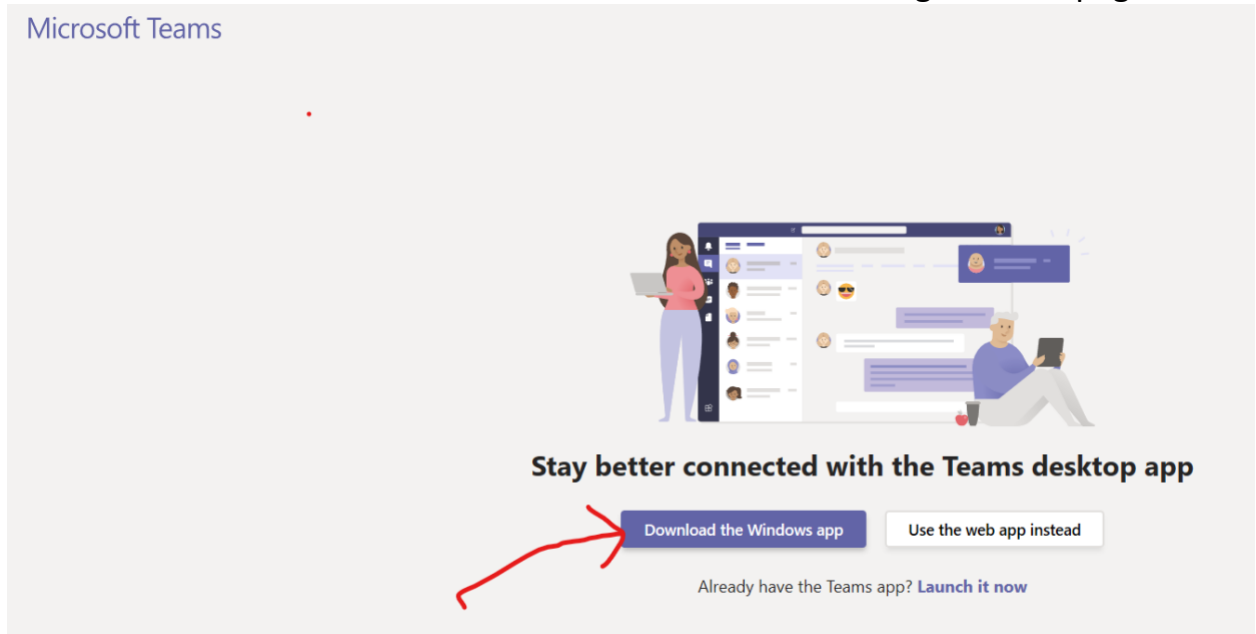


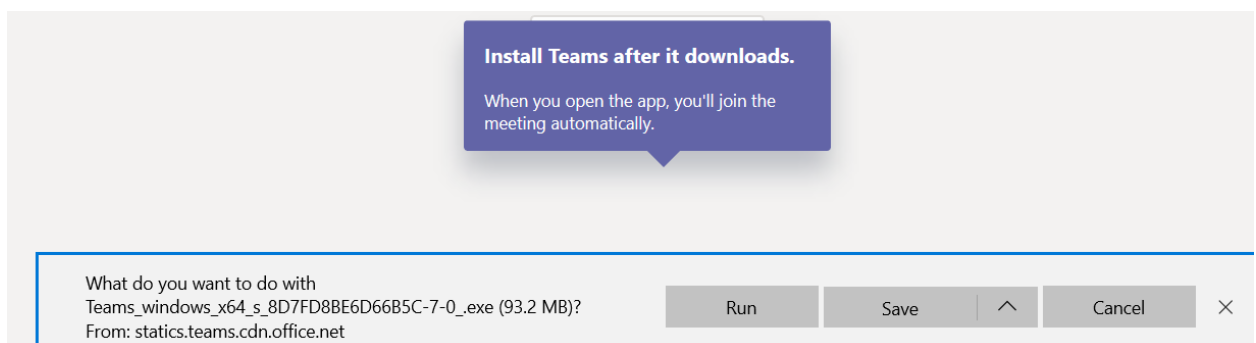
## Joining A Group Through Microsoft Teams – Step by Step Guide

### Windows/PC Users

1. Click the “teams” link for the group you would like to attend. This can be found on the [counselling services website](#), by contacting the welcome centre (613.727.4723 ext. 7200, welcomecentre@algonquincollege.com), or from a member of the counselling team you already have contact with.
2. You will see the following page:



- a) You may be prompted to just open teams if you already have it installed, you can click “Open Microsoft Teams” if this happens and go to step 6
3. You can choose to download the app or use the web app. *Note that the web-app has some reduced functions, so downloading is recommended.*
  4. If you choose to download, you will see the following (Click Run)



Once it has finished downloading, you will be asked to log-in and then will see what is described in step 6.

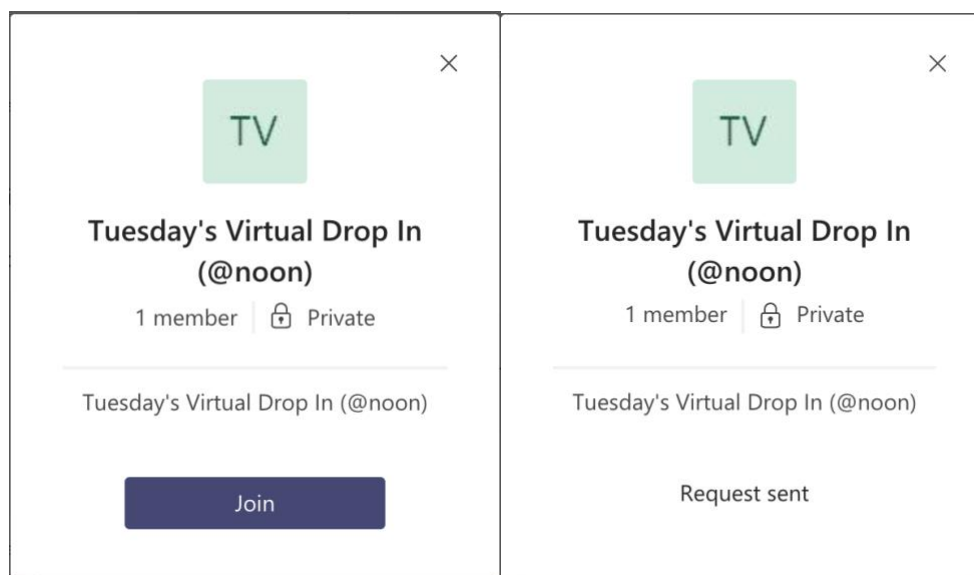
5. If you choose to use the web app, you will see the following, sign in to your Algonquin email account.



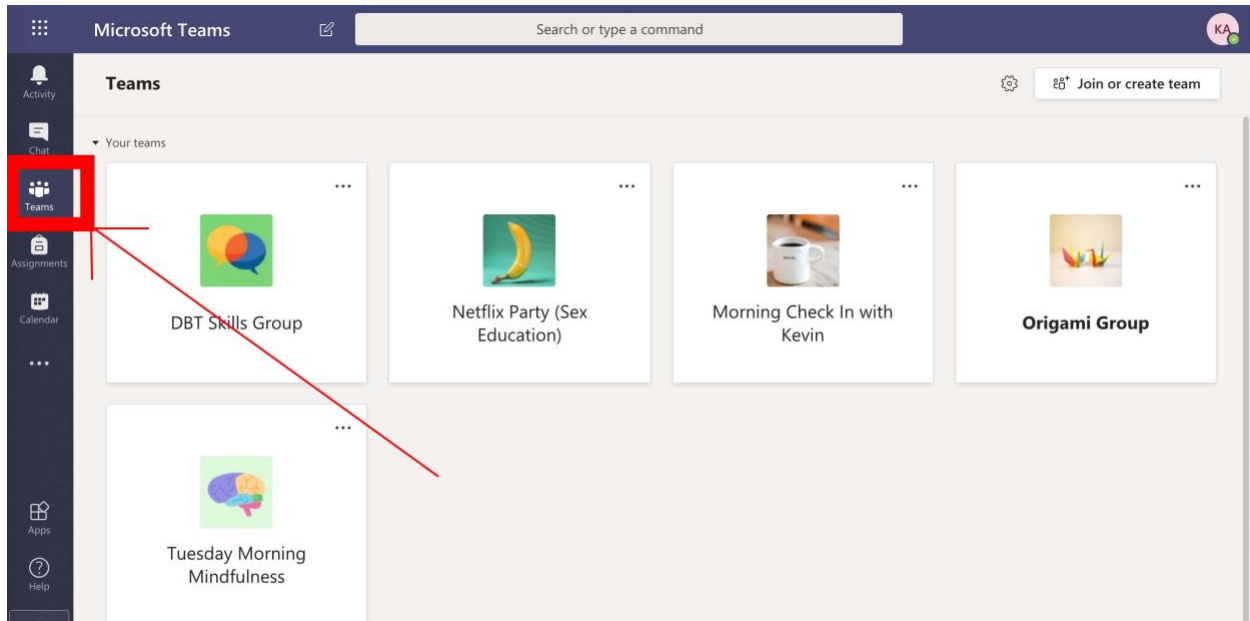
Enter your Algonquin College UserID and password

Sign in

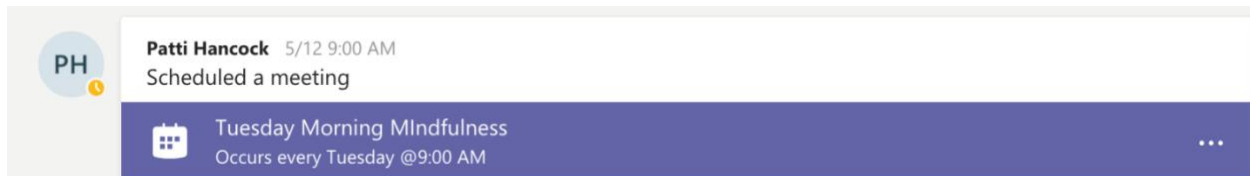
6. You will then see the following. Click the join button. This sends a request the group facilitator that you would like to join.



7. Once they have approved you to join the Team, you will see it when you click on the “Teams” tab on the left-hand side. Then, click on the team for the group you are joining (i.e. Origami Group)



8. Now you will see the Team feed, where the video-chat will be joinable at the time of the group.



9. Click join meeting to join the group.