



# How to Log In To Microsoft Teams Online

This tutorial will show you how to access your Microsoft Teams

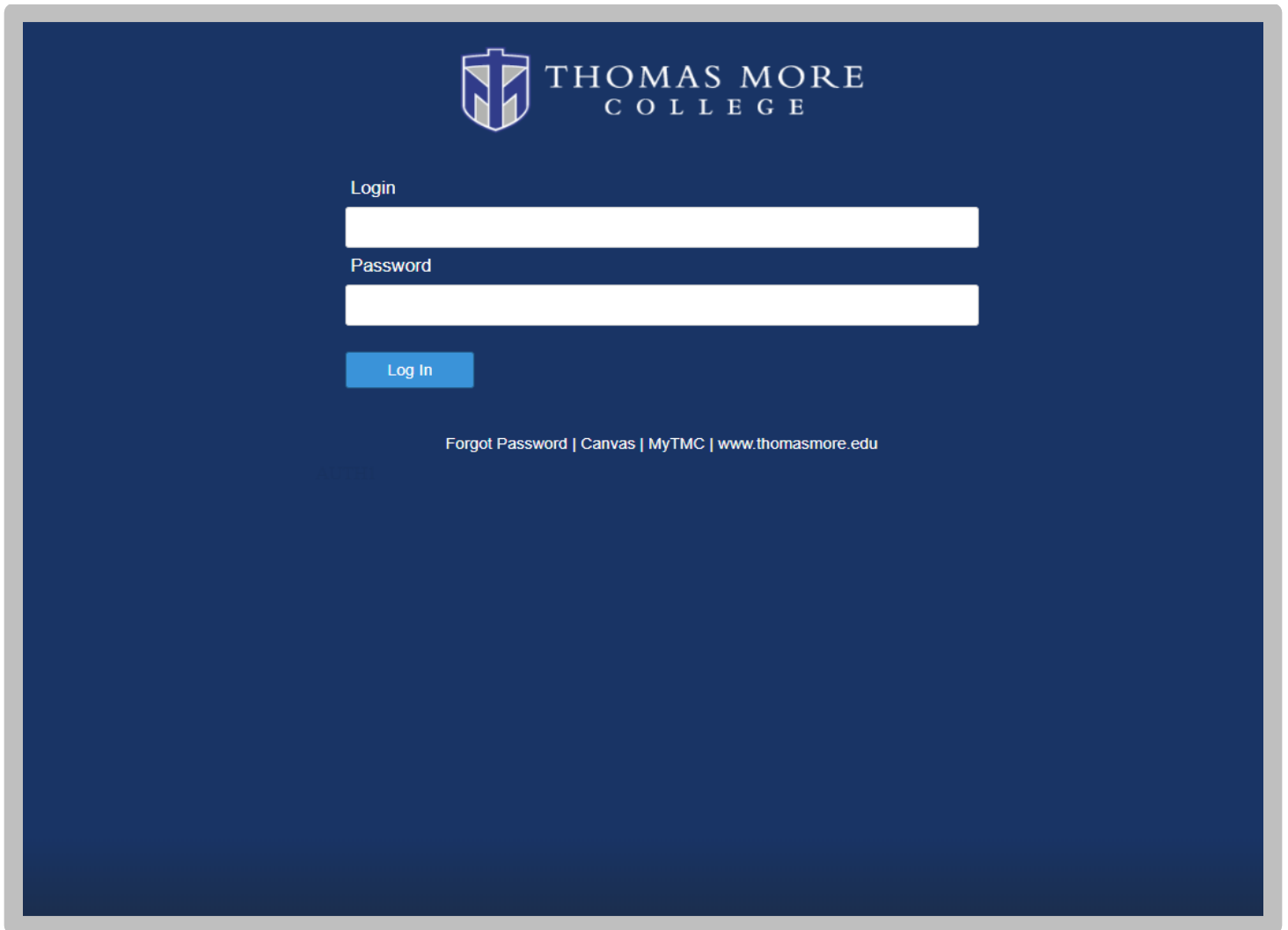
## Contents

<b>Sign into your Thomas More email by browsing to <a href="http://mail.thomasmore.edu">http://mail.thomasmore.edu</a></b> .....	2
<b>Click on the apps button</b> .....	3
<b>Click the Teams button</b> .....	4
<b>You Now Have Access to Microsoft Teams</b> .....	5

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If you need any assistance please contact the IT Helpdesk in one of the following ways.  
Browse to [www.helpdesk.thomasmore.edu](http://www.helpdesk.thomasmore.edu), call 859-344-3646, email [helpdeskticket@thomasmore.edu](mailto:helpdeskticket@thomasmore.edu), or stop by the Computer Center on the lower level of the administration building.

# Sign into your Thomas More email by browsing to <http://mail.thomasmore.edu>

A screenshot of the Thomas More College login page. The page has a dark blue background. At the top center is the Thomas More College logo, which consists of a shield with a cross and the text "THOMAS MORE COLLEGE" to its right. Below the logo, there are two white input fields. The first is labeled "Login" and the second is labeled "Password". Below these fields is a blue button with the text "Log In". At the bottom center of the page, there are links for "Forgot Password", "Canvas", "MyTMC", and "www.thomasmore.edu".

THOMAS MORE  
COLLEGE

Login

Password

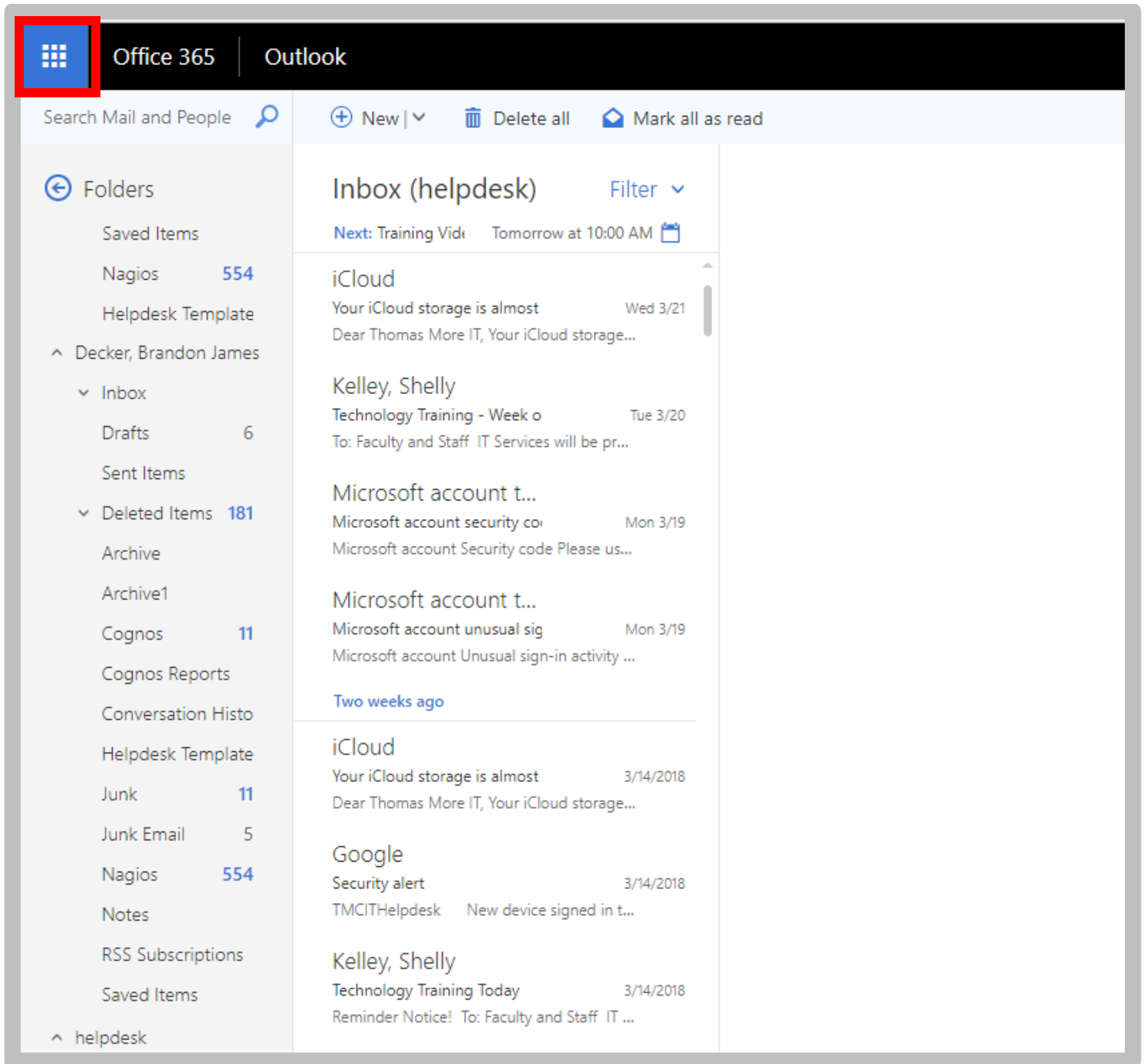
Log In

[Forgot Password](#) | [Canvas](#) | [MyTMC](#) | [www.thomasmore.edu](http://www.thomasmore.edu)

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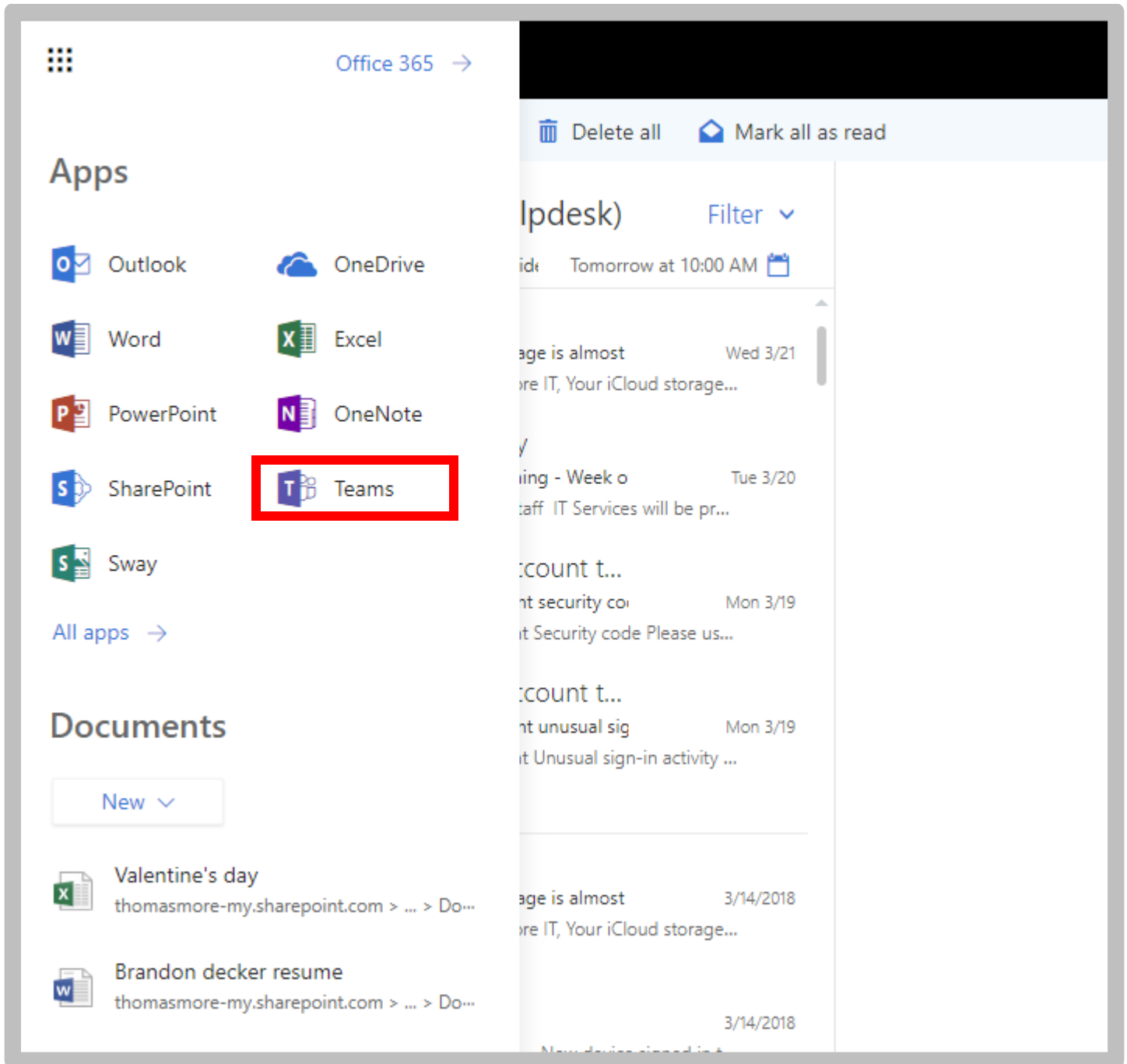
# Click on the apps button



The screenshot shows the Outlook interface. At the top left, the Office 365 logo (a blue square with a white grid) is highlighted with a red border. To its right are the labels "Office 365" and "Outlook". Below this is a search bar labeled "Search Mail and People" and action buttons for "New", "Delete all", and "Mark all as read". The left sidebar shows a "Folders" list with items like "Saved Items", "Nagios 554", "Helpdesk Template", "Decker, Brandon James", "Inbox", "Drafts 6", "Sent Items", "Deleted Items 181", "Archive", "Archive1", "Cognos 11", "Cognos Reports", "Conversation Histo", "Helpdesk Template", "Junk 11", "Junk Email 5", "Nagios 554", "Notes", "RSS Subscriptions", "Saved Items", and "helpdesk". The main pane displays the "Inbox (helpdesk)" with a "Filter" dropdown. It lists several emails, including one from "iCloud" about storage, one from "Kelley, Shelly" about technology training, and several from "Microsoft account t..." regarding security alerts. A "Two weeks ago" separator is visible. The bottom of the main pane shows another "iCloud" email and a "Google" security alert.

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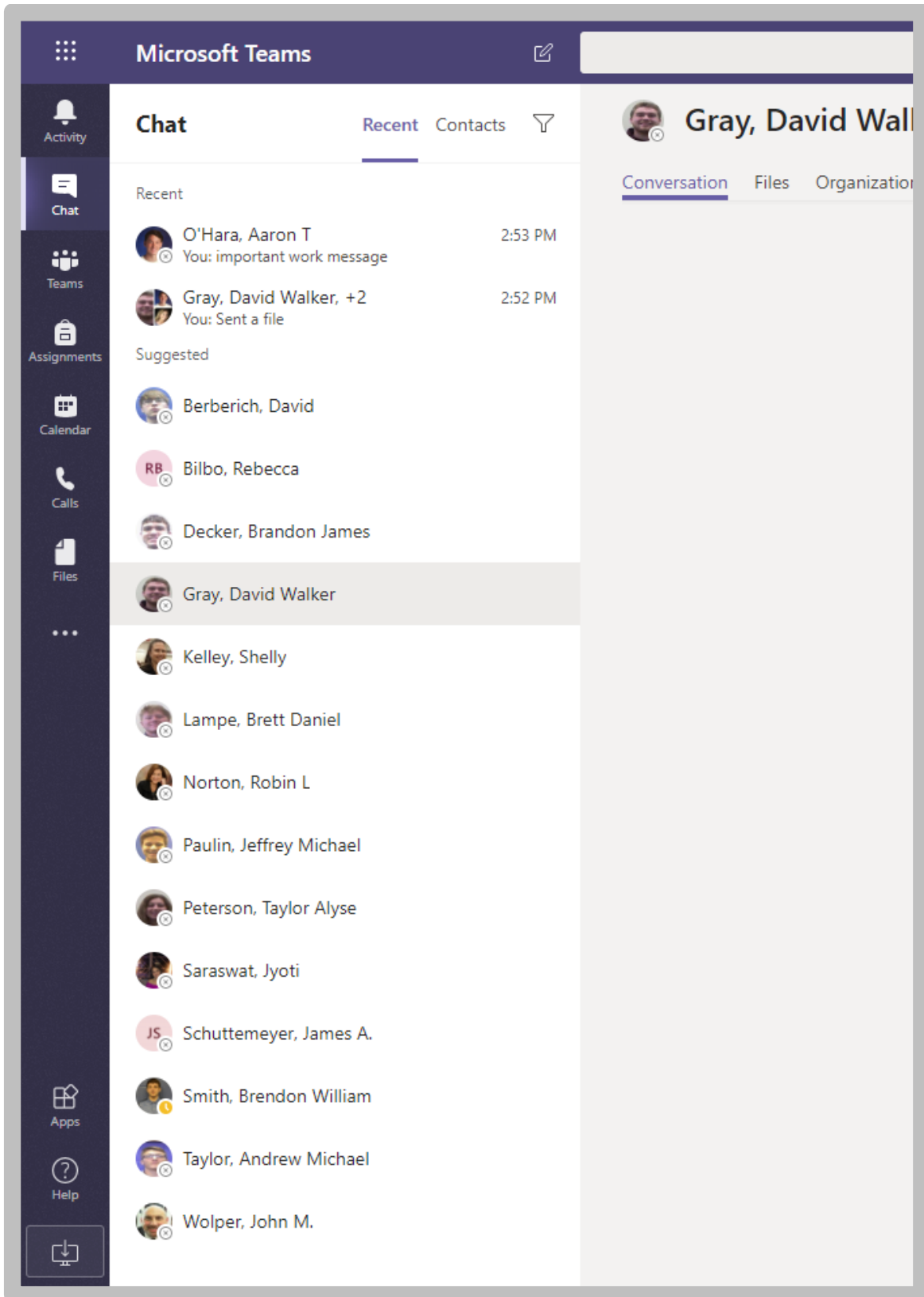
# Click the Teams button



First time users, Teams will guide you through the setup.

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# You Now Have Access to Your Teams



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