

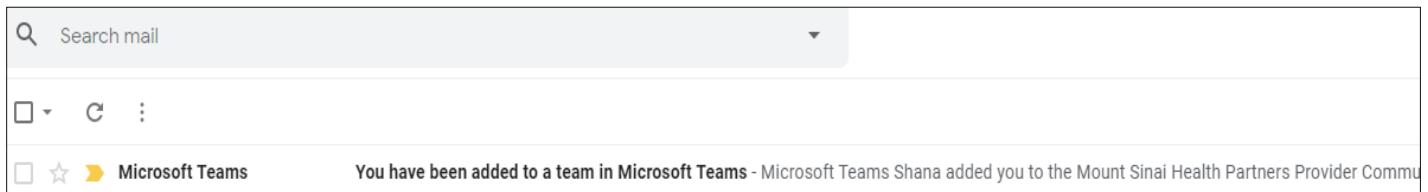


Provider Online Community

Instructions to Join Microsoft Teams

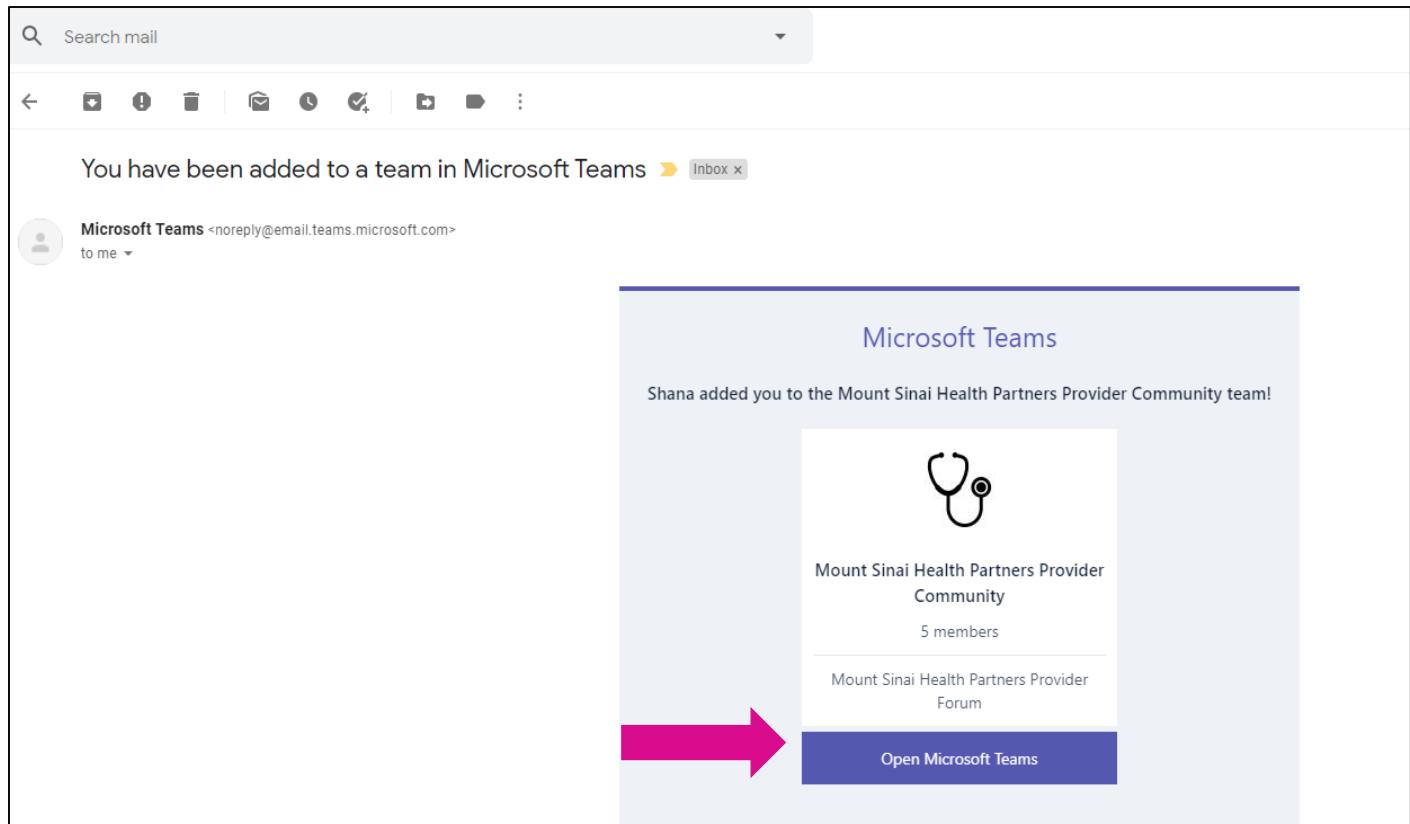
This guide provides instructions on how to access the MSHP Provider Online Community on Microsoft Teams.

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

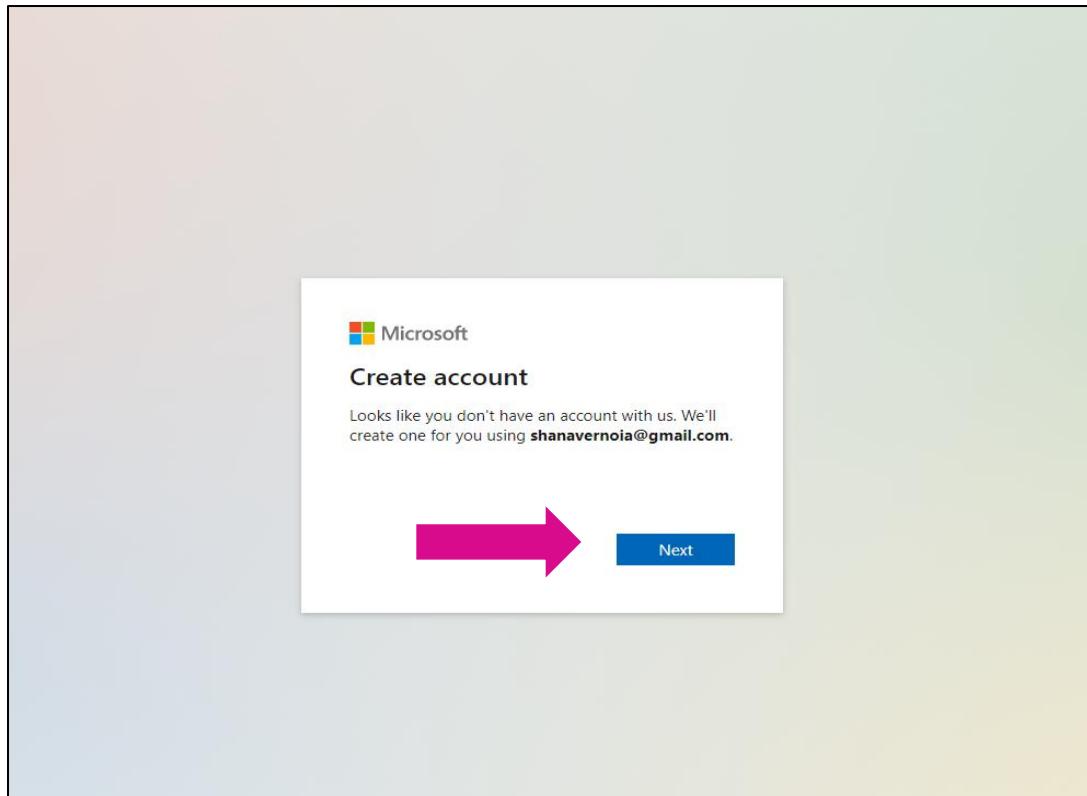


2. Open the email. Click **“Open Microsoft Teams”**

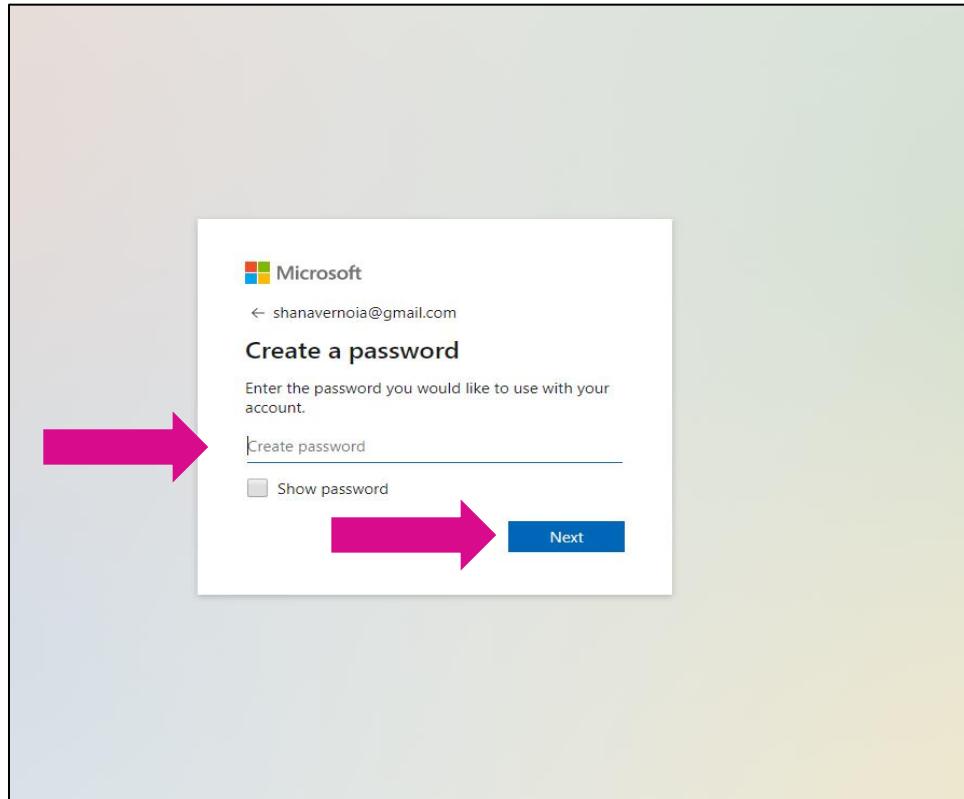
Note: If you have a **Microsoft Account**, click on “Open Microsoft Teams” and log in using your Microsoft credentials. After you log in, **skip to step 8** in this instruction guide. If you do not have a Microsoft Account continue to follow steps 3-10 in this instruction guide.



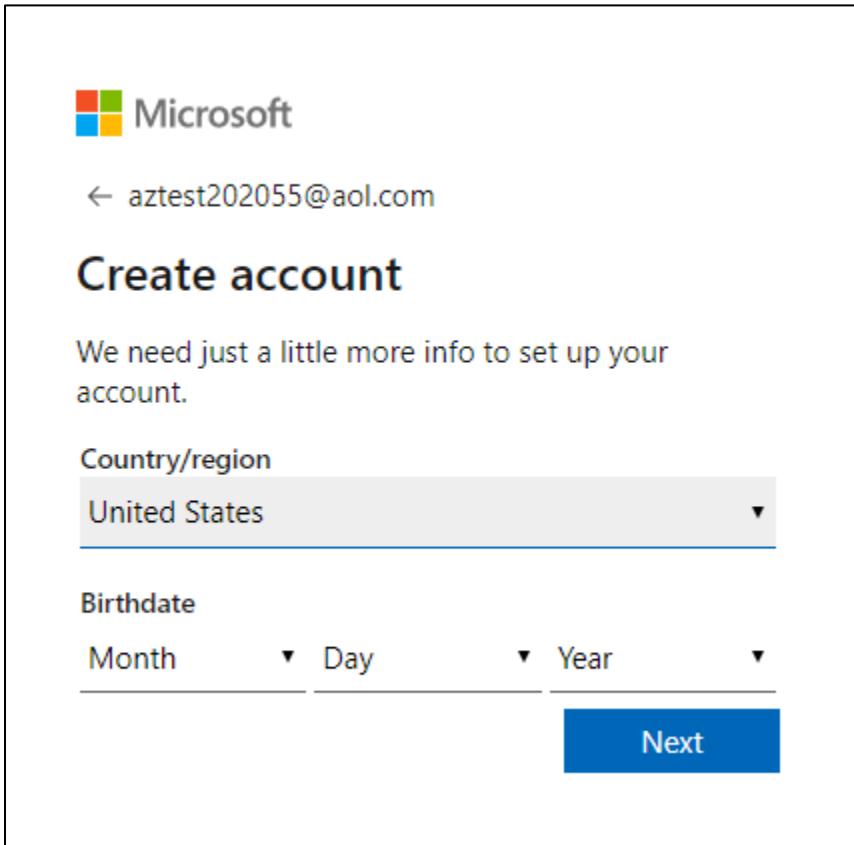
3. Click on “**Next**”



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

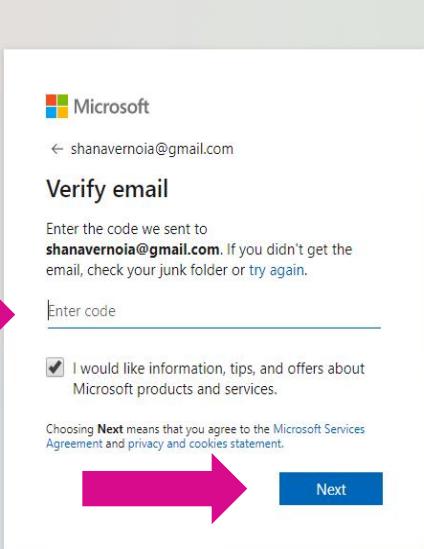


5. Enter your Birthdate and click “Next”



The screenshot shows the Microsoft 'Create account' page. At the top, the Microsoft logo and an email address (aztest202055@aol.com) are displayed. Below this, the heading 'Create account' is centered. A sub-instruction reads: 'We need just a little more info to set up your account.' A 'Country/region' dropdown menu is set to 'United States'. Below it, a 'Birthdate' section is shown with three dropdown menus: 'Month', 'Day', and 'Year'. A large blue 'Next' button is positioned to the right of the birthdate fields.

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



The screenshot shows the Microsoft 'Verify email' page. At the top, the Microsoft logo and an email address (shanavernoia@gmail.com) are displayed. Below this, the heading 'Verify email' is centered. A sub-instruction reads: 'Enter the code we sent to shanavernoia@gmail.com. If you didn't get the email, check your junk folder or [try again](#).' A text input field labeled 'Enter code' is present. Below it, a checkbox is checked, with the label 'I would like information, tips, and offers about Microsoft products and services.' A note at the bottom states: 'Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).' A large blue 'Next' button is located at the bottom right. A pink arrow points from the left towards the 'Enter code' field, and another pink arrow points from the bottom left towards the 'Next' button.

(Example email from Microsoft account team with a code)

Verify your email address ▶ Inbox x

Microsoft account team <account-security-noreply@accountprotection.microsoft.com>
to me ▾

Microsoft account

Verify your email address

To finish setting up your Microsoft account, we just need to make sure this email address is yours.

To verify your email address use this security code: 0182

If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.

Thanks,
The Microsoft account team

◀ Reply ▶ Forward

7. Enter your **phone number** and 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

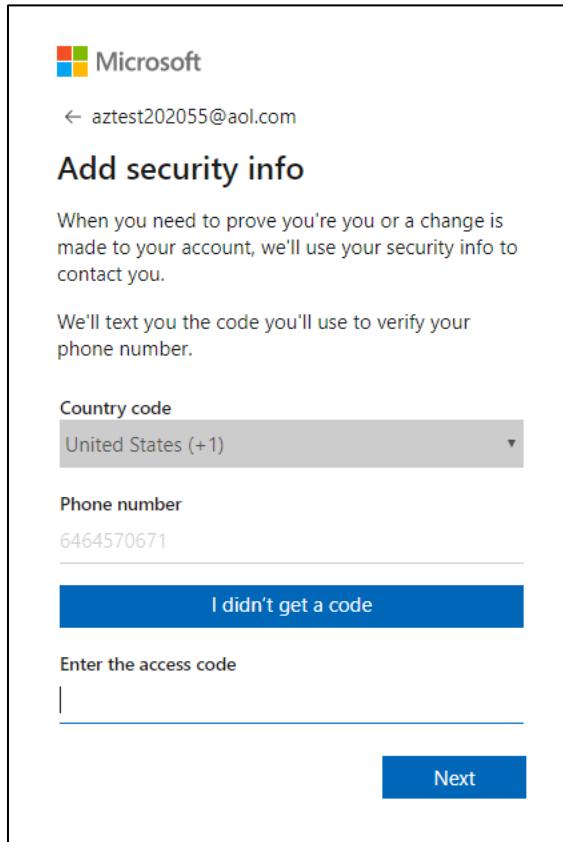
United States (+1)

Phone number

Send code

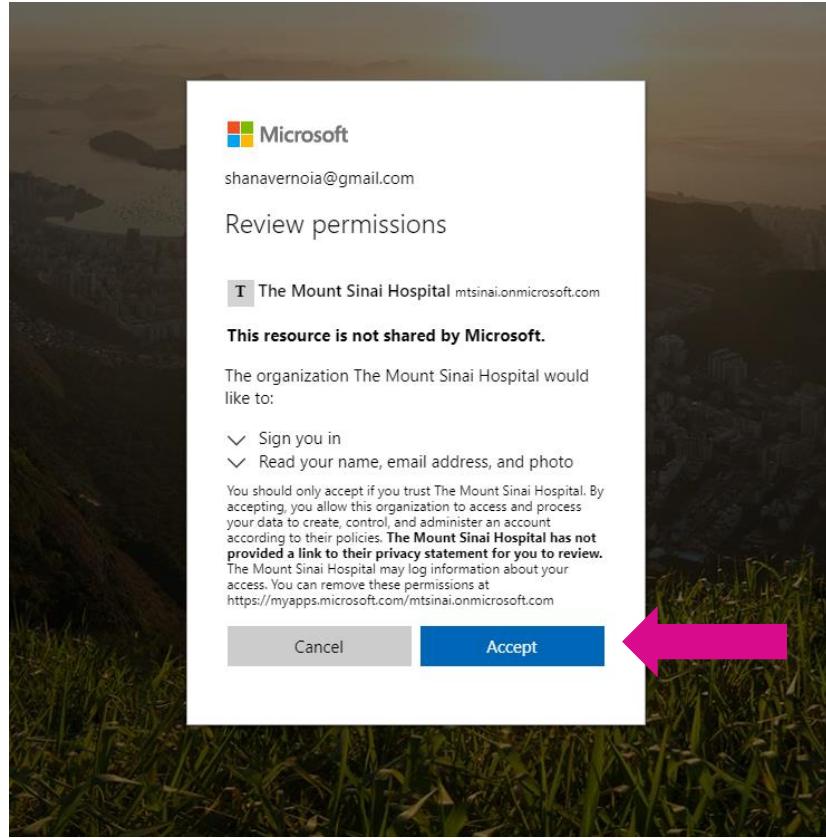
Next

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

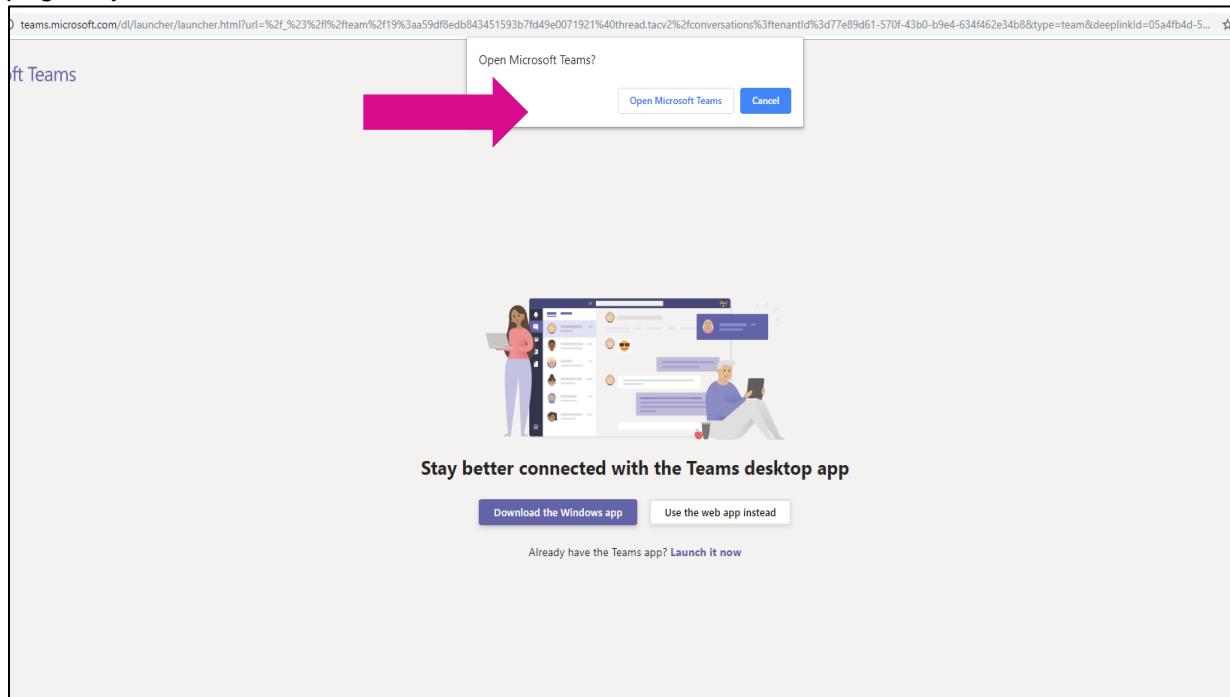


The image shows a Microsoft 'Add security info' form. At the top, it displays the Microsoft logo and the email address 'aztest202055@aol.com'. Below this, the heading 'Add security info' is centered. A text block explains that when you need to prove you're you or a change is made to your account, Microsoft will use your security info to contact you. Another text block states that they will text you the code you'll use to verify your phone number. A 'Country code' dropdown menu is set to 'United States (+1)'. A 'Phone number' input field contains '6464570671'. A blue button labeled 'I didn't get a code' is visible. Below the phone number input is a text field labeled 'Enter the access code' with a placeholder underscore. A blue 'Next' button is located at the bottom right of the form.

9. Click “**Accept**”

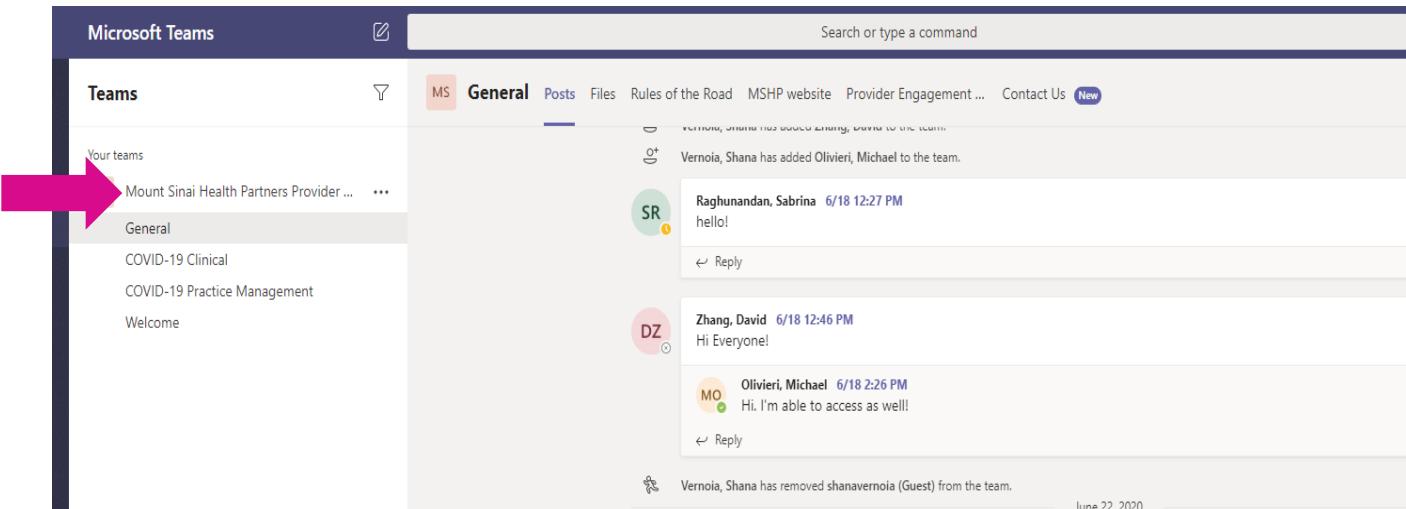


10. Click “**Open Microsoft Teams**” to open Microsoft Teams in your browser. Remember to bookmark the page in your web browser.



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