

Accessing Teams



1. Desktop App

- Check if Teams is already installed on your work computer (look for the purple “T” icon).
- If not installed, go to your MyCOM portal-->Microsoft 365-->Apps--> Teams OR go to <https://www.microsoft.com/en-us/microsoft-teams/download-app> and select **Download for desktop**
- Open the app and sign in with your work email and password.

2. Browser

- Go to <https://teams.microsoft.com>.
- Sign in with your work email and password.
- Works best in **Microsoft Edge** or **Google Chrome**.

3. Mobile App

- Download **Microsoft Teams** from the **App Store** (iPhone) or **Google Play Store** (Android).
- Open the app and sign in with your work email and password.
- Allow notifications if you want to get alerts on the go.

Accessing OneDrive & Shared Drives



1. Desktop (File Explorer)

- **Windows:**
 - Open **File Explorer** (yellow folder icon).
 - In the left-hand panel, look for **OneDrive – [Your Organization Name]** for your personal OneDrive.
 - Look for **Shared Libraries** or **SharePoint** links for team Shared Drives.
- **Mac:**
 - Open **Finder**.
 - Look for **OneDrive – [Your Organization Name]**.
 - Shared Drives will appear under **Shared Libraries** after you connect them through OneDrive.

2. Browser

- Go to <https://onedrive.com> or log in through your **Microsoft 365 portal** (<https://office.com>).
- Sign in with your work email and password.
- Click **My Files** for your personal OneDrive files.
- Click **Shared** or **Shared Libraries** (sometimes under “More Libraries”) to open Shared Drives.

3. Mobile App

- Download the **Microsoft OneDrive** app from the **App Store** (iPhone) or **Google Play Store** (Android).
- Sign in with your work email and password.
- Tap **Files** for your OneDrive files.
- Tap **Libraries** to view your Shared Drives.