

Getting Started with DTV Teams

Why You've Been Invited? You're starting to take on a more important role with DTV—helping us stay organised, plan ahead, and keep things running smoothly. These roles are absolutely vital as we grow and take on bigger projects for the trails and the community.

Why We're Using Microsoft Teams? Now that we're a registered charity, we've got access to Microsoft Teams for free—and it's a game-changer. It gives us one place to chat, share documents, plan meetings, and keep track of everything. No more hunting through emails or wondering where that file went. Whether you're on your phone, tablet, or laptop, it's all there.

Why Security Matters? As we grow, we need to store more info about our volunteering activities—especially for accessing new funding and reporting on our fantastic work. That means making sure our volunteers data is safe. With Teams, every volunteer gets their own login and two-factor authentication, so only you can access your account. It's secure, simple, and built for peace of mind.

Step by Step Instructions

You should have been sent our new [Privacy Consent Form](#), once you fill that in, we'll create your account and send you a **temporary password**. If you don't have that go back to the person who's getting this sorted for you.

1. Check Your Inbox

You'll receive an email with your new login (e.g., firstname.lastname@dtv.org.uk) and a temporary password

2. Sign In for the First Time

Go to <https://portal.office.com> use your new login and temporary password.

3. Set a New Password

You'll be prompted to choose a new secure password.

4. Set Up Microsoft Authenticator

Download the **Microsoft Authenticator app** follow the on-screen steps to link it to your account and you'll be able to sign in with a simple passcode—no password needed!

5. Optional: Add Your Mobile Number

If you'd like a backup option, you can add your mobile number. This lets you receive text messages for verification or password recovery.

6. Access Microsoft Teams

Once signed in, go to <https://teams.microsoft.com> you'll be added to the DTV Team automatically.

If you ever lose access to your phone or Authenticator, you can reset your password at <https://aka.ms/sspr>.