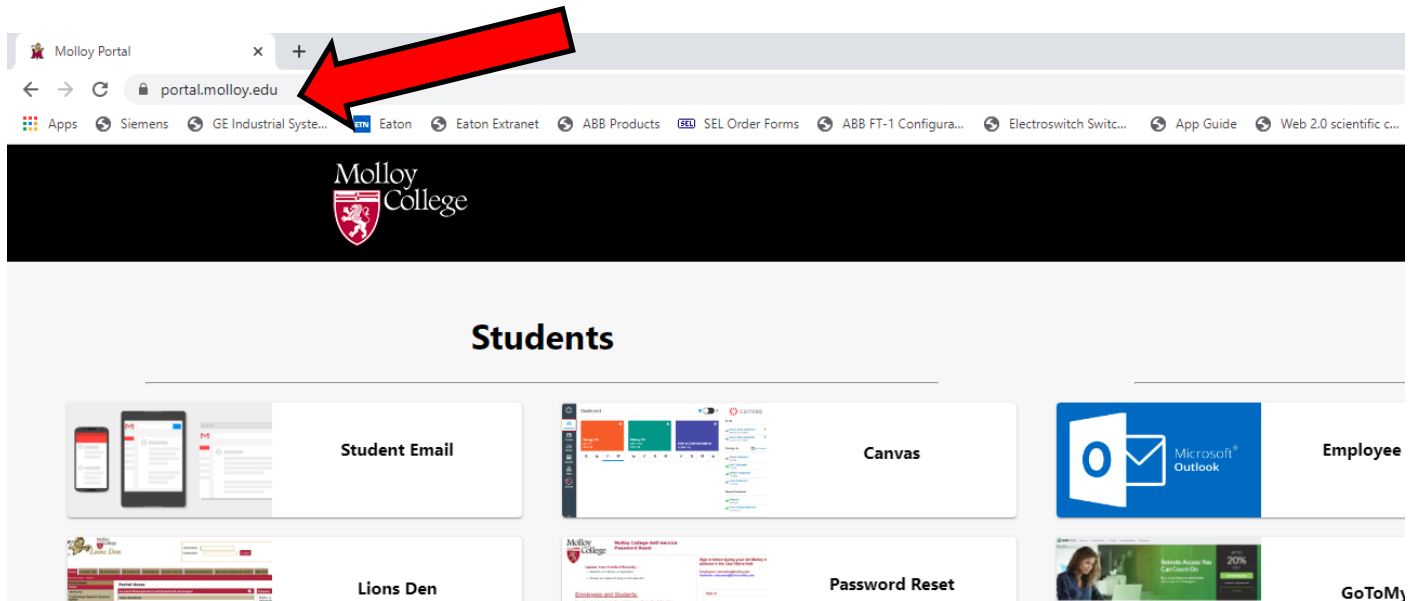


## How to access Microsoft Teams

Please note, Microsoft Teams is available anywhere, as long as you have internet access. You do not need to use your Molloy office computer to work in Teams. Below are instructions for how to access Teams through the web application. Instructions are also provided if you wish to download the desktop version to whatever computer you are working on. Both versions provide the same features and options.

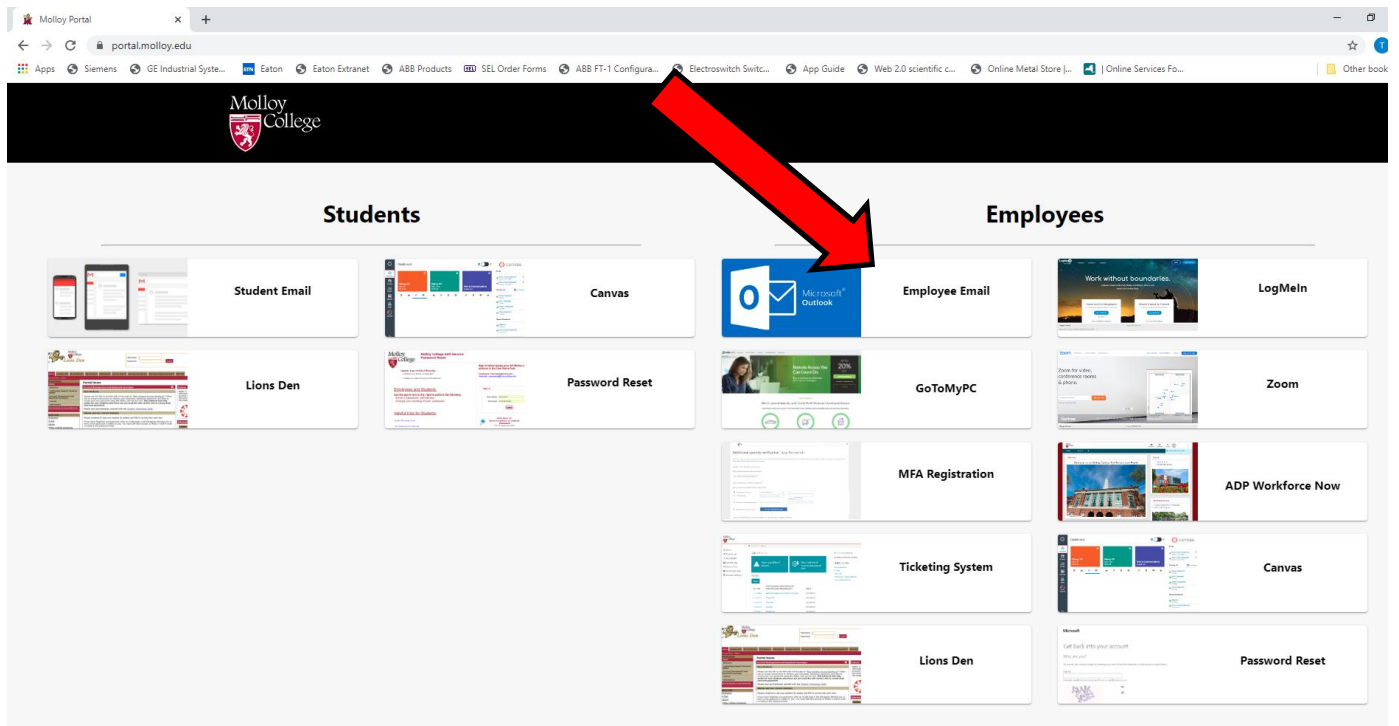
1- Open a web browser (Chrome, Firefox, Internet Explorer) and type portal.molloy.edu, then click enter.



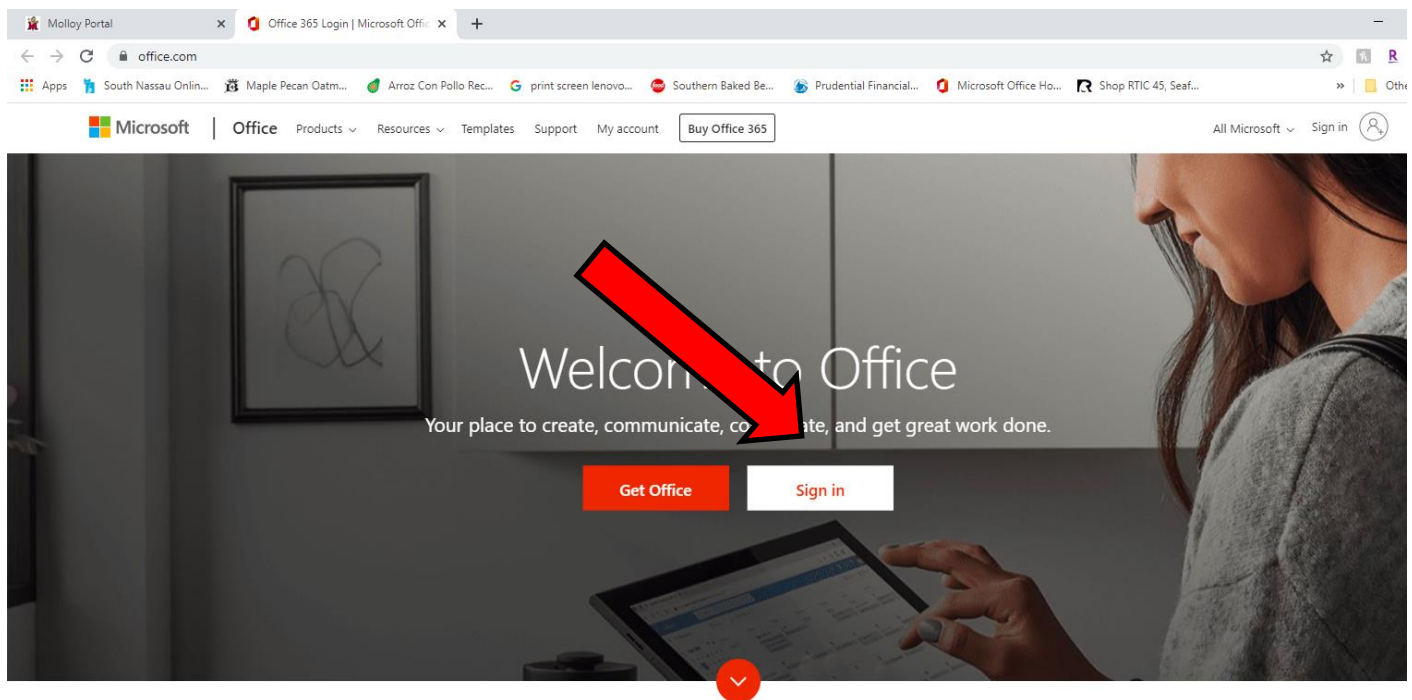
The screenshot shows a web browser window with the address bar containing 'portal.molloy.edu'. A red arrow points to the address bar. Below the browser window is the Molloy College logo and a navigation menu titled 'Students'. The menu includes several options: Student Email, Canvas, Employee, Lions Den, Password Reset, and GoToMy.

Option	Thumbnail Description
Student Email	Thumbnail showing email interface on a smartphone and tablet.
Canvas	Thumbnail showing the Canvas LMS dashboard.
Employee	Thumbnail showing the Microsoft Outlook logo.
Lions Den	Thumbnail showing a website interface with a red header.
Password Reset	Thumbnail showing a password reset form.
GoToMy	Thumbnail showing a person working at a computer with a '20%' discount tag.

2- Click the “Employee Email” icon.

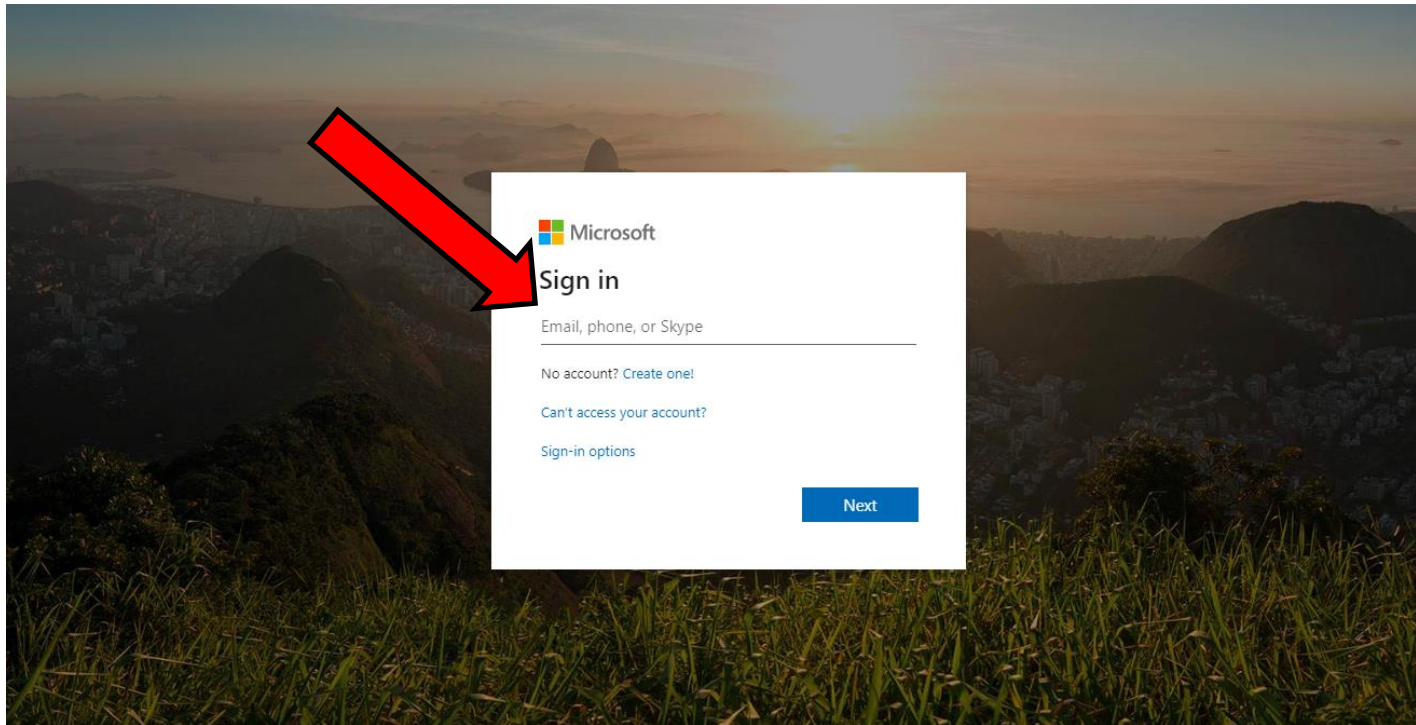


3- Click “Sign-in” on the center of the webpage.

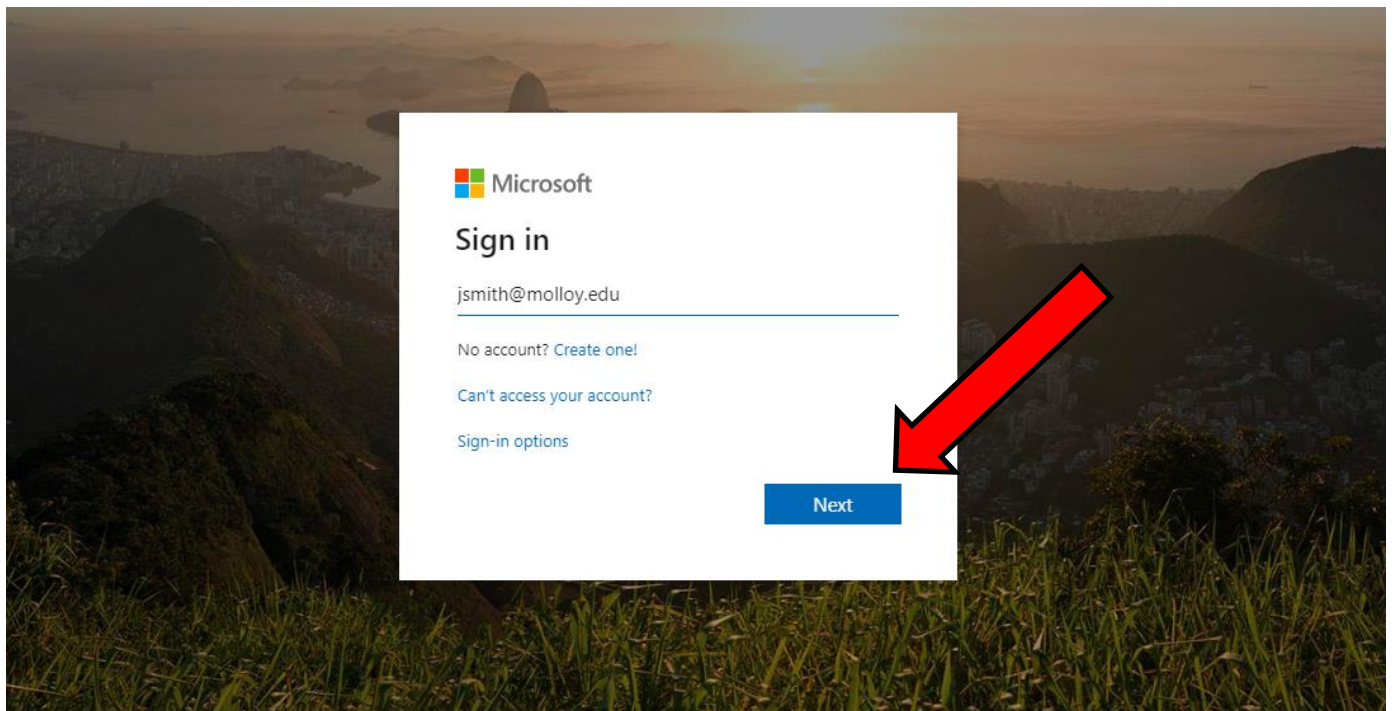


What is Office 365?

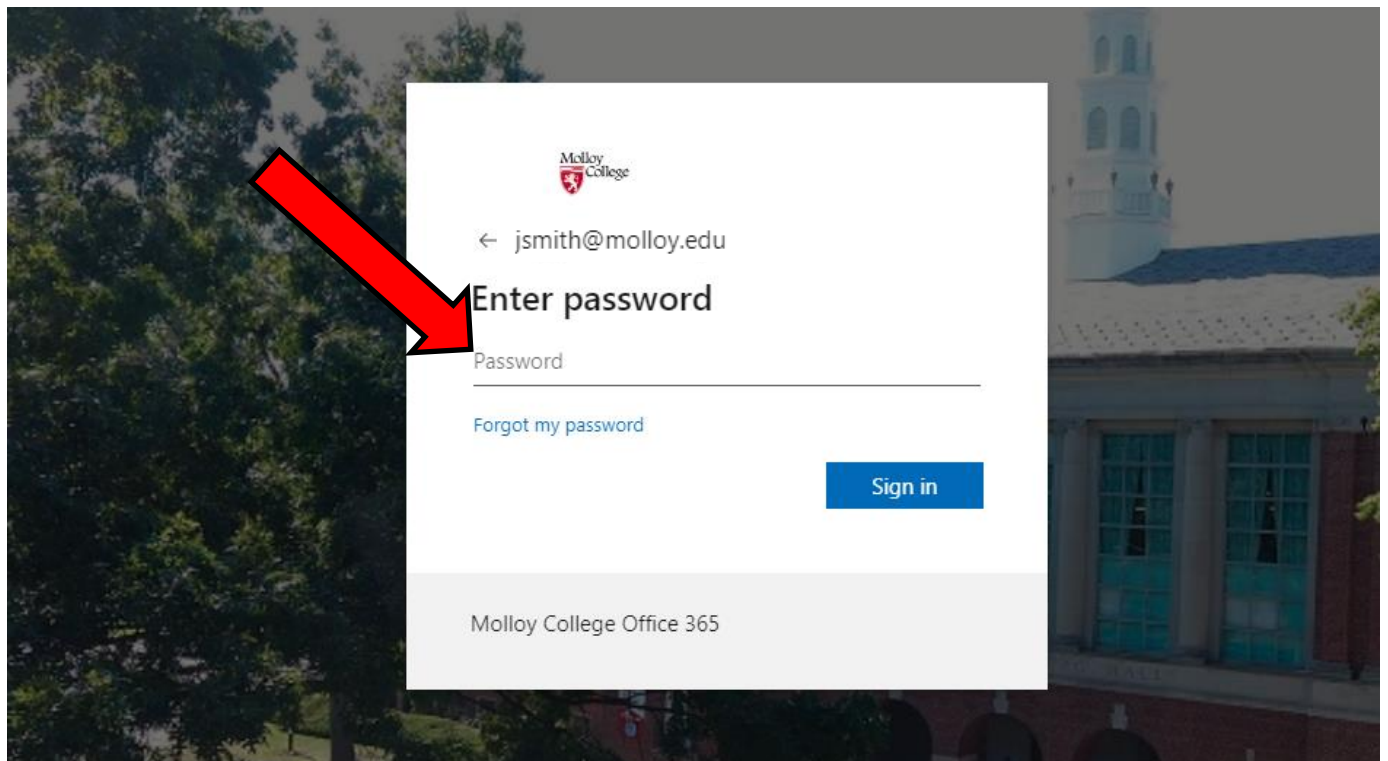
4- Click where it says *Email, phone or Skype* and enter your Molloy email address (ex. jsmith@molloy.edu).



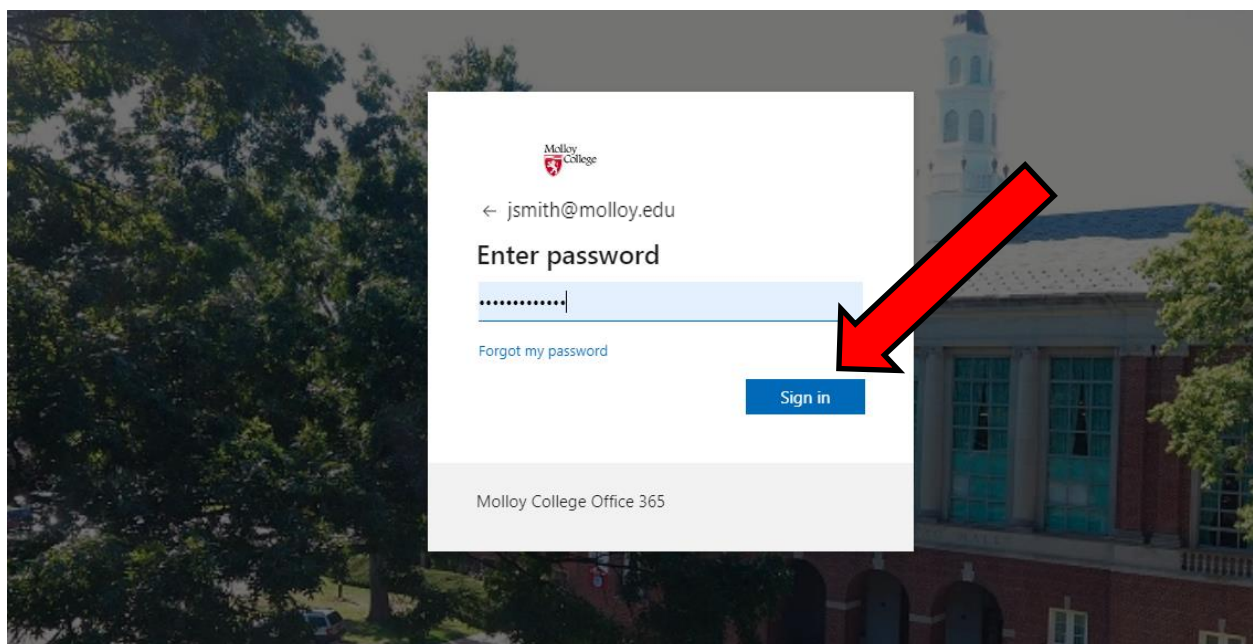
5- Click "Next".



6- Click where it says *Password* and enter the password you use to access your Molloy email.

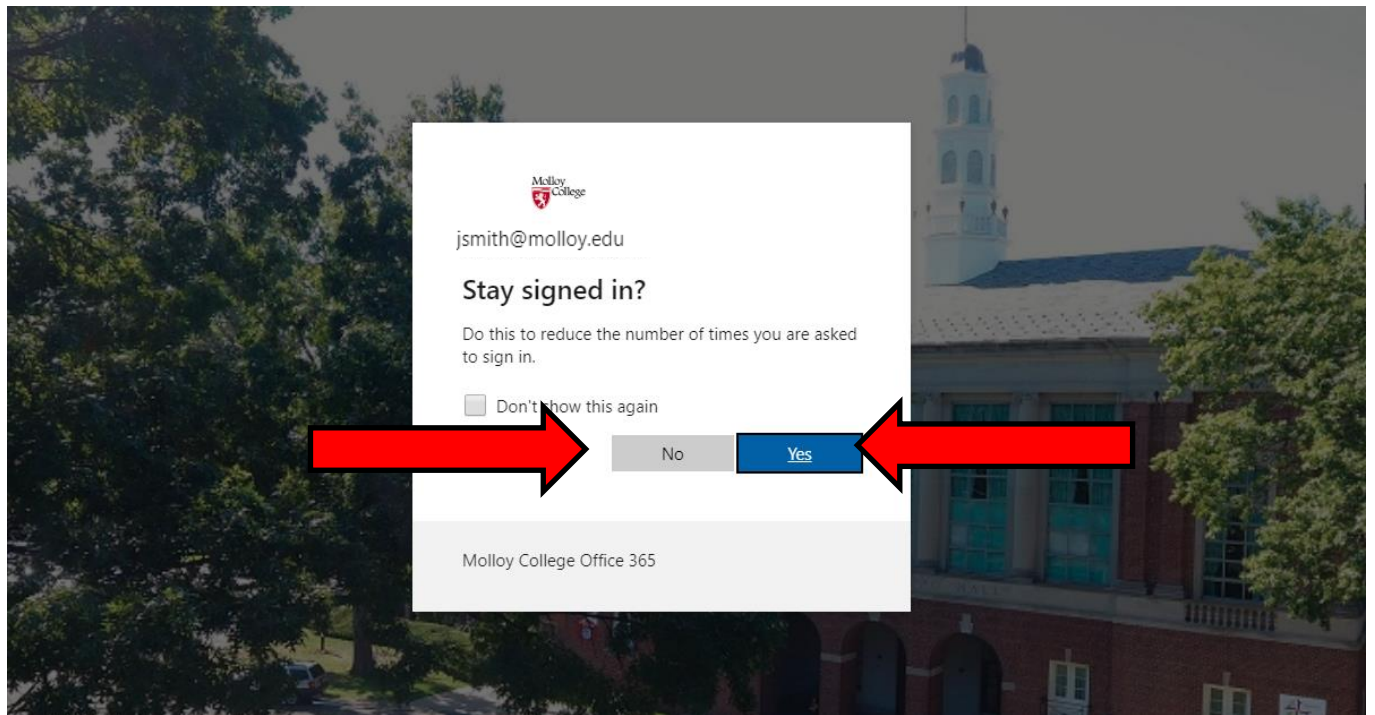


7- Click “Sign in”.

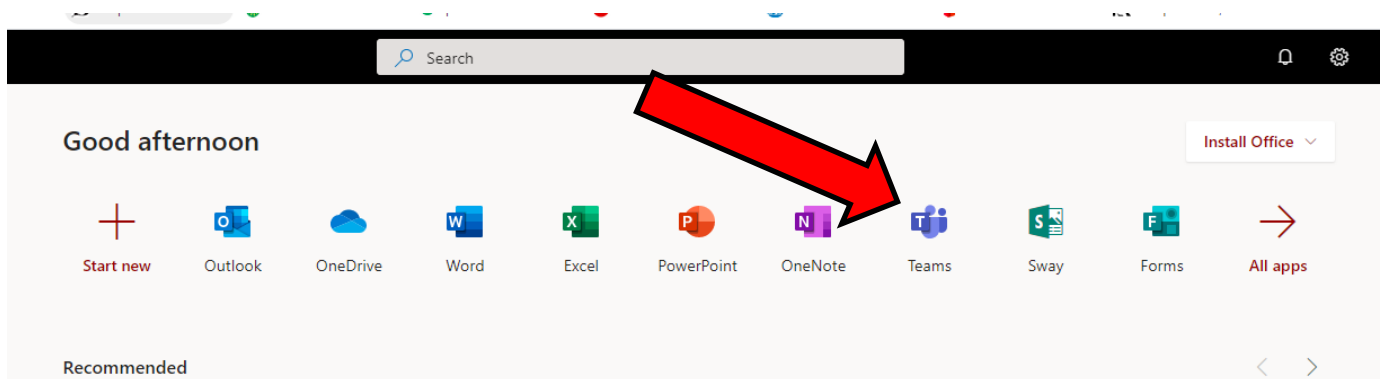


**At this point you may receive a screen asking you to authenticate your account. You will receive a code via a method you already indicated such as text, call, or alternate email. Enter the code in the field and click “Verify” to continue.**

8- You will be asked if you would like to *Stay signed in?* This is a personal preference. Select “Yes” or “No” depending on your preference.



9- Office 365 will open and you will see the icons for all of the available Microsoft platforms. Click on the “Teams” icon.



This will bring you to the web application for Teams. Below are instructions for downloading the desktop application. There are slight differences between the two versions, but both have the same features and options.

1- To download the desktop application click the download icon on the bottom left and follow the prompts.

