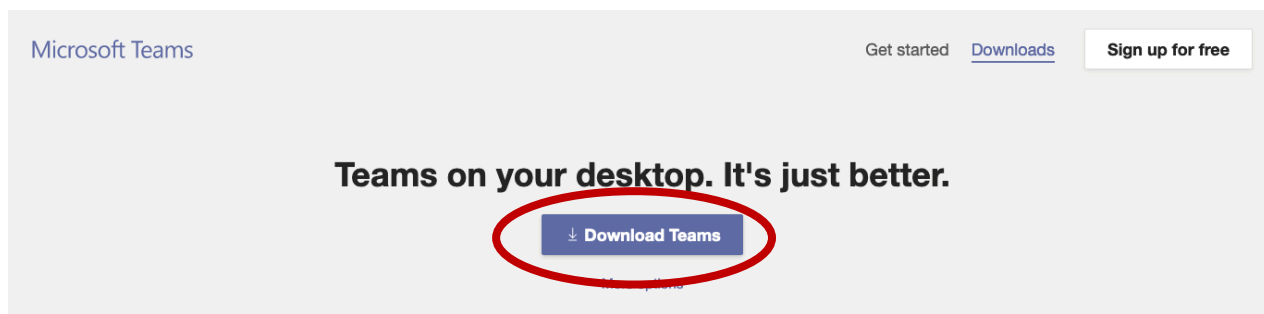


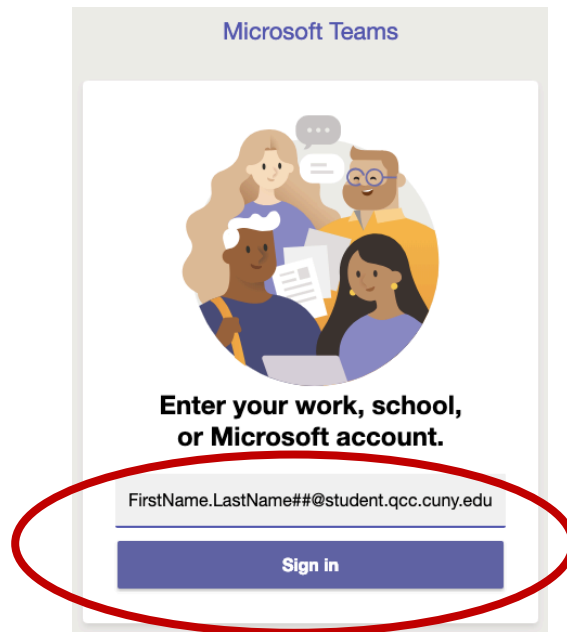
Accessing Microsoft 365 Teams

- 1) First, use this link to directly [download and install Microsoft Teams to your computer](#). Click on Download Teams. Then, follow the installation steps.



2) Here, you will enter your **CUNYFirst/Blackboard username, followed by @student.qcc.cuny.edu**. It will be **FirstName.LastName##@student.qcc.cuny.edu**.

The numbers you enter are the last two numbers of your **emplid**. Your **emplid** can be found on your **student ID card**. Click Sign-in.



3) After entering your username, you will be taken to CUNY Web Applications login.

Enter the same username and **CUNYFirst/Blackboard** password.



Web Applications Login

If you are logging into a University cloud service offering Dropbox or Microsoft Office 365 for Education, you agree the terms in the [CUNY Acceptable Use of University Data policy](#).

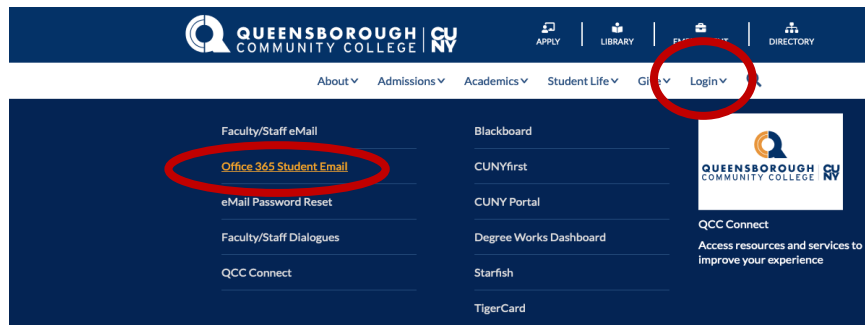
Log in with your [CUNY Login credentials](#):

The username you entered cannot be identified.

Username

Password

4) Besides installing Microsoft Teams on your computer, you can sign in to your Office 365 account and use Teams from there. Before logging in to Office 365, make sure the browser you are using is either **Google Chrome** or **Microsoft Edge**. There are multiple ways to login. The first way is to go to qcc.cuny.edu, go to Login, and click on Office 365 student email. From there, click on “Login to access Office 365 student email messages”.



Queensborough's Student Email System

Microsoft Office 365 offers 50 GB for message storage, Office applications (Word, Excel, PowerPoint, OneNote & Access), Web and mobile device support, and excellent email security.

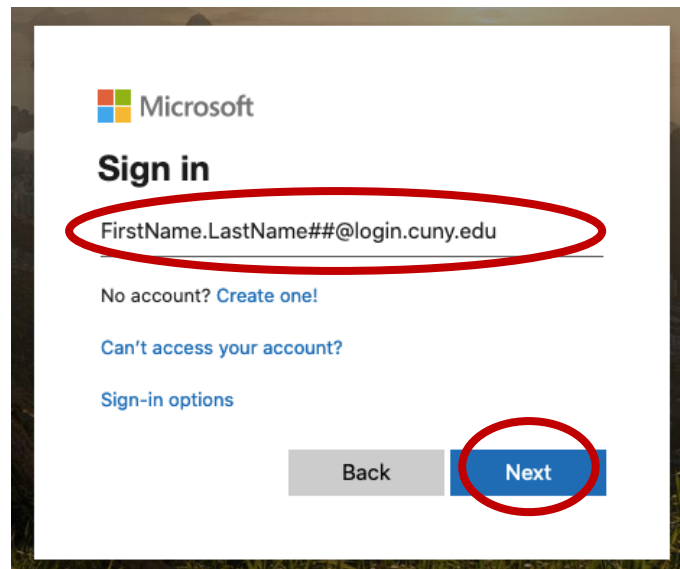
[Login to access Office 365 Student Email messages](#) >

All official communication from the College to students will be done only through Office 365.

Microsoft Login

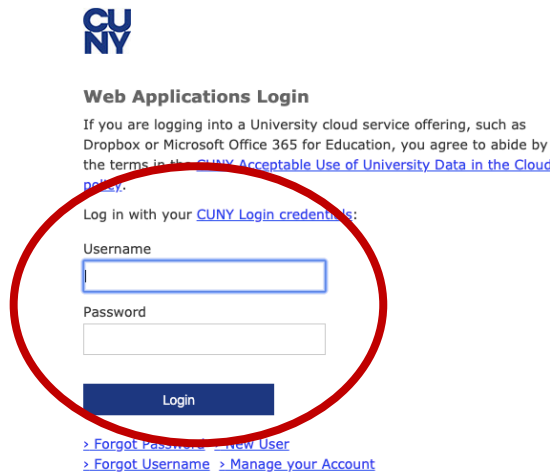
The second way to login is to go to portal.office.com.

5) Here, you will login with your **CUNYFirst/Blackboard credentials**. It will be **FirstName.LastName##@login.cuny.edu**. The numbers you enter are the last two numbers of your **emplid**. Your **emplid** can be found on your **QCC ID card**. Click next.



CUNY Web Application Login

6) You will be taken to CUNY Web Applications Login. Enter the same CUNYFirst/Blackboard username and the CUNYFirst/Blackboard password. Click Login. (Keep in mind that if you need to reset your password, you need to do it through CUNYFirst/Blackboard).



CUNY

Web Applications Login

If you are logging into a University cloud service offering, such as Dropbox or Microsoft Office 365 for Education, you agree to abide by the terms in the [CUNY Acceptable Use of University Data in the Cloud Policy](#).

Log in with your [CUNY Login credentials](#):

Username

Password

[> Forgot Password](#) [> New User](#)
[> Forgot Username](#) [> Manage your Account](#)

7) Choose if you would like to remain logged in.



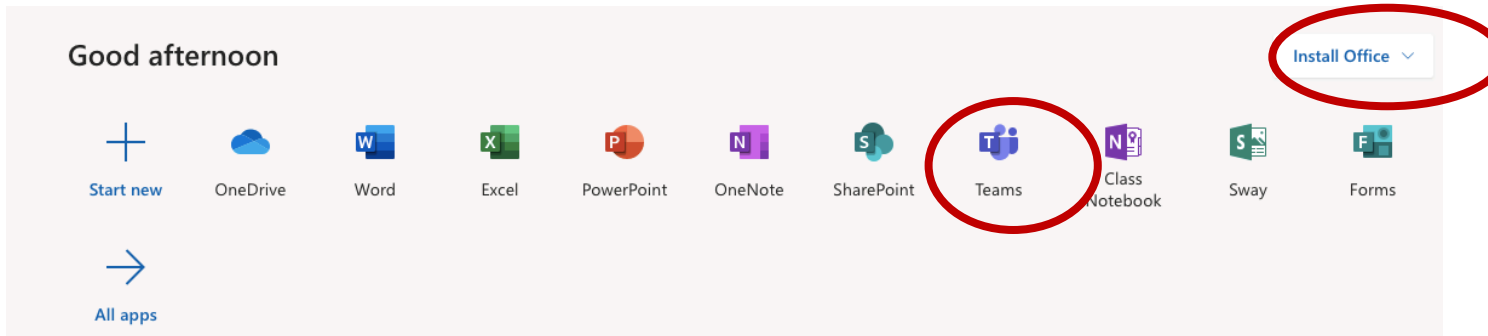
CUNY THE GREATEST
QUEEN UNIVERSITY
IN THE WORLD

Stay signed in?

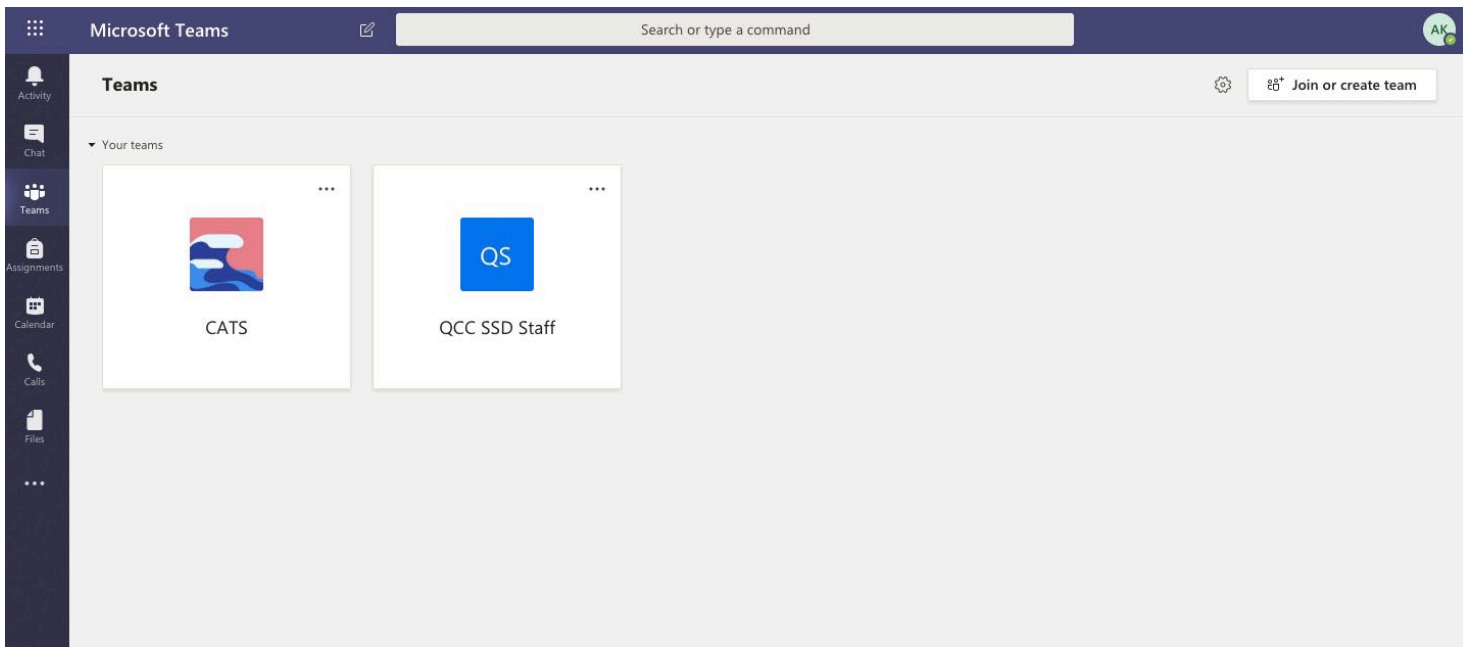
Do this to reduce the number of times you are asked to sign in.

Don't show this again

8) You will find Microsoft 365 applications at the top. From there, choose Teams. You also have the option to install the Office suite on your computer.

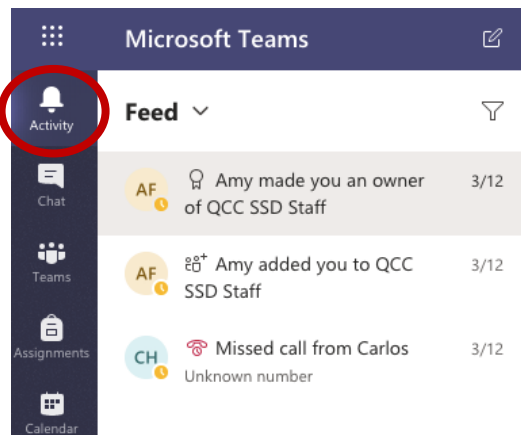


9) In Microsoft Teams, you can create or join a team, make video/audio calls, instant message, upload/create files, and schedule working hours.

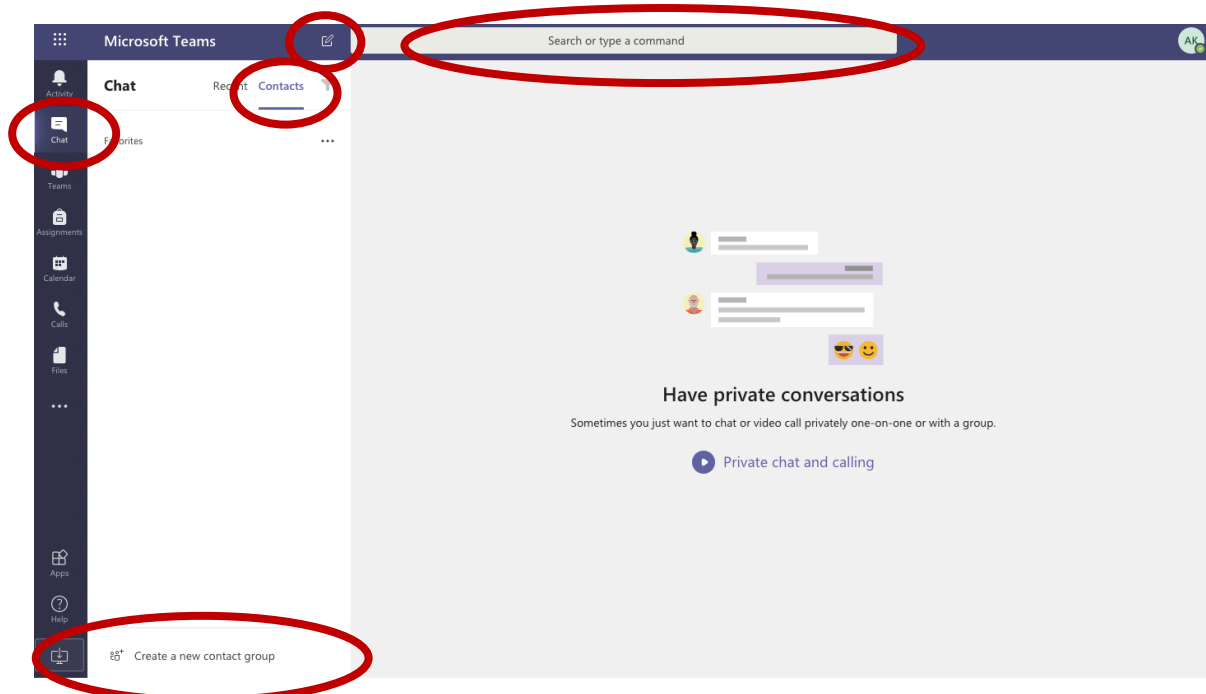


Teams Menu Breakdown

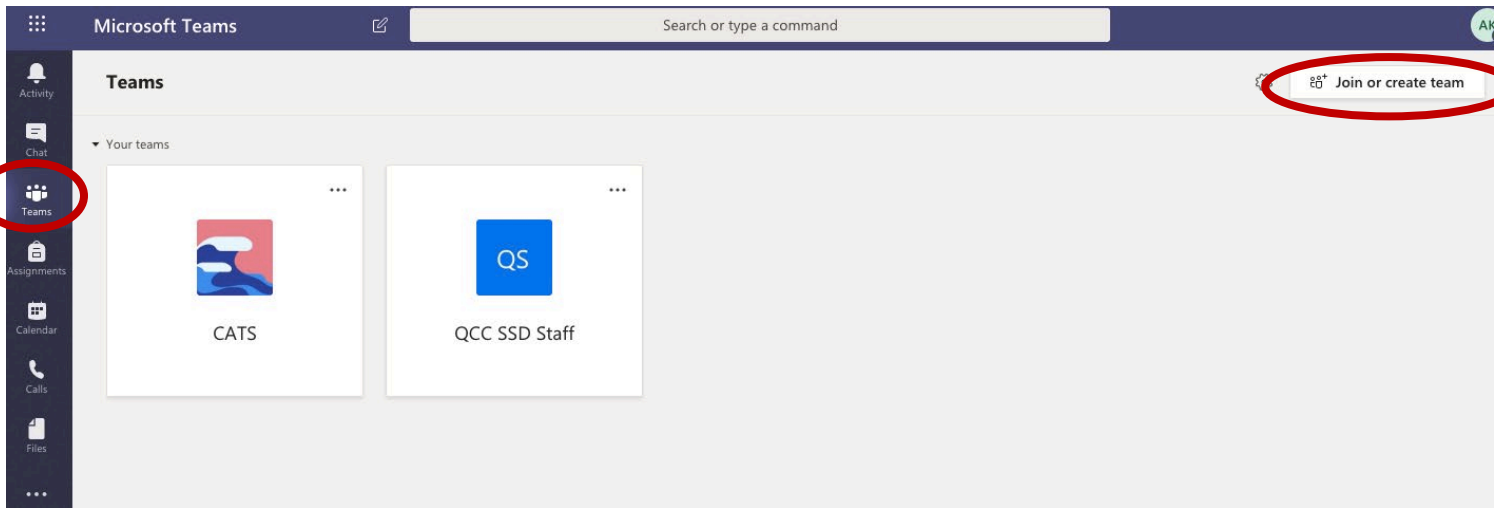
10) By clicking on Activity, it will open up your team's feed.



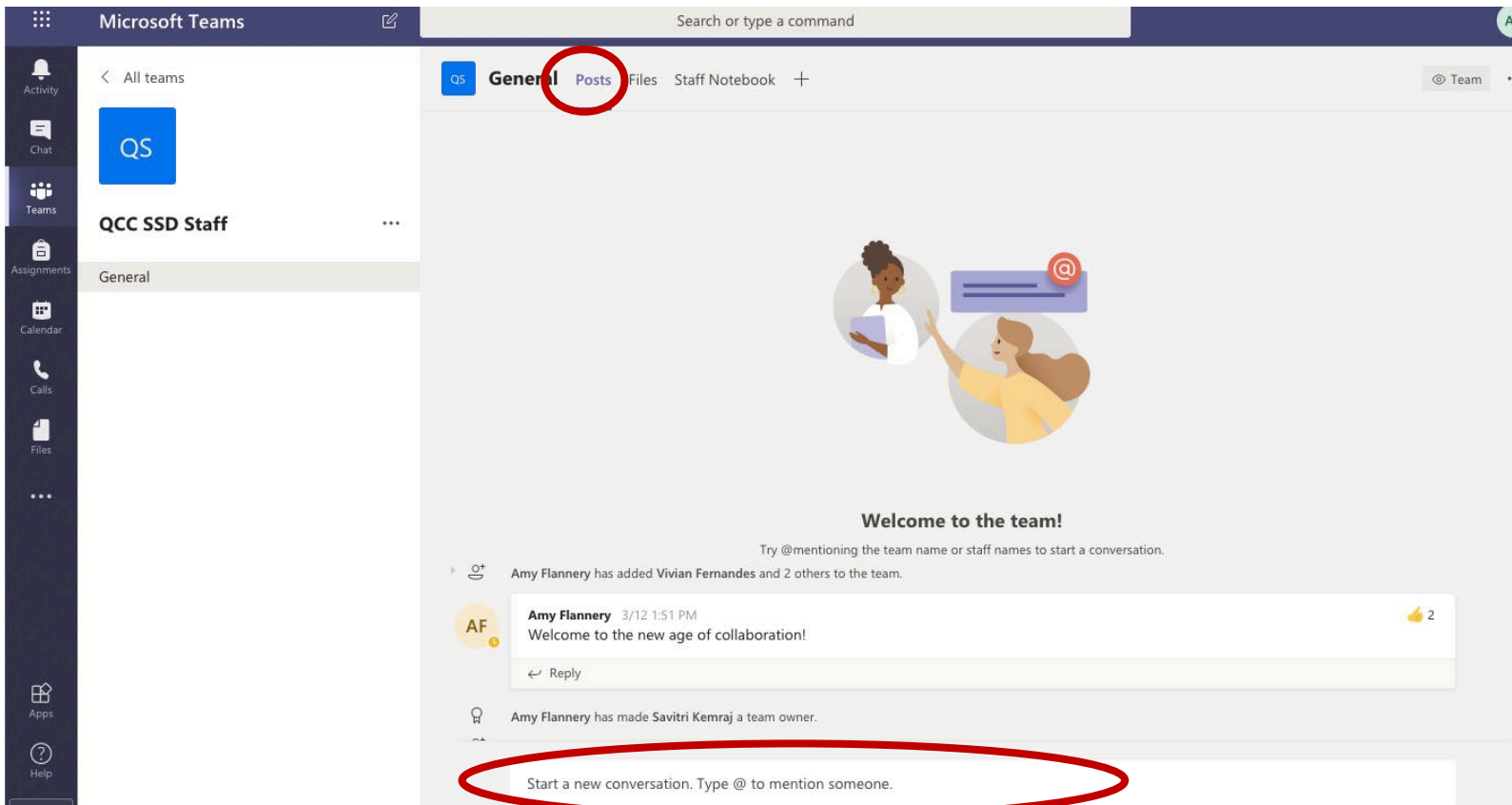
11) By clicking on Chat, you will be able to instant message and make video/audio calls. You can also create a contacts list by clicking on Contacts and Create a new contact group. To start chatting, click on the new chat icon that is adjacent to the search bar at the top, or you can search for the person(s) that you want to chat with using the search bar. Keep in mind that only those that are in the QCC database will appear.



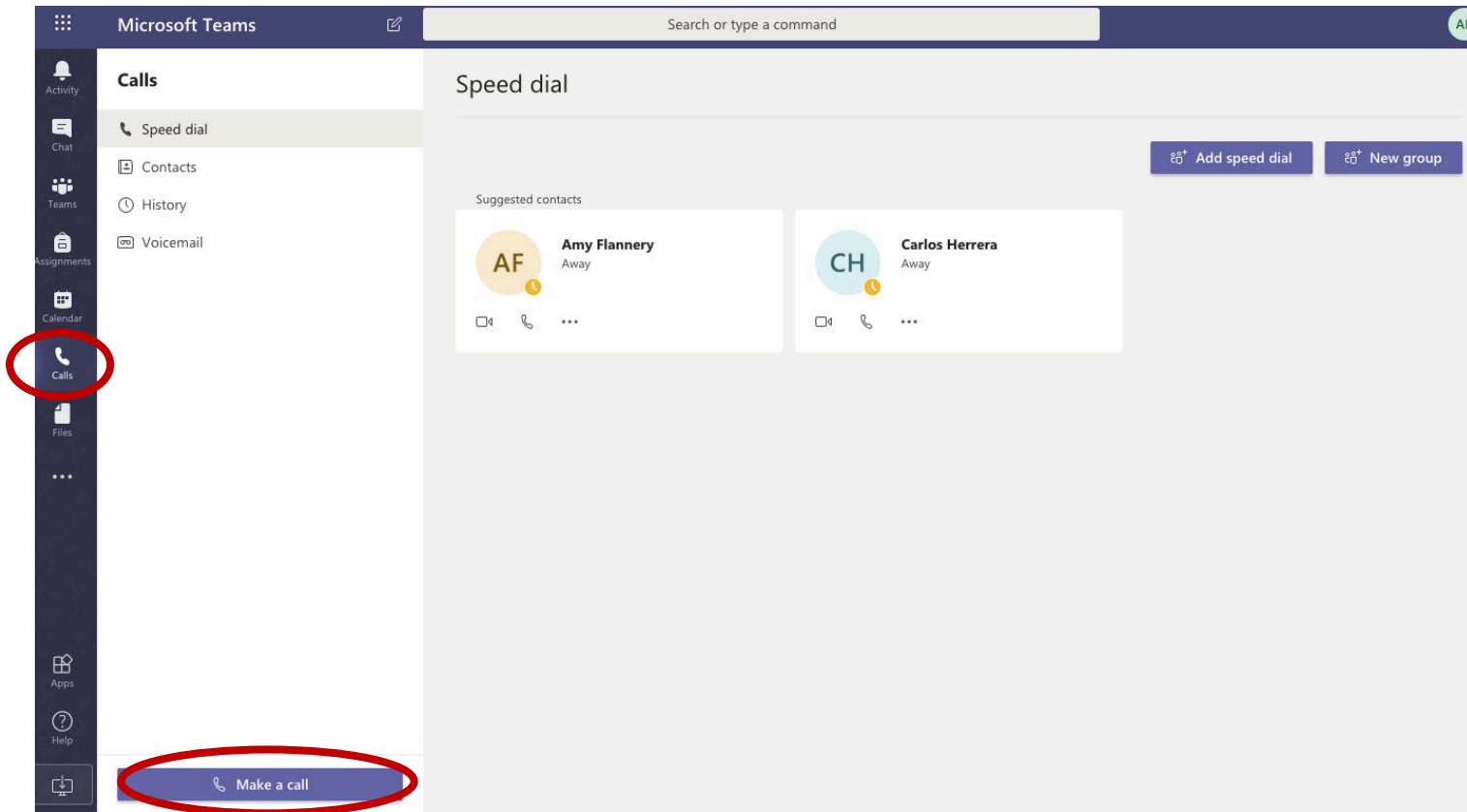
- 12) By clicking on Teams, you can access the teams that you are a part of, or you can create/join a team.



- 13) When you click on a team, you can start a conversation with your team members under Posts.



- 14) By clicking on Calls, you are able to see missed calls, and you can make video/audio calls.



- 15) By clicking on Files, you are able to access your Teams' files.

