



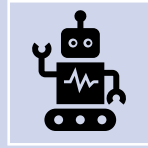
Joining a Virtual Community of Practice using Microsoft Teams

September 2020

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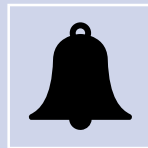
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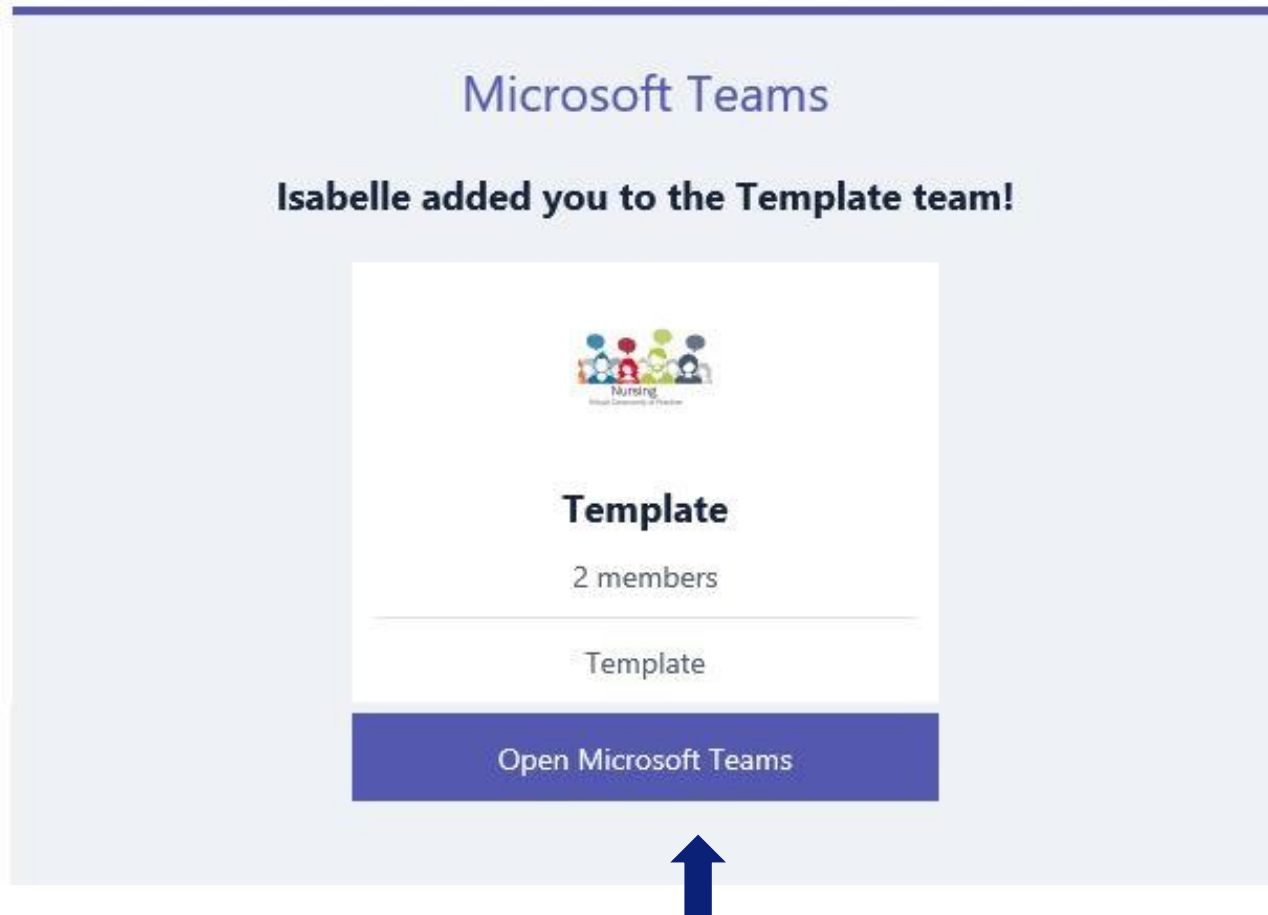
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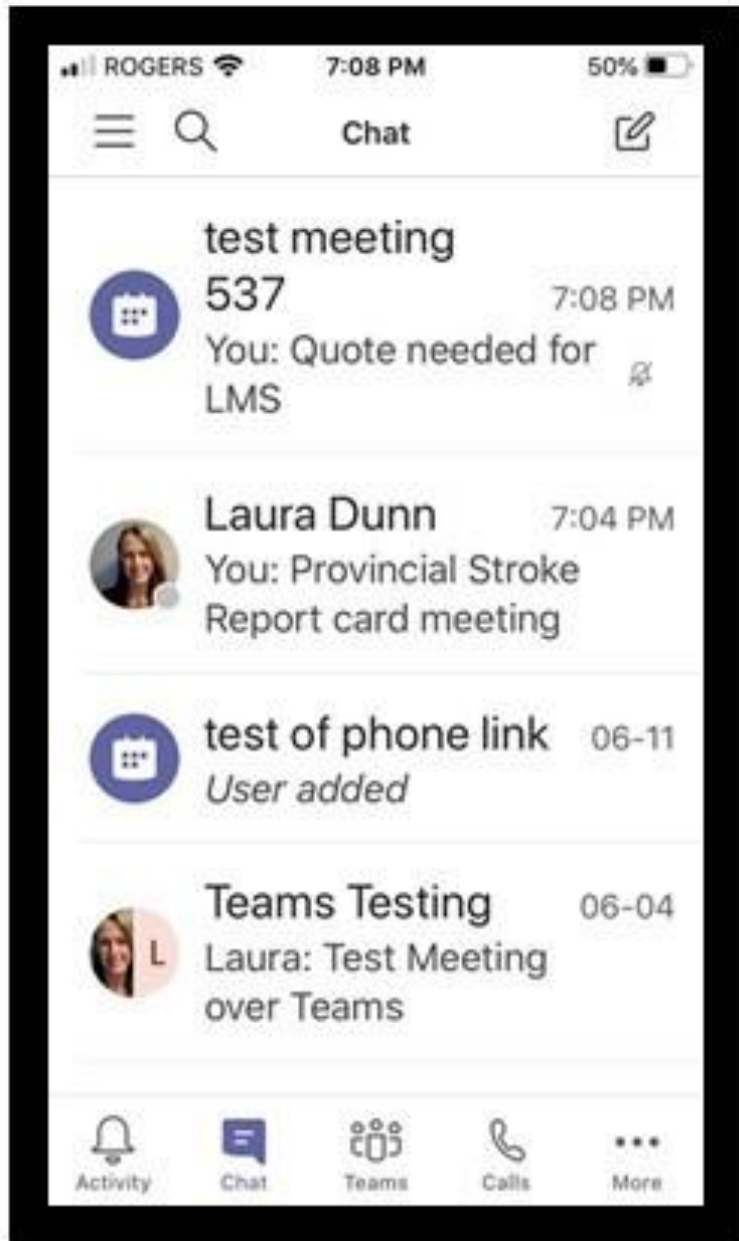
P19 How to set up notifications



When you are invited to a Virtual Community of Practice (VCoP) Team, you will receive an email that looks like this, with the name of the Team you have been invited to:



Click 'Open in Microsoft Teams'



You can join Teams with your desktop computer or using a mobile device.

You can even do both! Join your Teams by desktop computer, and then add the app to your phone later on. There is no charge for this service.

Here is what a Teams chat looks like on iPhone.



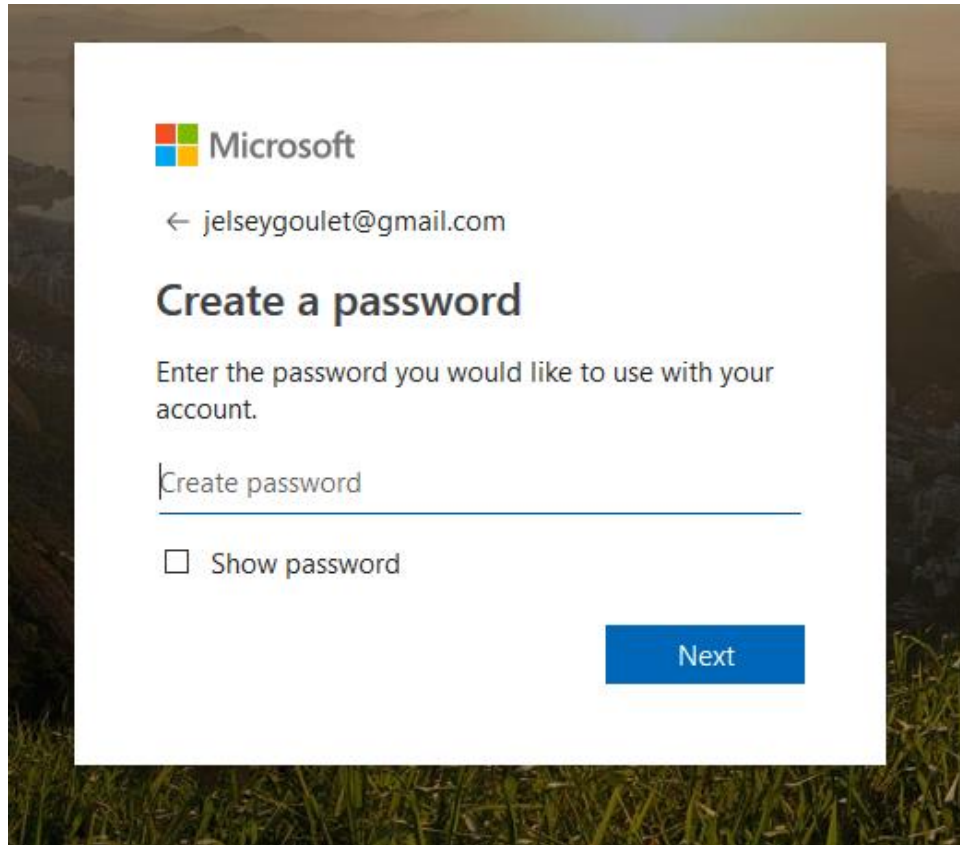
Create account

Looks like you don't have an account with us. We'll create one for you using `jelseygoulet@gmail.com`.

[Next](#)

- If you have already have an Office 365 account with your organization, use your credentials to sign in. (Make sure the email used to sign in is the same email used to receive the Teams invite)
- If you don't have an account created (Office 365 or Microsoft account) it will ask you to create one. Click 'Next'

To create a new Teams account (no charge)



Microsoft

← jelseygoulet@gmail.com

Create a password

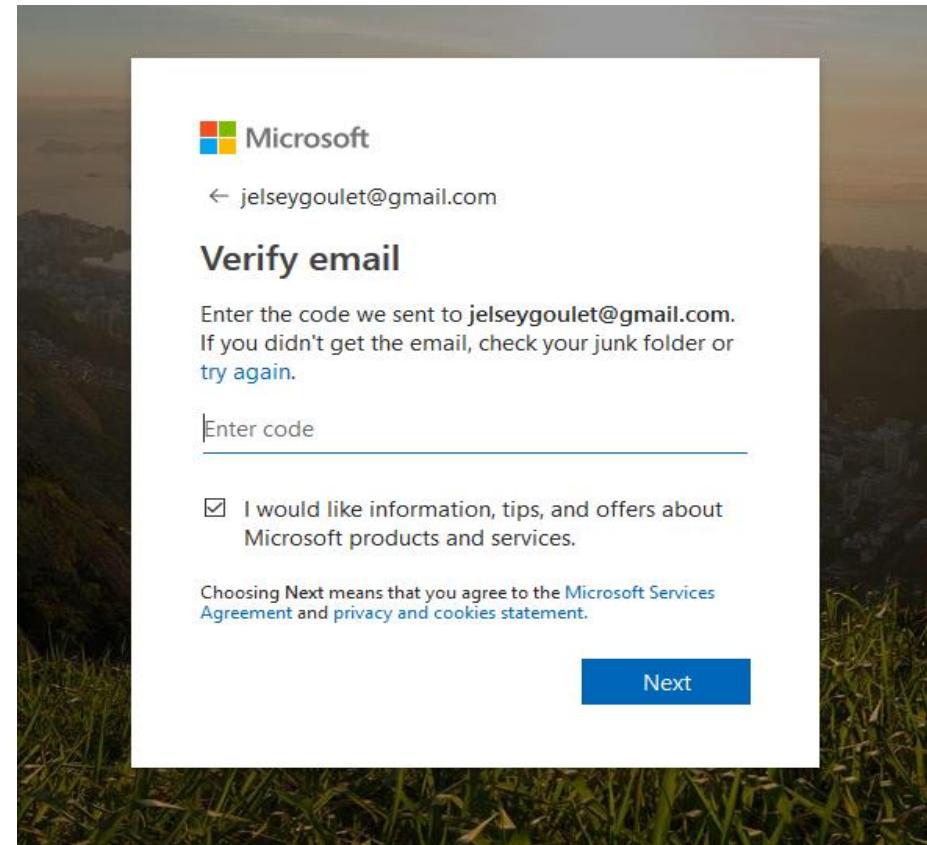
Enter the password you would like to use with your account.

Create password

Show password

Next

Create your password



Microsoft

← jelseygoulet@gmail.com

Verify email

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

Enter code

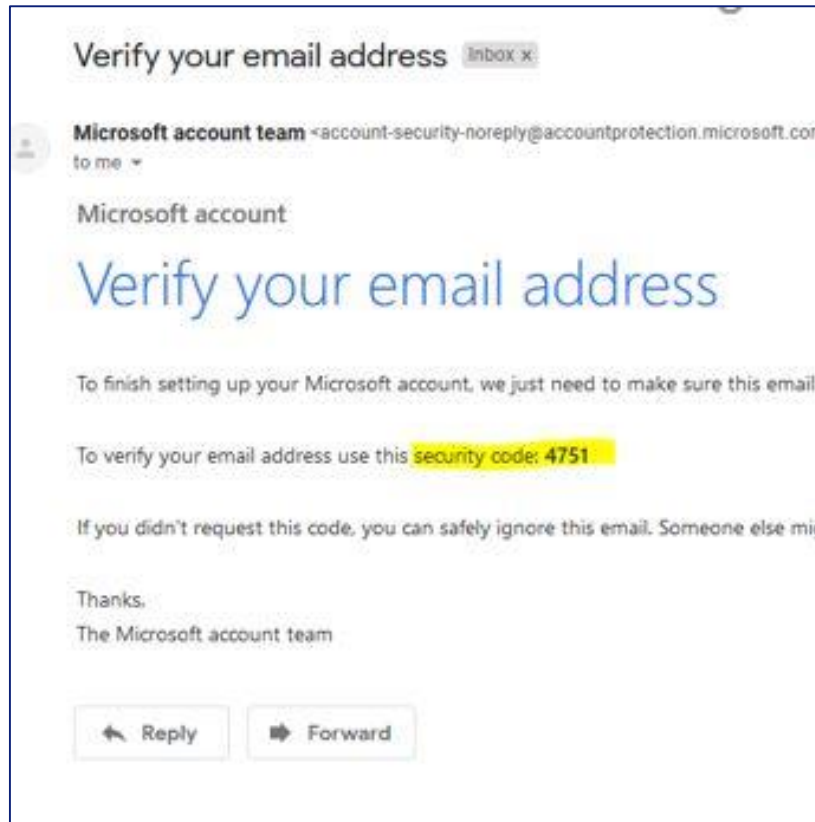
I would like information, tips, and offers about Microsoft products and services.

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

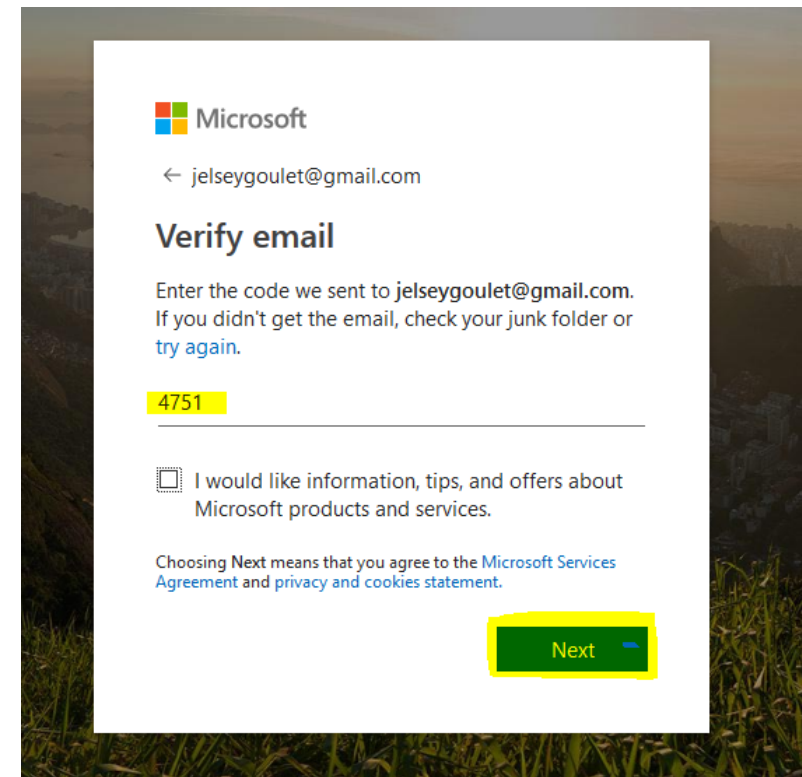
Next

Verify your email by entering the code that will be sent to your email address

To create a new Teams account (continued)

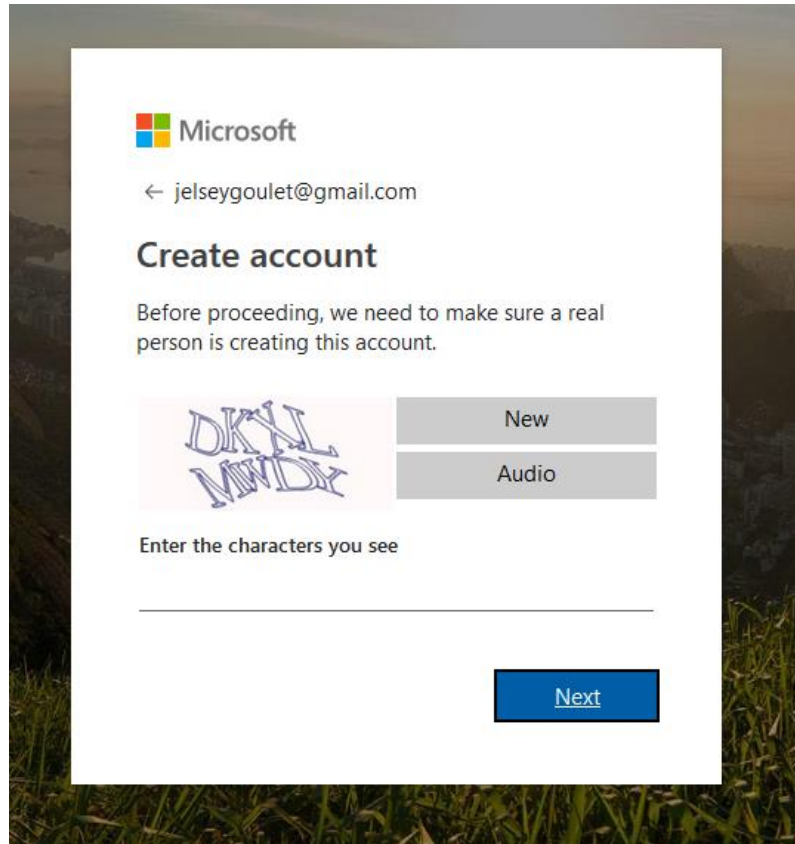


Go to your email inbox to get your security code

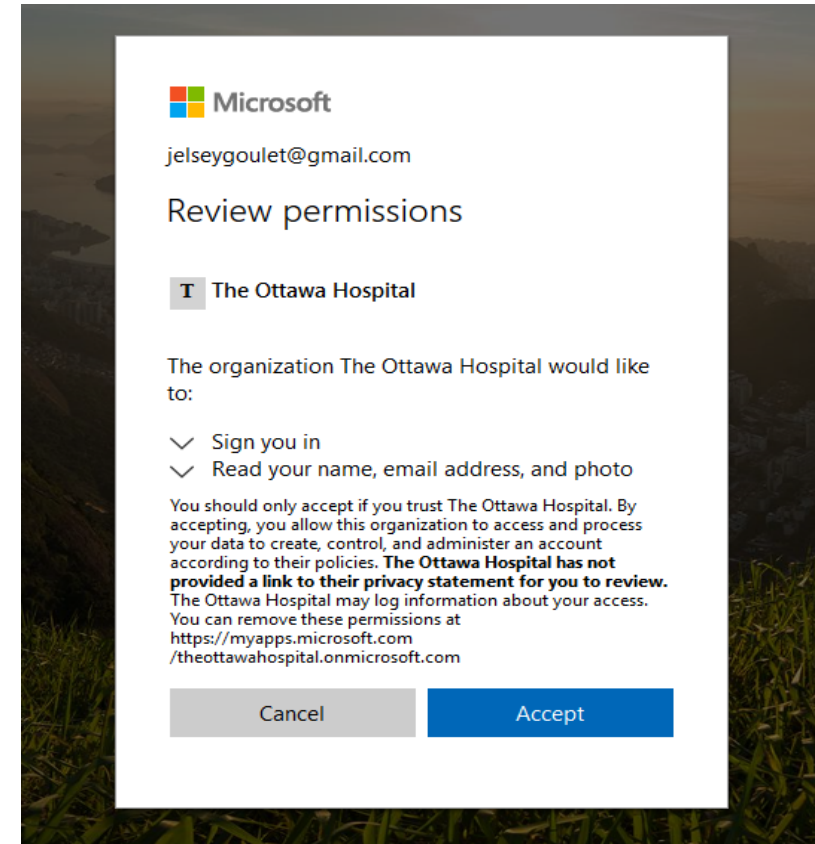


Enter the security code in the verify email box. Click "**Next**"

To create a new Teams account (continued)

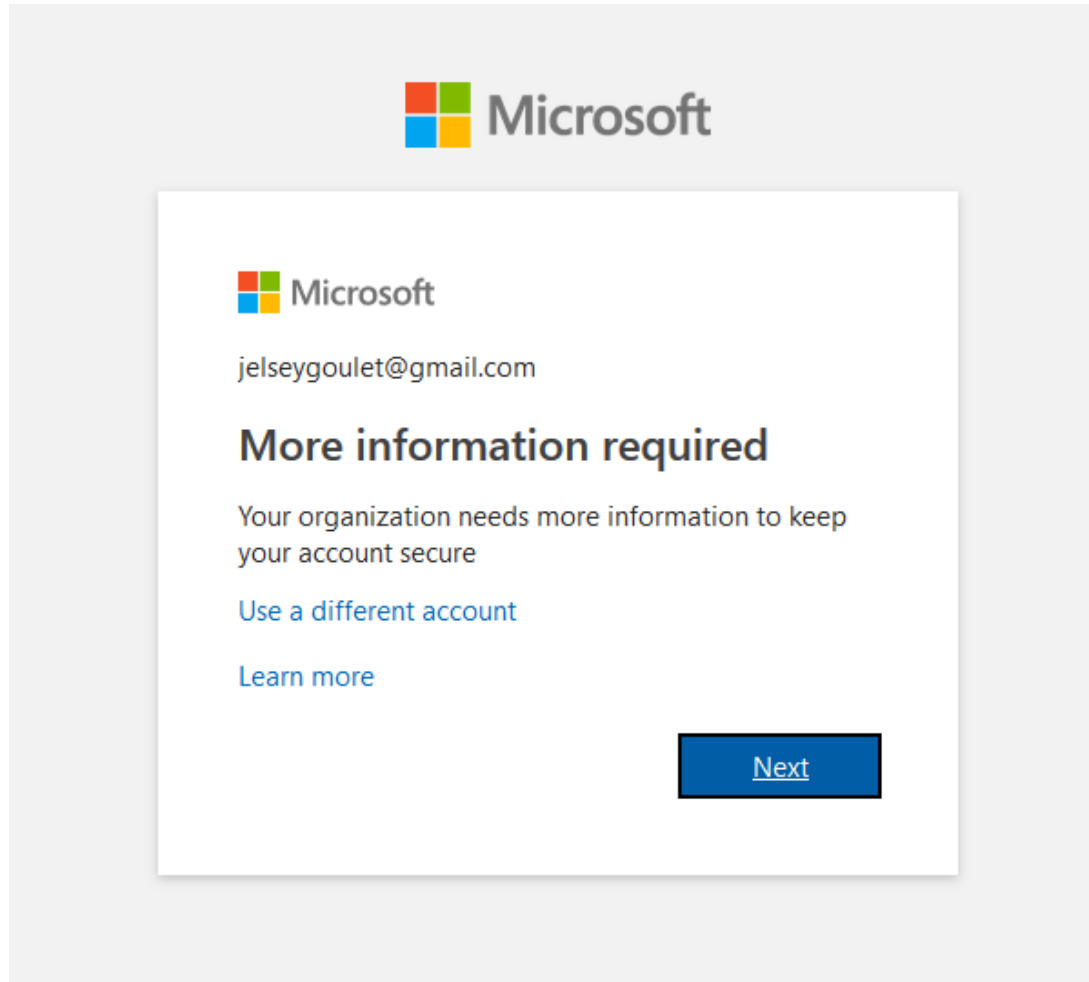


Enter the verification word/ letters on the next screen to confirm that you are not a robot. Click 'Next'.



Click 'Accept' on the permissions page.

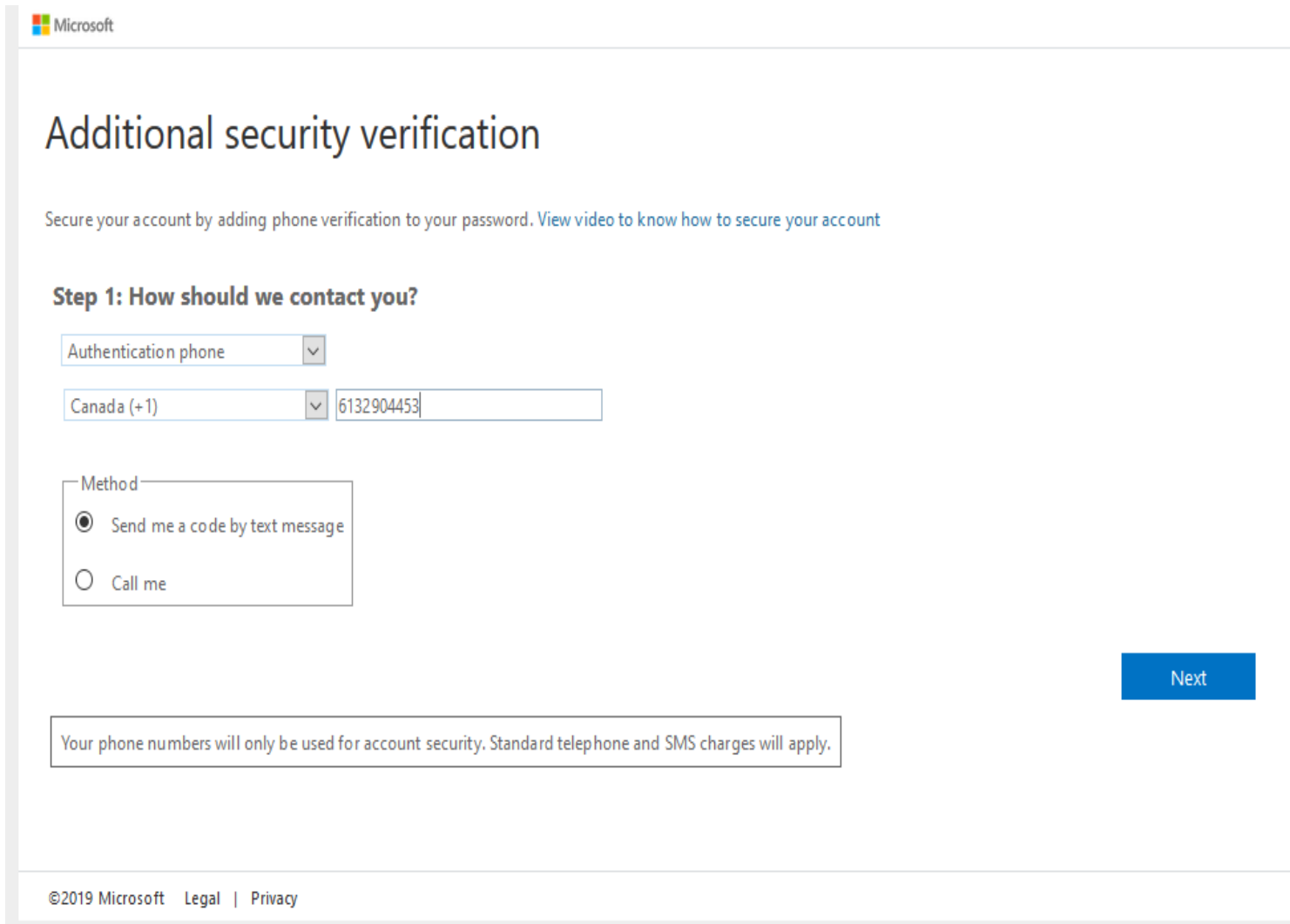
Multi-Factor Authentication



When you are using the app outside the walls of the Ottawa Hospital, you will be prompted to set up 'multi-factor authentication'. You can set it up to receive a code by text message, phone call or by using a password app on your mobile device. You will only need to do this initial set-up once.

This example uses the text message option.

Multi-Factor Authentication (continued)

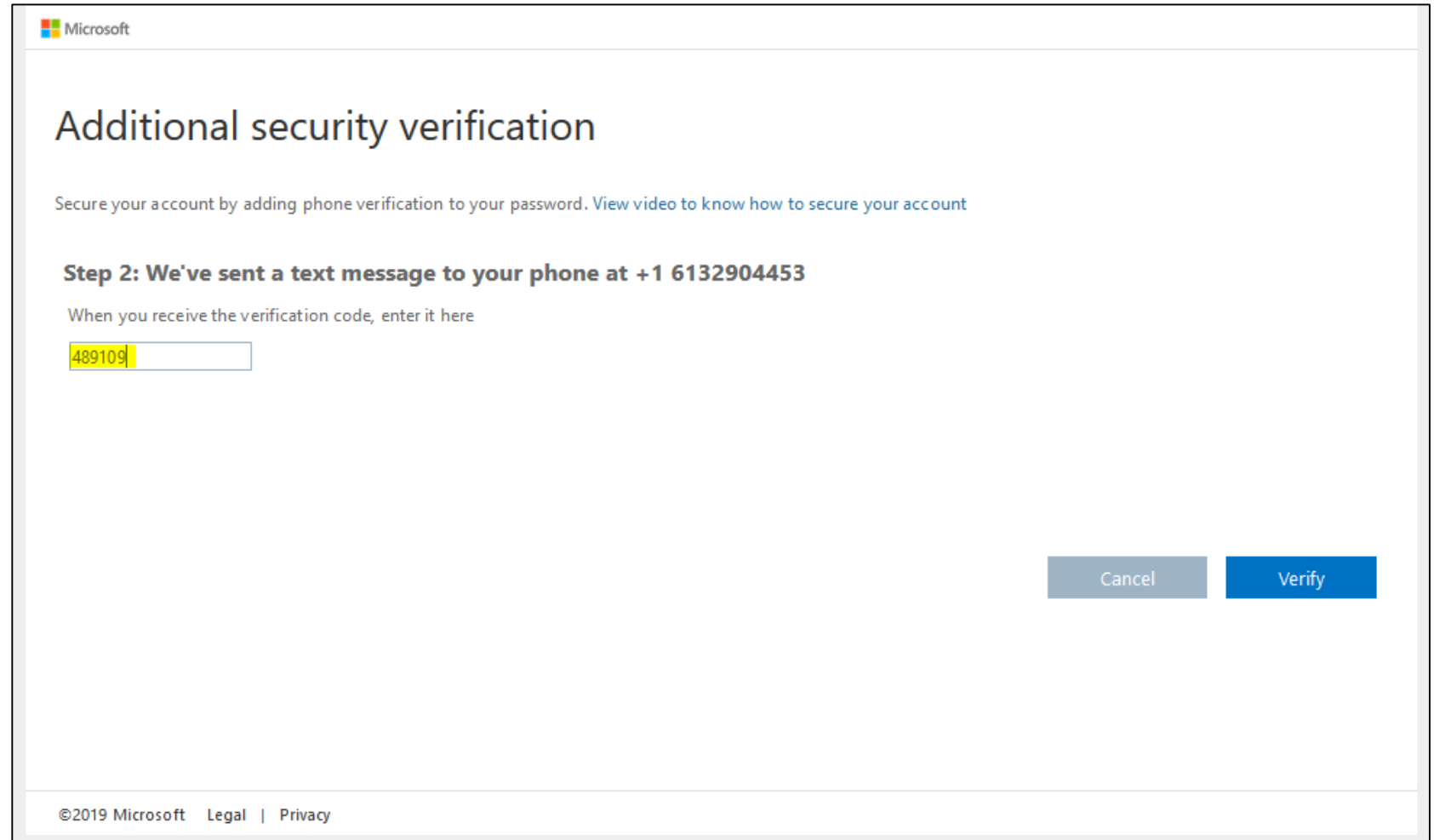
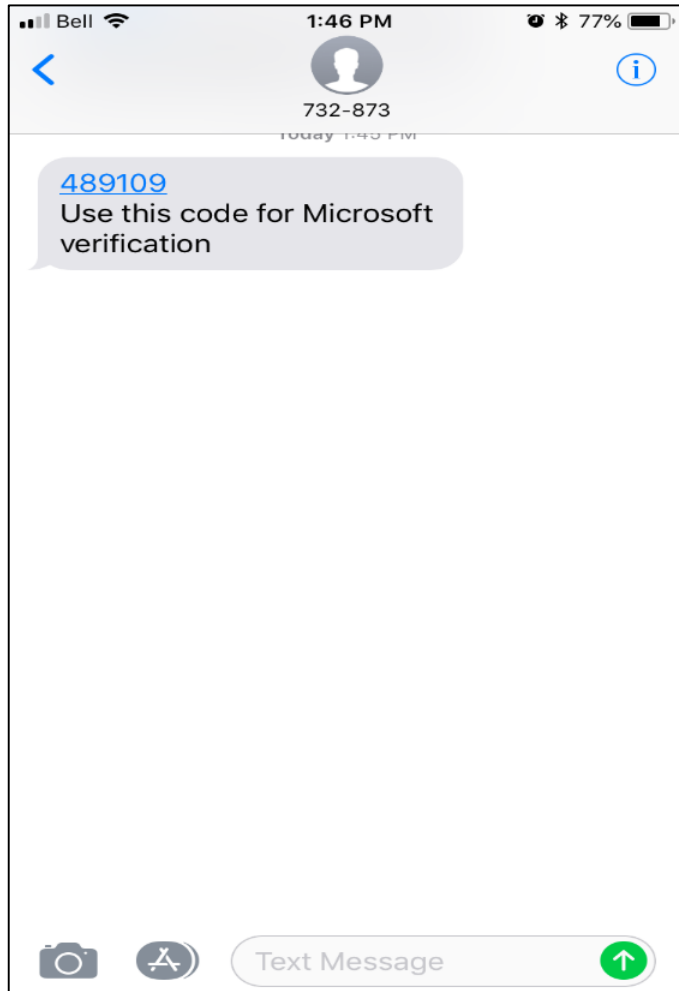


The screenshot shows the Microsoft account security verification page. At the top left is the Microsoft logo. The main heading is "Additional security verification". Below it is a sub-heading: "Secure your account by adding phone verification to your password. View video to know how to secure your account". The page is titled "Step 1: How should we contact you?". There are three main input sections: 1. "Authentication phone" with a dropdown menu. 2. "Country" with a dropdown menu set to "Canada (+1)" and a text input field containing "6132904453". 3. "Method" with two radio button options: "Send me a code by text message" (which is selected) and "Call me". A blue "Next" button is located to the right of the form. At the bottom of the form area, there is a disclaimer: "Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply." The footer contains the text "©2019 Microsoft Legal | Privacy".

1. Choose how you would like to be contacted.
2. Choose your country
3. Enter your phone number where you will be texted for verification. (Note this will only be saved for account verification)
4. Choose if you would like to receive call or text.
5. Click next and wait for the code to arrive on your phone.

Multi-Factor Authentication (continued)

Enter this code in the Step 2 box and click 'Verify'



A screenshot of the Microsoft 'Additional security verification' page. The Microsoft logo is in the top left. The title is 'Additional security verification'. Below it is the text: 'Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)'. The main heading is 'Step 2: We've sent a text message to your phone at +1 6132904453'. Below this is the instruction: 'When you receive the verification code, enter it here'. A text input field contains the code '489109'. At the bottom right are two buttons: 'Cancel' (grey) and 'Verify' (blue). The footer contains '©2019 Microsoft Legal | Privacy'.

Using the Teams Page

Microsoft Teams



Stay better connected with the Teams desktop app

Download the Windows app

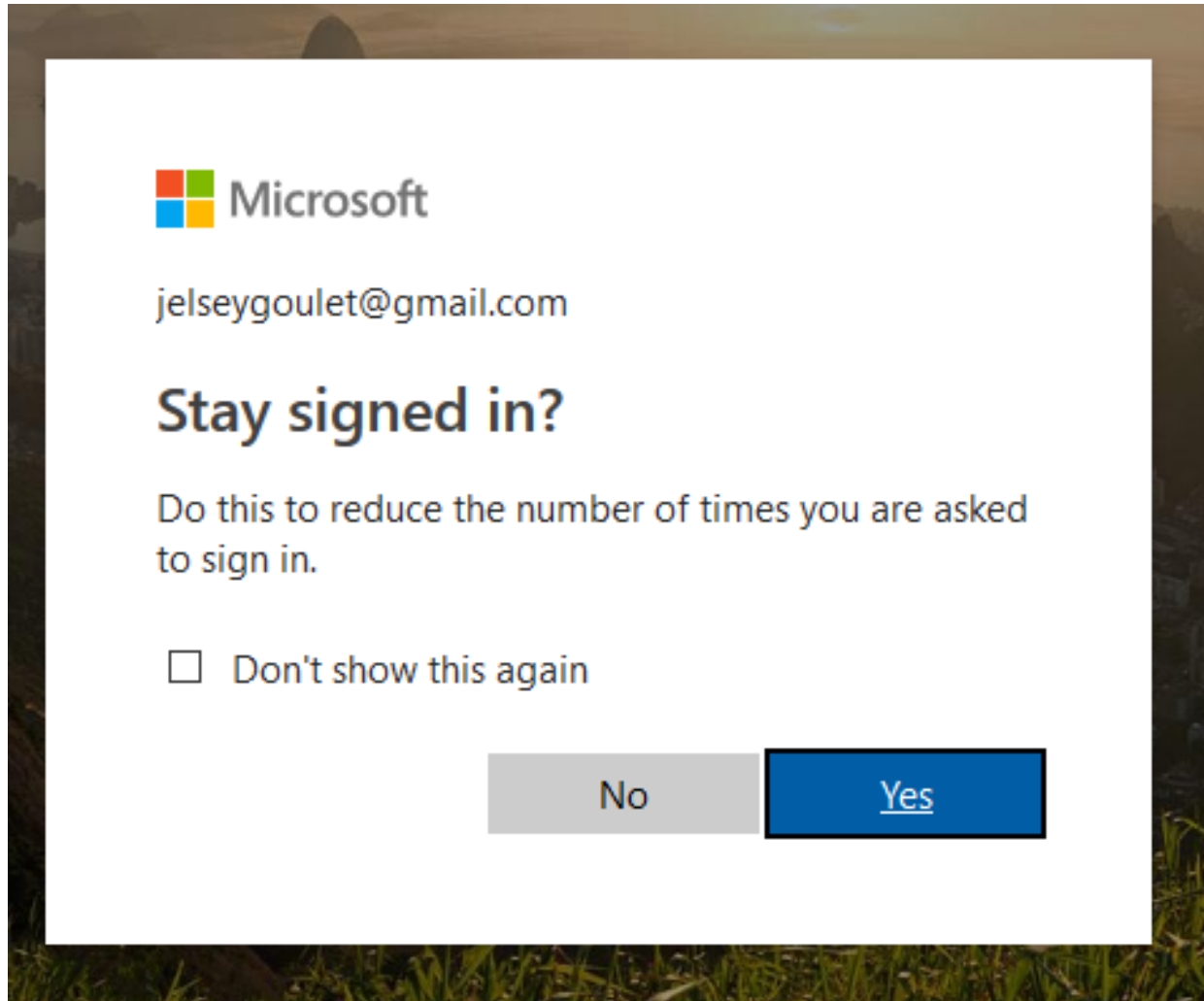
Use the web app instead

Already have the Teams app? [Launch it now](#)

You will now be directed to the teams page where you can choose to open the web app or download the desktop app.

You might get prompted to login the first time. If this happens follow the steps using the email the Teams invite was sent to.

YOU ARE DONE!



HINT: You can choose to have your computer remember your credentials to reduce the number of times you need to go through the sign-in process.

You are now ready to communicate with your Virtual Community of Practice team!

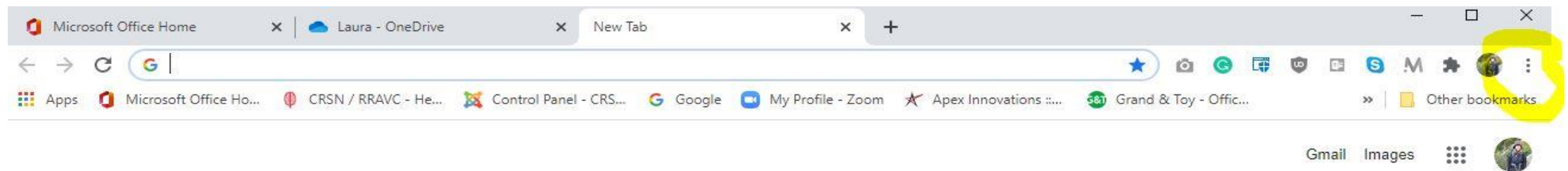
We suggest you watch this quick overview (2.31 minutes) of Microsoft Teams:

[Teams Overview Video](#)

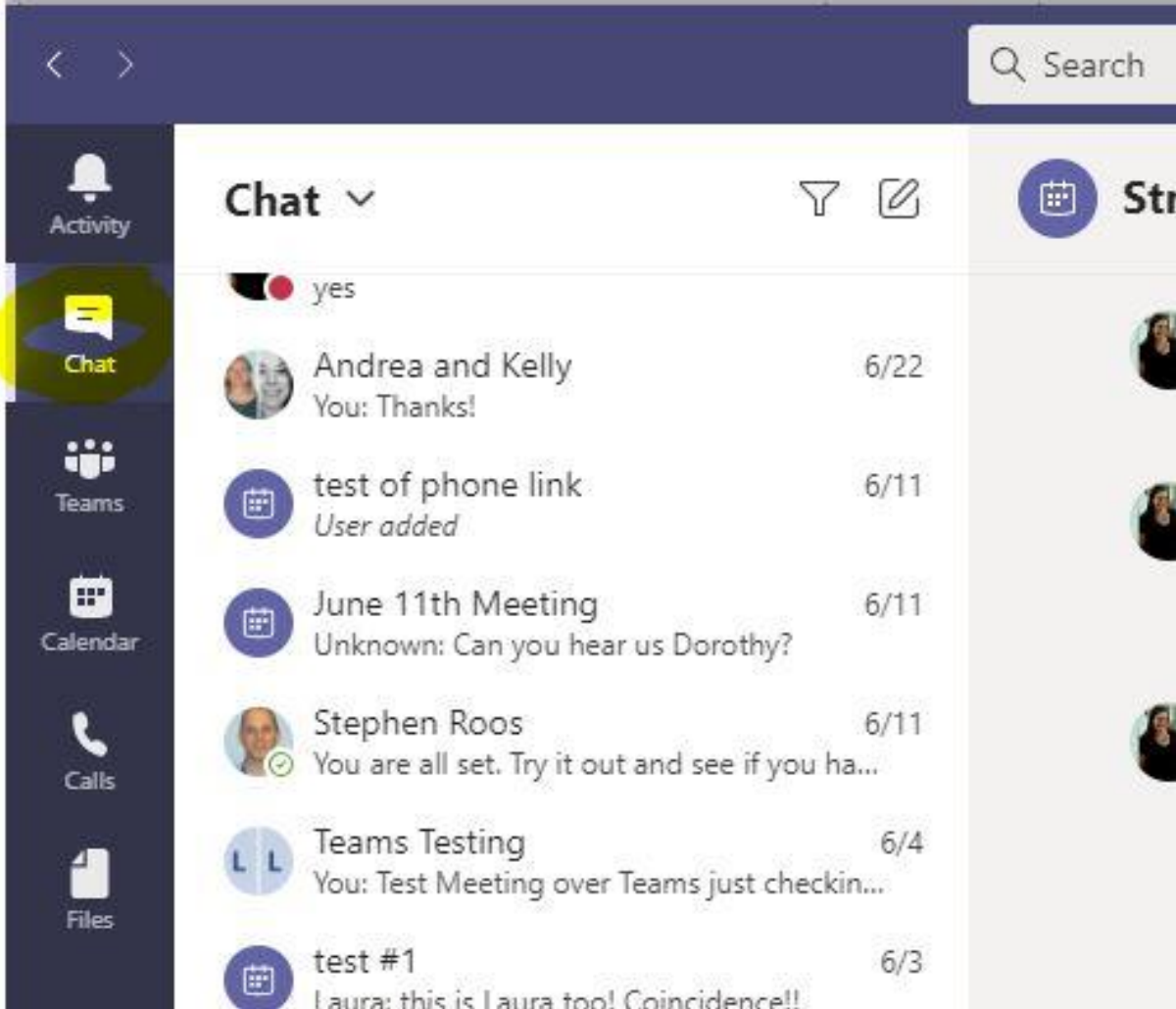
Troubleshooting

If you are still having trouble accessing Teams for the first time, try the following:

1. Verify the email address that you are using to sign in is the one we invited you with. If it isn't, submit a request to join with a new email address: <https://www.crsn.ca/en/virtual-community-of-practice>
2. Try a different browser - ie Google Chrome
3. Clear your 'cache' : To clear the cache, it will depend on what browser you are using. On Google Chrome, look for the 3 dots (below) to the right of your browser window. Then choose Settings > Privacy > clear cache.

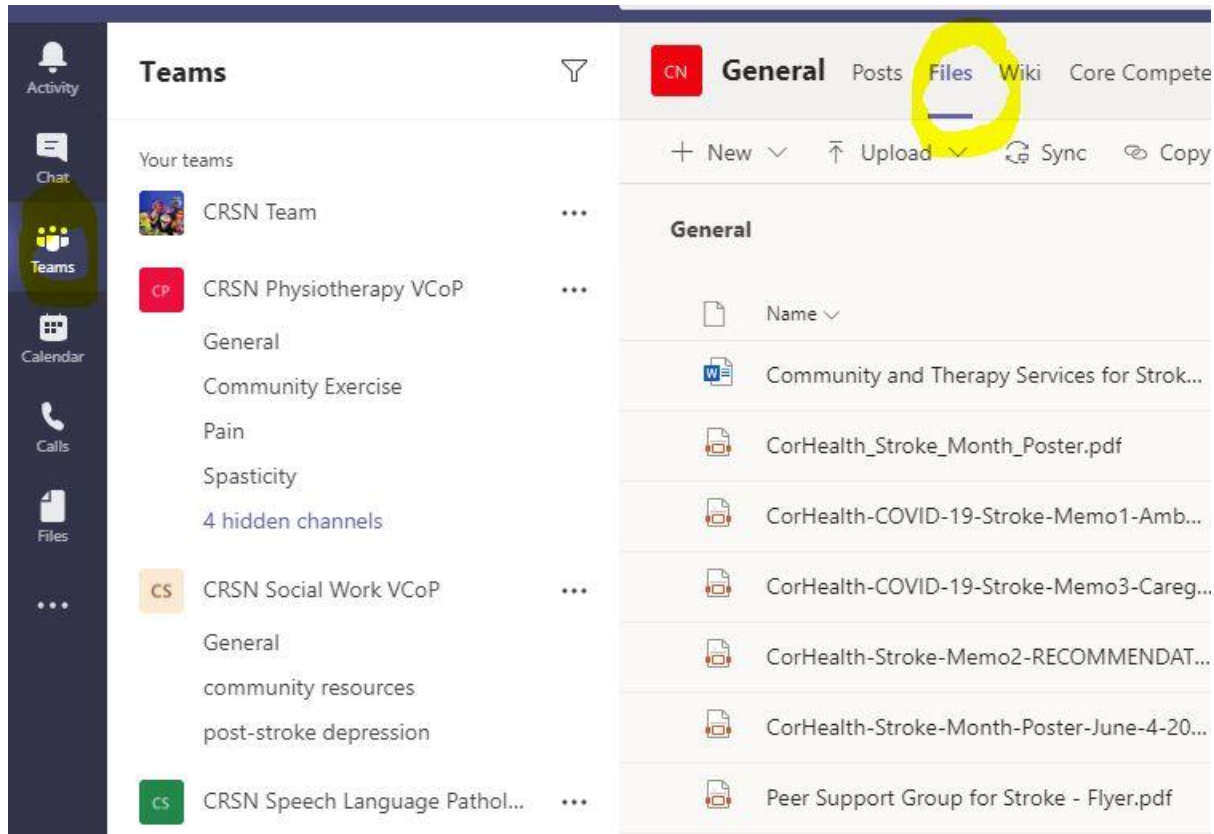


Some of the Features of Microsoft Teams:



Chat directly with another member of your Community of Practice.

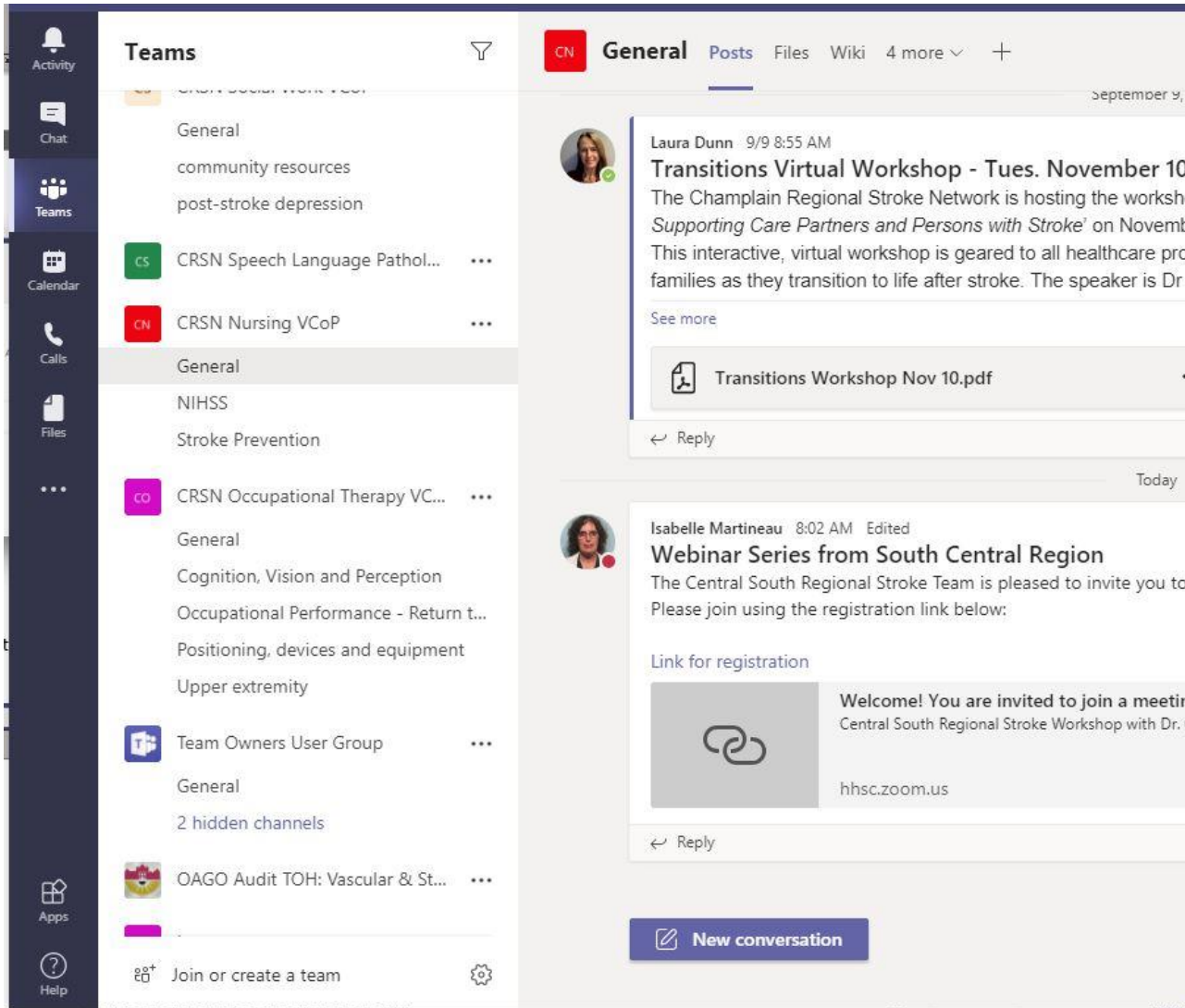
Some of the Features of Microsoft Teams:



Team Files:

Search for all attachments that were shared by your Team. You can save them as needed for your own use.

Some of the Features of Microsoft Teams:



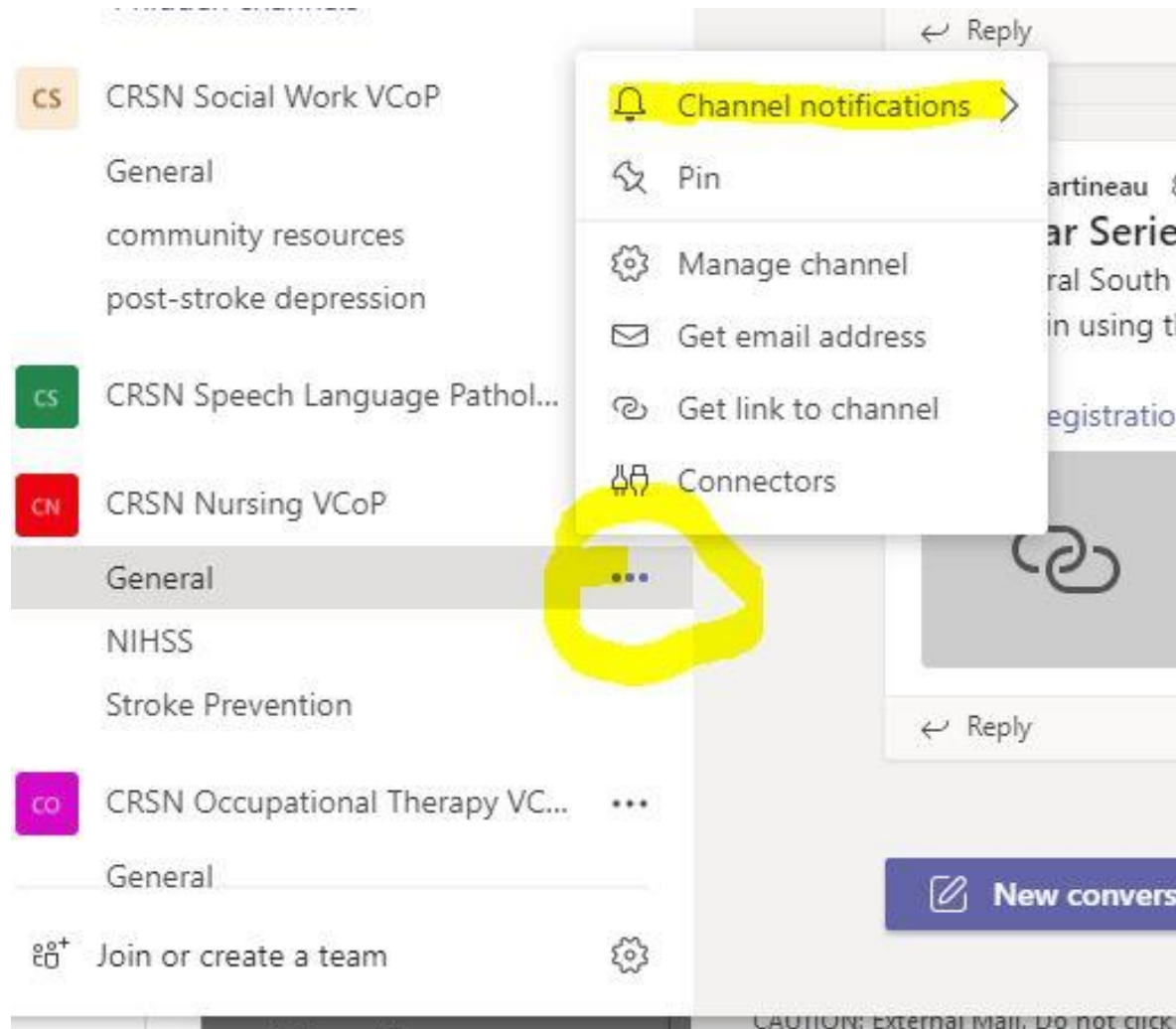
General Discussion and Specific Topic Channels:

Search for general discussions by looking at the General tab.

Specific topics may be listed below this (otherwise known as 'Channels')

In the Nursing VCoP for example, there are 2 channels: NIHSS and Stroke Prevention

NEVER MISS AN UPDATE!



PRO TIP: set up **'Channel notifications'** so that you don't miss any of your Team discussions or questions.

Go to the channel(s) that you wish to track and find the 3 dots to the right. When the menu comes up, choose 'Channel notifications' and pick the level you wish. You will be notified that there has been a new message.

Let's stay connected in these
challenging times

Thank you for joining!

