

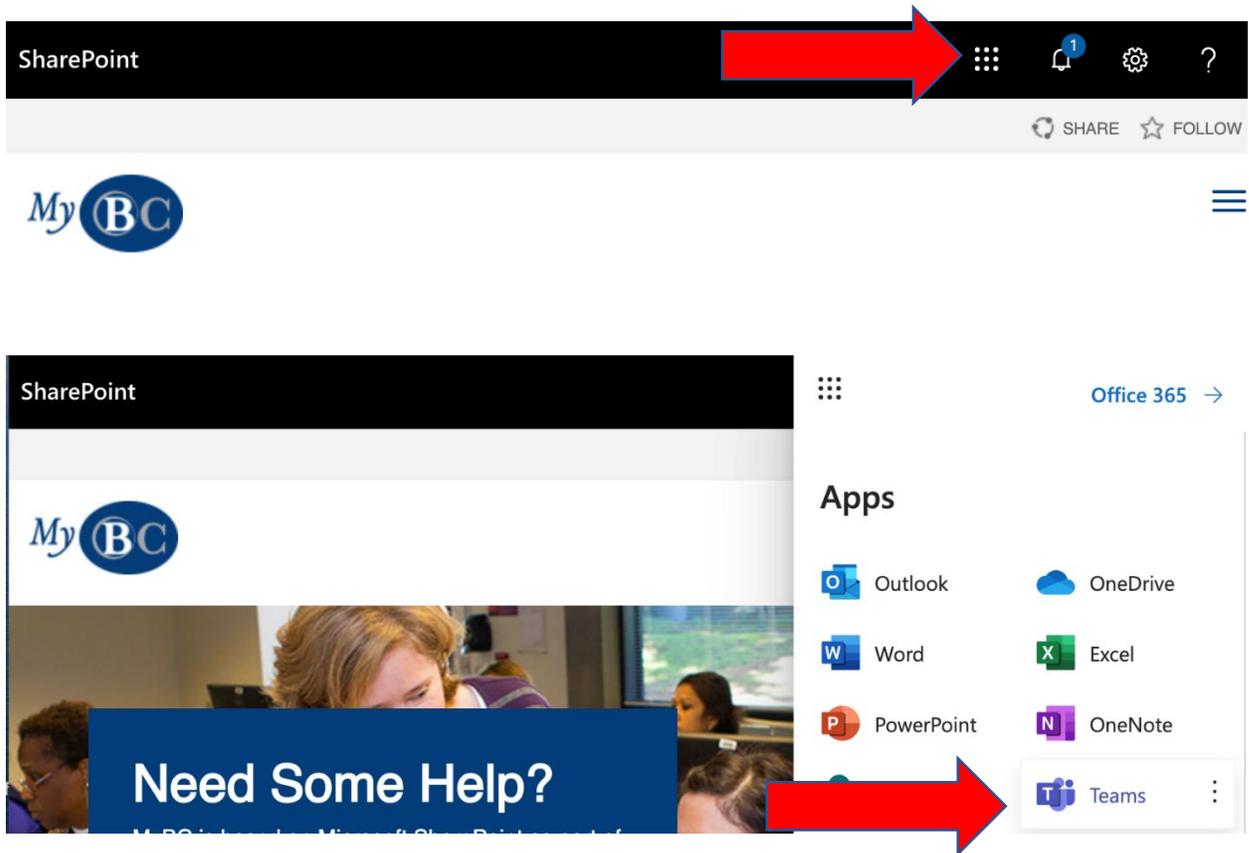
How to Use Microsoft Teams

If you haven't used Microsoft Teams before, you are able to access to it through your BC email/Office 365 account. It will work best on Chrome or Microsoft Edge. You can also use it as an app on your phone.

Here are the detailed instructions that BC's IT office emailed a couple of weeks ago:

<https://bellevuecollege.teamdynamix.com/TDClient/2044/Portal/KB/ArticleDet?ID=99966>

1. You can access Teams the same way you would any other MS 365 App -- by clicking the "waffle" when you're in SharePoint or your email inbox.



You can also download the app for free here: <https://teams.microsoft.com/downloads>

Your Navigation Assistant will be either sending you a link to "Join Teams Meeting" or, they will be "Calling" you on Teams. They will let you know which one they will be doing. You can join by phone or webcam.

Let us know if you have any questions or if you run into any technical issues!