

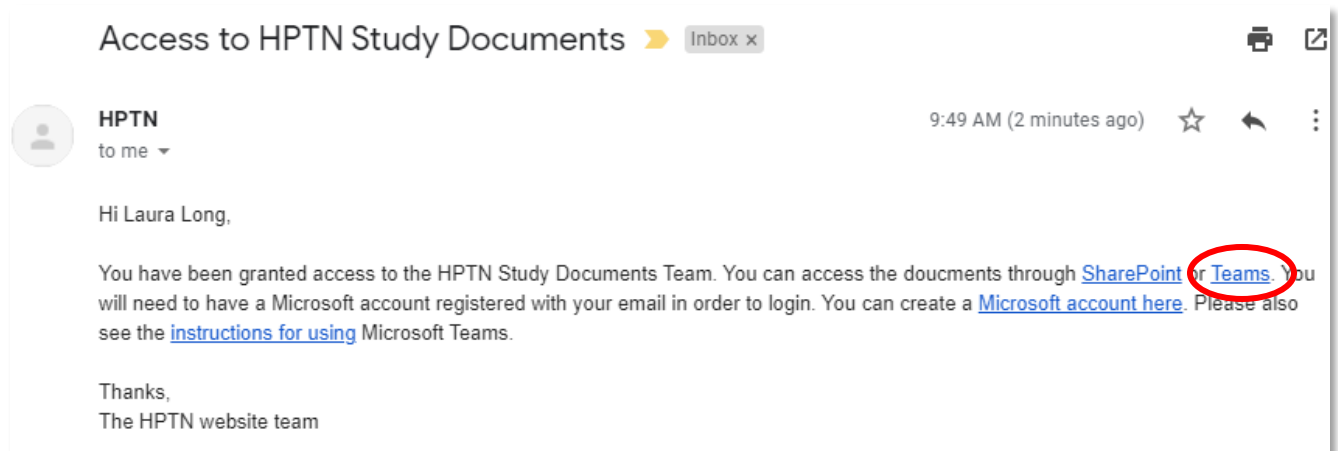
## USING MICROSOFT TEAMS TO ACCESS HPTN STUDY DOCUMENTS

Going forward, the HPTN will be using Microsoft Teams to share private study documents rather than host them on the HPTN website. Public study documents will also be located in Teams (in addition to staying on the website). Please follow the guidance below to access Teams. If you need assistance, please contact Laura Long ([lsmith@fhi360.org](mailto:lsmith@fhi360.org)) and Jeffrey Webb ([jwebb@fhi360.org](mailto:jwebb@fhi360.org)).

### Accessing Teams

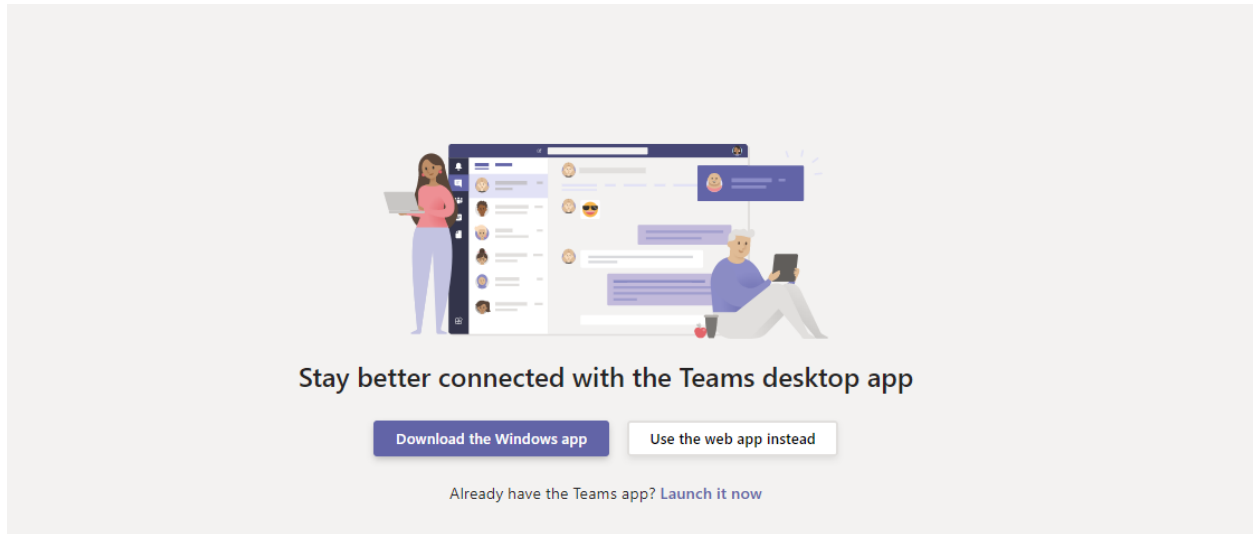
**You will use an Office 365 Microsoft account to log into Teams.** Most people already have an Office 365 account through their institution and will simply use their regular work email and password to access Teams. You can also create a Microsoft account using your institution email address (preferred) or personal email address here: <https://account.microsoft.com/account>.

**If you already have the Teams application installed on your computer,** click on the link in the email you receive (circled in red) when you request access. You will use your organization email address and password account to log in.



**If you do not already have the Teams application installed on your computer,** ask your IT department if the Teams application is available to your institution. If so, ask them to install it on your computer. After the Teams application has been installed on your computer, click on the link in the invitation you receive as in the example above to open the Team. You will use your Office 365 or Microsoft account to log in.

**If (after checking with your IT department) you cannot install the Teams application on your computer,** you can use the Teams web application by clicking "Use the web app instead" (see screenshot below) or go directly to <https://teams.microsoft.com>. Use your Office 365 or Microsoft account to log in.



**If you are already participating in Teams through your organization**, you may need to switch between the FHI 360 Team and your organization Team (see the area circled in red in the screenshot below).



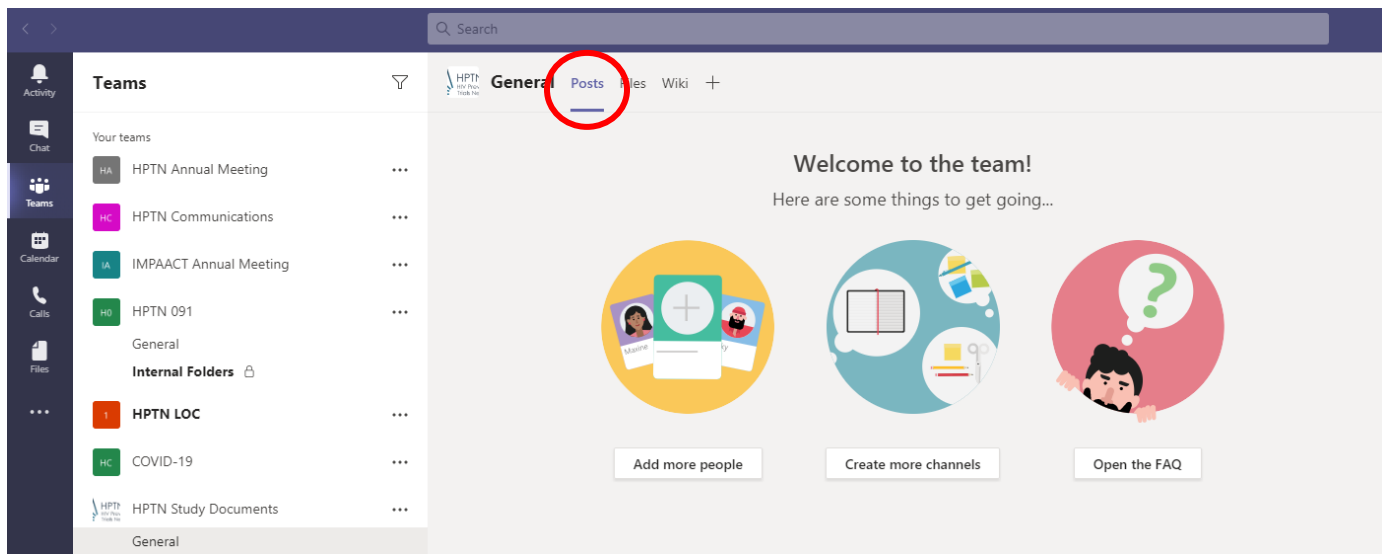
**If you cannot install the Teams program on your computer and cannot use the web application in a browser**, please contact Laura ([lsmith@fhi360.org](mailto:lsmith@fhi360.org)) to request a direct link to the SharePoint site where the Team's documents are located.

**Teams on your Phone:** You can also download Teams for your mobile device(s) here: <https://teams.microsoft.com/downloads>

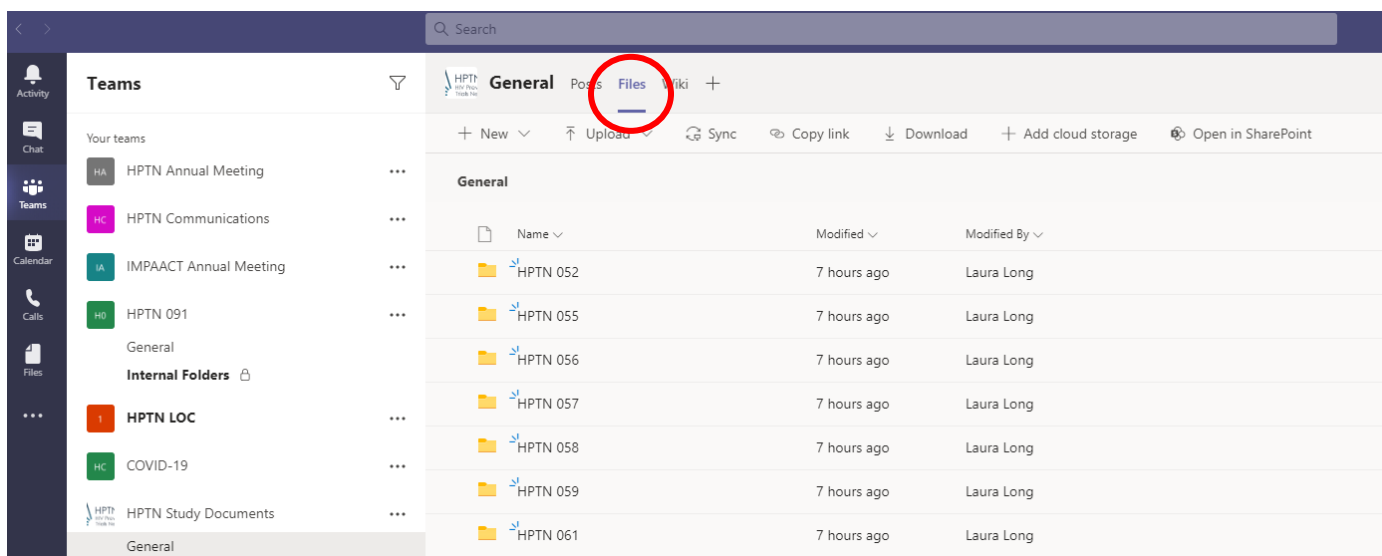
## Working in Teams

**Once you are in the Team:** You will arrive at a page called "Posts" (shown in the screen shot below). From this page you can access Folders and Applications that may have been added to the Team. All the Teams and Channels you have been added to will appear in the Left Column.

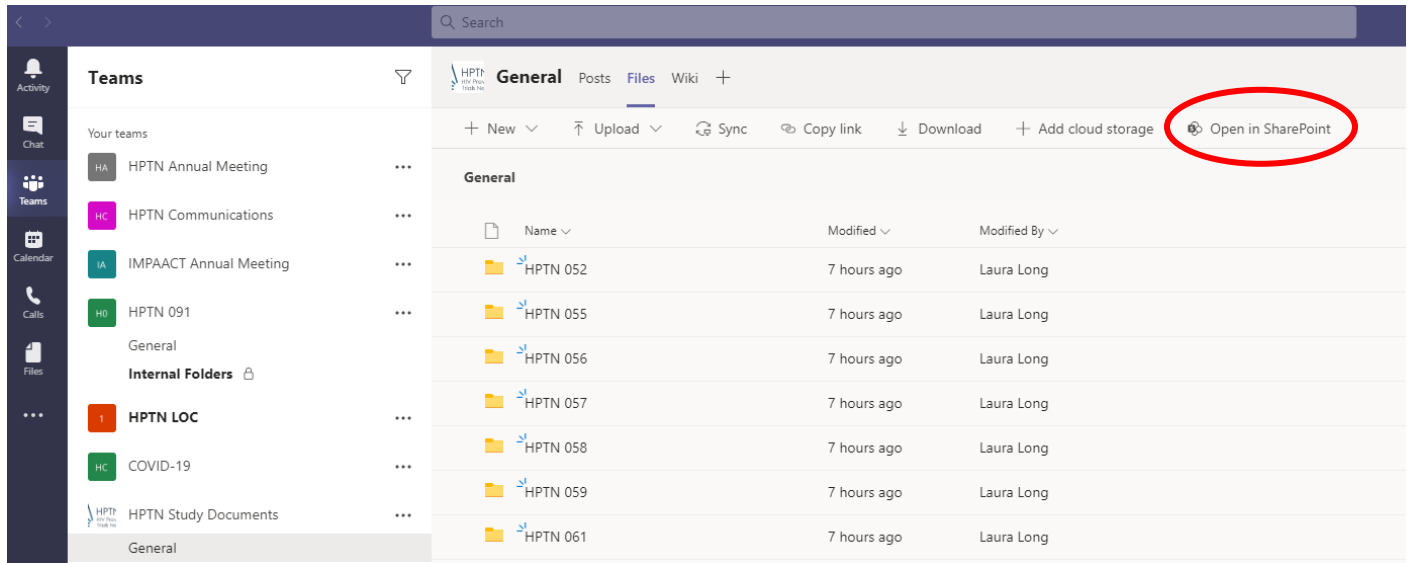
**Team vs. Channels:** A Team is the overall collaborative space that holds all the channels. In the screenshot below, HPTN Annual Meeting; HPTN Communications; HPTN 091 etc. are different Teams. A Channel is the space that contains the Posts, Files and other applications. In this example "General" is a channel within the HPTN Study Documents Team.



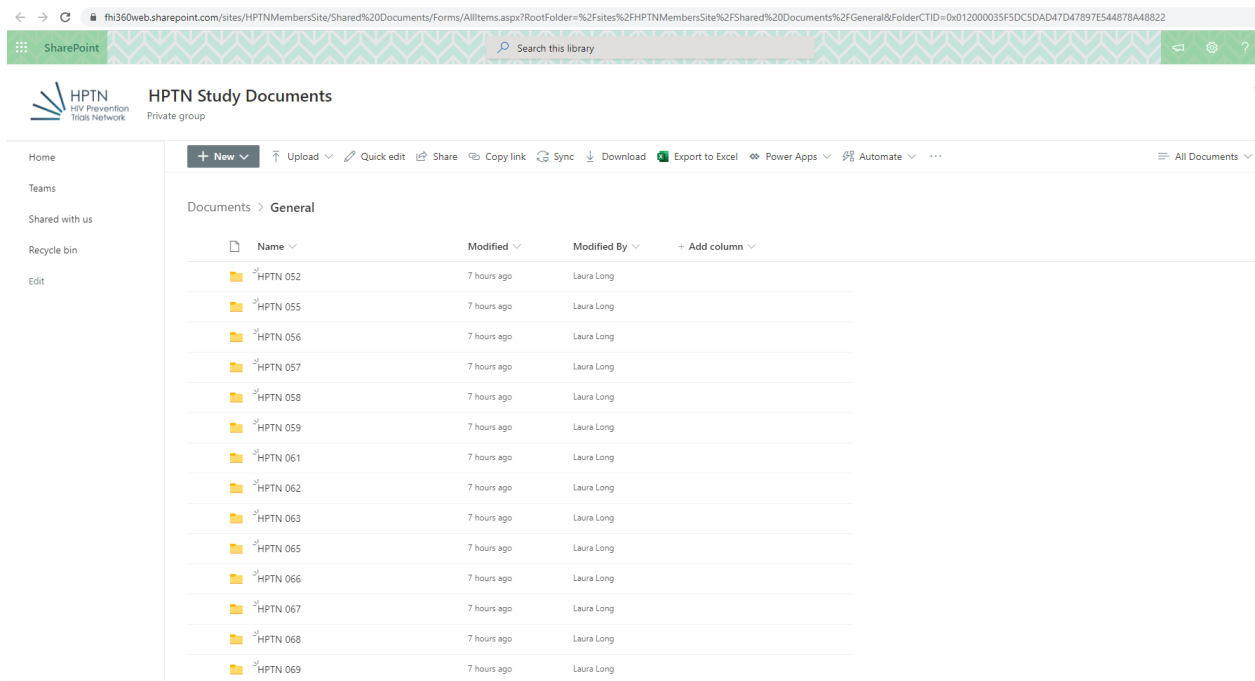
**Viewing Documents in Teams:** To view or download documents in Teams, click the “Files” tab (see red circle in screenshot below). Click into the folder and then the document you want to open.



**Viewing in Sharepoint:** If you find it easier to view all the document folders in a browser interface (a website view), click on “Open in Sharepoint.”



It will look like this:



If it is easier for you, you can bookmark this URL and revisit it any time you need to view or download an HPTN study document.