HOW TO: SEE ALL YOUR MS TEAMS MEETINGS

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

2. Go to http://portal.office.com

3. Sign in with your username [eg: asmit123@eq.edu.au] and click *Next*.
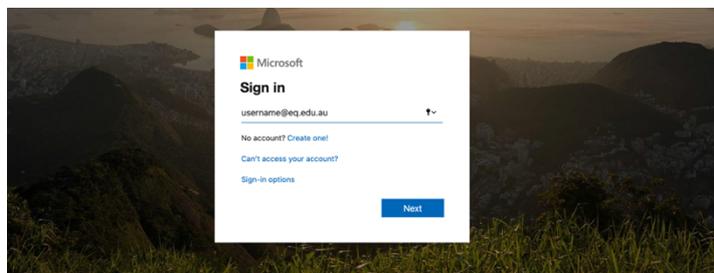
4. Sign in with your username and password and accept the conditions of use.
   Hint: It's the same one that you use to log in to school computers
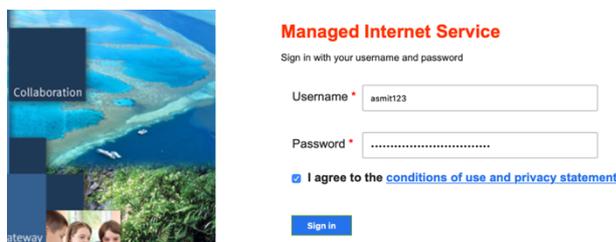
5. You should now see the Office 365 App Launcher, click **Outlook**.
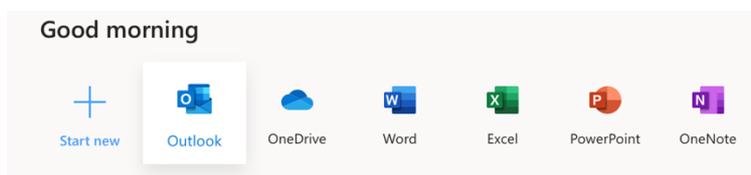
6. Once you have been redirected to your emails, select the **Calendar** tab.
   Hint: This is location in the bottom left region of the screen.
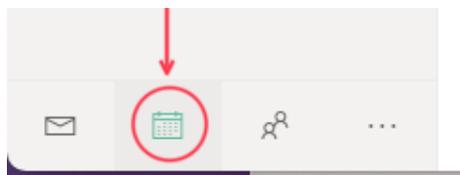
7. The Calendar will display a list of all Teams meetings that you have accepted invitation to attend. You can click on a Meeting and select the Join button to enter the Teams Meeting