

# How to access the HRSA Development Team Site

All members of the HRSA Development Group are invited to collaborate on the HRSA Development Team site hosted on AACOM's Microsoft Teams tenant. Although a Microsoft account is not required to use this site, your login experience may differ depending on if your institution has access to Microsoft Teams or not. More information can be found below.

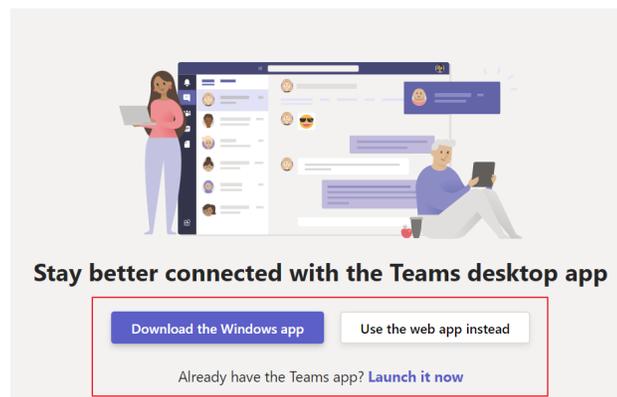
## Logging In Step-by-Step Instructions

### Initial Sign-in for non-Microsoft Teams users

1. Open the invite in your email for the *HRSA Development Team* site and click *Open Microsoft Teams*. Contact [helpdesk@aacom.org](mailto:helpdesk@aacom.org) if you need the invite re-sent to you.

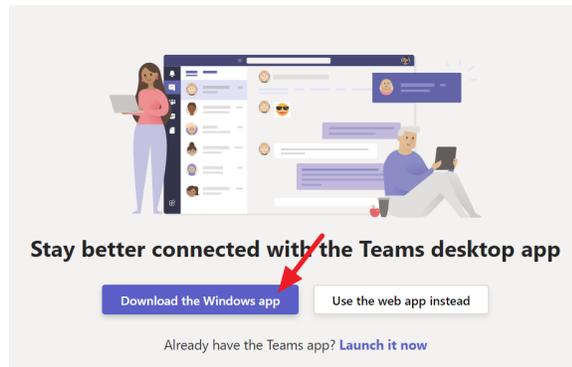


2. Select if you would like to launch the Teams site in either the Teams desktop app or through your web browser. Note the Teams desktop app is free to download and recommended for accessing the HRSA Development Team site.

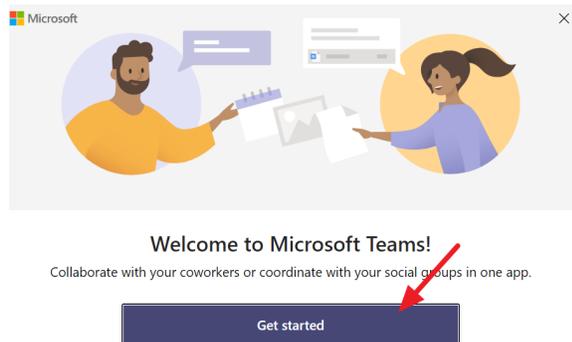


## Signing-in to the Teams Desktop app for First-Time Users

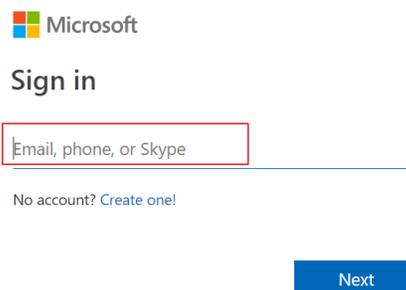
1. Click *Download the Windows app* and open the TeamsSetup installer file that downloads in your browser. Follow your institution's procedures for installing applications for your specific device.



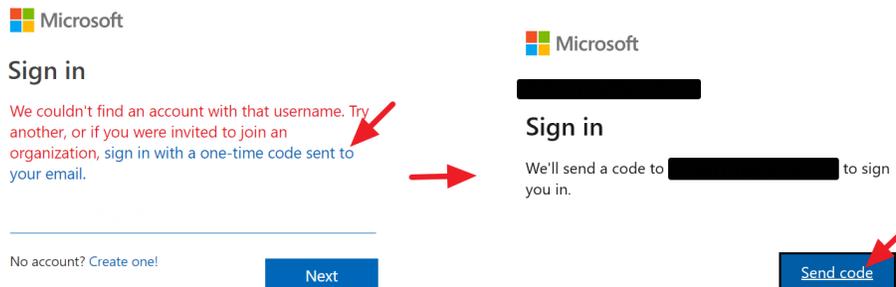
2. After the application opens, click *Get started*.



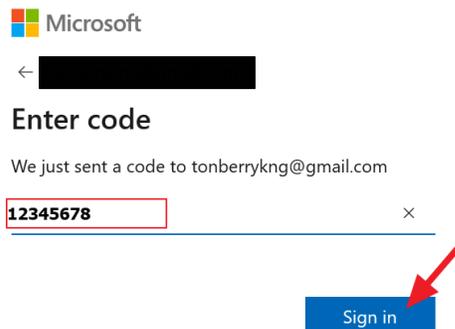
3. Enter your institutional email address on the next screen and click *Next*. Ensure that you use the same email address that the HRSA Development Teams invite was sent to. Note that if your institution already uses a Microsoft based email such as Outlook or Office 365, skip the remaining steps and proceed to login with that account to open Teams.



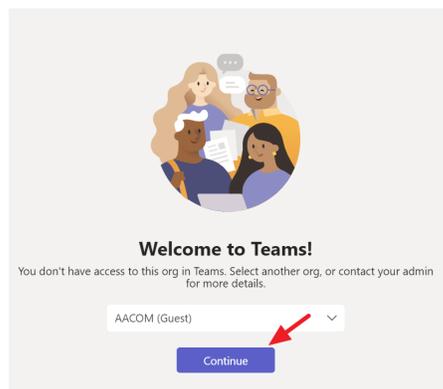
4. If your institution does not have a Microsoft based email, click *Sign in with a one-time code* and click *Send Code* on the next screen.



5. An eight-digit code will be emailed to you. The email typically comes from [account-security-noreply@accountprotection.microsoft.com](mailto:account-security-noreply@accountprotection.microsoft.com) or from AACOM on behalf of Microsoft. Check your spam or junk folder if you do not receive this email. Copy the eight-digit code and paste it into the login screen, and click *Sign in*.

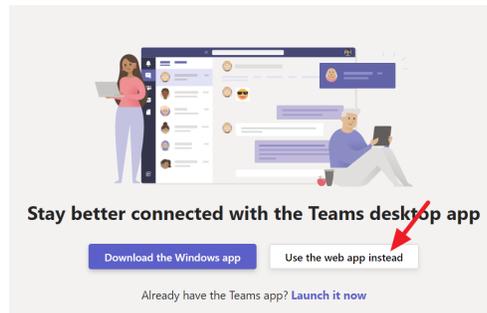


6. Ensure the drop-down menu says *AACOM (Guest)* and then click *Continue* to finish signing into Teams. \*Note that you may be asked to re-verify your email after clicking Continue. Refer to the earlier steps to send a new eight-digit code to your email address and re-verify your email address.

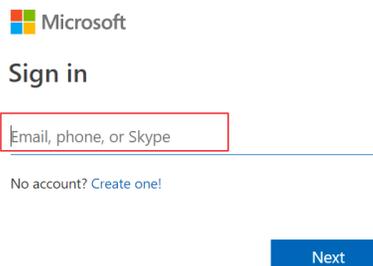


## Signing-in to the Teams Web app for First-Time Users

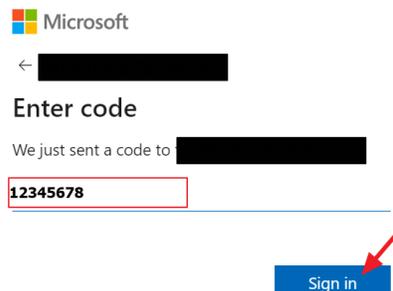
1. Click *Open Microsoft Teams* in the invite that was sent to you and then click *Use the web app instead*.



2. Enter your institutional email address on the next screen and click *Next*. Ensure that you use the same email address that the HRSA Development Teams invite was sent to. Note that if your institution uses a Microsoft based email such as Outlook or Office 365, proceed to login with that account and open Teams.



3. If your institution does not have a Microsoft based email, an eight-digit code will be emailed to you. The email typically comes from [account-security-noreply@accountprotection.microsoft.com](mailto:account-security-noreply@accountprotection.microsoft.com) or from AACOM on behalf of Microsoft. Check your spam or junk folder if you do not receive this email. Copy the eight-digit code and paste it into the login screen, and click *Sign in*.

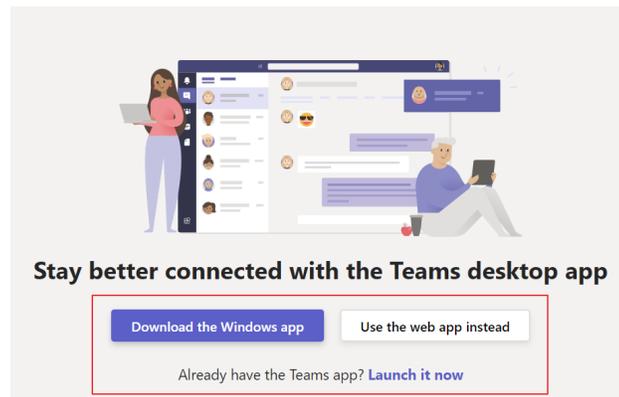


## Initial Sign-in for Existing Microsoft Teams Users

1. Open the invite in your email for the *HRSA Development Team* site and click *Open Microsoft Teams*. To request the invite re-sent to you, contact [helpdesk@aacom.org](mailto:helpdesk@aacom.org).

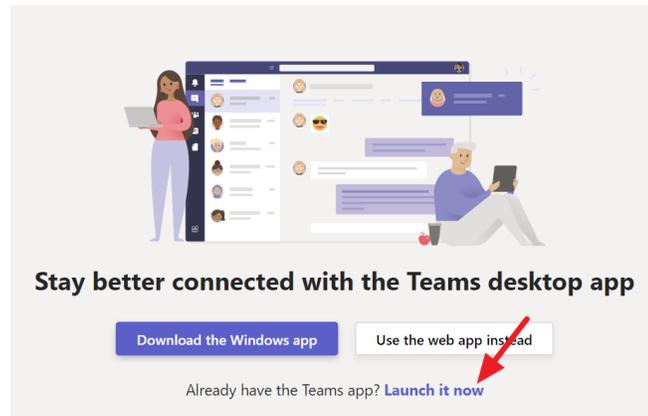


2. Select if you would like to launch the Teams site in either the Teams desktop app or through your web browser.

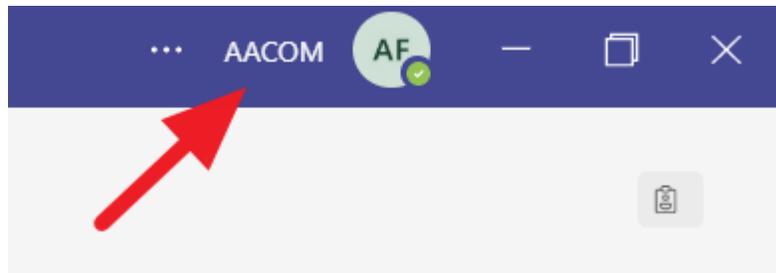


## Signing-in to the Teams Desktop app for Existing Teams Users

1. Click *Launch it now* to open the Teams Desktop app. Depending on your browser, you may also need to click a second prompt in your browser to open the Microsoft Teams desktop app.

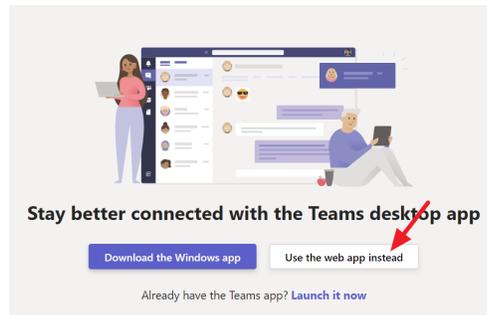


2. You will be asked if you want to switch to the AACOM Teams tenant. Click Yes on this prompt. If you need to navigate between the AACOM tenant and your own institutions Teams tenant, click the drop-down menu in the top-right corner.

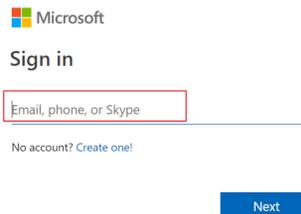


## Signing-in to the Teams Web app for Existing Teams Users

1. Click *Open Microsoft Teams* in the invite that was sent to you and then click *Use the web app instead*.



2. Enter your institutions Microsoft based email to Sign-in to Teams.



3. You will automatically be loaded into the AACOM Teams tenant. Click on the menu in the top-right corner to navigate between the AACOM Teams tenant and your own Institution's tenant.

