



Plainview-Old Bethpage Central School District Logging into Microsoft Teams Phone

Prior to utilizing your new phone for the first time, you will have to login to the phone by following the steps below. You will only need to do this one time. **For all steps below utilize the checkbox on the top right-hand side of the screen to proceed.**

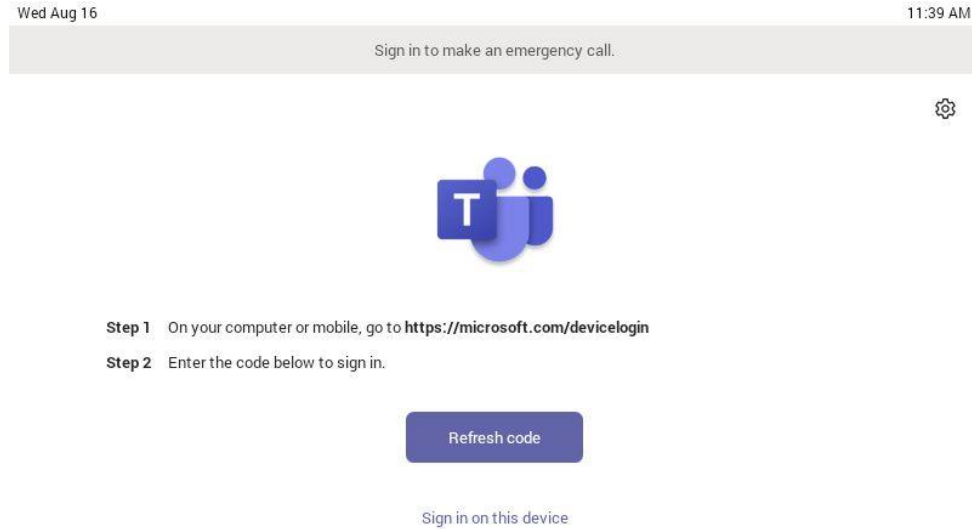
1. Choose a language- It should default to English.

Language Setting	✓
English(United States)	
English(United Kingdom)	
简体中文(Simplified Chinese)	
繁體中文(Traditional Chinese)	
Français(French)	
Deutsch(German)	
Italiano(Italian)	
Polski(Polish)	
Português(Portuguese)	

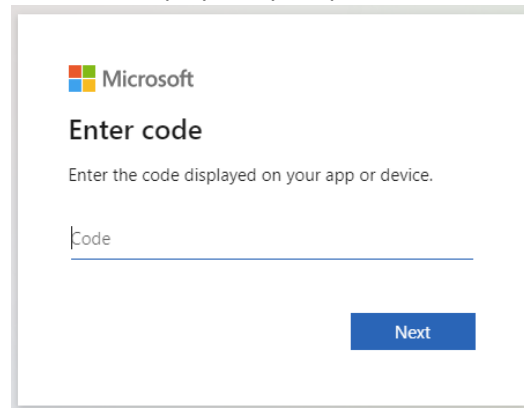
2. Select a Time Zone- You can either scroll on the screen or click on the search bar and start typing “Eastern” to find our Time Zone which is UTC-5:00.

Time Zone	✓
Search time zone	
(UTC-06:00) Saskatchewan	
(UTC-06:00) Central Time (US & Canada)	
(UTC-05:00) Chetumal	
(UTC-05:00) Eastern Time (US & Canada)	
(UTC-05:00) Indiana (East)	
(UTC-05:00) Bogota, Lima, Quito, Rio Branco	
(UTC-05:00) Havana	
(UTC-05:00) Nassau	

3. You will now be presented with a Teams login screen. Click on “Refresh Code” and a code will display on the screen. After the code displays, in a Web Browser on your computer/Chromebook type in the URL <https://microsoft.com/devicelogin> to login to the phone



4. You will be prompted to enter the code that displays on your phone. Enter this code into your Web Browser.



5. Follow the instructions to login utilizing your POB Office Account (username@pobschools.org)
6. Once logged in through your browser, your phone will automatically complete the setup process and be ready for you to use.