

How to Install Teams App

Montmorency College provides you with a free version of Teams for education. This procedure allows you to install the mobile version on up to 5 devices, create your account, and activate multi-factor authentication (MFA).

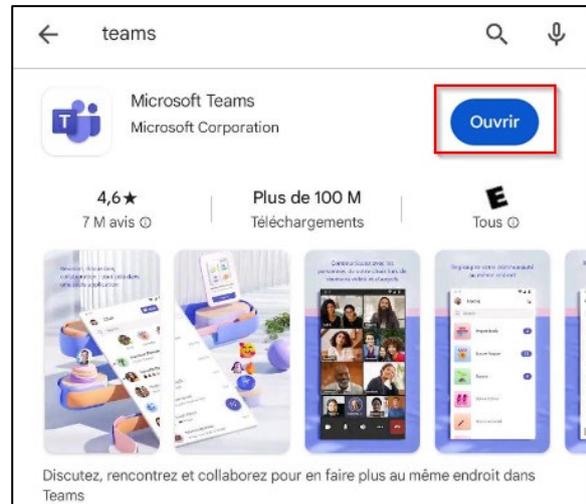
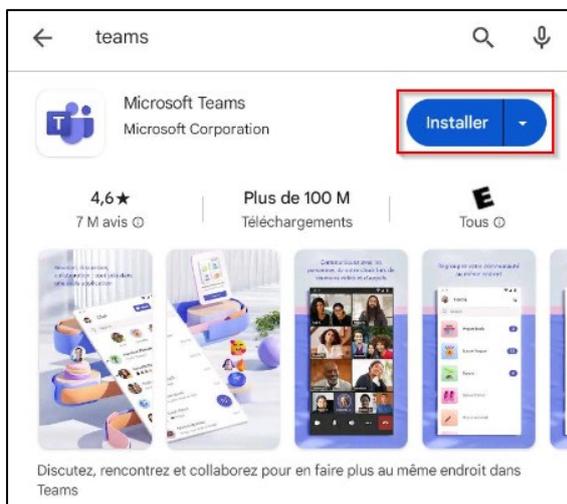
1. Add Teams App
 - a. [Add Teams App to Your Mobile Device \(Android\)](#)
 - b. [Add Teams App to Your Mobile Device \(Apple\)](#)
- ▶ Create Your Account
 - a. [Create Your Montmorency Account](#)
 - b. [Create a Personal Account](#)
2. [Setup Your MFA \(Multi-Factor Authentication\)](#)
3. [Technical Support](#)

Add Teams app to your mobile device (Android)

1. For Android devices, go to the **Google Play Store** and search for the **Microsoft Teams** app.



2. Click on **Installer** (Install). The app installation will start automatically.



3. Once the Microsoft Teams app is downloaded, click on the **Ouvrir** (open) button.

Add Teams app to your mobile device (Apple)

1. For Apple devices, go to the **App Store** and search for the **Teams** app.



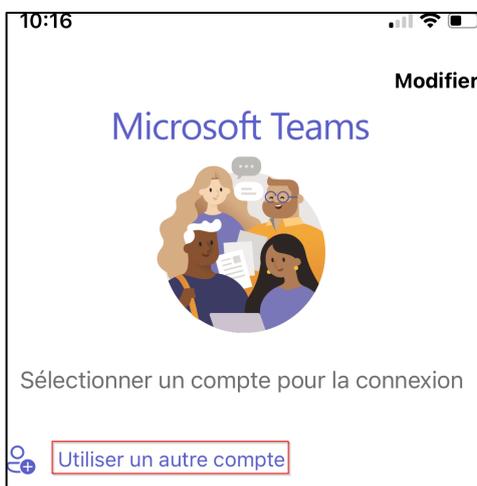
2. Click on **Obtenir** (Get). The app installation will start automatically.



3. Once the Microsoft Teams application is downloaded, click on **Ouvrir** (open).

Create Your Montmorency Account

1. To create your Teams account, you will need your Montmorency email address and the password that was created for you. This information was sent to you by email when your account was created. If you do not have it yet, please go to [Create a Personal Account](#).
2. Open Microsoft Teams app and click on **Utiliser un autre compte** (Use another account) if this option is displayed. If not, go to the next step.



3. Enter your credential :

a. User

Your username is your email address consisting of a 7-digit code and the College's domain name. For example : 2412345@cmontmorency.qc.ca. Then click on **Suivant** (Next). *(Images are for reference only)*



b. Password

Your password is a code **created by the College** consisting of letters and numbers. Enter the password and click on **Connexion** (login).



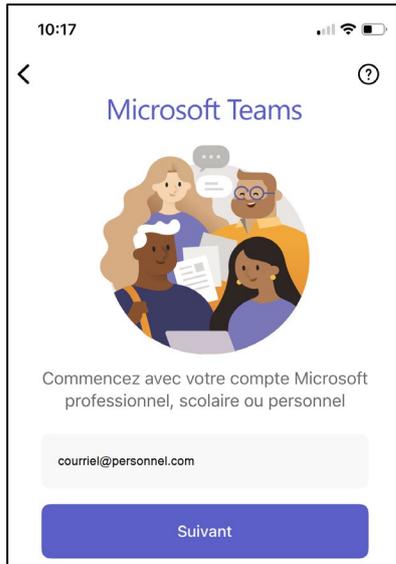
4. Then go to the [Setup Your MFA step](#).

Create a Personal Account

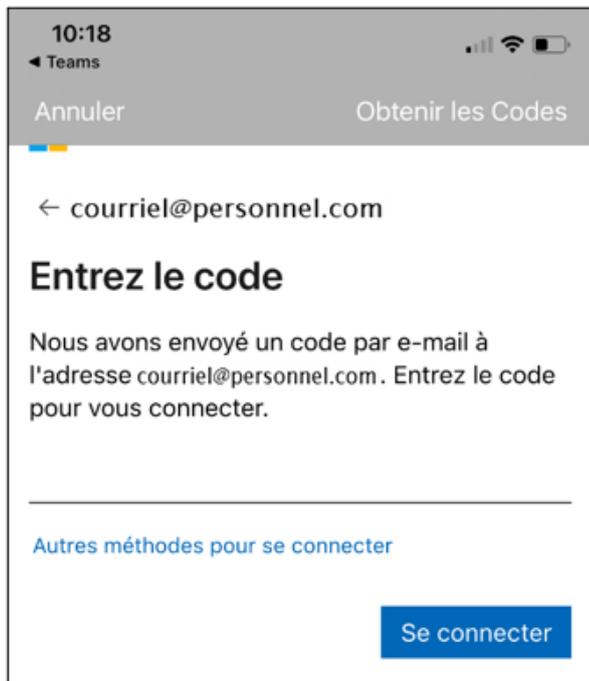
1. Click on **Utiliser un autre compte** (Use another account) if this option is displayed. If not, go to the next step.



2. Enter your username. This is the **email address used for your MIFI registration**. Then click on **Suivant (next)**. (Images are for reference only)



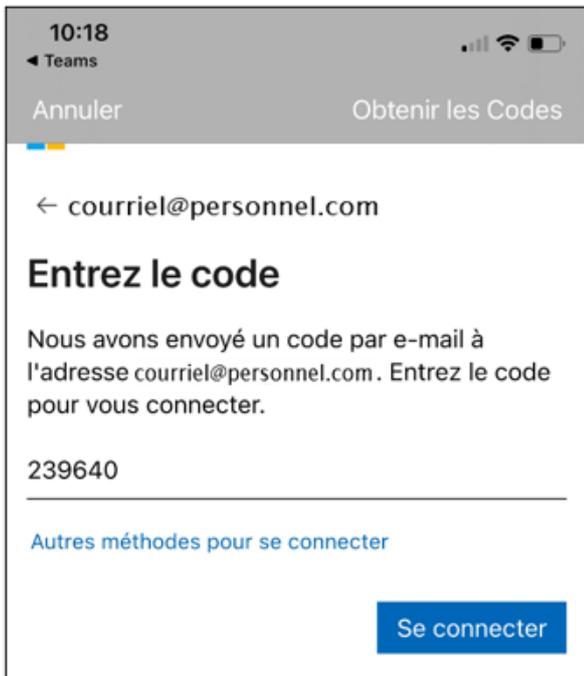
3. A login code will be sent to your email address. Click on **Envoyer le code** (Send code).



4. Check your inbox for the **6-digit code**. It will be sent by the Microsoft Accounts Team.



5. Enter the code and click on **Se connecter** (login).

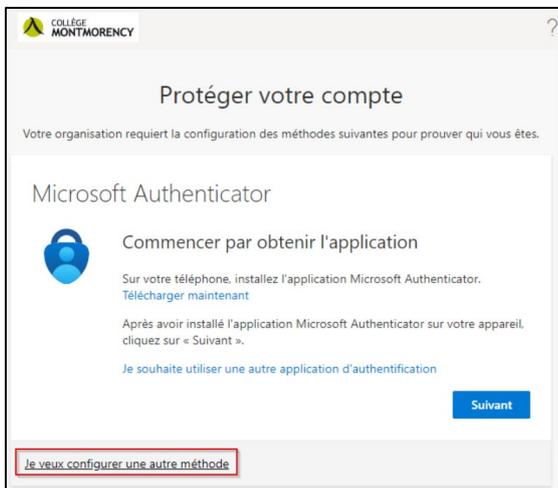


Setup Your MFA (Multi-Factor Authentication)

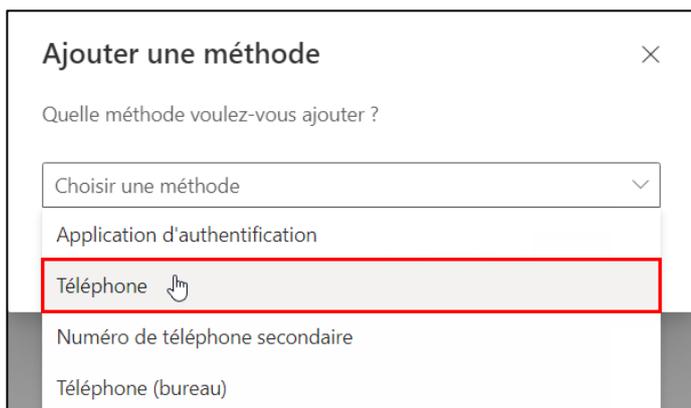
1. Once the connection is established, you will be asked to set up your multi-factor authentication (MFA). Click on **Suivant** (Next).



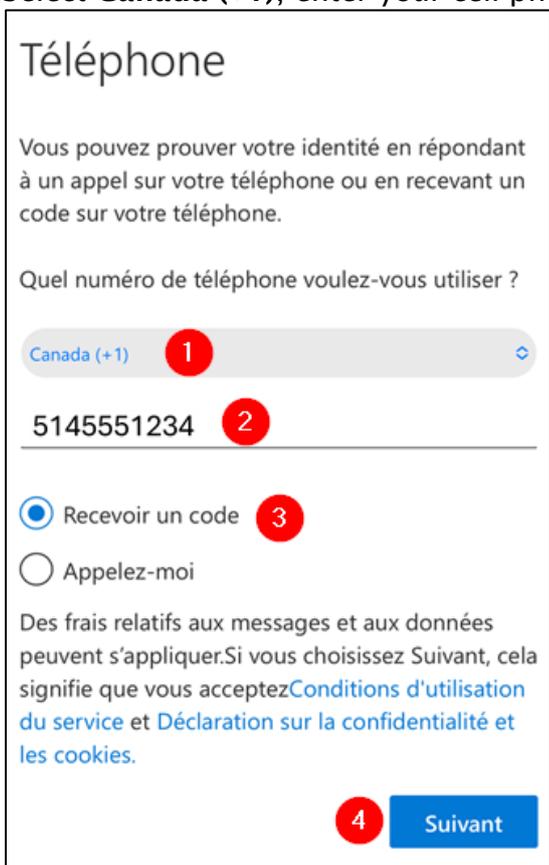
2. If this image appears, click on **Je veux configurer une autre méthode** (I want to set up another method). Otherwise, go to step 4.



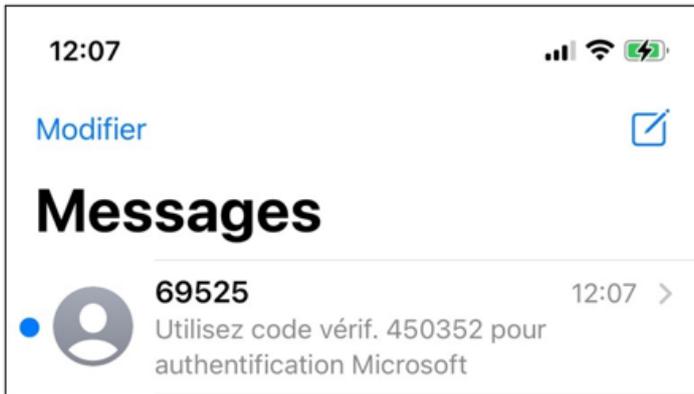
3. In the drop-down menu, select **Téléphone** (Phone).



4. Select **Canada (+1)**, enter your cell phone number, then click on the **Suivant** (Next) button.



5. You will receive an SMS with a 6-digit code as in the example below :



6. Enter the 6 digits on your mobile app to complete the configuration.

7. A confirmation message will indicate that your phone has been registered. Click on **Suivant** (Next) then on **Terminé** (Done).



Technical support

A problem? Email us at ecran@cmontmorency.qc.ca or visit us at Montmorency College (475 Blvd de l'Avenir, Laval) in room A-1960.

