

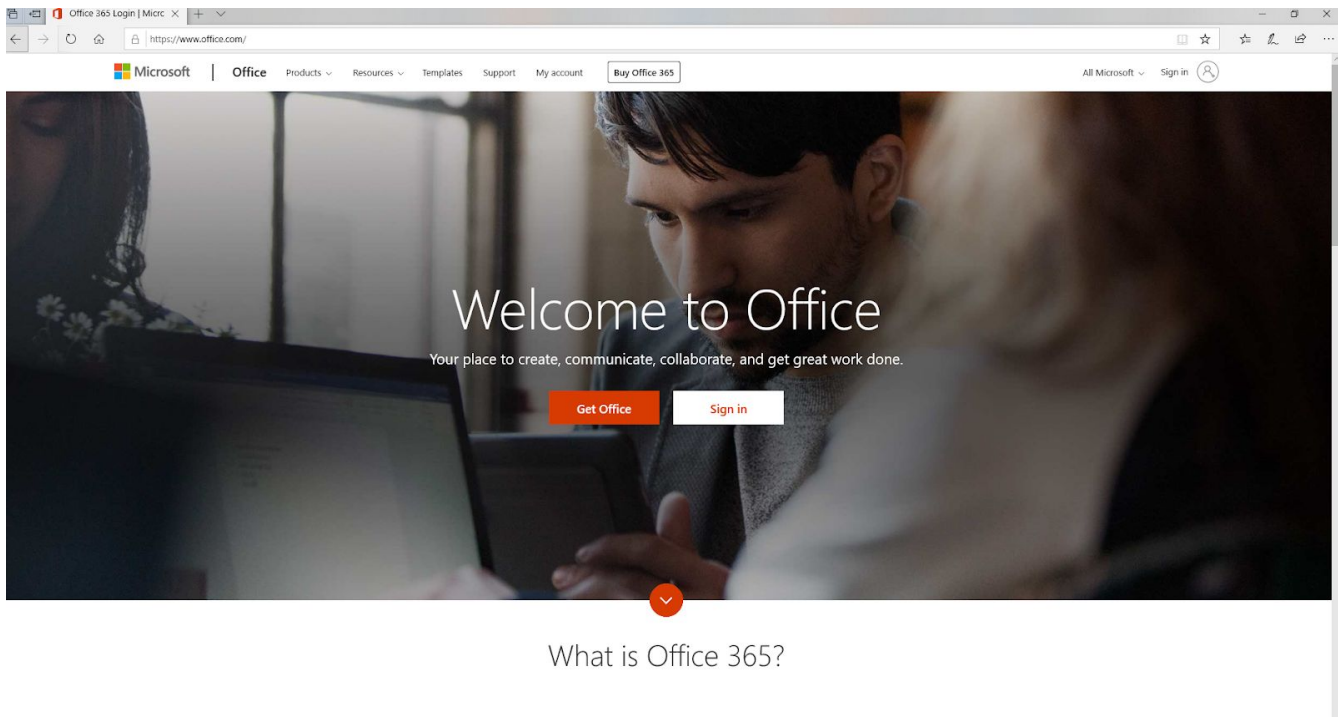


Tech Tips

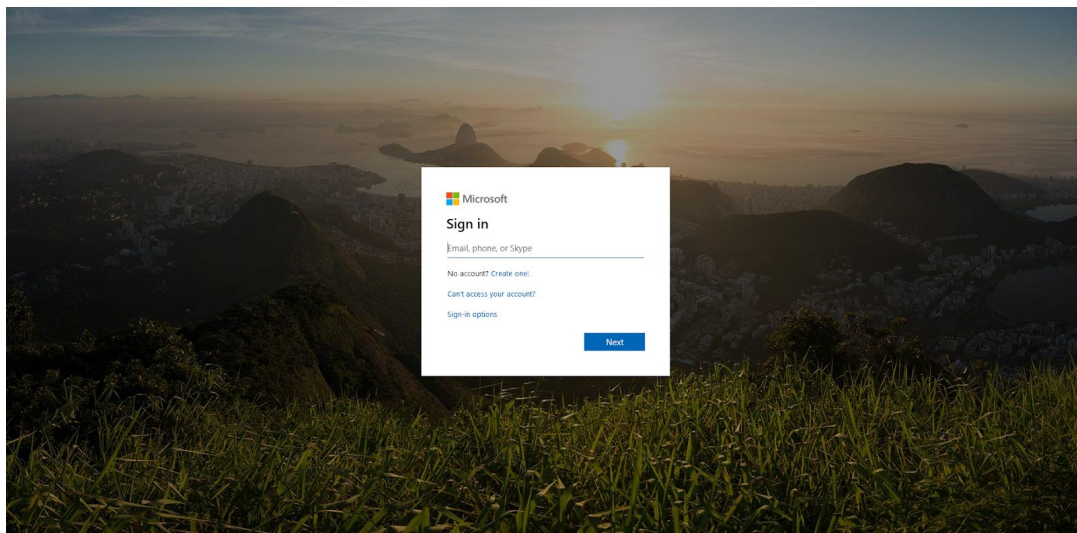
Using your Microsoft Teams Account STAFF & FACULTY

Accessing your Office 365 Account

1. Visit www.office.com and click "Sign In"



1. Enter your username. This is your email address and press Next. For example: jdoe@nvit.ca
(Note: email address for login is nvit.ca NOT nvit.bc.ca).

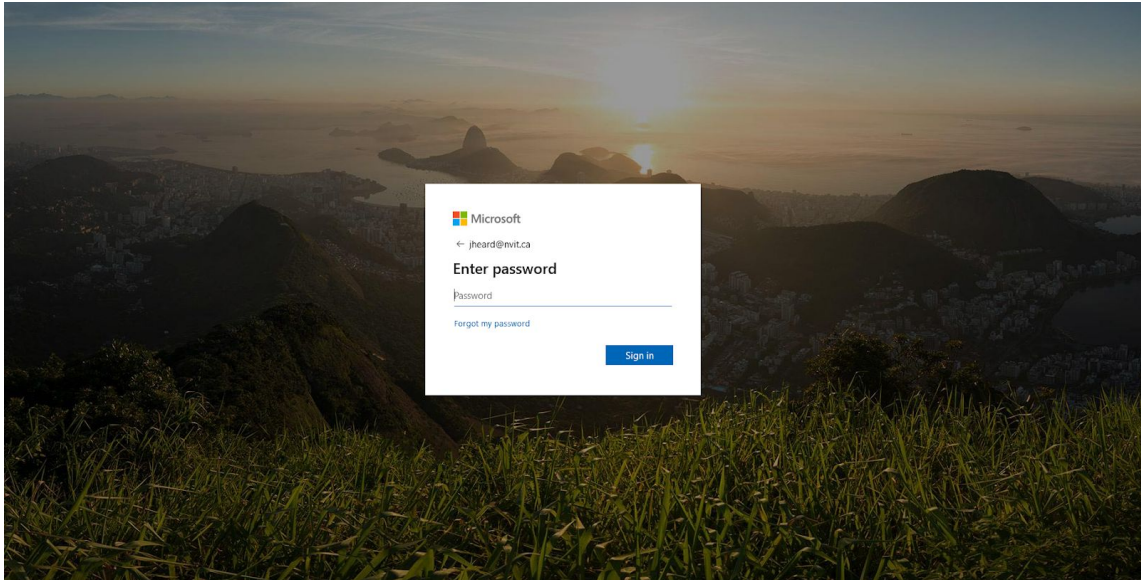




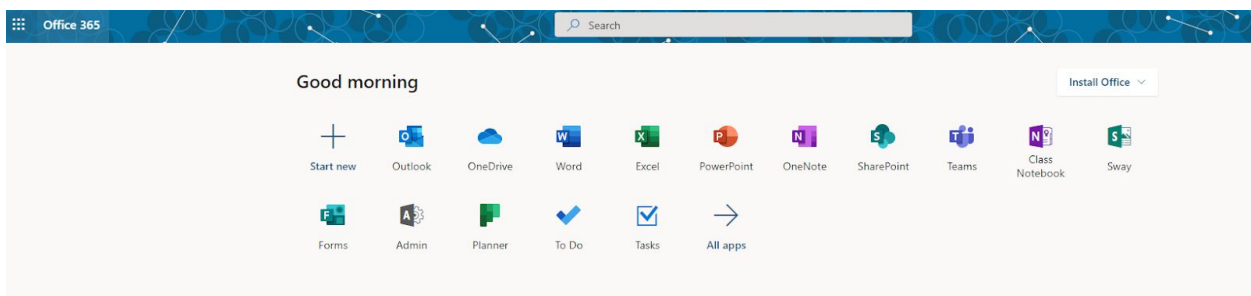
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2. Enter your myNVIT password. If you are unsure of your password, please connect with Jen Heard.



3. After you enter your password, you may see a dialog box indicating more information is required. In the next window, you have a choice to enter either a cell phone number or an alternative email address (your personal email address). A six-digit code will be sent to your phone or email. This is an additional security measure to protect your account.
4. Once your code is entered, your Office 365 account is ready to go.



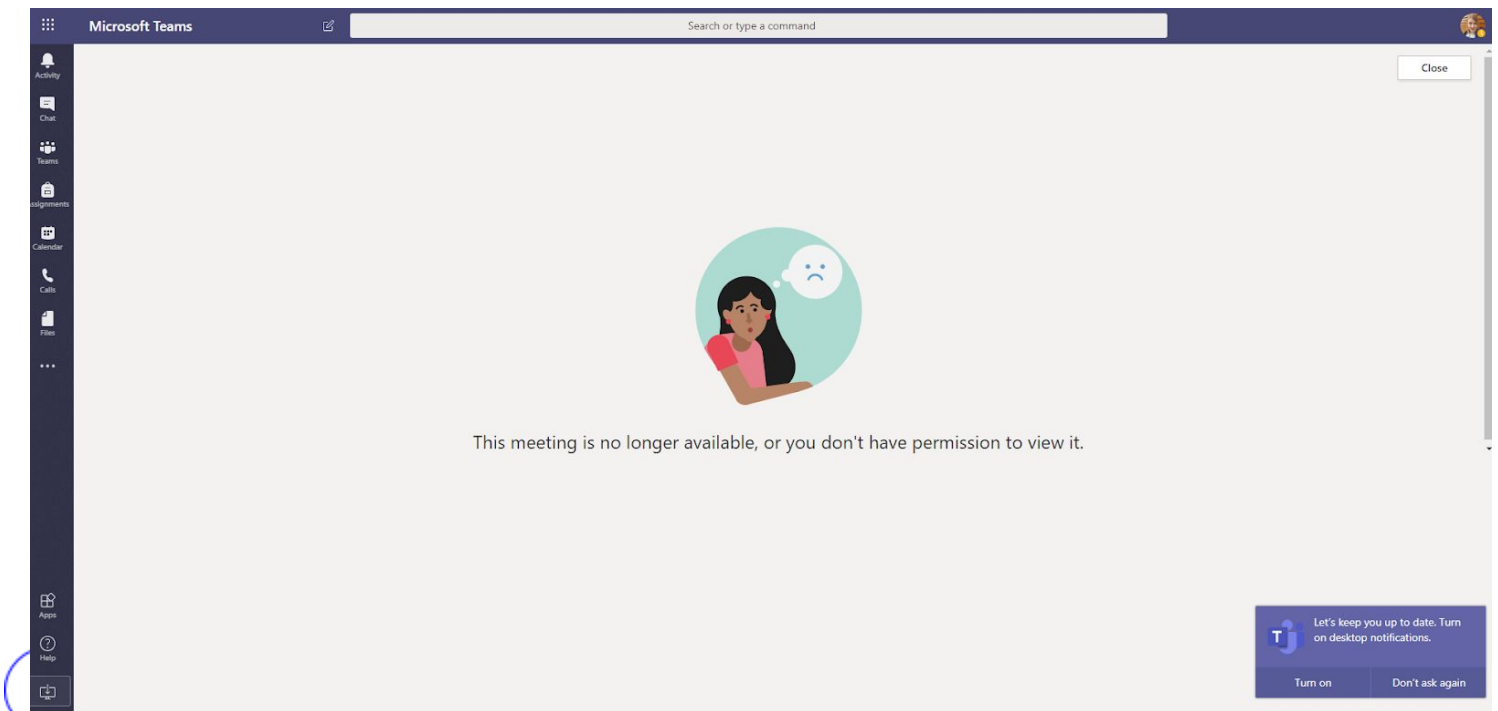
Still need help? Send an email to jheard@nvit.ca.



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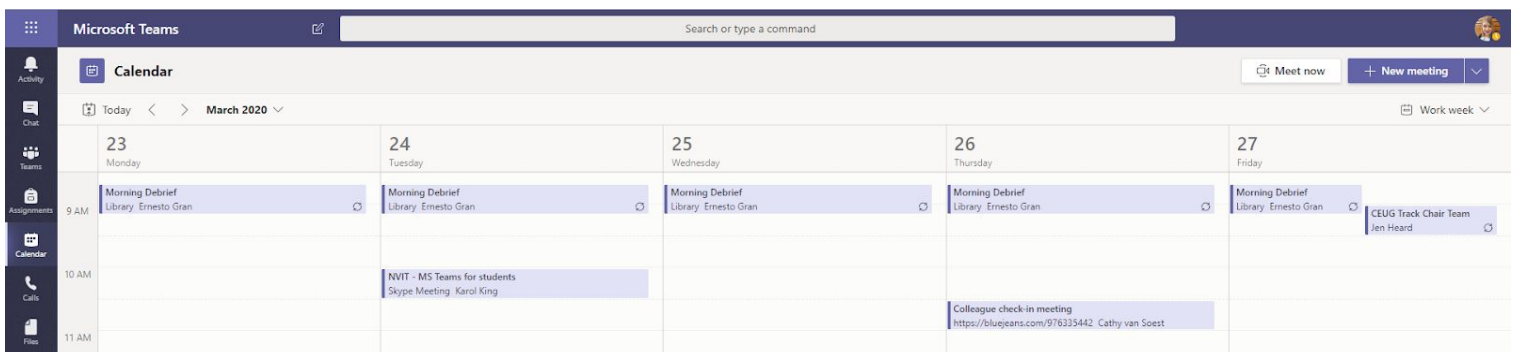
- Click on the Teams app to start using Teams.



Download Teams here

Turn On Notifications

- Meet now: This allows you to create an instant meeting with any number of participants.



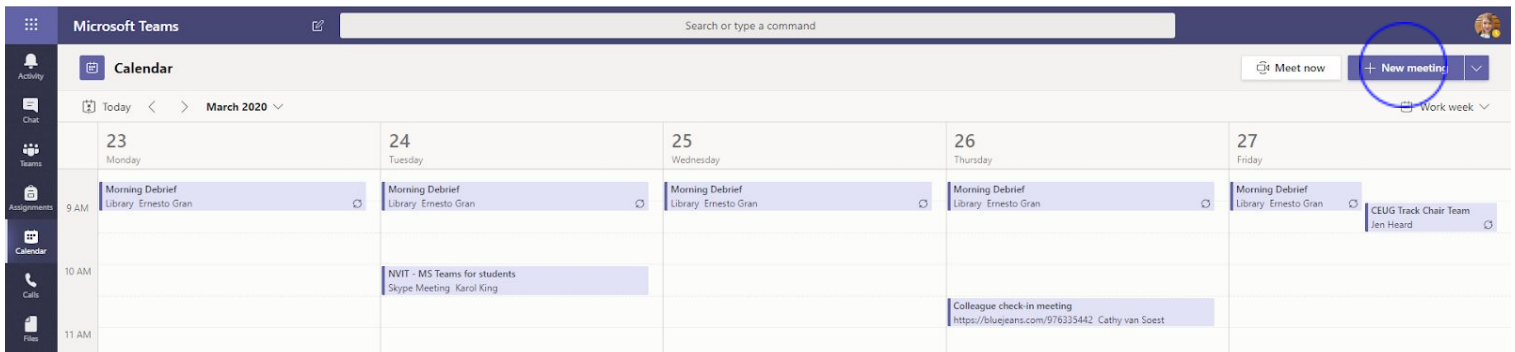
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7. + New Meeting: This allows you to schedule a meeting (just like an appointment request) for anytime in the future and allows you to invite attendees (and optional attendees).



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