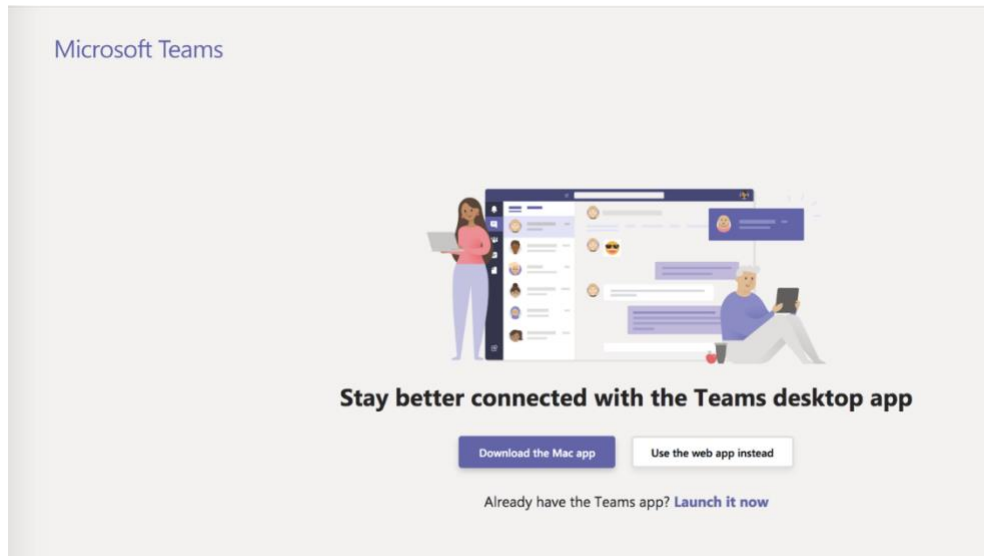


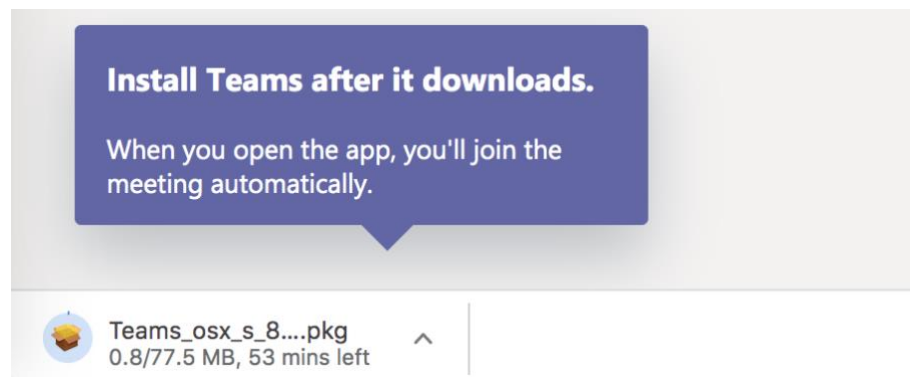
Joining A Group Through Microsoft Teams – Step by Step Guide

Mac Users

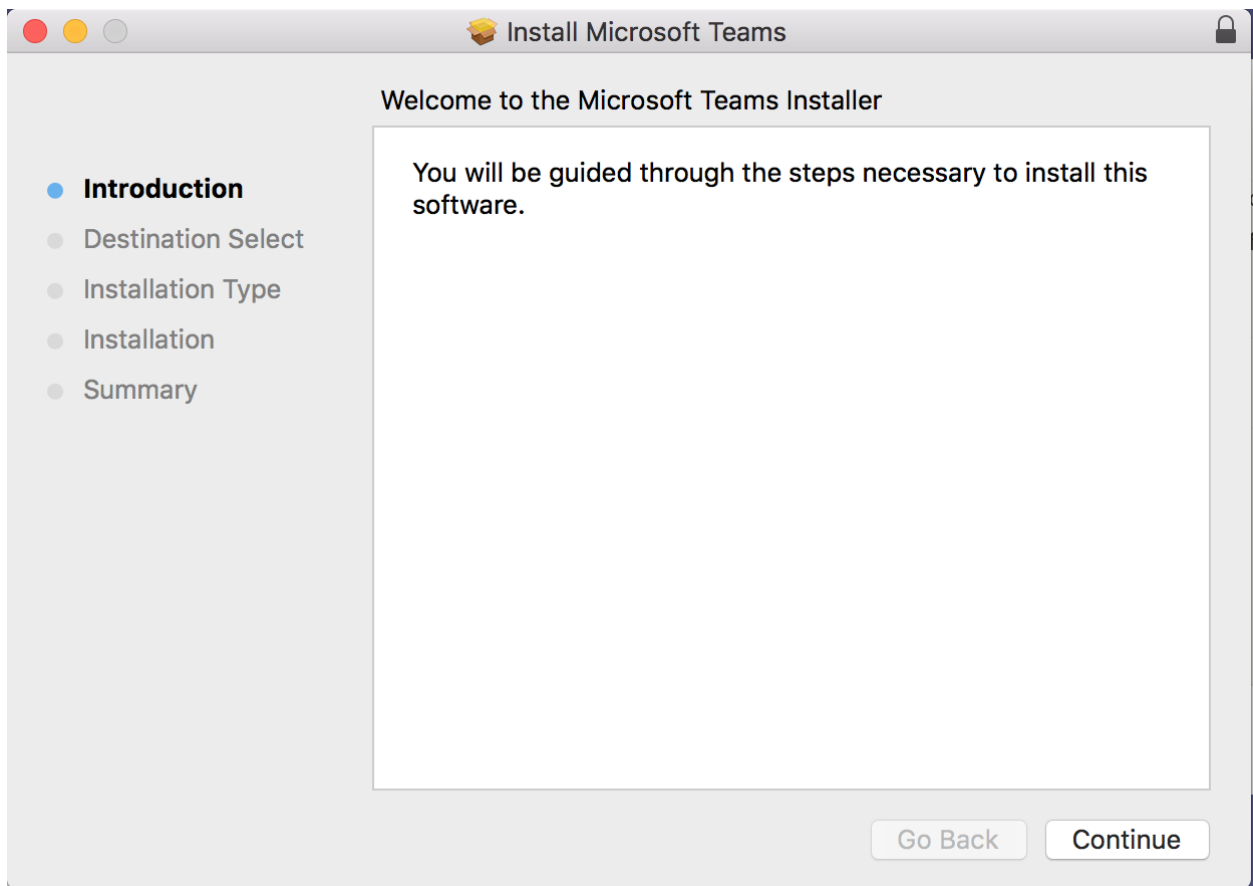
1. Click the “teams” link for the group you would like to attend. This can be found on the [counselling services website](#), by contacting the welcome centre (613.727.4723 ext. 7200, welcomecentre@algonquincollege.com), or from a member of the counselling team you already have contact with.
2. You will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



Once the download has finished, click or double-click on the file to open it.
You will see the following:



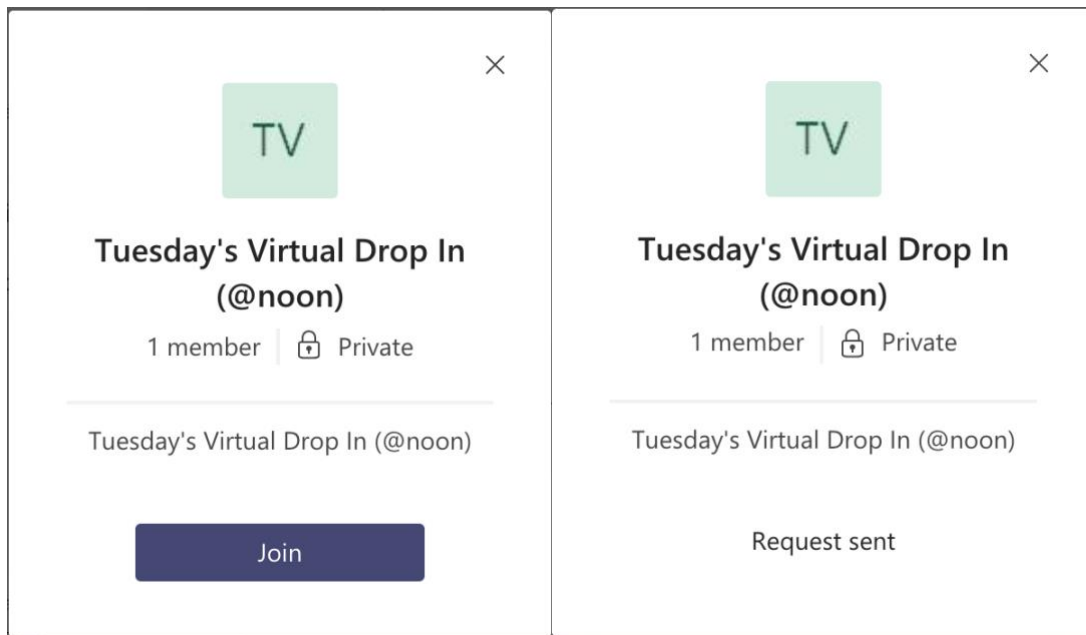
Click continue twice and then "install". Once the installation has completed the program should open and you will see what is shown in step 6.

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

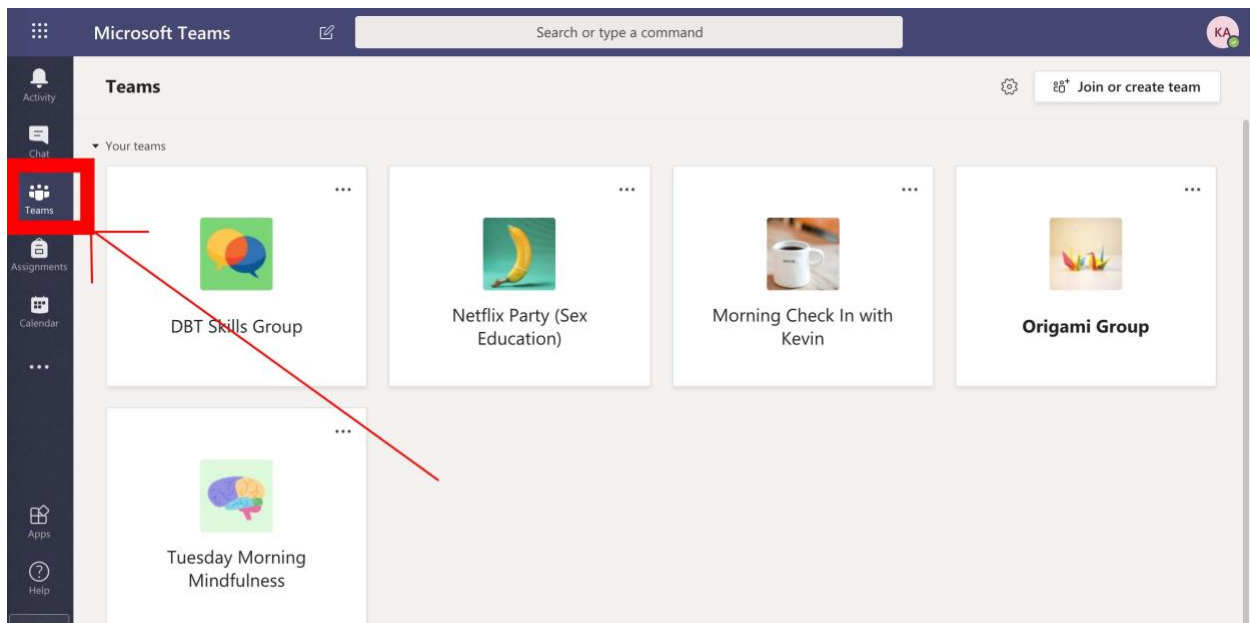


Enter your Algonquin College UserID and password

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



- 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)



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

A screenshot of a meeting notification. On the left is a circular profile picture with the initials 'PH' and a small yellow notification badge. To the right of the profile picture, the text reads 'Patti Hancock 5/12 9:00 AM' followed by 'Scheduled a meeting'. Below this is a dark blue horizontal bar containing a calendar icon, the text 'Tuesday Morning Mindfulness', and 'Occurs every Tuesday @9:00 AM'. A three-dot menu icon is visible on the right side of the blue bar.

9. Click join meeting to join the group.