Step by Step guide for Microsoft Teams

How To Access Microsoft Teams

On Laptop:

- Login to OneLogin OneLogin
- Go on to the Company: Red Cross tab (highlighted in yellow)

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Office 365	Packat	REDROOM	SSP Service Portal	0
Office365 - Microsoft App	RedMail - Online Email	Redroom - Internal Intranet	SAVI Self Service - Person	SAVI Web - Manager HR S

• Click on Office 365 tile as highlighted below:



• You will then be directed to the Microsoft Office page, you might be asked to login (as shown in the below screen shot):, if so, please under your OneLogin details to access



• You should see the below page as soon as you login, this is the home page for MS Office

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• Clink on Teams icon, that you will find on the left-hand side bar, as shown in the below screenshot:



• As soon as you click on team you will see the below screen

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• To access Official NSL Group, click on Teams from the options on the left, as highlighted in the below screenshot:

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• Once you click on teams you will be able to see the Official NSL Group chat, (just like you see groups on Whatsapp) Click on reply and start typing your message:

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& Calls	REEN Race & Ethnicity Equalit			Harshita Notval 1521	
	Training Product Team		HN	Hi All!! Welcome to Teams	
	NSL - Recruitment			Laura Perry 15:31 Edited Hi Harshita Notyal	@
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