

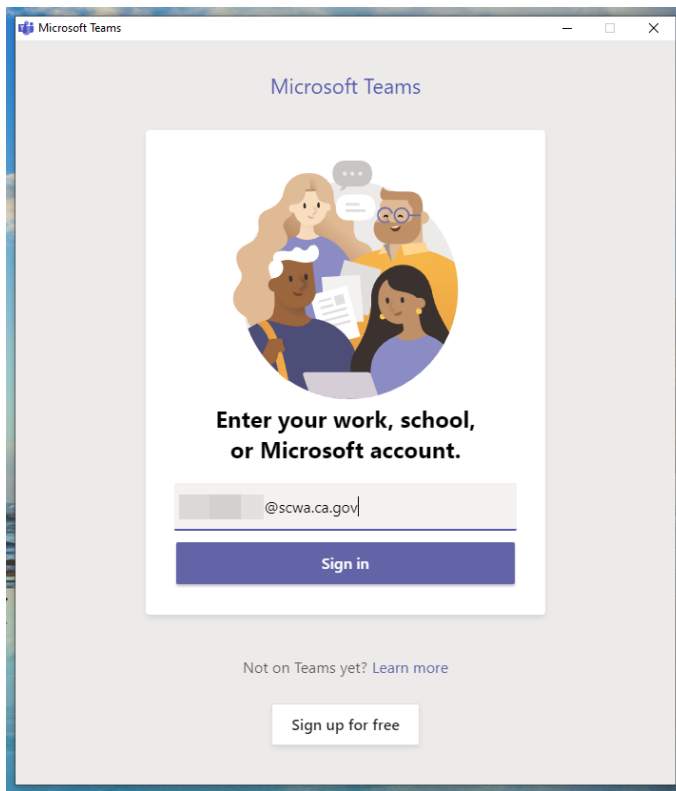
Using Teams Remotely - Sign in to Microsoft Teams

This instruction guide will walk you through the steps of login to Microsoft Teams using the desktop application.

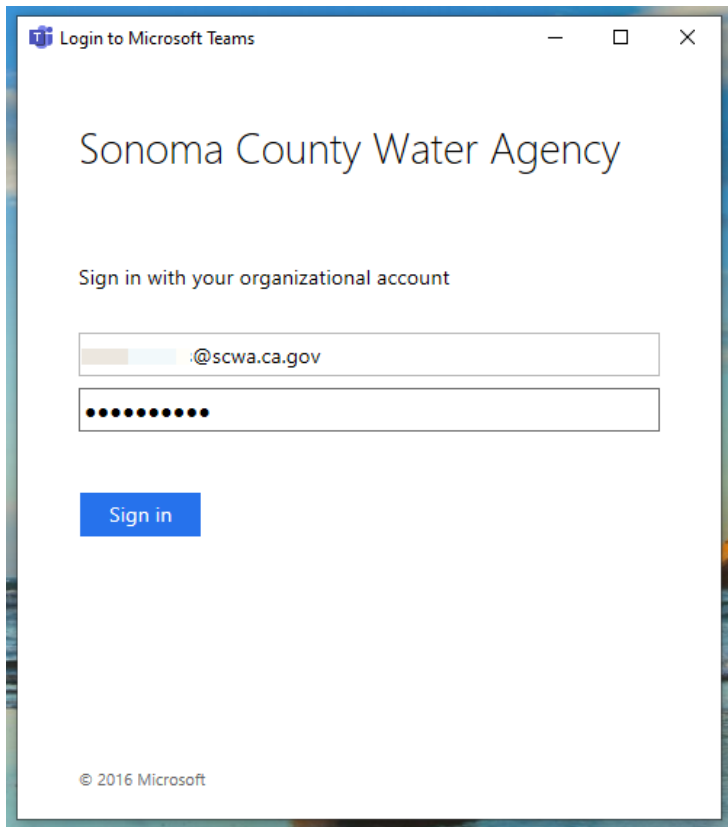
You can access Microsoft Teams from your smartphone, a tablet like an iPad or Windows tablet, PC, Mac or web browser making collaboration from anywhere much easier. Put it on as many devices as you like. Download the Microsoft Teams app on the Apple or Google Play Store and use it on your phone or tablet.

Note: If you do not have have the Team application installed, you will need to download and install the Teams application before signing in: <https://teams.microsoft.com/downloads>.

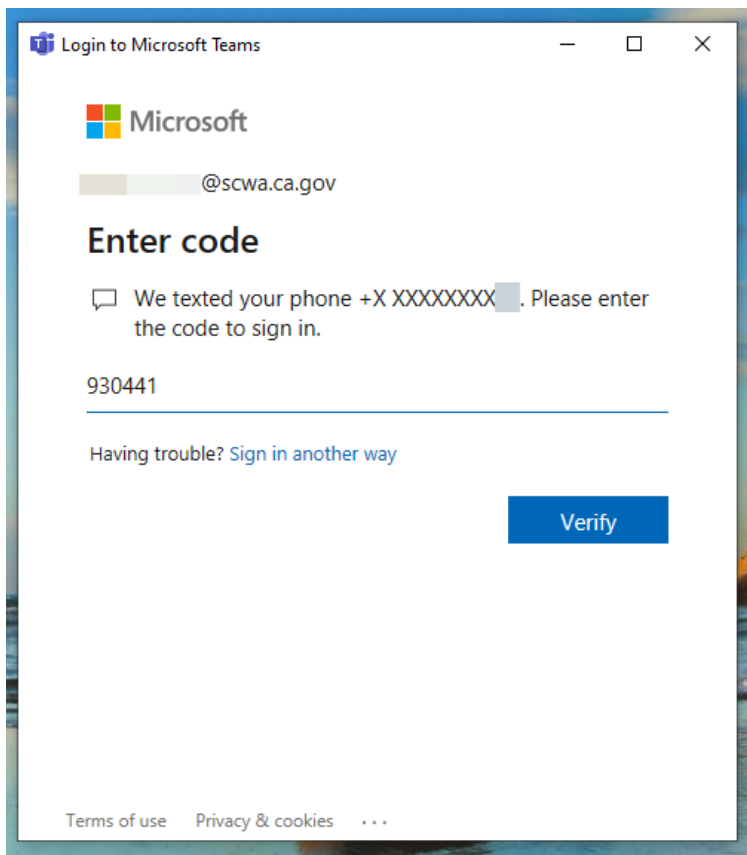
1. Start Teams.
 - In Windows, click **Start** > **Microsoft Teams**.
 - On Mac, go to the **Applications** folder and click **Microsoft Teams**.
 - On mobile, tap the **Teams** icon.
2. Sign in with your Office 365 username (SCWAuserid@scwa.ca.gov: e.g. jrandom@scwa.ca.gov)
Please note: this is not your email address. It is the Windows login ID you use to access your workstation followed by our email domain.



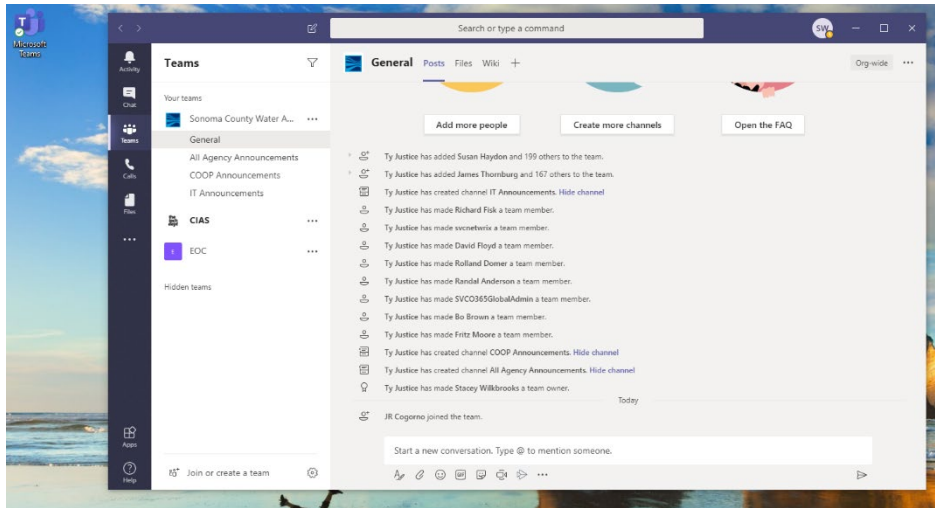
3. A secondary Sonoma County Water Agency login screen will appear. Login using your SCWA username and password:
 1. Username = login@scwa.ca.gov (e.g. jrandom@scwa.ca.gov)
Please note: this is not your email address. It is the Windows login ID you use to access your workstation followed by our email domain.
 2. Password = The password you use to log on to your workstation.



You may receive a verification code on your mobile device, enter the code.



After entering the verification code, you will be logged into Teams.



If you have trouble downloading the Teams application, you can use the online version of Team (teams.microsoft.com). You will use the same Office 365 login information as above.

IT recommends using the desktop application whenever possible.