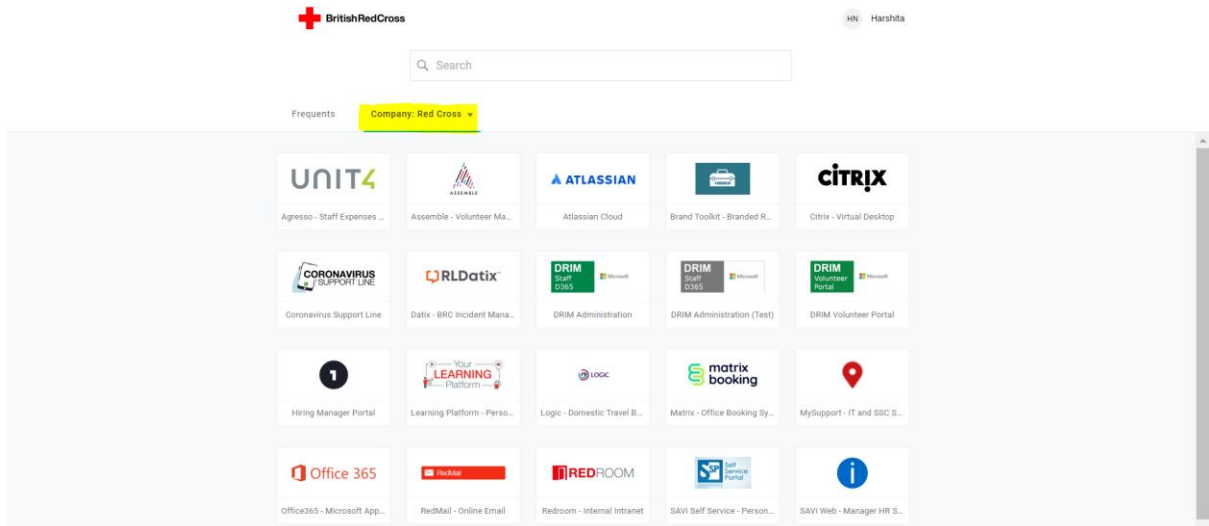


## Step by Step guide for Microsoft Teams

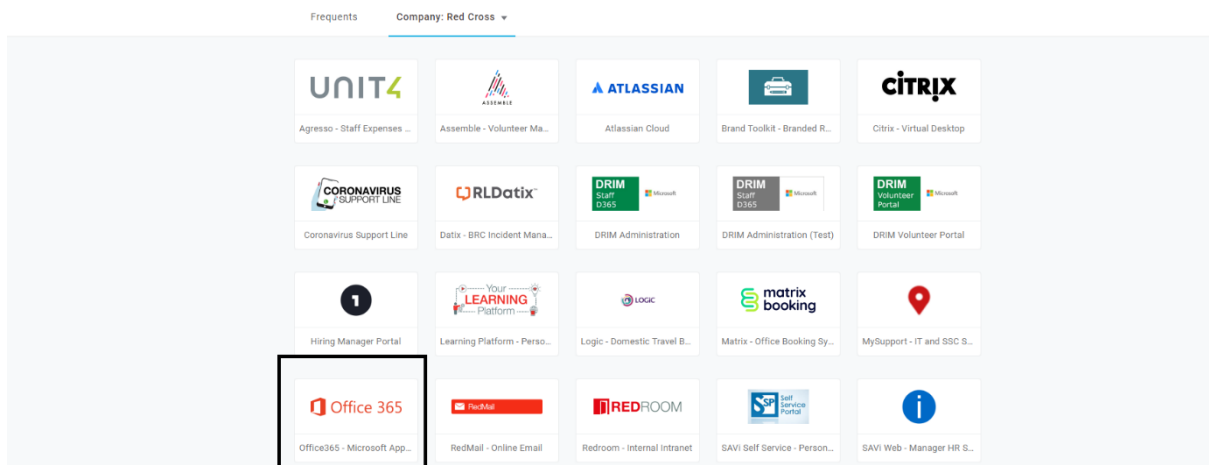
### How To Access Microsoft Teams

#### On Laptop:

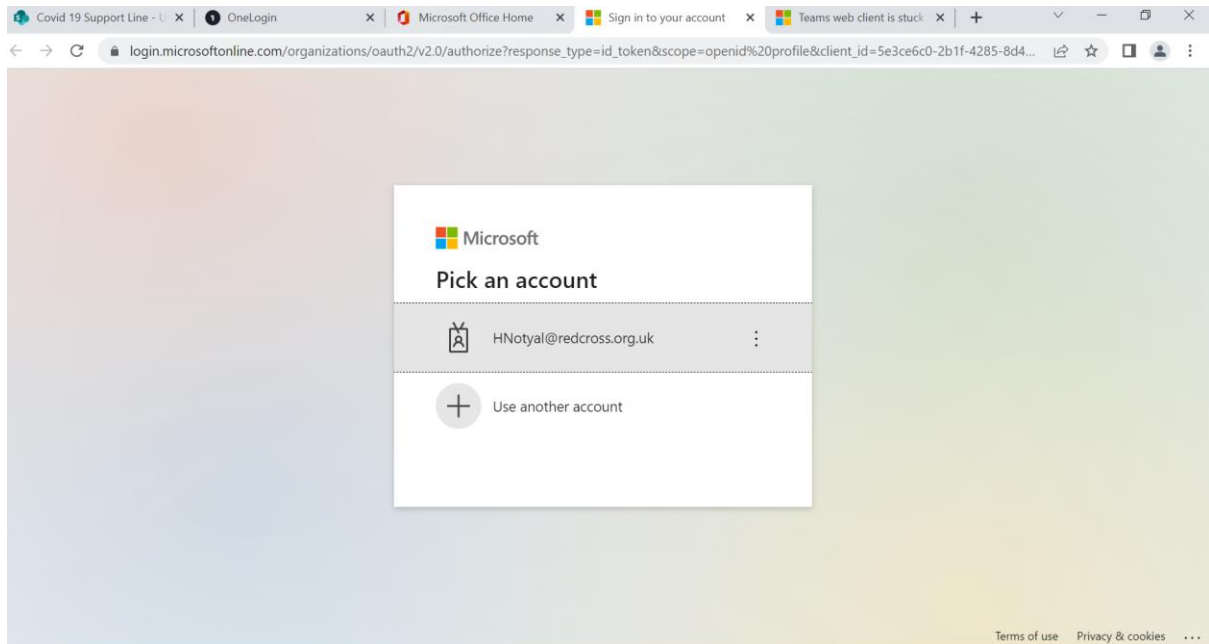
- Login to OneLogin - [OneLogin](#)
- Go on to the Company: Red Cross tab (highlighted in yellow)



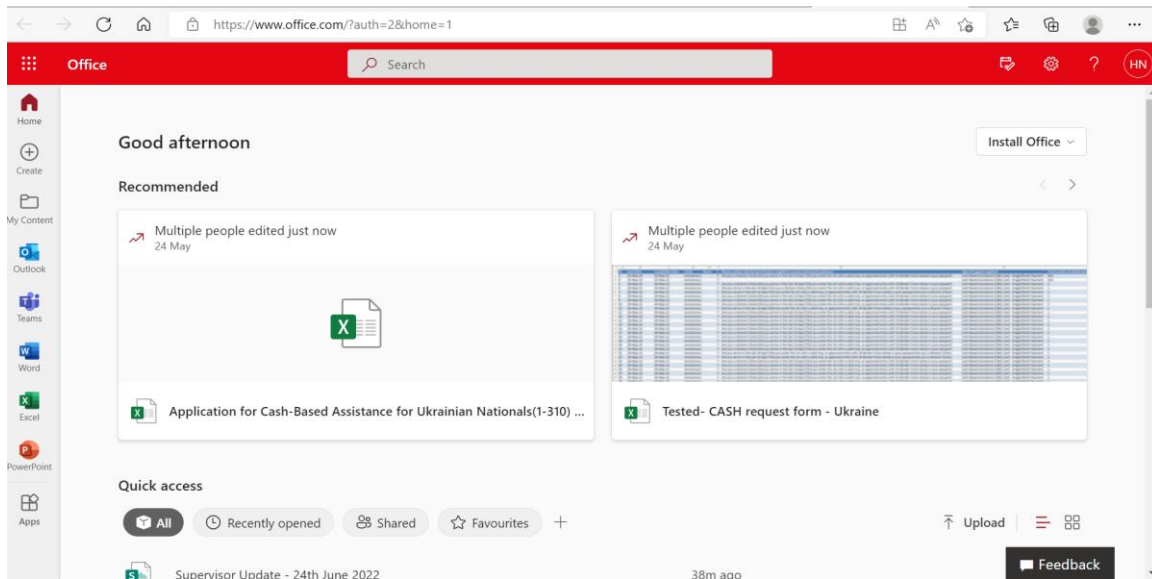
- Click on Office 365 tile as highlighted below:



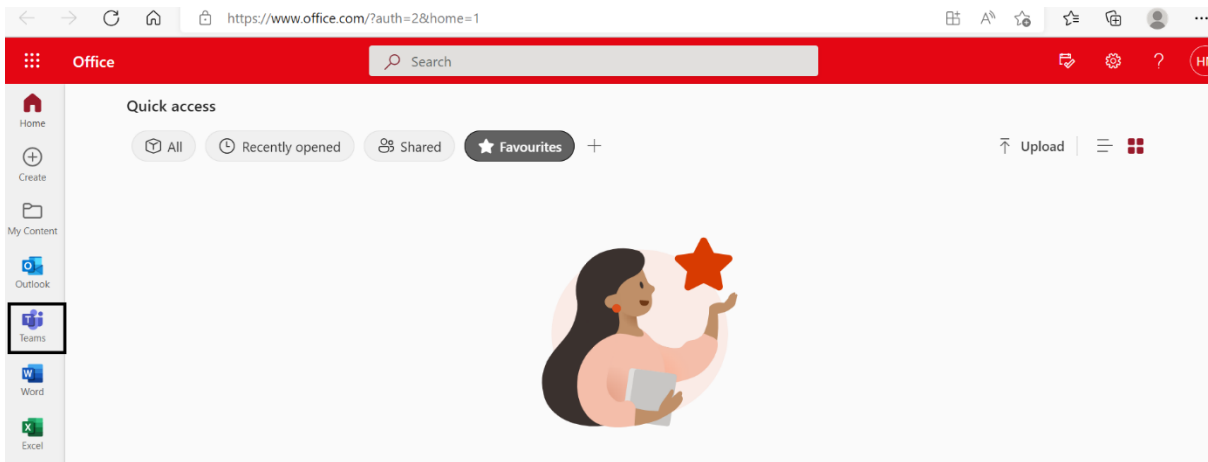
- You will then be directed to the Microsoft Office page, you might be asked to login (as shown in the below screen shot); if so, please under your OneLogin details to access



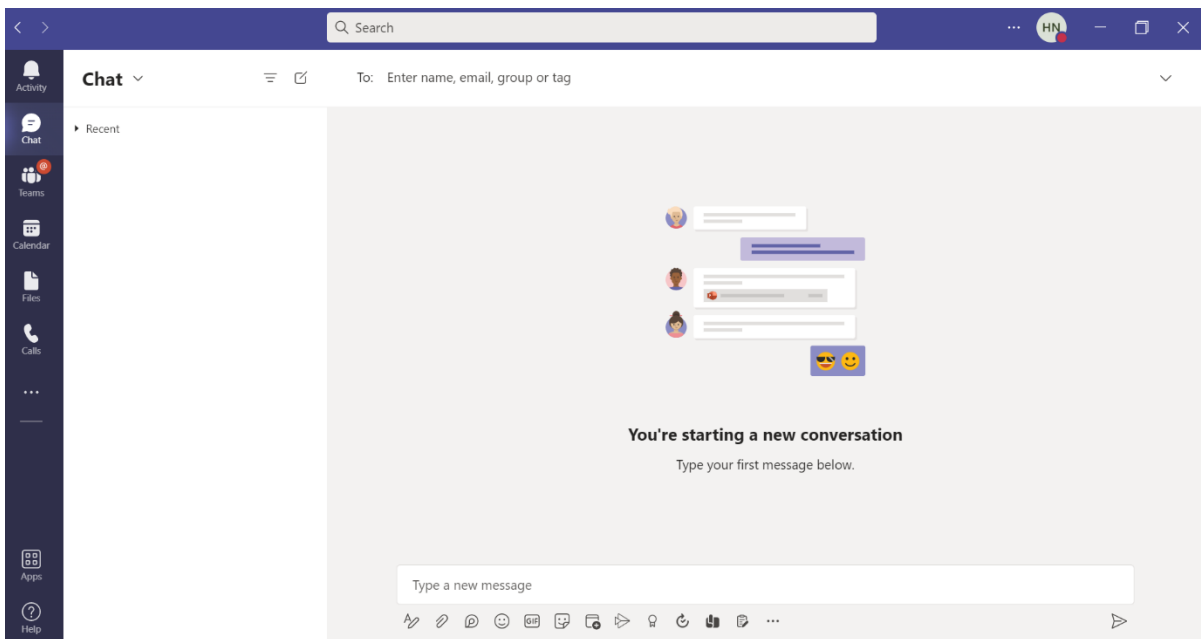
- You should see the below page as soon as you login, this is the home page for MS Office



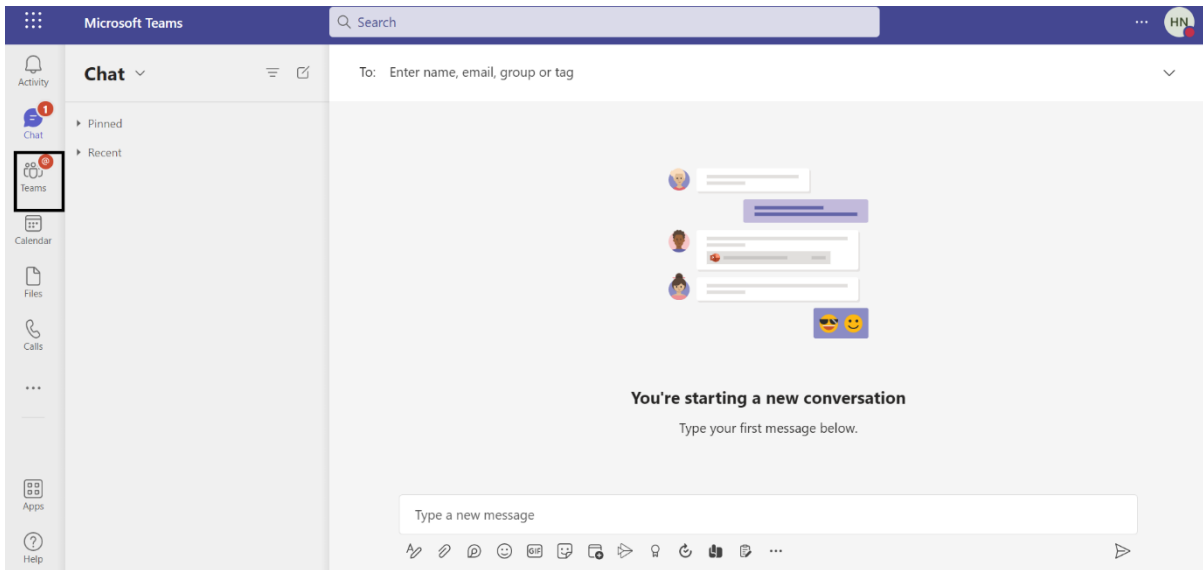
- Click on Teams icon, that you will find on the left-hand side bar, as shown in the below screenshot:



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



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



- 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:

