

## Microsoft Teams

MS Teams allows for discussion, video calls, screen sharing, screen control, file sharing, polls, etc.

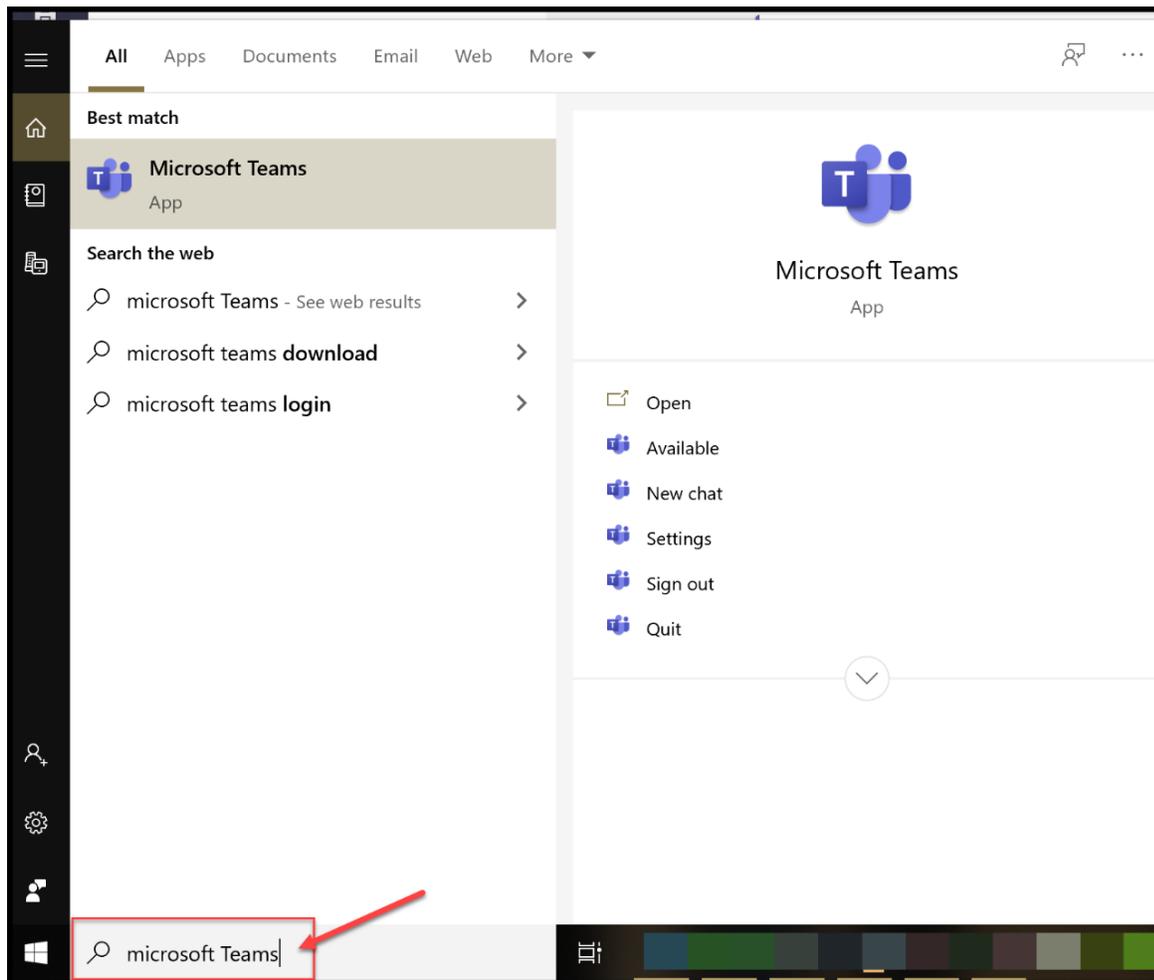
Watch the following tutorial videos for more details:

[Microsoft Teams Video Training](#)

There are several options that you can sign into your Helena College's MS Teams account:

### Option (1) – recommended (more features are available on app)

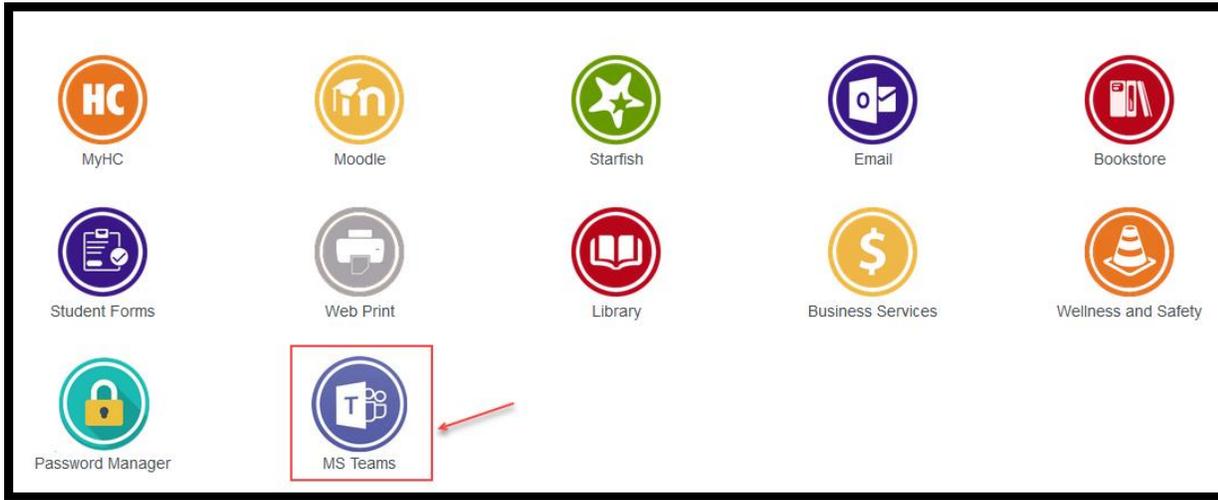
Download the MS Teams app on your device – You can search for the app using the “search bar” on bottom left:



Then sign in using your HC email, followed by your NetID and password.

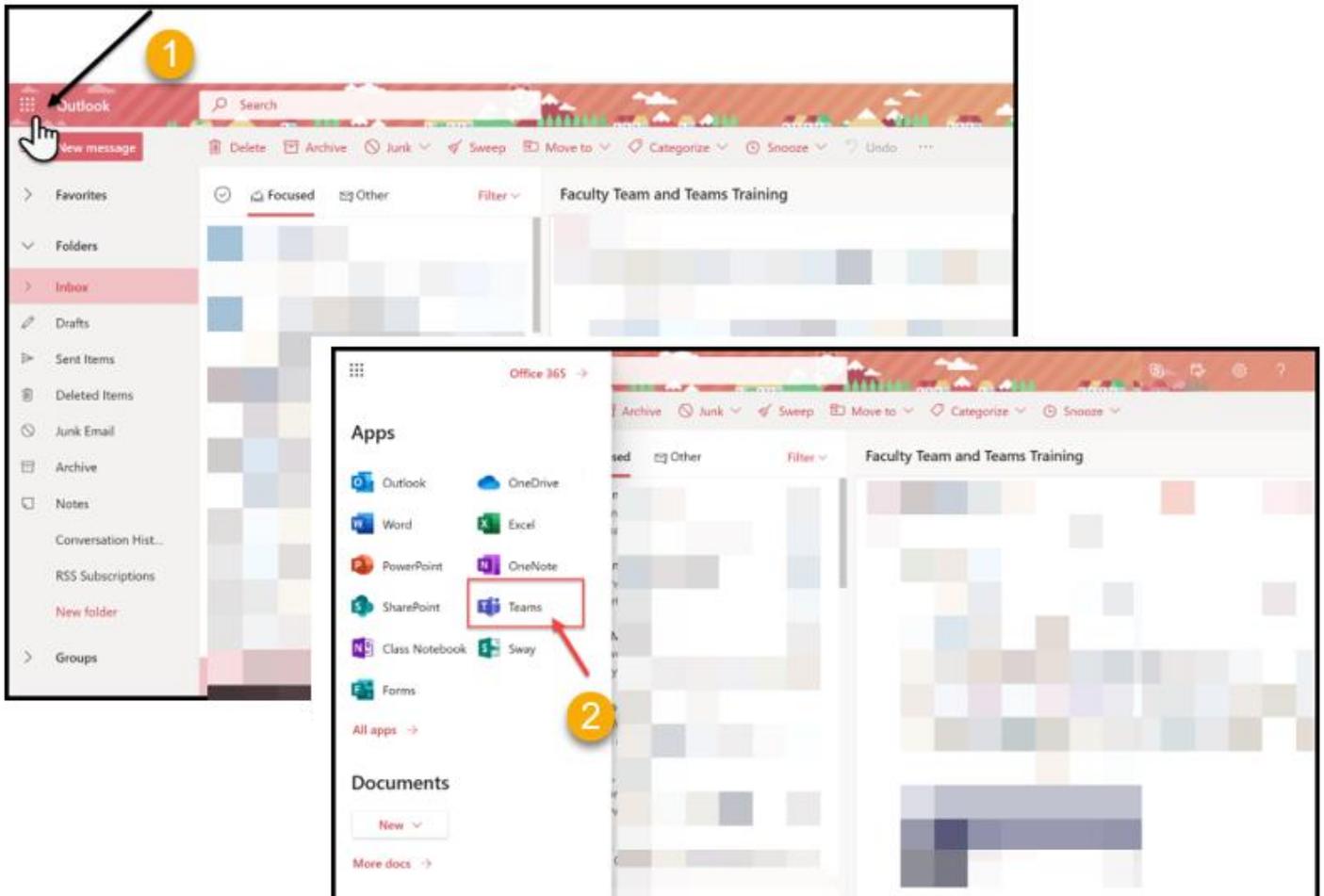
## Option (2)

Go to the [HC Portal site](#), click on the “MS Teams” button.  
Then sign in using your HC email, followed by your NetID and password:



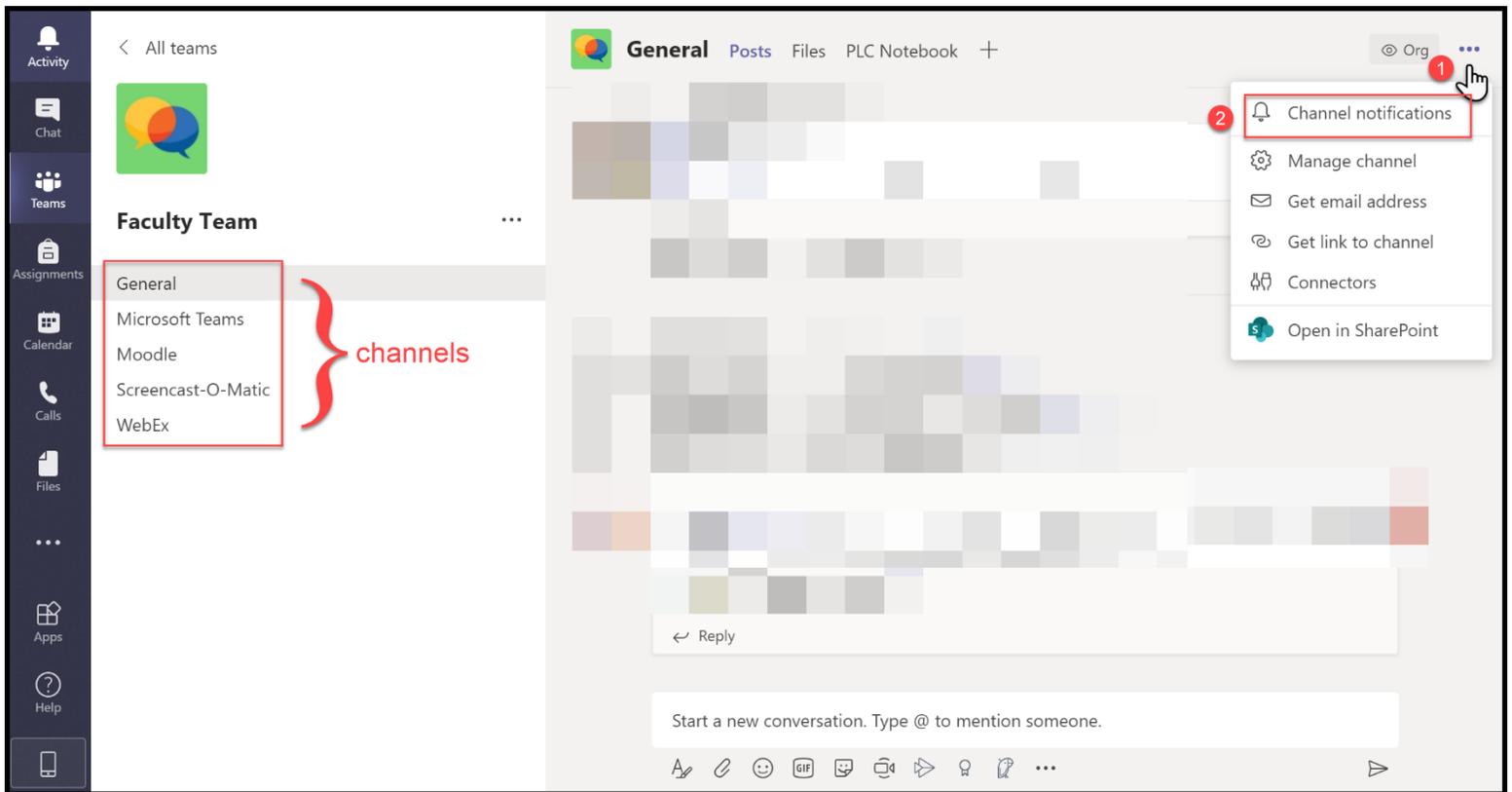
## Option (3)

In your web-based Outlook, you can click on the 9-dot menu on top left, then choose “Teams”:

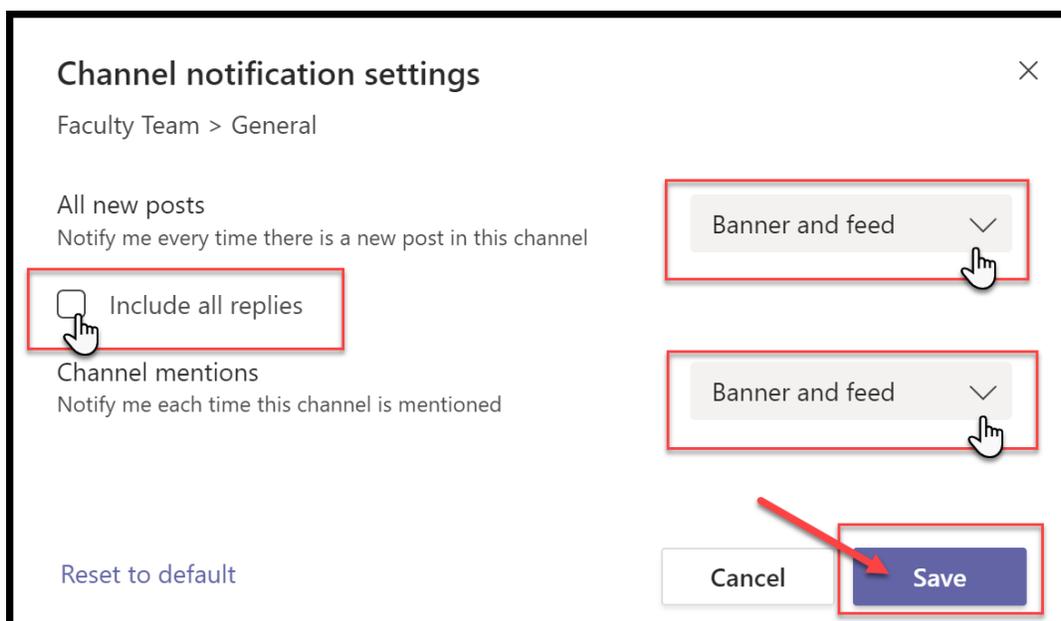


Quick tip about **Teams notifications**. If you would like to be notified when other members add a chat or information and when replies are made (this is very helpful!), you'll have to turn on your channel notifications. It's easy to do so, just enter the Team and follow the steps below:

(1) On top right, click on the three-dot menu and choose **“Channel notifications”**.



(2) Choose **“Include all replies”**, **“Banner and feed”** and then **“Save”**.



If you need any further help setting up or using MS Teams, please contact

**eLearning Office**

447-6364

[elearning@helenacollege.edu](mailto:elearning@helenacollege.edu)

If you have technical issues with your MS Teams account, please contact

**IT Department**

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