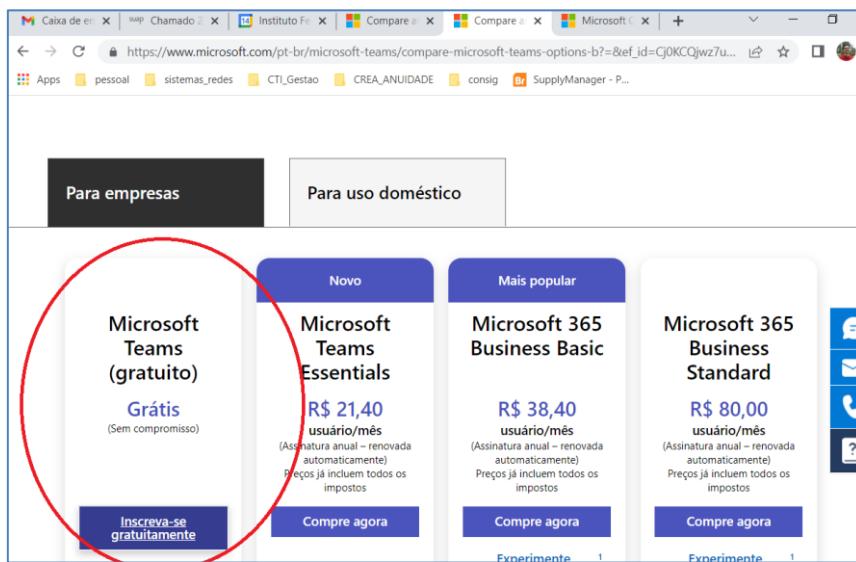


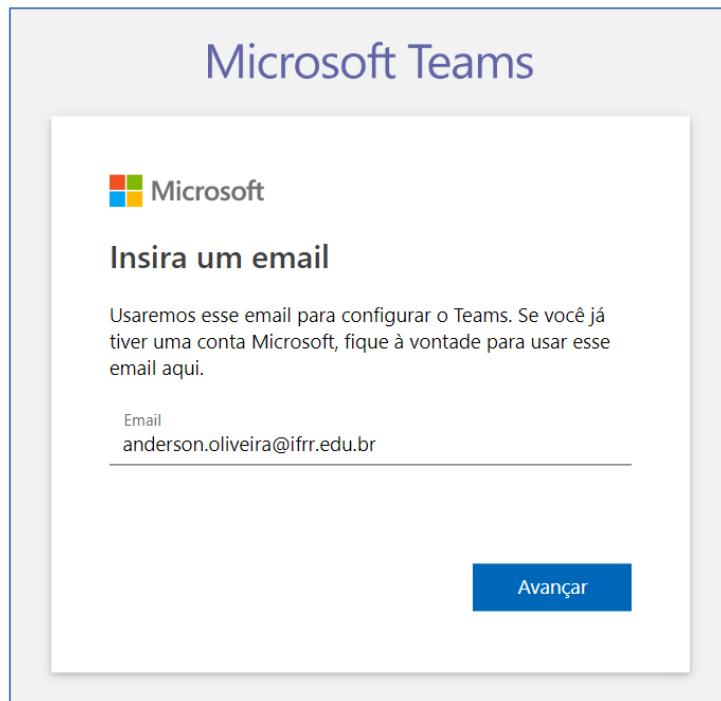
## Guia de criação de conta institucional no Microsoft Teams

1. Na página do Microsoft Teams escolha a opção Microsoft Teams (gratuito)

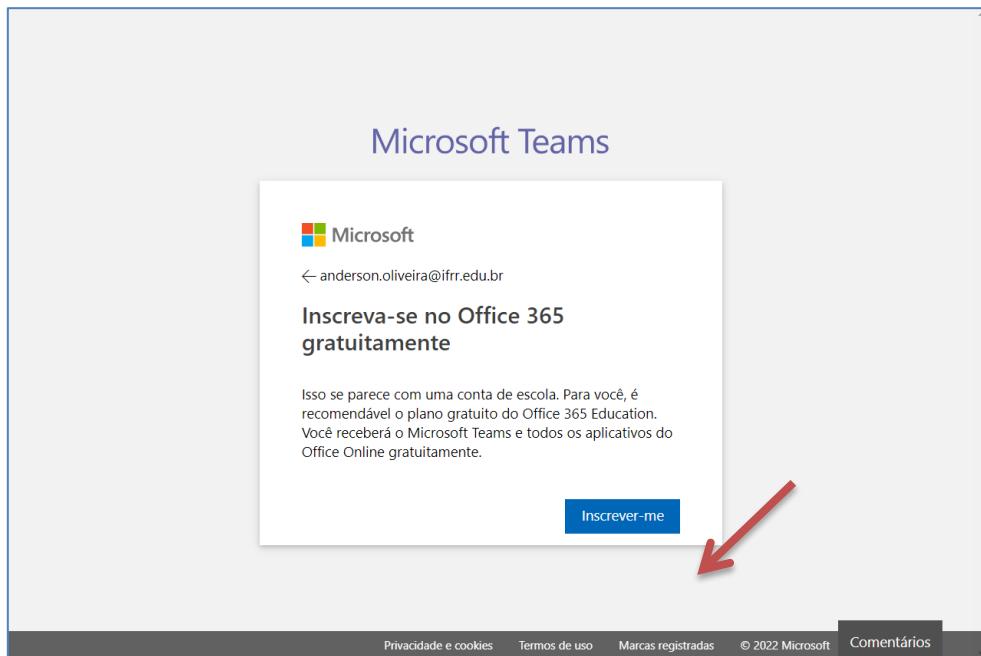
Acesse: [https://www.microsoft.com/pt-br/microsoft-teams/compare-microsoft-teams-options-b?=&ef\\_id=Cj0KCQjwz7uRBhDRARIsAFqjulkHUDPCVSBDN4SRc1TGM9nISrVXW7e0qgN\\_MNz5rFsWPHj9aaQQ3c8aAt3xEALw\\_wCB%3aG%3as&OCID=AID2202164\\_SEM\\_Cj0KCQjwz7uRBhDRARIsAFqjulkHUDPCVSBDN4SRc1TGM9nISrVXW7e0qgN\\_MNz5rFsWPHj9aaQQ3c8aAt3xEALw\\_wCB%3aG%3as&gclid=Cj0KCQjwz7uRBhDRARIsAFqjulkHUDPCVSBDN4SRc1TGM9nISrVXW7e0qgN\\_MNz5rFsWPHj9aaQQ3c8aAt3xEALw\\_wCB&activetab=pivot%3aprimaryr2](https://www.microsoft.com/pt-br/microsoft-teams/compare-microsoft-teams-options-b?=&ef_id=Cj0KCQjwz7uRBhDRARIsAFqjulkHUDPCVSBDN4SRc1TGM9nISrVXW7e0qgN_MNz5rFsWPHj9aaQQ3c8aAt3xEALw_wCB%3aG%3as&OCID=AID2202164_SEM_Cj0KCQjwz7uRBhDRARIsAFqjulkHUDPCVSBDN4SRc1TGM9nISrVXW7e0qgN_MNz5rFsWPHj9aaQQ3c8aAt3xEALw_wCB%3aG%3as&gclid=Cj0KCQjwz7uRBhDRARIsAFqjulkHUDPCVSBDN4SRc1TGM9nISrVXW7e0qgN_MNz5rFsWPHj9aaQQ3c8aAt3xEALw_wCB&activetab=pivot%3aprimaryr2)



2. Na tela seguinte, utilize o e-mail institucional do gmail e clique em “Avançar”



3. Clique em inscrever-me



#### 4. Clique em Inscrever-se

The screenshot shows a web browser window with the URL <https://signup.microsoft.com/signup?sku=Education>. The page title is "Office 365 Education". The main content area is titled "Introdução" and contains text about the features of Office 365 Educational, mentioning Microsoft Teams, Office na Web, and OneDrive. It also notes that some schools have access to desktop Office apps like Word, Excel, and PowerPoint. Below the text is an input field with the email address "anderson.oliveira@ifrr.edu.br" and a "Inscrever-se" button with a circular arrow icon. To the right of the text, there is a decorative illustration of various school supplies like notebooks, pens, and a smartphone.

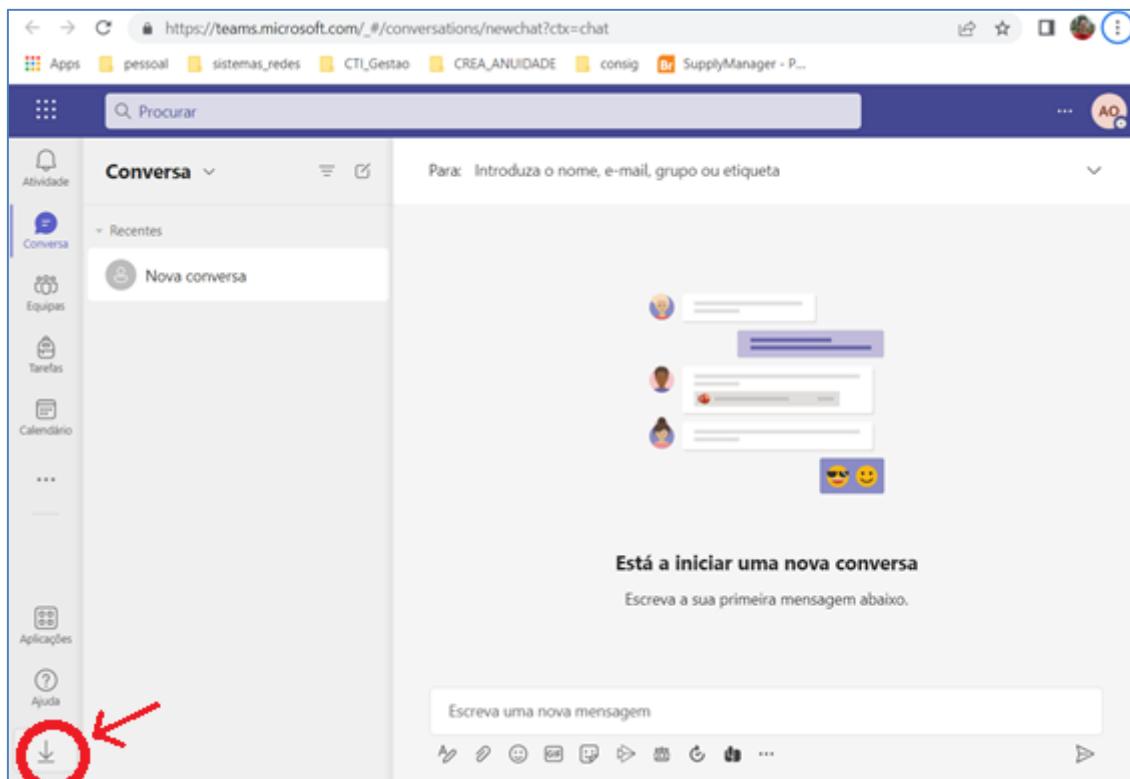
#### 5. Se você é servidor – Clique em “Eu sou um professor”

The screenshot shows the same Microsoft Office 365 Education sign-up page as the previous one, but with a different question: "Você é um aluno ou um professor?". The text describes the features of Office 365 Educational for teachers, mentioning Microsoft Teams and other tools for online classrooms. It includes a link for school administrators to "inscreva sua escola". Below the text are two buttons: "Eu sou um aluno" and "Eu sou um professor", each with a circular arrow icon. A red oval highlights the "Eu sou um professor" button. The page footer includes a JavaScript code snippet and the "Office 365" logo.

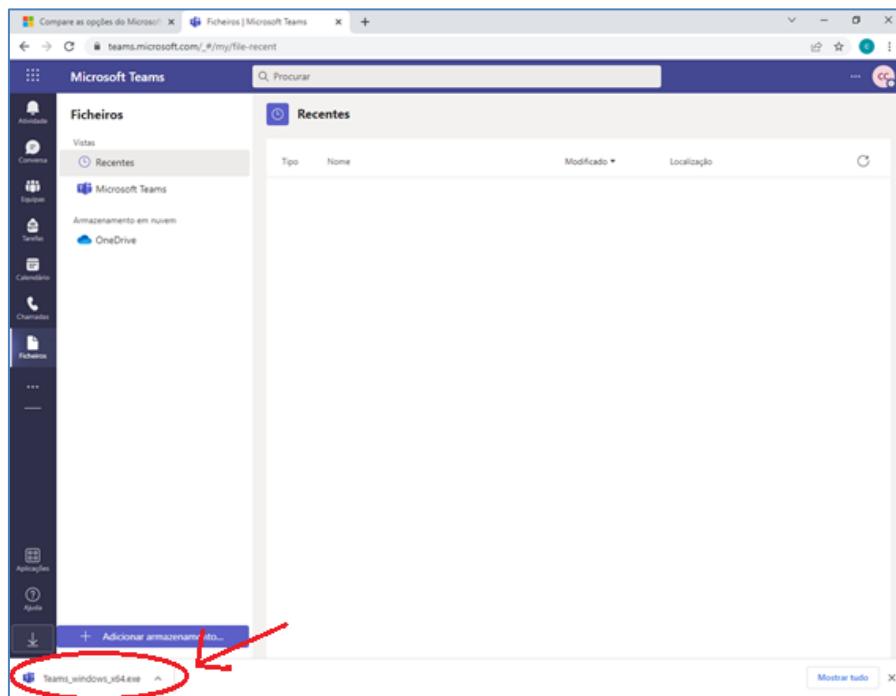
6. Digite nome e sobrenome, crie uma senha e digite o código que será enviado para o e-mail institucional

The screenshot shows a web browser window with the URL <https://signup.microsoft.com/signup?skug=Education&StepsData.Email=anderson.oliveira%40ifrr.edu.br&s...>. The page title is "Criar sua conta". It has input fields for "Nome" (Anderson) and "Sobrenome" (Oliveira), three password fields, and a verification code field containing "976118". Red arrows point to the first two password fields and the verification code field. A dropdown menu is open below the verification code field. The page includes terms and conditions and privacy policy links.

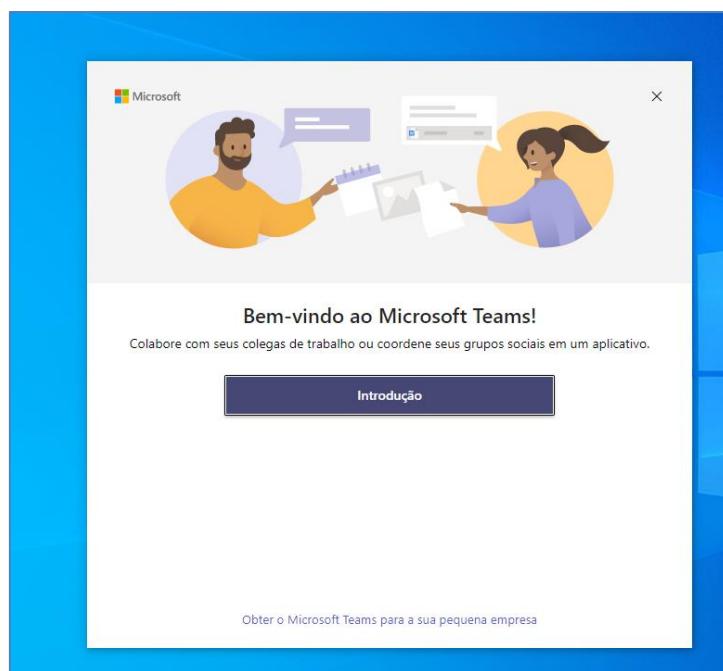
7. Ao chegar nessa tela, baixar o instalar do Teams para utilizar a versão instalada localmente na máquina



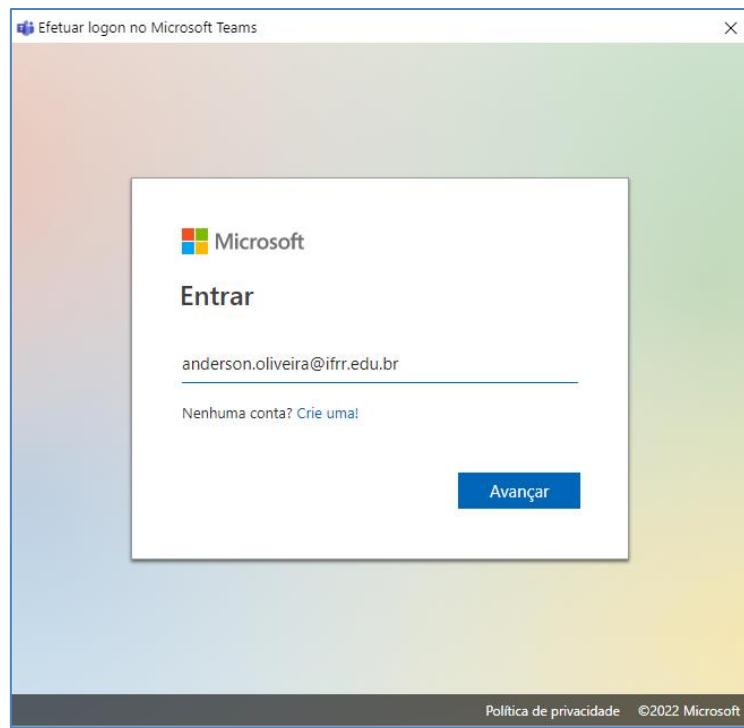
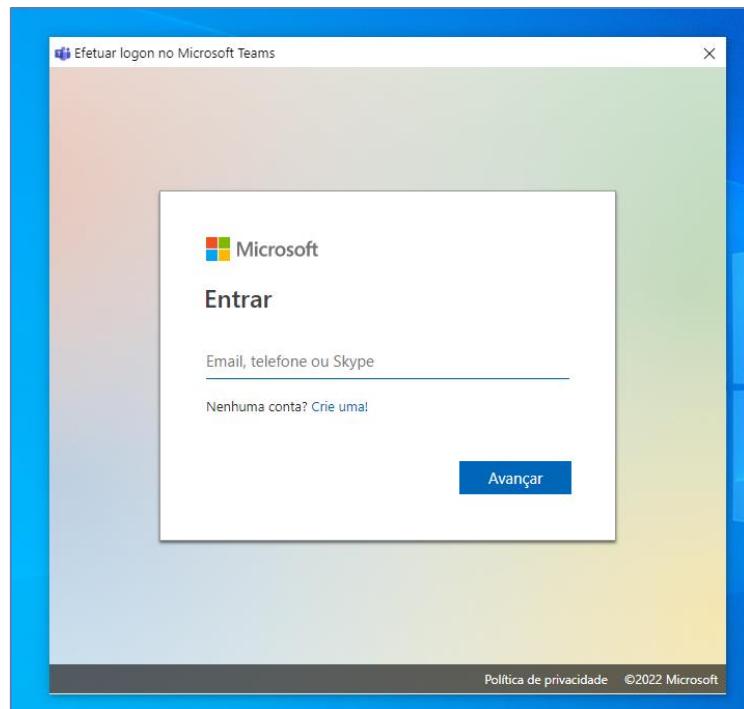
## 8. Executar o instalador

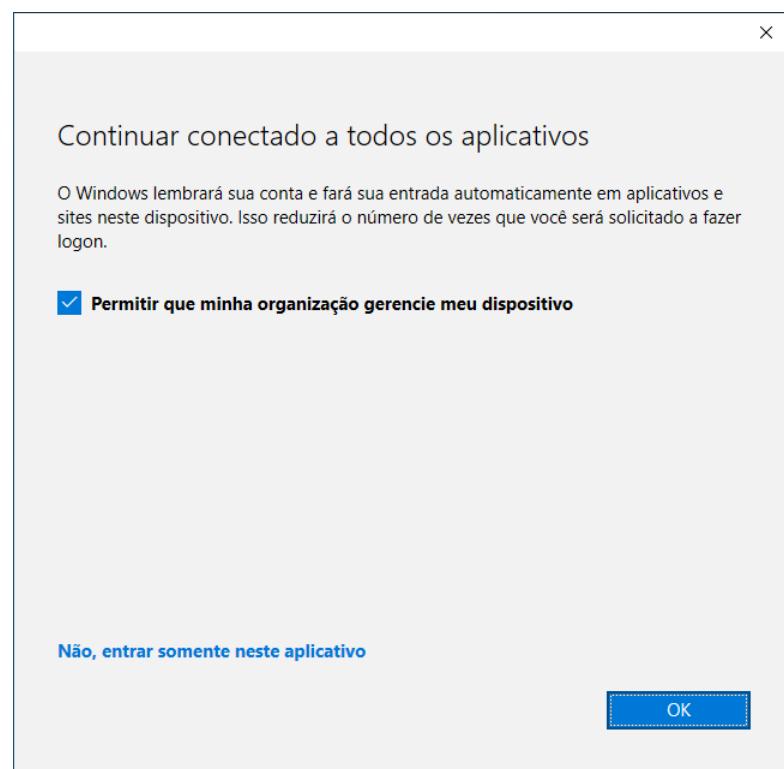
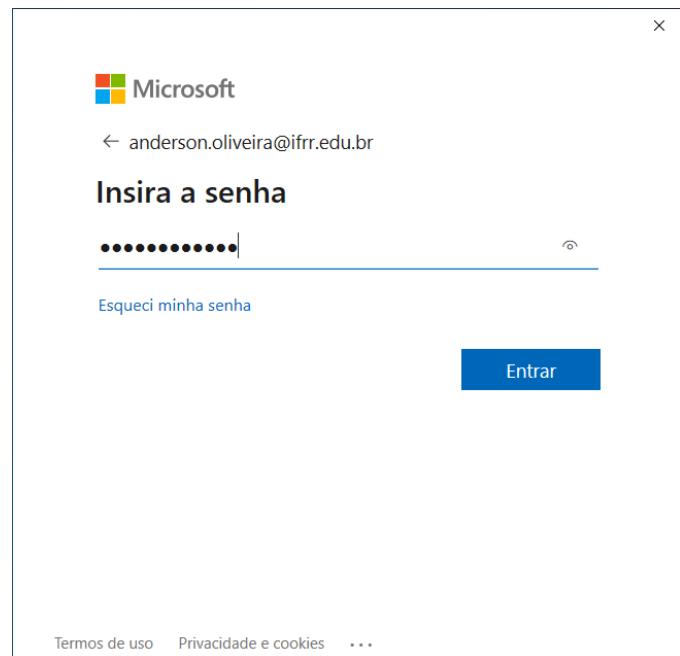


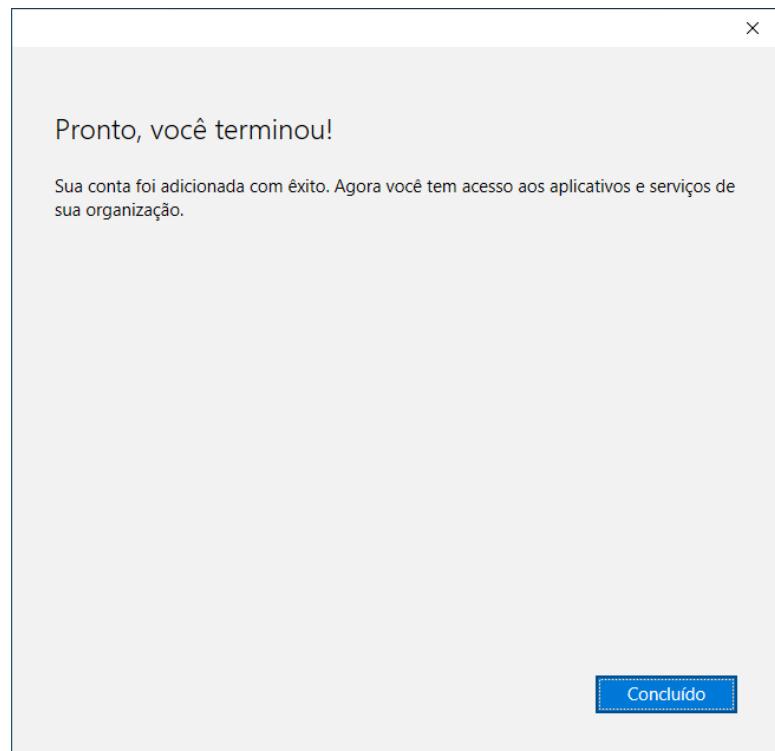
## 9. Após finalizada a instalação a tela do Teams será iniciada



## 10. Siga os procedimentos de login para seu e-mail institucional conforme exemplo abaixo







11. Por fim você estará logado no ambiente do Teams instalado localmente

