# STEP 1: Install Microsoft Teams App
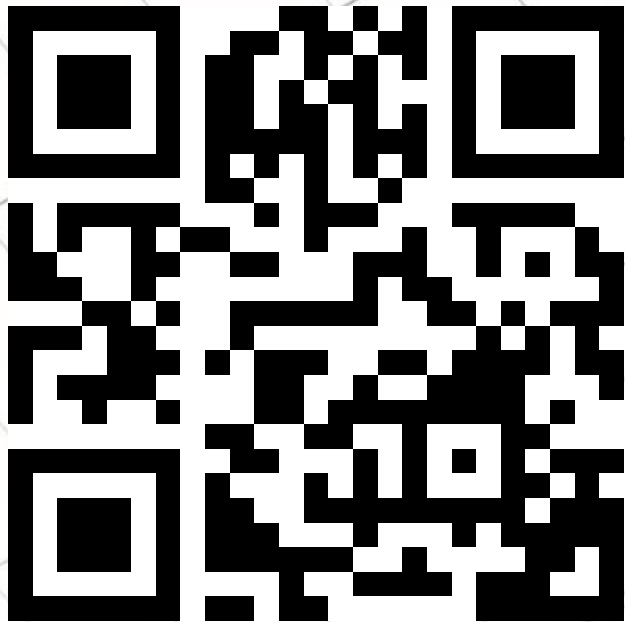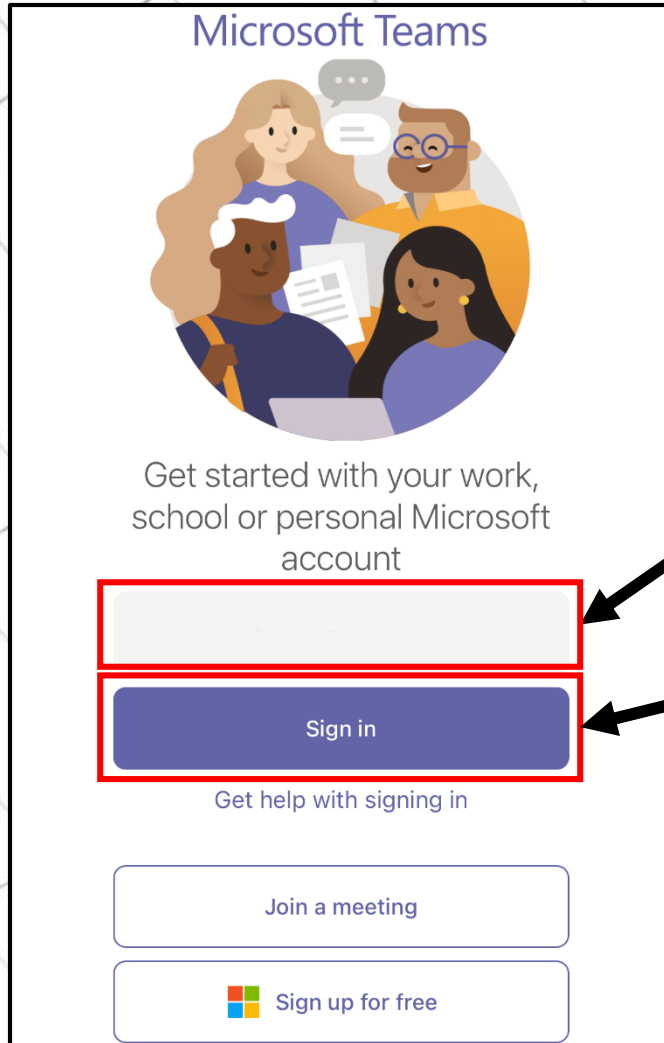
Search for "Microsoft Teams" in App Store (iOS) or Play Store (Android) or you can scan the QR code below:



Download on the App Store



GET IT ON Google Play

# STEP 2: Sign in to Microsoft Teams



Mobile Screen

**1. Open the installed app**

**2. Enter your user name**

**3. Click "Sign in"**

# STEP 2: Sign in to Microsoft Teams

**Microsoft**

@qtss.edu.sg

**Enter password**

| Password |

Forgotten my password

Sign in with another account

Sign in

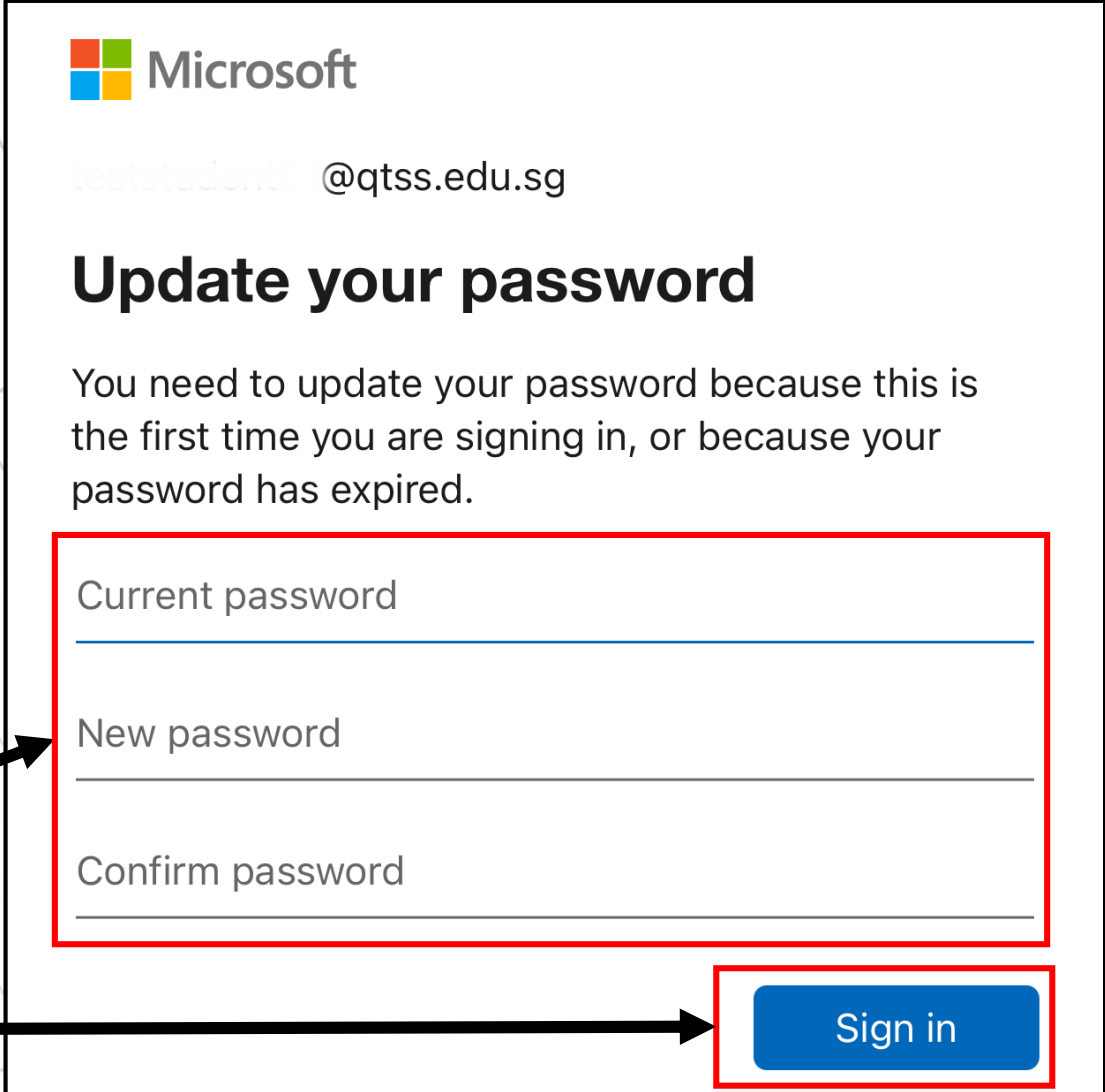**1. Enter default password**

**2. Click "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"**



Microsoft

@qtss.edu.sg

**Update your password**

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

Mobile Screen

# STEP 4: Setup Account (Follow CAREFULLY)



Mobile Screen

# STEP 4: Setup Account (Follow CAREFULLY)



Mobile Screen

# STEP 4: Setup Account (Follow CAREFULLY)

**1. Click "Skip for now"** **again**



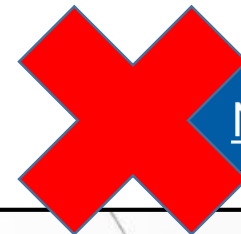**Microsoft**

@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)



Mobile Screen

1. Click "Yes"

# STEP 5: Register Your Phone Number

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

## 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

Mobile Screen

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

**2. Enter your mobile phone number**

**3. Click "Next"**

# STEP 5: Register Your Phone Number

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

## Keep your account secure

ur organisation requires you to set up the following metho 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

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

**2. Click "Next"**

Mobile Screen

# STEP 6: Setup Completed Successfully!

## Keep your account secure

ur organisation requires you to set up the following metho of proving who you are.

## Phone

✓ SMS verified. Your phone was registered successfully.

**Next**

Mobile Screen

**1. Click "Next"**

## Keep your account secure

ur organisation requires you to set up the following metho of proving who you are.

## Success!

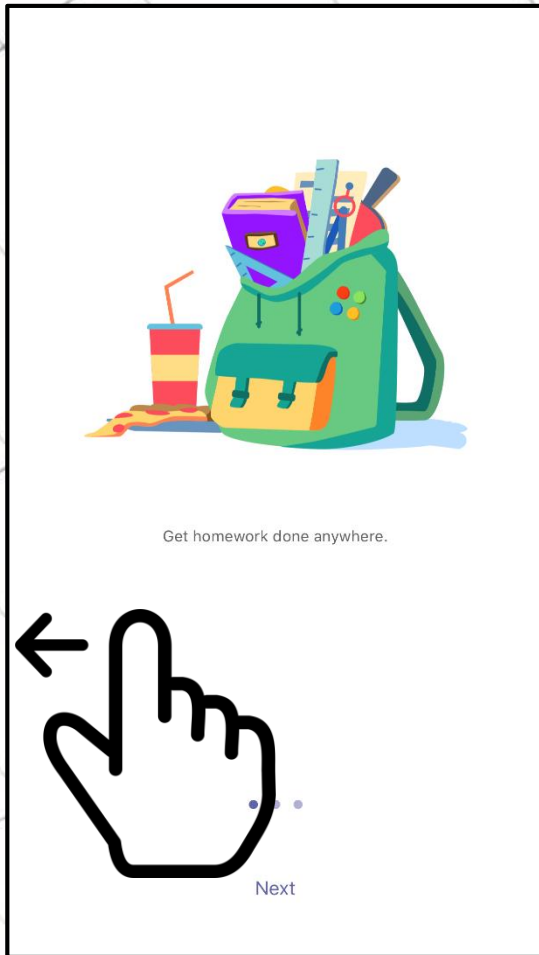Well done. You have successfully set up your security info. Choose "Done" to continue signing in.
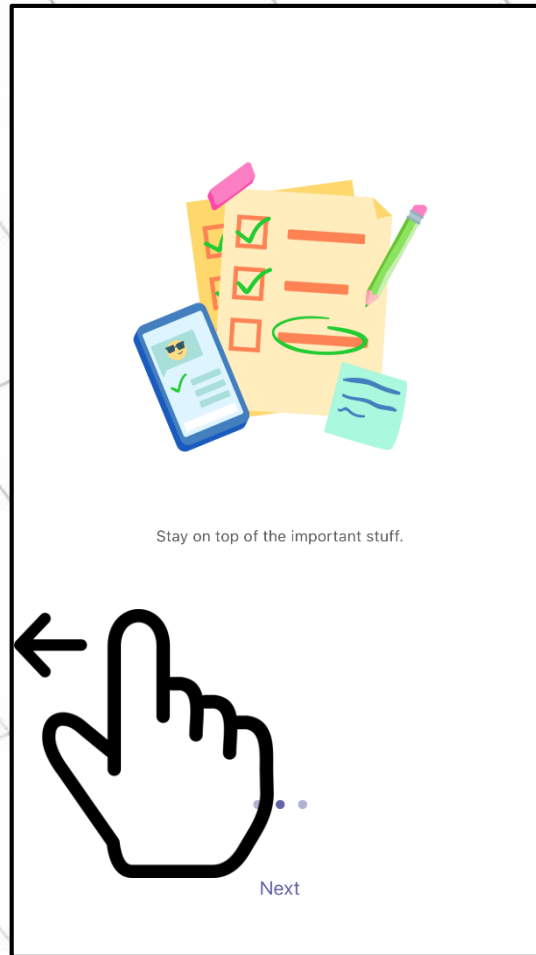
**Default sign-in method:**

📞 Phone
+65

**Done**

**2. Click "Done"**

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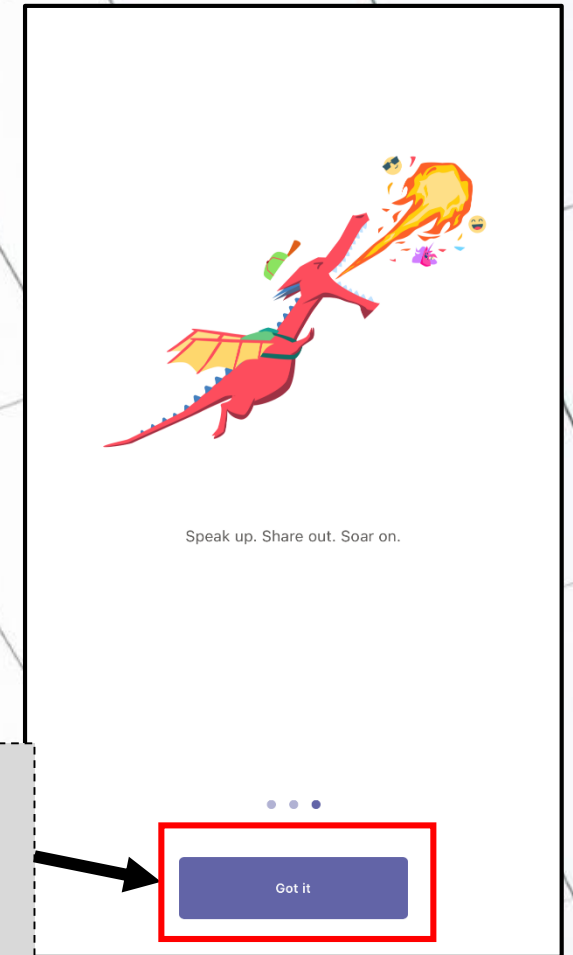
Get homework done anywhere.

Next

**Mobile Screen**

Stay on top of the important stuff.

Next

**Mobile Screen**

Speak up. Share out. Soar on.

**1. Click "Got It"**

Got it

**Mobile Screen**