**External/ Guest User Access to TEDI Teams Invite**

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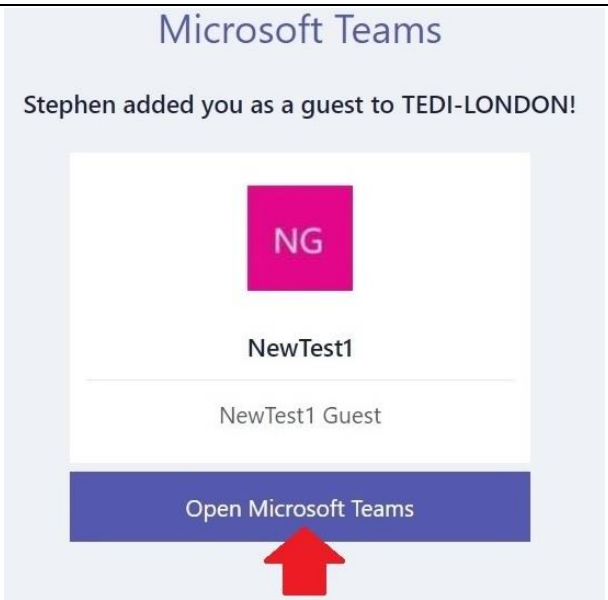
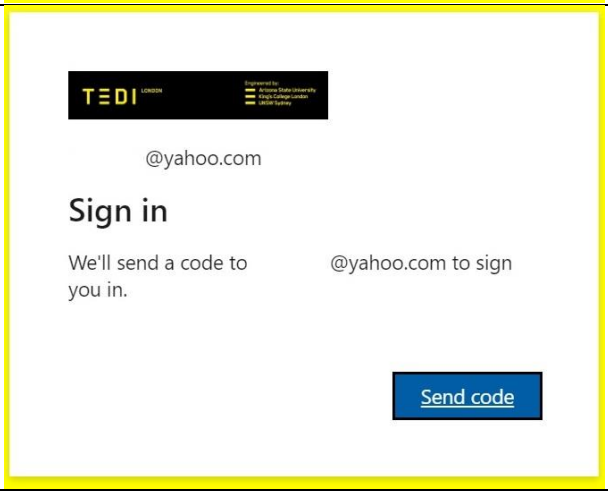
| On your invitation email, Click on **Open Microsoft Teams** (see red arrow) |  |
| On the next window Enter you email address (This will become your default email to always sign in to TEDI)<br><br>Select **Next** | |
| Select **Send Code** to send a code to the email address you input in the previous screen |  |

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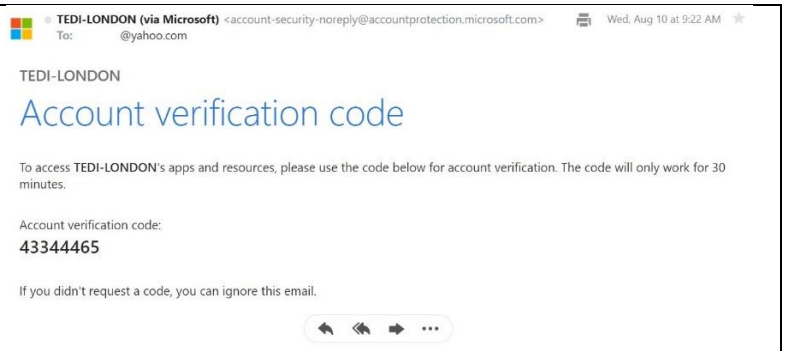
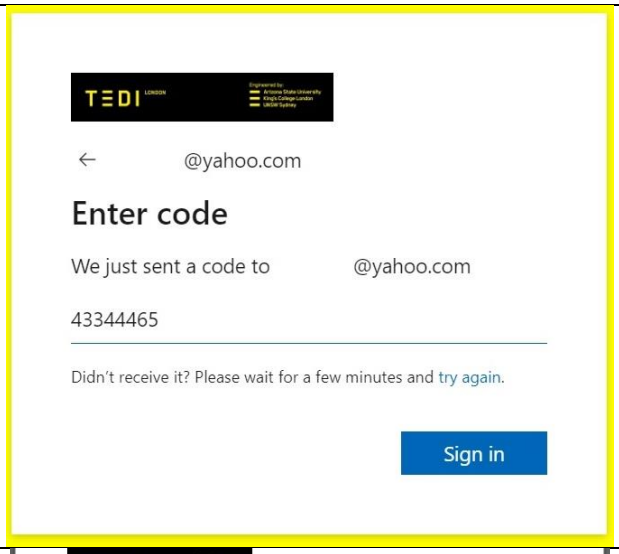
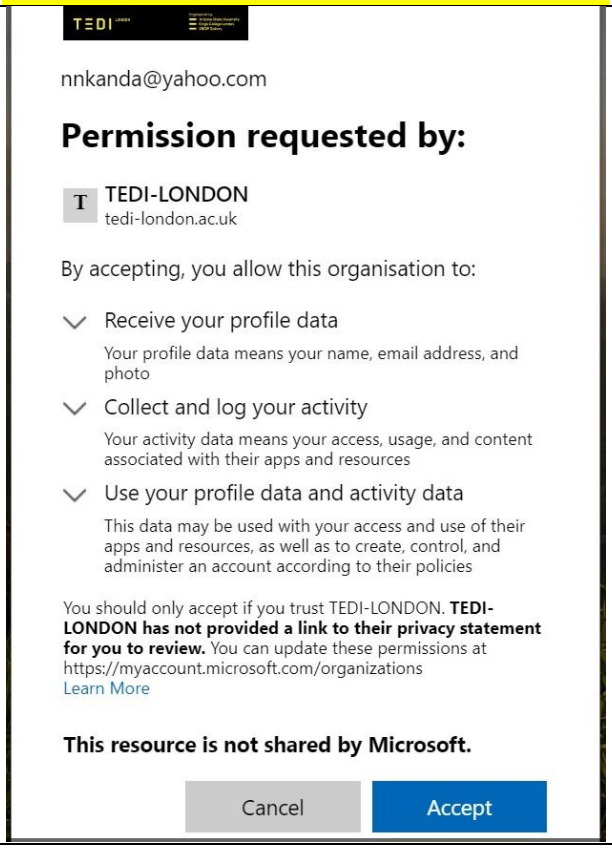
| Check your email inbox for the Verification code (The may be a slight delay before the email arrives to your inbox |  |
| Enter the Code in the space provided<br><br>Select **Sign in** |  |
| Accept TEDI's Ts and Cs |  |

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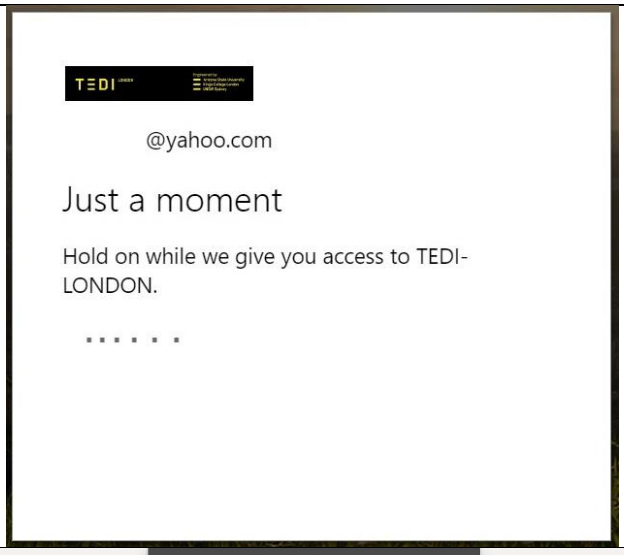
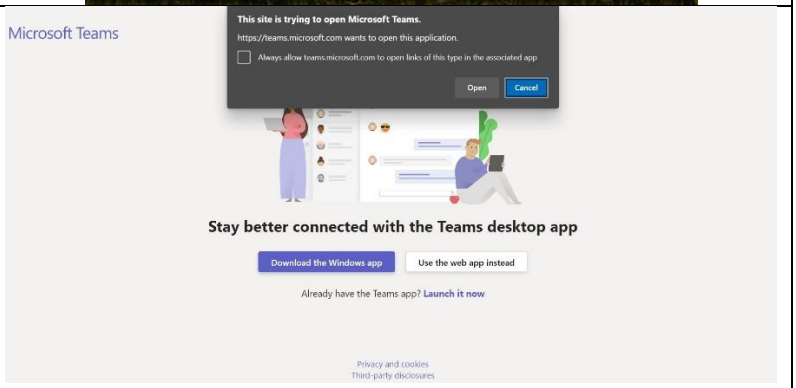
| Wait for the connection… |  |
| Select **Open** to launch Teams<br><br>**Download the Windows app** to download and install Teams<br><br>**Use the web app instead** to run Teams on your browser<br><br>**Launch it now** to open Teams |  |