# JOINING A PROJECT TEAM Using Microsoft Teams

## Introduction Responsible Hospitality Institute Sociable City Plan

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## PROJECT PORTAL

The RHI's Sociable City Plan Assessment Process provides comprehensive background and access to tools for team development.

Using Microsoft Teams provides important centralized file and task sharing for project coordination.

This presentation outlines the steps to use the Team Site developed for your use.

### BENEFITS

- Secure Login for Coordinator and key leadership
- Task Management organized by project phases
- Central File Storage for documents, images, links
- Link to External site with access to additional tools and resources

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# YOU NEED A MICROSOFT ACCOUNT

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You need a Microsoft account to login to a Team site.

Once you send your email associated with the account, you will be invited to the Team Site.

Don't have an account. It is simple to create one.

Paste the web address highlighted in yellow on the right page into your browser.

Microsoft account | Sigr 🗙 🔀 Inbox - sociablecity.design@  $+ \vee$ A https://account.microsoft.com/account Microsoft Account Help One account for all things Microsoft One account. One place to manage it all. Welcome to your account dashboard. Sign In 2 Create a Microsoft account

# YOU NEED A MICROSOFT ACCOUNT

You can use any email that is not already a Microsoft Account to create a new account. If you want to add Team members, please share this presentation. Request they send their Account information to: Alicia@rhiweb.org





### ACCOUNT CONFIRMATION

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🗌 🚖 Microsoft Store	Congrats! Your Microsof	ft account is waiting - Enjoy easy access to all your go-to services Microsoft Your Microsoft account

# You will receive a confirmation. Remember to note your password since you will need it to login to the Team site.



## ACCOUNT CONFIRMATION

Q Search mail		Ť
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Primary	Social 9	Promotions 1 new Google
🗌 🚖 Microsoft Teams	You have been added to a team in Micros	oft Teams - Microsoft Teams Jim added you to the Sample Project Team team! Sample Project Team 1 members Open Microsoft Teams Bring your team together Ci
🗌 📩 Microsoft Store	Congrats! Your Microsoft account is wait	ing - Enjoy easy access to all your go-to services Microsoft Your Microsoft account is: sociablecity.design@gmail.com You're all set. One account. One place to man

# After you provide your Account information to RHI you will receive an email. Open the email.

## LOGIN TO TEAM

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You will see OPEN MICROSOFT TEAM link. Click to open.

If you do not have the desktop Team app, you will be invited to add to your computer. This provides more direct access to features.

Use your Account and Password to open.

You can then launch the app and enter your account information.

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	Microsoft Teams				
	Jim added you to the Sample Project Team team!				
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	Open Microsoft Teams				



Download the Windows app



## USING THE TEAM SITE

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## VIEW THE NEXT PRESENTATION ON USING THE EXCEL WORKBOOK



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## **RHI** Contacts





Jim Peters President (831) 438-1404 Jim@RHIweb.org

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Alicia Scholer Vice President (831) 469-3396 ext 4# Alicia@RHIweb.org **THE RESPONSIBLE HOSPITALITY INSTITUTE (RHI)** is a private, non-profit organization founded in 1983 and is the leading source for events, resources and consultation services on

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