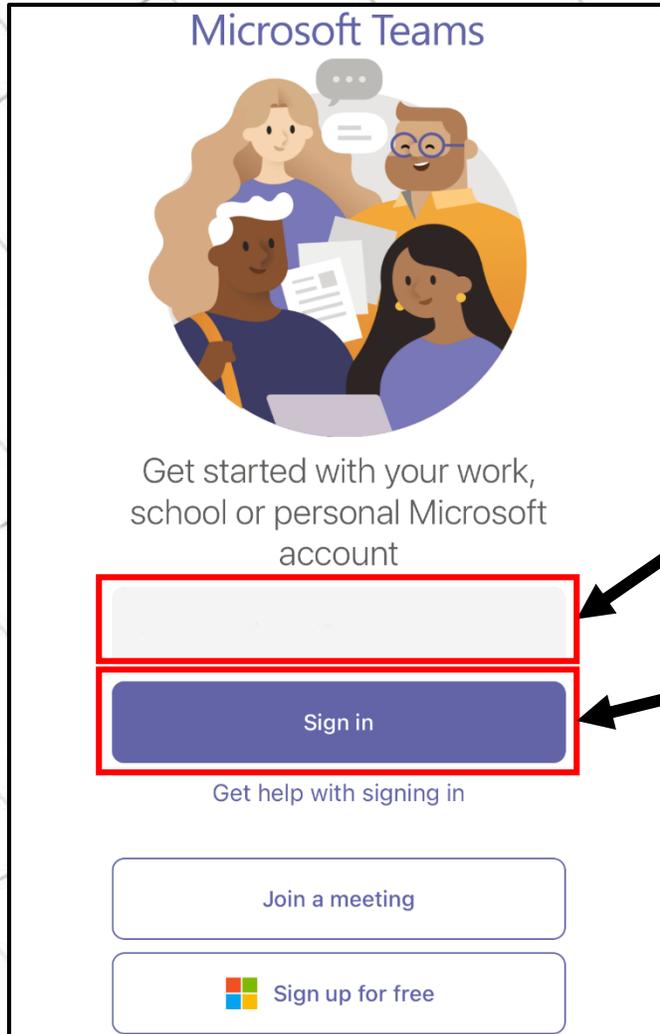


# STEP 1: Install Microsoft Teams App

Search for “Microsoft Teams” in App Store (iOS) or Play Store (Android) or you can scan the QR code below:



# STEP 2: Sign in to Microsoft Teams



**1. Open the installed app**

**2. Enter your user name**

**3. Click "Sign in"**

Mobile Screen

# STEP 2: Sign in to Microsoft Teams



@qtss.edu.sg

**1. Enter default password**

**Enter password**

Password

[Forgotten my password](#)

[Sign in with another account](#)

**2. Click "Sign in"**

Sign in

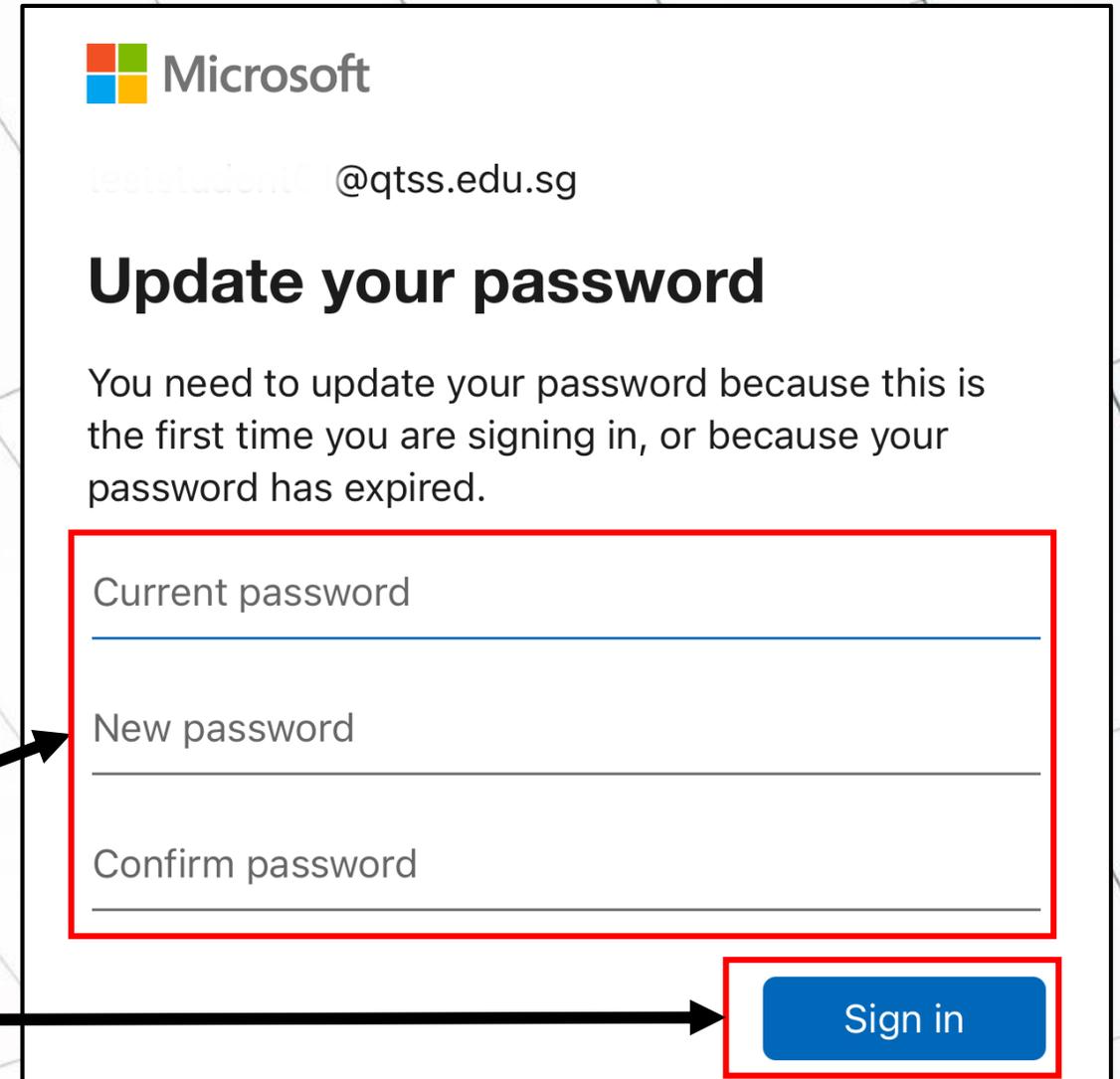
Mobile Screen

# STEP 3: Set a New Password

**NOTE: Password must be at least 8 characters and must combine uppercase and lowercase letters, number and symbols. They cannot be your user name.**

**1. Use this section to set a new password**

**2. Click "Sign in"**



The screenshot shows a Microsoft mobile interface for updating a password. At the top left is the Microsoft logo. Below it, the text 'teststudent @qtss.edu.sg' is displayed. The main heading is 'Update your password'. A message below the heading states: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' Below this message are three input fields: 'Current password', 'New password', and 'Confirm password'. A red rectangular box highlights these three input fields. At the bottom right of the form is a blue button with the text 'Sign in'. A red rectangular box highlights this button. Two black arrows originate from the instruction boxes on the left: one points to the top of the red box around the input fields, and the other points to the 'Sign in' button.

Mobile Screen

# STEP 4: Setup Account (Follow CAREFULLY)



@qtss.edu.sg

## Help us to protect your account

Microsoft has enabled Security Defaults to keep your account secure. [Learn more about the benefits of Security Defaults](#)

[Skip for now \(14 days until this is required\)](#)

[Use a different account](#)

[Next](#)

1. Click "Skip for now"

DO NOT CLICK THIS

Mobile Screen

# STEP 4: Setup Account (Follow CAREFULLY)



@qtss.edu.sg

## More information required

Your organisation needs more information to keep your account secure

[Use a different account](#)

**1. Click “Next”**

Next

Mobile Screen

# STEP 4: Setup Account (Follow CAREFULLY)

**1. Click “Skip for now”  
again**



The screenshot shows a Microsoft account setup screen. At the top left is the Microsoft logo. To its right is the text "Microsoft". Below that is the email address "@qtss.edu.sg". The main heading is "Help us to protect your account". Underneath is a paragraph: "Microsoft has enabled Security Defaults to keep your account secure. [Learn more about the benefits of Security Defaults](#)". There are two buttons: "Skip for now (14 days until this is required)" and "Use a different account". At the bottom right is a blue "Next" button. A large red "X" is placed over the "Next" button. A dashed box at the bottom left contains the text "DO NOT CLICK THIS". A grey box on the left side of the screen contains the instruction "1. Click 'Skip for now' again" with an arrow pointing to the "Skip for now" button.

Microsoft

@qtss.edu.sg

## Help us to protect your account

Microsoft has enabled Security Defaults to keep your account secure. [Learn more about the benefits of Security Defaults](#)

[Skip for now \(14 days until this is required\)](#)

[Use a different account](#)

**DO NOT CLICK THIS**

**Next**

Mobile Screen

# STEP 4: Setup Account (Follow CAREFULLY)



@qtss.edu.sg

## Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

**1. Click "Yes"**

Mobile Screen

# STEP 5: Register Your Phone Number

*NOTE: If you have problem registering your phone number, you can scroll down and click on "Skip Setup".*

**2. Enter your mobile phone number**

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by texting a code to your phone.

What phone number would you like to use?

Singapore (+65)

\_\_\_\_\_

Text me a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

**1. Select "Singapore (+ 65)"**

**3. Click "Next"**

Mobile Screen

# STEP 5: Register Your Phone Number

*NOTE: If you have problem registering your phone number, you can scroll down and click on "Skip Setup".*

**1. Enter the 6-digit code that was SMS to you.**

**2. Click "Next"**

Keep your account secure

Your organisation requires you to set up the following method of proving who you are.

Phone

We just sent a 6-digit code to +65 . Enter the code below.

Enter code

[Resend code](#)

[Back](#) [Next](#)

Mobile Screen

# STEP 6: Setup Completed Successfully!

Keep your account secure

Your organisation requires you to set up the following method of proving who you are.

Phone

 SMS verified. Your phone was registered successfully.

Next

Mobile Screen

**1. Click "Next"**

Keep your account secure

Your organisation requires you to set up the following method of proving who you are.

Success!

Well done. You have successfully set up your security info. Choose "Done" to continue signing in.

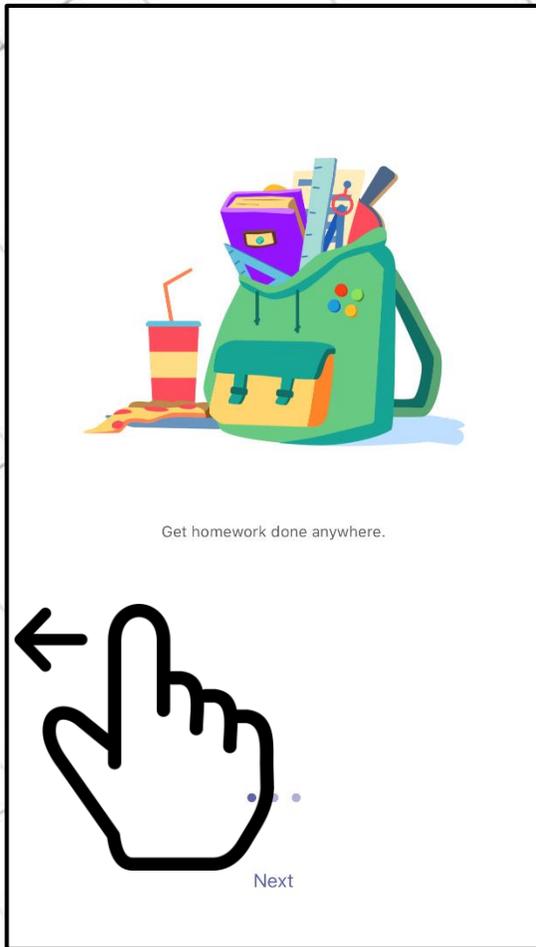
Default sign-in method:

 Phone  
+65

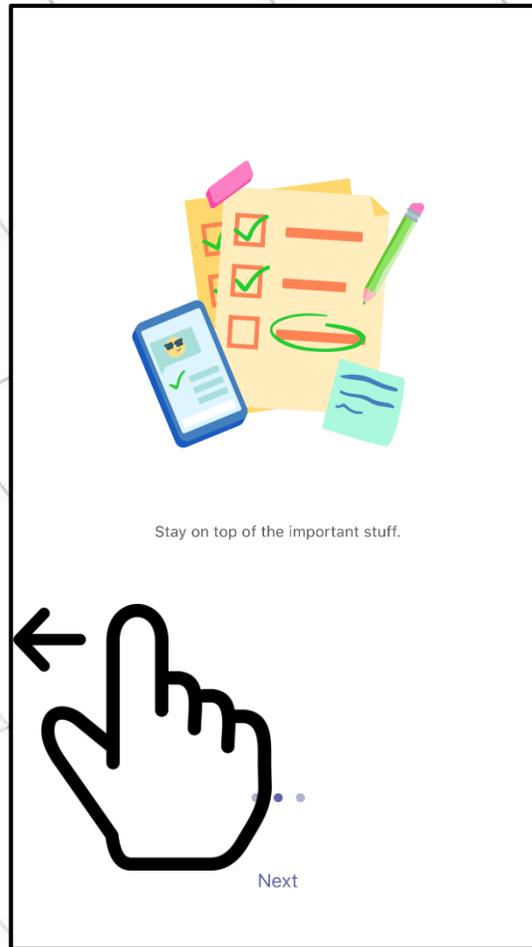
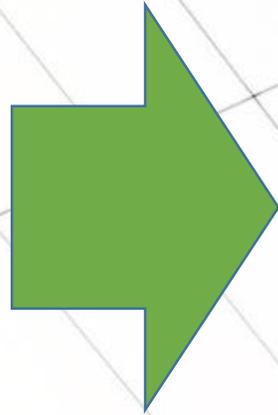
Done

**2. Click "Done"**

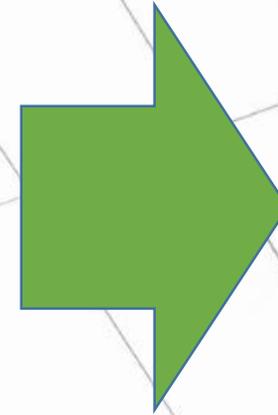
# You are done, wait for the app to load and swipe through the introduction screens



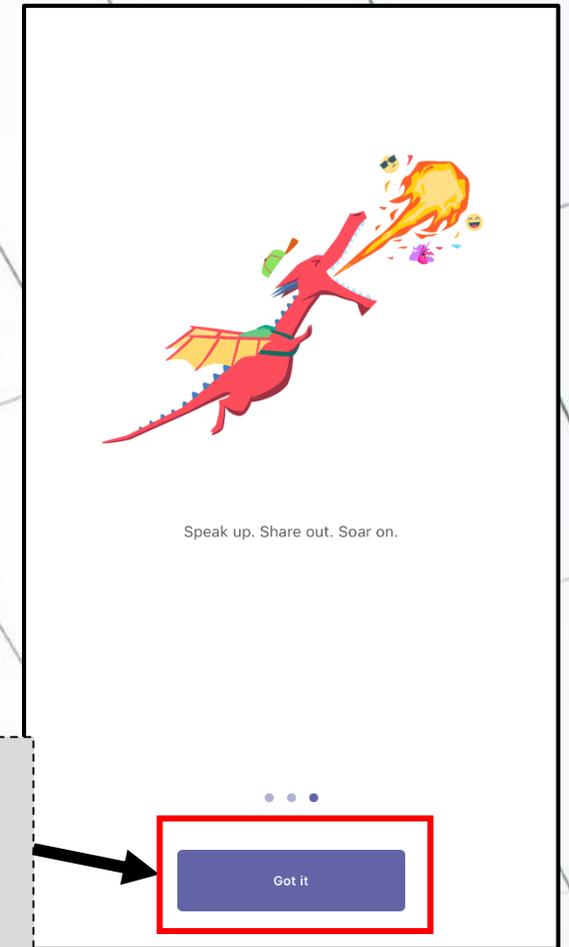
Mobile Screen



Mobile Screen



**1. Click  
"Got It"**



Mobile Screen