



Introduction to

# Microsoft Teams

step 1



[www.office.com](http://www.office.com)

# step 2

Type the Username & the old Password

The image displays two sequential steps of a Microsoft sign-in process. The left panel shows the initial sign-in screen with the Microsoft logo, the text 'Sign in', and a username input field. The username field contains a blue rectangular box followed by '@antonines-hazmieh.edu.lb'. Below the input field are links for 'Can't access your account?' and 'Sign in with a security key (?)'. At the bottom are 'Back' and 'Next' buttons. The right panel shows the password entry screen with the Microsoft logo, a back arrow, and the email address 'nehmetallah.bejjani@antonines-hazmieh.edu.lb'. Below this is the text 'Enter password' and a password input field filled with dots. At the bottom are links for 'Forgot my password' and a 'Sign in' button.

# step 3

Type the old Password and change it

The new one must be difficult (include: numbers,capita

3 



kamal.chebly@antonines-hazmieh.edu.lb

## Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

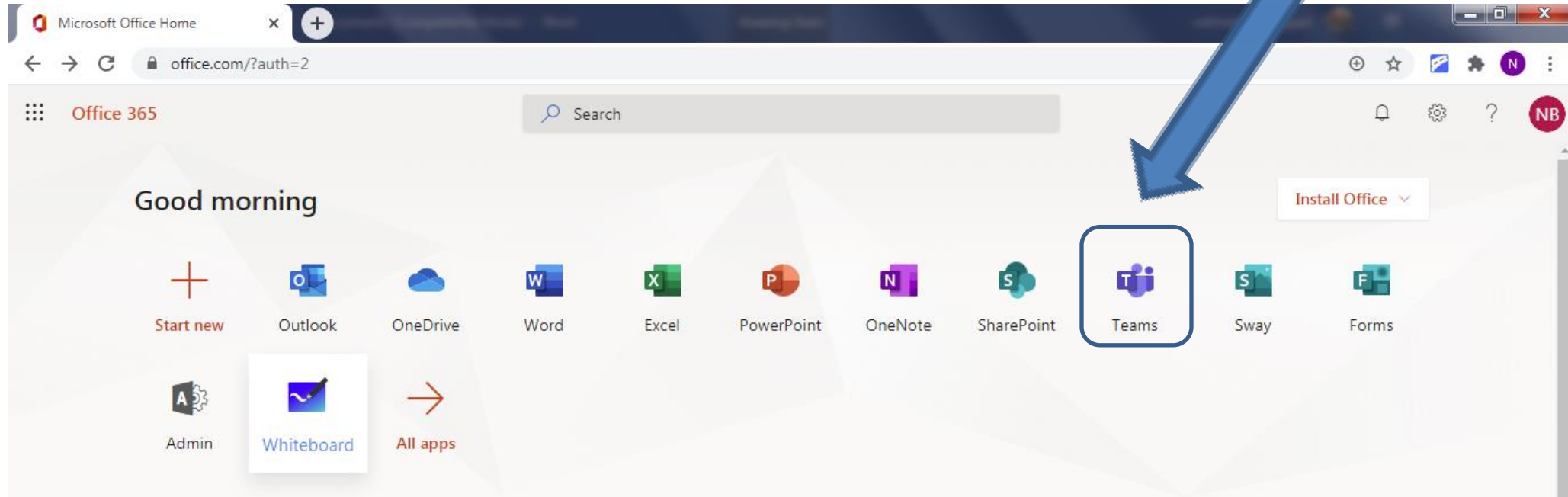
Current password

New password

Confirm password

Sign in

# step 4



Open Teams!



# Welcome to Teams

You can download the desktop App

The screenshot displays the Microsoft Teams application interface. At the top, the header shows 'Microsoft Teams' and a search bar. On the left, a vertical navigation bar includes icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Help. The main area is titled 'Teams' and lists 'Your teams' with six team cards: 'IT department', 'S3SV', 'SE', 'GR12-SG', 'S2E', and 'S2A'. On the right, a user profile card for 'Nehmetallah Bejjani' is visible, showing status as 'Available' and options like 'Set status message', 'Saved', 'Settings', 'Keyboard shortcuts', 'About', 'Download the desktop app', 'Download the mobile app', and 'Sign out'. Two blue arrows with red numbers '1' and '2' point to the user profile icon in the top right and the 'Download the desktop app' option in the profile menu, respectively.

Microsoft Teams

Search

Activity

Chat

Teams

Assignments

Calendar

Calls

Help

Teams

Your teams

IT department

S3SV

SE

GR12-SG

S2E

S2A

S2B

NB Nehmetallah Bejjani  
Change picture

Available

Set status message

Saved

Settings

Keyboard shortcuts

About

Download the desktop app

Download the mobile app

Sign out

1

2

Or you can download the desktop App

By clicking on this icon

