

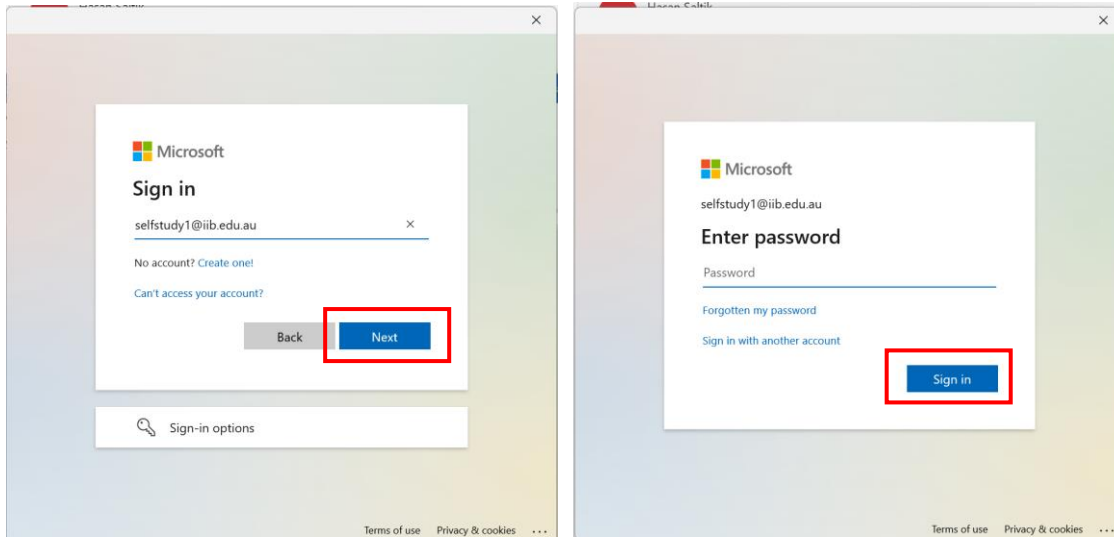


Microsoft Teams Login Manual

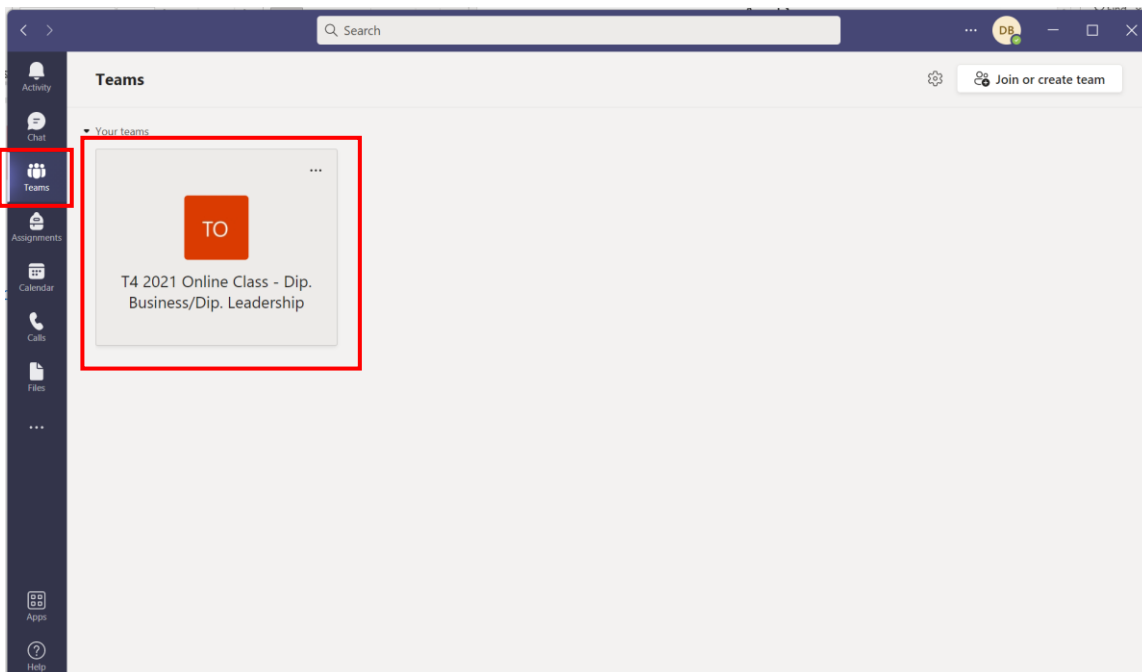
- If you do not have the application on your PC or mobile phone, download the Microsoft Teams application from the following link:

<https://www.microsoft.com/en-au/microsoft-teams/download-app>

- Install the application, and login Microsoft Teams with your **College** email address (yourname@stud.iib.edu.au)

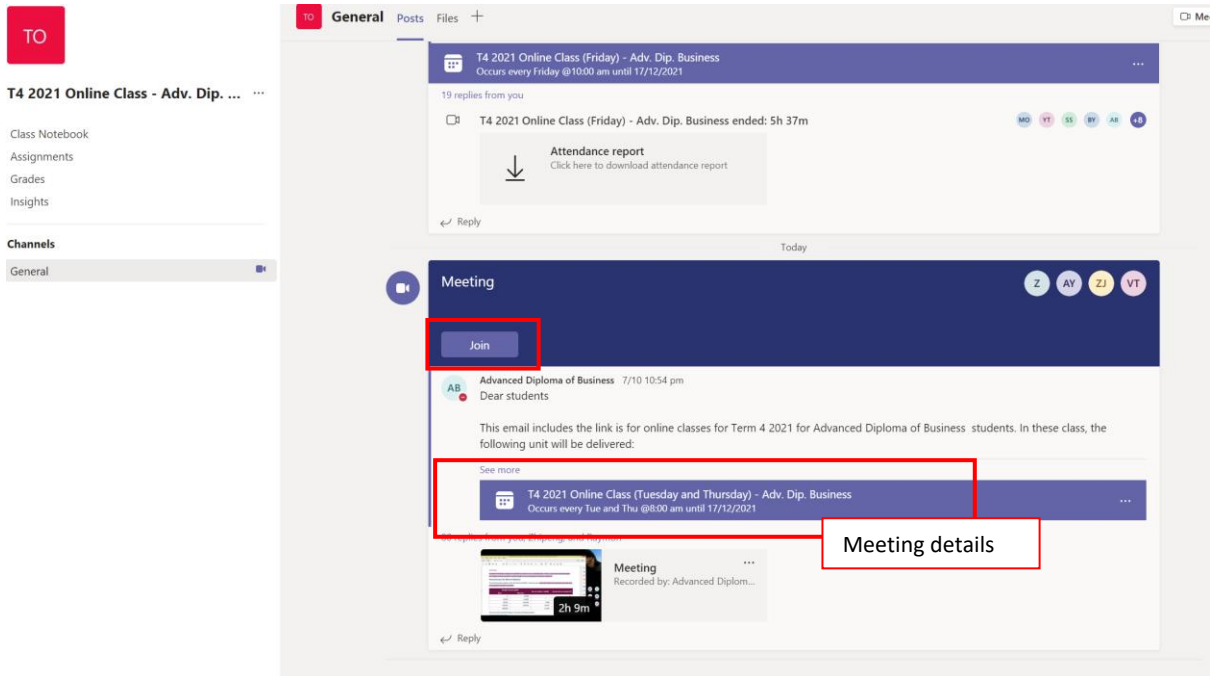


- To join online class, go to 'Teams' and select the team created for the term.





- Choose the correct meeting for your class and select **Join**. Check the meeting details to ensure that you login the correct class.



- You can also join the meeting from your calendar.
- Go to **Calendar** from the left menu. Find the meeting on your calendar, click on it and choose **Join**. Make sure that you join the correct meeting organised by your trainer.

