

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 <u>my.post.edu</u>, which will bring you to the student portal (pictured below) :

Post	
	Self-Service Portal
Student Portal Honrepage Student Lager Student Lager Hot	Log into the portal to view your academic information, receive personalized communication, and use our self-service tools.

- 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.

	UNIVERSITY. EST. 1890		
	Campus Attendance Portal		
	Faculty Resources		
	Faculty Community		
	Quick Links		
<	Blackboard Office 365 The Nest		
	Civitas Associate Experience Course Roster		

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 "<u>click here to join the meeting.</u>"

Microsoft Teams meeting Join on your computer, mobile app or room device <u>Click here to join the meeting</u>

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

Tutoring with Pe	erla and Cindy — 🗆 🗙			
Choose your video and audio options				
Your camera is turned off	Computer audio Custom Setup Custom Setup O O O O Phone audio O Room audio			
🔯 🔘 🗷 Effects and avatars 🔅	📮 Don't use audio			
	Cancel Join now			

• Click "Join now".