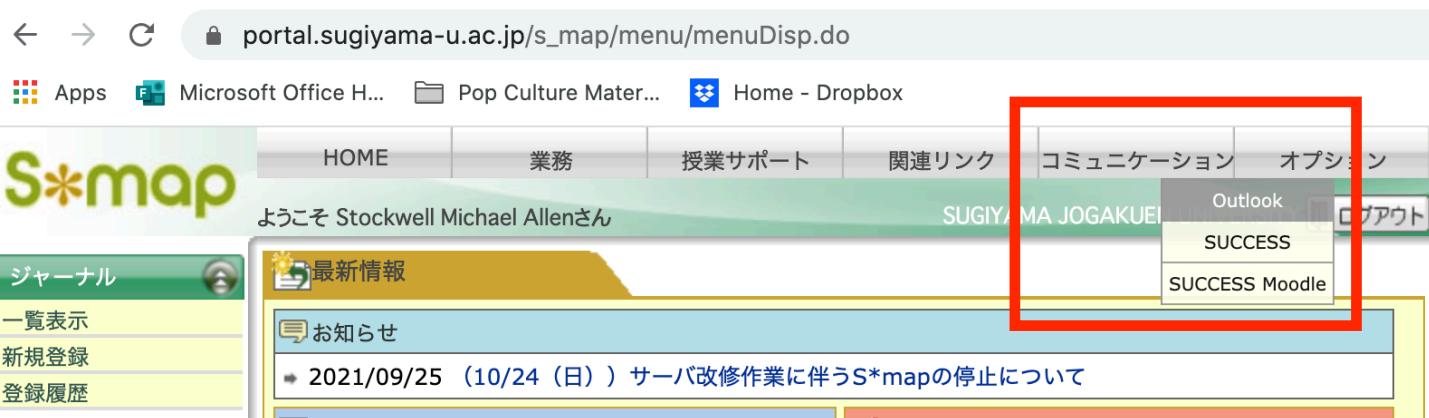
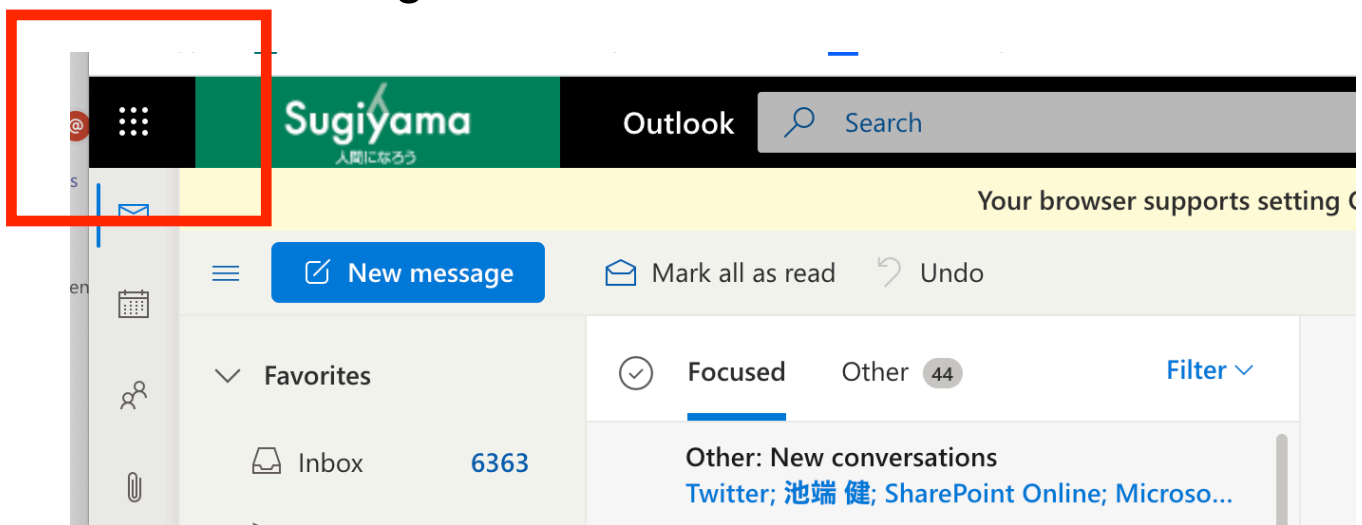


Downloading Teams

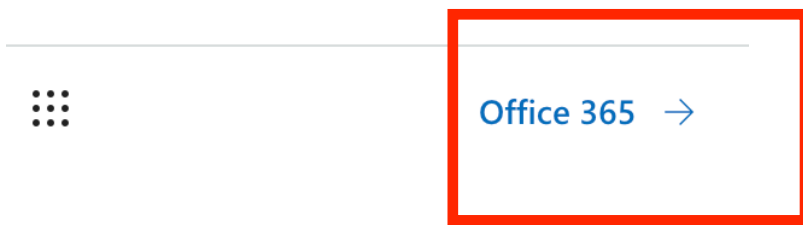
1. Go to portal and click on Communications Tab → Outlook



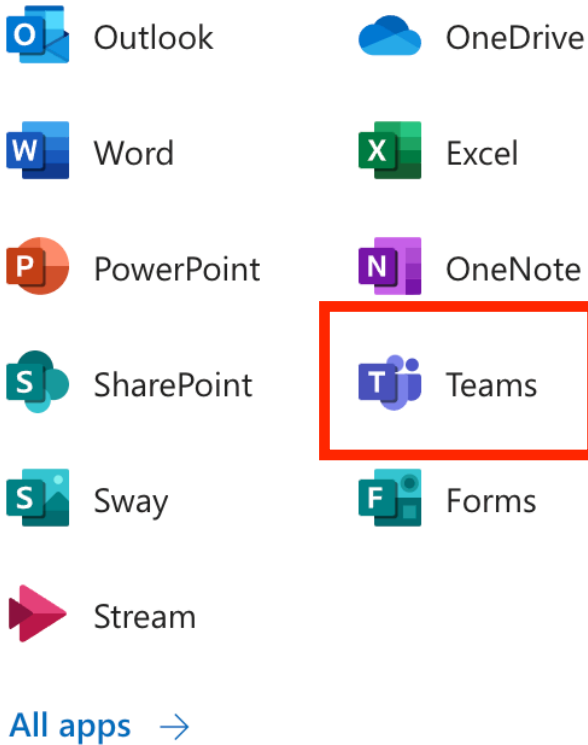
2. Click on the grid in the far left corner



3. A menu will pop down for quick access to Office 365 apps.



Apps



4. Click on Office 365 to see all the apps.

Use your User ID number and Sugiyama Password to access.