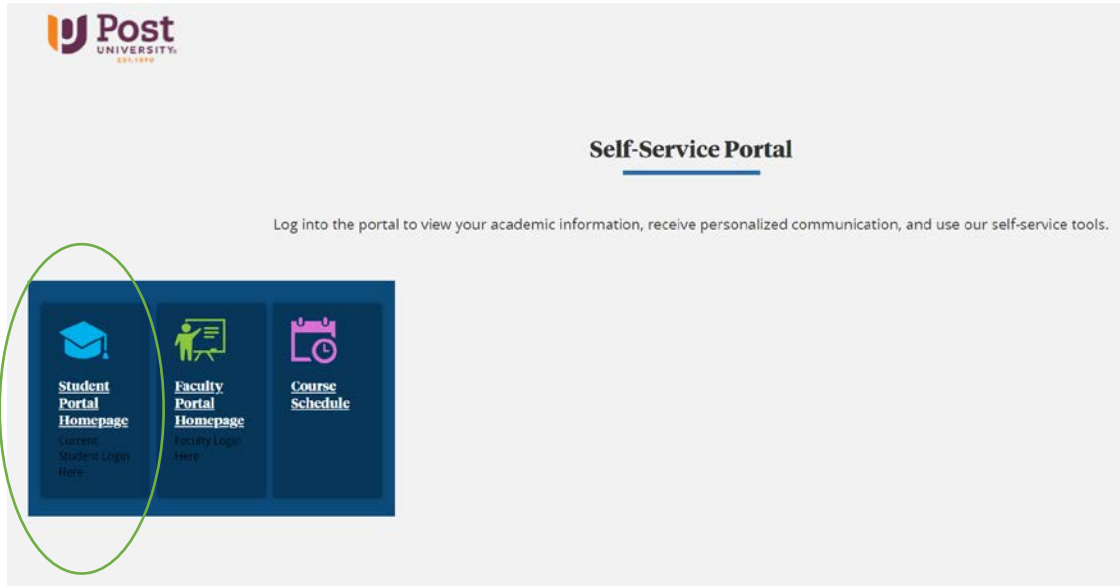


HOW TO JOIN A TEAMS MEETING THROUGH BROWSER

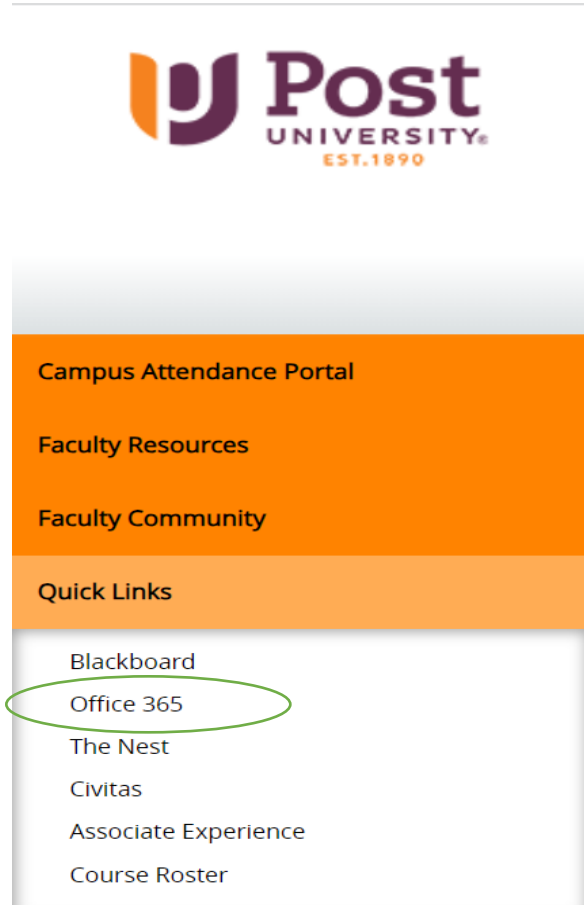
Step 1: Log into the student portal on your laptop or desktop using the following steps:

- Open a new tab in Google Chrome (or your preferred internet browser) and type in my.post.edu, which will bring you to the student portal (pictured below) :

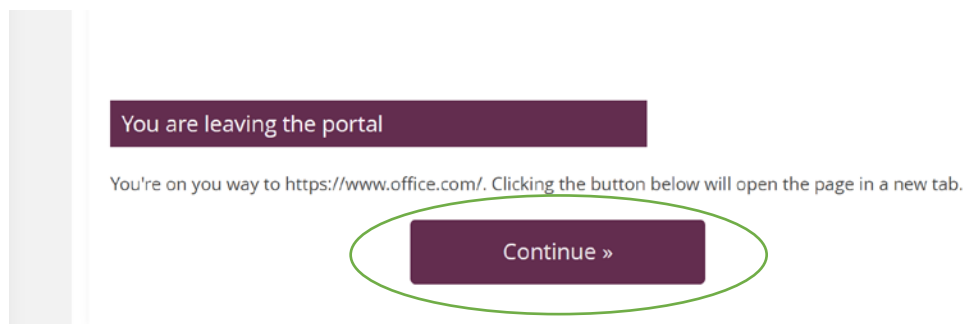


- Select the Student Portal Home page button on the far left.
- Sign in with your student email address and hit next.
- Put in your student email address and password and sign in.

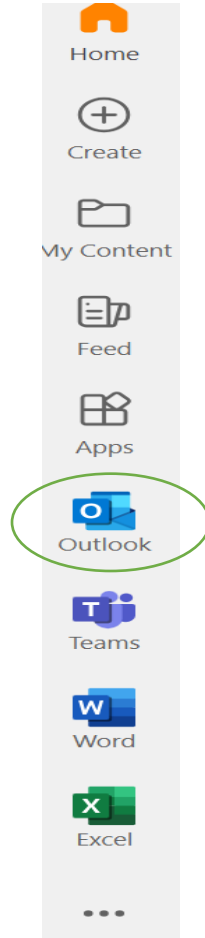
Step 2: Once you are signed into your student portal, choose the “Quick Links” option from the column on the left side of your screen and select Office365 from the list.



Step 3: Select Continue in the middle of the page to be routed to your student email inbox.



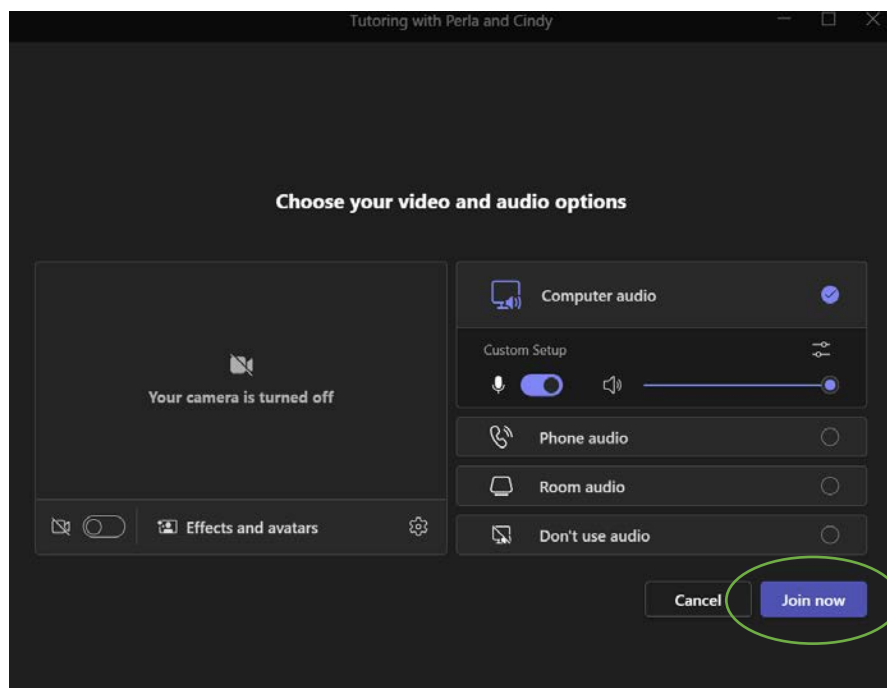
Step 4: Choose Outlook from the options on the left-hand side of your screen, which will open student email inbox.



Step 5: Once logged into your email, locate the meeting invite from your tutor in your inbox and select “click here to join the meeting.”

Microsoft Teams meeting
Join on your computer, mobile app or room device
[Click here to join the meeting](#)

- Once you click this link, you will be taken to the session.



- Click “Join now”.