

MICROSOFT TEAMS FOR OUR CLASS



STEP 1

In Omnivox select **Office 365**

The screenshot displays the Vanier Cégep/College website interface. At the top is a red header with the 'VANIER CÉGEP/COLLEGE' logo. Below the header, on the left, are two circular icons for 'Mio' (an envelope) and 'Léa' (three people). Underneath these is the 'My Services' section, which contains a list of links: 'My Home Page', 'Office 365' (highlighted with a red rectangular box), and 'Mia - Continuing Education'. Below 'My Services' is the 'My Omnivox Services' section. On the right side of the page, there is a 'Latest News' section featuring two news cards. The first card is titled 'COVID-19 UPDATE - March 22, 2020' and dated 'March 22, 2020'. The second card is titled 'INTRODUCING OCTOPUS - THE ALL NEW PORTAL' and dated 'March 25, 2020'. The 'OCTOPUS' card includes a sub-header 'ONE UNIFIED & PERSONALIZED PORTAL FOR ALL' and a 'HELP REQUESTS' button.

VANIER
CÉGEP/COLLEGE

Mio Léa

My Services

- My Home Page
- Office 365**
- Mia - Continuing Education

My Omnivox Services

Latest News

VANIER
CÉGEP/COLLEGE

COVID-19 UPDATE - March 22, 2020

March 22, 2020

INTRODUCING OCTOPUS - THE ALL NEW PORTAL

ONE UNIFIED & PERSONALIZED PORTAL FOR ALL

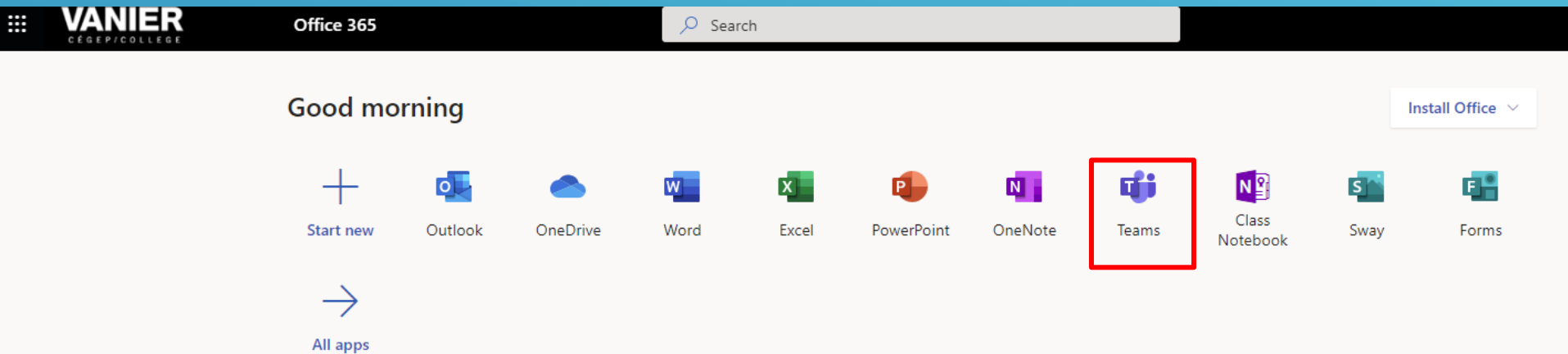
HELP REQUESTS

VIEW STATUS OF HELP REQUESTS IN ONE CONVENIENT LOCATION

March 25, 2020

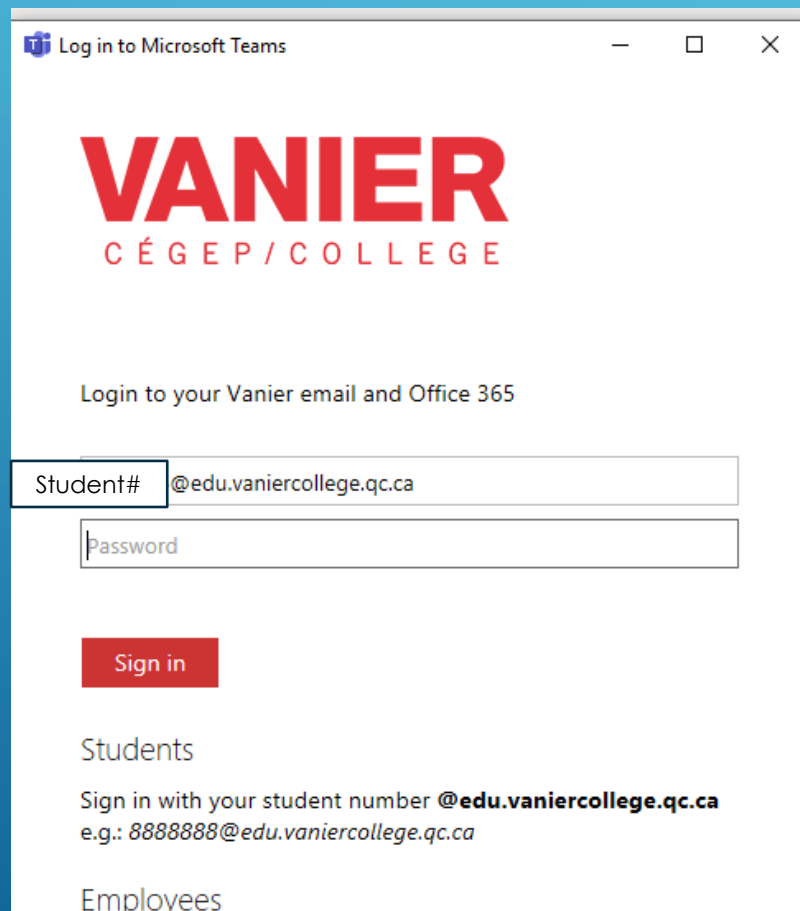
STEP 2

In Office 365 window select **Teams**



STEP 3

In case it asks you for login information please enter your student Id
@edu.vaniercollege.qc.ca and your omnivox password



The screenshot shows a web browser window titled "Log in to Microsoft Teams". The page features the Vanier College logo in red, with "VANIER" in large bold letters and "CÉGEP / COLLEGE" below it. The text "Login to your Vanier email and Office 365" is centered. There are two input fields: the first is labeled "Student#" and contains the text "@edu.vaniercollege.qc.ca"; the second is labeled "Password" and is empty. Below the fields is a red "Sign in" button. At the bottom, there are links for "Students" and "Employees". Under "Students", it says "Sign in with your student number @edu.vaniercollege.qc.ca" and provides an example: "e.g.: 8888888@edu.vaniercollege.qc.ca".

Log in to Microsoft Teams

VANIER
CÉGEP / COLLEGE

Login to your Vanier email and Office 365

Student# @edu.vaniercollege.qc.ca

Password

Sign in

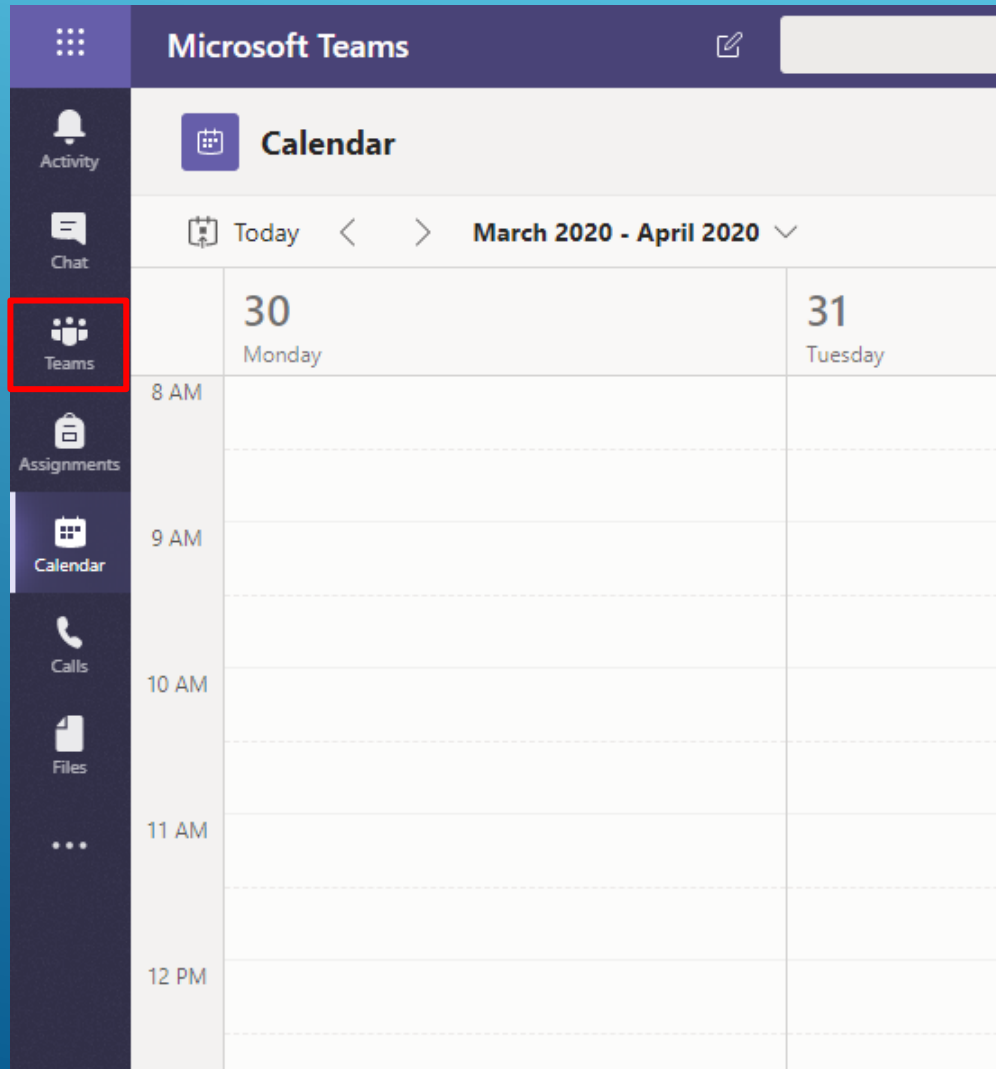
Students

Sign in with your student number @edu.vaniercollege.qc.ca
e.g.: 8888888@edu.vaniercollege.qc.ca

Employees

STEP 4

In Teams window select again **Teams**



STEP 5

In your team list you should see “Introduction to Databases Using Oracle (420-983-VA)” team. If you don’t see it please contact me. If you **click** that team you should be able to see the live streaming and chat.

