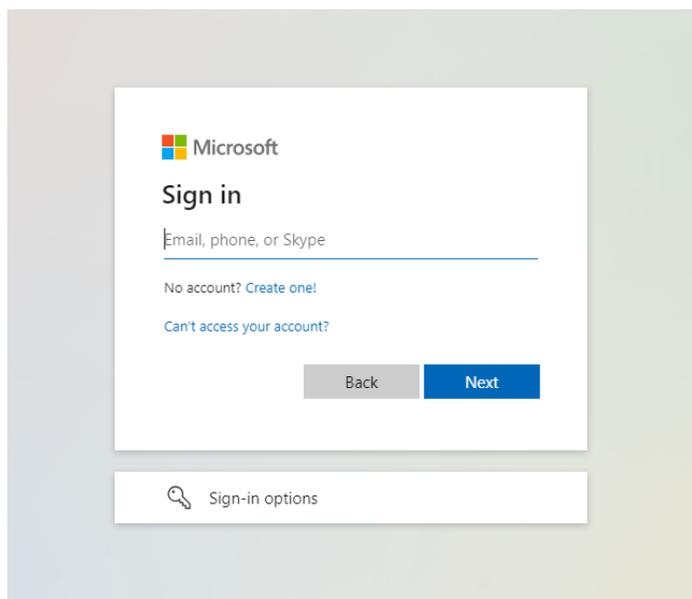


How to Access Microsoft Teams & Outlook

1. Open a web browser (Chrome, Edge, Firefox)
2. Navigate to <https://portal.office.com/>
3. You will be brought to a Microsoft sign-in page



4. Enter in your BMC email address (firstname.lastname@bmc.org)
5. You will then be redirected to the BMC log-in page



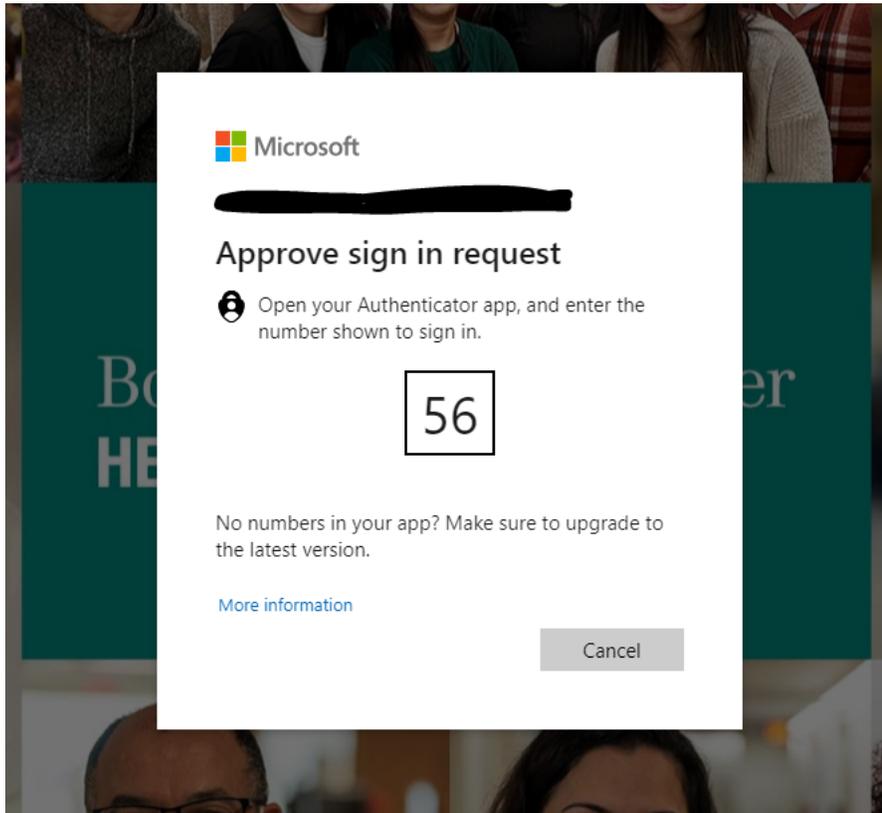
Boston Medical Center Health System

Sign in

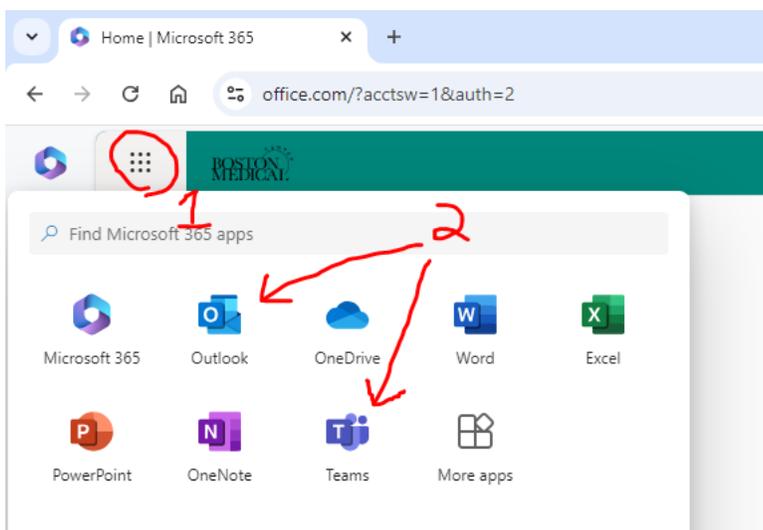
Sign in

6. Enter your email address again and then your password

7. Perform multi-factor authentication check (if prompted) using your authenticator app or text code



8. Once you have signed in, select the app launcher



9. Select the desired application, such as Teams or Outlook
10. Alternatively, you can use the direct link to access the web app.
11. Teams: <https://teams.microsoft.com>
12. Outlook: <https://outlook.office.com> n MS Edge and select “New InPrivate window”