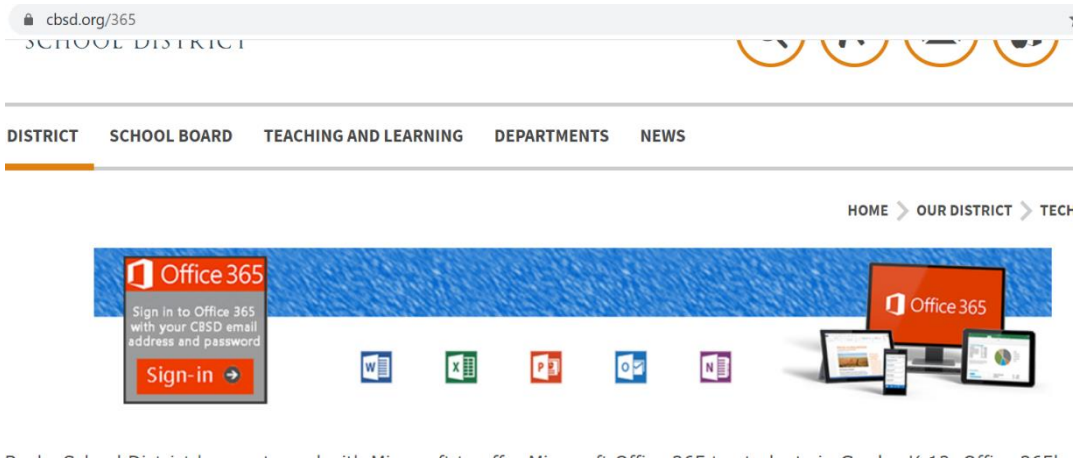


# How to use TEAMS

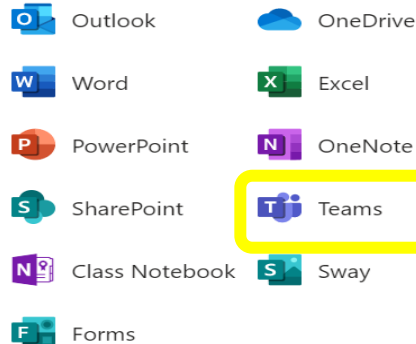
## How to Access TEAMS:

### 1. Login to your office 365



### 2. Find the TEAMS App

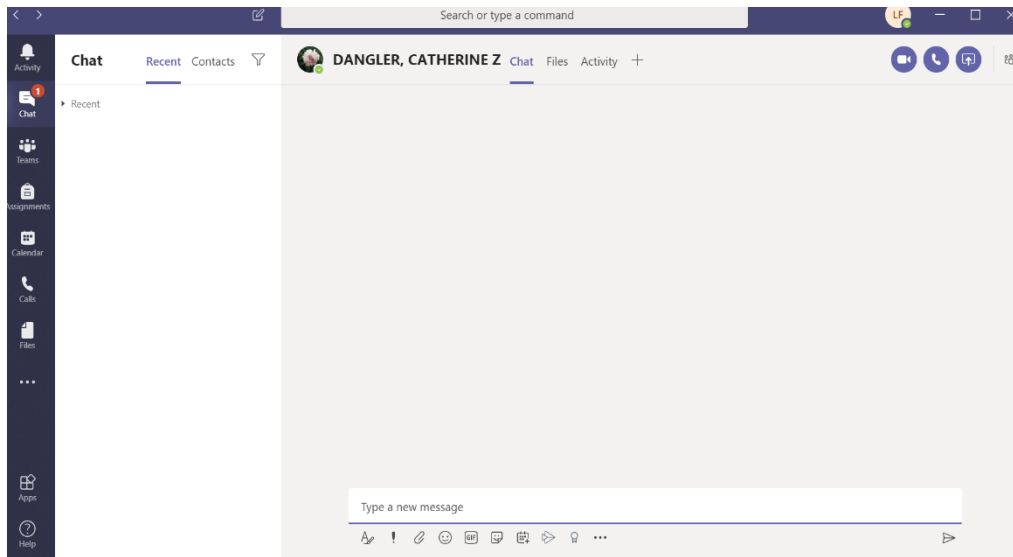
#### Apps



[All apps](#) →

### 3. Click on the app...If you can't find it in your 365 waffle, click on more apps. It will be in there.

#### 4. Once you are in teams you should see this....



#### 5. You will see many options on the side...

