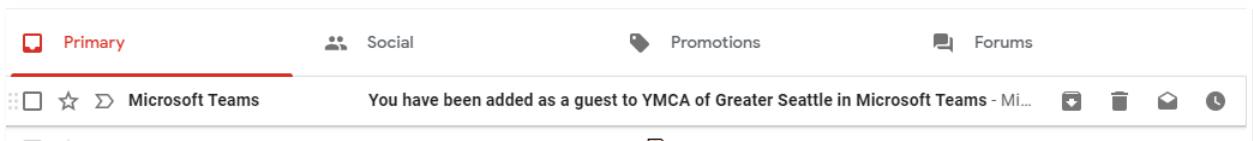
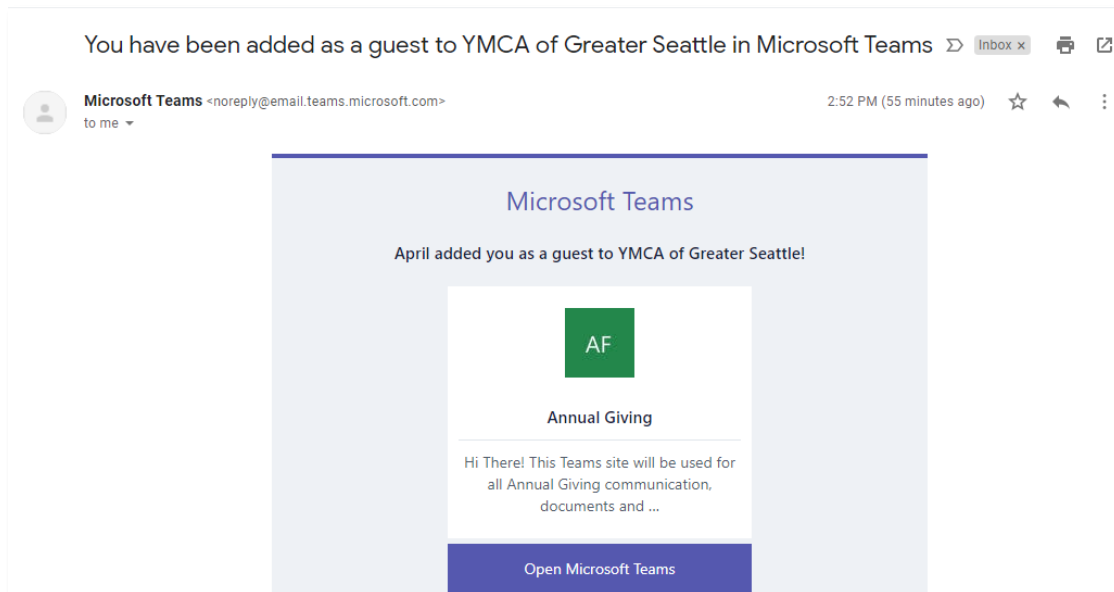


## Accessing Annual Giving Files in Teams for Volunteers

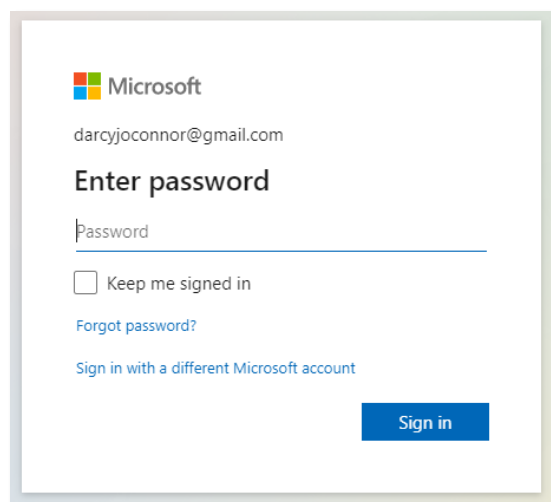
1. Users will get an email to say they have been added as a guest to the YMCA of Greater Seattle Team.



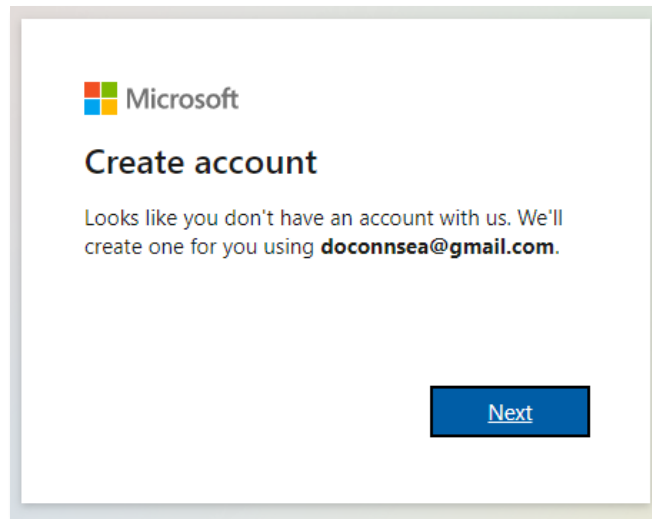
2. In this email click Open Microsoft Teams.



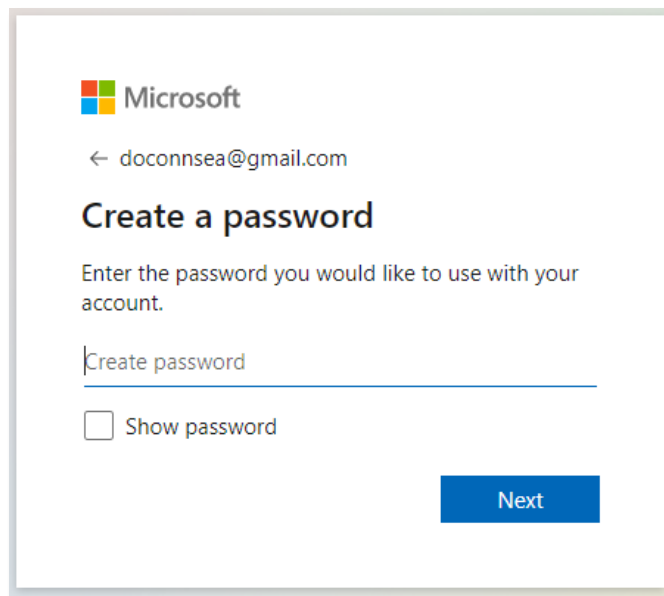
3. If you have a Microsoft account registered to your email (this does not necessarily mean you have used Teams before) you will be prompted to enter your Microsoft password. Enter your Microsoft password and click Sign In. Then skip to step 5 in these directions. If you do not have a Microsoft account registered to your email proceed to Step 4.



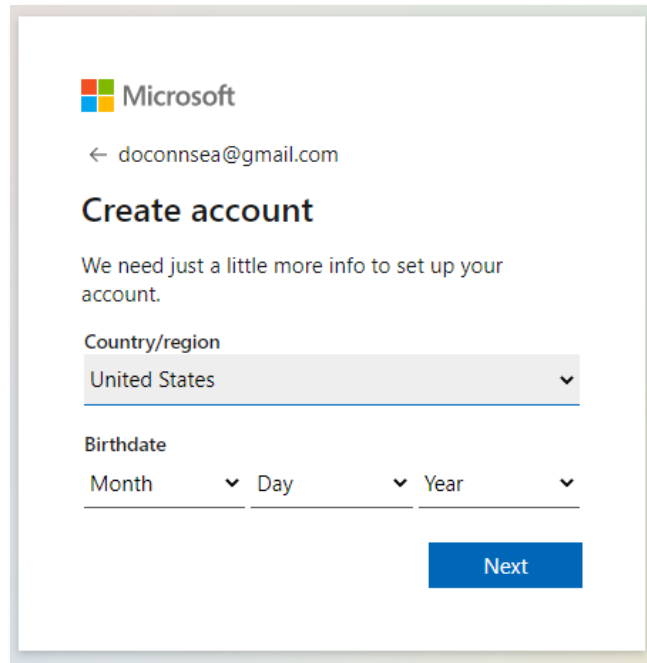
4. If you do not have a Microsoft account with this email you will be prompted to create one.
- a. Click next.



- b. Create a password and click Next.

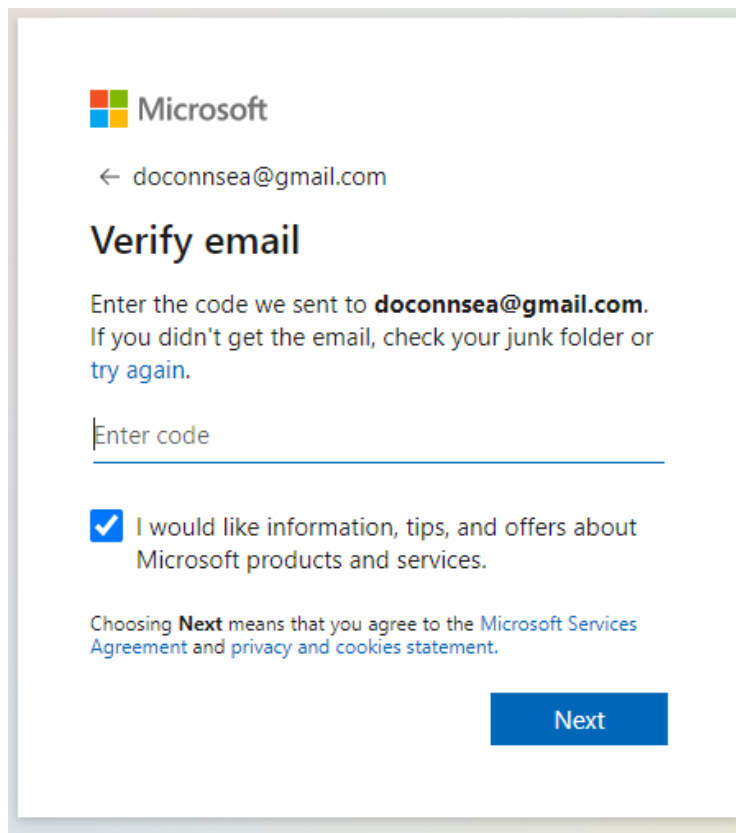


c. Enter your country and date of birth. Click Next.




The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it is a back arrow and the email address 'doconnsea@gmail.com'. The main heading is 'Create account'. Below the heading is the text 'We need just a little more info to set up your account.' There are two main sections: 'Country/region' with a dropdown menu currently showing 'United States', and 'Birthdate' with three dropdown menus for 'Month', 'Day', and 'Year'. At the bottom right is a blue 'Next' button.

d. You will be prompted to verify your email address. A security code will be sent to your email. Enter the code and click Next.



The screenshot shows the Microsoft account creation interface for email verification. At the top left is the Microsoft logo. Below it is a back arrow and the email address 'doconnsea@gmail.com'. The main heading is 'Verify email'. Below the heading is the text 'Enter the code we sent to **doconnsea@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).' There is a text input field with the placeholder text 'Enter code'. Below the input field is a checked checkbox with the text 'I would like information, tips, and offers about Microsoft products and services.' At the bottom is a blue 'Next' button. At the very bottom, there is a small line of text: 'Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).'


- e. Finish creating your account by following the security prompt and entering the characters you see. Click New for a new set of characters if the original set is too difficult to read. Click Next.

 Microsoft

← doconnsea@gmail.com

### Create account

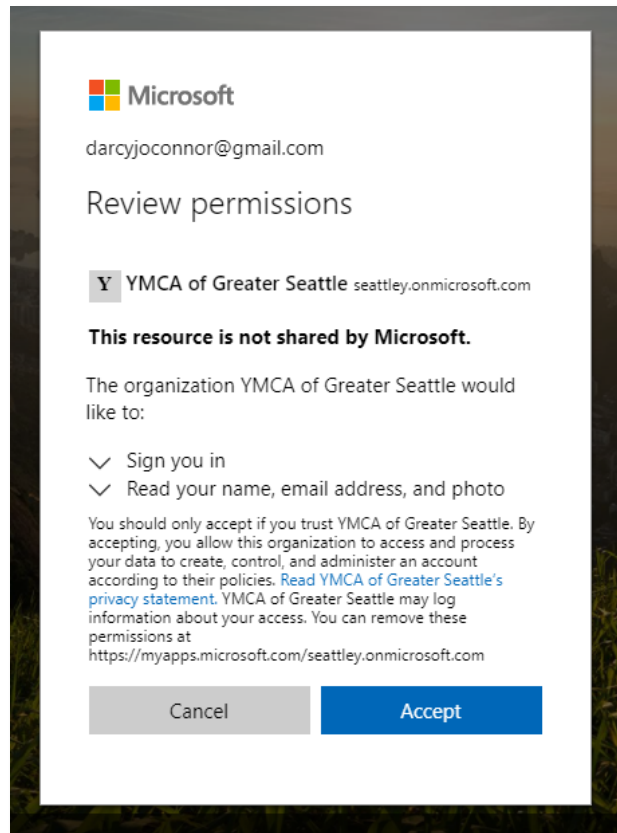
Before proceeding, we need to make sure a real person is creating this account.



New
Audio

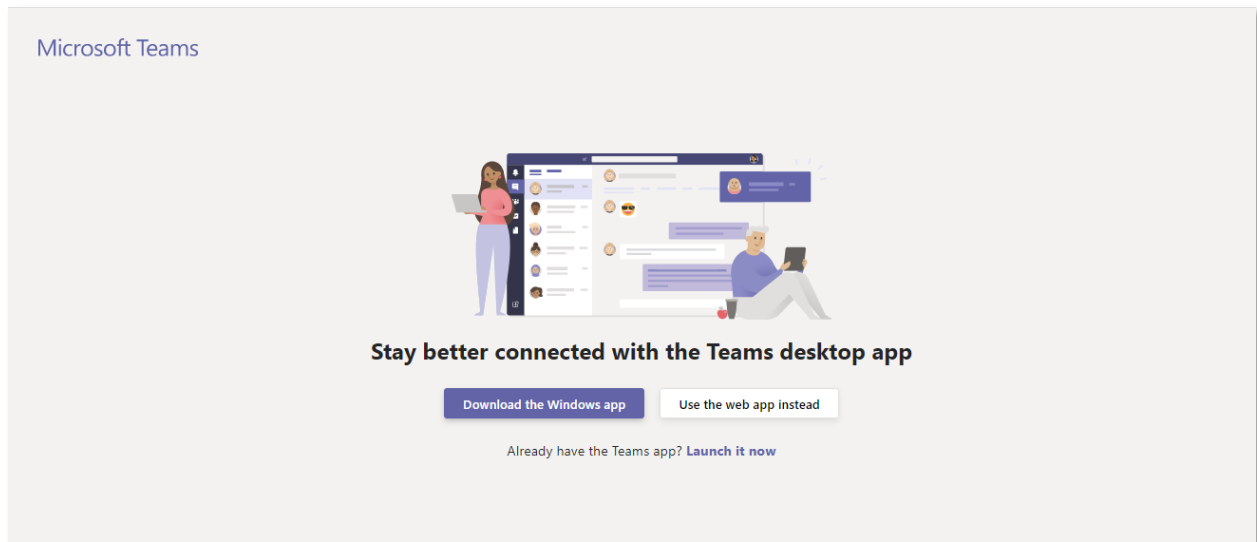
Enter the characters you see

5. You will be prompted to review permissions. Please read these Microsoft user terms and Accept.

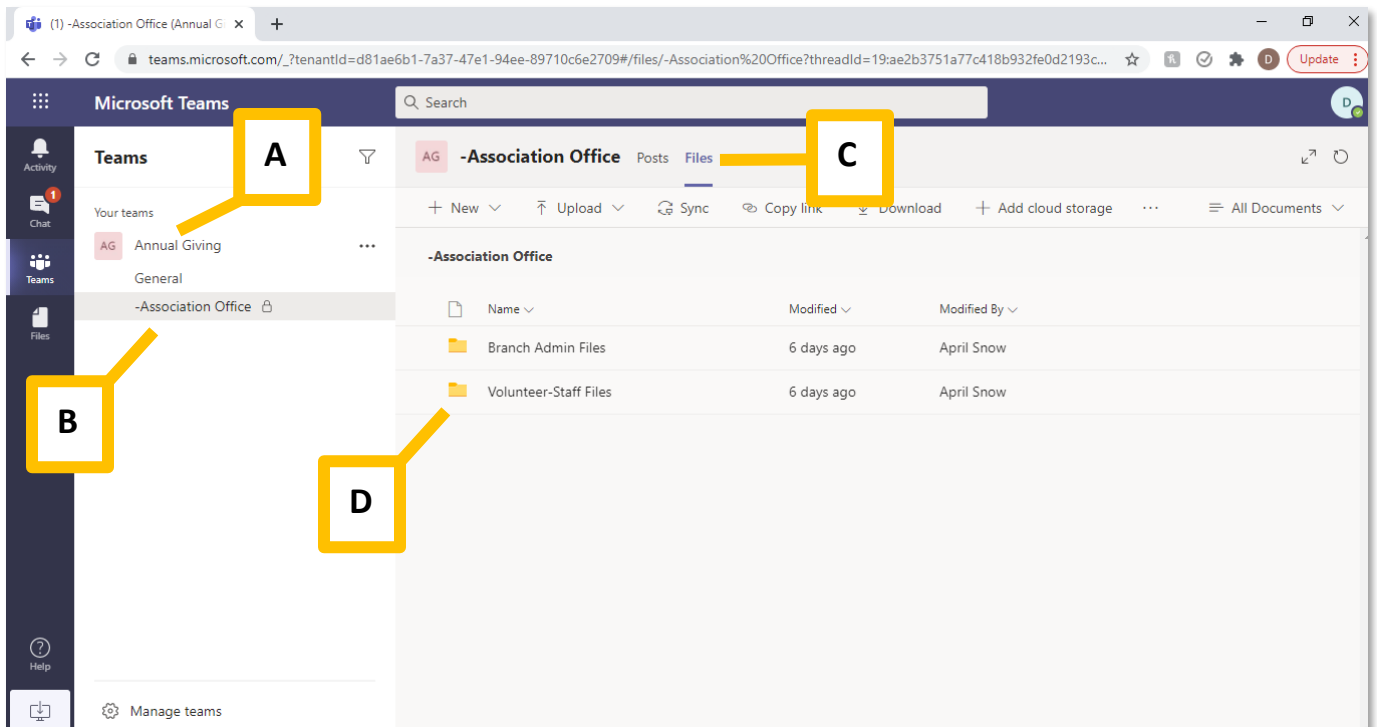


6. You can use Microsoft Teams as a Desktop app or through your web browser.
- a. To use Teams in your web browser see steps 7-10 in these directions
  - b. To download the Teams App see steps 11-20 in these directions.
  - c. If you already have Teams select Launch Now, then see steps 21-23 in these directions for where to access the files.

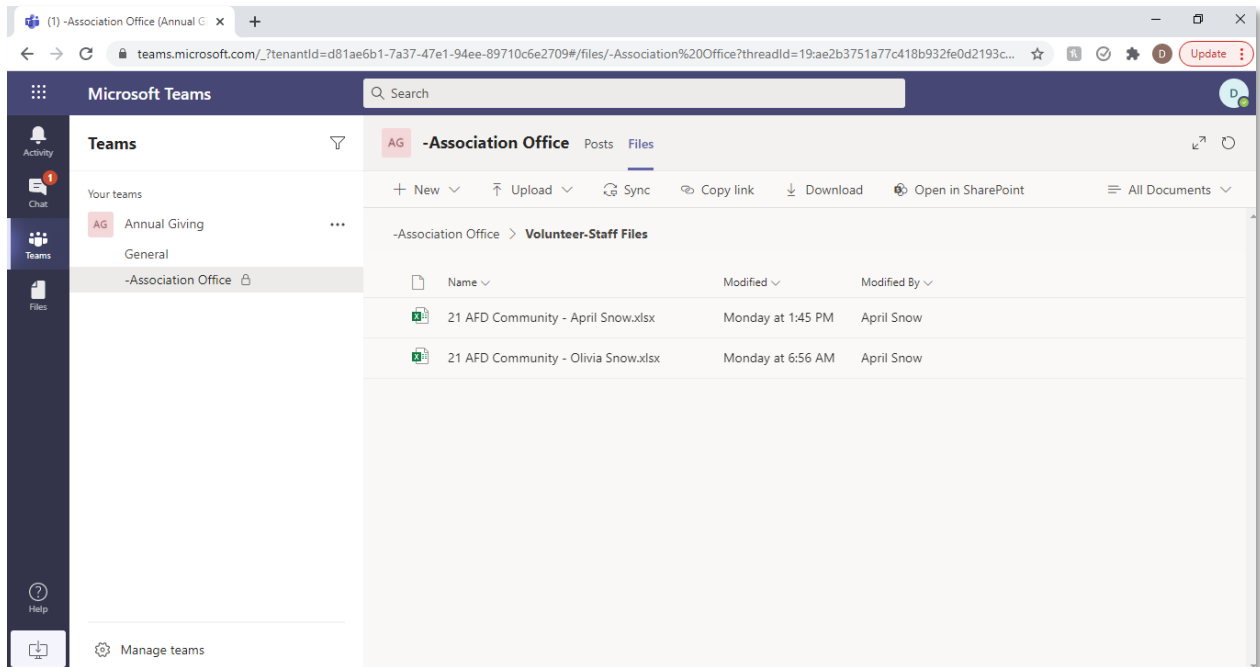
7. **(Using Teams in your web browser)** Click “Use the web app instead”.



8. Teams will open in your web browser and you will see the branch you are associated with listed under Annual Giving.
- Click Annual Giving (A) to expand the list.
  - Click on your branch (B).
  - Then click Files (C)
  - Then click to open the Volunteer-Staff Files folder (D).

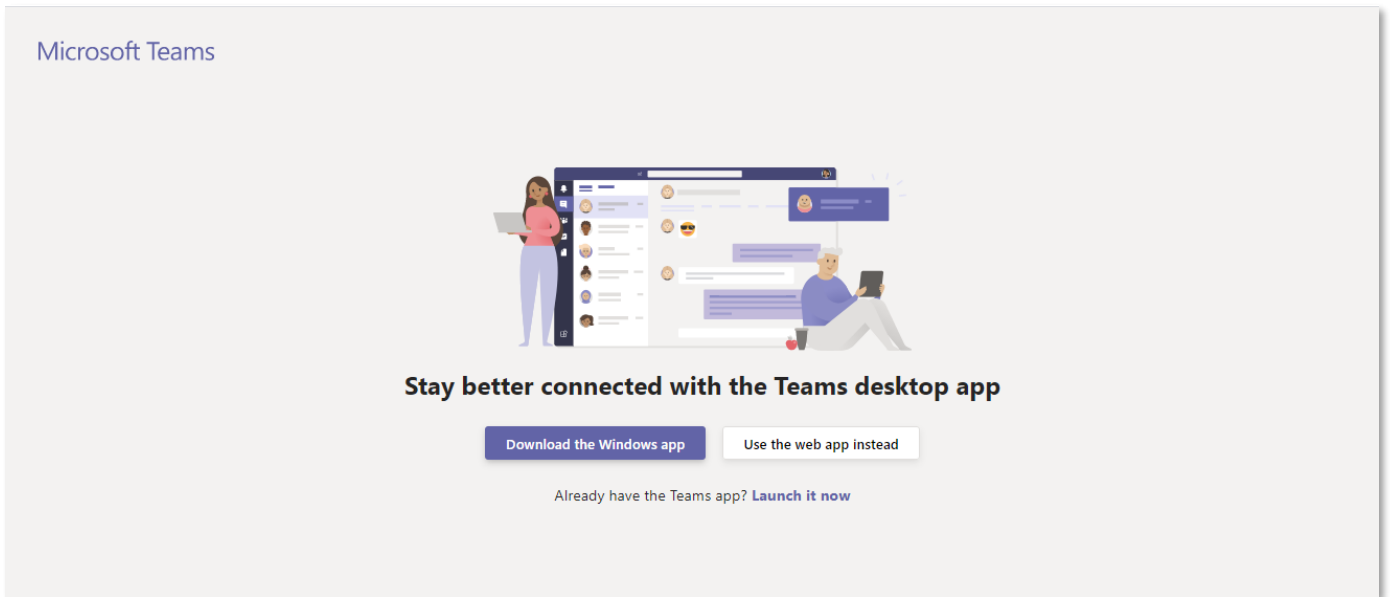


9. In the Volunteer-Staff Files folder look for your relevant list, double click to open.

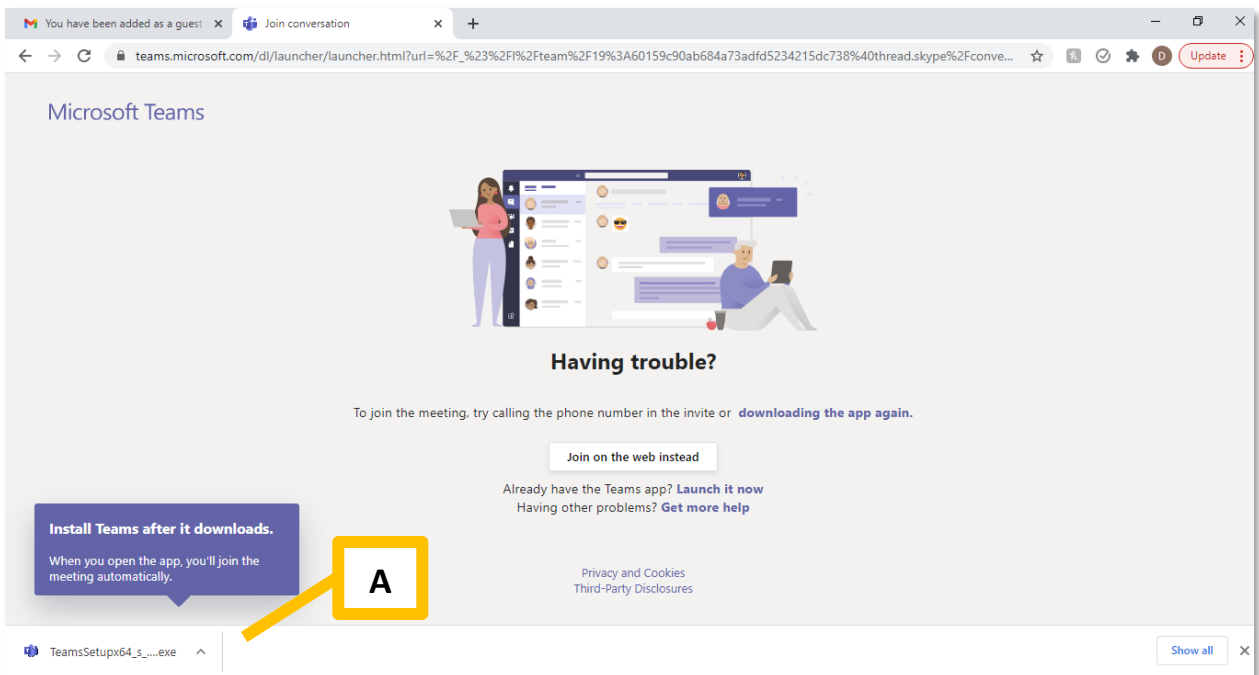


10. Any edits you make to the spreadsheet when it is open in the Teams browser will save.

11. (Download Teams Desktop app) Click Download Windows App.

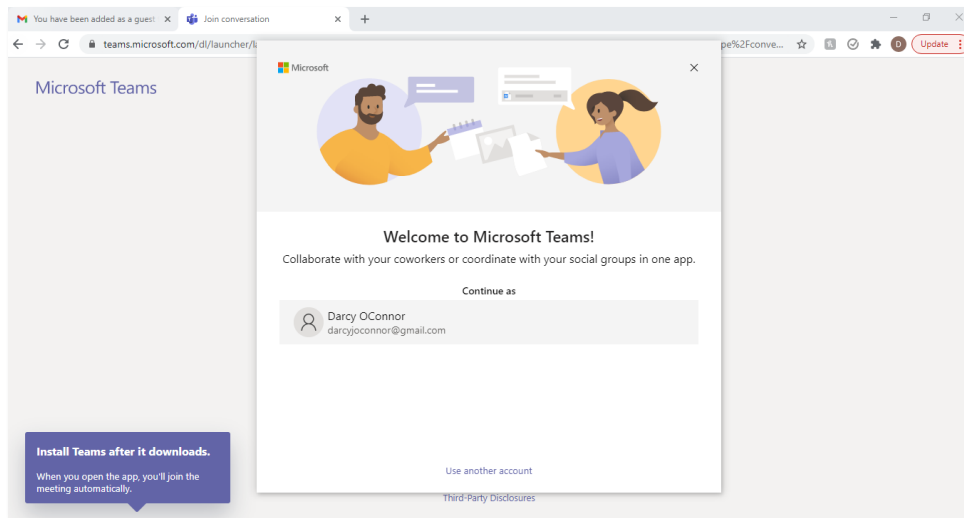


12. Teams will begin downloading at the bottom of your browser. Double click the icon (A) when the status symbol indicates it has finished downloading.

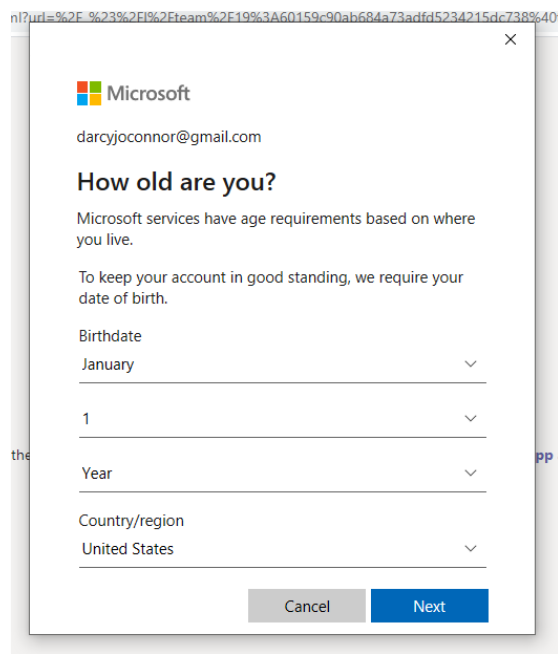




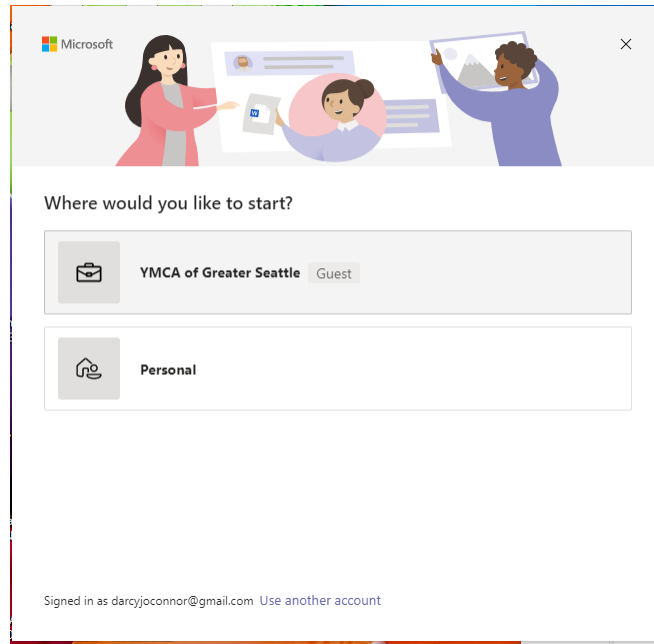
13. In the Welcome pop-up click to select the email associated with your Microsoft account. Then enter your Microsoft password when prompted.



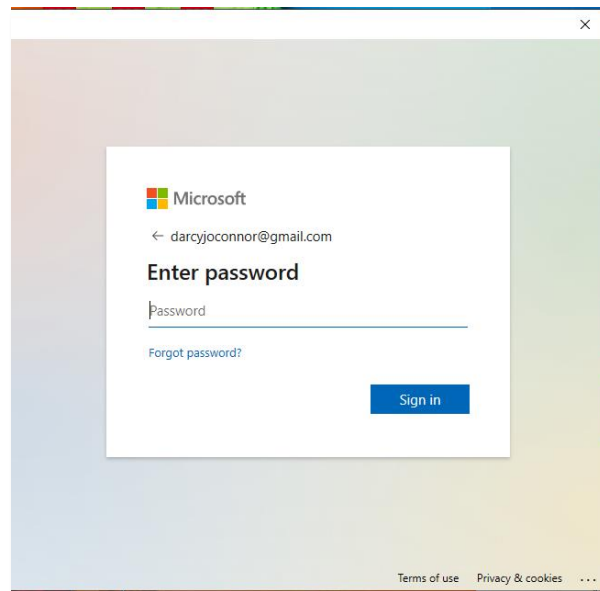
14. Enter your age as required by the Microsoft user agreement by entering your birthdate, click Next. On the next screen you will need to confirm your birthdate is entered correctly.



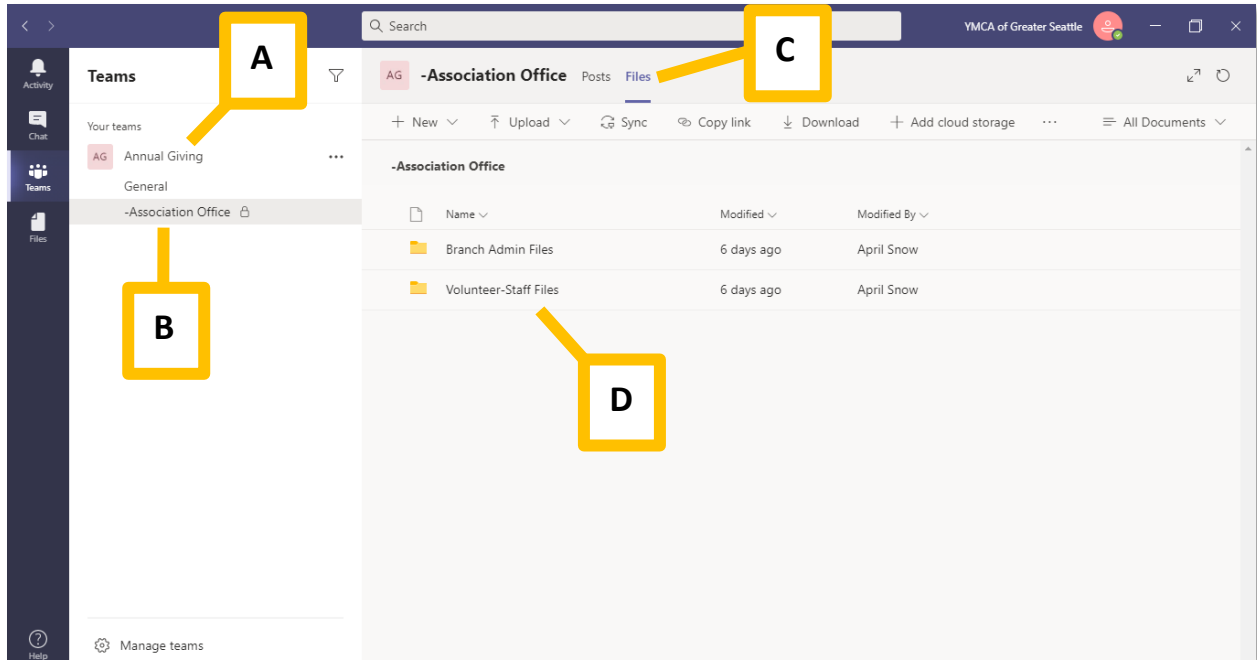
15. Select the YMCA of Greater Seattle account.



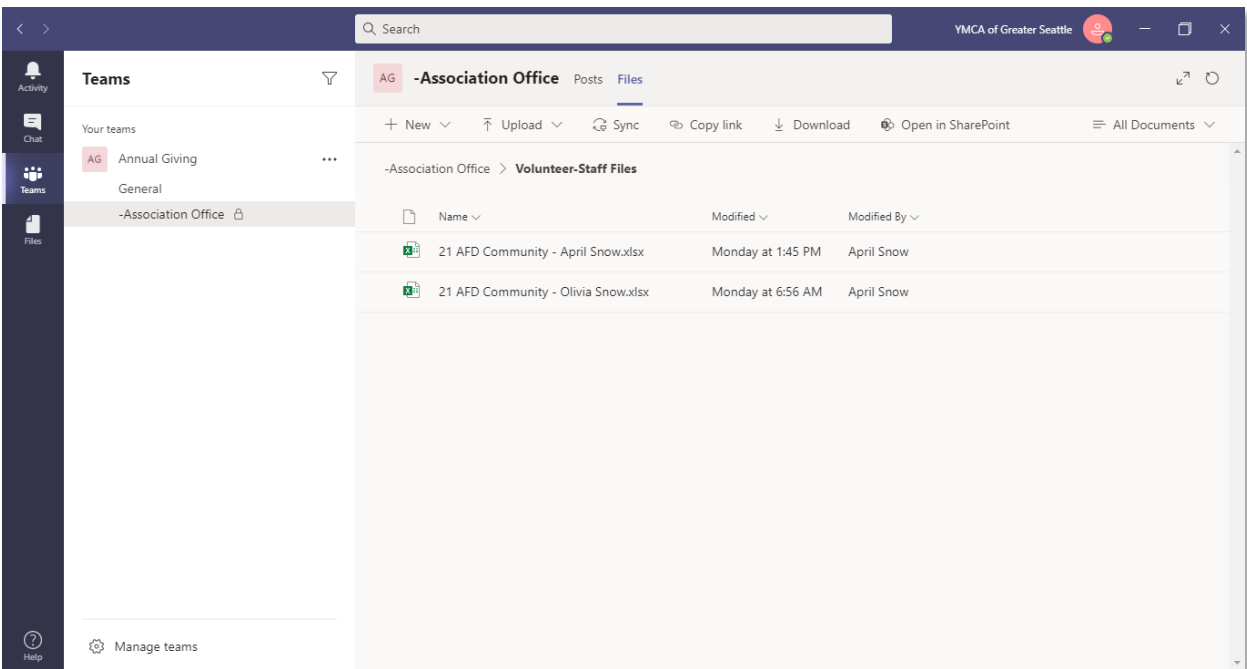
16. Again, enter your Microsoft password.



17. Microsoft Teams will open.
  - a. Click Annual Giving (A) to expand the list.
  - b. Click your branch (B).
  - c. Click Files (C).
  - d. Click the Volunteer-Staff Files folder (D).

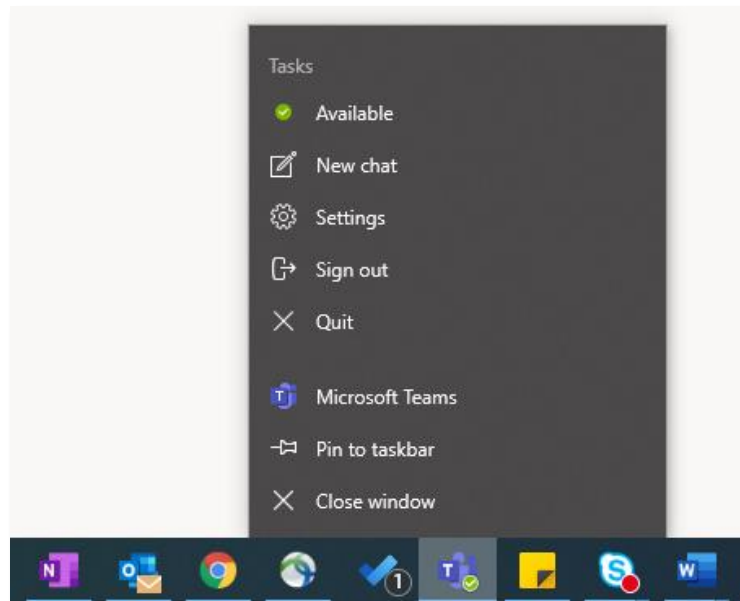


18. In the Volunteer-Staff Files folder look for your relevant list, double click to open.

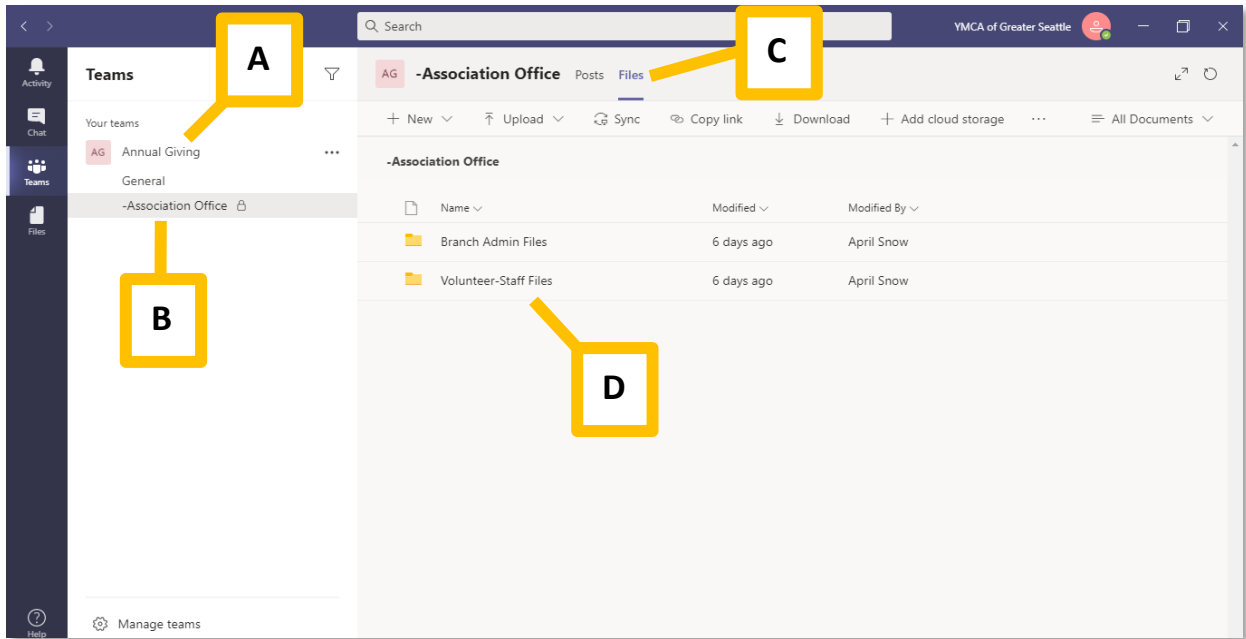


19. Any edits you make to the spreadsheet when it is open in the Teams app will save.

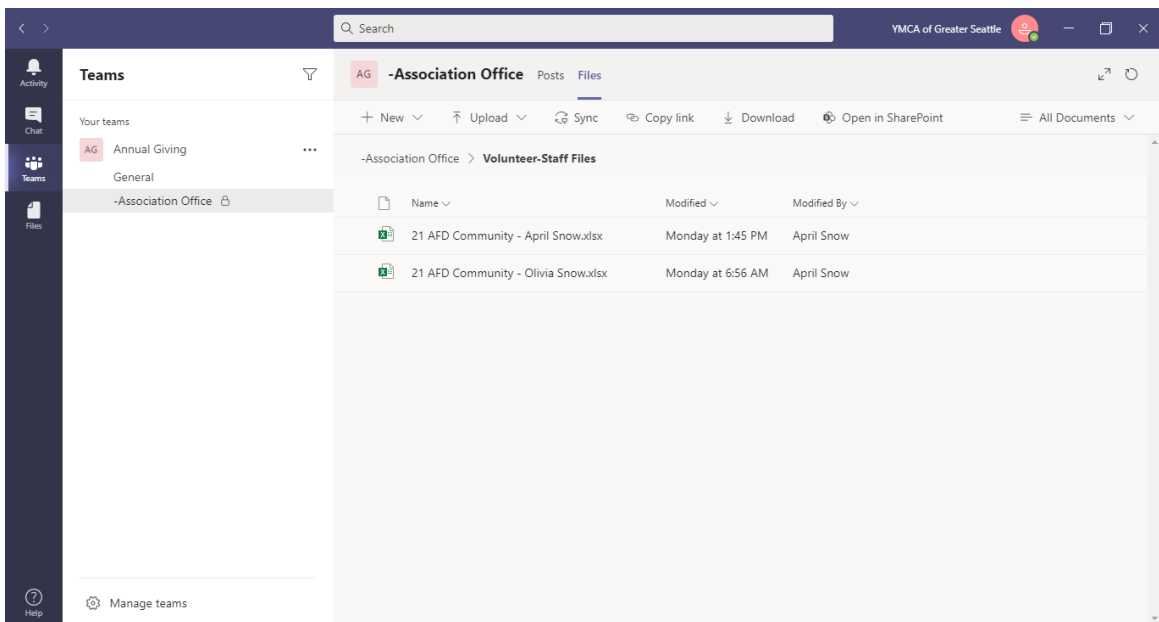
20. **\*\***(Optional) To easily return to Teams for future use you can pin it to your computer Task Bar. Right click on the Teams icon in your task bar then select Pin to taskbar.



21. (If you already have Microsoft Teams downloaded) Microsoft Teams will open.
- In your list of teams, click Annual Giving (A) to expand the list.
  - Click your branch (B).
  - Click Files (C).
  - Click the Volunteer-Staff Files folder (D).



22. In the Volunteer-Staff Files folder look for your relevant list, double click to open.



23. Any edits you make to the spreadsheet when it is open in the Teams app will save.