


## MS Teams: How To Join a Microsoft Team and a Video Meeting (Student)

### Log Into DC Mail

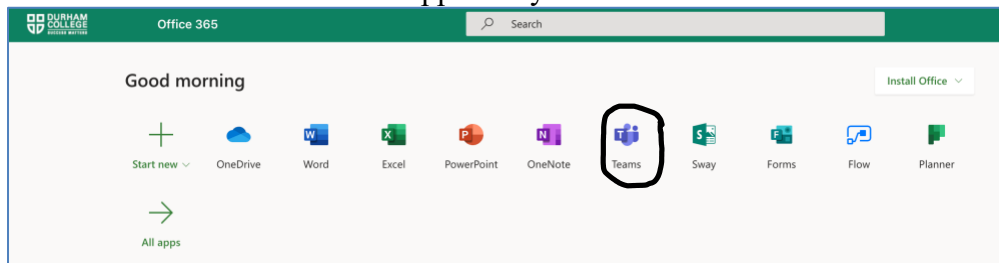
- 1) Go to [www.dcmail.ca](http://www.dcmail.ca)
- 2) Sign in with your student ID as your username and your network password.



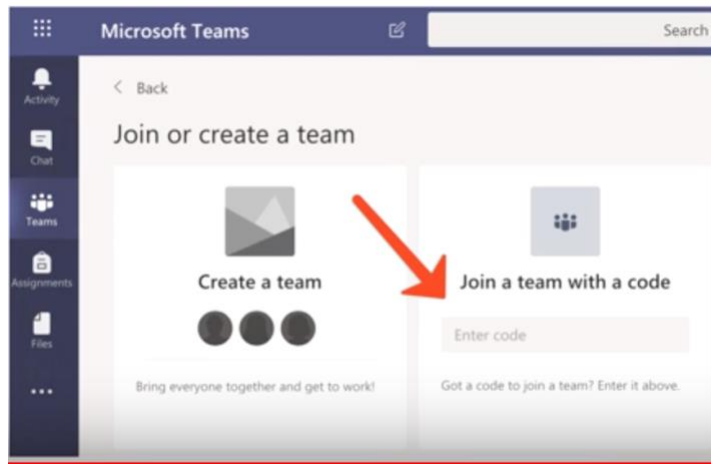
- 3) Click on the green menu button at the top left of the DCMail window,  this is where you will see all the applications available to you.

### Accessing Microsoft Teams

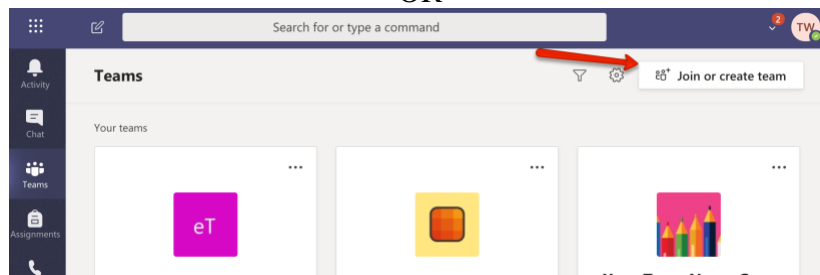
- 4) Then select “Teams” from the list of apps that you see:



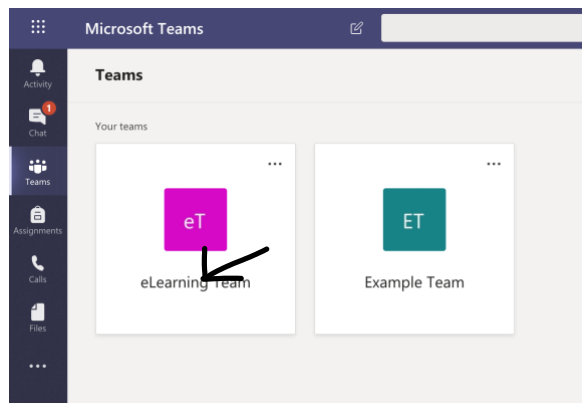
- 5) Here you will either:
  - a. Press “Join Team with a code” to join an existing Team.  
Note: You may see “Join a team with a code” or “Join or create team”. You can select either.



OR

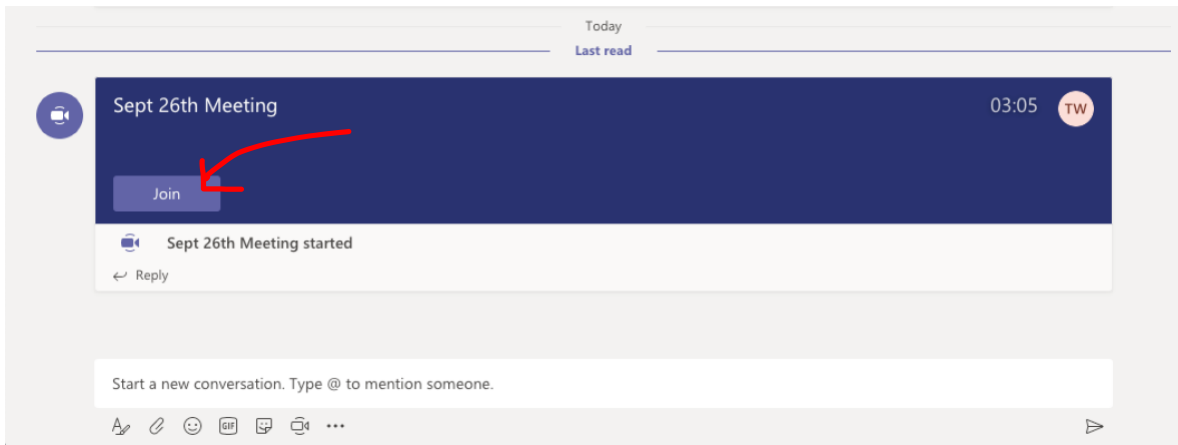


- b. If you've already joined a Team, the Team will appear in your list, you can then press the Team name.



### *Joining a Teams Video Meeting*

- 6) In the Team, you will see an option to join the meeting (as soon as the meeting has begun).



7) You will select your settings, such as microphone and video, and then join the meeting

