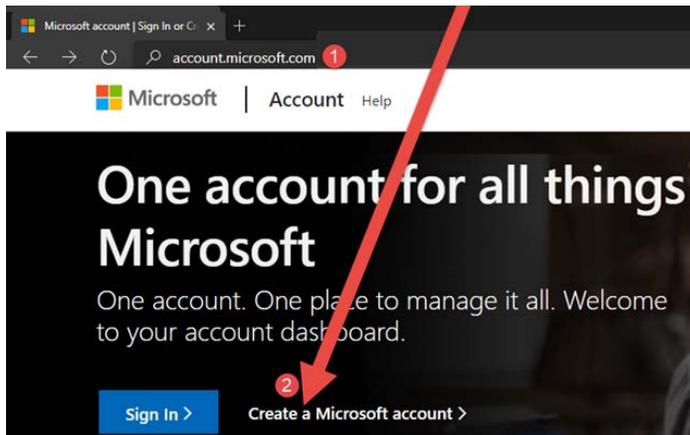


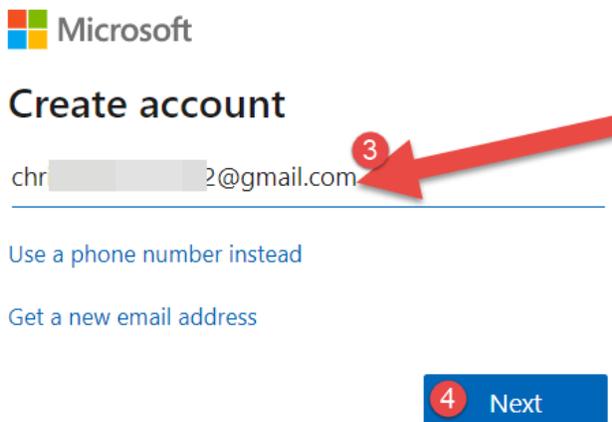
## Ensure that your email provided to Limestone DSB is linked to a Microsoft Teams Account

Technical background: Your email address requires access to Limestone's Office 365 services (tenant) in order to collaborate with Limestone via Microsoft Teams and Live Events. Use your existing email address you have such as Gmail, Yahoo, etc. to link it to Microsoft Teams Account. You do not need to create a new Microsoft email address:

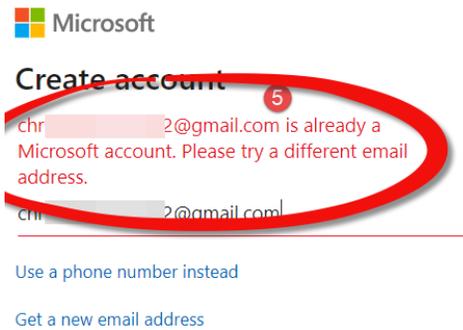
1. Open a web browser and go to [account.microsoft.com](https://account.microsoft.com).
2. Select **Create a Microsoft account**.



3. Enter your **email address you shared with Limestone DSB**, such as Gmail, Yahoo, etc.
4. Select **Next**.



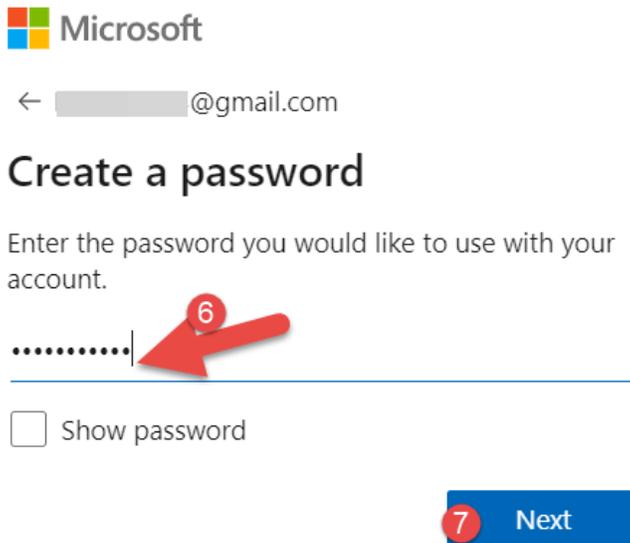
5. If you receive this message "**email address is already a Microsoft account. Please try a different email address.**" Do not try a different email address this means your email address is already a Microsoft account. Close the web browser and proceed to your Microsoft Team. **No further steps required. However, if you received this message "Enter the password you would like to use with your account."** proceed to step 6.



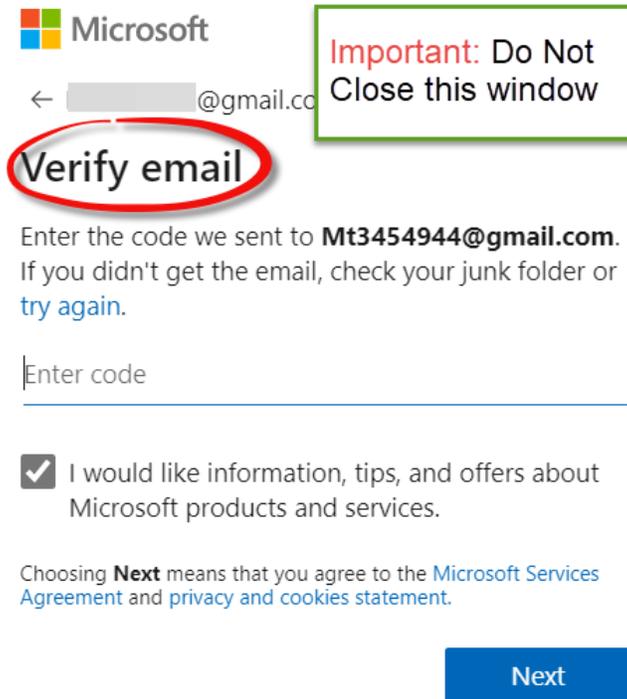
Next

6. **Enter the password you would like to use with your account.** Passwords must have at least 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers, and symbols. If your current email password follows this rule you can use that password if not you need to create a new password that you will remember.

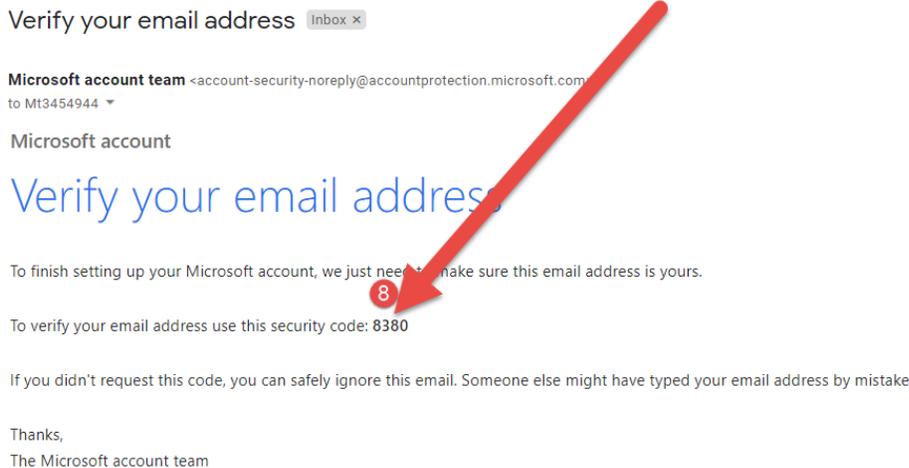
7. Select Next.



The Verify email window will appear, **do not close this window or select Next.**



8. Go to your email and open the verification email from Microsoft containing the security code, **make note of the security code.** Tip: copy the security code. If you did not get the email, check your junk folder or try again.



9. Go back to the **Verify email window** and **enter the security code or paste the security code.** You can remove the check mark from "I would like information, tips, and offers about Microsoft products and services."

10. Select Next.

 Microsoft

← Mt3454944@gmail.com

## Verify email

Enter the code we sent to **Mt3454944@gmail.com**.  
If you didn't get the email, check your junk folder or [try again](#).

9

8380

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

10 Next

11. Please solve the puzzle so we know you're not a robot. Select Next.

 Microsoft

← Mt3454944@gmail.com

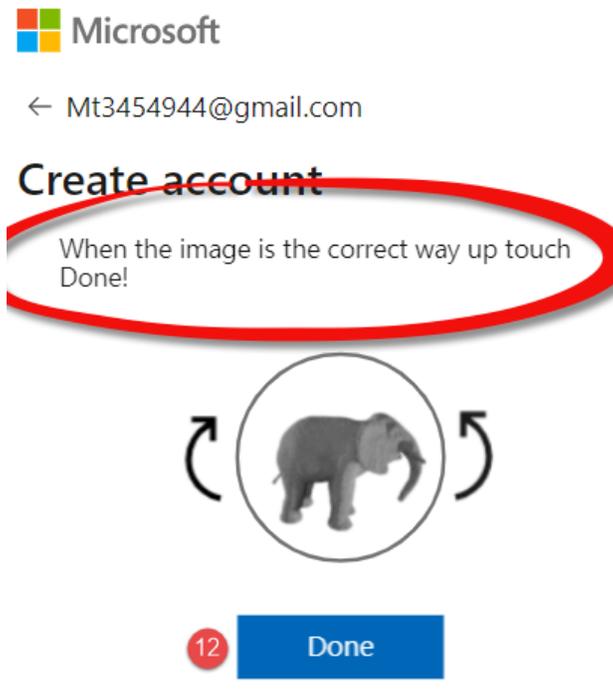
## Create account

Please solve the puzzle so we know you're not a robot.



11 Next

12. Follow the instructions from Microsoft to verify you are not a robot



13. Once you verified you are not a robot select 'no.' Close the web browser and proceed to your Microsoft Team. This completes the steps.

