

AAS-T Microsoft Teams How-To

Why?

When students are coded into the AAS-T Robotics & AI, AAS-T Network Services and Computing Systems, or AAS-T Information Systems program, OR are working on PREREQS for any of the related Bachelor's programs, they will receive an invite to join their program's Microsoft Team (MS Team). The purpose behind this group is to connect students with their colleagues and to easily communicate important program information and updates such as class changes, student surveys, events, job opportunities, etc.

Additionally, MS Teams will give students a quick point of access to resources such as education plans, program websites, career information, and ability to schedule advising sessions with the program manager as needed.

What types of information will be available?

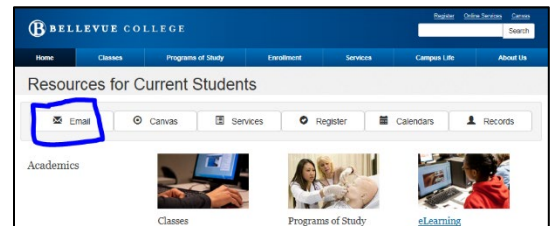
- Quarterly course registration information including class changes and wait-list updates
- Links to events such as conferences, job fairs, live interviews, webinars, etc.
- Job and Internship opportunities
- Easy access to resources such as the program website, student education plans, etc.

What is MS Teams?

[Microsoft Teams](#) is a communication platform developed by Microsoft, as part of the Microsoft 365 family of products. It is easily accessible from your Bellevue College email homepage, and you also have the option to download the app to your [desktop](#) or [mobile phone](#). By default, information we post in the group will generate an email to notify you of new information in the group. You can email the program manager at istbachelors@bellevuecollege.edu to opt-out of these.

How do I sign in to Teams?

1. Log in to your BC email from the Bellevue College homepage
 - a. Go to <http://www.bellevuecollege.edu>
 - b. Click on "Menus for Students"
 - c. Click on "Email"



2. Once in Outlook, click on the waffle in the upper left-hand corner and you will see the "MS Teams" Application. Click on the Teams app to open it right in your browser.
3. Select on the Teams logo to see your BAS degree program team tile.
4. When you see your relevant degree program tile, click on it to start connecting with your classmates!

