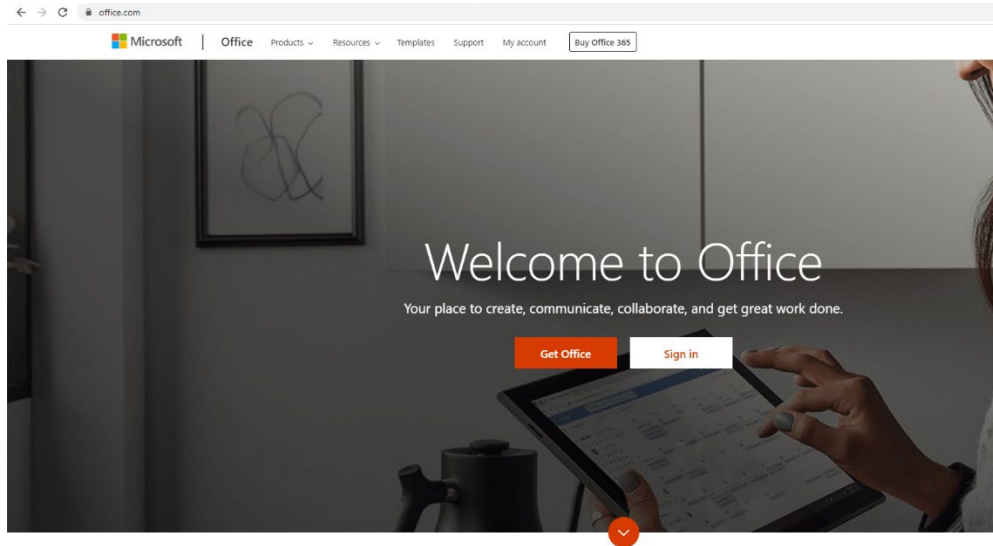


## Logging On to Microsoft Teams Via Computer

1. Visit Office 365 by going to the website <https://www.office.com/>



What is Office 365?

1. Sign in with your CUNY First credentials. (example: [john.doe60@login.cuny.edu](mailto:john.doe60@login.cuny.edu)) Note that you MUST include “@login.cuny.edu” at the end of your username



### Web Applications Login

If you are logging into a University cloud service offering, such as Dropbox or Microsoft Office 365 for Education, you agree to abide by the terms in the [CUNY Acceptable Use of University Data in the Cloud policy](#).

Log in with your [CUNY Login credentials](#):

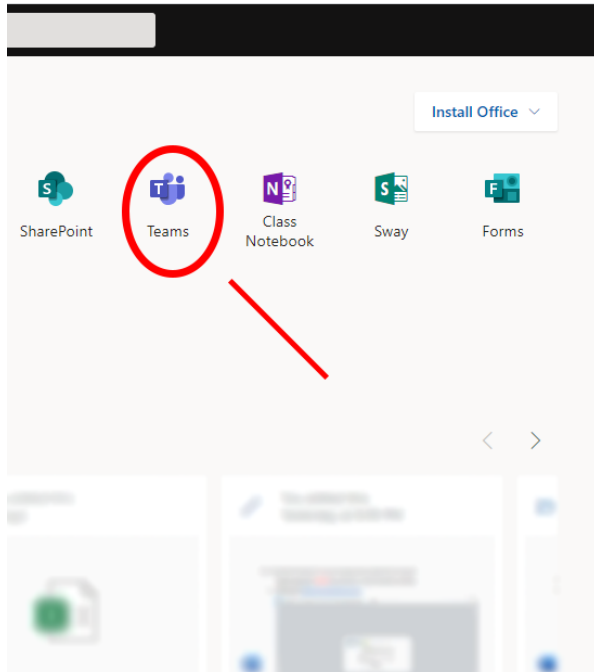
Username

Password

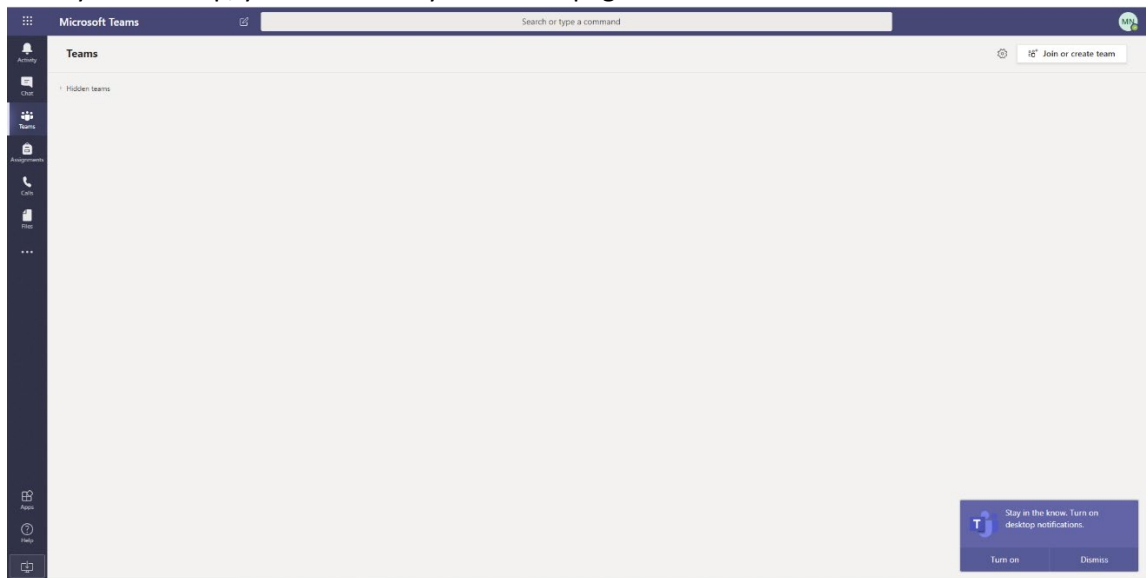
[Forgot Password](#) [New User](#)  
[Forgot Username](#) [Manage your Account](#)

**PROTECT YOUR PERSONAL INFORMATION AND PRIVACY**  
ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the [Acceptable Use of Computer Resources Policy](#).

2. Click on the Teams Application. After you click “teams” you may be asked to install the desktop version. Installing the desktop version is optional. You can view



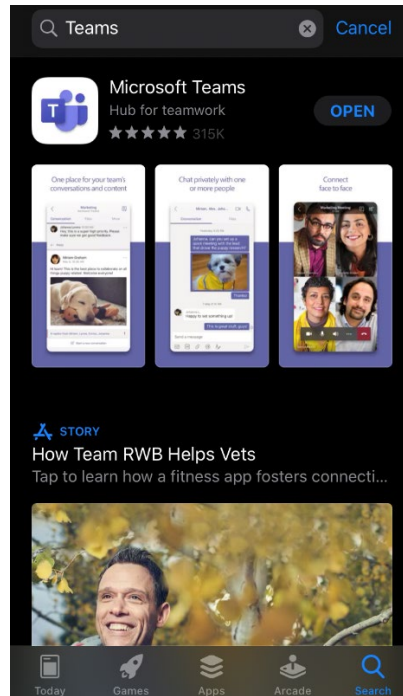
3. Once you finish up, you should see your Teams page.



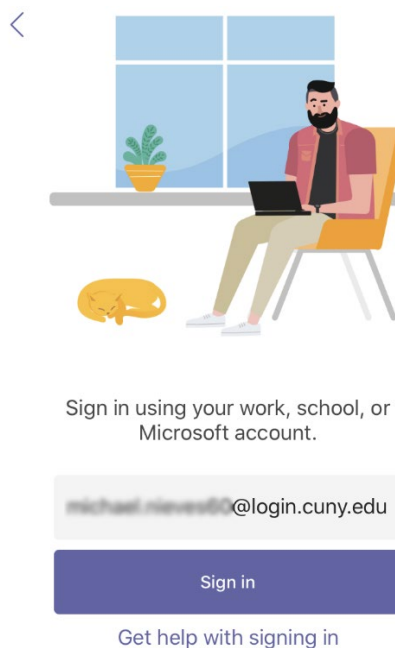
4. On the left hand side where it says “chat” is where you receive your information.

## Logging Into Microsoft Teams Mobile

1. Open the App store on your mobile device and search “Teams” and download the Microsoft Teams application.



2. Sign in with your CUNY First credentials. (example: [john.doe60@login.cuny.edu](mailto:john.doe60@login.cuny.edu)) Note that you MUST include “@login.cuny.edu” at the end of your username



3. After being redirected to the CUNY webpage, sign in with your CUNY First credentials. (example: [john.doe60@login.cuny.edu](mailto:john.doe60@login.cuny.edu)) Note that you MUST include “@login.cuny.edu” at the end of your username.

Cancel

### Web Applications Login

If you are logging into a University offering, such as Dropbox or Microsoft for Education, you agree to abide by the [CUNY Acceptable Use of University Cloud policy](#).

Log in with your [CUNY Login credentials](#)

Username

Password

Login

4. Once you finish up, you should see your Teams page.

