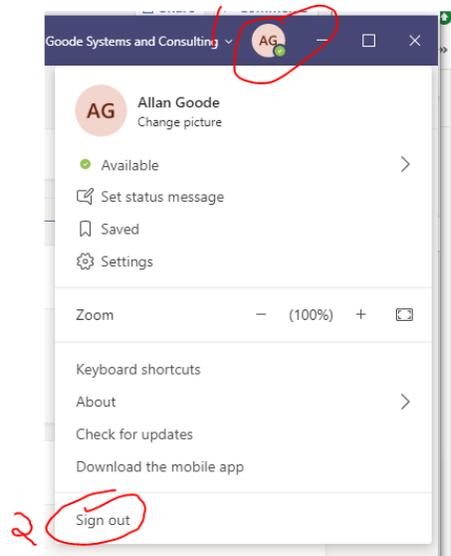


TEAMS ON PC

1. Click on your round Person Icon in the upper right-hand corner of Teams, and **Sign Out** of your current Pilotwater.com:



2. TEAMS should automatically restart. Make sure its your @ETLLCUSA.com account showing, and click “Sign-In”. If not, simply goto START, type in TEAMS, click to open the APP.

NOTE: It should not ask for your password if you are signed in to your ETLLCUSA.com Microsoft account on the PC. If it does, that is not necessarily a bad thing, it just means you are still signed in on other accounts on that PC, so you have to pay attention to what account you are signing into.

NOTE2: If you see any other accounts, then you need to **Sign Out** of those accounts BEFORE **Signing In** with your correct/current account.

TEAMS ON PHONE

To sign out of the phone app, you

1. Click on the three lines in the upper left-hand corner* On Android phones it may be three little dots (...) on the upper right.
2. Scroll down about mid way and there is Settings, click on it.
3. At the bottom is Sign Out. Click on it.
4. Open Teams again and sign in with correct @ETLLCUSA.com account.

OFFICE ON ANDROID:

There are a couple things you can try.

1. Goto SETTINGS. Scroll down till you find ACCOUNTS. Scroll down till you find OFFICE.

There should be three little dots (...) click on that and REMOVE ACCOUNT.

Back space to the SETTINGS ACCOUNTS. At the bottom should be “Add Account”. Click on the plus + , scroll till you find OFFICE. Click on it and enter your email and password.

2. Another way is to download the actual app to your phone.

Goto the PLAY STORE App on your phone. See instructions in link:

Add Office365 apps to your phone:

<https://support.microsoft.com/en-us/office/install-and-set-up-office-on-an-android-cafe9d6f-8b0c-4b03-b20a-12438a82a22d?ui=en-us&rs=en-us&ad=us>

3. You can try this site. It will send you a text message to a link to download Outlook. This is not the full Office, just Outlook for email. At the website, you will need to input your mobile number.

https://w2.outlook.com/l/mobile?WT.mc_id=2016_accountsetup