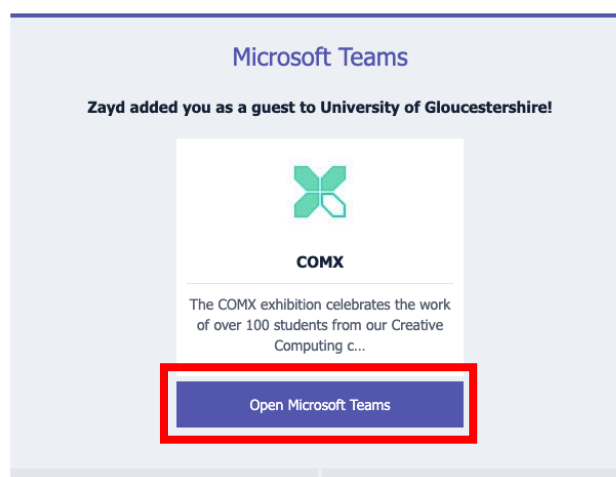
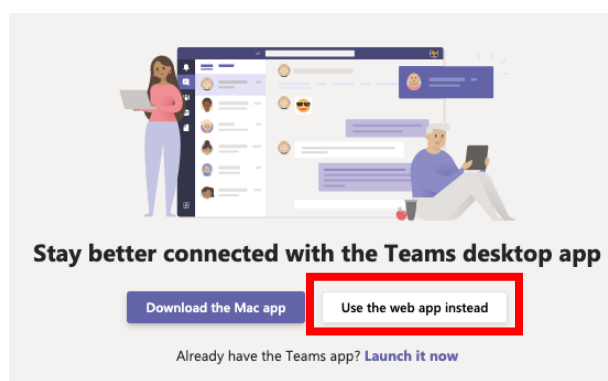


## Responding to your Microsoft Teams invite

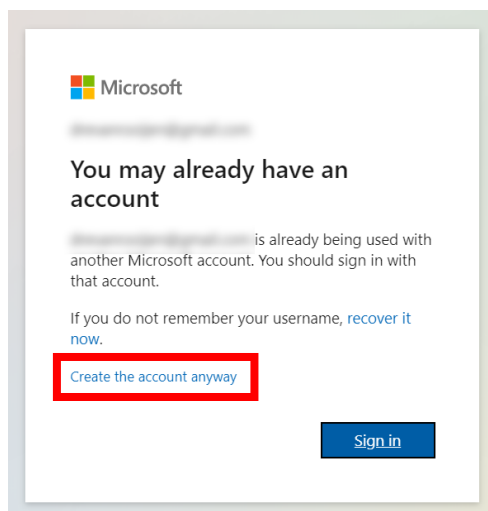
1. Following an invitation to Microsoft Teams from one of the Creative Computing team, you should receive an email whereby you will be asked to **Open Microsoft Teams**. Click this link.



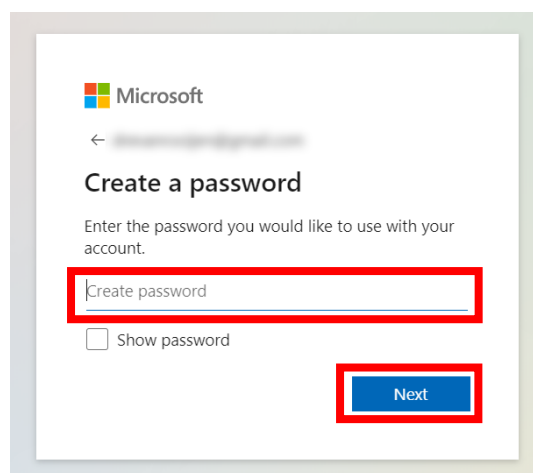
2. Once the web page opens you will be prompted to decide how you would like to connect to Microsoft Teams. Please continue by clicking the **Use the web app instead** button.



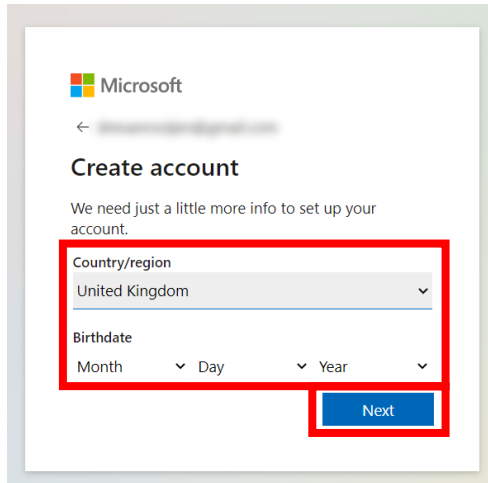
3. Microsoft will ask you to register your email address with them. Please click the **Create the account anyway** link.



4. Microsoft will ask you to **create a new password** for your account. Please **choose one** and click **Next**.



5. Microsoft will ask you to enter your **Country/region** and **Birthdate** (this information is used in case you need to recover your account). Please enter accordingly and click **Next**.



Microsoft

< [redacted] >

### Create account

We need just a little more info to set up your account.

Country/region  
United Kingdom

Birthdate  
Month Day Year

Next

6. Microsoft will send you a **verification email**. Please **Enter code** that you get sent and click **Next** (you may want to **uncheck** the tick box).

Microsoft account team <account-security-noreply@accountprotection.microsoft.com>  
to me

Microsoft account

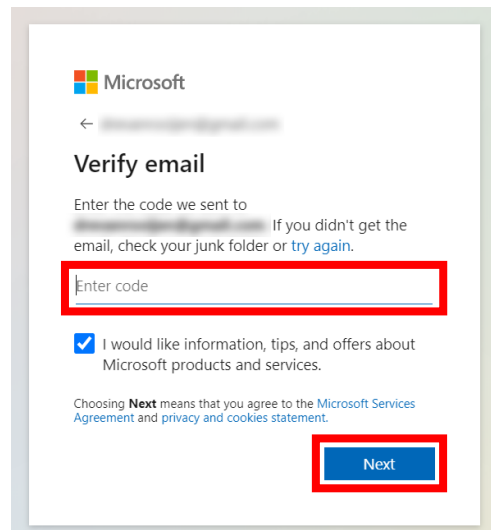
## Verify your email address

To finish setting up your Microsoft account, we just need to make sure that this email address is yours.

To verify your email address, use this security code: [redacted]

If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.

Thanks,  
The Microsoft account team



Microsoft

< [redacted] >

### Verify email

Enter the code we sent to [redacted]. If you didn't get the email, check your junk folder or [try again](#).

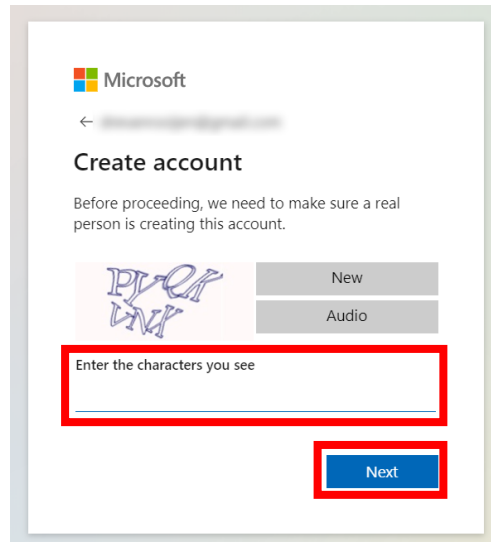
Enter code

I would like information, tips, and offers about Microsoft products and services.

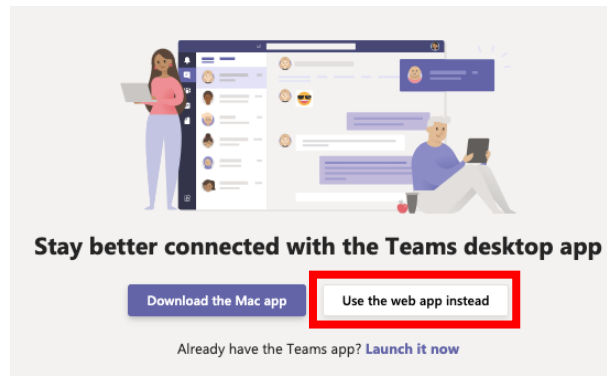
Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

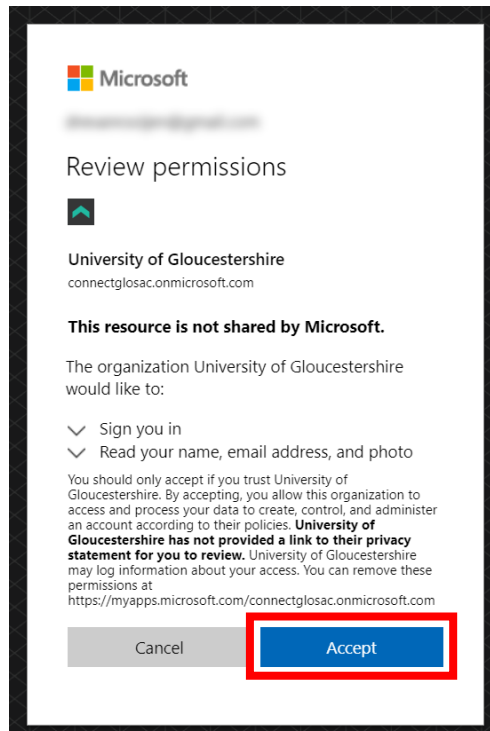
7. Finally, Microsoft will ask you to confirm the creation of your account by entering a captcha code. Please **Enter the characters you see** and click **Next**.



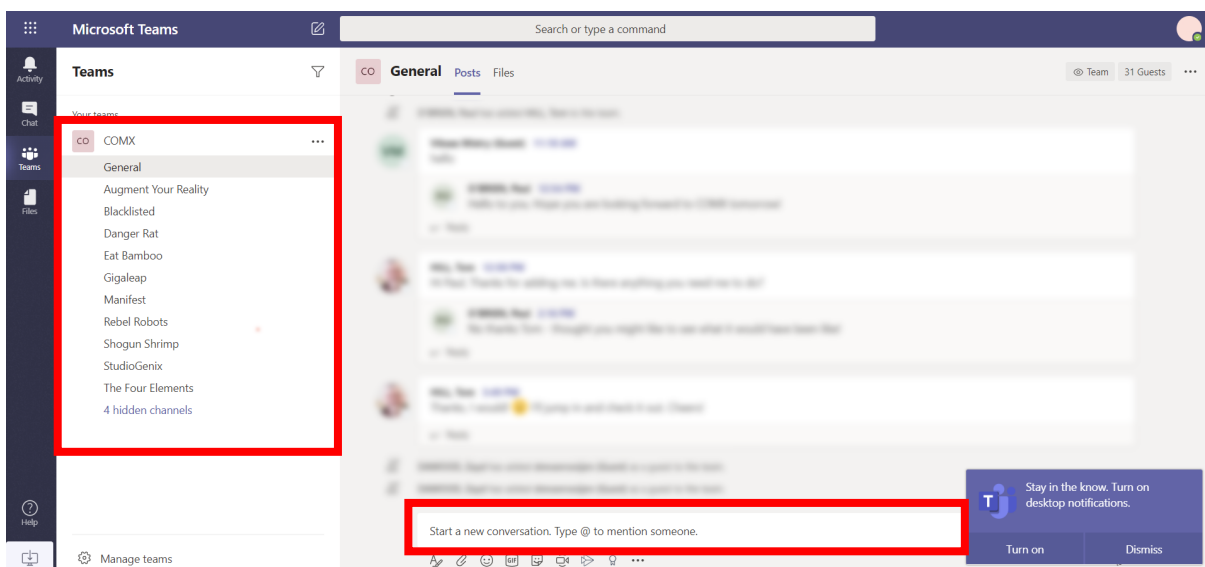
8. Once you have successfully verified your account, you will be asked (once more!) how you would like to open Microsoft Teams. Please click **Use the web app instead** button.



9. Last but not least, Microsoft will ask you to confirm that the **University of Gloucestershire** is going to use your newly created account details to login to Microsoft Teams. Please click **Accept**.



10. Once you have accepted, you will be redirected to the “COMX lobby.” Here, you can navigate between the various channels (i.e. Teams) on the left (don’t forget to expand the additional channels to see more teams). You can join in video conferencing calls or text chat on the right.



11. If you have any issues getting access to Microsoft Teams, please email [zdawood@glos.ac.uk](mailto:zdawood@glos.ac.uk). Thank you. We hope you enjoy your time at Virtual COMX.