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-lrcref@acc.commnet.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-lrcref@acc.commnet.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:

![Teams interface showing file upload options](image)

### Microphone Issues

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

![Teams interface showing chat feature](image)
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: