

How to Use Office 365 Teams to Send a Message, Student.

Microsoft Teams is a collaboration tool that will allow you to text, phone, or video call your instructor. Your version of Teams will only allow you to communicate with other Clarendon College students or your Clarendon College instructors.

Here is a quick explanation on how to send a text message from Teams to your Clarendon College Instructor.

1. Using your browser, go to <https://login.microsoftonline.com> to login to your Office 365/Bulldogsmail site; as shown in Figure 1. Enter your complete Bulldogsmail.com email address as your username, (e.g. duck.d@bulldogsmail.com) and then the same password you use to access the Student Portal.

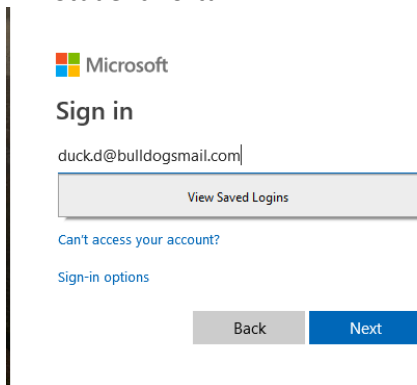


Figure 1.

2. After you successfully login, the Office 365 dashboard will appear; as shown in Figure 2. From this page, you can access all of your Office 365 applications or even install Office 365 on your PC by clicking the "Install Office" button. To access Teams, please click the Teams icon.

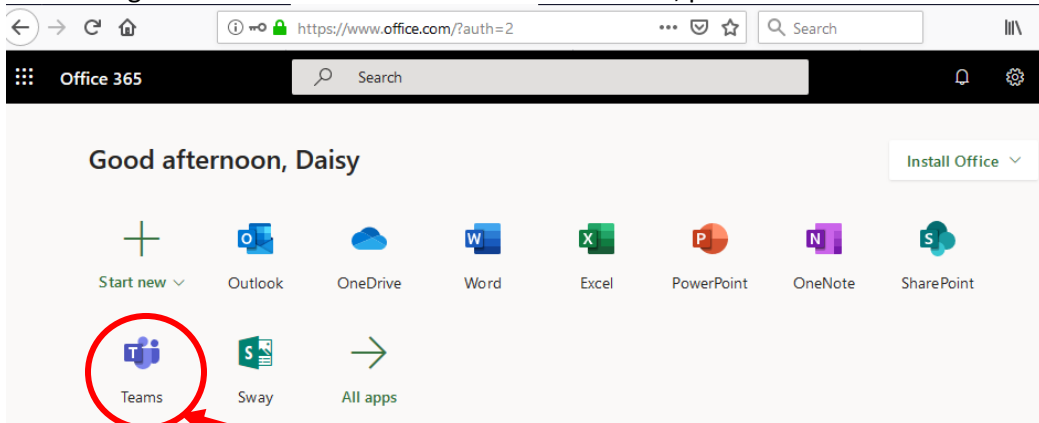


Figure 2.

Click here to access Teams.

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3. After clicking on the Teams icon, it will then begin setting up Teams.
4. After the setup is completed, a left hand menu bar will appear; as shown in Figure 3.
5. Click on the Chat icon from the left hand menu; as shown in Figure 3.

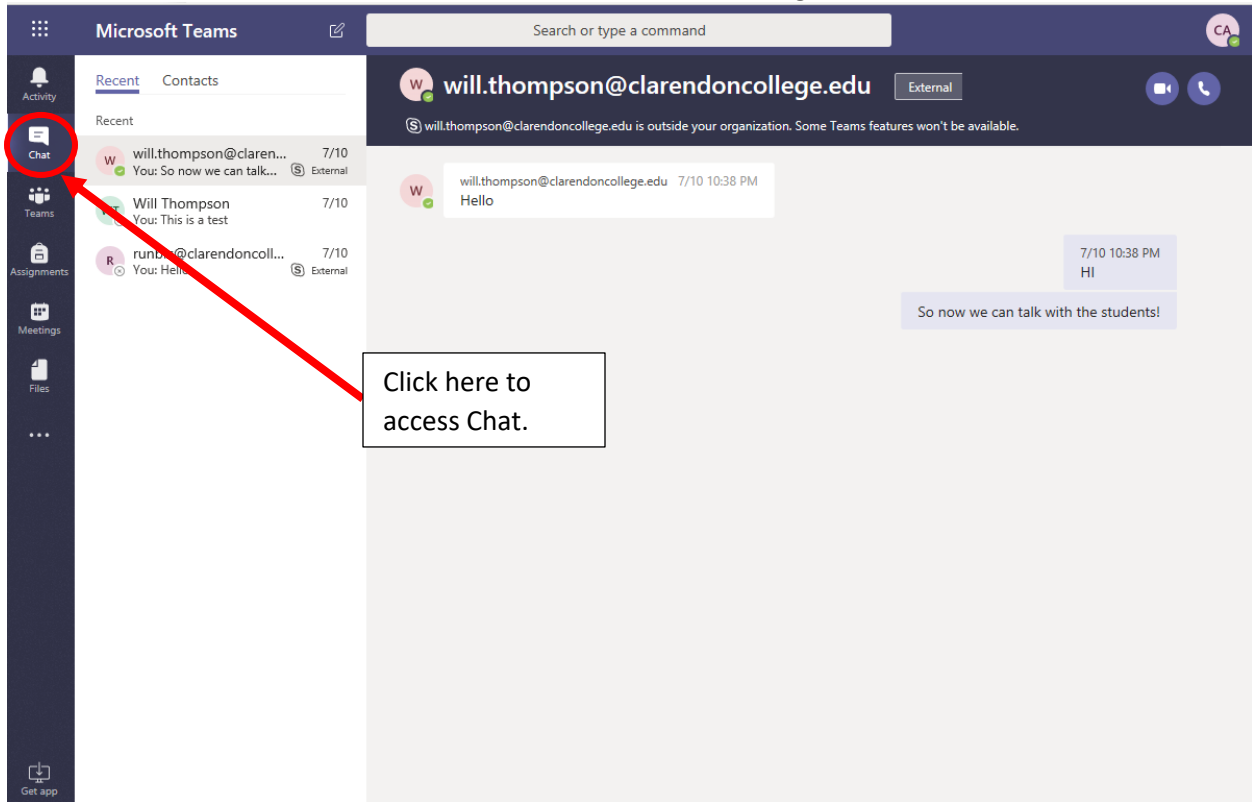


Figure 3.

6. To “chat” with your instructor please click on the “Start a new chat” button; as shown in Figure 4.

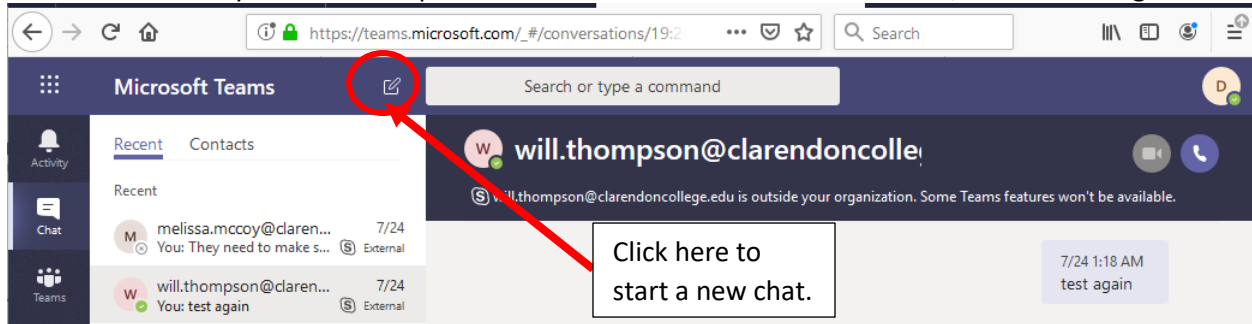


Figure 4.

7. Please enter your instructor’s full email address into the “To:” address line, i.e. john.smith@clarendoncollege.edu; as shown in Figure 5. You must use the full email address of the instructor!

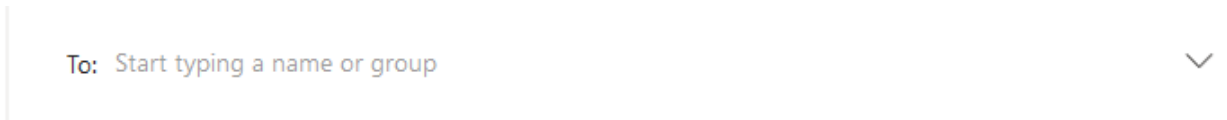


Figure 5.

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8. Down below the “To:” address line will be the message window. Please enter your message here. Also notice that you can attach files, add emoticons, or other items to the message. When you are ready to send the message, click the paper airplane icon to send.

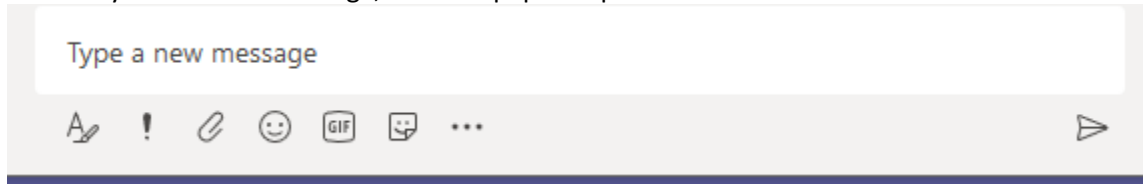


Figure 6.

9. More instructions on how to use Microsoft Teams can be found here;
<http://student.clarendoncollege.edu/custom/TeamsQS.pdf>.