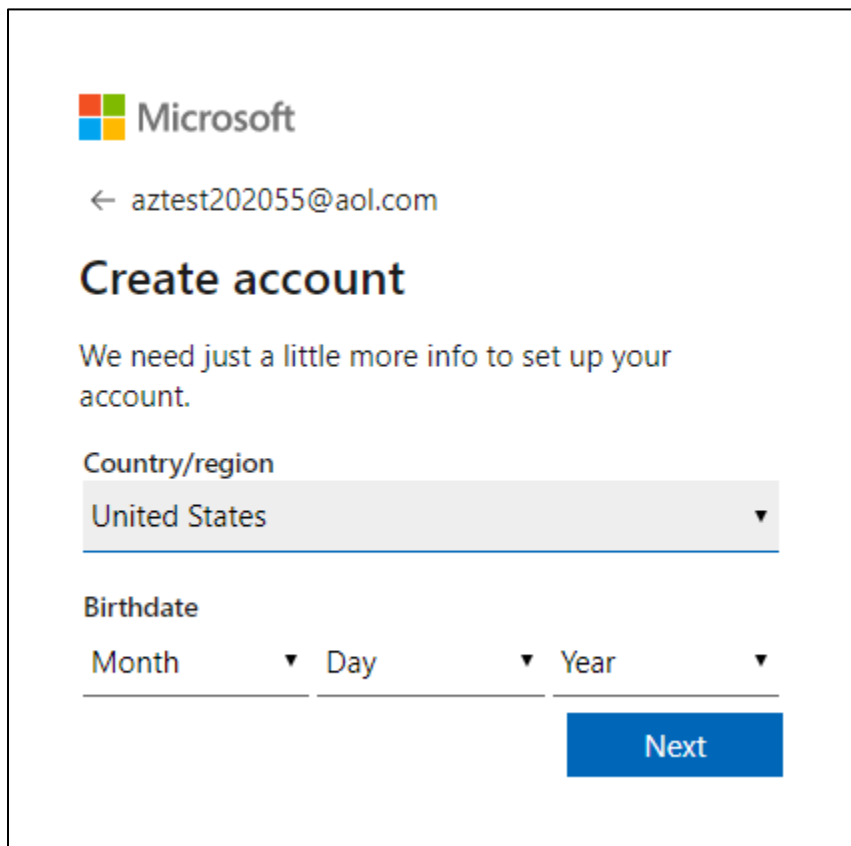
3. Click on **“Next”**



4. Create a password, then click **“Next”**

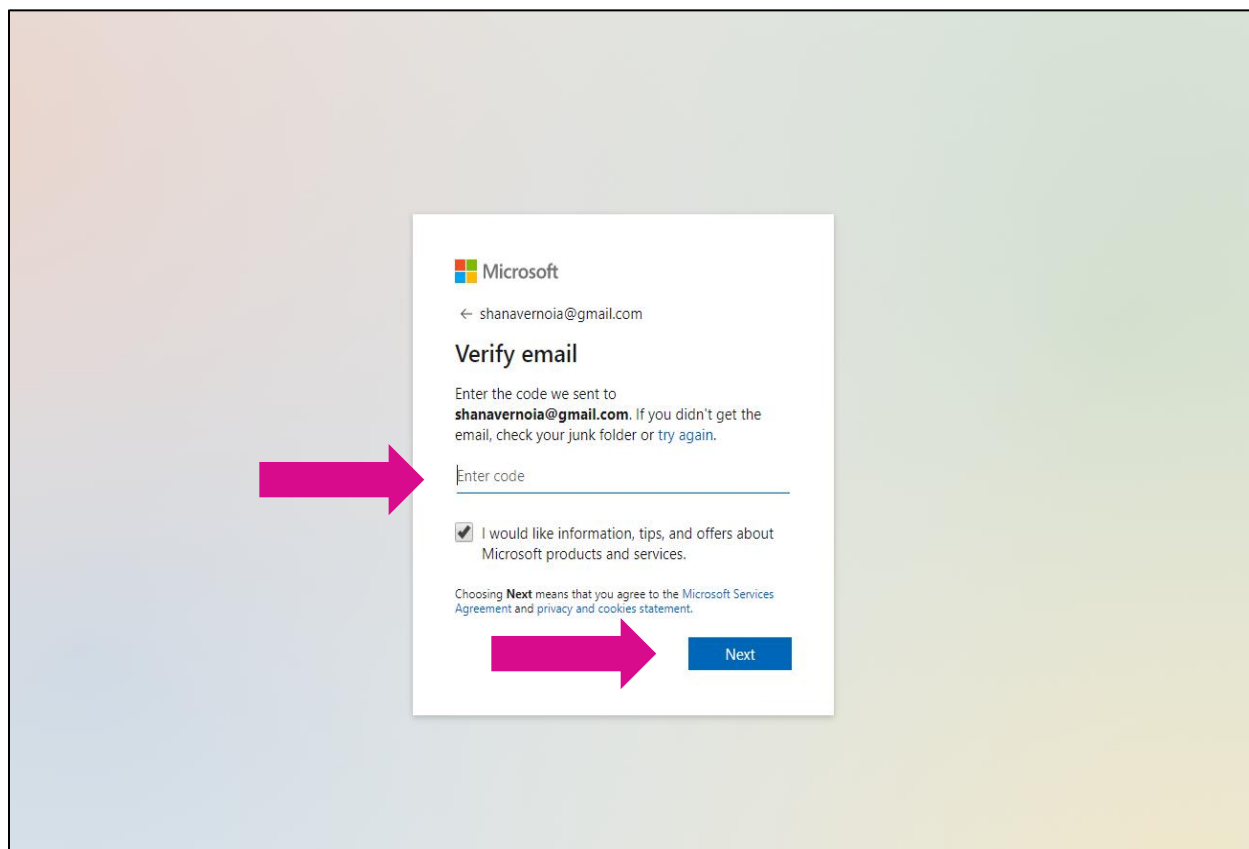


5. Enter your Birthdate and click “Next”



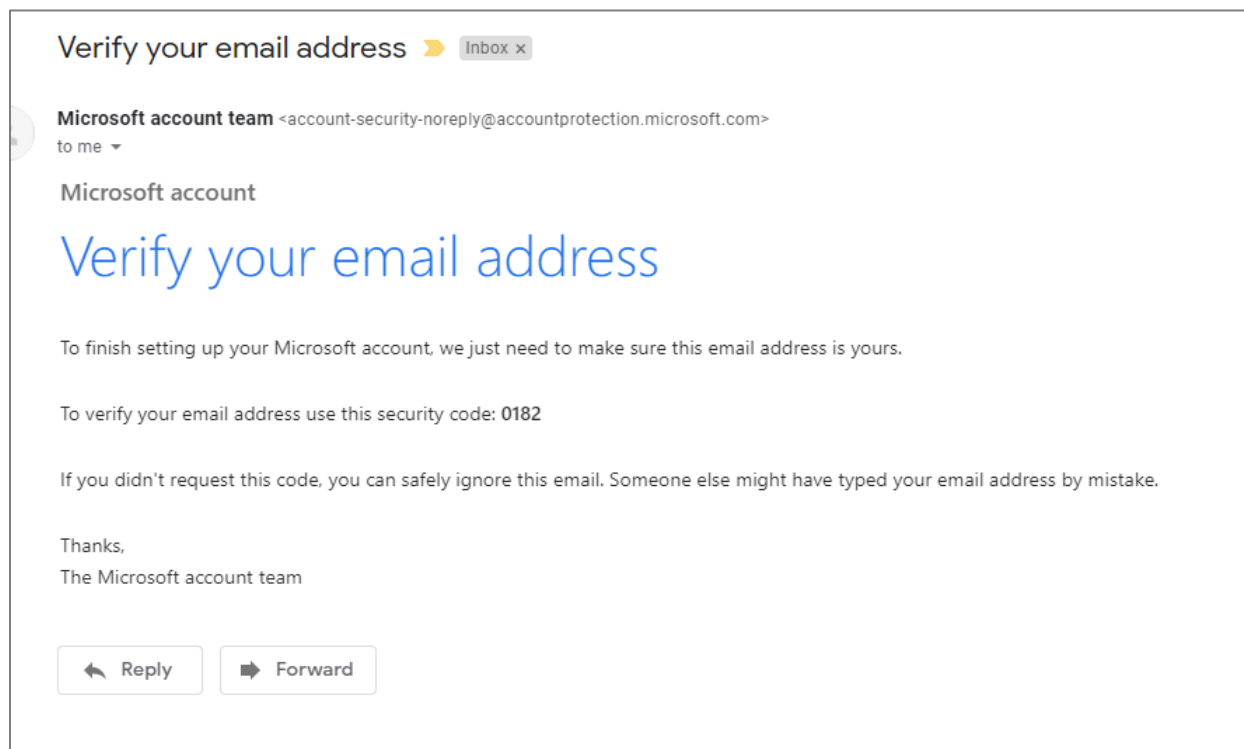
The screenshot shows the Microsoft account creation interface. At the top is the Microsoft logo. Below it, the email address 'aztest202055@aol.com' is displayed with a back arrow. The main heading is 'Create account'. A message states: 'We need just a little more info to set up your account.' There are two input sections: 'Country/region' with a dropdown menu showing 'United States', and 'Birthdate' with three dropdown menus for 'Month', 'Day', and 'Year'. A blue 'Next' button is located at the bottom right.

6. Enter the **code** you received in your email inbox from the Microsoft account team. Click “**Next**”



The screenshot shows the Microsoft account verification page. At the top is the Microsoft logo. Below it, the email address 'shanavernoia@gmail.com' is displayed with a back arrow. The main heading is 'Verify email'. A message states: 'Enter the code we sent to shanavernoia@gmail.com. If you didn't get the email, check your junk folder or try again.' There is an input field labeled 'Enter code'. Below it is a checkbox with the text 'I would like information, tips, and offers about Microsoft products and services.' At the bottom, there is a line of small text: 'Choosing Next means that you agree to the Microsoft Services Agreement and privacy and cookies statement.' A blue 'Next' button is located at the bottom right. Two large pink arrows are overlaid on the image: one pointing to the 'Enter code' input field and another pointing to the 'Next' button.

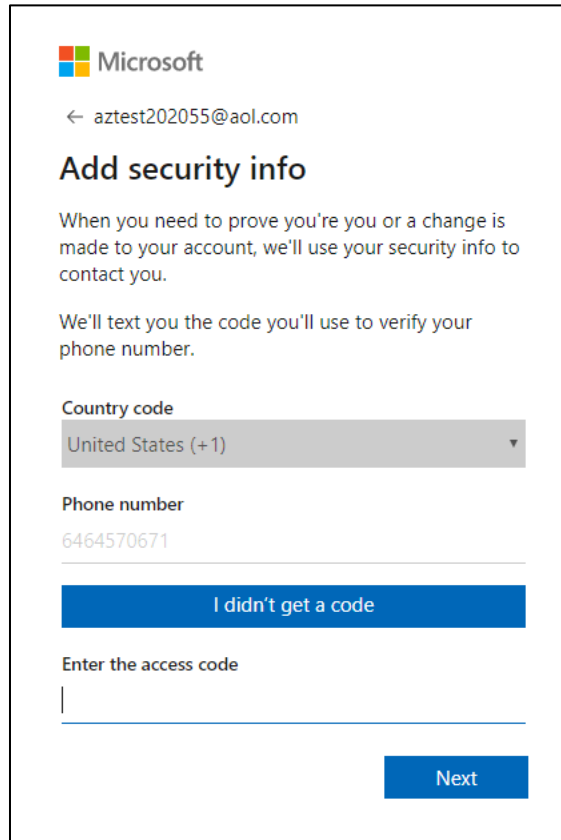
(Example email from Microsoft account team with a code)



7. Enter your **phone number** and click **“Next”**

A screenshot of a Microsoft account setup page. At the top is the Microsoft logo. Below it is the email address "aztest202055@aol.com" with a left arrow. The heading is "Add security info". The text says: "When you need to prove you're you or a change is made to your account, we'll use your security info to contact you." "We'll text you the code you'll use to verify your phone number." There is a "Country code" dropdown menu with "United States (+1)" selected. Below it is a "Phone number" input field. At the bottom, there is a grey "Send code" button and a blue "Next" button.

8. Enter the **security code** you received on your phone. Click **“Next”**



Microsoft

← aztest202055@aol.com

Add security info

When you need to prove you're you or a change is made to your account, we'll use your security info to contact you.

We'll text you the code you'll use to verify your phone number.

Country code

United States (+1)

Phone number

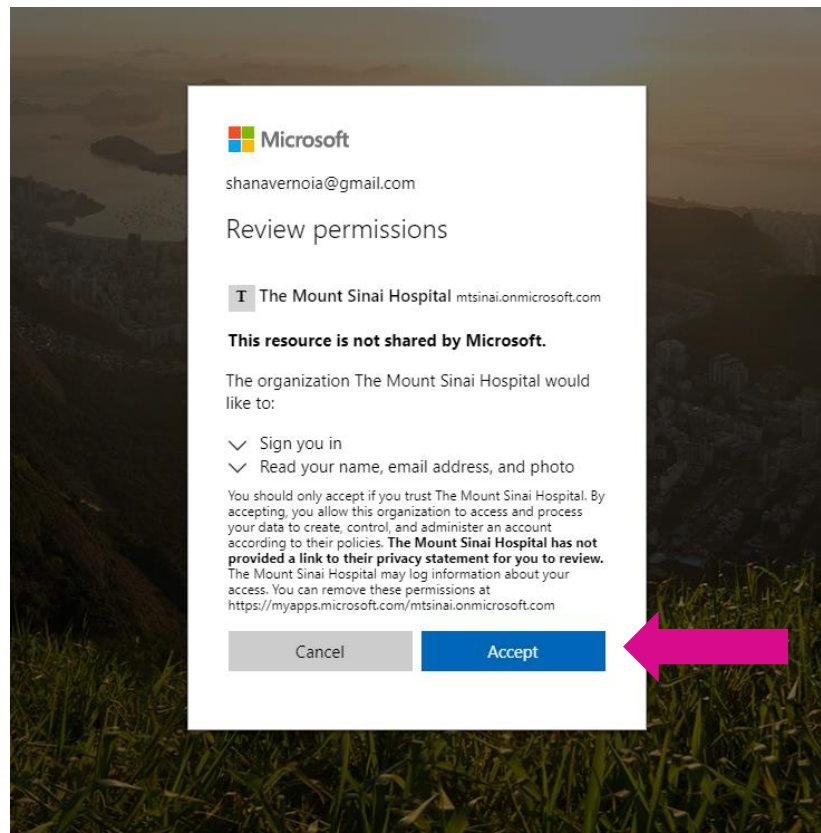
6464570671

I didn't get a code

Enter the access code

Next

9. Click **“Accept”**



Microsoft

shanavernoia@gmail.com

Review permissions

T The Mount Sinai Hospital mtsinai.onmicrosoft.com

This resource is not shared by Microsoft.

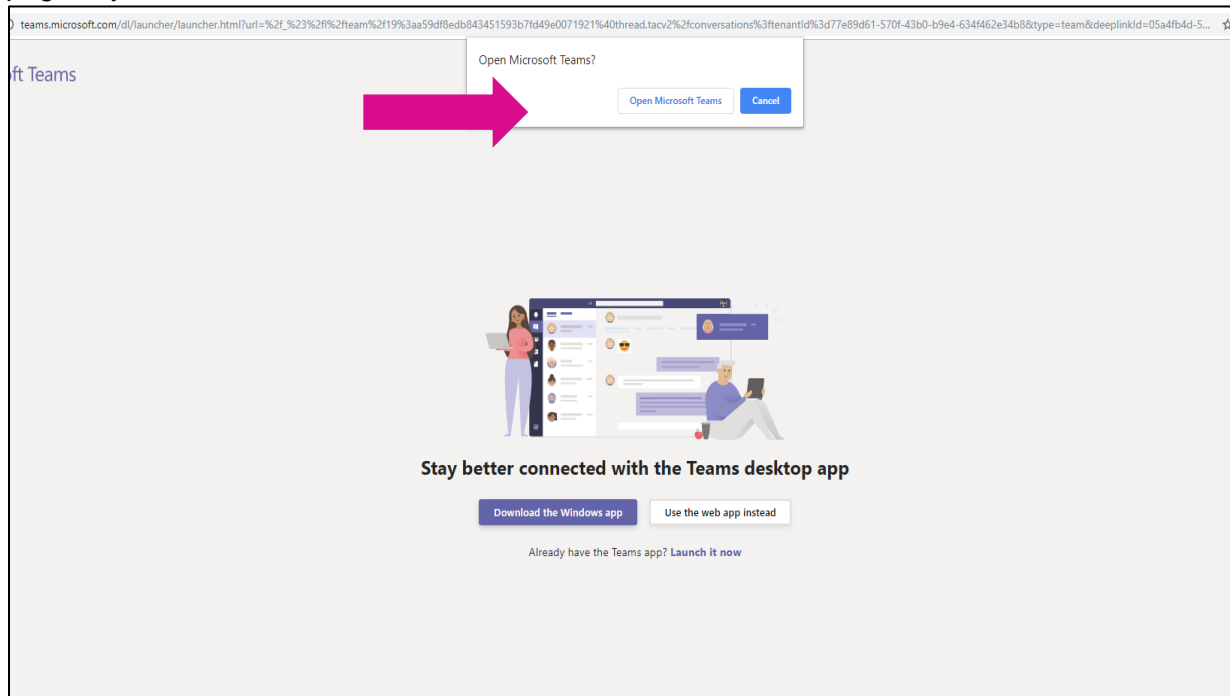
The organization The Mount Sinai Hospital would like to:

- ✓ Sign you in
- ✓ Read your name, email address, and photo

You should only accept if you trust The Mount Sinai Hospital. By accepting, you allow this organization to access and process your data to create, control, and administer an account according to their policies. **The Mount Sinai Hospital has not provided a link to their privacy statement for you to review.** The Mount Sinai Hospital may log information about your access. You can remove these permissions at <https://myapps.microsoft.com/mtsinai.onmicrosoft.com>

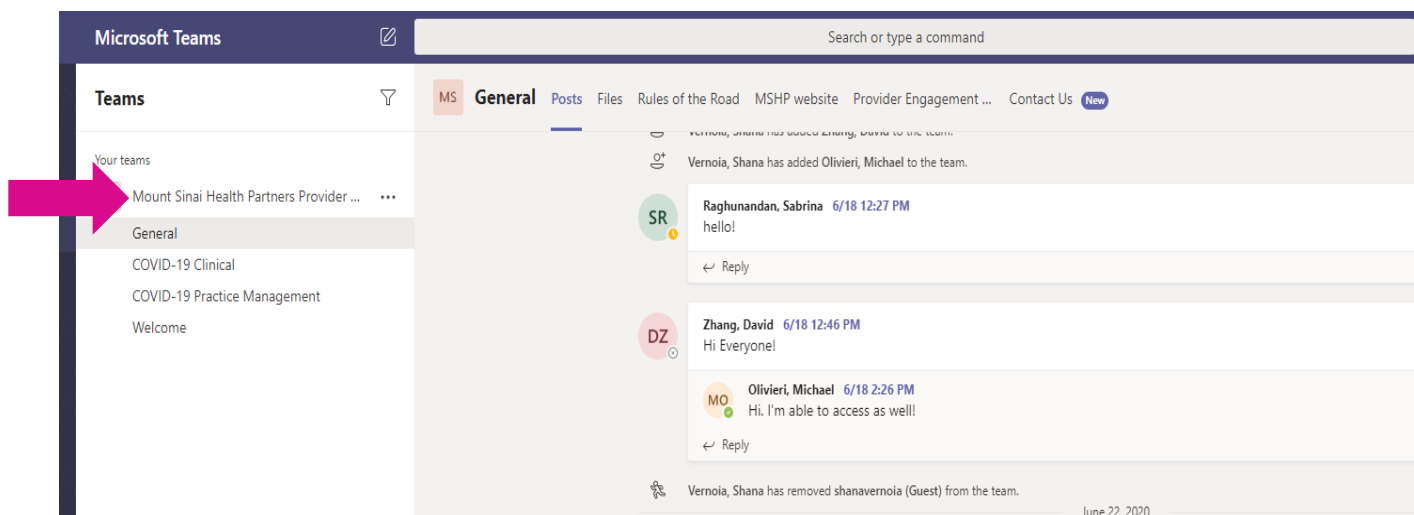
Cancel Accept

10. Click **“Open Microsoft Teams”** to open Microsoft Teams in your browser. Remember to bookmark the page in your web browser.



Note: You may receive a window requesting additional security information. Follow the prompts to enter the information.

11. A window will open to Microsoft Teams. Click on **“Teams”** then our team name **“Mount Sinai Health Providers Provider Community”**



Additional information and resources

- Refer to the [Microsoft Teams Sign In Instructions](#)

Questions?

Contact your Provider Engagement Manager, email us at mshp@mountsinai.org or call us at 877-234-6667