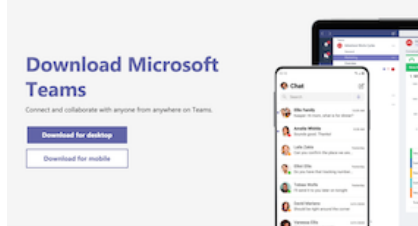


Instructions for finding the LHSC Microsoft Team for Western CBME Programs

Tip:

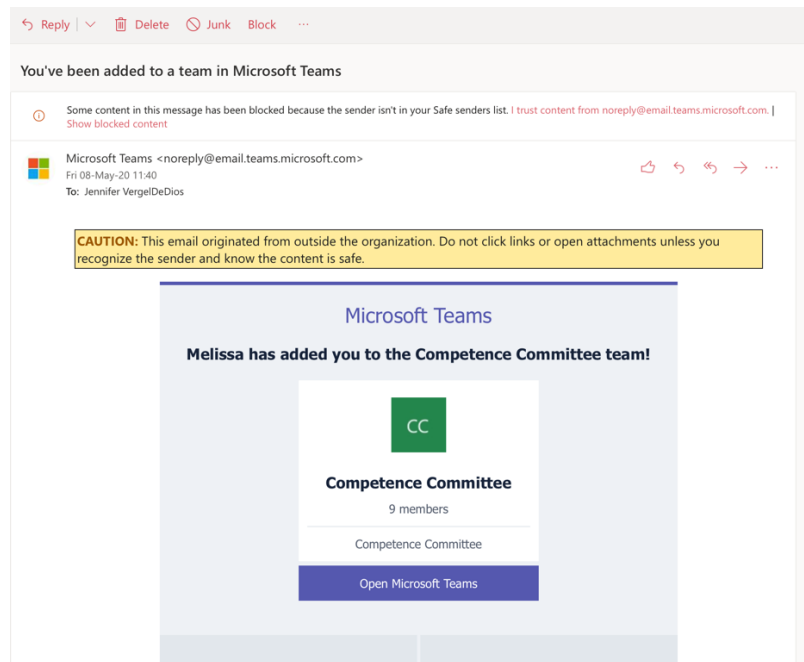
- *If using your internet browser to use Teams, it does not work on Safari on Macs. It is best to use another browser like Chrome or download the Microsoft Teams app to avoid using the browser.*
<https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/download-app>



Finding the Team

Search your email for the invite to the Team. Below is an example from one of my invites to a different team. The name of this team is “**Western CBME Programs**” and this is a link to the team:

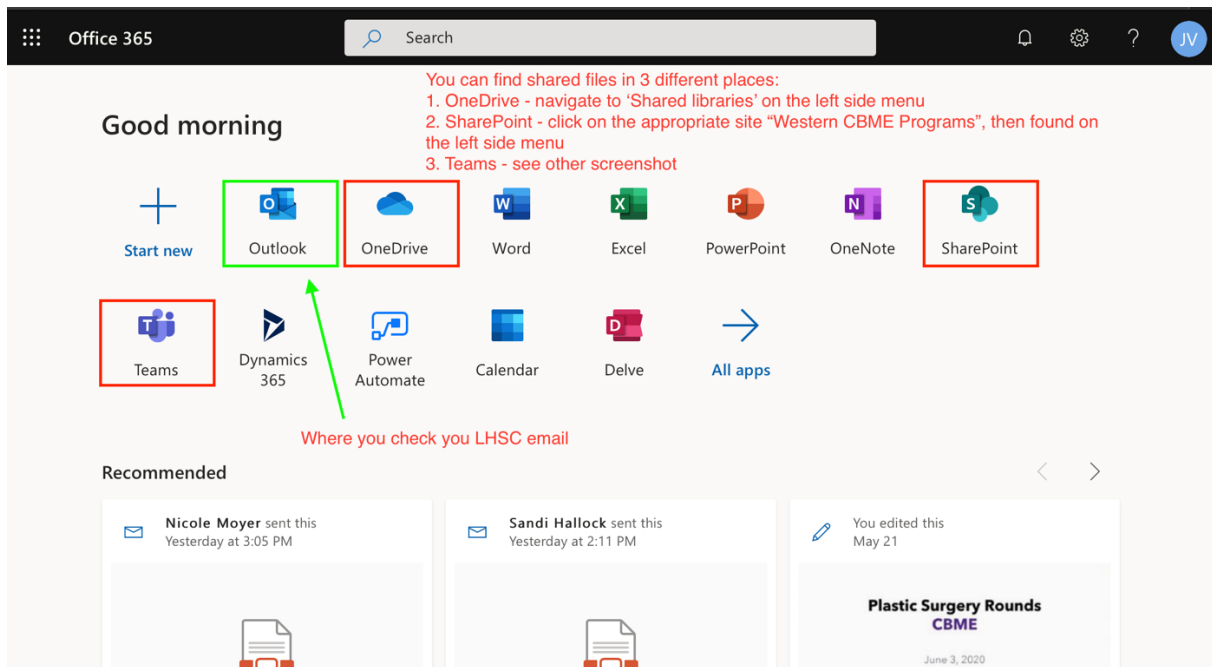
<https://teams.microsoft.com/l/team/19%3a276414162e8441f1bd9d7fc514a5ec6d%40thread.tacv2/conversations?groupId=c897b44c-17ad-45e5-8223-cb3a928ba40e&tenantId=7ff8798e-45d9-4b91-8b74-70c6d86fc9b9>



Finding the Shared Files

To see all of the documents I have shared as attachments or presented to PDs at PGME Committee meetings:

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 you downloaded (see above tip). Below is a screenshot of my desktop app. Note: I use 'dark mode' so yours won't necessarily look like this.

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.

