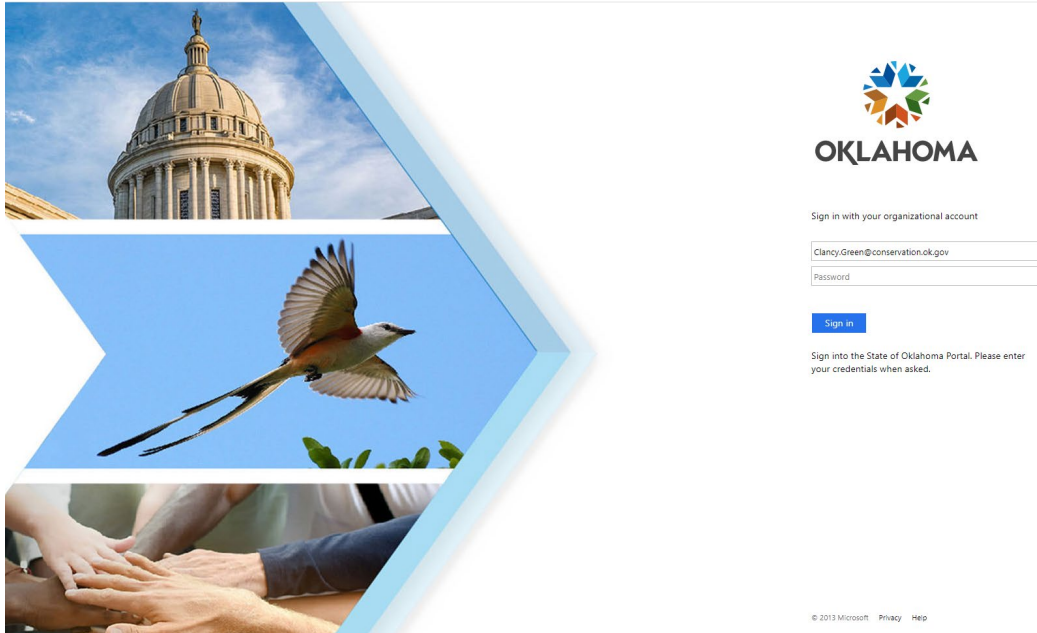


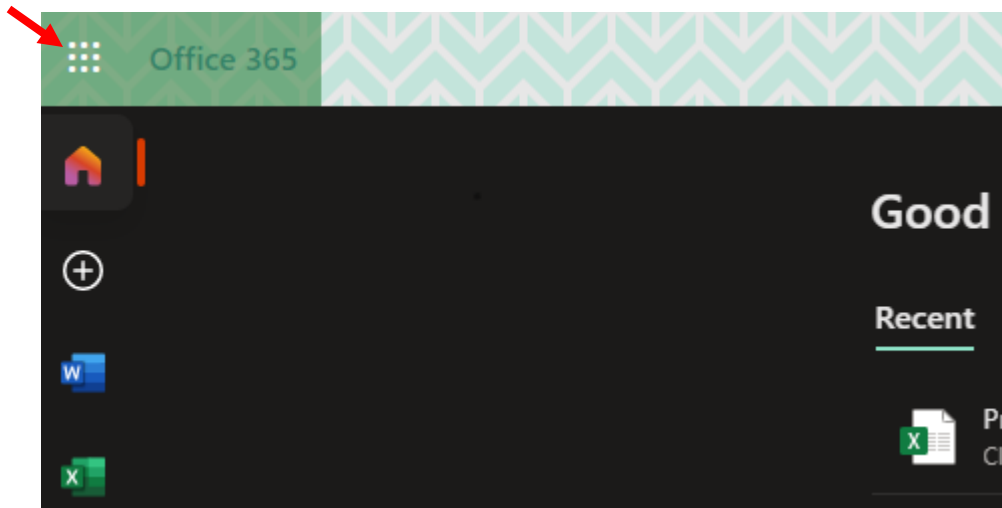
How to Access Microsoft Teams

Microsoft Teams is an app that is part of the O365 platform. It provides users the ability to video conference, screen share, file share, chat, meet, and otherwise collaborate.

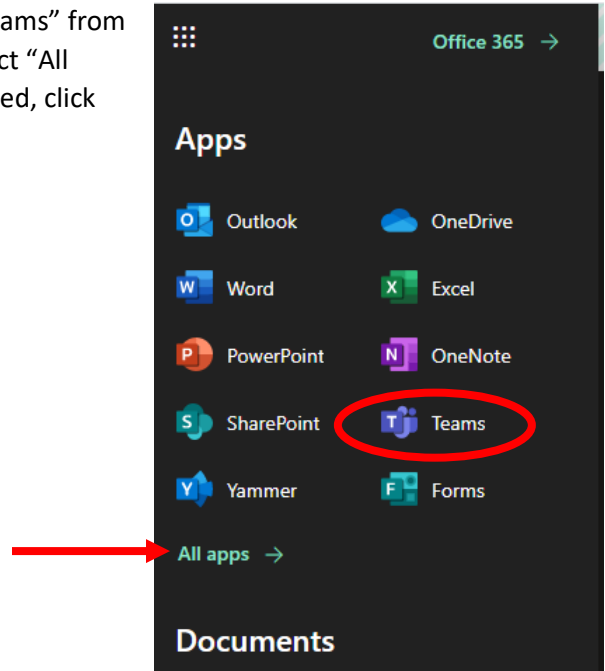
1. To open Microsoft Teams, sign-in to your O365 account (i.e. as though you are signing into your email).



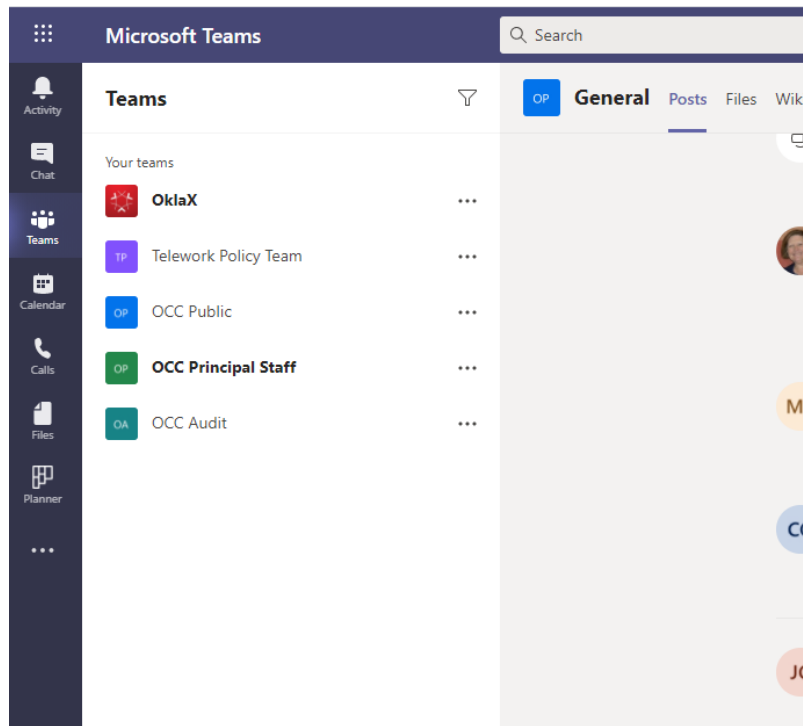
2. Locate the "App Launcher" icon (looks like 9 small dots that form a square) in the upper left-hand corner of your screen; click on it.



3. A small pop-up window will open. Select “Teams” from the list under “Apps” or if it is not listed, select “All Apps ->” and search for “Teams.” Once located, click on it.



4. The app should open, providing you a listing of your current Teams, Chats, Calendar, Calls, etc.
5. Start exploring the functionality. And keep an eye out for a Teams invite from OCC!



Note: There are desktop and mobile apps for Teams; depending on your individual computer and/or phone configurations you may or may not be able to install and utilize the desktop or mobile options. Even if you are not able to utilize either of these options, you will always be able to access Teams online in O365.