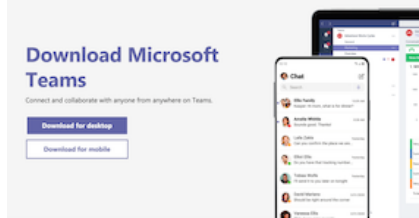


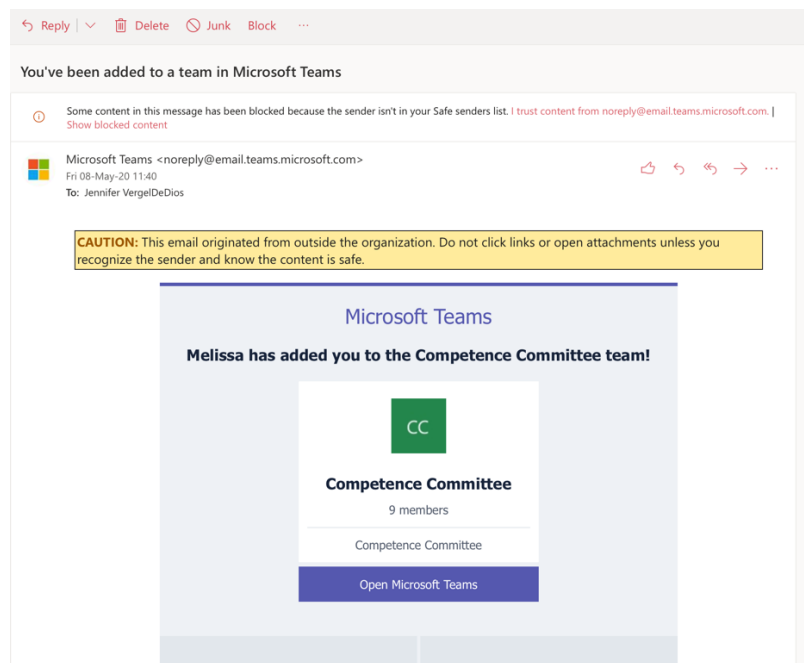
# Instructions for finding the LHSC Microsoft Team for Western CBME Programs

**Tip:**

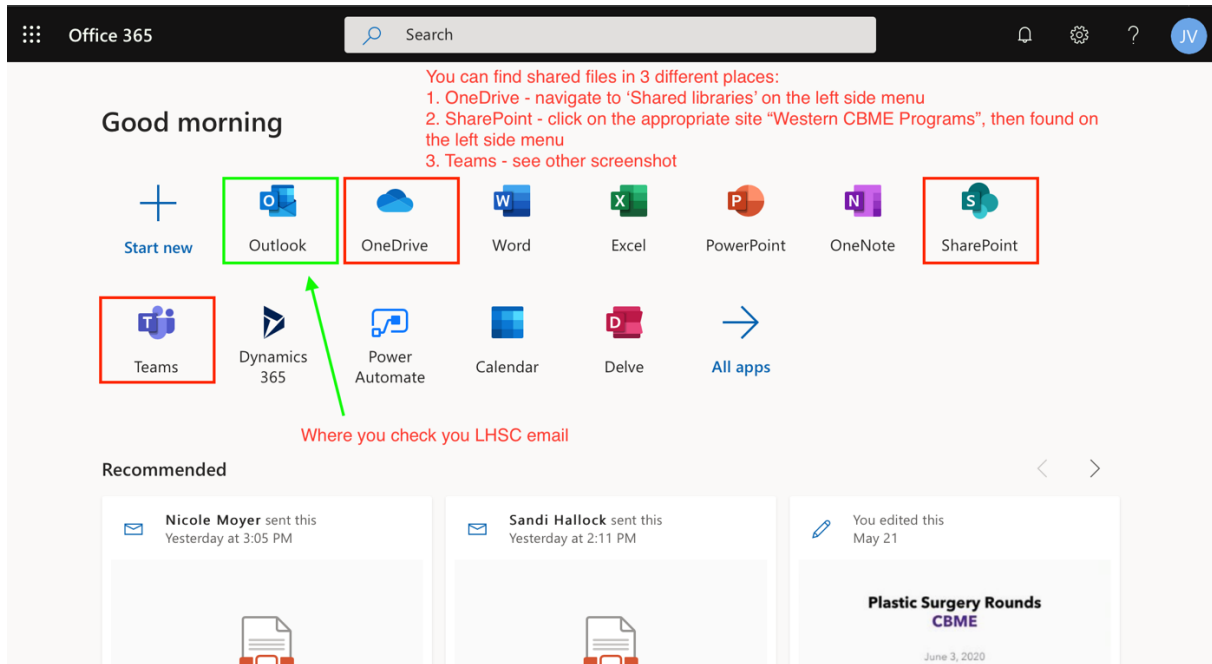
- *If using your internet browser to use Teams, it does not work on Safari on Macs. It is best to use another browser like Chrome or download the Microsoft Teams app to avoid using the browser.*  
<https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/download-app>



Search your email for the invite to the Team. Below is an example from one of my invites to a different team.



If you use your internet browser to check your email, when you go to <https://www.office.com/>:



Or, you can open <https://teams.microsoft.com/> directly in your browser or open the desktop app. Below is a screenshot of the desktop app.

The chat feature functions like Slack, so you can have a separate individual or group chat on the left-side menu. Or, if you post in a Team's channel (default page is 'Posts' when you go to a team), you can also direct a message at someone using '@' and then typing in their name. They will get a notification within the app and an email too if default notification settings are in place.

