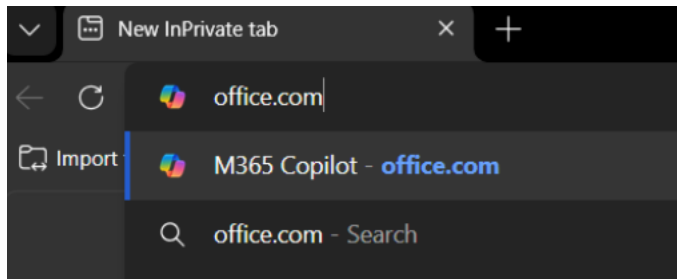


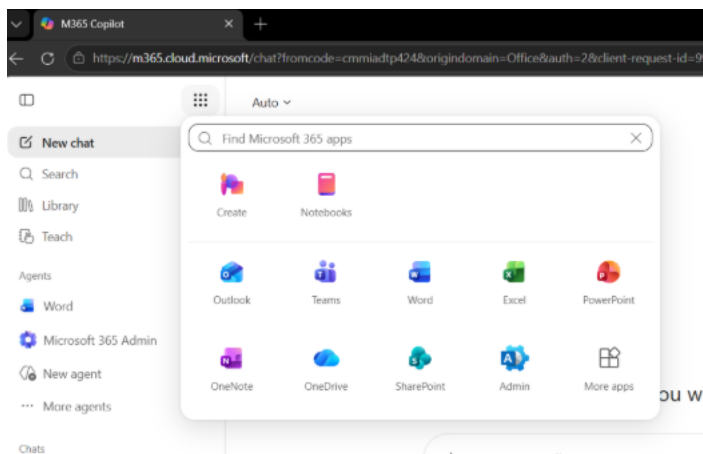
How to Navigate Through Teams

Purpose: The purpose of this document is to show you how to access and navigate through Teams.

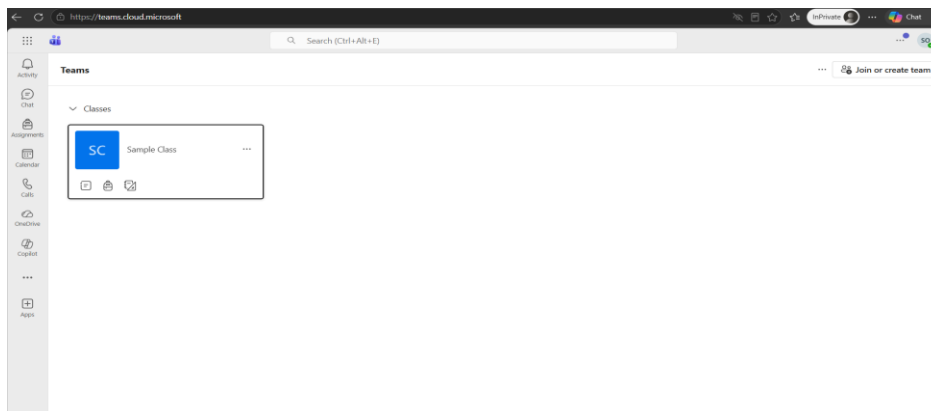
Open your web browser and sign into your Microsoft 365 account at Office.com.



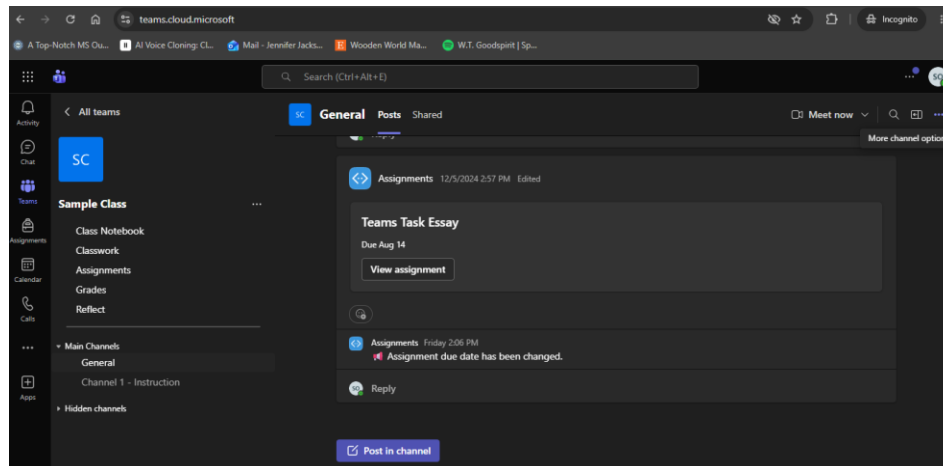
Once signed in, click on the App Launcher and select Teams.



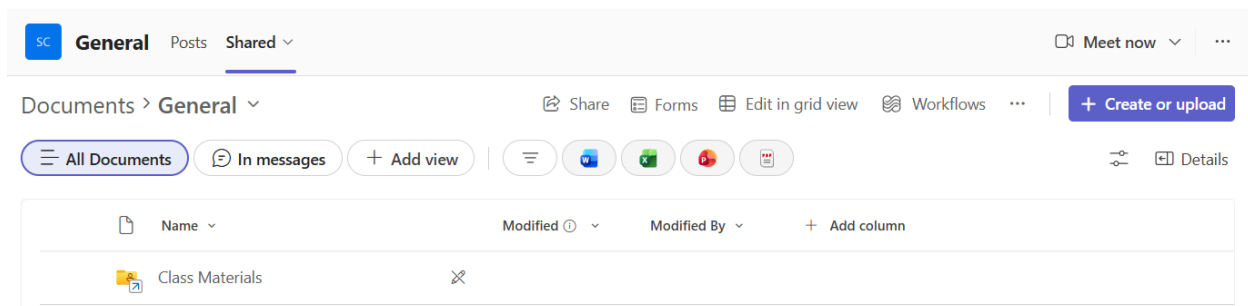
In Teams, you should see the classes you have been added to. These classes should reflect the ones you have chosen. (If you do not see all the classes for your current term, please inform your instructor that you have not been added to your class). Select the class you are looking for.



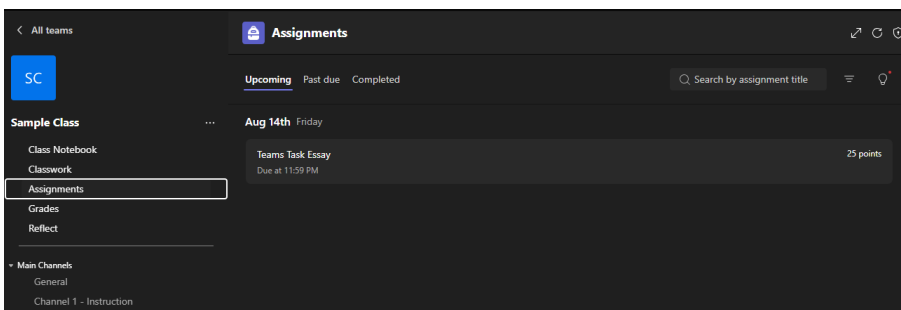
In your Teams class, you will see the General page. Let's take some time to explore the Teams class.



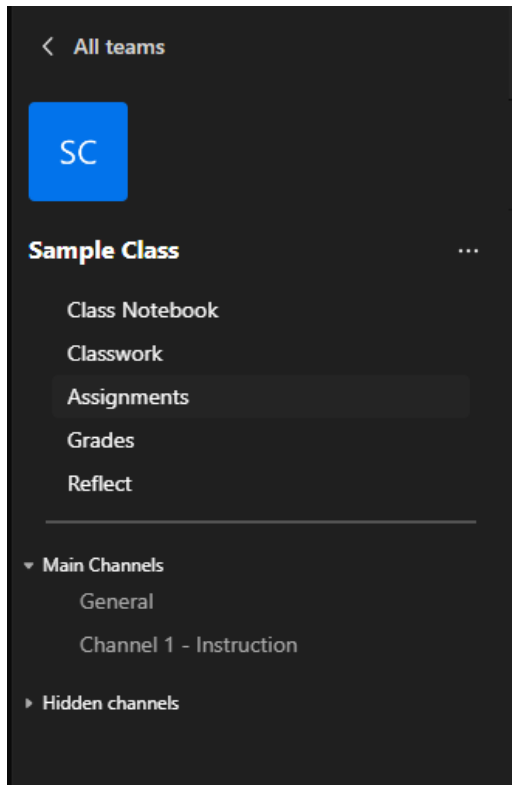
When your instructor uploads files you may need for class, they can be found under the Shared tab. Within the Shared tab, you will see a folder called Class Materials. Your instructor may upload files within this folder or create other folders under the Shared tab.



To find assignments that your instructor has uploaded, click on the Assignments tab on the left hand side. Once you click on Assignments, you will see upcoming, past due and completed assignments.



Your instructor may create Channels. If they use Channels in the class, you can find the channels on the bottom left-hand side. Select the Channel you were directed to.



While on the Teams General page, you may want to navigate to other areas within Teams. The image below shows you a list of shortcuts to other areas. Take some time to explore the options below. For example, if you click on Activity, you will see all the activity that you are included in such as assignments being posted.

