

### A Shared Health Service

## **Quick Reference Guide**

# Microsoft Teams (Teams by MBT) Terms of Use

Service Desk 204-940-8500 Option 4, Option 1 or toll-free 1-866-999-9698 Option 4, Option 1

In order to access Shared Health resources such as Microsoft Teams, you will need to review and accept the Terms of Use each year, or whenever the Terms of Use are updated.

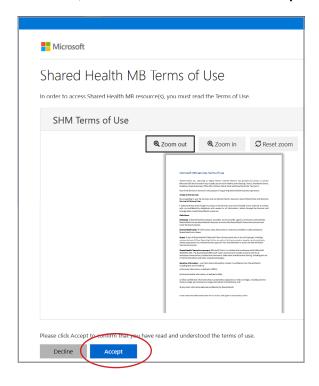
1 Click on the arrow to open the Terms of Use.



If you try to click Accept before opening and reviewing the Terms of Use you will get this message. Click **OK** to continue.



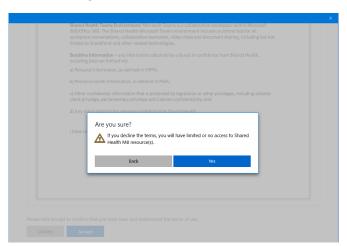
2 Review them, scroll to the bottom and click **Accept**.



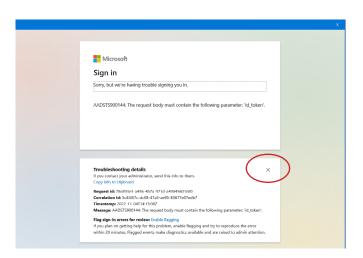
# Troub

## **Troubleshooting**

If you click **Decline**, you will get this message and you will not be able to access Microsoft Teams until you Accept the Terms of Use. Click **Back** in order to accept the Terms of Use.



If you see this screen, click the  ${\bf X}$  to close the window and you will be taken back to the Terms of Use screen, where you can proceed to Accept the Terms of Use.



### www.mbtelehealth.ca

