

How to Log into Teams

Ministry of Central Services

This document provides instructions on how to log into Teams, a feature of Microsoft Office 365.

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You now have Teams on your computer.

Teams is an ideal environment for online collaboration using audio, video, chat and file sharing capabilities.

If you cannot find the Teams icon on your workstation, refer to the “How to Install Teams through Office.com” document to manually install Teams yourself.



Once you have navigated the Teams application, follow the instructions below to learn how to login.

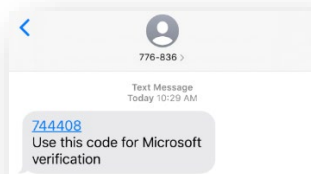
1. *Login using your Government of Saskatchewan and select Sign in.*



Note: Your login is your Government of Saskatchewan username (i.e. jsmith@gov.sk.ca) and network password, not your email address.

2. *You will be asked to enter a code sent to another one of your devices to confirm your identity. To learn more, see the [instructions for multi-factor authentication](#).*

For example:



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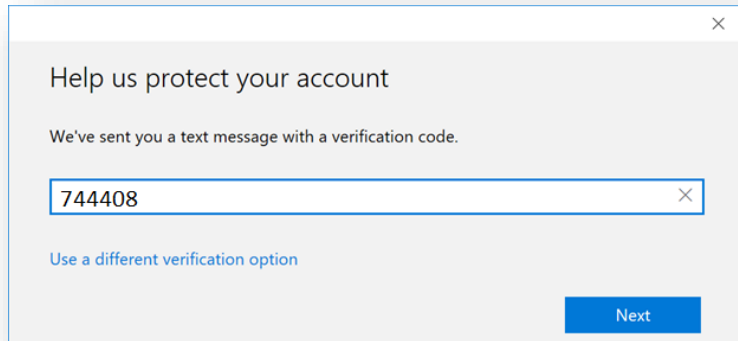
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3. Enter the verification code into the space provide on the computer you are using to log into Teams.



4. Teams Client on your computer will then launch with a wizard to show you some features. Select "next" on each screen to walk through it.

5. When the wizard is complete, the Teams client will launch on your computer:

