

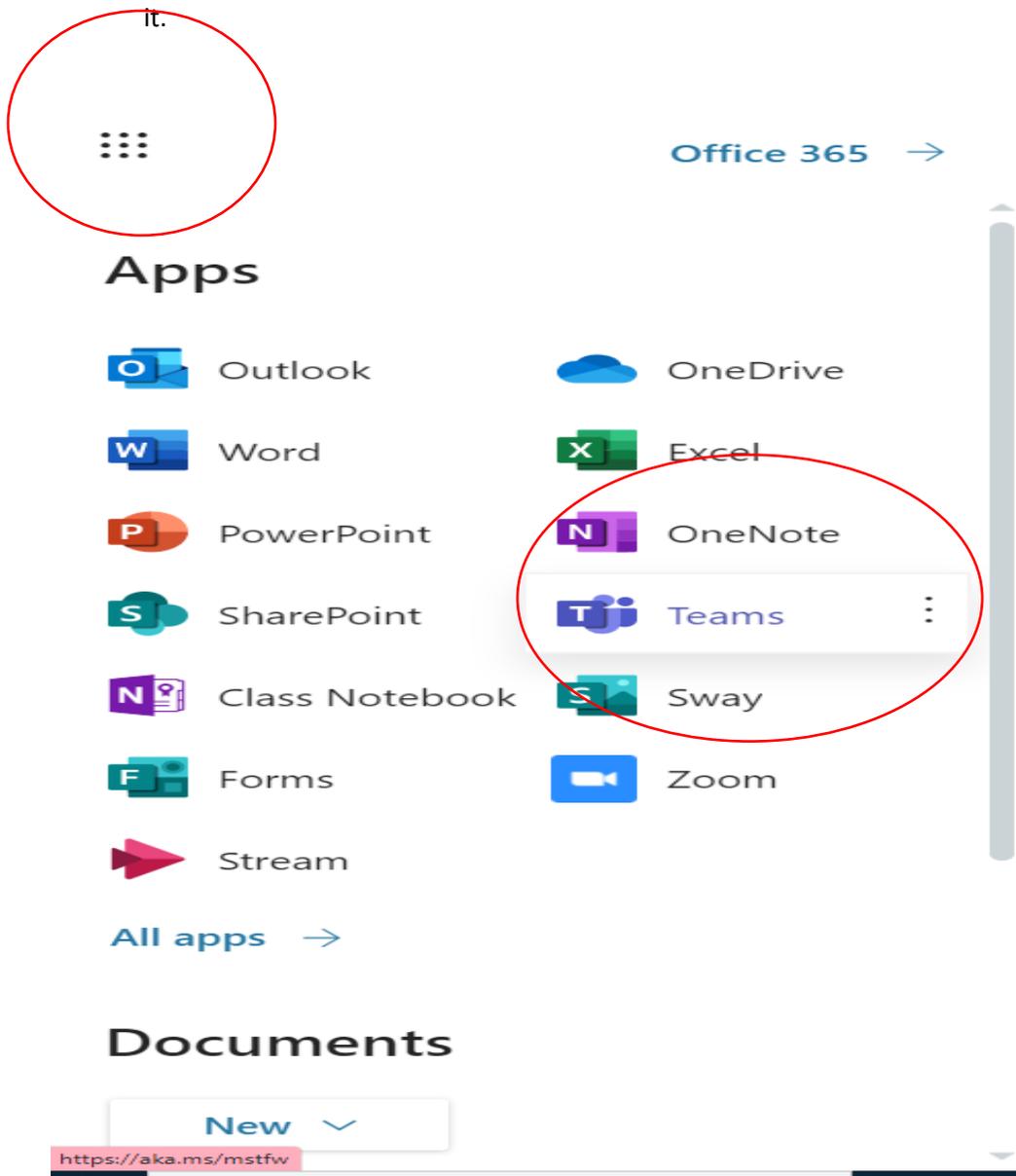
How to Log In to Teams

From RU CITEL

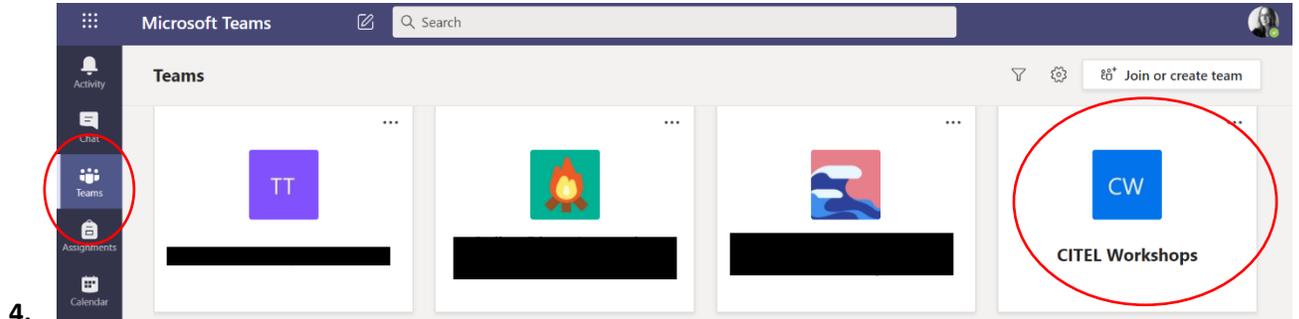
1. **Go to your Office 365 account.** You will log in to your student email. If you don't remember how to do so, you can go to: <https://www.reinhardt.edu/student-life/student-services-resources/>

Here you can log in to your email. It might be a good idea to bookmark this page.

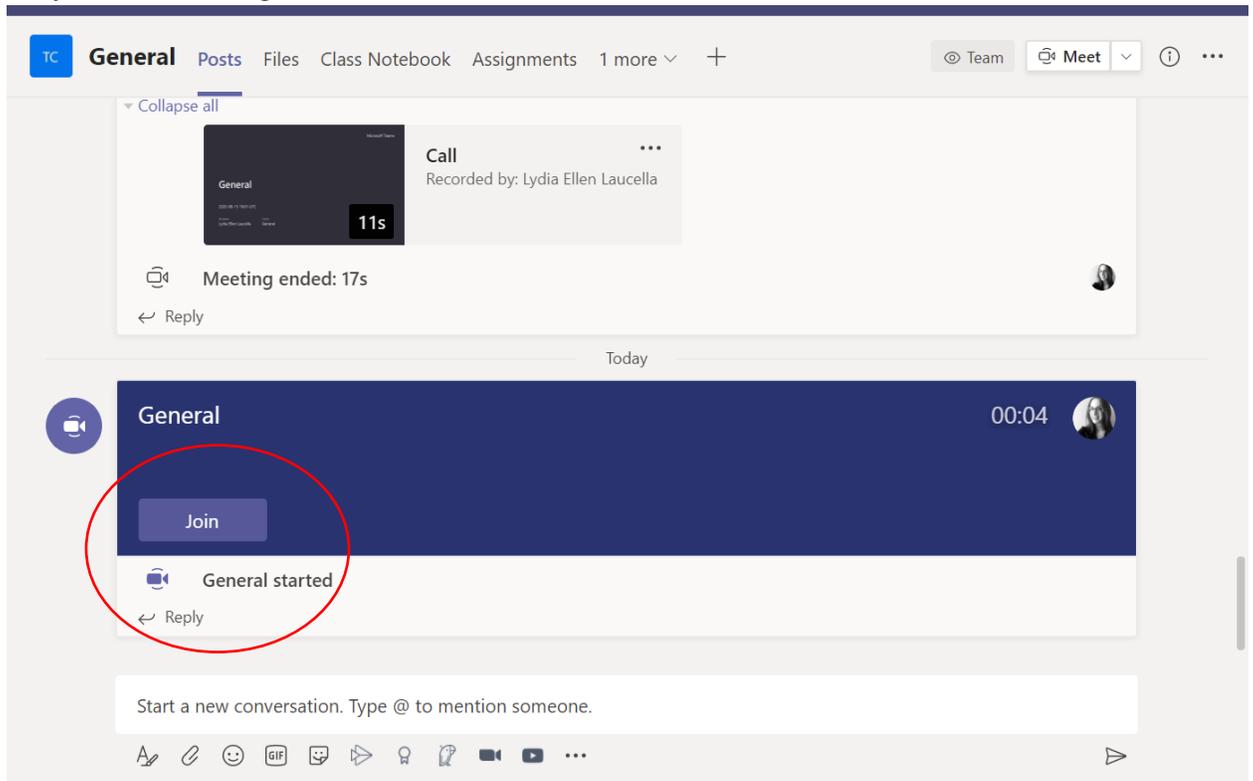
2. **Once you have logged in to your email, you will click on the grid on the top left side of your screen.** Then find the Teams app. You might have to click More Apps or All Apps if you don't see it.



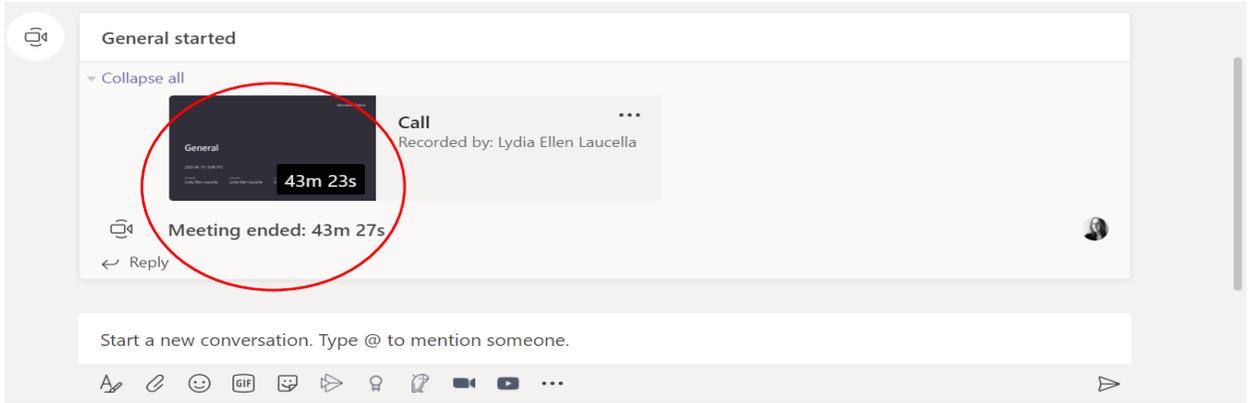
3. **Once you are in Teams, find the course that you are looking to join in Teams.** This can be found on your Teams dashboard. If you can't see any Teams, then click on the Team icon on the left navigation bar on your screen.



5. **Then, click to enter the Team.** Once in the Team, you will see the latest details of the Team and can join a live meeting- click the Blue Join Now button.



Or, you can watch a recorded session of the class. To watch the video, click on it. It might direct you to watch it in Microsoft Stream, so follow those prompts. *If your instructor has recorded a session, it might take up to 30 minutes-1 hour for it to process.



***To exit the Team and go to a new one, just click on the Team icon on the left side navigation bar.**

