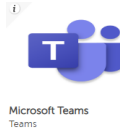




Accessing Microsoft Teams

RM Unify:

1. Sign into RM Unify via the college website.
2. Click on the Microsoft Teams Tile.
3. Once you've clicked on the tile Teams will open. (Web Version only)
4. If you want to download the PC Desktop version click on the download window at the bottom left.
5. To sign into the desktop client version, use your college email address and network password.



Download onto your smart phone or tablet:

1. Depending on which device you own, Open up the either the Apple App Store OR Google Play Store. Search for the App, 'Microsoft Teams' and download the app.



2. Once the app has installed enter your college email address and network password to sign in.