

# LUKE 10 EXPLORATION TRIP: MICROSOFT TEAMS

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As a trip team leader, you will be given access to program called Microsoft Teams (referred to as Teams), which will contain a folder for your Luke 10 Exploration Trip. This is where EFM staff will store files specific for your team, such as application forms, liability and covenant forms, and financial information for your team, including income and expenses for the team, and donations to any individuals on your team. You are welcome to store any files here for your trip team as you wish.

Please keep each of your team members updated with their trip balance as well as who has donated how much directly to EFM on their behalf as you remind them about deadlines and balances due. Please handle this information confidentially with each team member. Thanks for also helping EFM make sure each team member has completed the application and liability/covenant forms.

The following provides brief instructions and tips for how to access and use your trip information in Teams.

## Set Up

- 1) You will receive in an invite via e-mail from Microsoft Teams with the subject “You have been added as a guest to Evangelical Friends Mission in Microsoft Teams”. Open the email and you will see “Krista added you as a guest to Evangelical Friends Mission!”.
- 2) Click the Button “Open Microsoft Teams”.
  - a. If you have never used Teams before, this prompt you to sign into Microsoft. Click the Option Forgot Password. This will enable Microsoft to email a code to you to sign in. Follow the prompts from Microsoft to reset your password.
  - b. Once your password is reset, follow the prompt to sign in using your new password.
  - c. The next step will be to “Review Permissions”. You can click “Accept”. This is stating that be joining EFM’s team and that you are allowing EFM to sign you into this team and see your name, email address and photo (if you upload one).
- 3) Once you have followed instructions to sign in, you will be given the Choice to Download the Windows App or Use the Web App instead. Either option will work, and you can choose whatever you feel is best! Please note, if you are using an Apple computer you will only be able to use the Web App.
- 4) Here is a helpful link for downloading teams on your desktop or phone:  
<https://www.microsoft.com/en-us/microsoft-teams/download-app>

## Navigating Teams

- General/Posts: This section is where you can chat via Teams with other trip leaders or others at EFM if you wish. This is also where you can see an overview of the activity taking place in your Teams section.
- Files: This is where all files will be housed for your team, including Applications, covenants, fundraising status, etc. New Application Files and financial information will be uploaded/updated every Friday.
- Tasks: Here you can track various tasks/projects as needed.