

How to set up Microsoft Teams to work remotely

Microsoft Teams is a remote working tool, meeting, video call and is free for 6 months.

Microsoft Teams is one of the very popular teamwork applications across many countries and businesses. Since 2018, the manufacturer has released a free version of Teams, but certain features require payment. However, starting in March 2020, Microsoft decided to completely free Teams application, helping users to experience the application better. The free period of using paid features is 6 months. The following article will guide you how to set up Microsoft Teams to work in groups.

Instructions for setting up Microsoft Teams

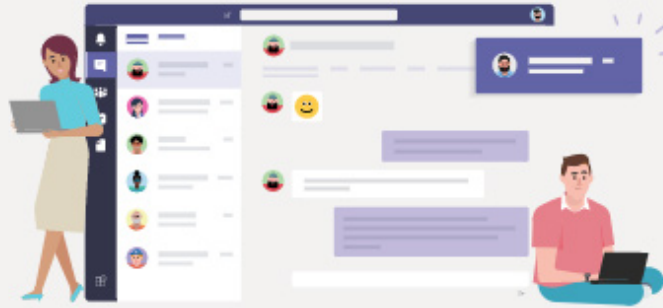
Step 1:

First of all we access the link below to go to the Microsoft Teams tool download page, **login to your personal Microsoft account** .

<https://teams.microsoft.com/>_

After you have successfully logged in, **click Get the Windows app** to download the software to your computer, or depending on the operating system being used.

Microsoft Teams



Download the Teams desktop app
and stay better connected.

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[Get the Windows app](#)

[Use the web app instead](#)

Step 2:

Launch the software and now you are required to enter your Microsoft account, **click Sign in** to continue.



Step 3:

Then click **Sign Up For Teams** to proceed with the setup for your workgroup. A new web page is displayed for your selection. Here if the user already has a working group, click Sign in, if **not already have a group** , proceed to set up the group, click **Sign Up For Free** .

Enter your personal email address and **click Next** to continue.



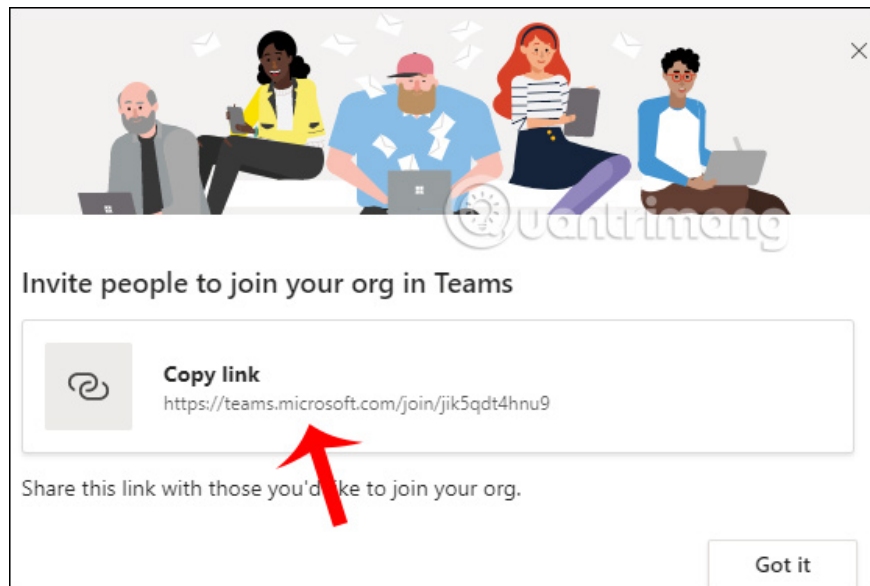
Step 4:

Enter your **full** name and company name, then **click Set Up Teams** to create a new workgroup.

A screenshot of the Microsoft Teams setup form. At the top left is the Microsoft logo. The title is 'The last few details'. There are two input fields: 'First name' with the value 'Angel' and 'Last name' with the value 'Park'. Below these is a 'Company name' field. Underneath is a 'Country or region' dropdown menu with 'Vietnam' selected. A note states: 'Important note: As admin, you'll be responsible for the personal data of people in your Teams org, as well as for data management requests they submit to you. [Learn more.](#)' Below the note, it says: 'By clicking **Set up Teams**, you agree to our [terms and conditions](#).' At the bottom right, there is a blue button labeled 'Set up Teams'.

As a result, we have successfully created a team on Microsoft Teams. Each working group will have a group link. Users **send** this **group link** to other members.

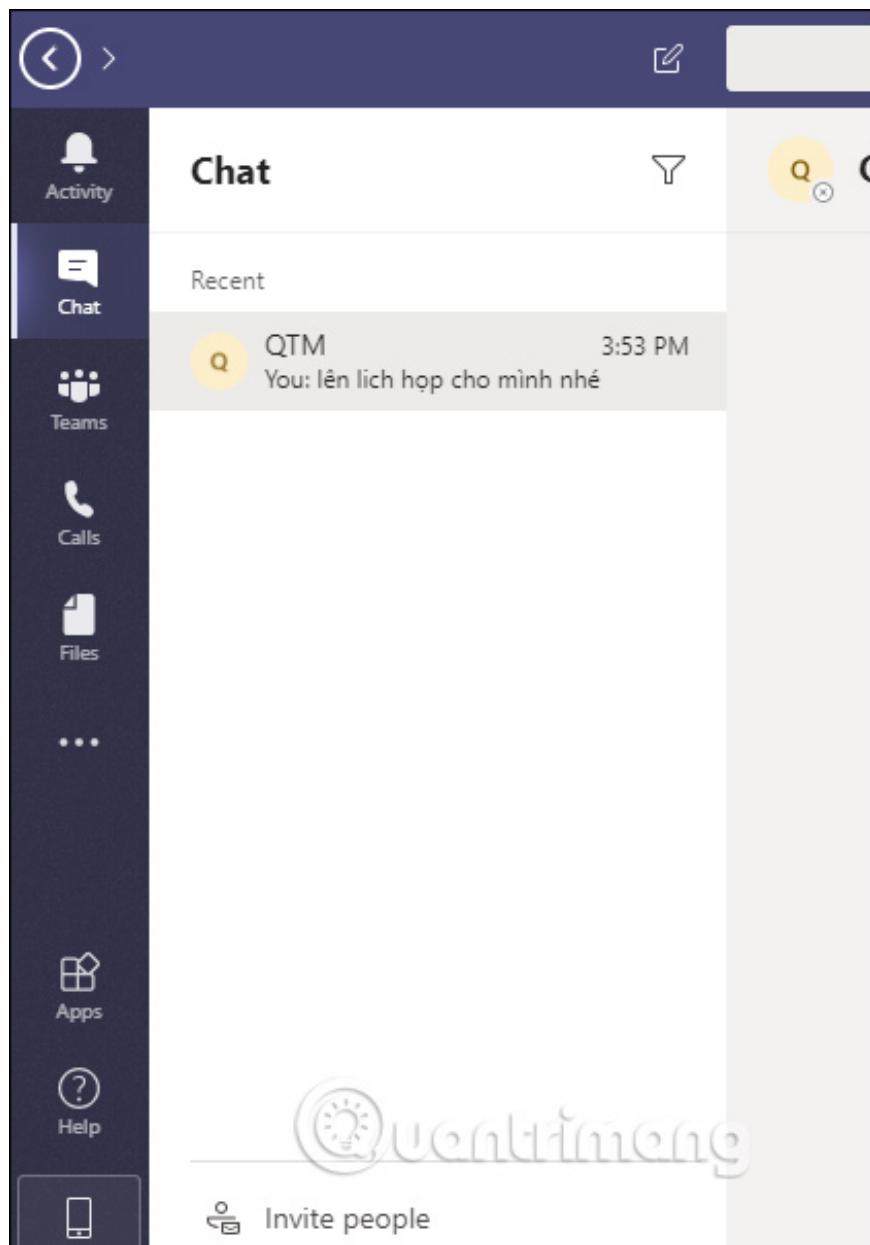
When someone wants to join the work group, you will receive an email, **click Accept** to agree.



Step 5:

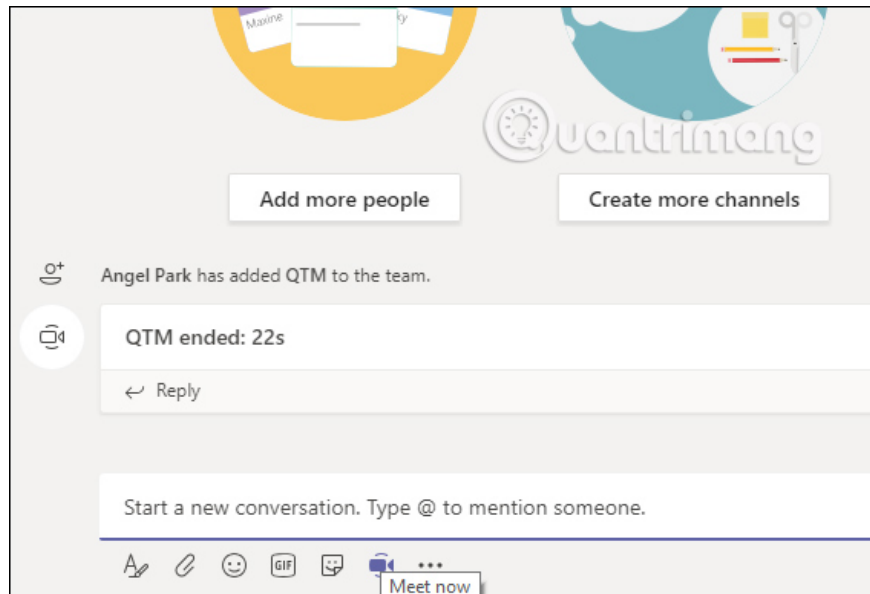
In the Microsoft Teams interface you will see management items displayed through the leftmost vertical bar.

1. Activity: Displays all notifications related to you.
2. Chat: Message with other members.
3. Teams: Team work.
4. Call: Call members.
5. Files: Files uploaded and shared with all members.



Step 6:

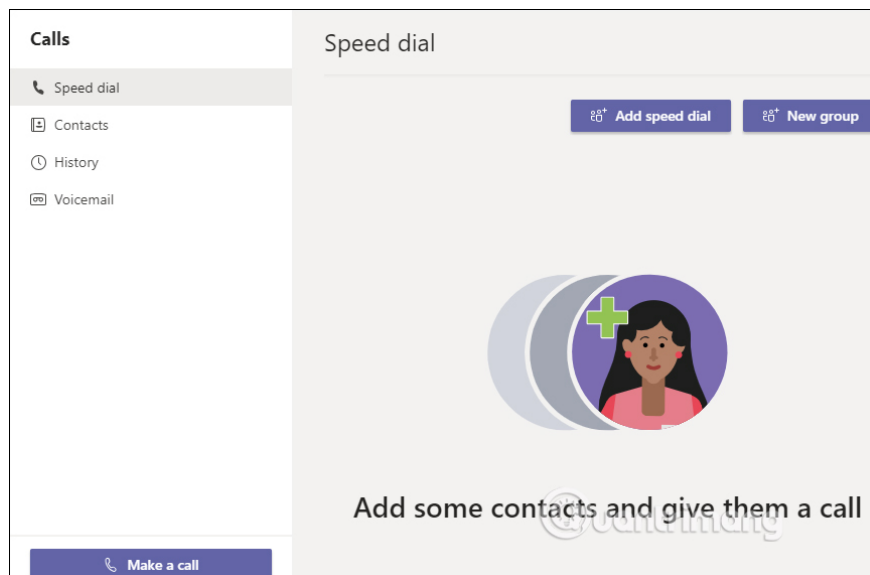
In **the Teams section**, there will be icons like when you text, but there will be a Meet now section to organize video meetings online. The team members will then join the meeting organized by you.



Step 7:

Section Call to manage voice calls to any member. You can call a member or create a group to make phone calls to many people.

In general, using Microsoft Teams is very simple.



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