

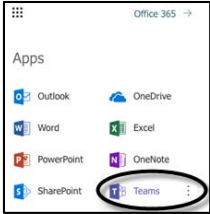
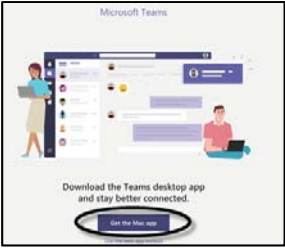
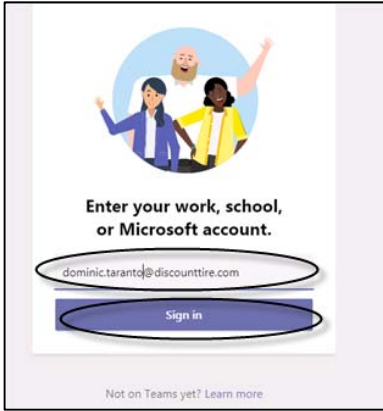


Login to Microsoft Teams

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.

Login To Microsoft Teams

Step	Action	
1	<div><div>a. Open browser</div><div>b. Go to: https://outlook.office.com</div><div>c. Enter Username: Discount Tire email (first.last@discounttire.com)</div><div>d. Enter Password: Windows login password</div><div>e. Select the admin tree  in the far left corner</div><div>f. Select Teams from the Apps list</div><div>g. Select Get the Mac app (or Windows app)</div></div>	<div></div> <div></div> <div></div>
2	<div><div>a. Enter your Discount Tire email (first.last@discounttire.com)</div><div>b. Select Sign in</div></div> <div>Note: 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.</div>	<div></div>

Contact For help, please contact support@discounttire.com.