

## Microsoft Office 365 Teams Zoom App

- Log into Office 365
- Click on the menu button on top left
- Click on Teams (if you don't see the app – click "all apps" to show more apps)
- Once you launch teams, type zoom in the search bar
- Add the app
- Click on the app on the left side to launch
- Click on my meetings
- Sign up for free account – link on top right
- You should get a confirmation email that your account is set up and you must click activate account
- You will be redirected to screen to create a password
- You will be prompted to start your test meeting
- Click [HERE](#) for video tutorials

