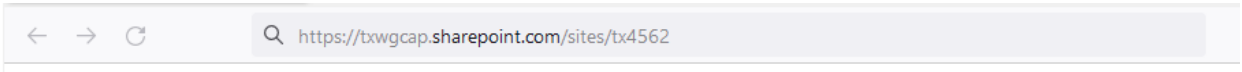
As a squadron, TX456 utilizes an internal site to share documents, signup forms, pictures, etc. All members and parents are granted access to this resource and it is often linked to in the weekly announcements.

To access these resources you must have one of the following:

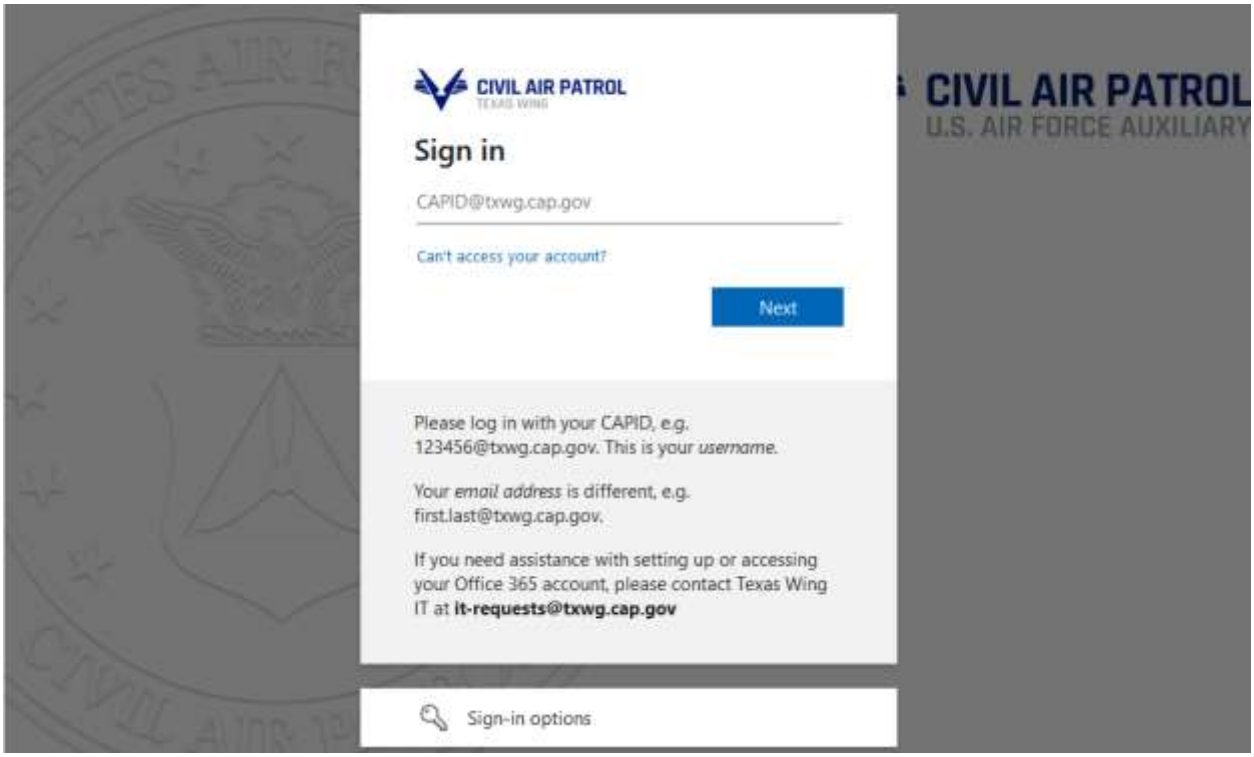
1. A Texas Wing email account that ends with @txwg.cap.gov (currently only given to Senior Members).
2. A FREE Microsoft.com account setup with the email address from eServices (all cadets and parents).

The following detail is provided for all members of TX456 who need to setup a Microsoft account.

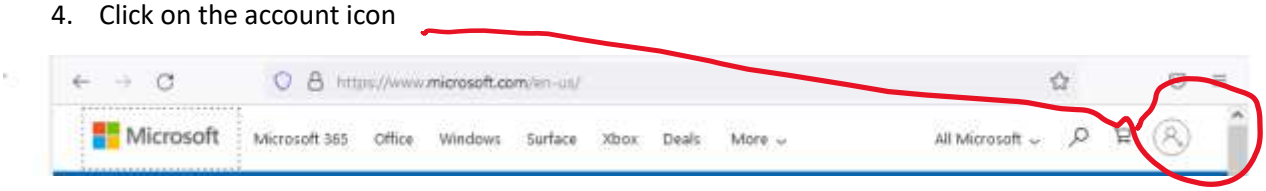
1. Navigate to Teams [TX456-Azle Composite Squadron | General | Microsoft Teams](#) .



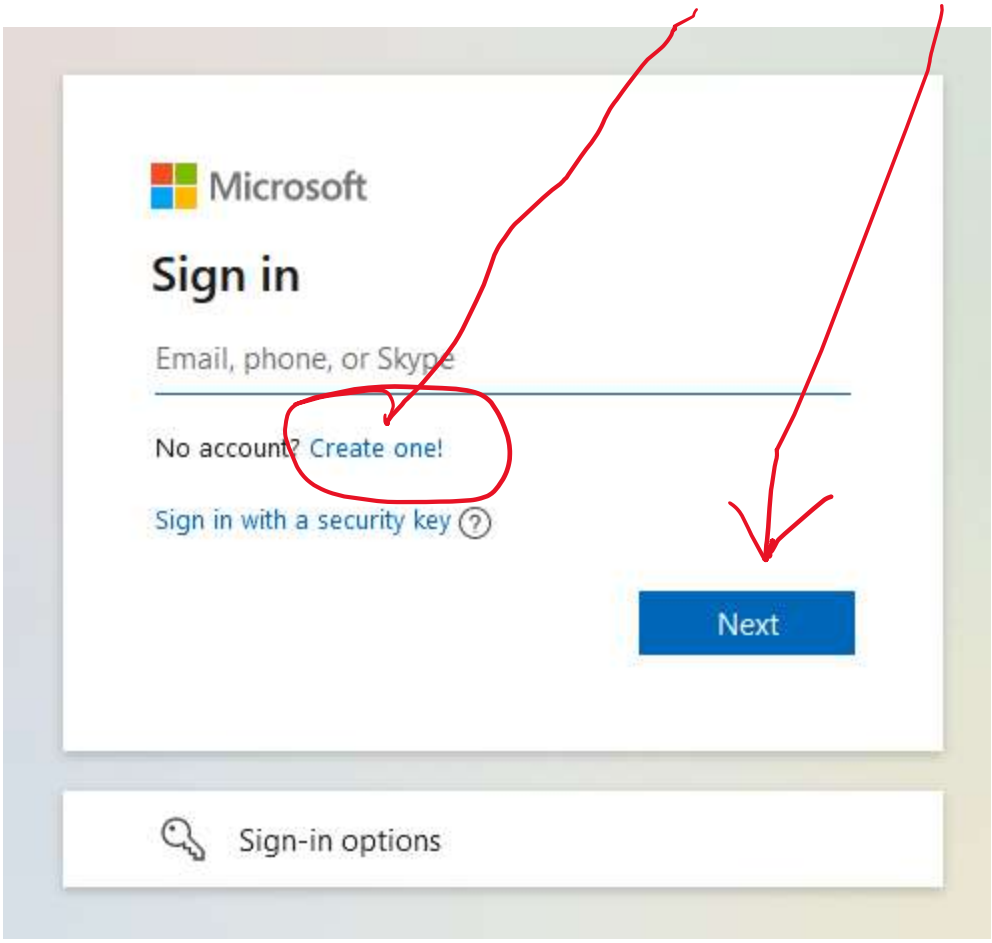
2. You will receive the following screen.



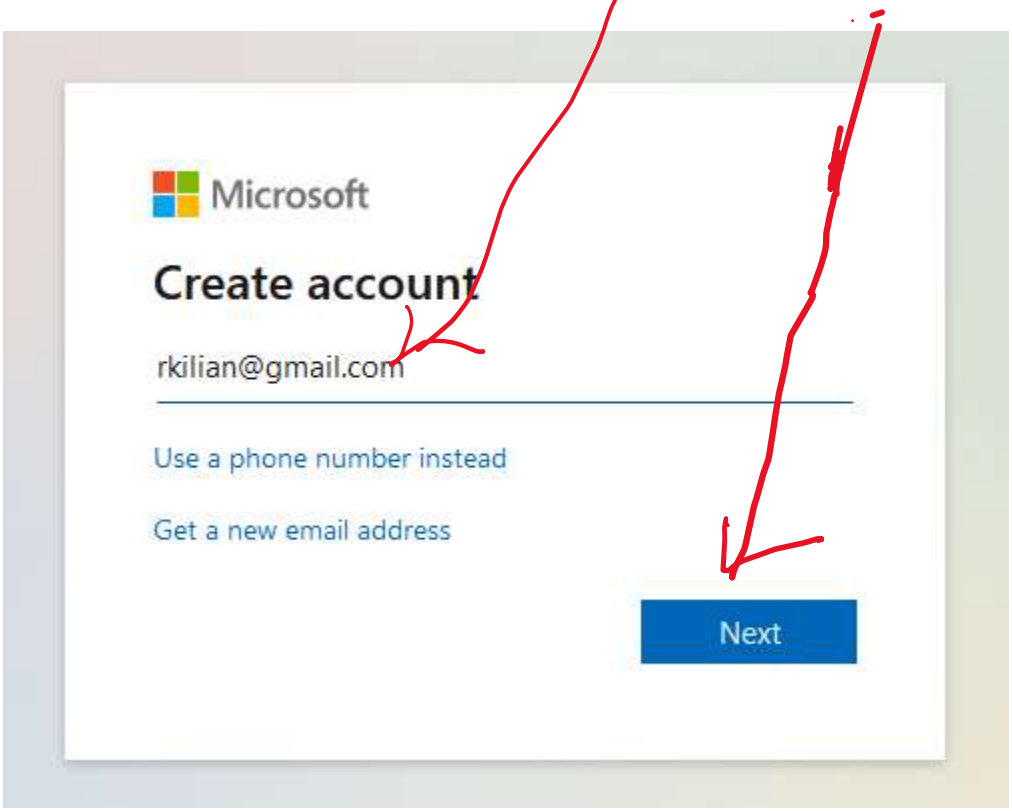
3. Open a new tab and navigate to www.microsoft.com
4. Click on the account icon



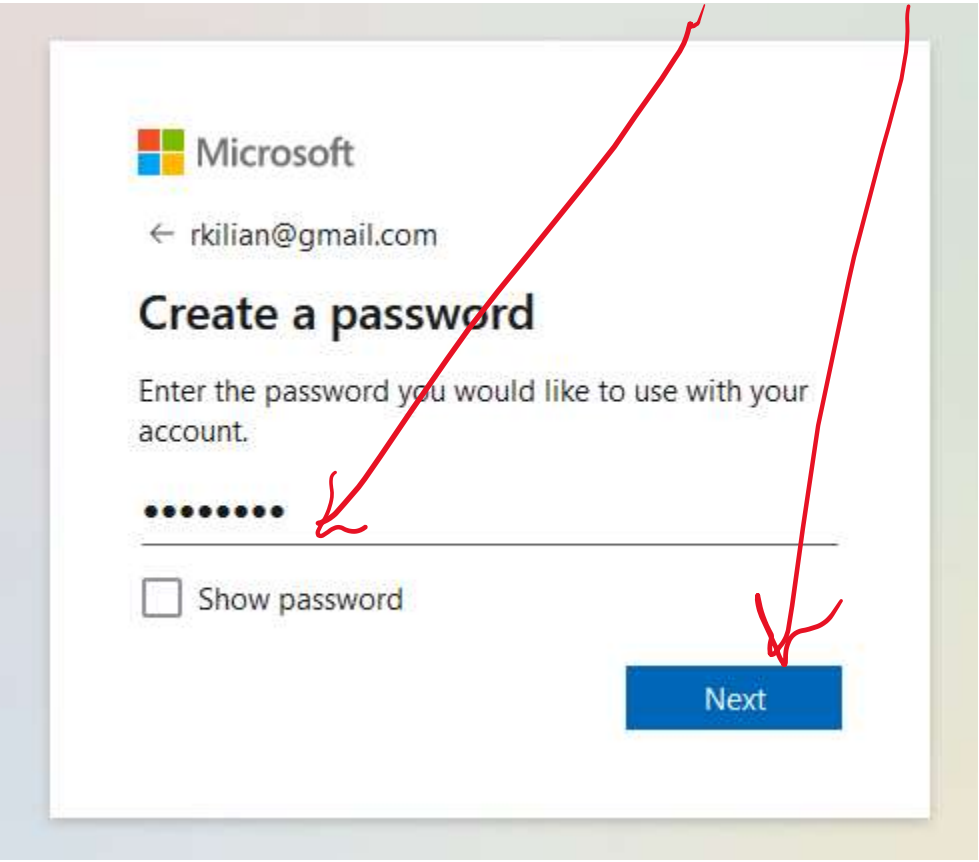
5. The following screen will appear. Click on **Create One!** and then click **Next.**



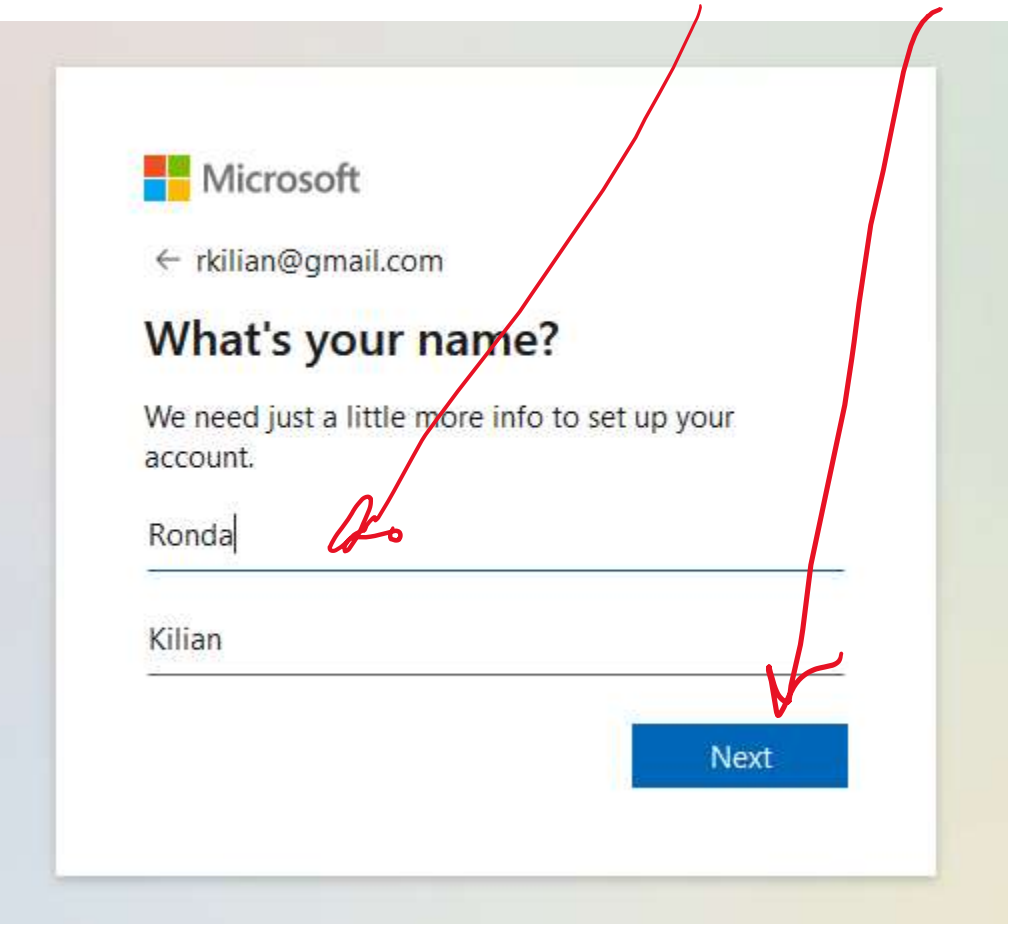
6. The following screen should appear. Enter your **email address** and click **NEXT**. **(USE THE SAME ONE THAT IS IN ESERVICES AS IT HAS ALREADY BEEN GRANTED ACCESS TO OUR INTERNAL SITE.)**



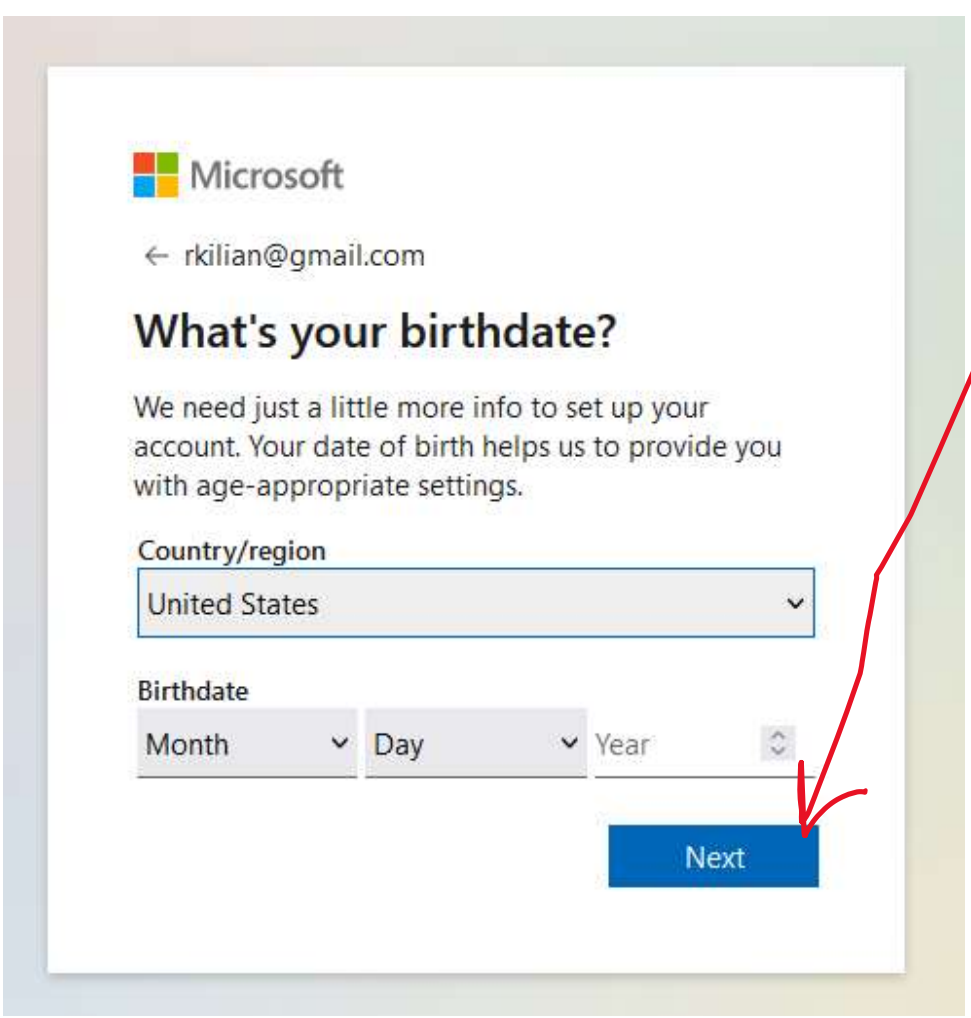
7. The following screen should appear. Enter a **Password** and click **NEXT.**



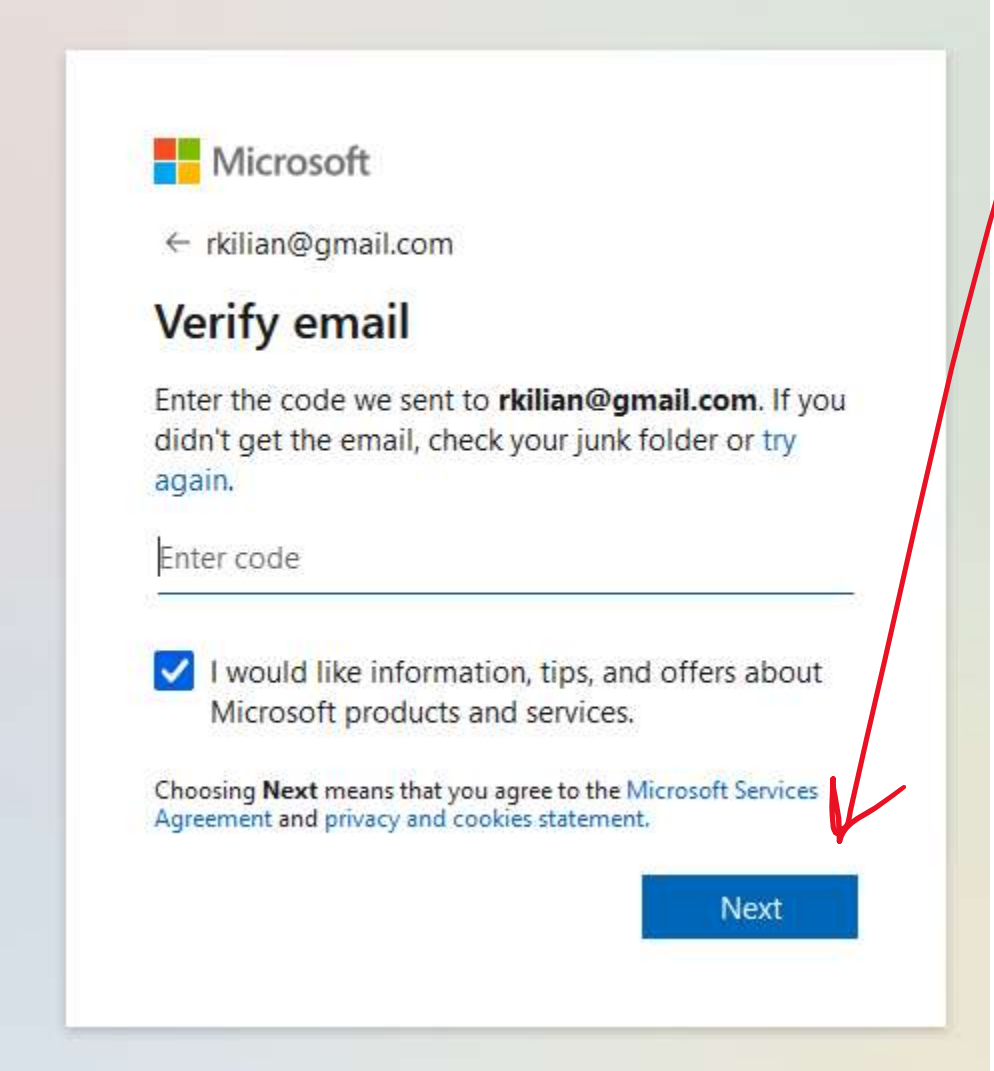
8. The following screen should appear. Enter the information and click **NEXT**.



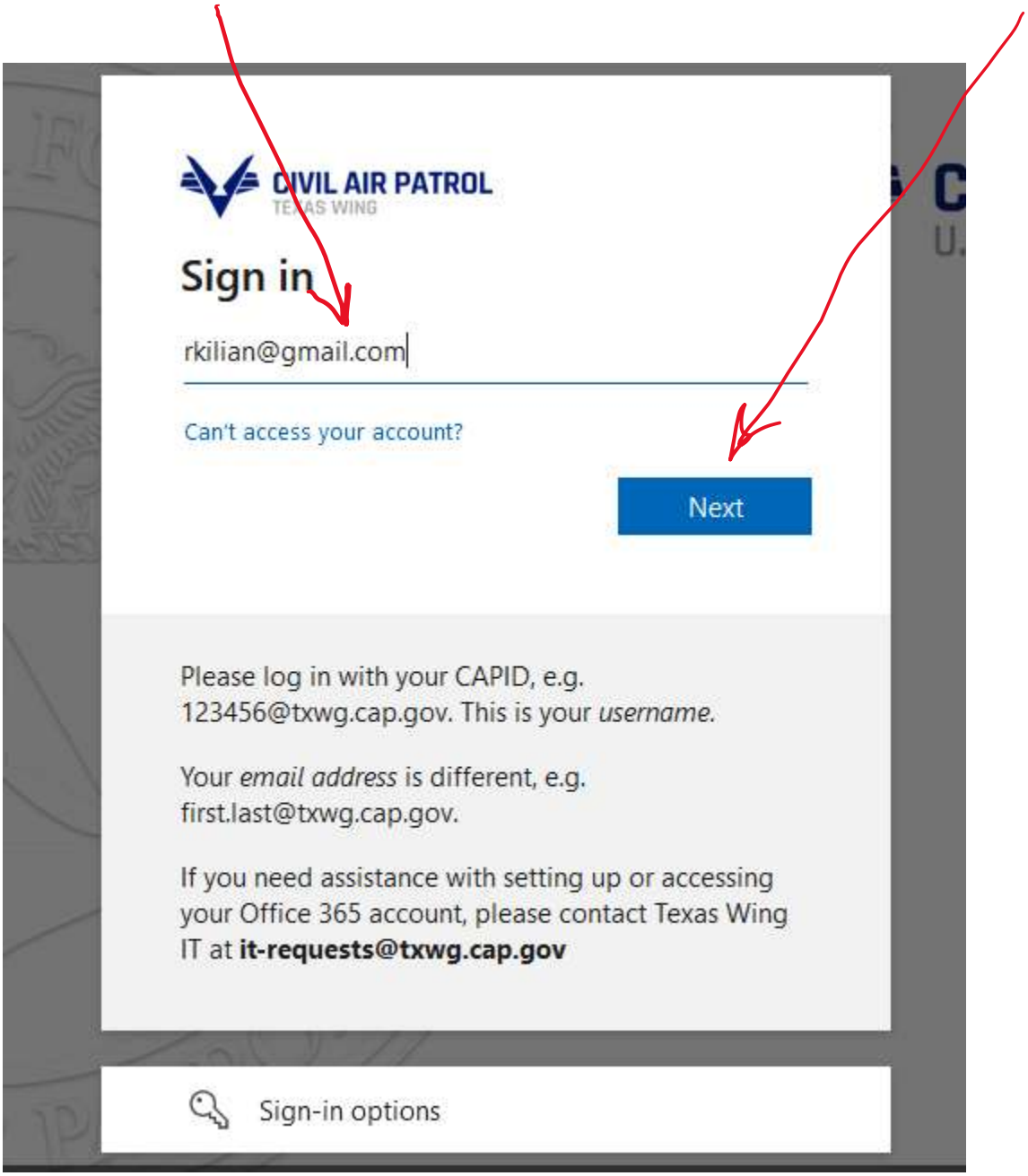
9. The following screen should appear. Enter the requested information and click **NEXT**.



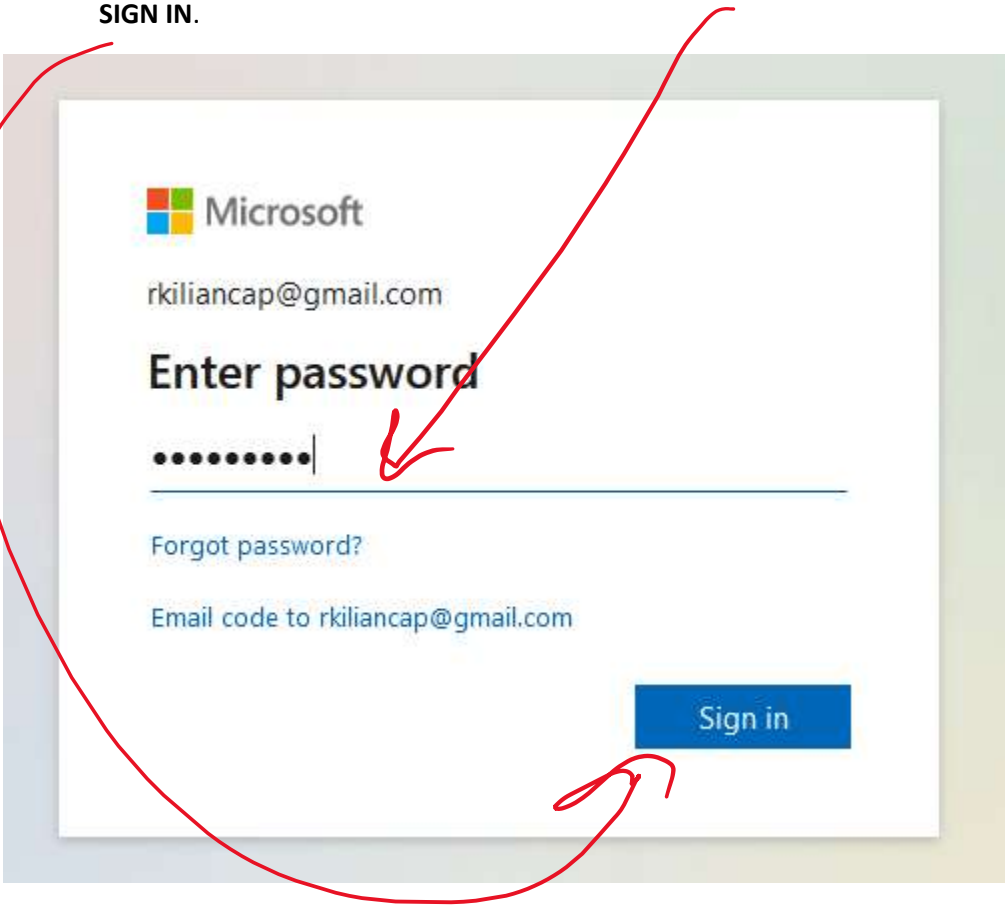
10. The following screen should appear. Follow the prompts to verify your email and click **NEXT.**



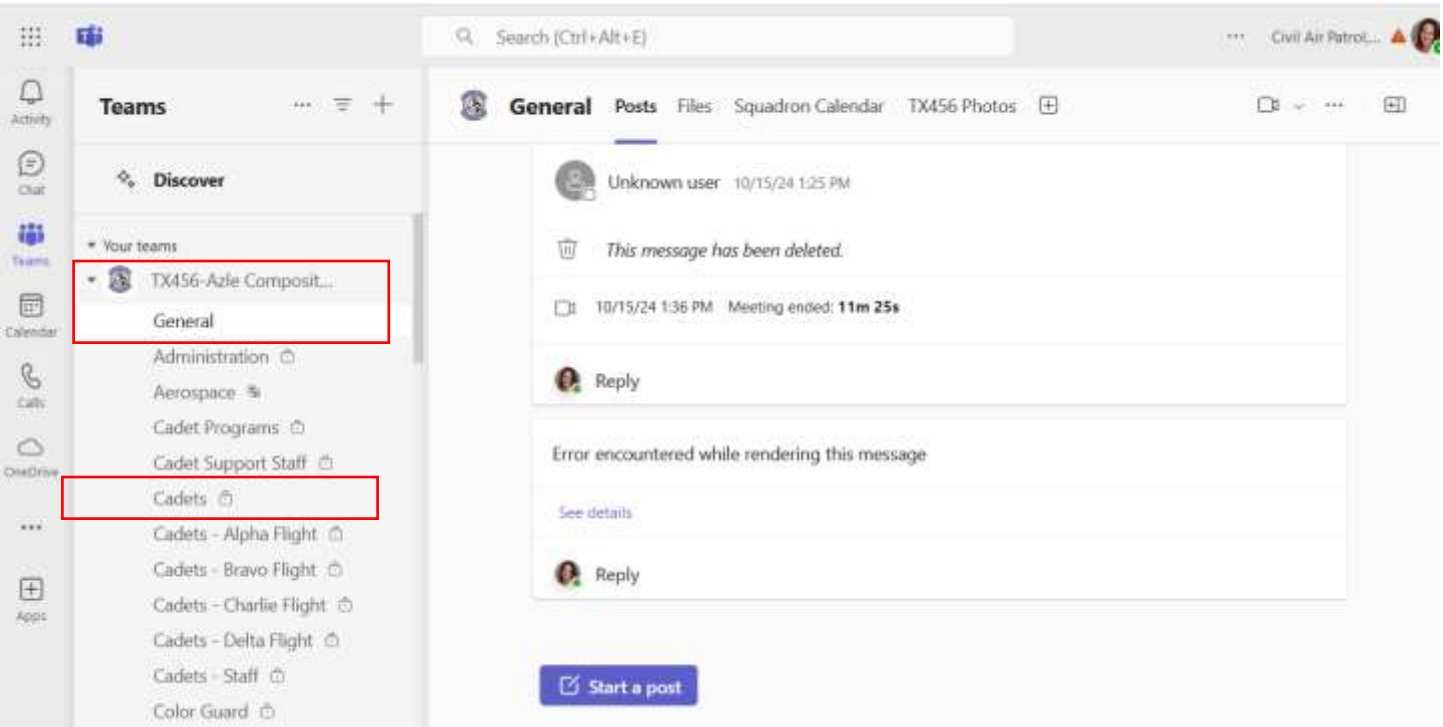
11. Once you have finished verifying your Microsoft account, navigate back to [TX456-Azle Composite Squadron | General | Microsoft Teams]
12. Enter the **email** from eServices that was used to setup your Microsoft account and click **NEXT**.



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



14. If everything is setup properly, you will see the following screen appear. (You may have to click on the Teams icon on the far left side.) You should see at a minimum the items highlighted in red if you are a Cadet.



15. From this screen, you can navigate around to see the various areas of Teams that is only for TX456 members. If you still cannot access Teams, please contact Capt Ronda Kilian.or 1st Lt Mitchell Parr.
16. Teams can be used in a web browser or downloaded to the desktop as a FREE application.