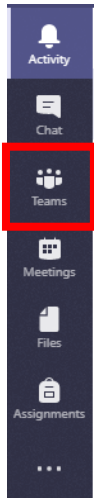
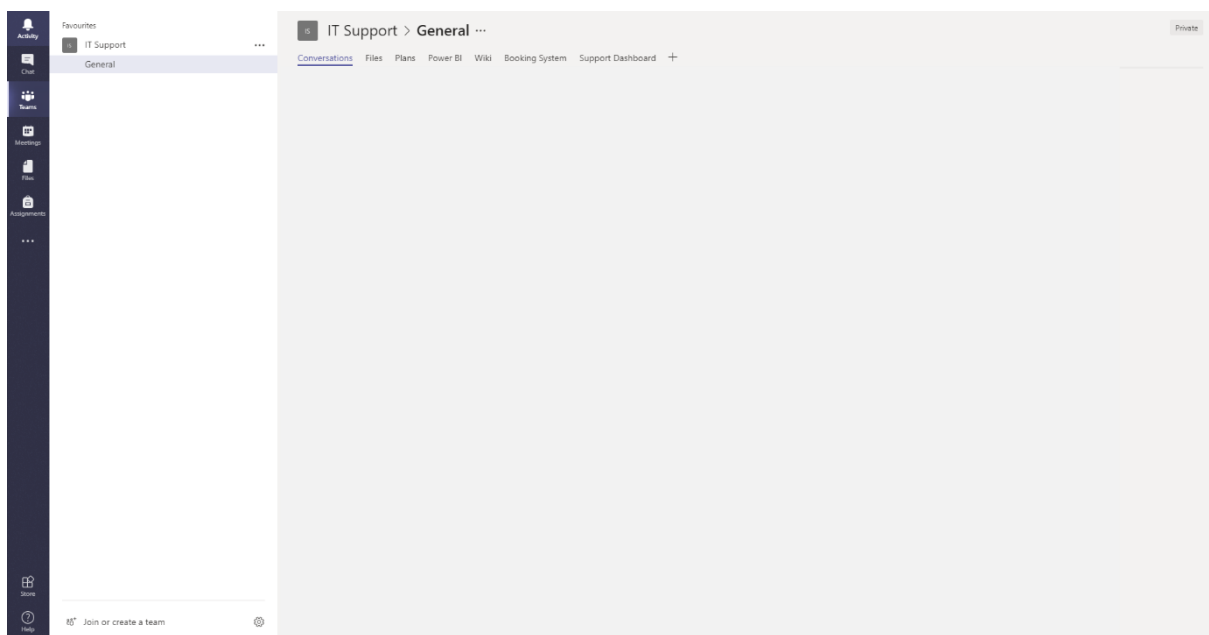


Accessing Shared Areas

To access your Shared Area for your department, click on the “Teams” icon on the left-hand side task bar.



When you are in this area you will be shown your classes that you teach as well as your departments. You will have a side bar next to the task bar which is where this list will be of all your classes and department. If you scroll through this list you will be able to find your department, click on this and you will be shown the following headings in the screen to the right of the list, “Conversations, Files, etc”.



To access your departmental files, click on the “Files” tab along the top. All of your folders and files have been moved over to Teams.

