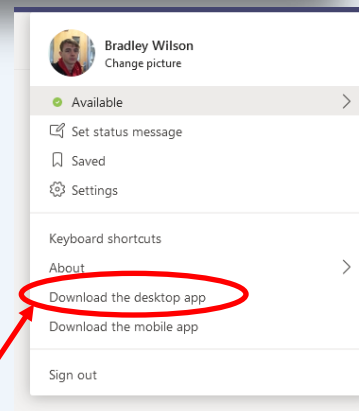
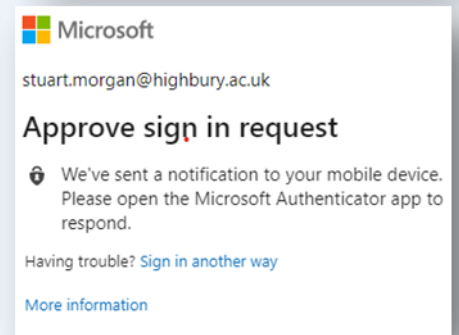
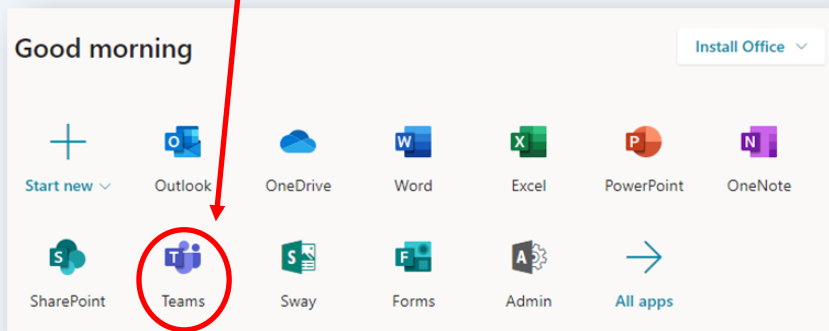
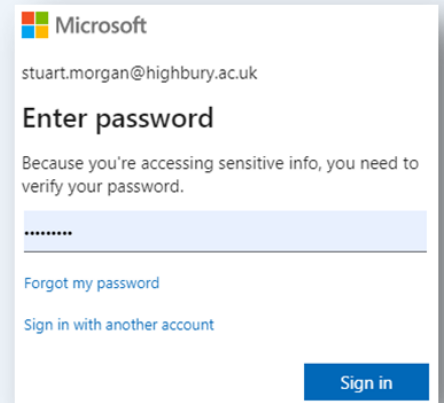


# How to use Microsoft Teams

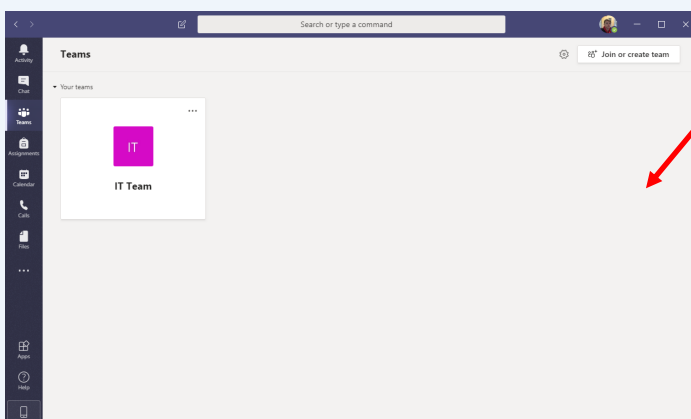
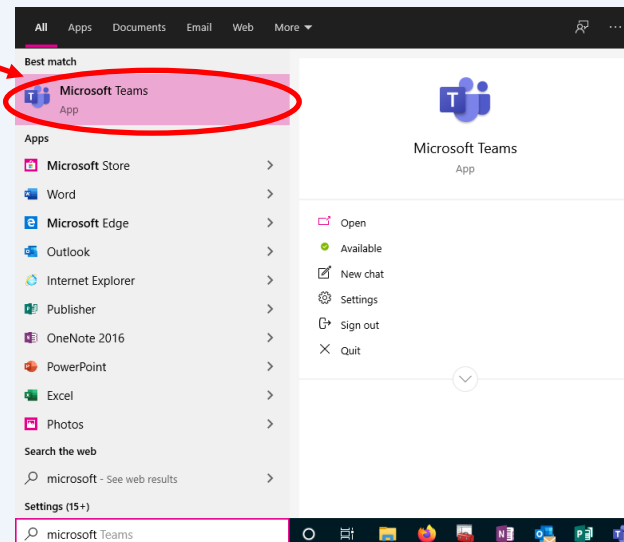
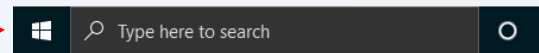
## To access the web version of teams you must:

1. Open your browser and go to the link "www.office.com"
2. Once on the office 365 page you will be prompted to log in.
3. Sign in to office 365 with your college email and password. (You will need to enter the code that is sent to your mobile device that you registered when first connecting to Office 365.)
4. Once signed in please proceed to click on "Microsoft Teams" to load into Microsoft teams.



## To access the app version of Microsoft teams you must:

1. First install Microsoft teams to do this you must access the web version of teams and click on your photo. Once you click your photo you should see the option "Download teams desktop app" select this and follow the provided instructions..
2. Once downloaded click "type here to search"
3. Proceed to type "Microsoft Teams" and hit enter.
4. If you press enter or click "Microsoft Teams" Microsoft teams will be loaded and should appear on your screen.



# How to access your teams

To access the teams you are in simply navigate to the teams tab and click on the teams you have been added to.

