Microsoft Teams Account Setup

Download/Install Teams

If you do not have the Teams desktop application already installed, you will need to install that application on your computer.

- You can find the installation file at
  i. https://www.microsoft.com/en-us/microsoft-teams/download-app
- If you have more than one installation option available, select the one for "Teams for work or school".
- If you are a Windows 11 user, you had a personal version of Teams pre-installed. Note that this is different from the Microsoft Teams for work or school version and will not gain you access to your Interim Body's Team. You will need to install the full version from the link above.

Alternatively, you may also access your Teams account via the web browser by going to https://teams.microsoft.com. However, the user experience is somewhat limited and some features may not work properly. So we recommend using the desktop app, if possible.

- If you must access Teams via a web browser, we recommend using Google Chrome.
- If you must access it via the Safari web browser, note that you will need to disable "Prevent Cross-Site Tracking" in your Safari settings for this to work.

Users may also choose to install the Teams mobile app, which is available on the Apple App Store and Google Play Store.
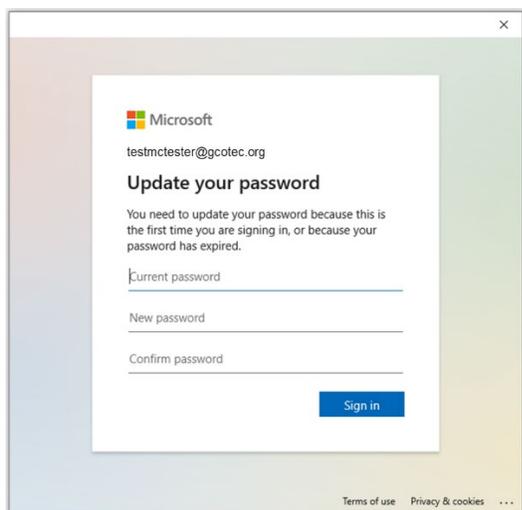
Login Information

If you did not already have a gcotec.org or DFMS account on file, you would have received an email from the General Convention Office with your username and a temporary password. If you did not receive that information or can't find it, please email us at gc.support@episcopalchurch.org.

Note that guest accounts from legislative committees would not count as having an account on file. If you were on a legislative committee, you will most likely have had a new account created for you.

When you log into your account for the first time, you will be provided with a username and temporary password. After entering in your credentials, you will be prompted to create a new password. Enter in your temporary password, your new password and re-type your new password to confirm.

Important: Make sure to note your new password. If you forget your password, we can reset it, but it will take up to 2-business days to do so.

Password requirements: Passwords can't contain your user ID, and need to be at least 8 characters long, with at least 3 of the following: uppercase letters, lowercase letters, numbers, and symbols.

If you enter in an invalid password, you will receive the prompt above and must create a different password that meets these requirements.

Once you successfully update your password you will be logged into Teams.

Change Notification Settings

We encourage you to update your notification settings when you first login.

1) When logged into Teams, click on the profile icon in the top-right corner and select "Manage Account".
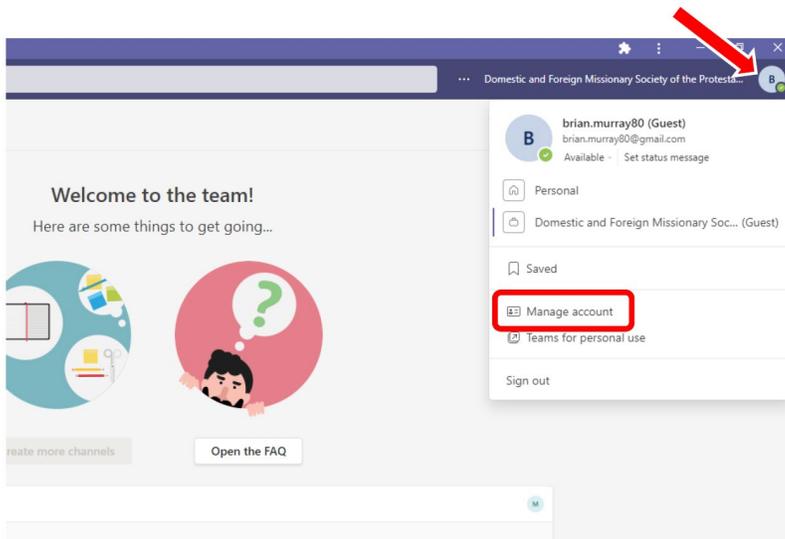
2) Click on "Notifications" in the left side-bar. We recommend setting your notifications as follows
   a. **Missed activity emails: Once every hour**
      i. This means that if you are not logged into Teams and active, the system will send you a notification of missed activity after an hour. That will act as a reminder to log in and check for missed activity.
   b. **Teams and Channels: All activity**
      i. This will ensure that you receive notifications for all activities, not just messages that you were tagged in or threads you have been active in.