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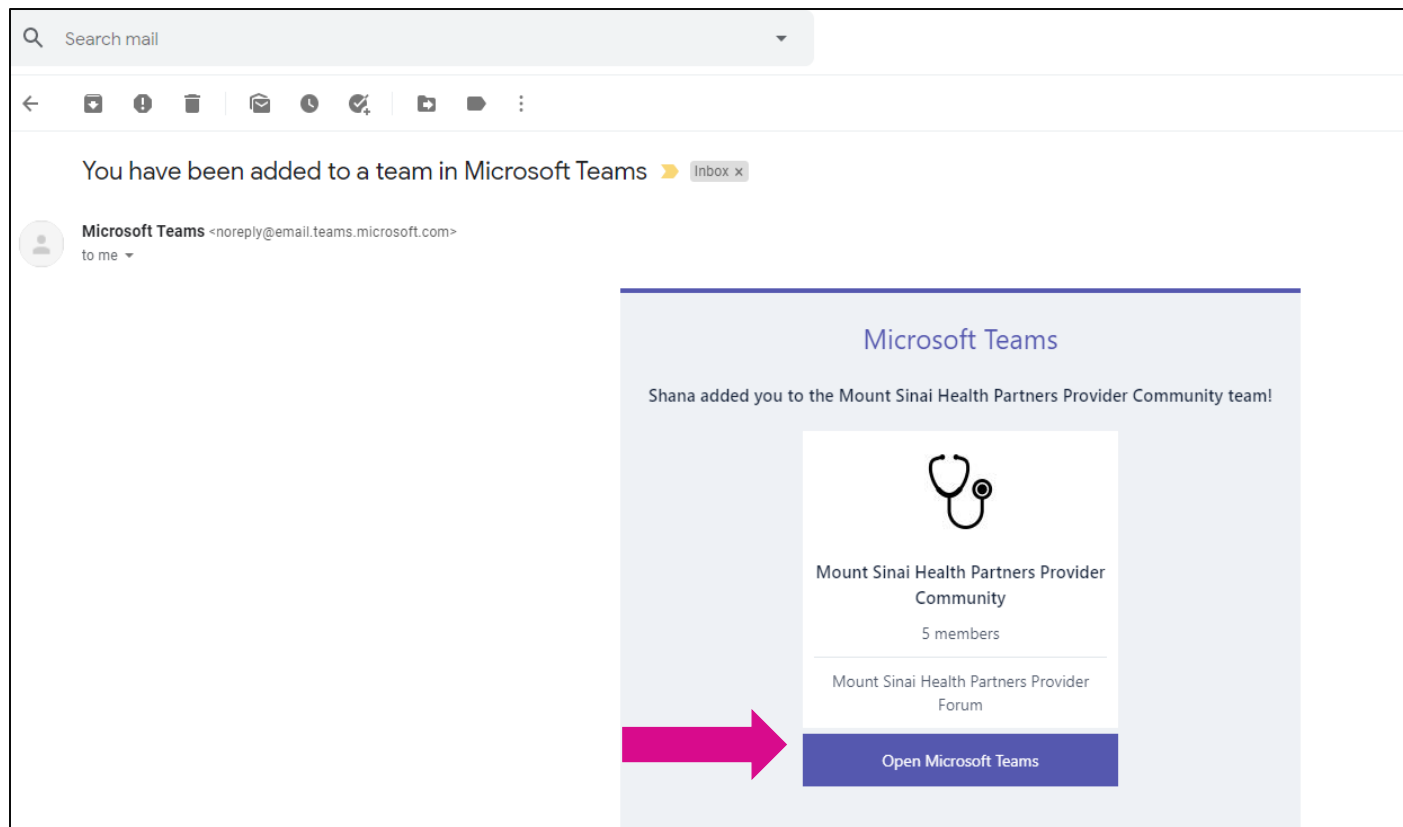
This guide provides instructions on how to access the MSHP Provider Online Community on Microsoft Teams.

1. Check your inbox for an email from Microsoft Teams with the subject line **"You have been added to a team in Microsoft Teams"**
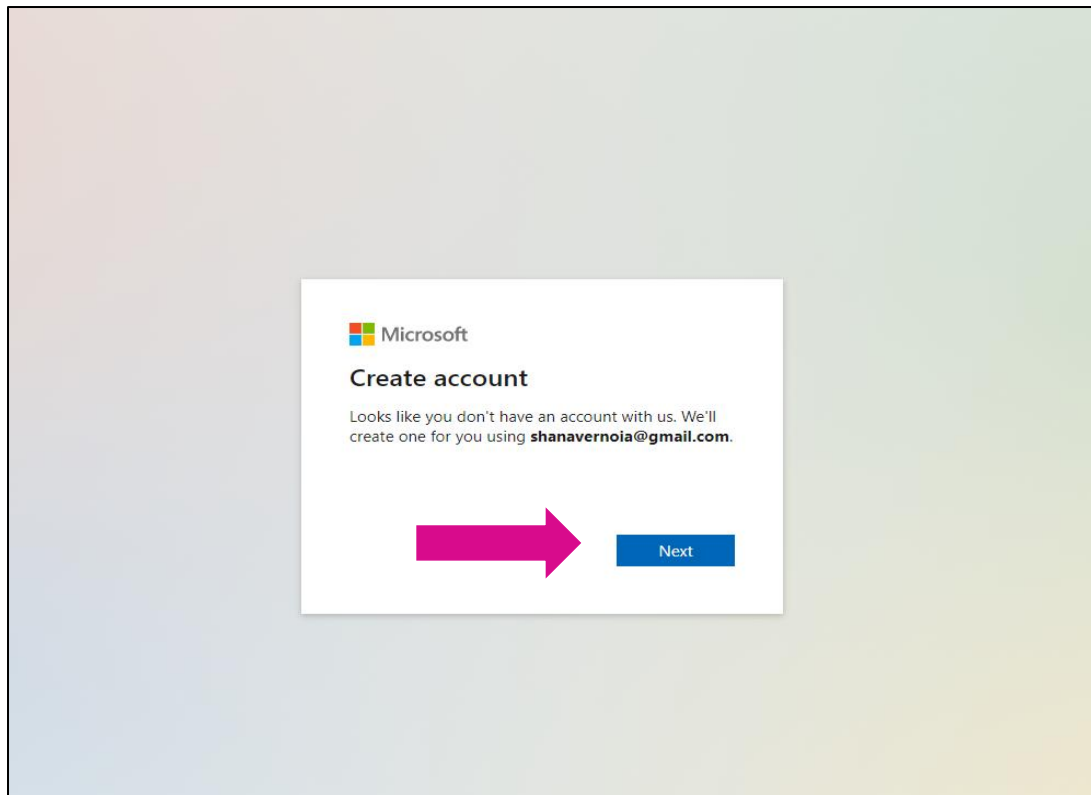
Q Search mail	▼
☐ ▾ C ⋮	
☐ ☆ ➤ Microsoft Teams	You have been added to a team in Microsoft Teams - Microsoft Teams Shana added you to the Mount Sinai Health Partners Provider Commu
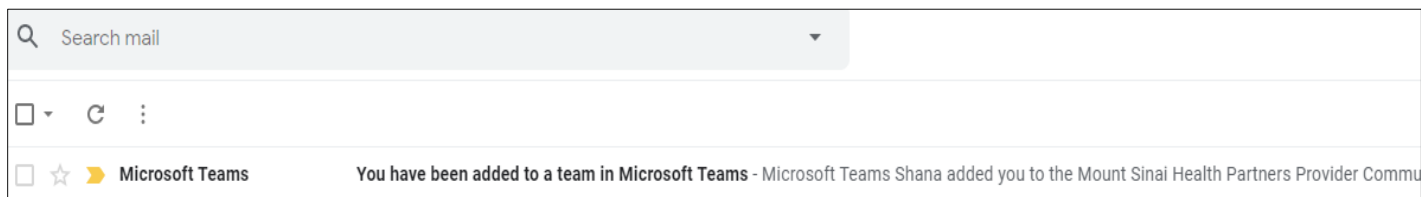
2. Open the email. Click "**Open Microsoft Teams**"
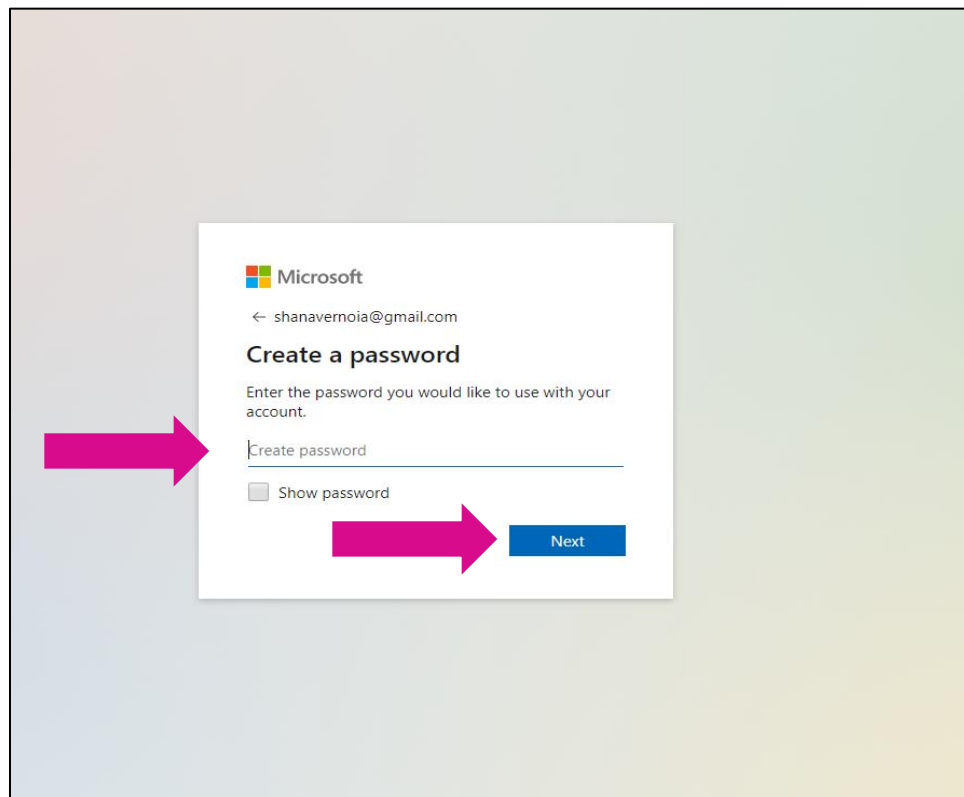
Note: If you have a **Microsoft Account**, click on "Open Microsoft Teams" and log in using your Microsoft credentials. After you log in, **skip to step 8** in this instruction guide. If you do not have a Microsoft Account continue to follow steps 3-10 in this instruction guide.
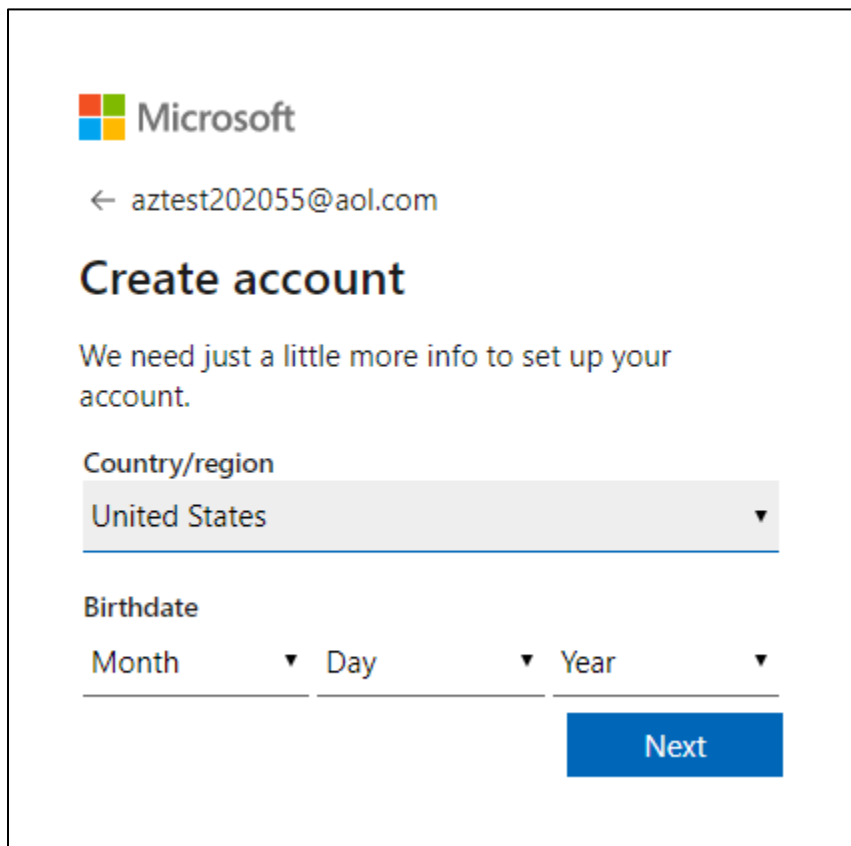
Q Search mail ▼

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You have been added to a team in Microsoft Teams ➤ Inbox ×

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

Microsoft Teams

Shana added you to the Mount Sinai Health Partners Provider Community team!

Mount Sinai Health Partners Provider Community

5 members

Mount Sinai Health Partners Provider Forum

Open Microsoft Teams

3. Click on **"Next"**

4. Create a password, then click **"Next"**
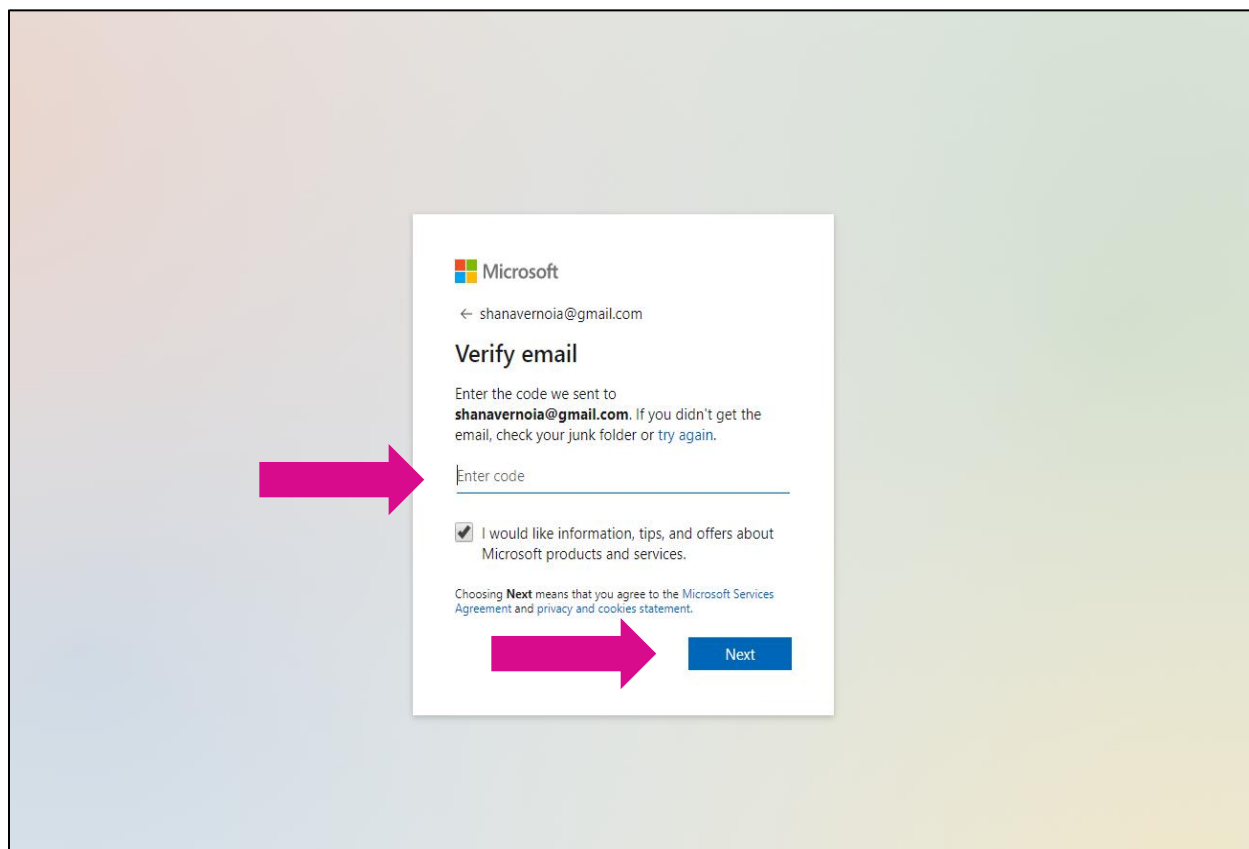
5. Enter your Birthdate and click "Next"

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

(Example email from Microsoft account team with a code)

Verify your email address ▷ Inbox ×

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

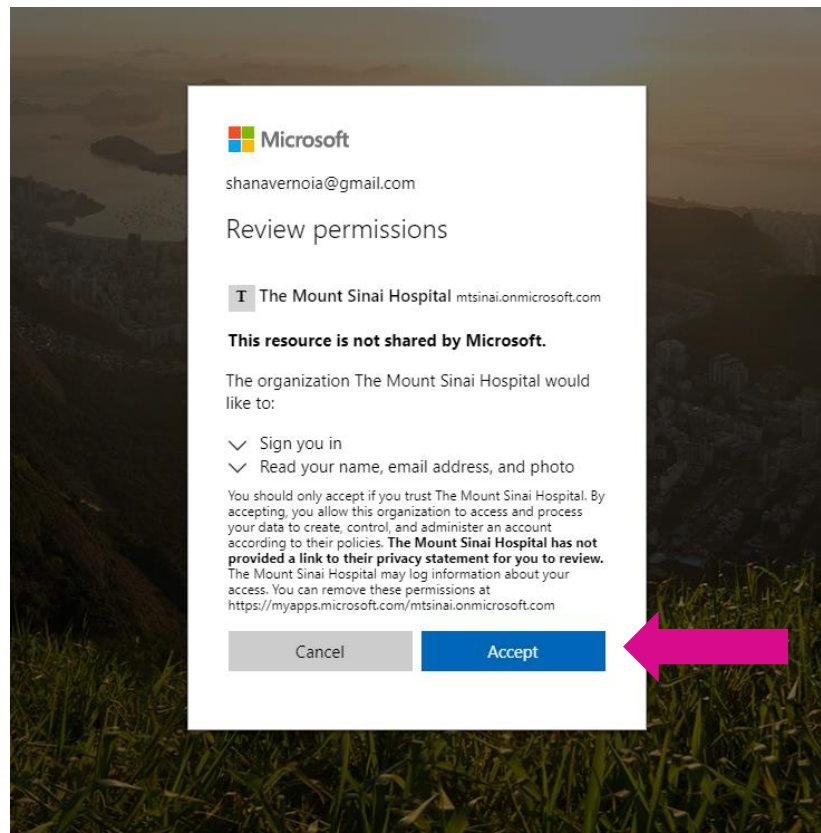United States (+1)   ▾

Phone number

_____

Send code

Next

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


9. Click **"Accept"**

10. Click **"Open Microsoft Teams"** to open Microsoft Teams in your browser. Remember to bookmark the page in your web browser.
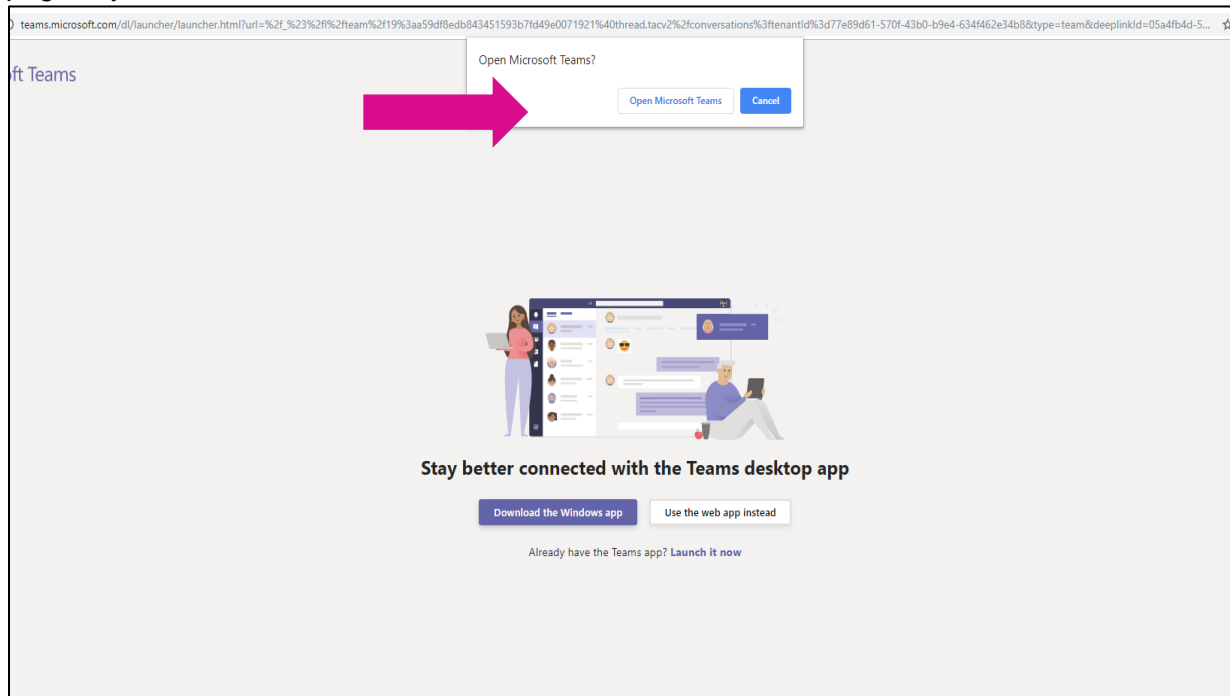
Note: You may receive a window requesting additional security information. Follow the prompts to enter the information.

11. A window will open to Microsoft Teams. Click on **"Teams"** then our team name **"Mount Sinai Health Providers Provider Community"**
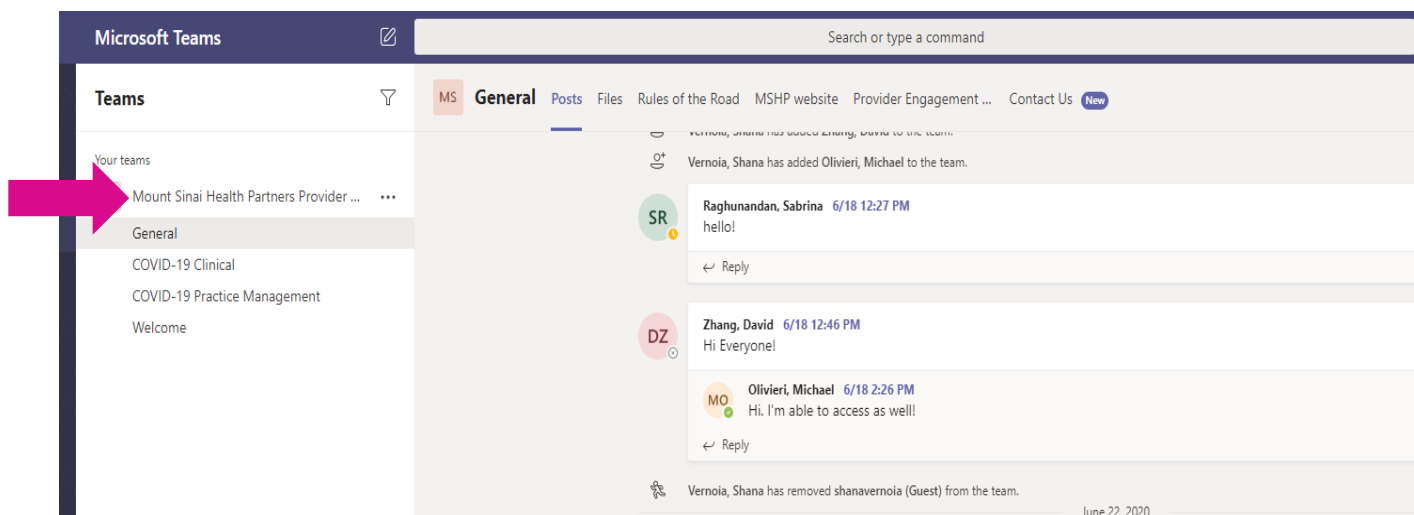
Additional information and resources

- 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

Last updated 6/29/20