

Instructions: Microsoft Team Access for WRENs

How to access MS Teams from home:

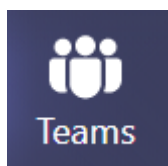
- If not already installed, download Microsoft teams for free from:
<https://www.microsoft.com/en-au/microsoft-teams/download-app>
 - Nb: Do NOT click 'sign up for free'.
 - Click download for home or small business
 - You can also download for mobile, if you'd like to.
- When prompted, enter:
 - Account ID: Your unique work email
 - Password: Your usual work password (ie the same password you use at work when logging onto a computer)

How to access MS Teams from work:

- Make sure YOU are logged into the computer (not anyone else) with your unique work ID.
- Open Microsoft teams (you may find an icon on your desktop. If not, click the start button and find it in a list of programs)

Find our Channel

- Select TEAMS on left menu



- Click on our team:



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- Click on our channel:

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Nb – do NOT use the general channel, as this is open to all groups.

- Click the **POSTS** tab and say 'hi' to the group to let us know you've made it in.
- See other tabs on top for files such as handouts, best practice docs and other links.

Problems?

- Email Lisa Hewitt: lhewitt@bendigohealth.org.au so we can work it out together.