## HOW TO: SEE ALL YOUR MS TEAMS MEETINGS

1. Open a web browser: Microsoft Edge, Google Chrome, Firefox, etc.



- 2. Go to <u>http://portal.office.com</u>
- 3. Sign in with your username [eg: <u>asmit123@eq.edu.au</u>] and click Next.



4. Sign in with your username and password and accept the conditions of use. Hint: It's the same one that you use to log in to school computers

	Managed Internet Service				
	Sign in with your username and password				
Collaboration	Username • asmitt23				
-	Password *				
12/184.5	I agree to the <u>conditions of use and privacy statement</u>				
teway	Sign in				

5. You should now see the Office 365 App Launcher, click Outlook.

Good morning									
	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote			

6. Once you have been redirected to your emails, select the **Calendar** tab. Hint: This is location in the bottom left region of the screen.



7. The Calendar will display a list of all Teams meetings that you have accepted invitation to attend. You can click on a Meeting and select the Join button to enter the Teams Meeting

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