

TEAMS for STARTERS USER MANUAL 01: First Login into OFFICE365

Welcome to TEAMS, here you have guidance to help you having a good experience! If you have any improvement suggestion please share, sending an email to jocost@ucp.pt!

If you are a member of Faculty or Staff, by now you have received a email:

FROM: UCP Cloud Service <UCPCS@ucppt.onmicrosoft.com>

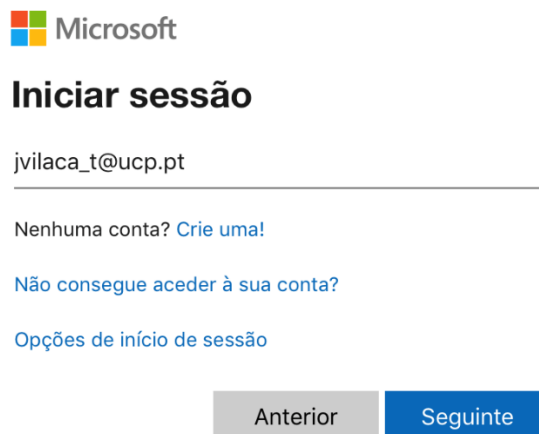
SUBJECT: UCP - Credenciais de Acesso / Access Credentials

Inviting you to join OFFICE365.

In fact, TEAMS is part of the OFFICE365 environment, and to use it as a Faculty or Staff Member, you need to first login into OFFICE365. In your first login in OFFICE365, you have to follow a number of steps, as OFFICE365 offers a much secure working environment.

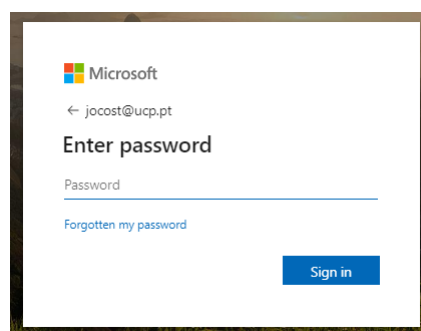
To offer higher security level OFFICE265 requires a two-level authentication. In your first access you will need to perform the following steps:

1. On the first authentication screen please enter the email address in which you are receiving this message. If you are forwarding your institutional email to a personal email, you need to use your institutional email address in this step. Click Next.



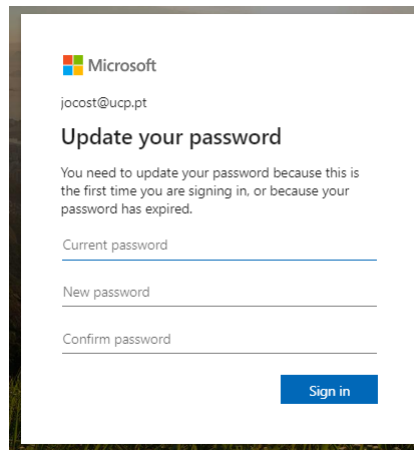
The screenshot shows the Microsoft login interface. At the top is the Microsoft logo. Below it is the heading 'Iniciar sessão'. A text input field contains the email address 'jvilaca_t@ucp.pt'. Below the input field are three links: 'Nenhuma conta? Crie uma!', 'Não consegue aceder à sua conta?', and 'Opções de início de sessão'. At the bottom are two buttons: 'Anterior' (grey) and 'Seguinte' (blue).

2. On the next window type the temporary password received in this message. Make sure to type the correct password without any spaces; the last character is always a number. Do not click on Reset Password:



The screenshot shows the 'Enter password' screen. It features the Microsoft logo, the email address '← jocost@ucp.pt', and the heading 'Enter password'. Below the heading is a 'Password' input field. A link 'Forgotten my password' is located below the input field. A blue 'Sign in' button is positioned at the bottom right of the screen.

3. The next window has three fields: in the first one you must type, once more, the password received in this message; in the other two fields you must type your new password; this password must have upper and lower case letters, numbers, special characters, and the minimum length of 8 characters; keep trying until you make it:



4. To enable a two-level authentication in Office365 you must provide your mobile phone number; on the next window click on Next; in this Window just press Next (seguinte).



jvilaca_t@ucp.pt

Mais informações necessárias

A organização requer mais informações para manter a sua conta segura

[Utilizar uma conta diferente](#)

[Saiba mais](#)

Seguinte

5. On the next window click on Set it up now to provide the phone details;



jvilaca_t@ucp.pt | ?

não perca o acesso à sua conta!

Verifique o seu número de telefone de autenticação abaixo.

Telefone de autenticação

Portugal (+351)

Insira o seu número de telefone de autenticação

enviar-me um SMS ligar-me

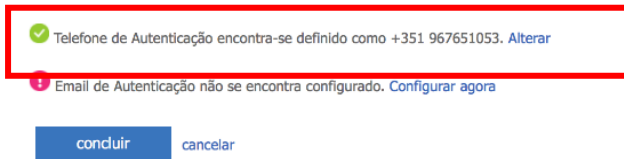
anterior

6. After providing your mobile number you may select to receive a SMS or to receive a message with a code or a call asking you to press #;

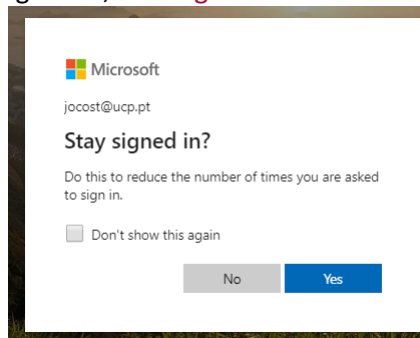
TEAMS for STARTERS USER MANUAL 01: First Login into OFFICE365

não perca o acesso à sua conta!

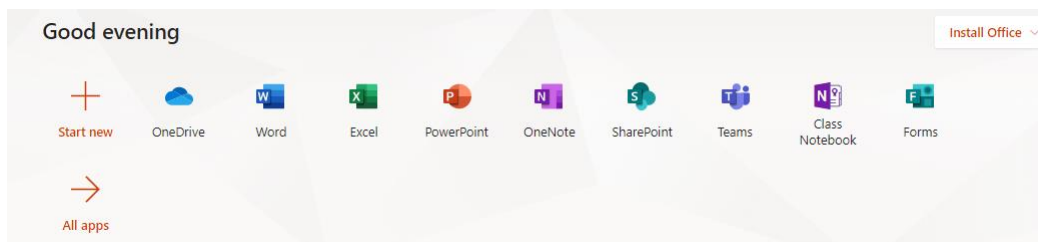
Obrigado! Se se esquecer da palavra-passe, utilizaremos as informações abaixo para recuperar a sua conta. Clique em "concluir" para fechar esta página.



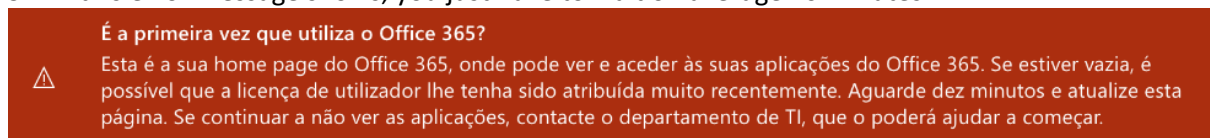
7. You may decide to stay signed in, select **ig Yes**:



8. You are now authenticated! Welcome to Office365, you will see the OFFICE365 Home page:



9. If this error message shows, you just have to wait on average 10 minutes:



This means your OFFICE365 was provisioned recently. Just wait for 10 minutes.

From now on to access the OFFICE365 you just have to access portal.office.com

To start TEAMS just select TEAMS from the OFFICE365 Home.
Welcome to TEAMS!