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



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.

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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.

General started	
 Collapse all Call Recorded by: Lydia Ellen Laucella Meeting ended: 43m 27s ← Reply 	٩
Start a new conversation. Type @ to mention someone.	

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

