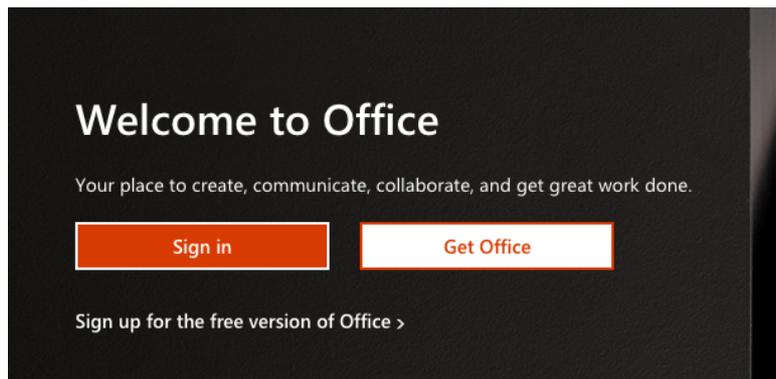
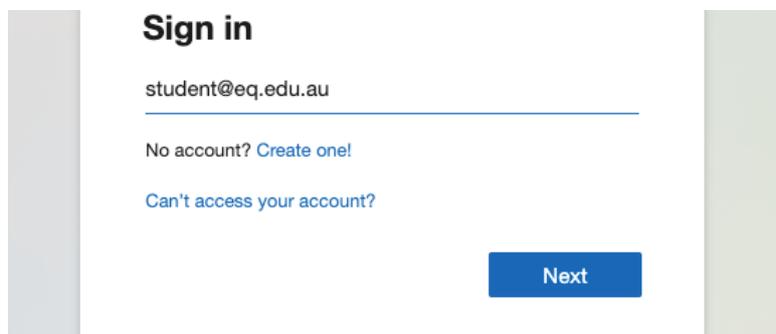


HOW TO ACCESS YOUR CLASS TEAMS

1. Navigate to www.office.com and click on **Sign in**.



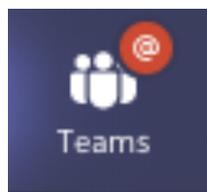
2. Log in using your MIS email (@eq.edu.au) and password.



3. Select **Microsoft Teams** from the sidebar.



4. The **Teams** web app will now open, select the Teams icon from the left nav bar to view your class teams.



5. Download the Teams desktop application by clicking the 3-dot dropdown menu on the top right hand side.

