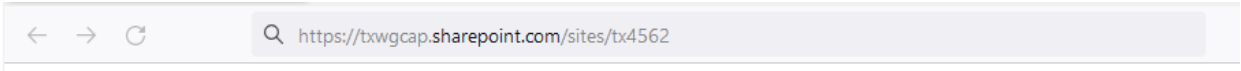
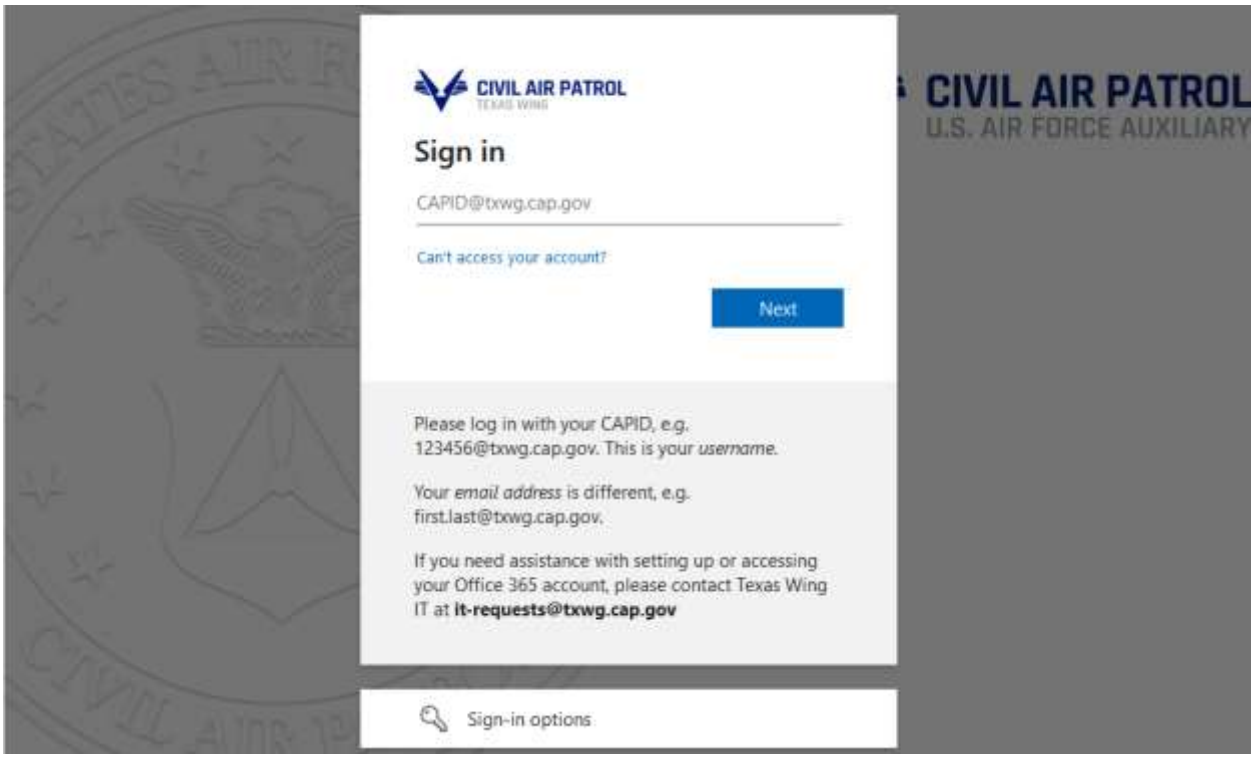
Texas Winter Encampment North is using Teams for collaboration. All Texas Wing Senior Member staff have been given access with their txwg.cap.gov email accounts and no further actions are necessary. Senior Member staff from outside of Texas Wing will need to follow these instructions along with all Cadet staff.

To access the Encampment North Team you complete the following steps:

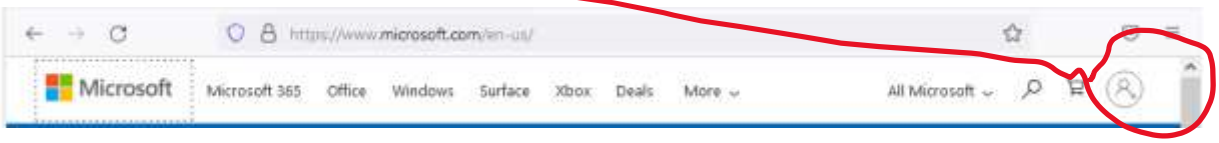
1. Login to eServices and check the Primary Email Address you have assigned.
2. Navigate to the Teams site [Texas Wing Encampment - North | General | Microsoft Teams]



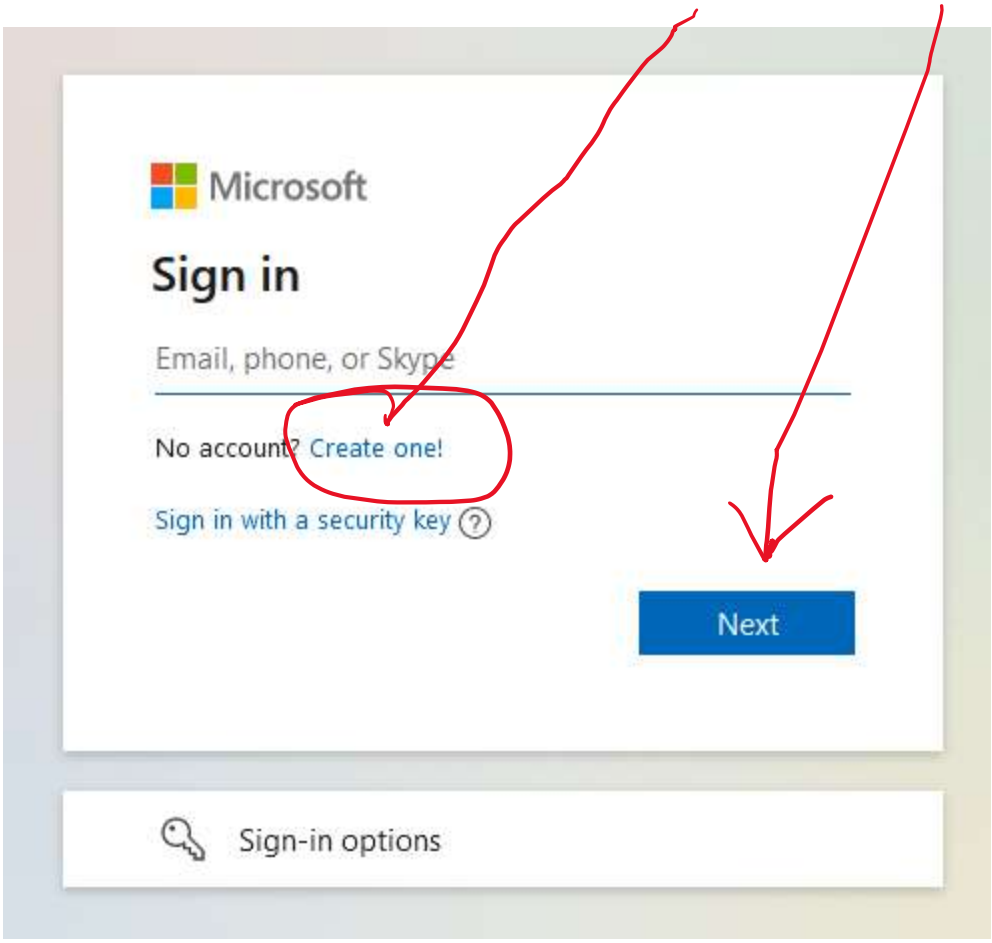
3. You will receive the following screen.



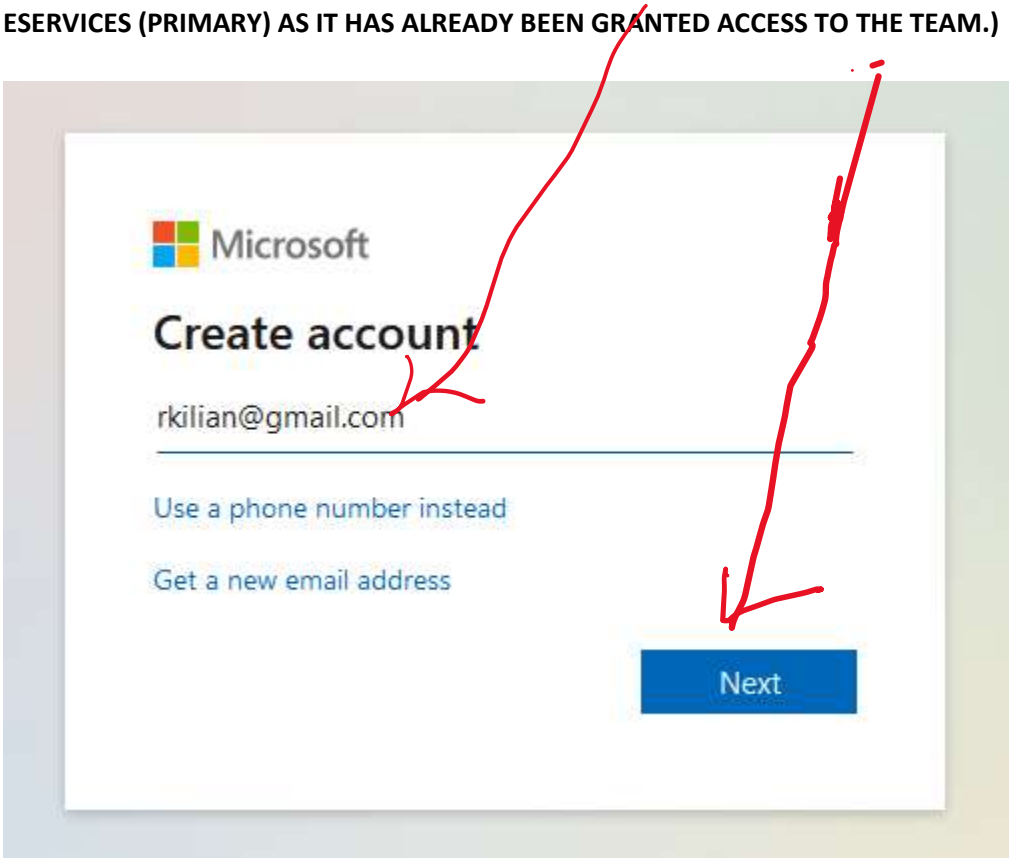
4. Open a new tab and navigate to [www.microsoft.com]
5. Click on the account icon



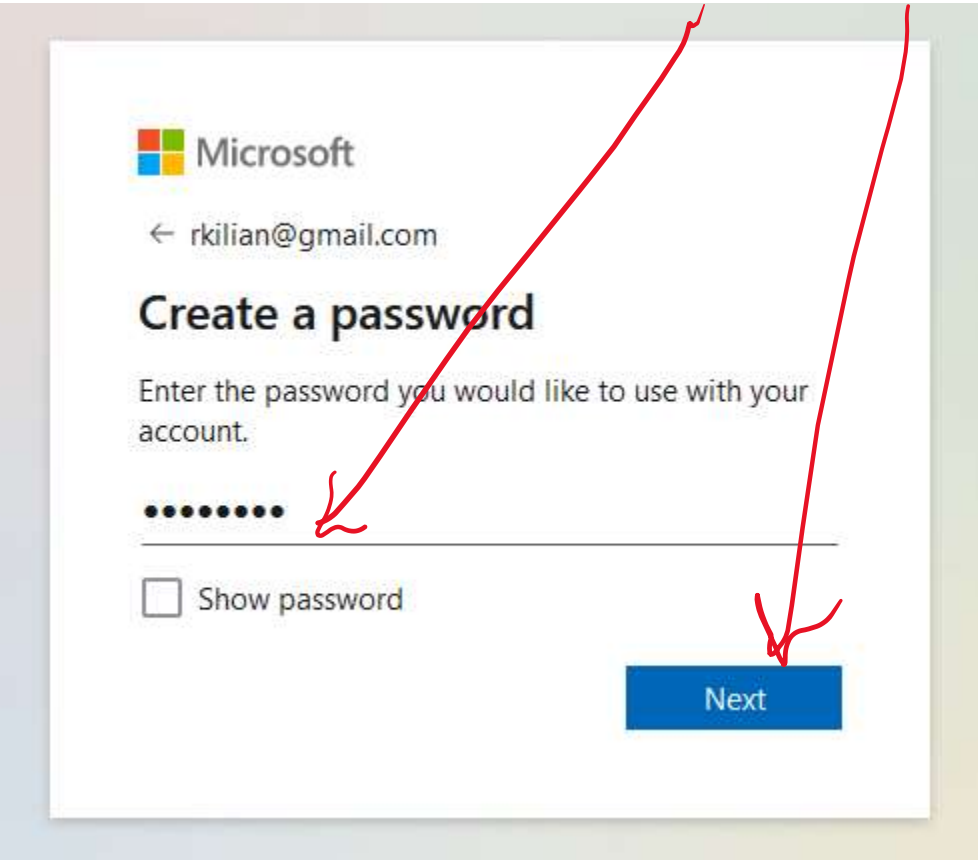
6. The following screen will appear. Click on **Create One!** and then click **Next.**



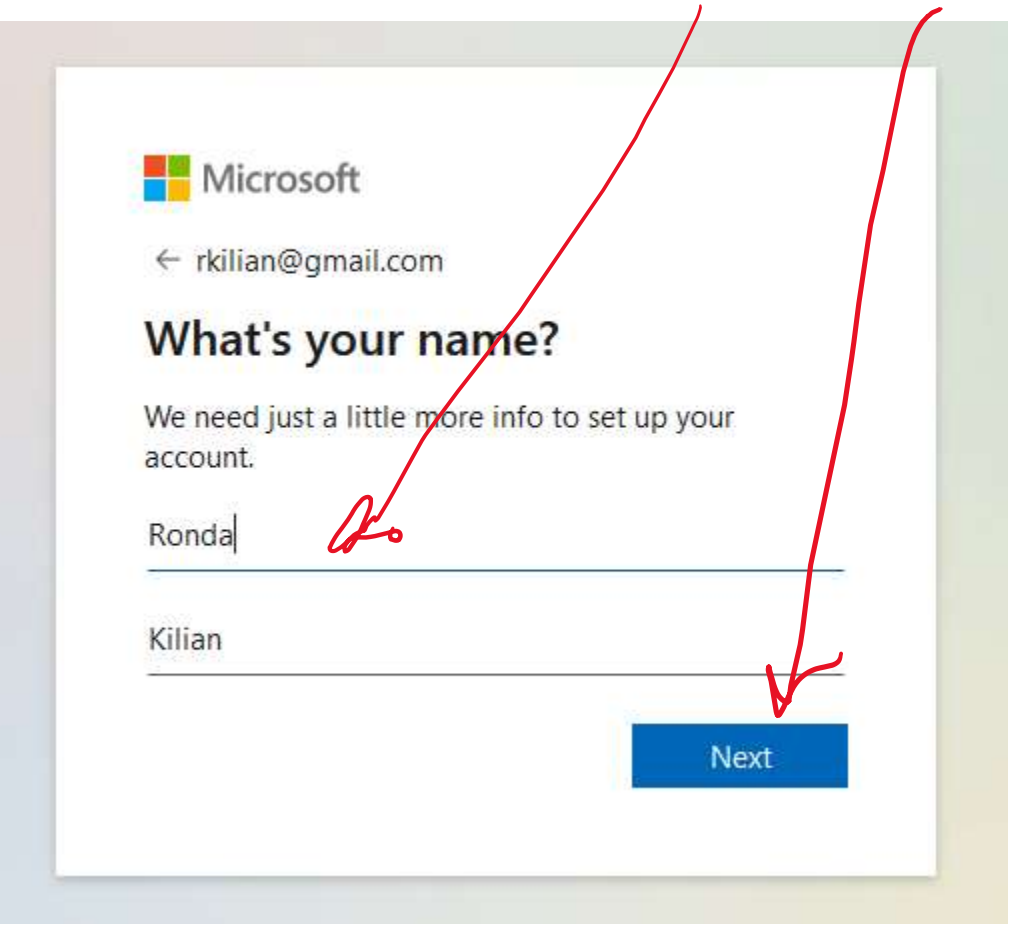
7. The following screen should appear. Enter your **email address** and click **NEXT**. **(USE THE SAME ONE THAT IS IN ESERVICES (PRIMARY) AS IT HAS ALREADY BEEN GRANTED ACCESS TO THE TEAM.)**



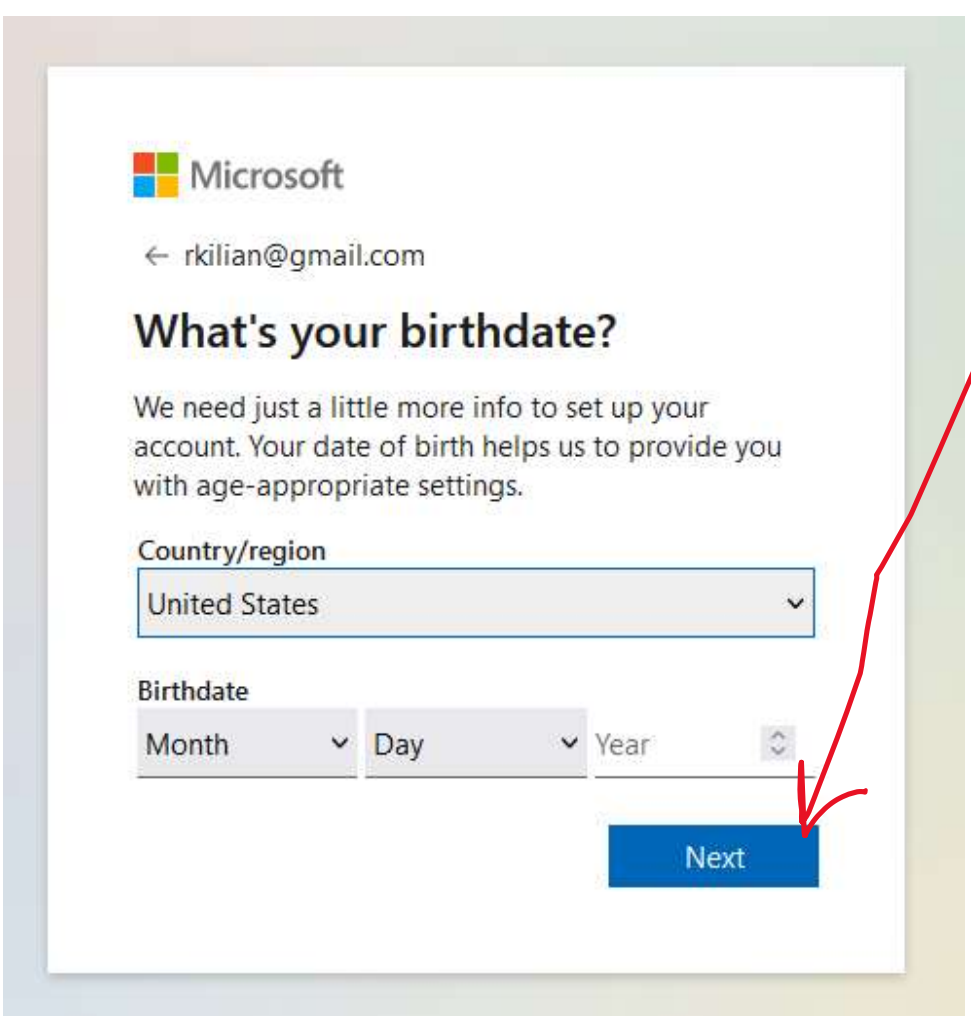
8. The following screen should appear. Enter a **Password** and click **NEXT.**



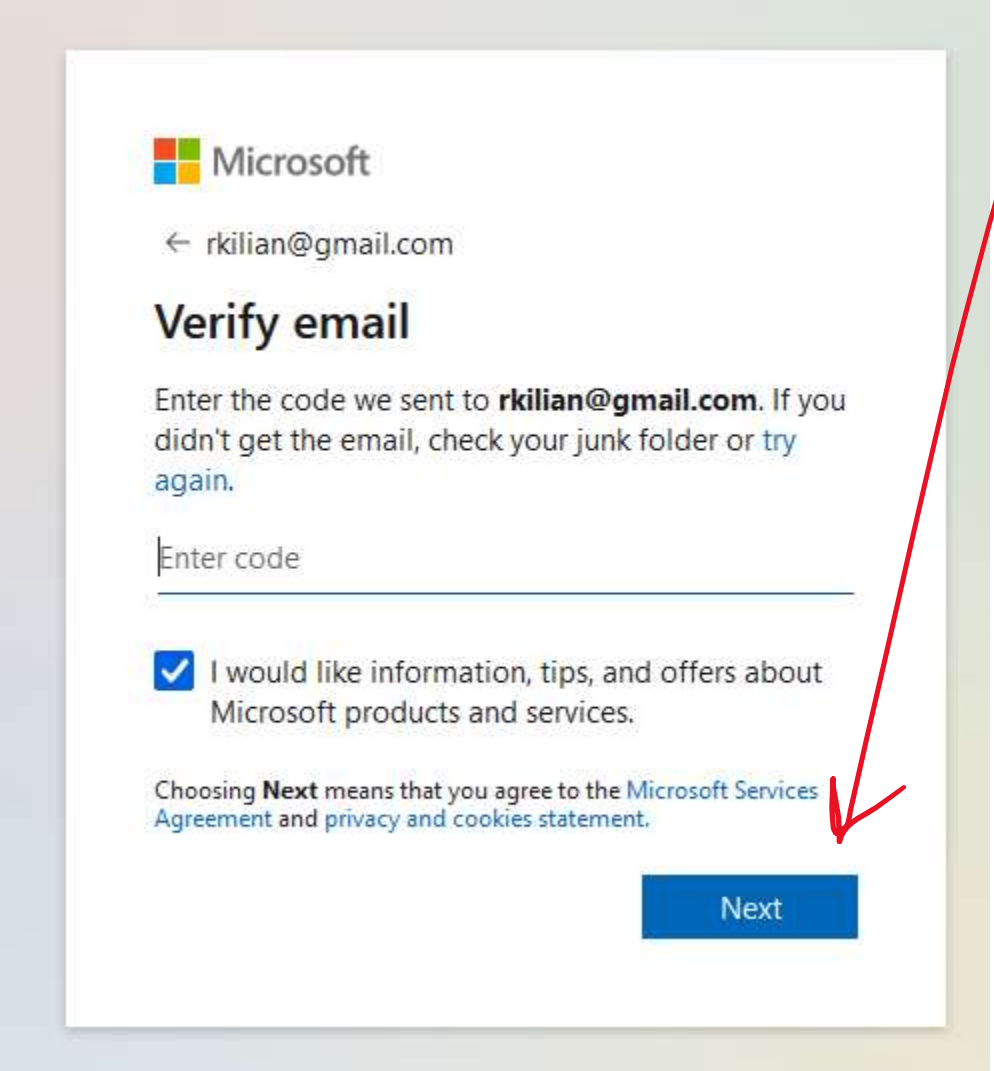
9. The following screen should appear. Enter the information and click **NEXT**.



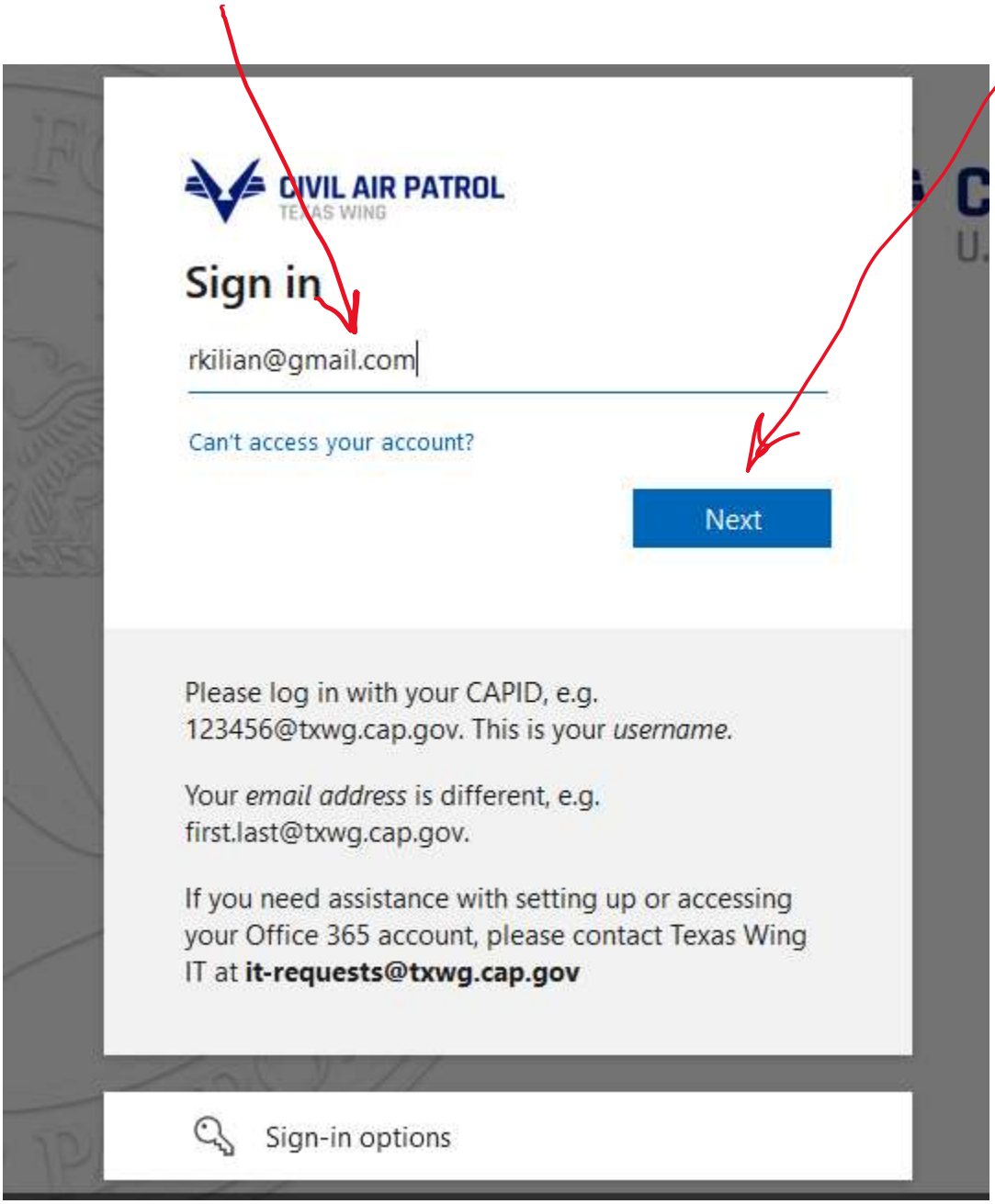
10. The following screen should appear. Enter the requested information and click **NEXT**.



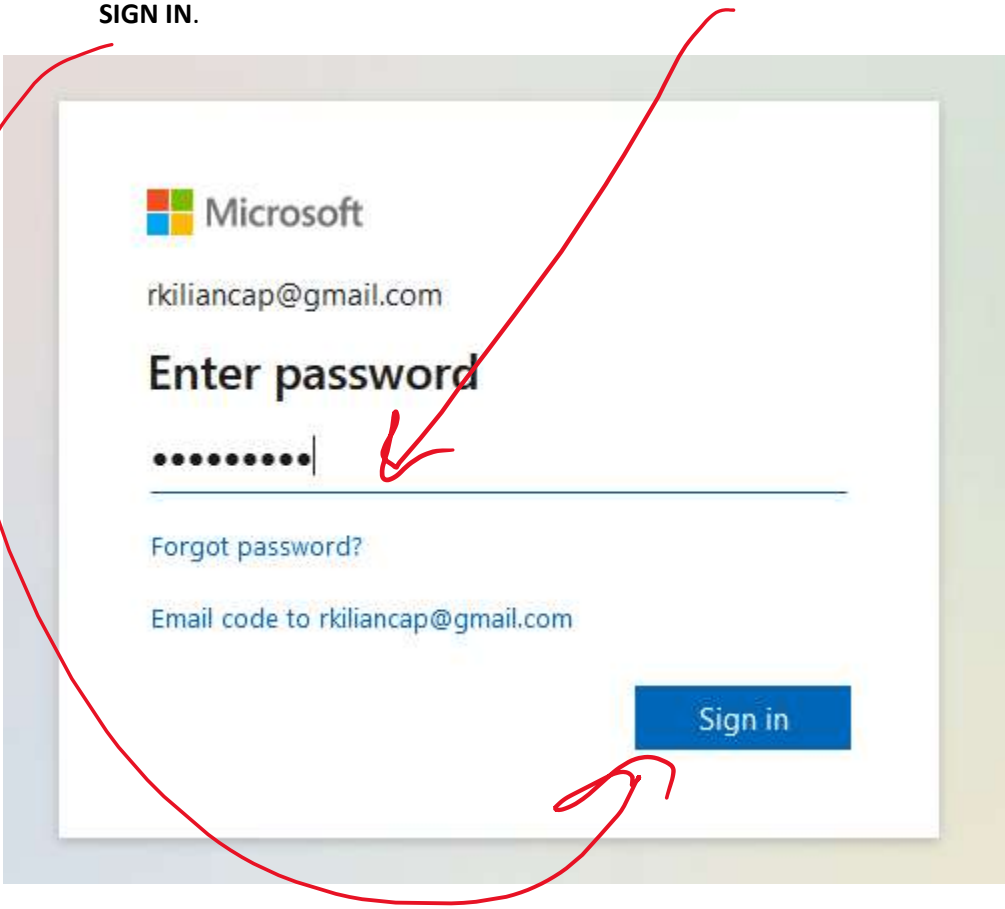
11. The following screen should appear. Follow the prompts to verify your email and click **NEXT.**



12. Once you have finished verifying your Microsoft account, navigate back to the Encampment Team link [Texas Wing Encampment - North | General | Microsoft Teams]
13. Enter the **email** from eServices that was used to setup your Microsoft account and click **NEXT**.



14. The following screen should appear. Enter the **password** you used to setup your Microsoft account and click **SIGN IN**.



15. If everything is setup properly, you should see the Encampment Team.