



Digitally transform your business

How to Guide:

# Setting up Microsoft Teams



**Contact  
Us**

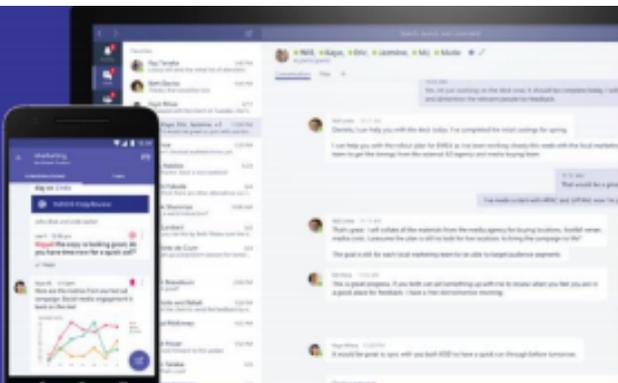
Waterford House, Waterford Road, Diep River, Cape Town, 7945  
+27 (21) 205 3650 | [info@allonline365.com](mailto:info@allonline365.com) | [www.allonline365.com](http://www.allonline365.com)



### Connecting your team members

Working remotely is not just a 'nice-to-have', it's become an absolute necessity and a reality for virtually all companies. **Microsoft Teams** makes it easy to connect to company members ensuring productivity no matter where you are!

Microsoft Teams features include:



Instant chat between staff members

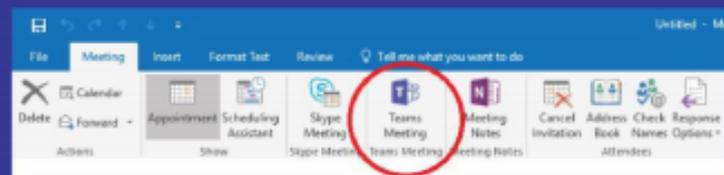


Online meetings with full video\* and audio capabilities

(\*Depending on participants' hardware configurations)



Peer-to-peer Teams calls – Save thousands on traditional mobile or landline call charges



Seamless integration into Microsoft Outlook\* (\*When running on a centralised tenant)





# #COVID19 Working Remotely

Microsoft is offering all companies a 6-month trial of Microsoft Teams for up to 1000 employees. Start working remotely today!

## Who qualifies:

- New customers without an Office 365 Tenant
- Current Microsoft customers running:
  - Exchange Online Plan 1
  - Exchange Online Plan 2
  - Office 365 ProPlus
  - Office 365 Business

## Setting up Microsoft Teams:

### Where do I start:

**Step 1:** Request your free trial for 6 months from **allonline365**.

**Step 2:** For new customers, allonline365 will create your new Microsoft Tenant; for existing customers, you need to associate your current tenant with allonline365. Simply ask us for your 'CSP Association Link'.

**Step 3:** Ensure that you've accepted the Microsoft Customer Agreement Terms and Conditions. Again, allonline365 can help facilitate this process.

**Step 4:** Once steps 1-3 are complete, allonline365 will assign the 1,000 Free Microsoft Teams Subscription to your tenant.

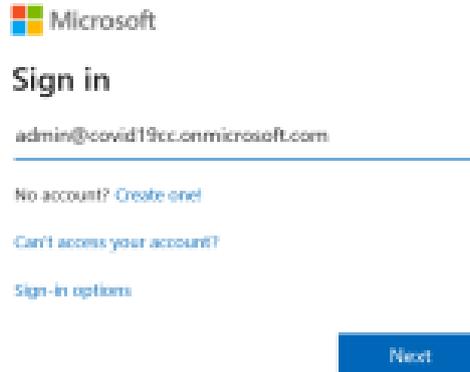
**Step 5:**

**FOR NEW CUSTOMERS:** allonline365 will provide you with a temporary username and password for you to log into <https://login.microsoftonline.com/>

**FOR CURRENT CUSTOMERS:** Simply sign into the same link using your normal O365 username and password.

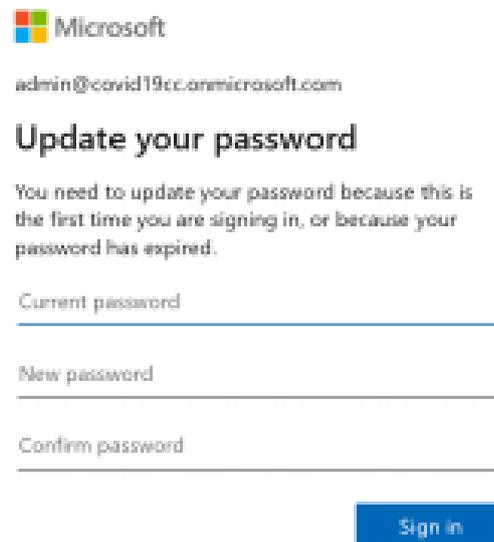


Use the username and temporary password provided by allonline365.



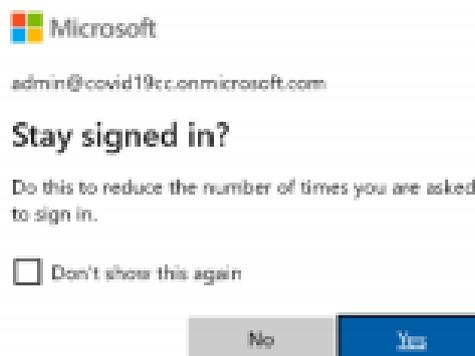
Microsoft  
admin@covid19cc.onmicrosoft.com  
No account? Create one!  
Can't access your account?  
Sign-in options  
Next

For new customers, you will be asked to update your temporary password.



Microsoft  
admin@covid19cc.onmicrosoft.com  
Update your password  
You need to update your password because this is the first time you are signing in, or because your password has expired.  
Current password  
New password  
Confirm password  
Sign in

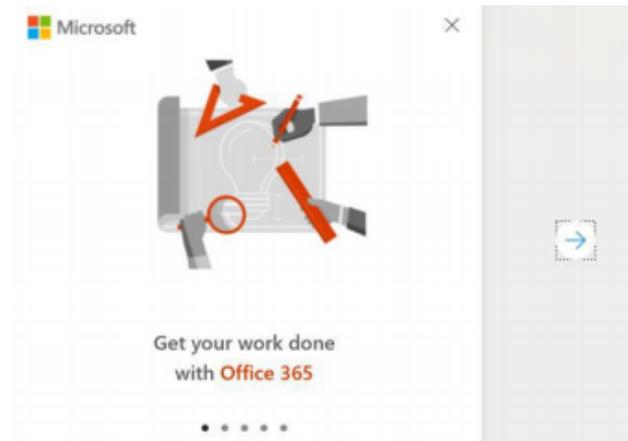
Once the new password has been accepted, you will be asked if you want to stay signed in.



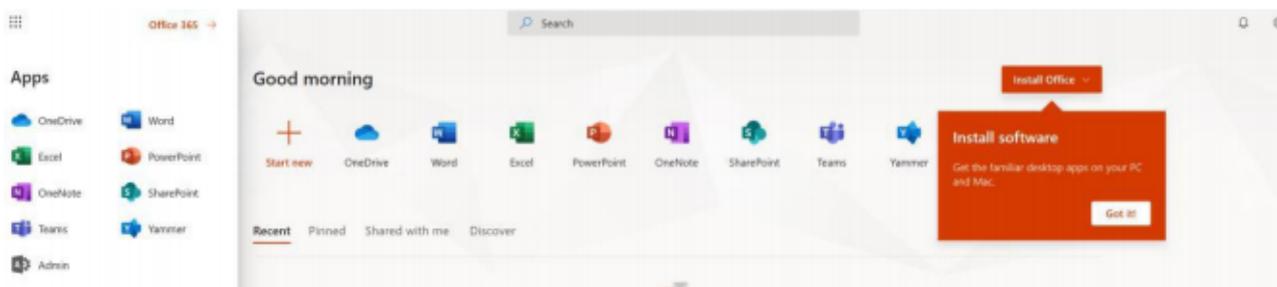
Microsoft  
admin@covid19cc.onmicrosoft.com  
Stay signed in?  
Do this to reduce the number of times you are asked to sign in.  
 Don't show this again  
No Yes



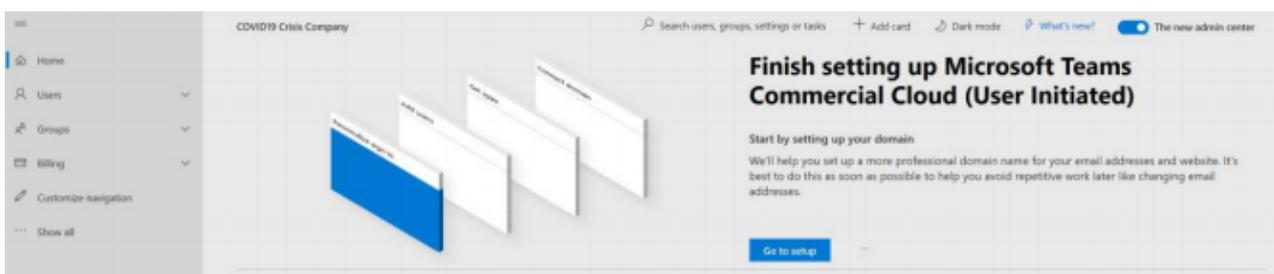
There will be a **quick tutorial** which you may swipe through or choose to close.



By clicking on the 9 dots on the left-hand corner of the screen, a **dashboard** appears.



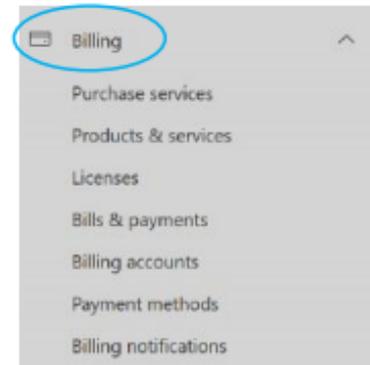
Please click on **Admin**:



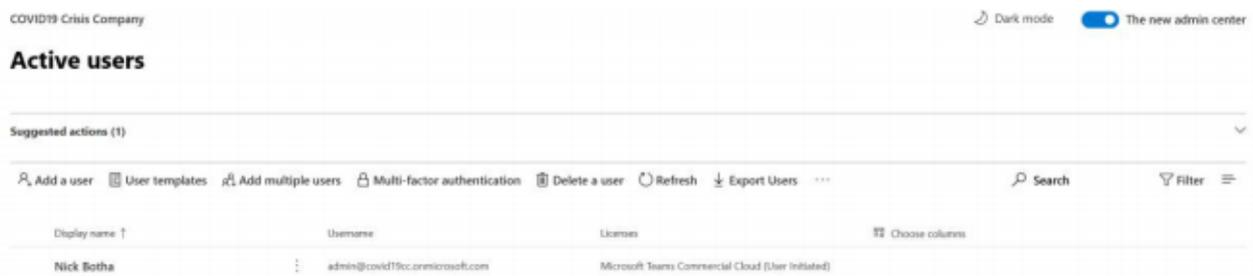
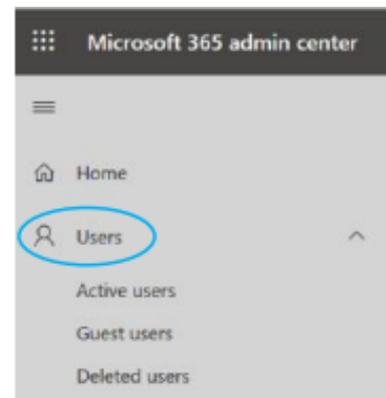
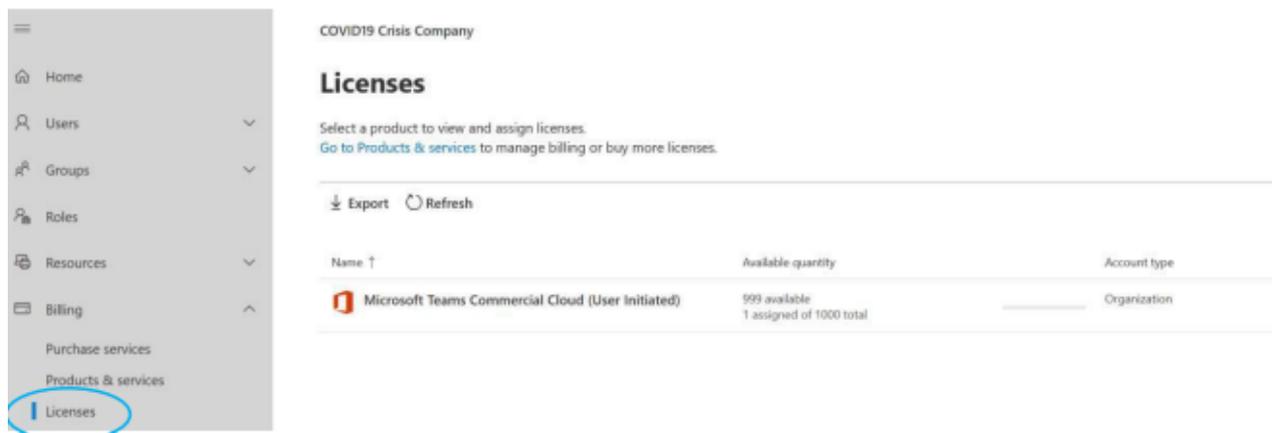
For new customer tenants a notice will appear to associate a domain to your newly created tenant, for example, *yourname.co.za* – you may skip this step if it does not apply to you as it will only be applicable to new tenants.



Select the **billing tab**. When you select the billing tap, you will see Licenses as a drop-down option.



When selecting licenses, you will see the Microsoft Teams offer with 1,000 users available to assign to your users.



Add a user

- Basics
- Product licenses
- Optional settings
- Finish

### Set up the basics

To get started, fill out some basic information about who you're adding as a user.

First name  Last name

Display name \*

Username \*  @

#### Password settings

- Auto-generate password
- Let me create the password
- Require this user to change their password when they first sign in
- Send password in email upon completion

### Assign product licenses

Assign the licenses you'd like this user to have.

Select location \*

Licenses (1) \* ^

- Assign user a product license
  - Microsoft Teams Commercial Cloud (User Initiated)**  
999 of 1000 licenses available
  - Create user without product license (not recommended)  
They may have limited or no access to Office 365 until you assign a product license.

Apps (12) ^

In setting up a user, the next step is allocating a subscription.

As the subscription for the 1,000 free users on Teams are allocated on the tenant, the new users can be assigned the subscription as part of the setup process.



By selecting the drop-down you will see the list of applications that are included as part of the Free Teams subscription.

Apps (12) ^

Show apps for:

All licenses ▾

- Flow for Office 365**  
Microsoft Teams Commercial Cloud (User Initiated)
- Microsoft Forms (Plan E1)**  
Microsoft Teams Commercial Cloud (User Initiated)
- Microsoft Planner**  
Microsoft Teams Commercial Cloud (User Initiated)
- Microsoft Stream for O365 E1 SKU**  
Microsoft Teams Commercial Cloud (User Initiated)
- Microsoft Teams**  
Microsoft Teams Commercial Cloud (User Initiated)
- Microsoft Teams**  
Microsoft Teams Commercial Cloud (User Initiated)
- Office for the web**  
Microsoft Teams Commercial Cloud (User Initiated)
- PowerApps for Office 365**  
Microsoft Teams Commercial Cloud (User Initiated)
- SharePoint Online Kiosk**  
Microsoft Teams Commercial Cloud (User Initiated)
- Sway**  
Microsoft Teams Commercial Cloud (User Initiated)
- Whiteboard (Plan 1)**  
Microsoft Teams Commercial Cloud (User Initiated)
- Yammer Enterprise**  
Microsoft Teams Commercial Cloud (User Initiated)

The last setup is optional and can be setup only if required or otherwise can be skipped.

### Optional settings

You can choose what role you'd like to assign for this user, and fill in additional profile information.

Roles (User: no administration access) ▾

Profile info ▾



Once the user is created you will be provided with a final chance to review the newly created user.

## Review and finish

### Assigned Settings

Review all the info and settings for this user before you finish adding them.

### Display and username

Peter Parker  
peter@covid19cc.onmicrosoft.com

[Edit](#)

### Password

Type: Auto-generated

[Edit](#)

### Product licenses

Location: South Africa  
Licenses: Microsoft Teams Commercial Cloud (User Initiated)  
Apps: Yammer Enterprise, Whiteboard (Plan 1), Sway, 9 more

[Edit](#)

### Roles (default)

User (no admin center access)

[Edit](#)

Once you confirm these settings you will see the **new user profile**; displaying the email account and the automatically generated password (*it's greyed out in the sample below*).

Add a user

- Basics
- Product licenses
- Optional settings
- Finish

**✓ Peter Parker added to active users**

This new user Peter Parker will now appear in your list of active users.

**User details**  
Display name: Peter Parker  
Username: peter@covid19cc.onmicrosoft.com  
Password: Fahl#96L3

**Licenses assigned**  
Microsoft Teams Commercial Cloud (User Initiated)

**Save these user settings as a template?**  
User templates allow you to quickly add similar users in the future by saving a set of shared settings such as domain, password, product licenses, and roles.  
[Review settings for this user template](#)

**Name your template \***

**Add a description (recommended)**

**Next steps**  
[Add another user](#)



Go back to the Users tab on the left-hand side of the Administrative portal, you can now see two users.

COVID19 Crisis Company

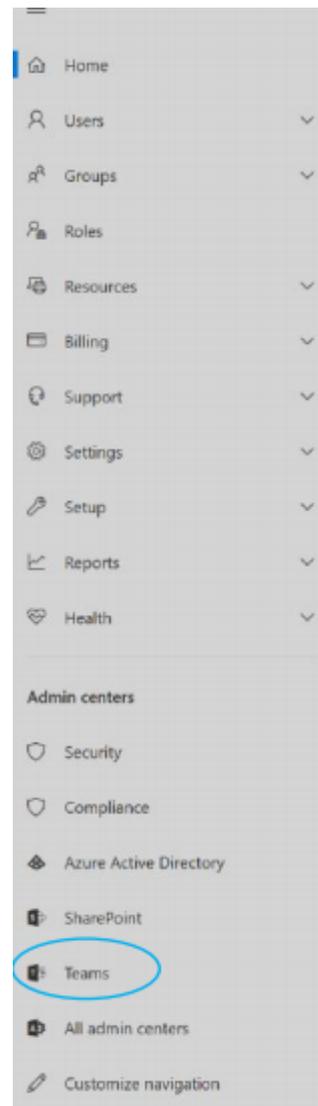
## Active users

Suggested actions (1)

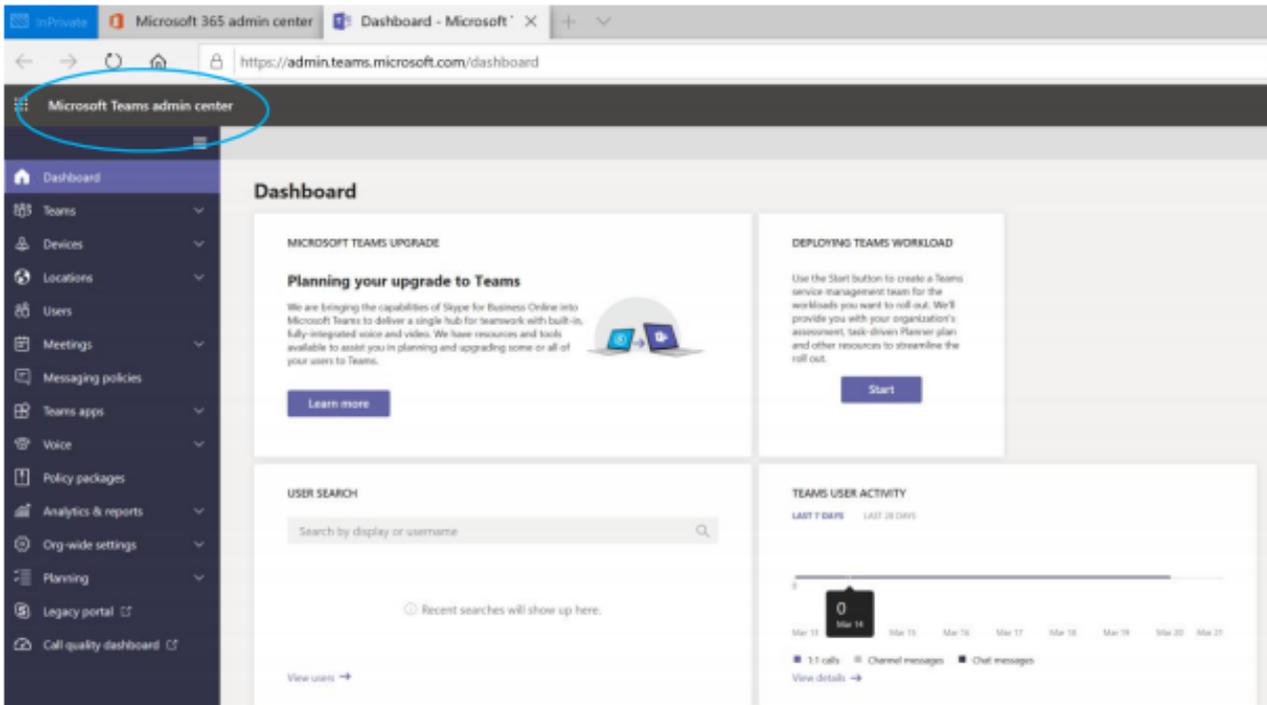
 Add a user  User templates  Add multiple users  Multi-factor authentication  Delete a user  Refresh  Export Users ...

Display name	Username	Licenses	 Choose columns
<b>Nick Botha</b>	admin@covid19cc.onmicrosoft.com	Microsoft Teams Commercial Cloud (User Initiated)	
<b>Peter Parker</b>	peter@covid19cc.onmicrosoft.com	Microsoft Teams Commercial Cloud (User Initiated)	

For administrators, if you want to manage your Teams function, navigate to the left-hand navigation and click on Teams.

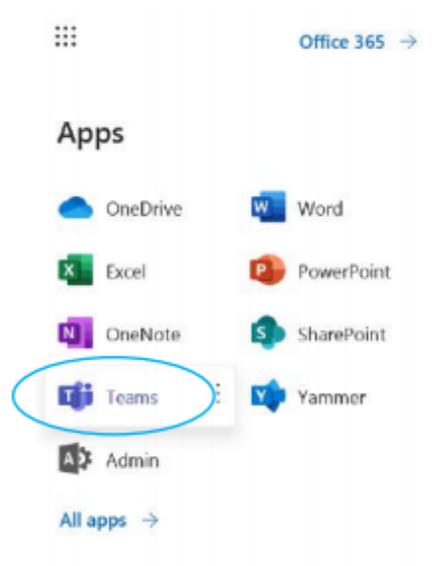


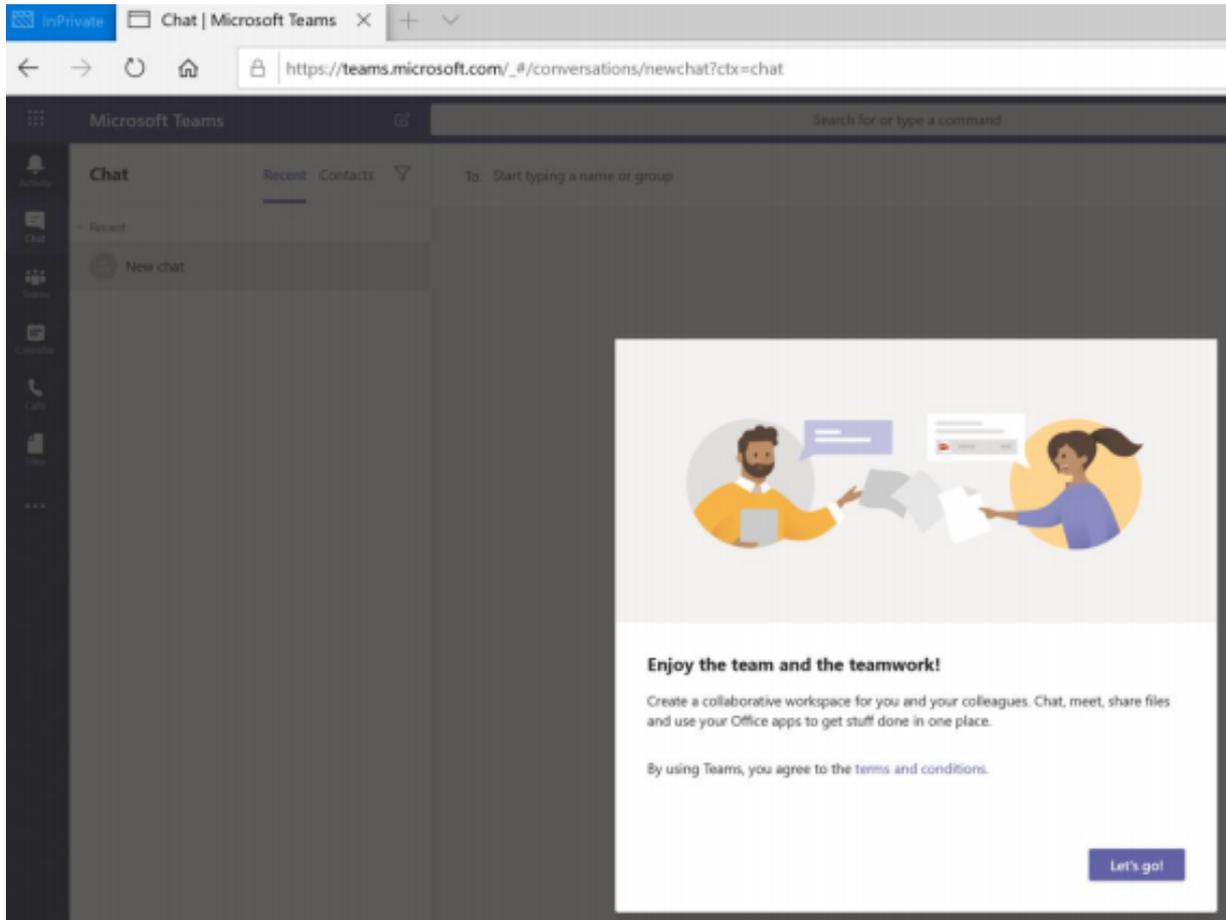
This will open a new browser showing Teams Admin Centre:



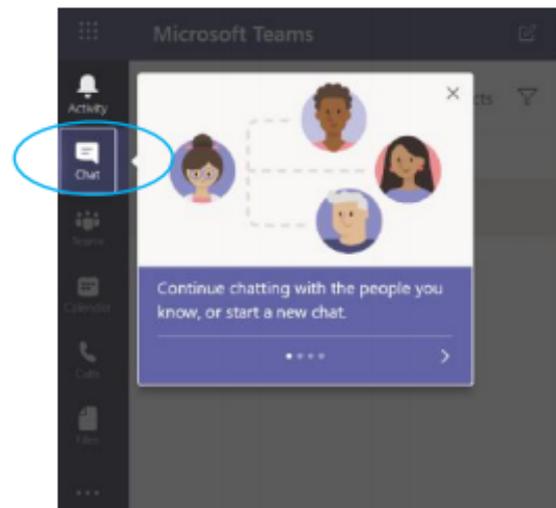
When logging in as a user now ready to use Teams, the user simply logs into <https://login.microsoftonline.com/> with the username and password generated.

From the menu, select Teams.

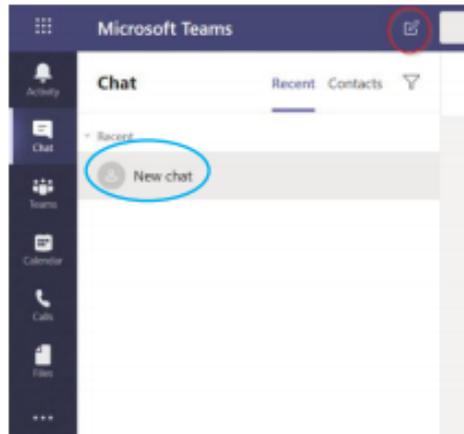




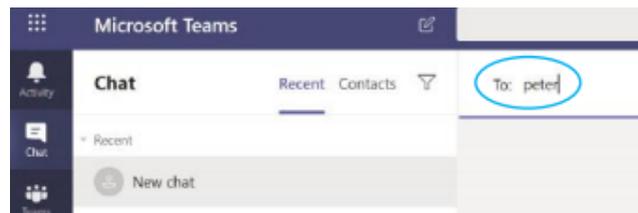
On the left-hand side of the Teams application, you will locate the Menu and click on the chat.



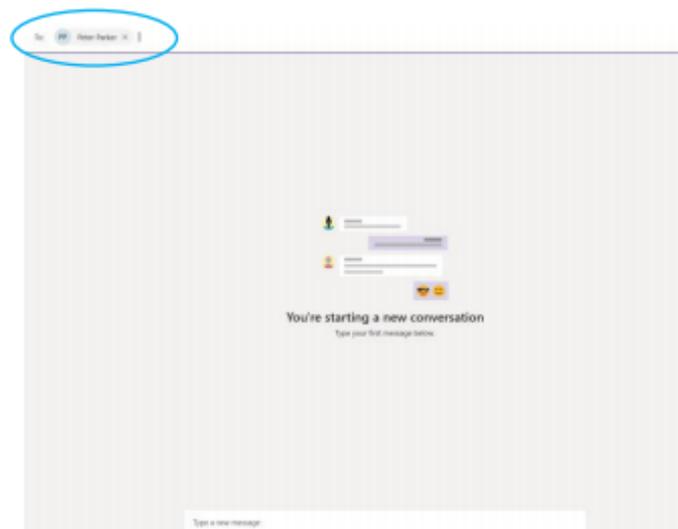
Click on **New chat**.



Type the users name that you would like to chat with and the list of people in your organisation will appear.

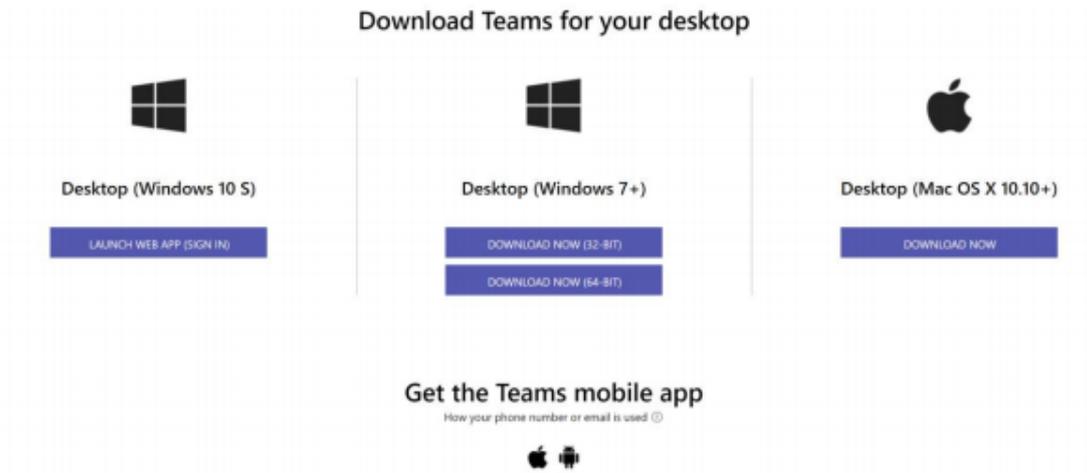


Select that user and you are ready to start a chat.



Download the Teams desktop application from the link below:

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



**When the download is complete, install the Microsoft Teams application on your device and provide your login credentials to start using the desktop application.**

