



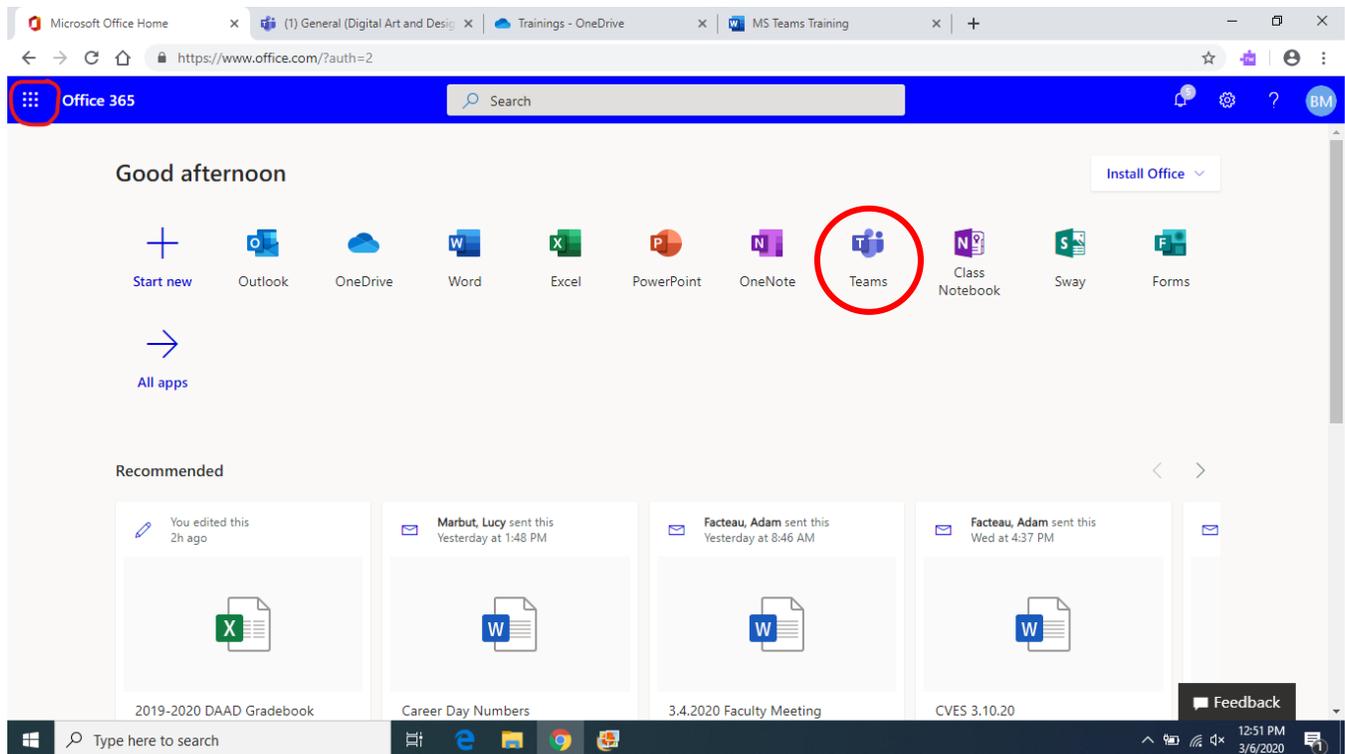
## Student Introduction to Microsoft Teams

### Getting Started

Once you have signed an acknowledgment of our Acceptable Use Policy, you will be provided a CV-TEC username and password. Using this information, you will be able to access your CV-TEC program of study on our Microsoft Teams platform. Follow the instructions below on how to find it.

### Where is Teams?

1. Start by going to [office.com](https://office.com) and log in using your **email address (username@cves.org)** and **password**.
2. **Teams** should be listed as one of the main apps. If you can't find it, either click **All apps** or click the **Microsoft Waffle button** in the upper left corner.



3. Once the app has loaded, you will see all the teams to which you belong, Click on them to learn more about your CV-TEC program.
4. If you use a PC, you can download the Teams desktop app. You can also download the mobile app for Android or iOS.