



**LOGIN TO OUTLOOK AND MS TEAMS**

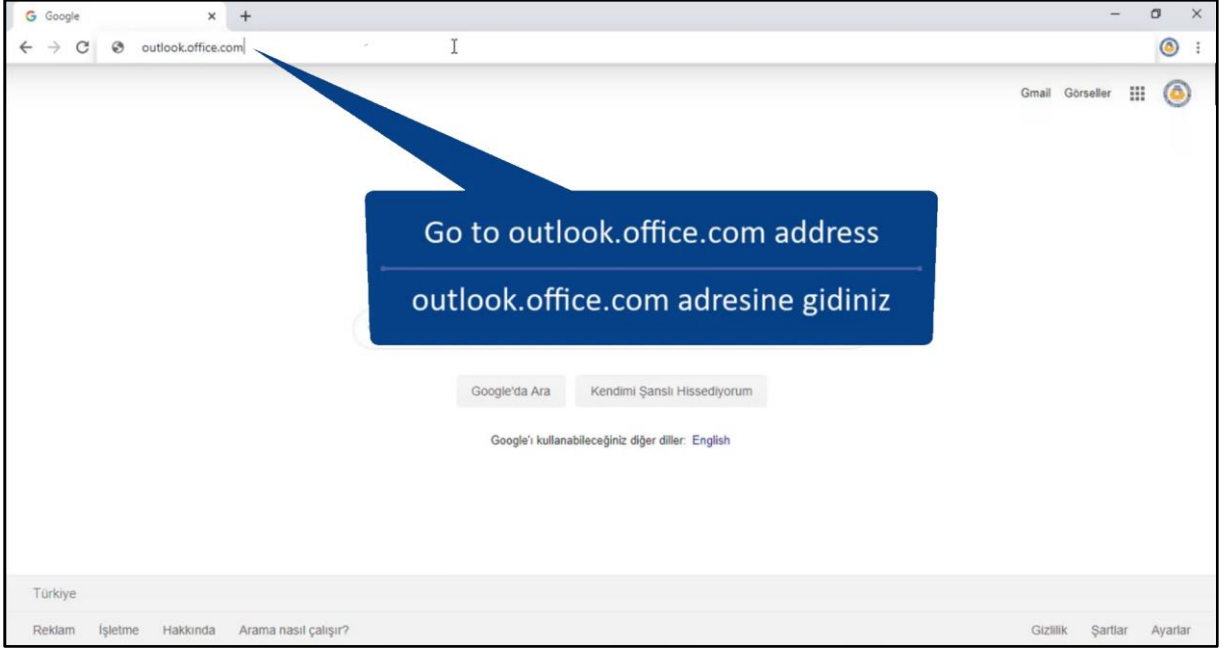


**Dođu Akdeniz  
Üniversitesi**

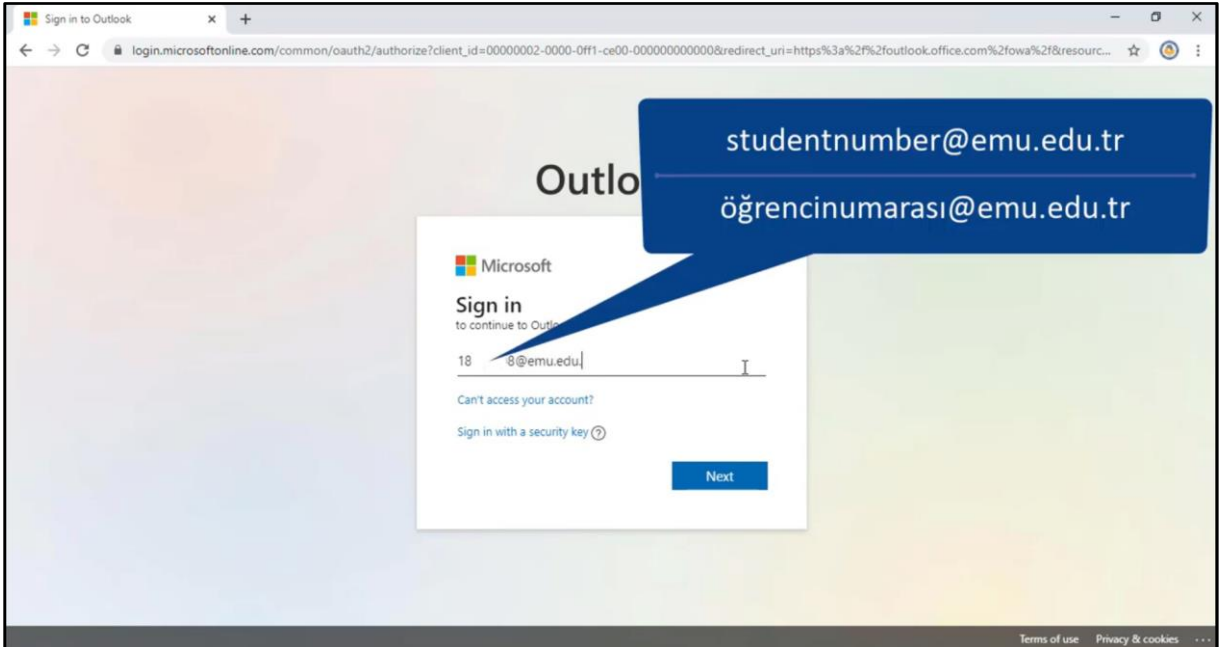
**UZAKTAN EĐİTİM ENSTİTÜSÜ**

EASTERN MEDITERRANEAN UNIVERSITY  
DISTANCE EDUCATION INSTITUTE

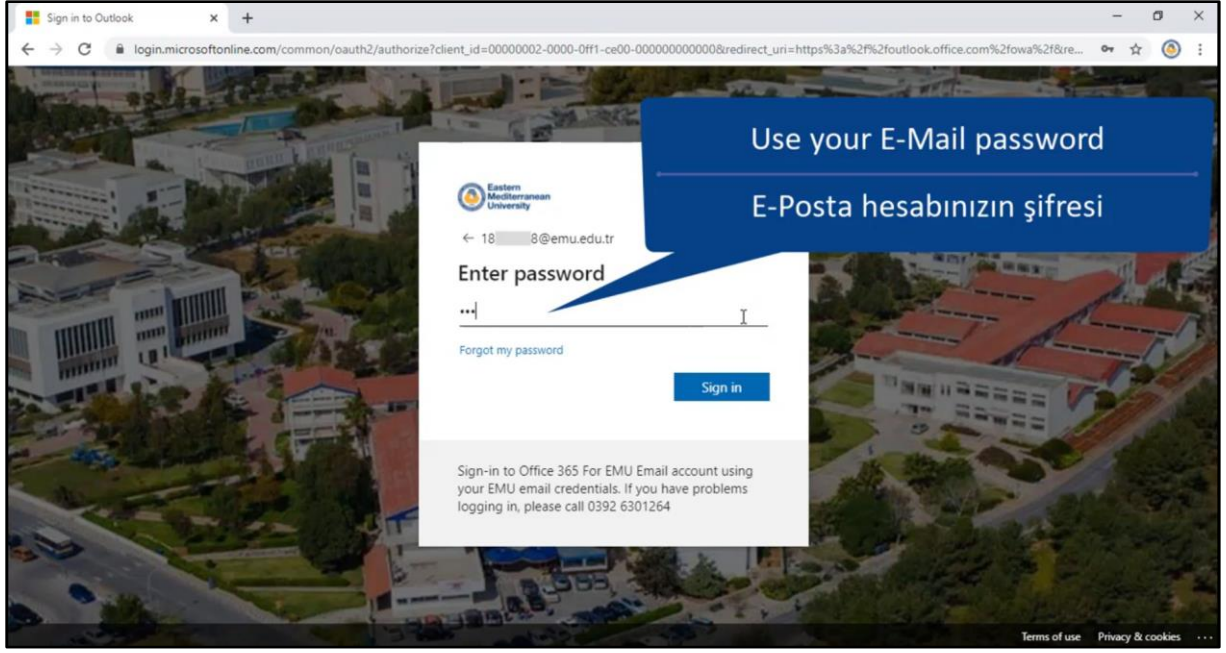
To log in to Outlook, open your browser, type "outlook.office.com" in the address bar and go to Outlook's website.



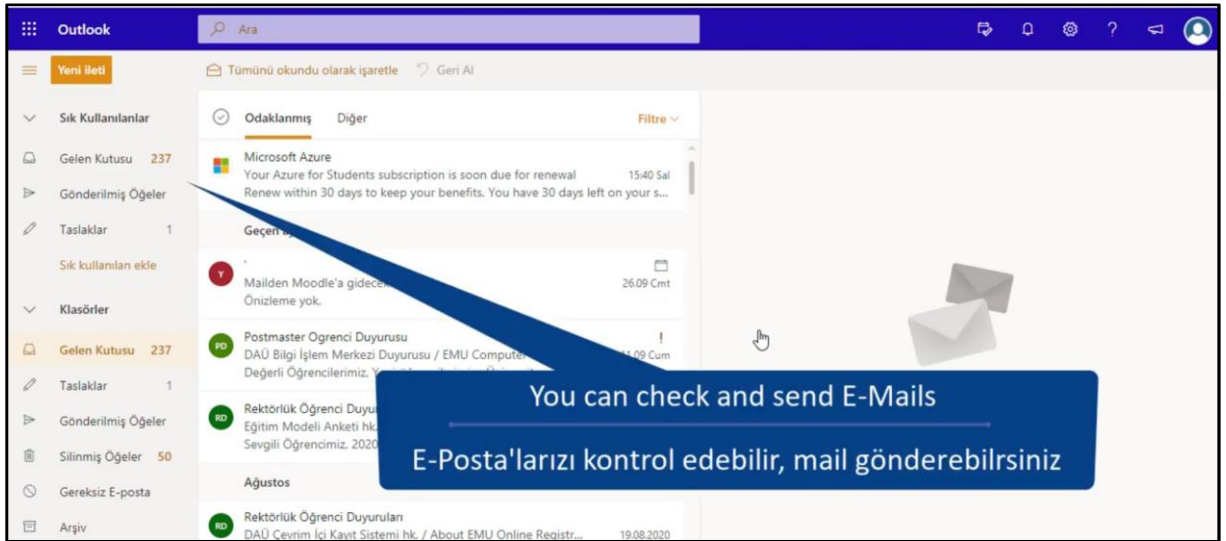
The screen that opens will appear as below. Write your student e-mail address in the box on the screen. Then click the Next button below.



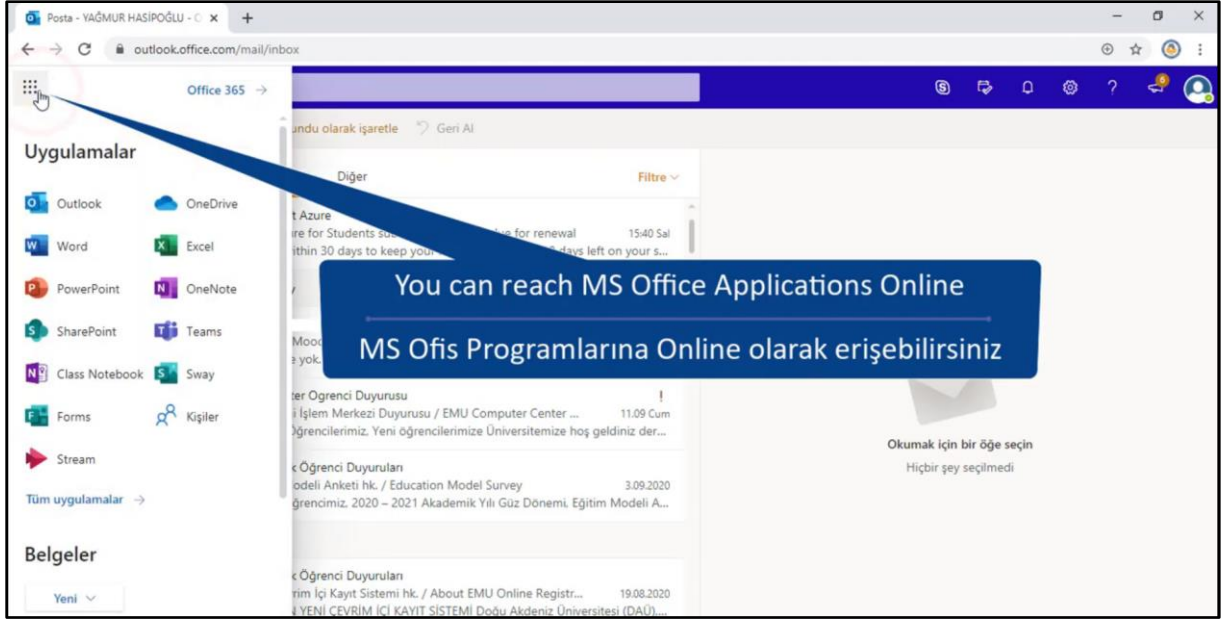
The page that opens will look like the following. Enter the password of your student e-mail account in the box on the screen.



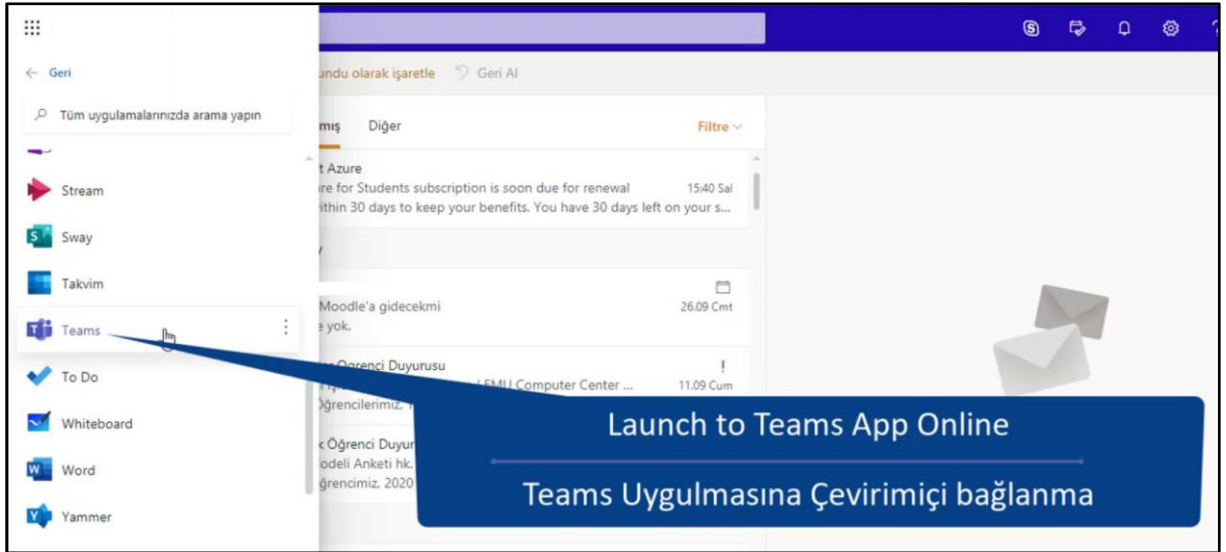
After entering your password, you can access your e-mail account with Outlook by clicking the Sign in button. After logging in, the screen in the picture below will appear.



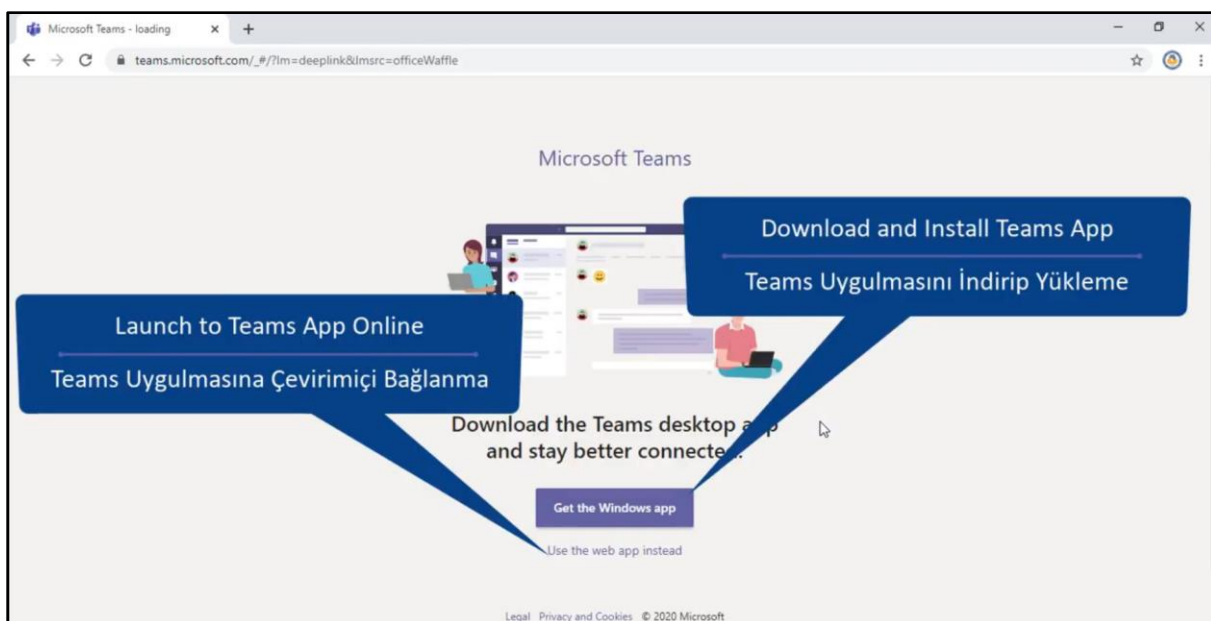
You can access MS Office applications online by clicking the button in the upper left corner of the screen. After clicking the button in the upper left corner, the applications will be listed on the left of the screen as in the picture below.



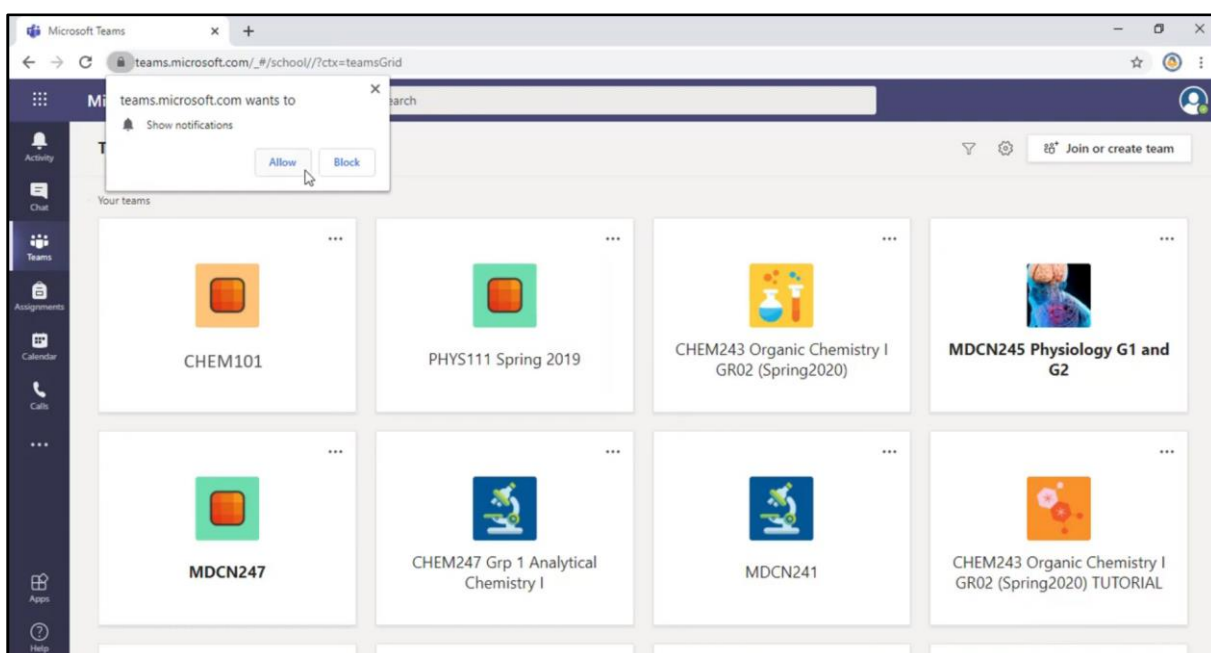
You can view all Office 365 applications by clicking the "All apps" link under the listed applications. Scroll down among all applications in the order of alphabet, find and click the Teams application.



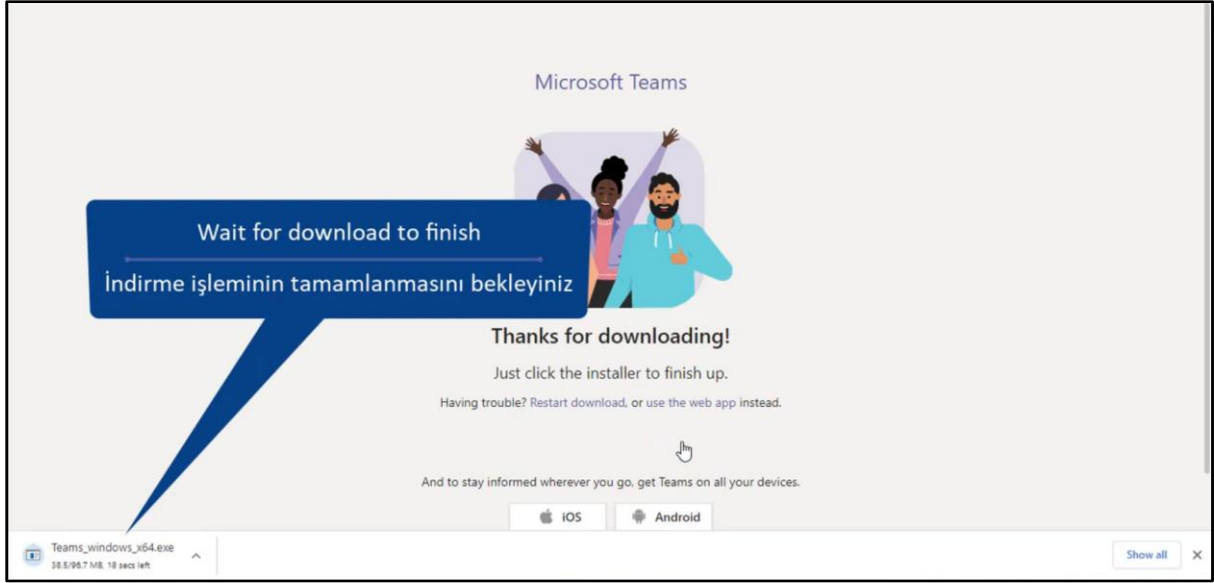
After clicking the Teams button, the screen will appear as in the picture below.



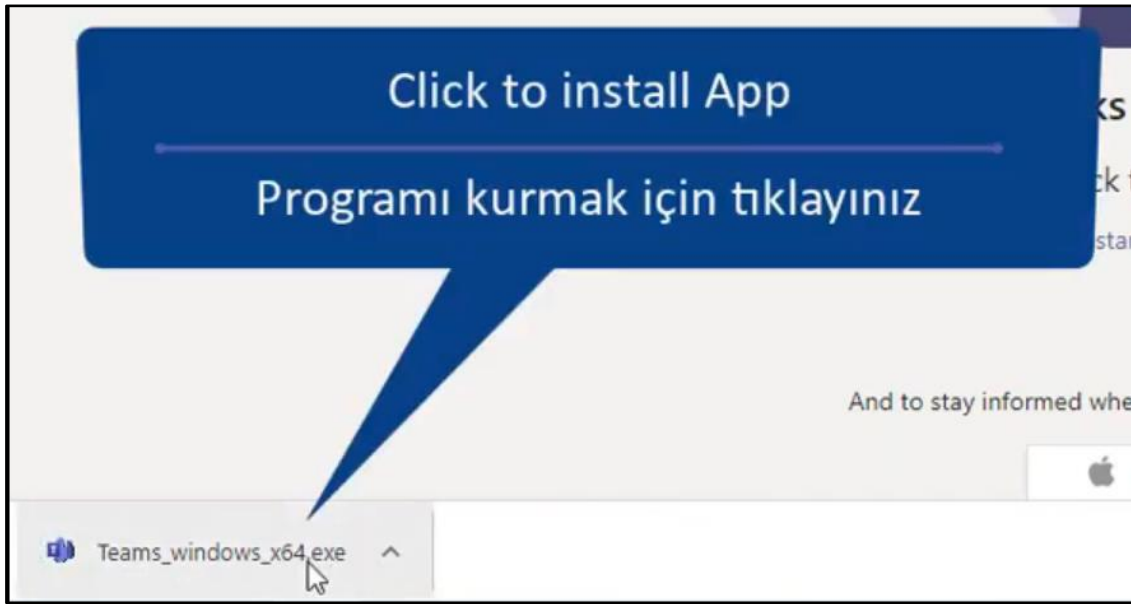
If you wish, you can download the Teams application or connect it online. After clicking the online connecting link, the following screen will appear.



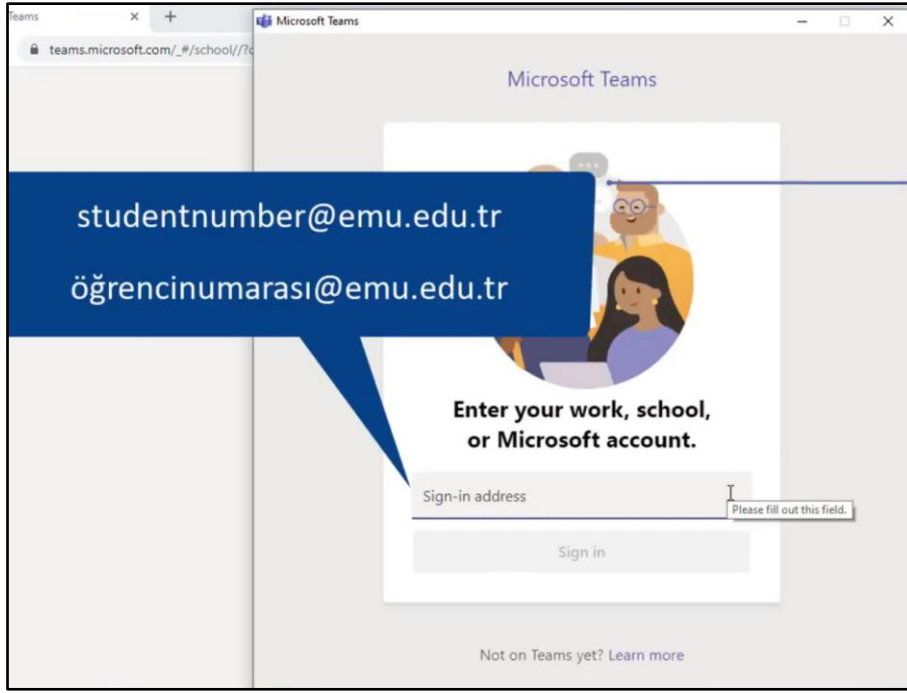
You can be aware of the possible notifications that may be sent by allowing the alert "Teams site wants to send you notifications" on the top left. If you want to download the Teams application, click the Download and Install Teams Application button as shown in the previous picture. After clicking it, a screen like the picture below will appear. Wait for the Teams setup file to be downloaded.



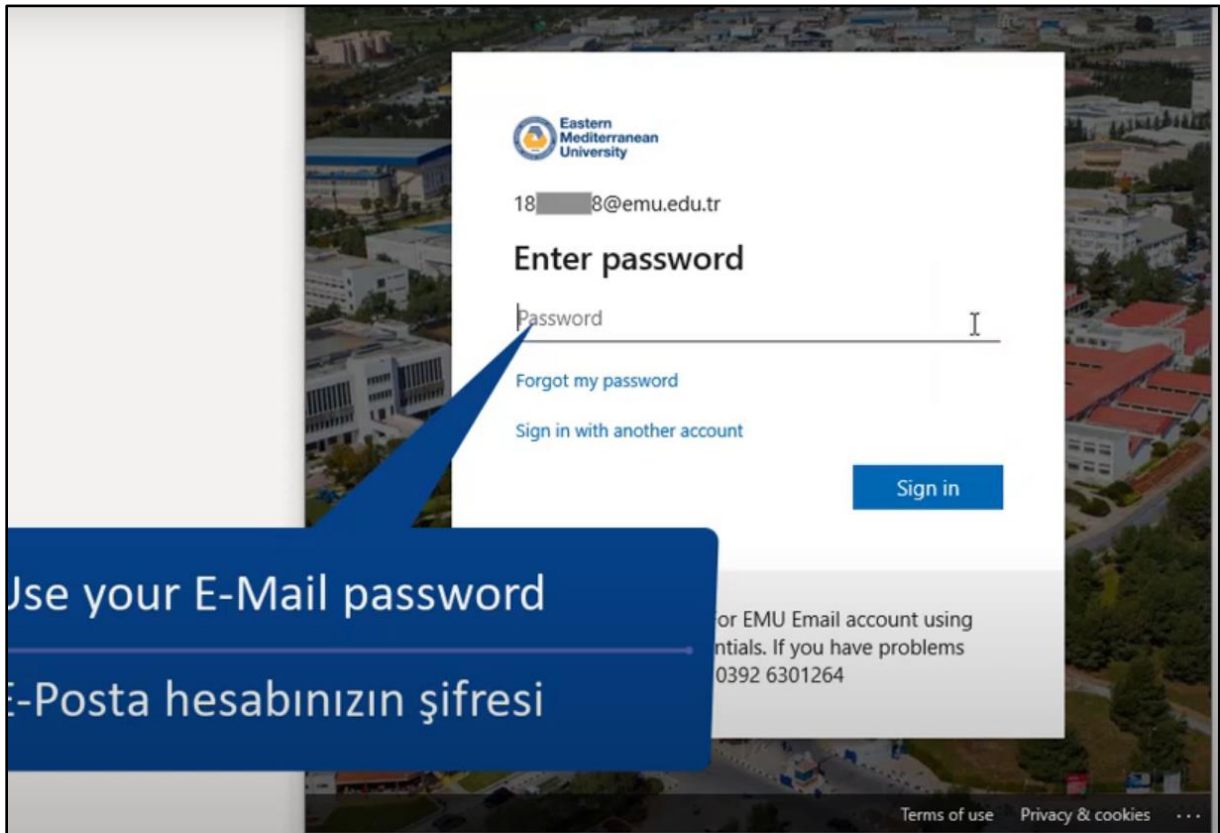
After the download is complete, the file should be clicked as shown below.



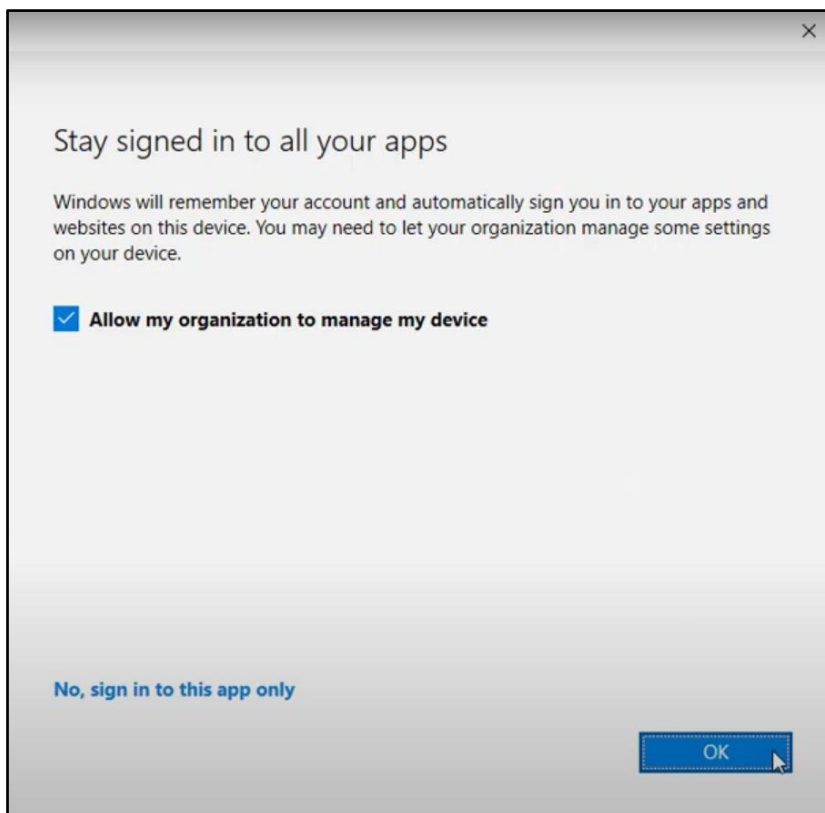
After clicking the file, a window will open like the picture below. Type the student e-mail address in the box that opens. Then click the Sign in button below.



On the next screen, you will ask for your e-mail password, type your password and click the Sign in button.



The screen that appears afterwards will be like the picture below. Click OK in the lower right corner to continue. After clicking OK, it will show an alert that says the login process has been successfully completed.



Then the Teams Application will open as in the picture below.

