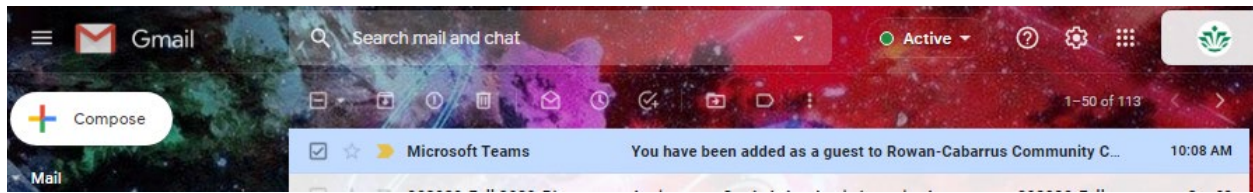
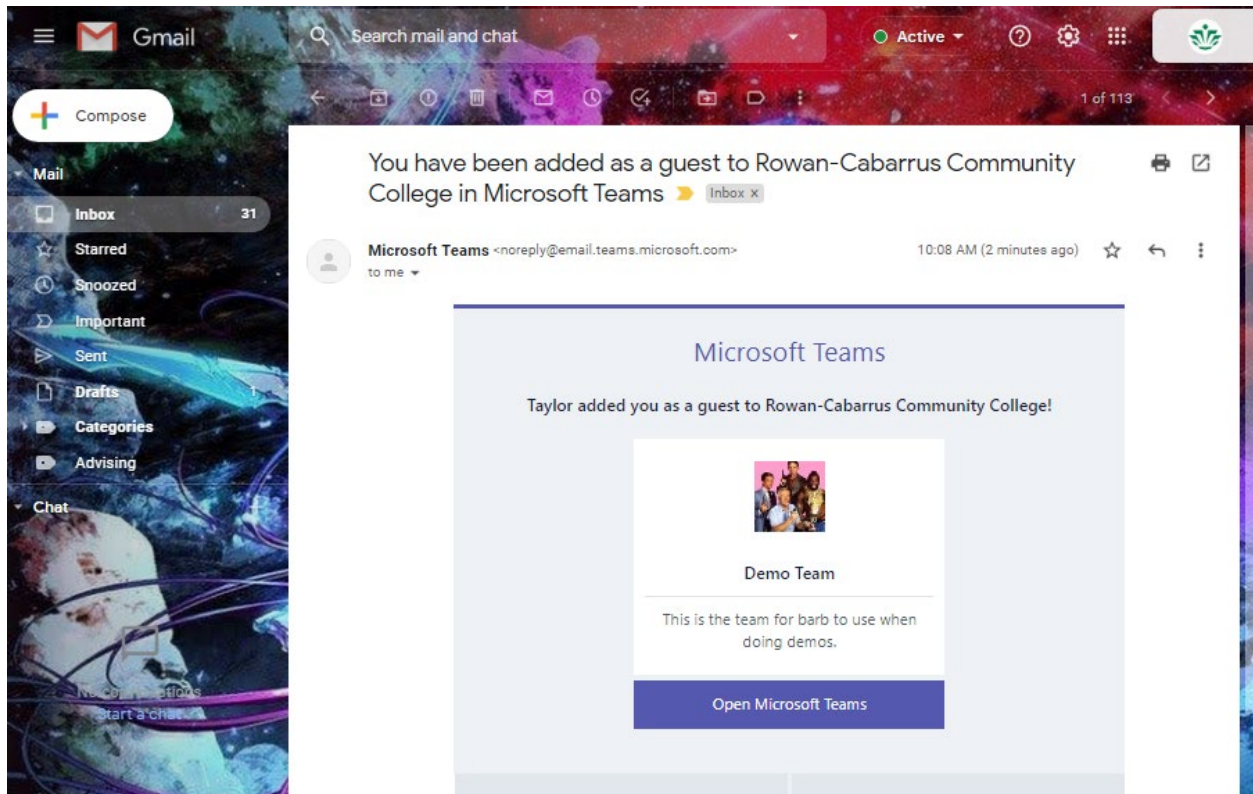


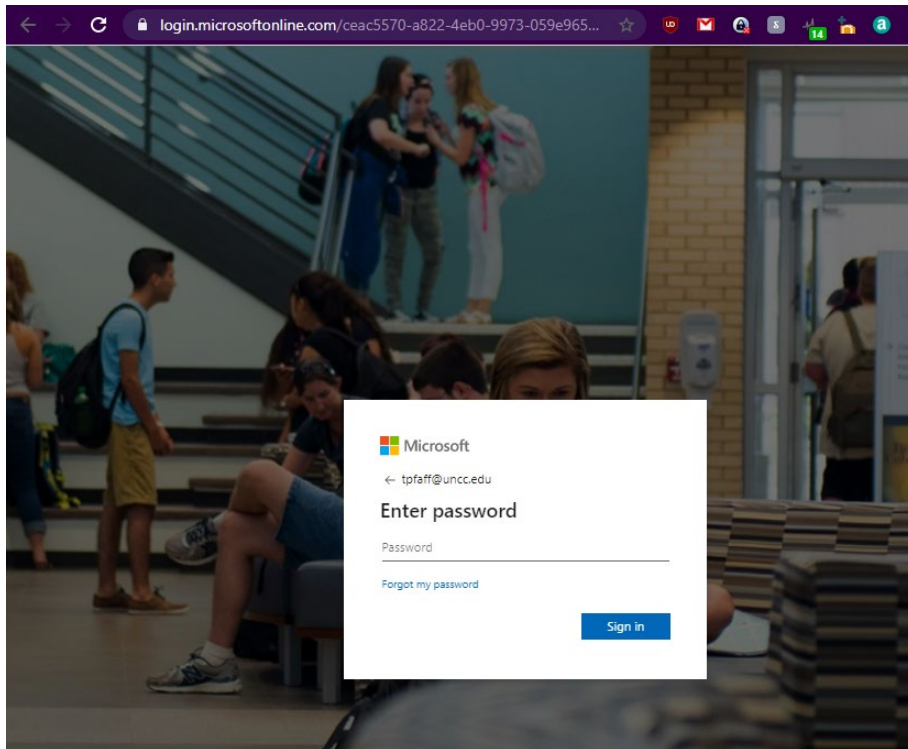
1. Navigate to the email that says: 'You have been added as a guest to Rowan-Cabarrus Community College in Microsoft Teams'



2. open up the email and click on where it says: 'Open Microsoft Teams'



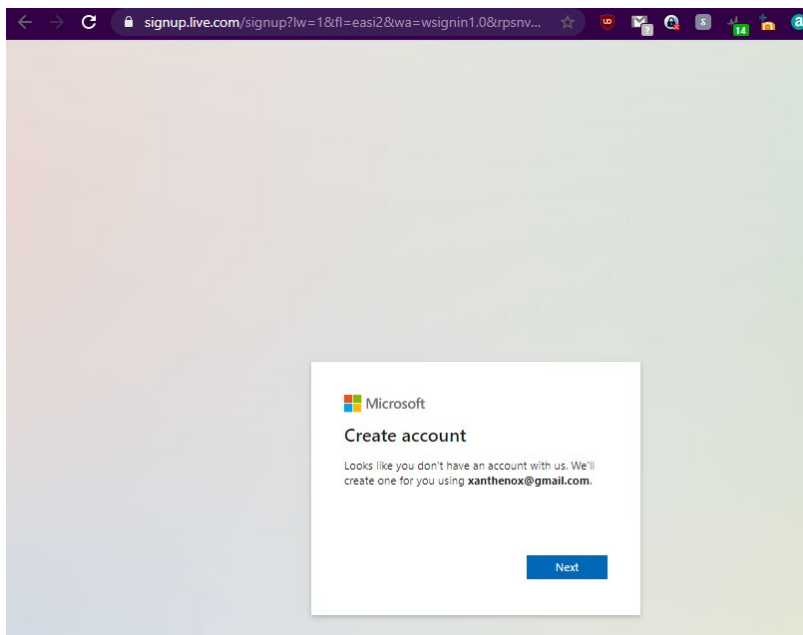
3. This will open a web page in your browser, if your institution provides you with access to Microsoft products then please log in:



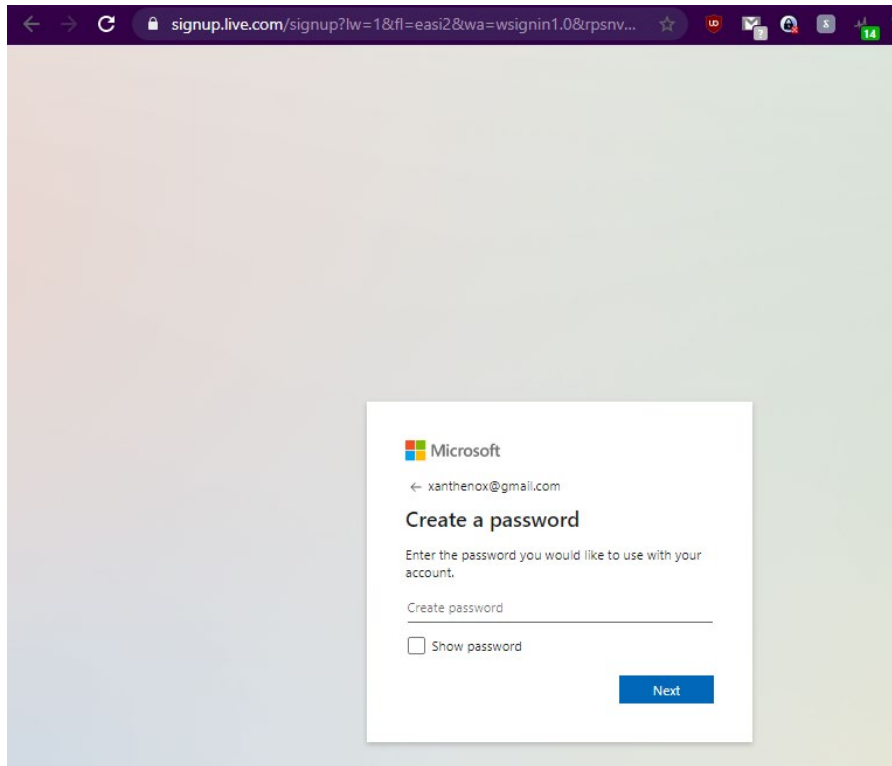
Please skip down to number 8 once you log in otherwise.....

**If your institution does not use Microsoft products, then we recommend signing up for a free Microsoft account with your email address.

3. When you click on the link, it should prompt you to create a free account:



4. Click Next and create a password:

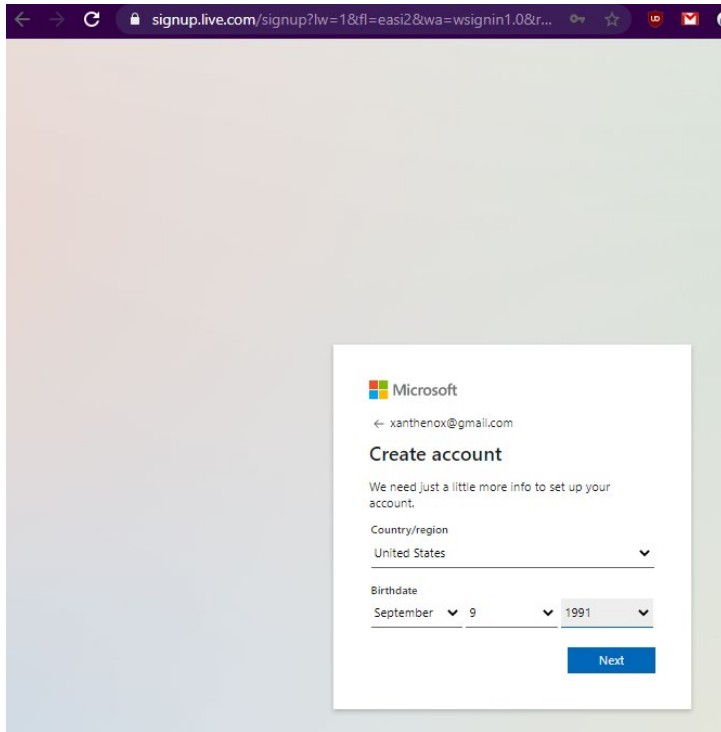


This password is not synced to your account, so please remember what it is!

Click Next.

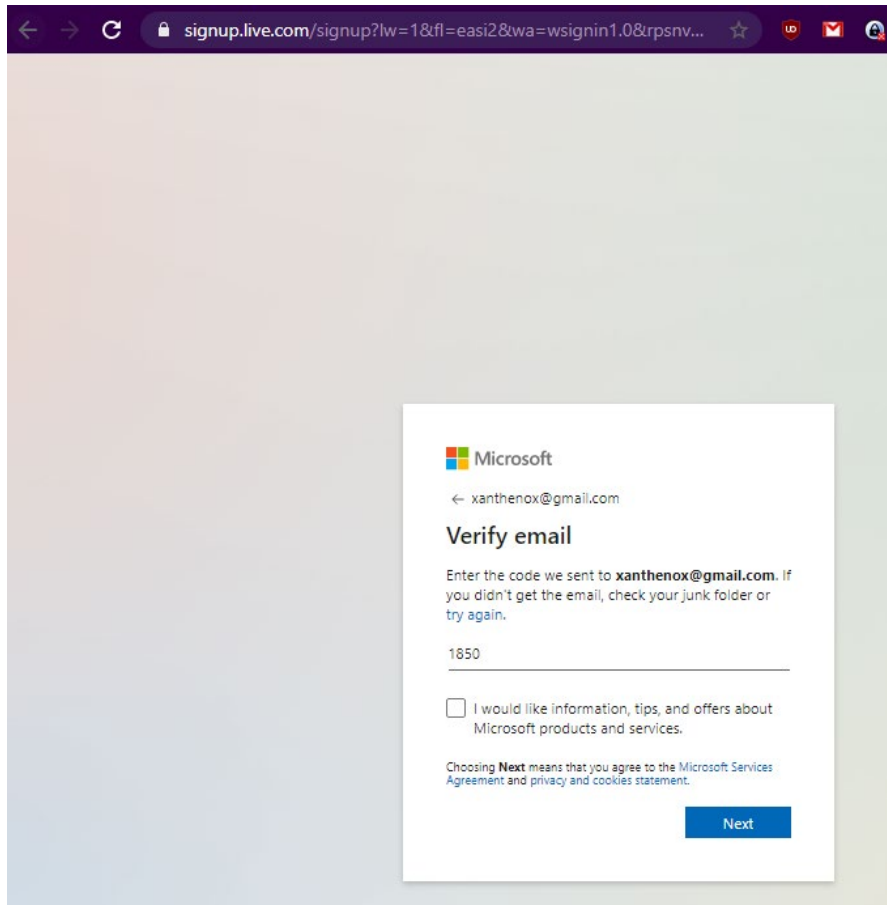
5. Next it will ask you to provide some general information:

Click next when done



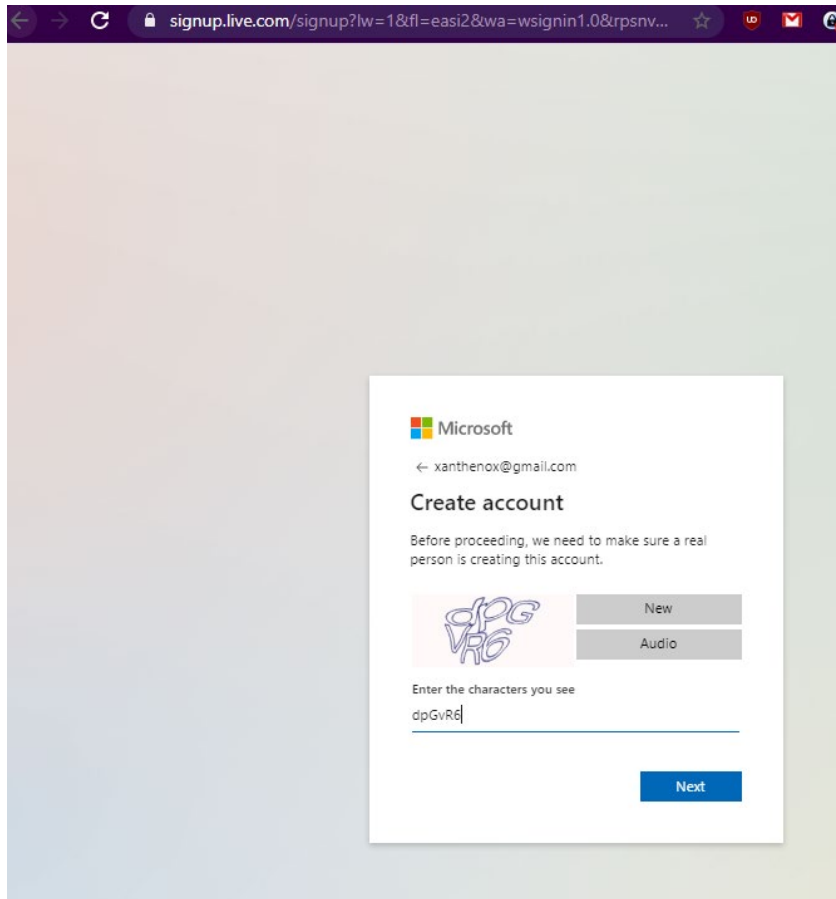
6. To complete your registration, they should have emailed you a code and are now requesting it in the next window:

Please check your email for the verification code!



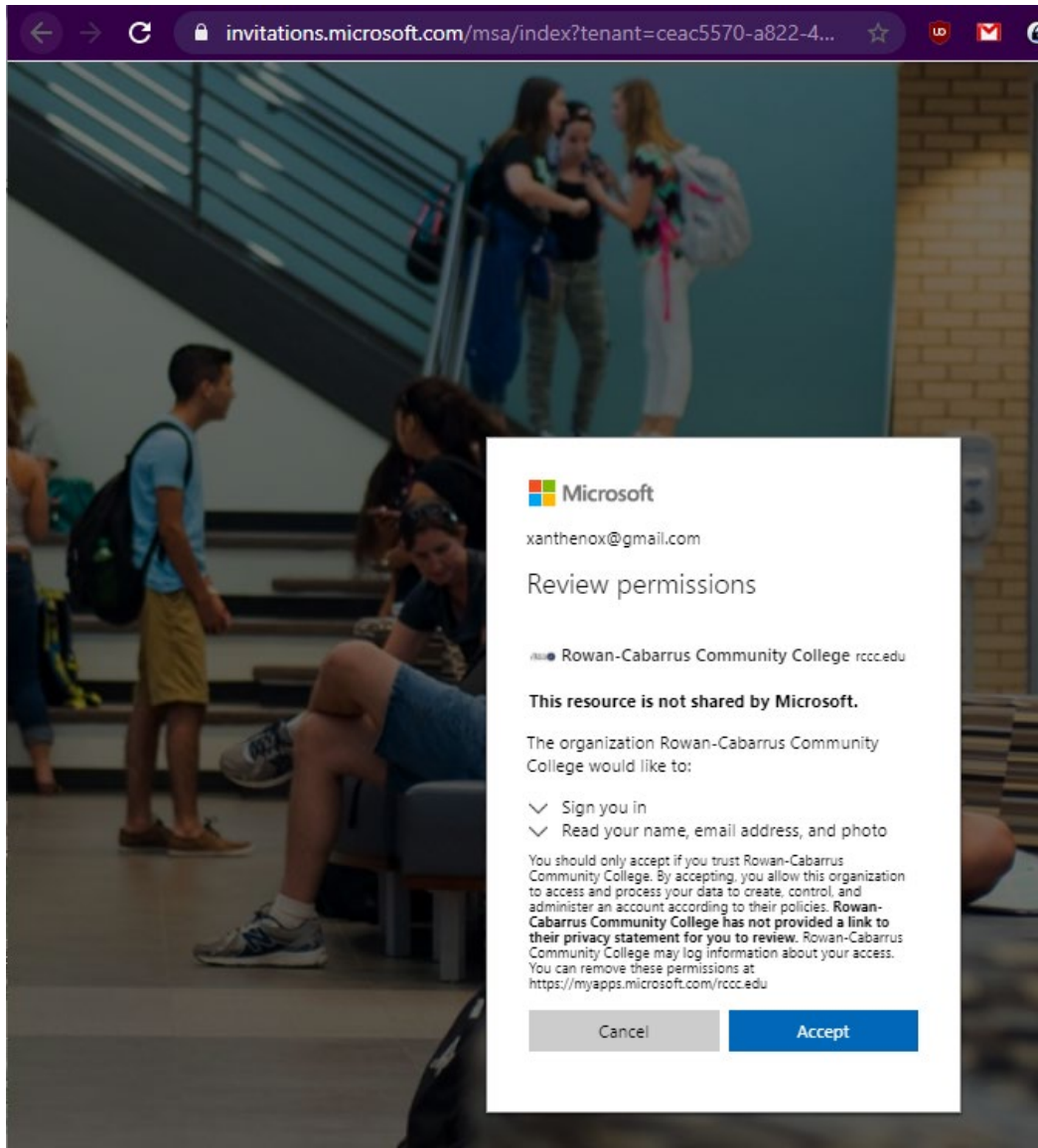
Click Next when ready.

7. Complete the captcha to let them know you are human:



This completes your registration for a Free Microsoft Account.

8. Once that completes you will be prompted to review permissions to access RCCC resources as a guest, you must click 'Accept' to continue:



This step allows you access into the RCCC domain.

Once that happens it will prompt you to open Teams. You have two different options!

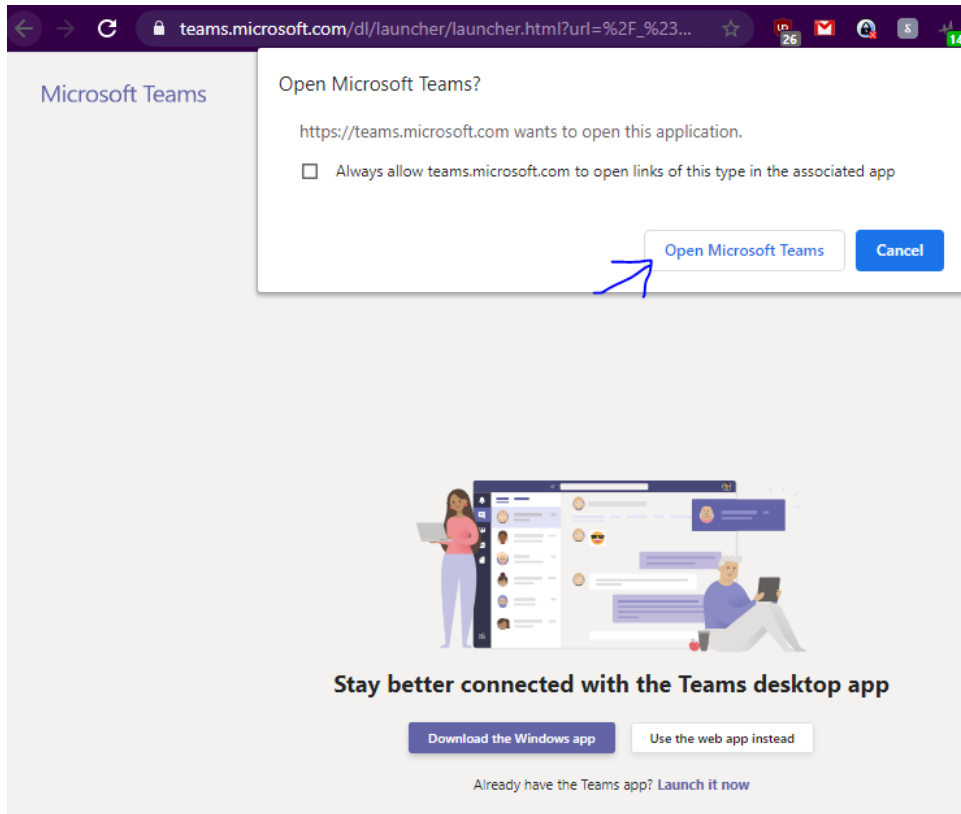
A) You can either open the Teams app to access Team and files.

Or

B) You can open Teams on the web without having to download the Teams application.

For Option A:

Just click on the button that says 'Open Microsoft Teams':



For Option B:

First Click on 'Cancel' in the pop-up box:

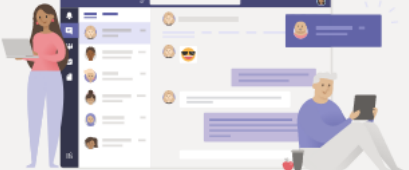
Microsoft Teams

Open Microsoft Teams?

https://teams.microsoft.com wants to open this application.

Always allow teams.microsoft.com to open links of this type in the associated app

Open Microsoft Teams Cancel




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](#)

And then click on 'Use the web app instead':

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](#)

