1) Log on to the Microsoft Team using either the Web ap or the Desktop Microsoft Teams application.
   a. [https://teams.microsoft.com/l/channel/19%3a9d7142e2b0c14313941590485a845d0e%40thread.tacv2/General?groupId=66fad6c0-8323-4c44-89ff-d6fee36ff09b&tenantId=0347d89a-0174-4dd3-adeb-3339c89c35f5](https://teams.microsoft.com/l/channel/19%3a9d7142e2b0c14313941590485a845d0e%40thread.tacv2/General?groupId=66fad6c0-8323-4c44-89ff-d6fee36ff09b&tenantId=0347d89a-0174-4dd3-adeb-3339c89c35f5)
   b. This link will not go live to the public until **4:45pm on 9/28/20**

2) Once you’re logged in, you will see the groups available on the left hand side.
   Each group has a “channel.”

![Teams UI with groups listed](image)

3) Click on a channel to see what information the team is sharing with you. They can share information via the Posts, or additional tabs up at the top. Be sure to click around, and don’t miss any tabs!
4) To learn more, each group will have members available to chat with you. This is a great way to learn more about their organization and decide if you would like to get involved. Within the channel, look for the meeting that is in progress. Just click “Join” and you will be connected to live humans who want to meet you!