Microsoft Teams Account Setup

Download/Install Teams

If you do not have the Teams desktop application already installed, you will need to install this application on your computer.
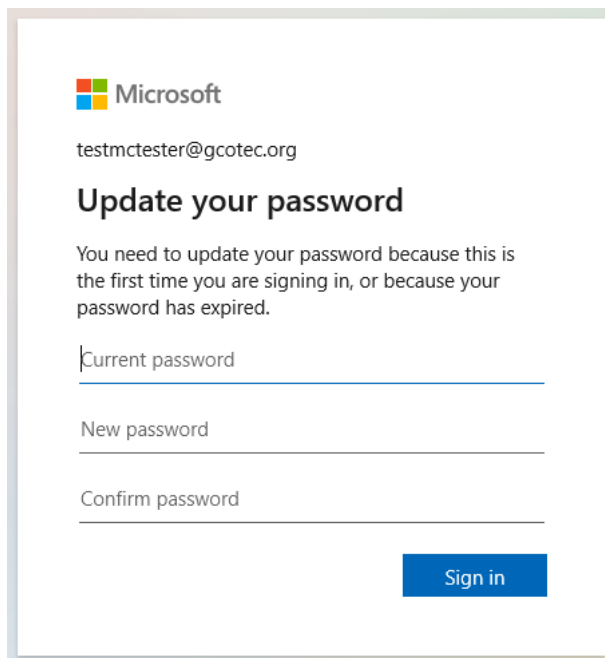
- You can find the installation file at:
    - https://www.microsoft.com/en-us/microsoft-teams/download-app
    - If you have not used/installed Teams within the past year, we would strongly encourage you to download and install the New Teams app to make sure you have the updated version. Microsoft Teams Classic (versions prior to October 2023) will stop functioning at some point in 2024.
- 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. Some users, on older hardware, may not be able to install the full desktop application, but we would recommend the full desktop application, 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.
- We would also encourage users to install the Teams mobile app, which is available on the Apple App Store and the Google Play Store. Access to the mobile app will give you immediate access to messages and other activity notifications in real time, so you don't miss any communications.

Login Information

If you did not already have a gcotec.org, dfms.org or an episcopalnetworks.org 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.

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 can 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

To ensure that you are not missing any activity in your groups, even if you aren't actively logged into Teams, we strongly encourage you to update your notification settings so that you get an email (to the address we have on file) to notify you of any missed activity.

1) Click on the ellipses (...) in the menu bar at the top of Teams
2) Select "Settings"
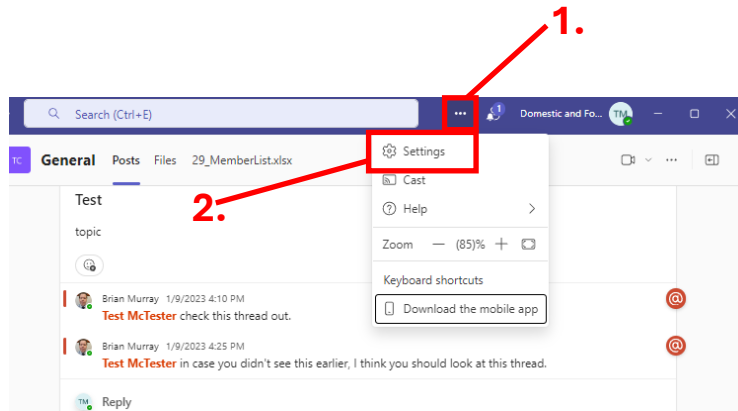
3) Click on "Notifications and activity" within the Settings menu.
4) Scroll down to the "Missed activity emails". Make sure that this is turned on. We suggest the option "Once every hour". This way, if there is any activity in your groups within Teams, the system will send you an email you notifying you of that missed activity. The value to leaving this at "One every hour" is that if there are multiple posts (or a post and multiple replies) over a short period of time, you won't get countless email notifications. You will only get a maximum of one per hour. If you prefer more frequent contact, you can set it to a shorter duration or if you prefer less frequent notifications, you can adjust the duration to be even higher. It's entirely up to you.
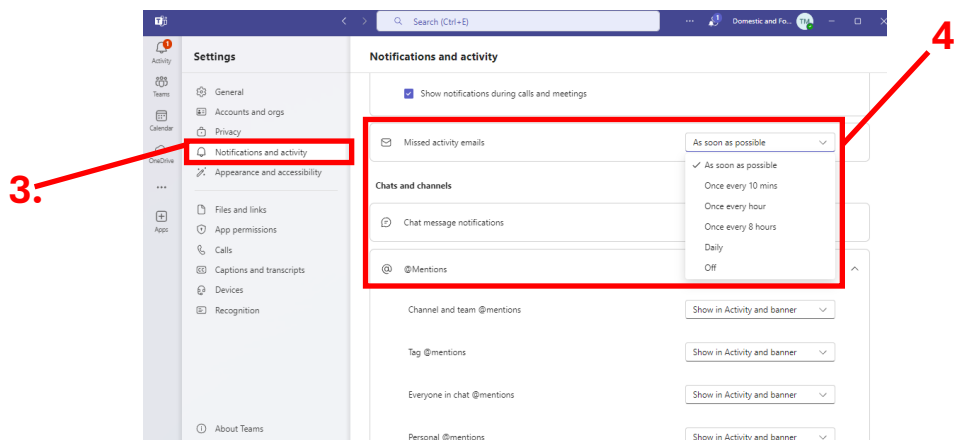
5) Scroll down further to find the section "Posts in shown and pinned channels" and select the option "Show in Activity and banner" in the dropdown menu. Also, make sure to check the box "include replies". This will ensure that you get notified for any activity.