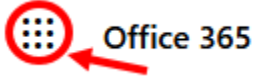


Accessing Teams for the first time

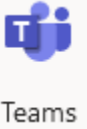
1. Log into **MyCommNet** (<http://my.commnet.edu/>) ←this is your portal to all student activity – Announcements, grades, financial aid, transcripts, email, Blackboard, Office 365, etc. (Here are some [tutorial videos](#))
2. Once logged into **MyCommNet** – click on the mail icon in the upper right side of the MyCommNet window



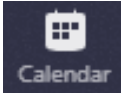
3. Use your official college email for all communication
4. Access all Office 365 apps by clicking on the “Waffle” icon



5. To access your class meeting in **Teams**, click on the “Teams” icon



6. On the left side of the **Teams** window, click on “Calendar”



7. In the **Teams Calendar**, you will see the meetings or classes that you are invited to – when ready, click on “Join”



8. For a better experience, you can download the **Microsoft Teams app** – depending on your device, go to the Apple App Store, Google Play Store, or use this link: <https://teams.microsoft.com/downloads>