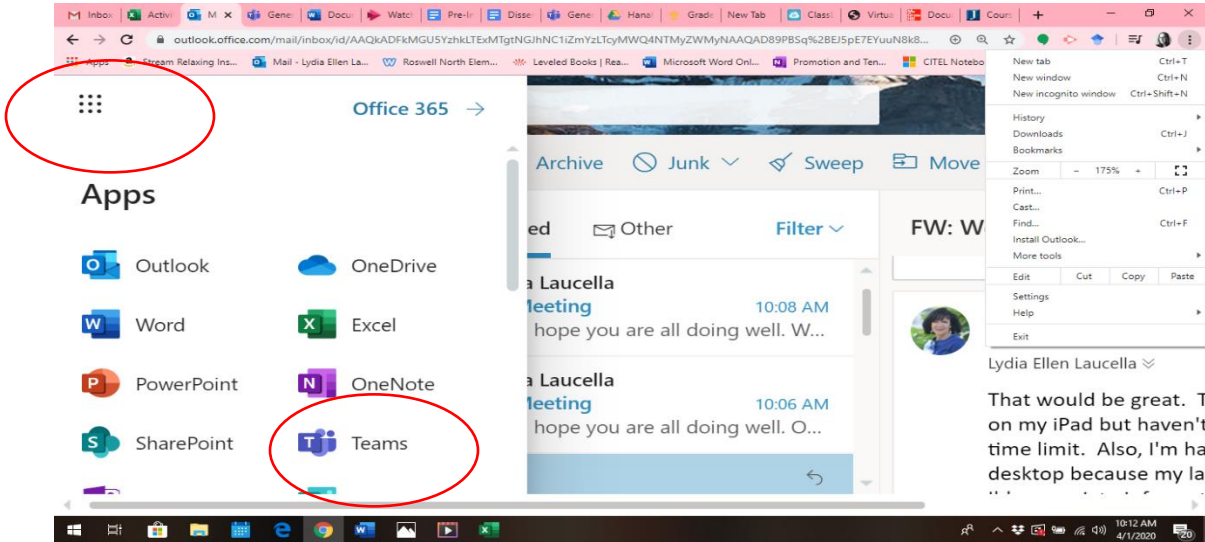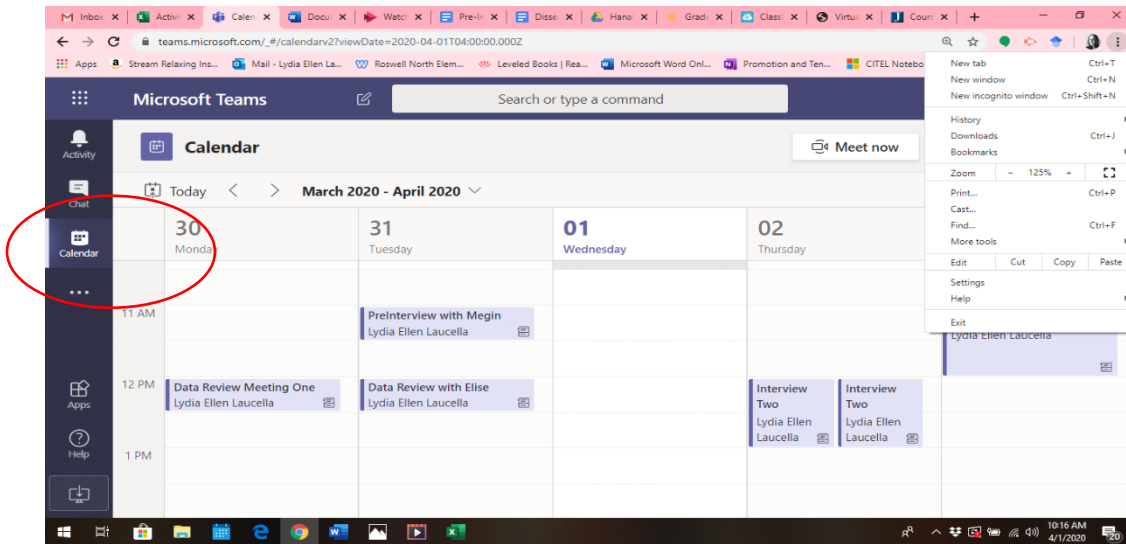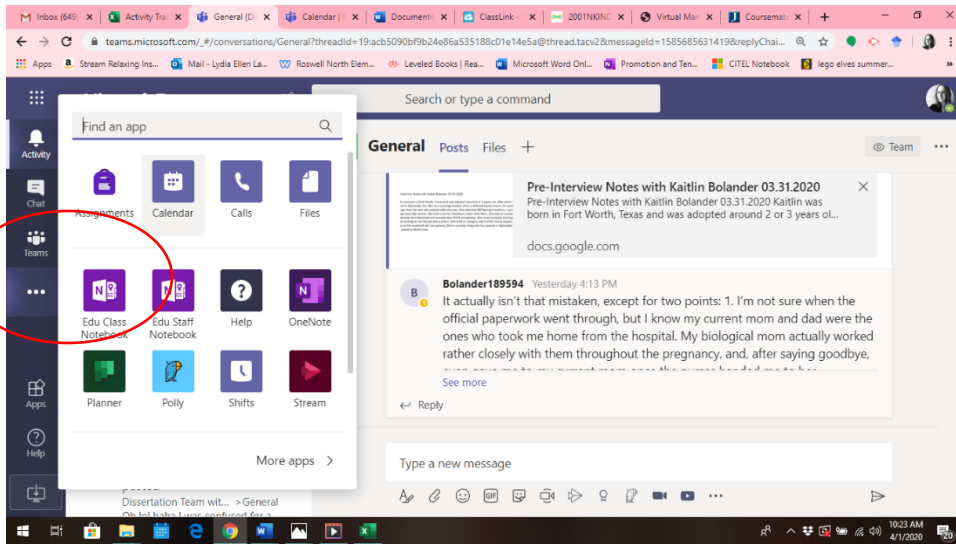# Using Teams and Zoom

Logging in to Teams

1. **Login into your Office 365 email by going to your browser and typing Office 365. Login with your Reinhardt credentials. Then, click on your Teams app that can be found on the upper left-hand corner (look at the grid).**
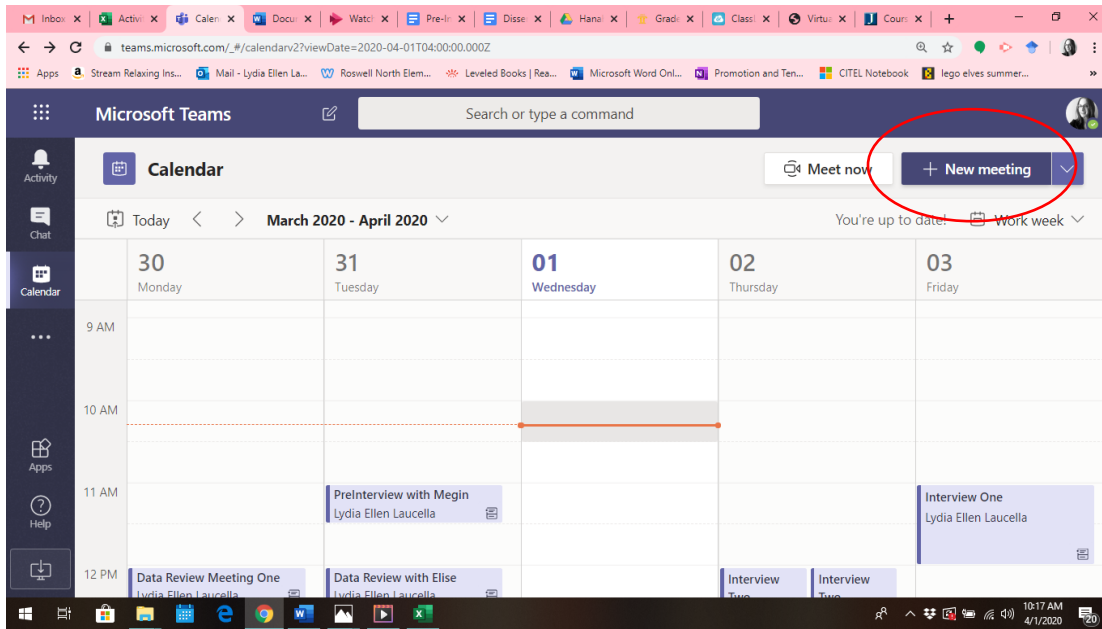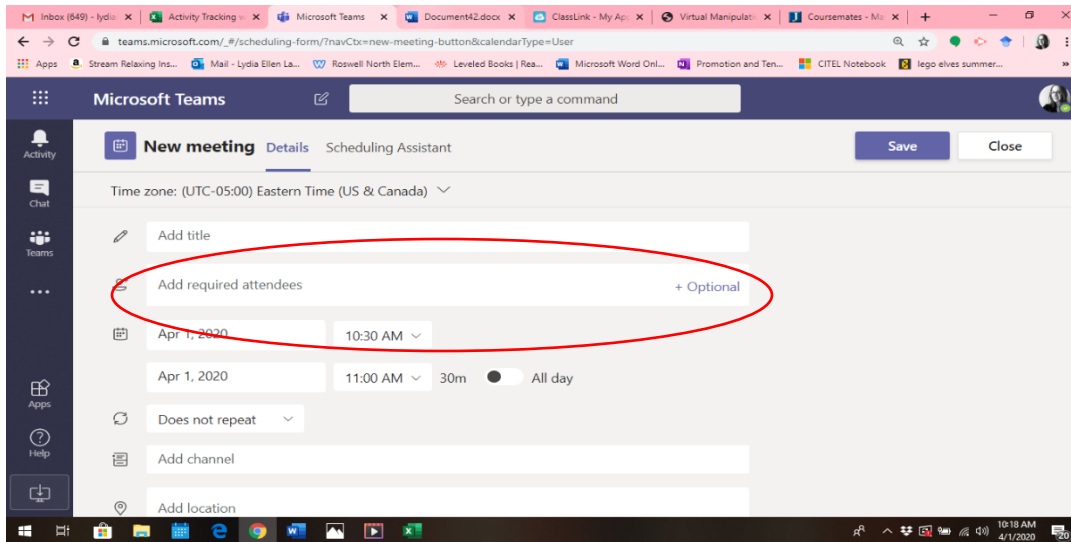

2. **Click on the Calendar.**

3. **If you can't find it, click on the sideways kabob and find the calendar app.**
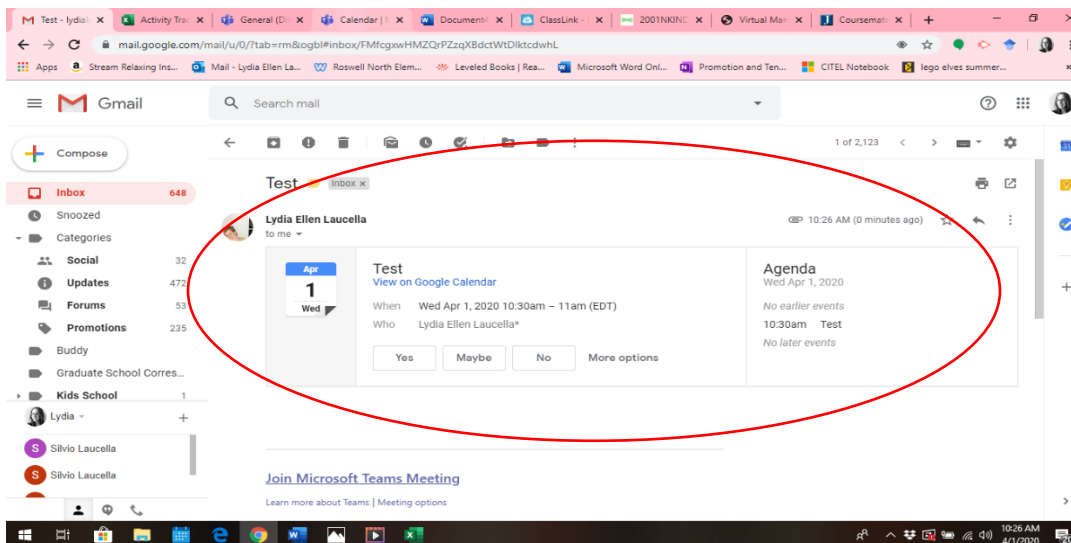
4. **Then, click on + New Meeting.**

5. **Fill out the required information, making sure to add the email address of the invitee. Make sure to save the meeting.**

6. **They should get a notification for a scheduled meeting that looks like this. You can even test it out yourself by sending it to your email.**


Making a Zoom Meeting (currently a 40-minute time limit- this might be absolved soon).

1. **Login into your Office 365 email by going to your browser and typing Office 365. Login with your Reinhardt credentials. Then, click on your Teams app that can be found on the upper left-hand corner (look at the grid). If you don't see it, click on All Apps. Scroll until you find it.**
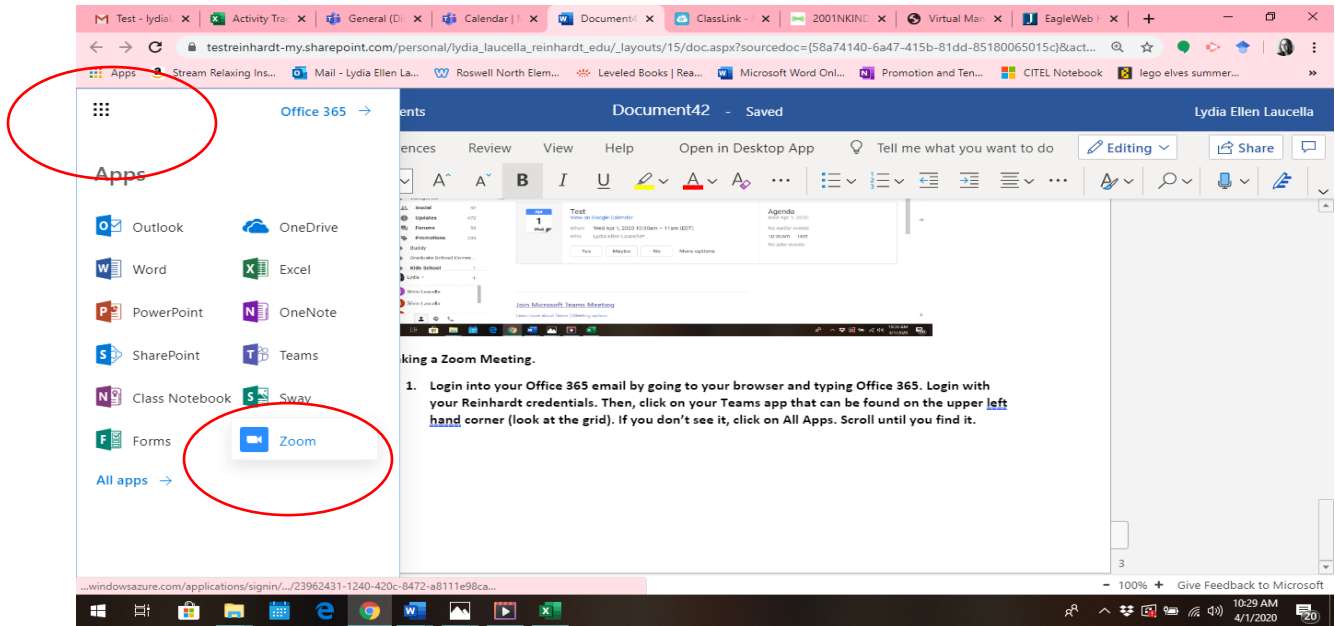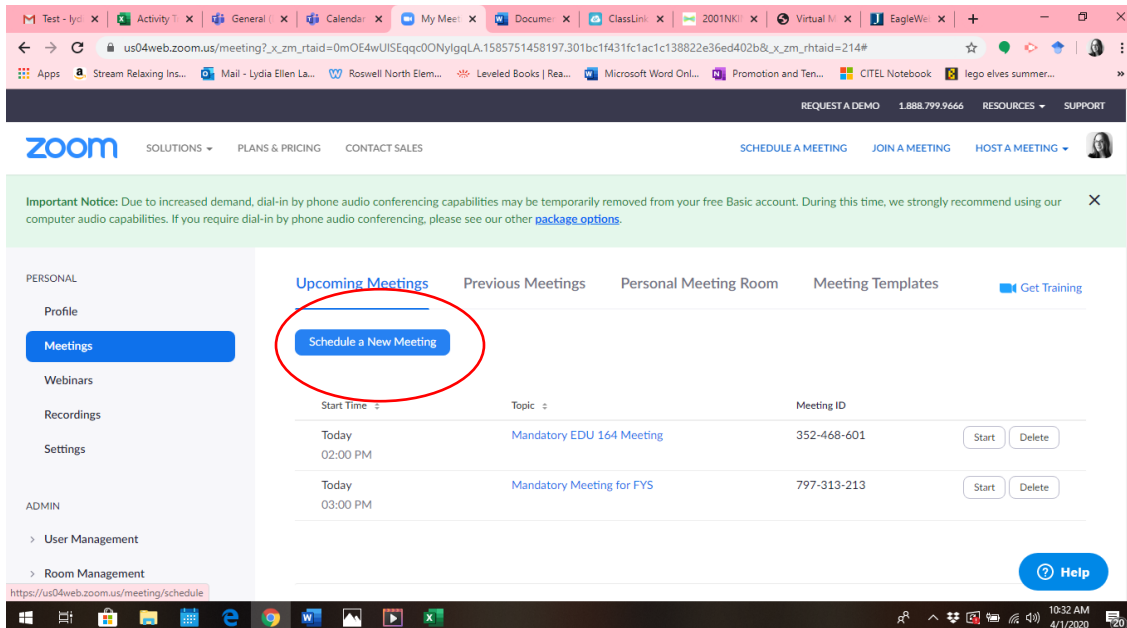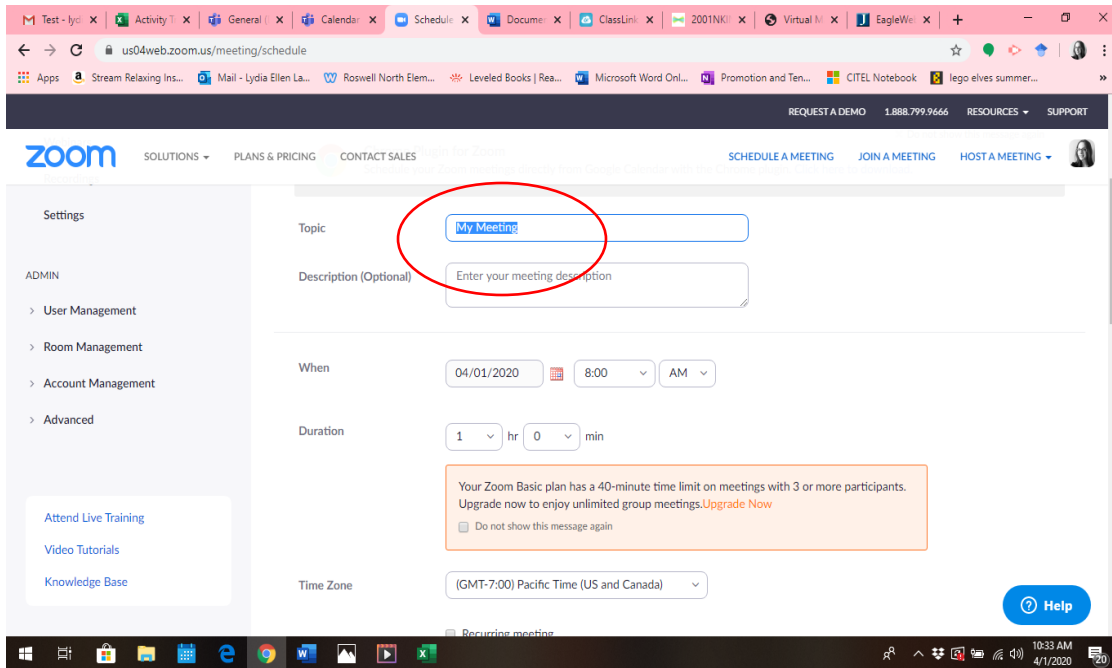
2. Click Sign In.
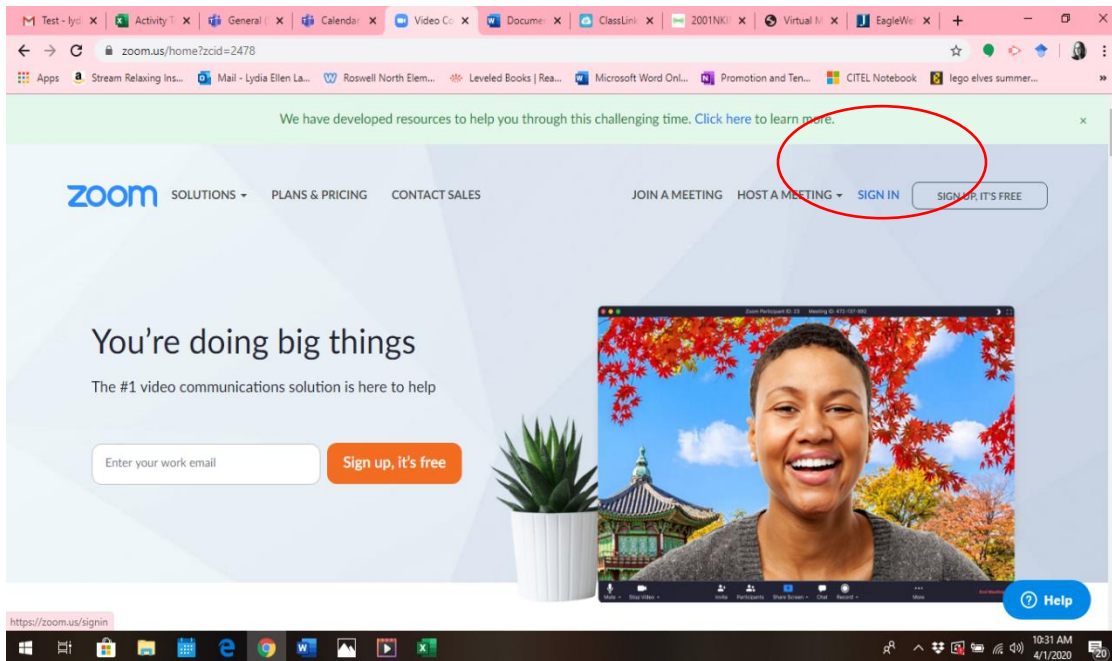
3. Scroll down. I typically sign in with Google or you can log in with Facebook without having to create an account (or you can create an account).
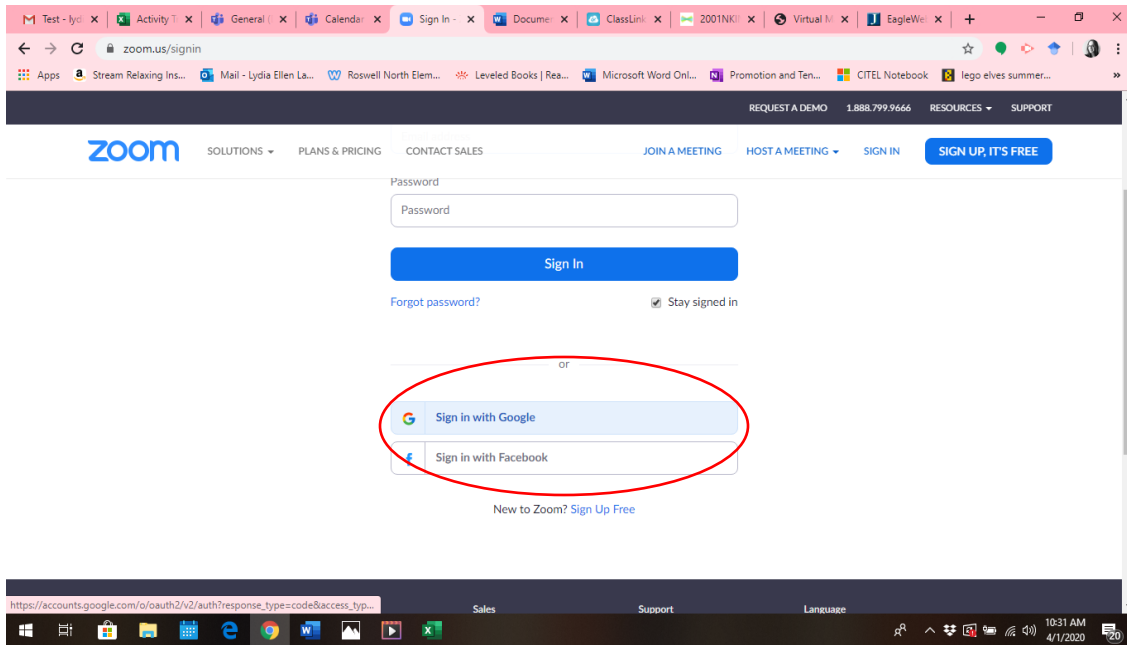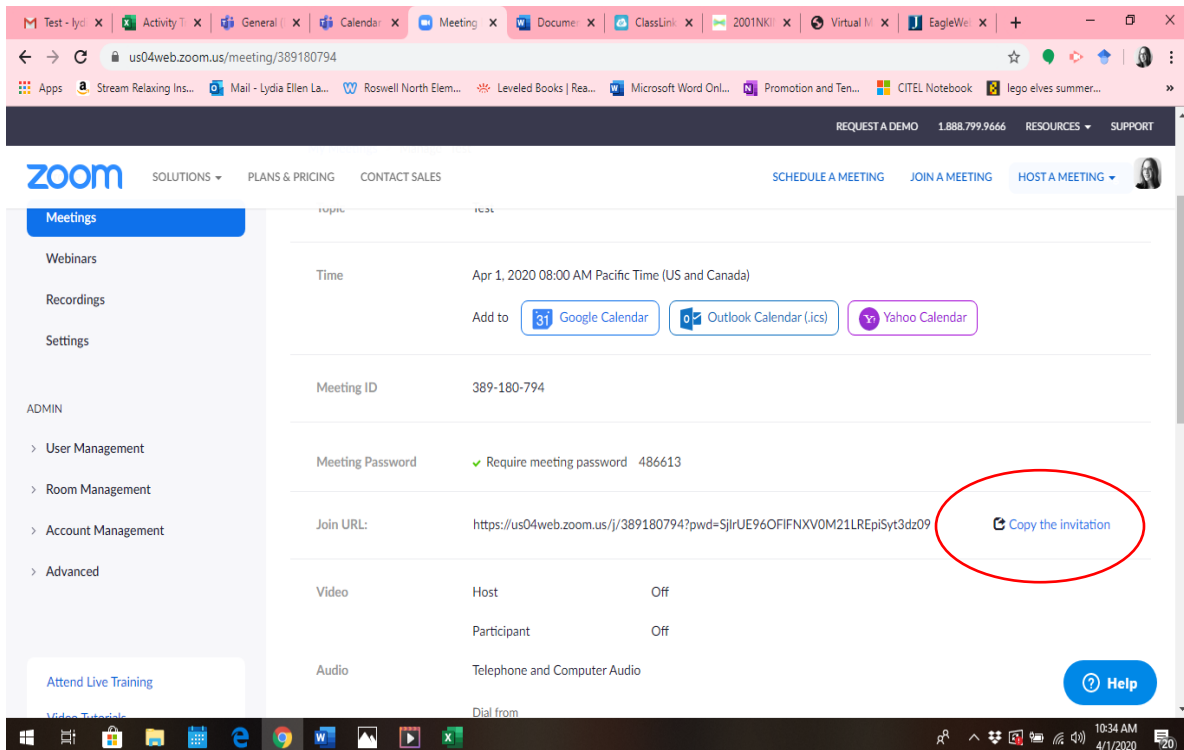
4. Schedule a New Meeting.

5. Fill out the appropriate information and then save the meeting.

6. After you have saved it you will get a summary of the meeting. Click the Copy Invitation and you will get a link to send to your invitee. Copy this link and send it to your invitee so they can join. You will need to send the link to them for them to be able to join.

*You can even host a Zoom meeting through Teams but that is for another handout!