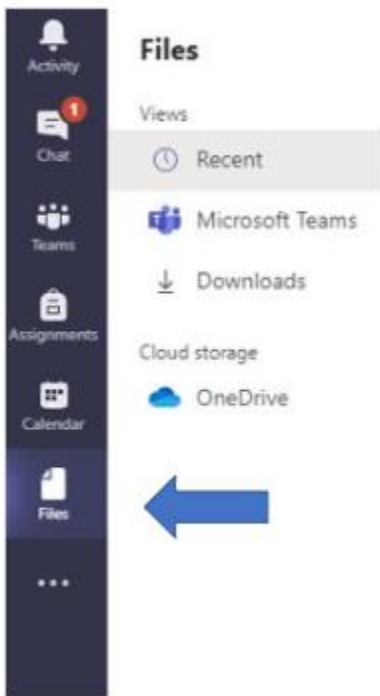


Tips for using Microsoft Teams to get the most out of your online session.

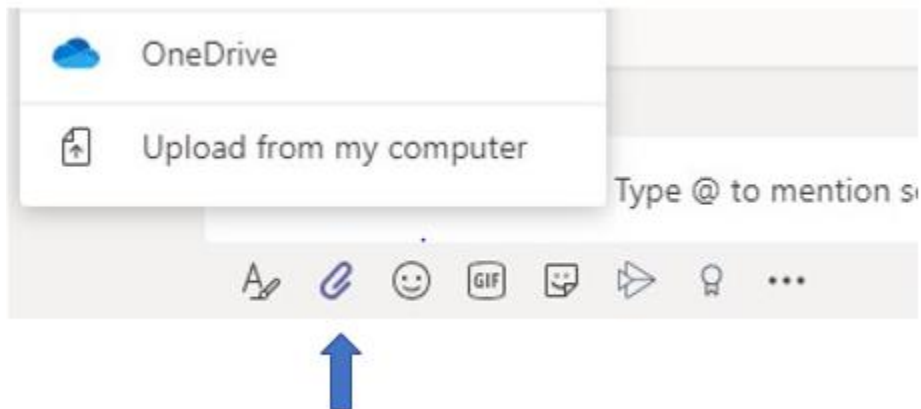
If you made an appointment ahead of time for an online session by email as-lrcoref@acc.comnet.edu or calling 860-253-3170, this brief guide will help you log into Microsoft Teams, the collaborative platform we use to communicate with students at ACC.

Sharing Assignments

How do I share my assignment? There are a number of ways within Teams to do this, including clicking on the “Files” icon on the left hand side of your screen. HINT: You may need to click on the three dots to make the Files option appear. You can also email your assignment to as-lrcoref@acc.comnet.edu as you schedule and we confirm your appointment.

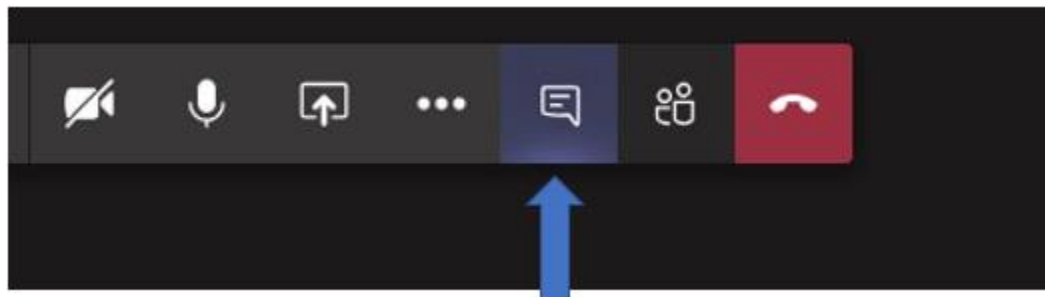


You can also upload a file from the paperclip attachment icon in Teams, located at the bottom of the screen:



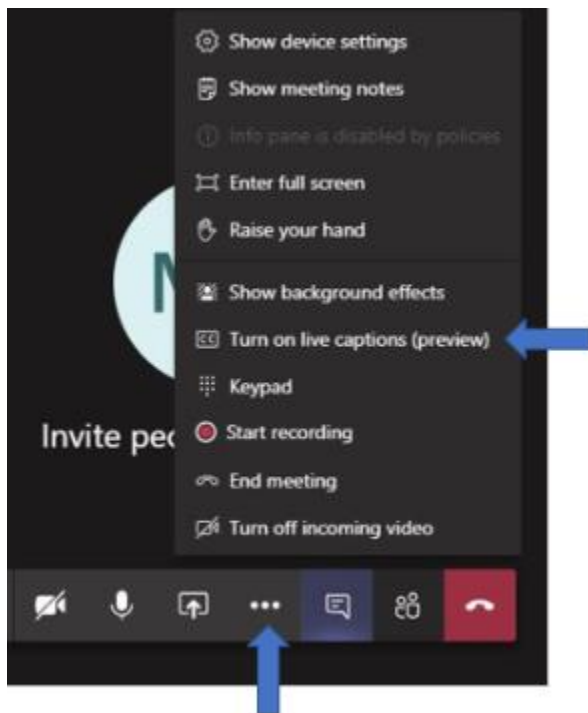
Microphone Issues

If you are having difficulty with your microphone, you can use the chat feature:



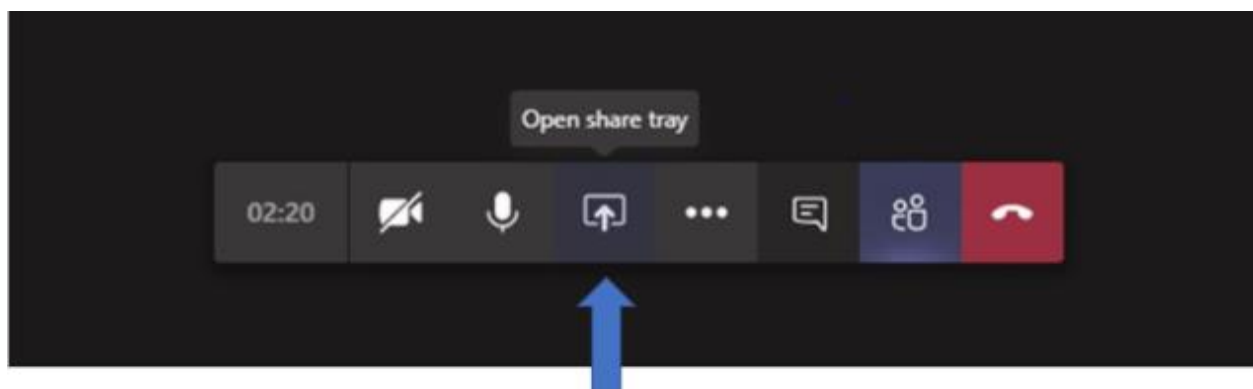
Closed captioning

If you are having difficulty hearing the librarian, you can turn on the closed captioning feature:

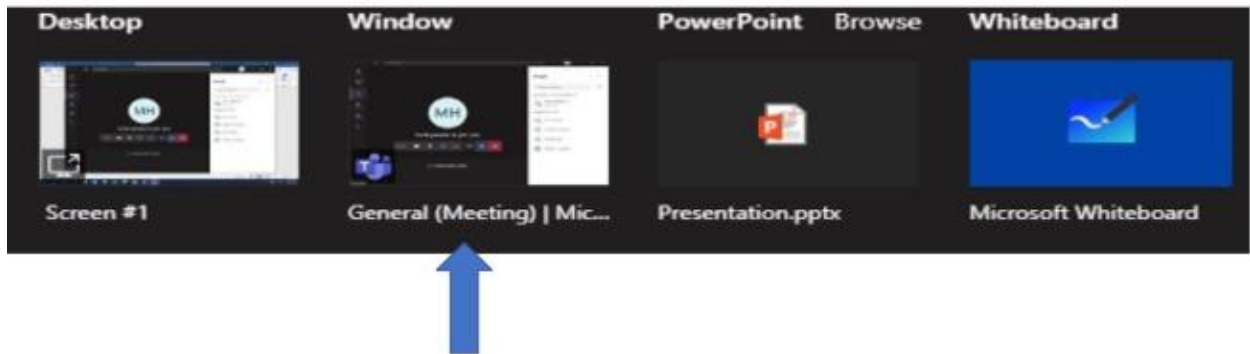


Screen sharing

If you would like to share your screen with the librarian, click on the Up Arrow icon as shown here:

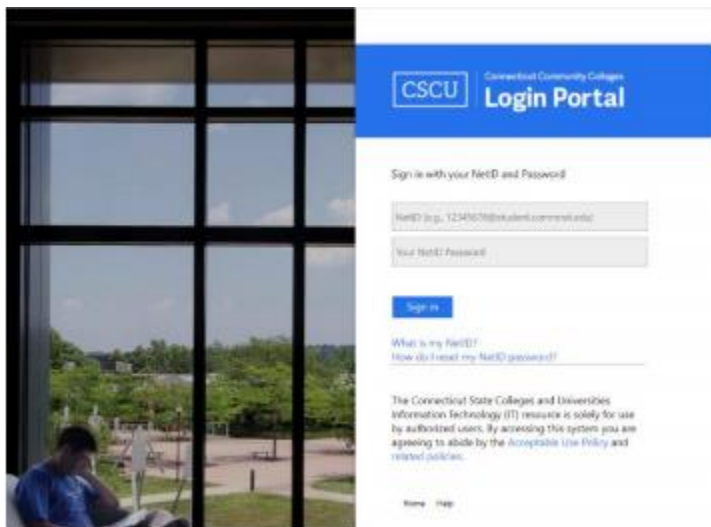


If you have many windows open, select one that you want to share with the librarian:

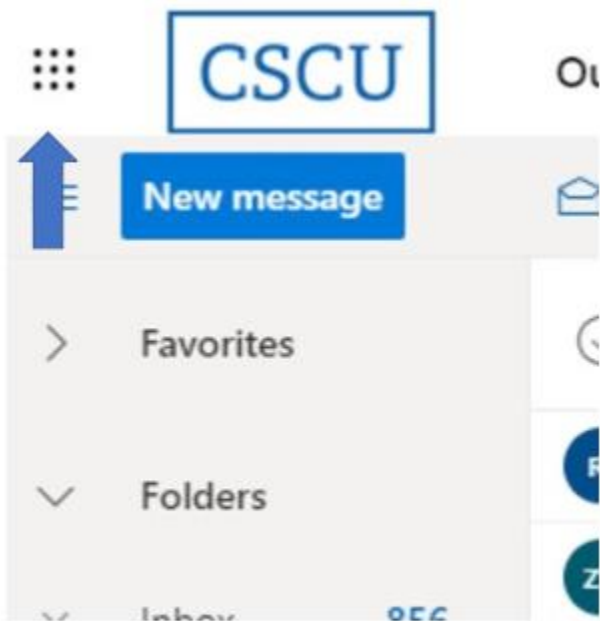


Accessing Microsoft Teams Directly

While there are a variety of ways to sign into Microsoft Teams, one of the most direct ways is to use your [Outlook](#) (School email) account.



Once you have logged in, click on the dots in the upper left hand corner of the screen:













After you click the dots, this drop down menu will appear. Click on Teams:



Office 365 →

Apps

- | | |
|--|--|
|  Outlook |  OneDrive |
|  Word |  Excel |
|  PowerPoint |  OneNote |
|  SharePoint |  Teams |
|  Sway |  Forms |

All apps →

