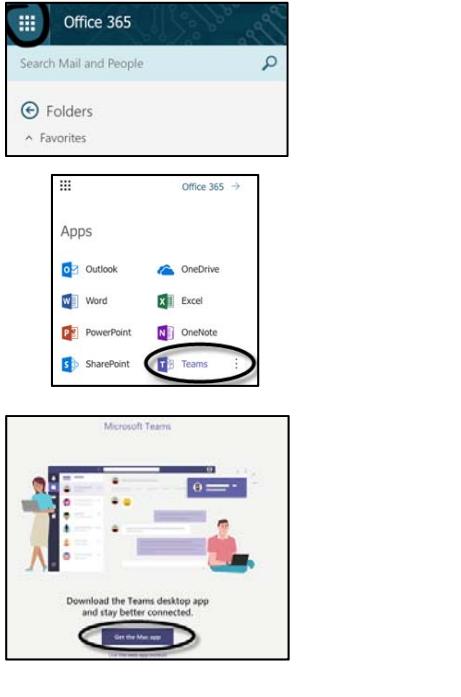
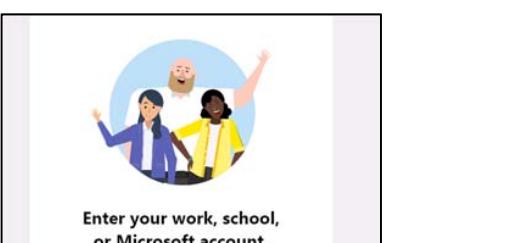


## Login to Microsoft Teams

**Description** Follow the steps to login to Microsoft Teams.

**Definition** Microsoft Teams is a communication platform that includes/combines workplace chat, file storage and video meetings.

Step	Action	
Login To Microsoft Teams	<ol style="list-style-type: none"><li>a. Open browser</li><li>b. Go to: <a href="https://outlook.office.com">https://outlook.office.com</a></li><li>c. Enter Username: Discount Tire email (<a href="mailto:first.last@discounttire.com">first.last@discounttire.com</a>)</li><li>d. Enter Password: Windows login password</li><li>e. Select the <b>admin tree</b> in the far left corner</li><li>f. Select <b>Teams</b> from the Apps list</li><li>g. Select <b>Get the Mac app (or Windows app)</b></li></ol>	
1	<ol style="list-style-type: none"><li>a. Enter your Discount Tire email (<a href="mailto:first.last@discounttire.com">first.last@discounttire.com</a>)</li><li>b. Select <b>Sign in</b></li></ol> <p><b>Note:</b> When you first sign in, your five digit employee number may auto-populate as your username (ex: 22222@discounttire.com); change it to your email.</p>	

**Contact** For help, please contact [support@discounttire.com](mailto:support@discounttire.com).