

Don't have Microsoft Teams yet?

Here's how to get started

Microsoft Teams is the tool we use at PiCC United to collaborate, hold meetings and share knowledge. Here's how to get started easily – even if you've never used it before.

Microsoft Teams is our primary platform for collaboration, meetings and knowledge sharing. Here you will find a short guide on how to get started – and how to get the most out of Teams in our community.

1. Download Microsoft Teams

For computers:

- Go to <https://www.microsoft.com/en/microsoft-teams/download-app?market=af>
- Click on '*Download to desktop*'
- Follow the installation instructions

For phone/tablet (iOS/Android):

- Search for *Microsoft Teams* in the App Store or Google Play
- Download and install the app for free

2. Log in for the first time

When you log in, you will see the following on the left-hand side:

- When you open Teams, log in with the email address you received from PiCC United (or your own if you were invited).
- You may be asked to create a password – just follow the instructions.

3. Watch a short introduction to Teams

If you are new to Teams, we recommend watching these videos (they are free and available in English):

- How to use Microsoft Teams – Complete Beginner's Guide (15 min) <https://www.youtube.com/watch?v=voLk8eUOK7c>

4. How to find PiCC United in Teams

Once you are logged in:

- Go to the 'Teams' tab on the left side
- Here you will see your team, e.g. '*PiCC United – Project X*'
- Click on the team to open it and see channels, files and posts

5. Get help if you get stuck

- You are not alone if something goes wrong – we are happy to help you get started
- Contact us at hello@piccunited.org. and we will guide you step by step

Ready to collaborate!

Once you've installed Teams and logged in, you can join meetings, find your team folder, and chat with the rest of the team. It's easy to use, and you don't need to be a tech expert to get started!