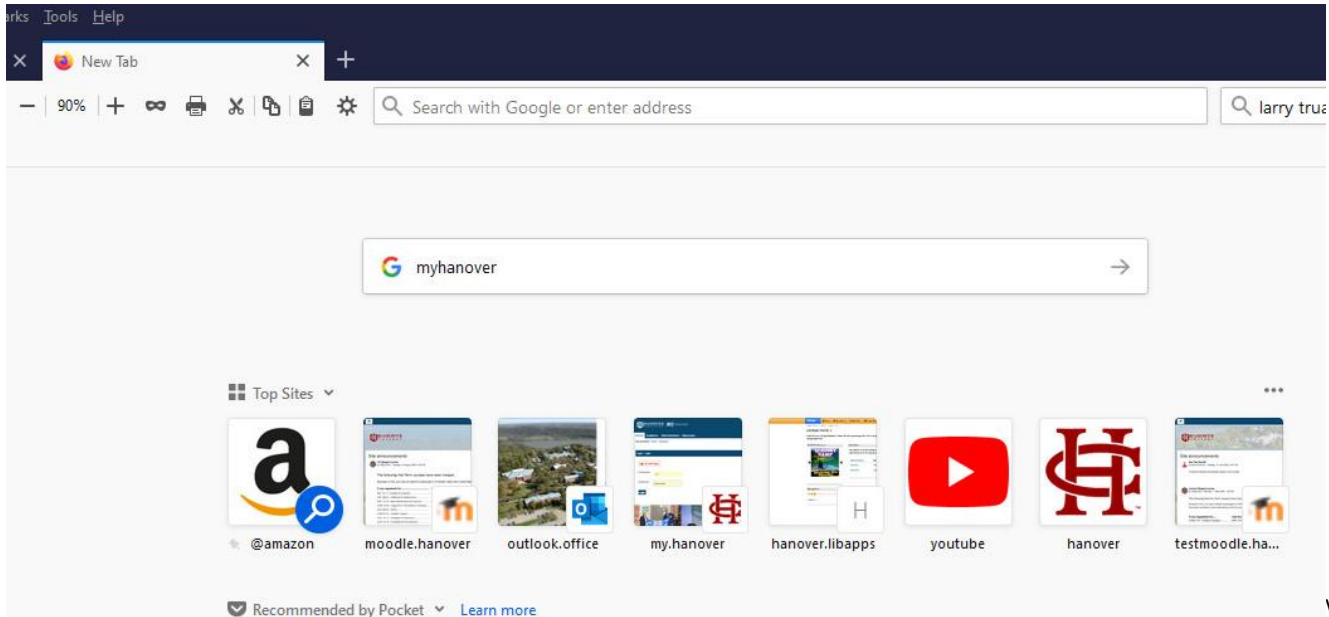


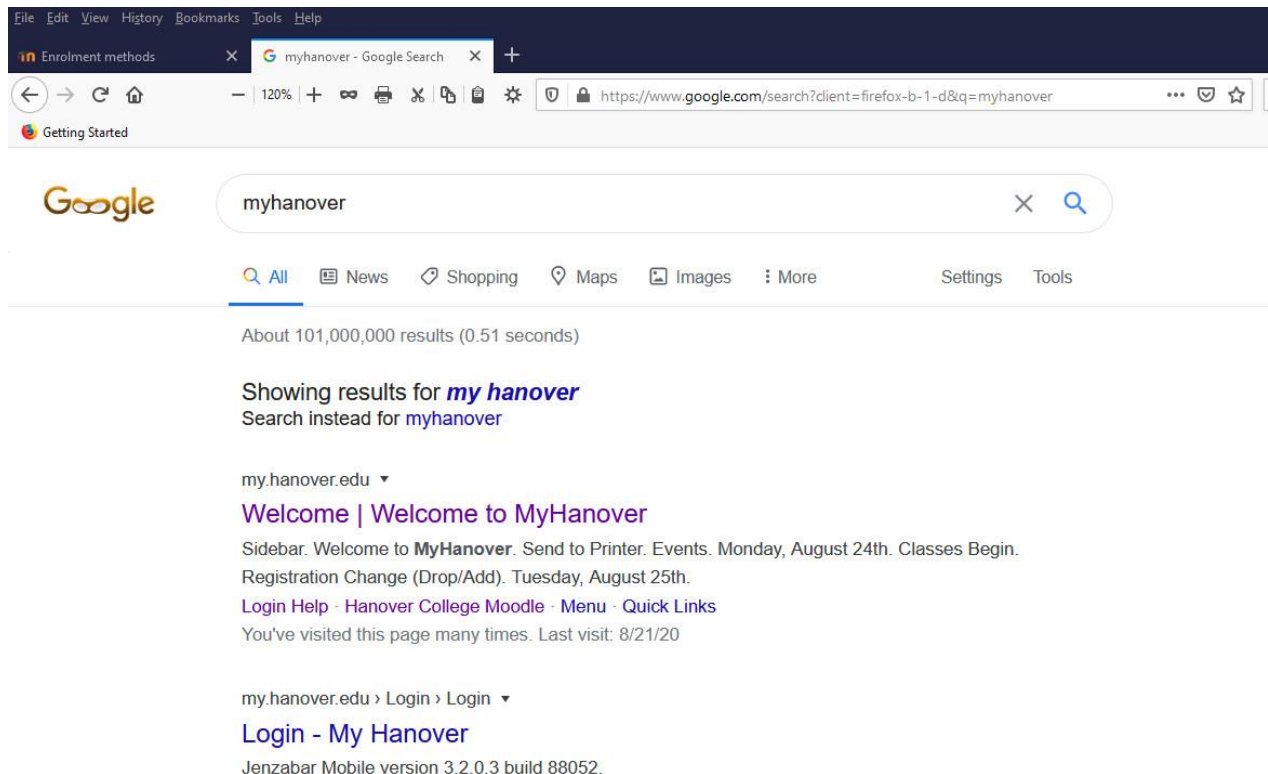
# Accessing your Class from Teams

If you are using Teams, it is best to use the Chrome browser. It seems to play better with Chrome or Edge rather than Firefox.

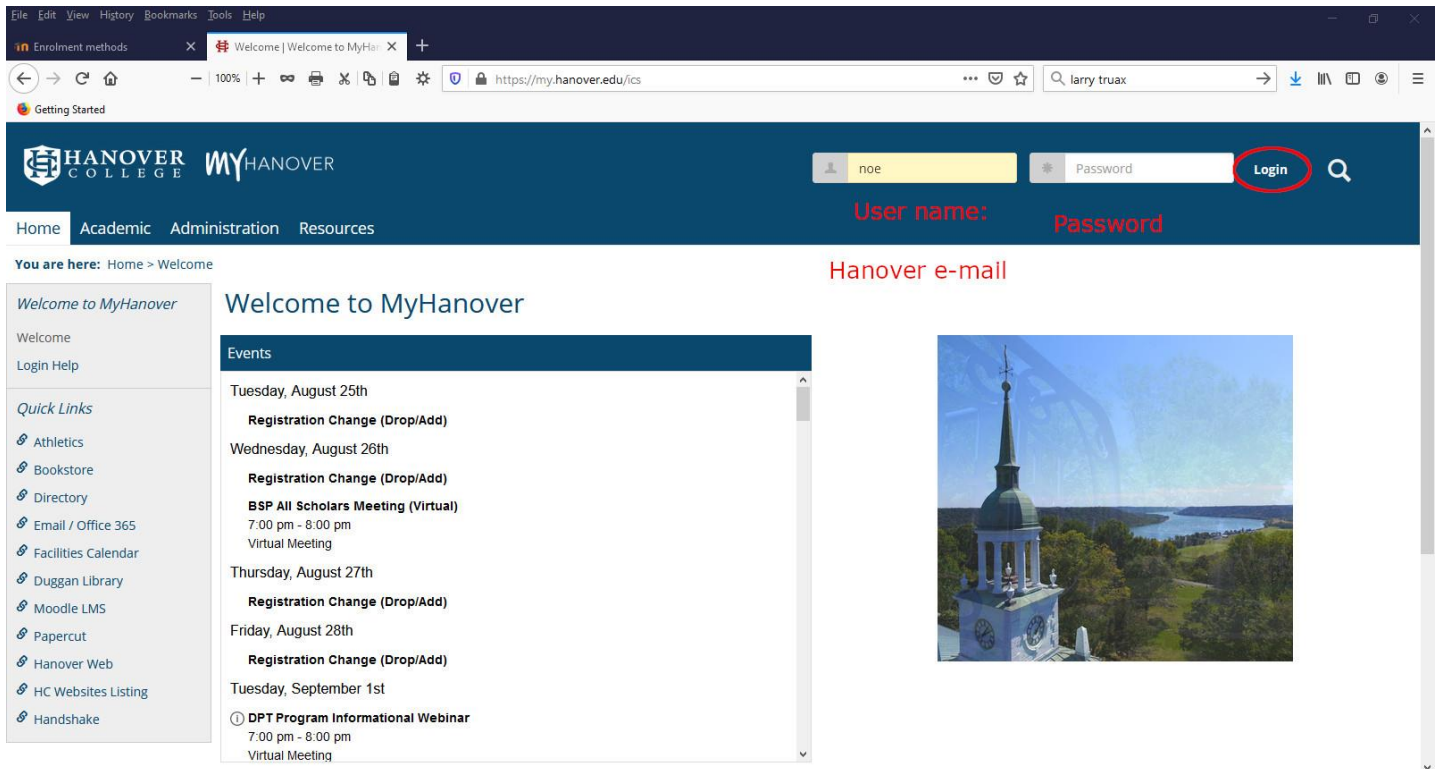
1. Go to a search screen and search for MyHanover.



2. It is the one with hanover.edu.



3. Login to my Hanover. Your username is your Hanover e-mail. Add your password.



File Edit View History Bookmarks Tools Help

Enrolment methods Welcome | Welcome to MyHanover

100% https://my.hanover.edu/ics larry truax

Getting Started

HANOVER COLLEGE MY HANOVER

noe Password Login

User name: Password

Home Academic Administration Resources

You are here: Home > Welcome

Welcome to MyHanover

Welcome

Login Help

Quick Links

- Athletics
- Bookstore
- Directory
- Email / Office 365
- Facilities Calendar
- Duggan Library
- Moodle LMS
- Papercut
- Hanover Web
- HC Websites Listing
- Handshake

Welcome to MyHanover

Events

Tuesday, August 25th

Registration Change (Drop/Add)

Wednesday, August 26th

Registration Change (Drop/Add)

BSP All Scholars Meeting (Virtual)

7:00 pm - 8:00 pm

Virtual Meeting

Thursday, August 27th

Registration Change (Drop/Add)

Friday, August 28th

Registration Change (Drop/Add)


Tuesday, September 1st

DPT Program Informational Webinar

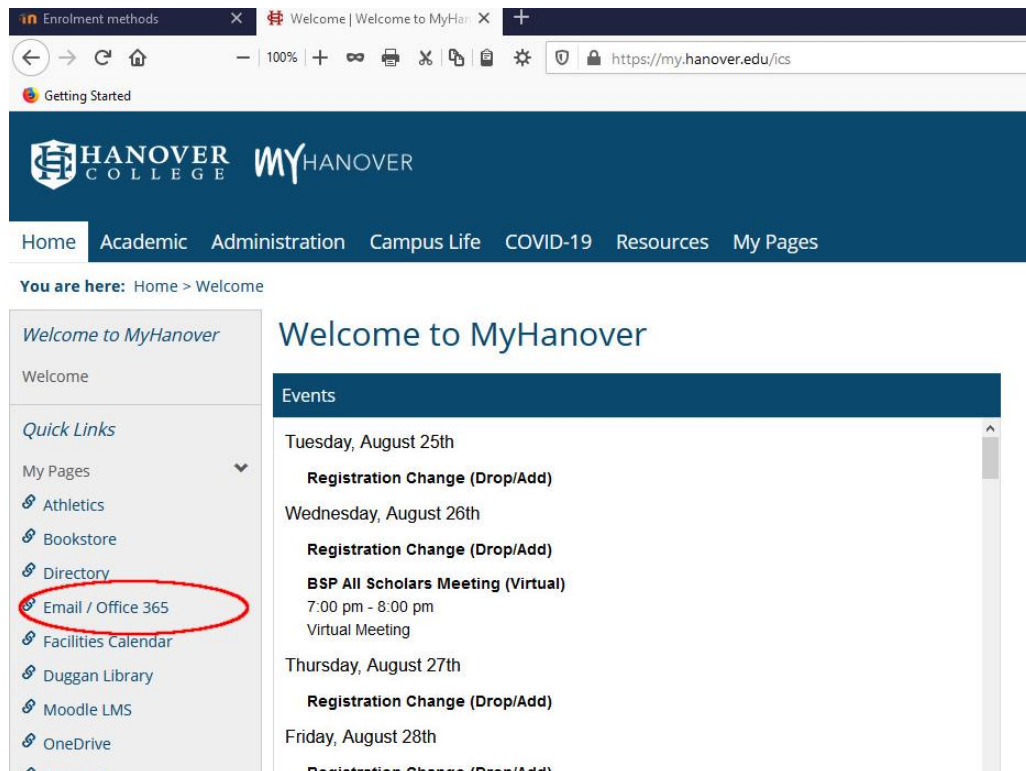
7:00 pm - 8:00 pm

Virtual Meeting

Hanover e-mail



4. Click on the link to the e-mail / Office 365



Enrolment methods Welcome | Welcome to MyHanover

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Getting Started

HANOVER COLLEGE MY HANOVER

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Welcome to MyHanover

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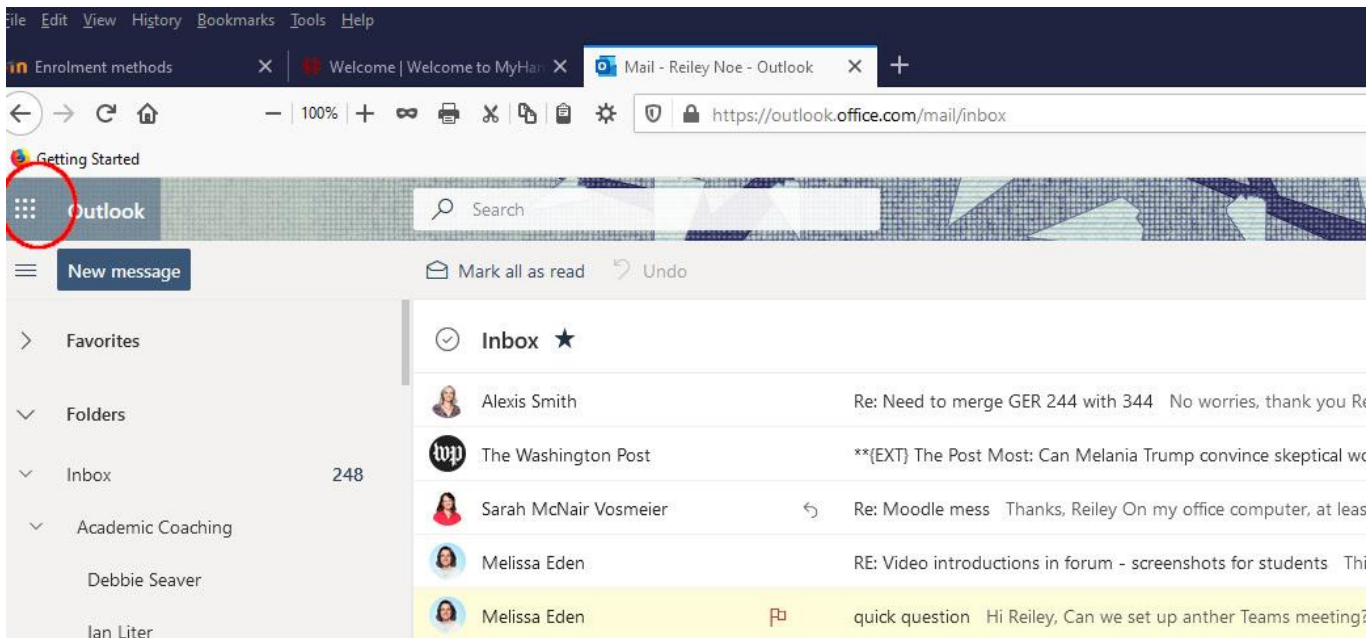
Thursday, August 27th

Registration Change (Drop/Add)

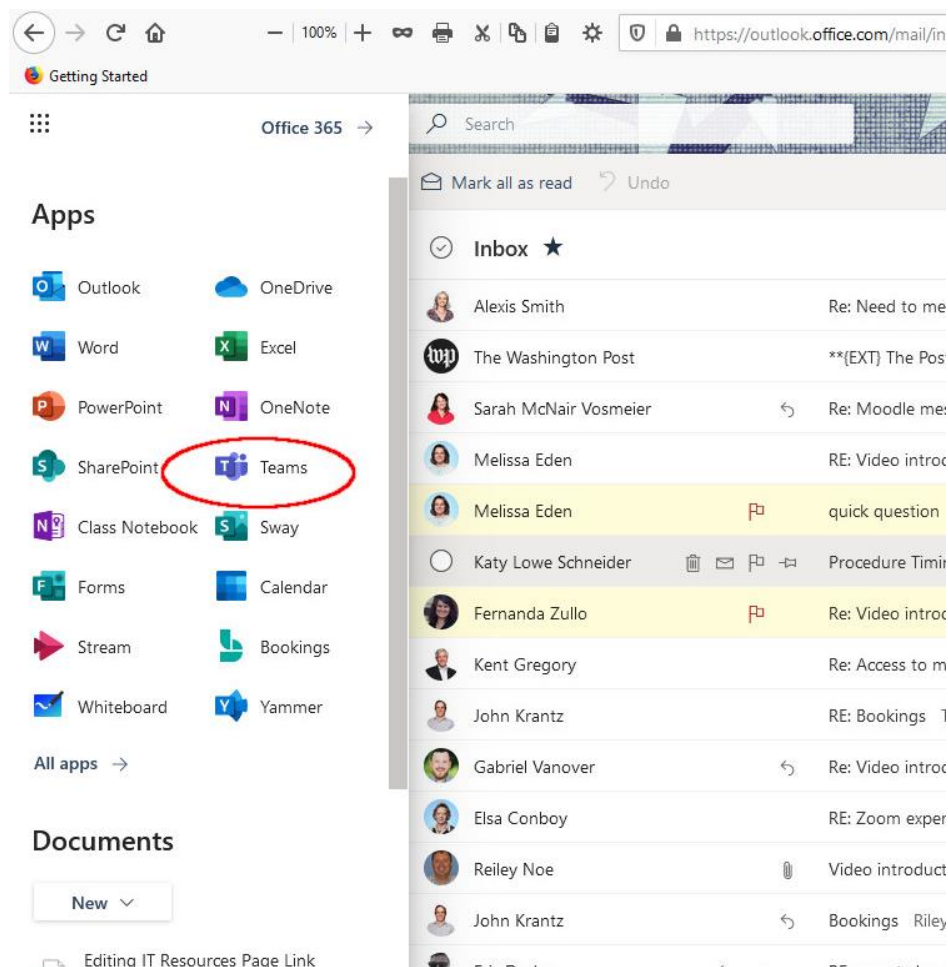
Friday, August 28th

Registration Change (Drop/Add)

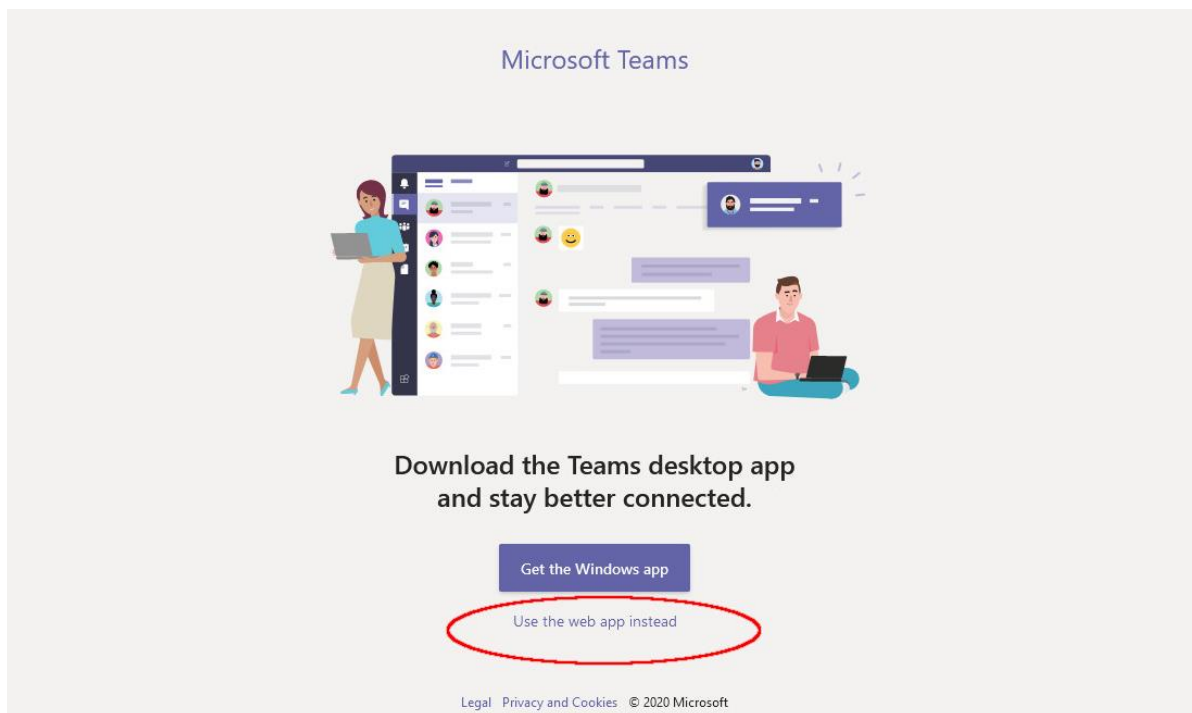
5. You will see your Hanover e-mail – the web version of Outlook. Click on the 9 dots icon in the corner.



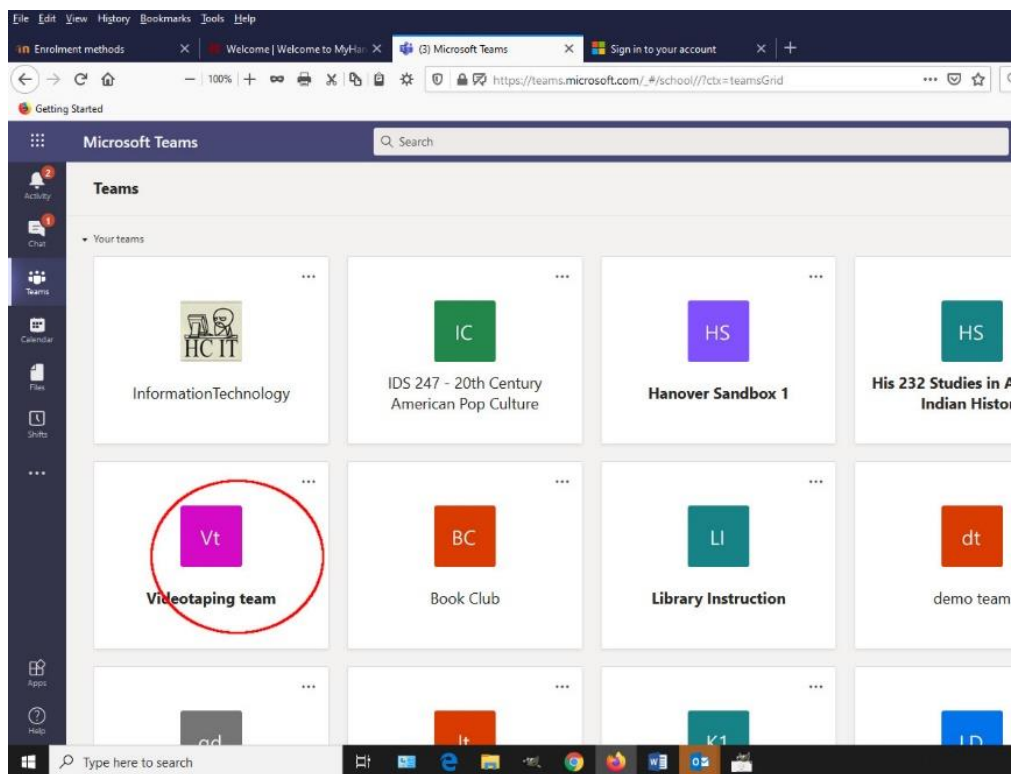
6. You'll see a list of the different applications in Office 365 – you are welcome to use any of these on any computer, anywhere -- but right now, we'll click on Microsoft Teams



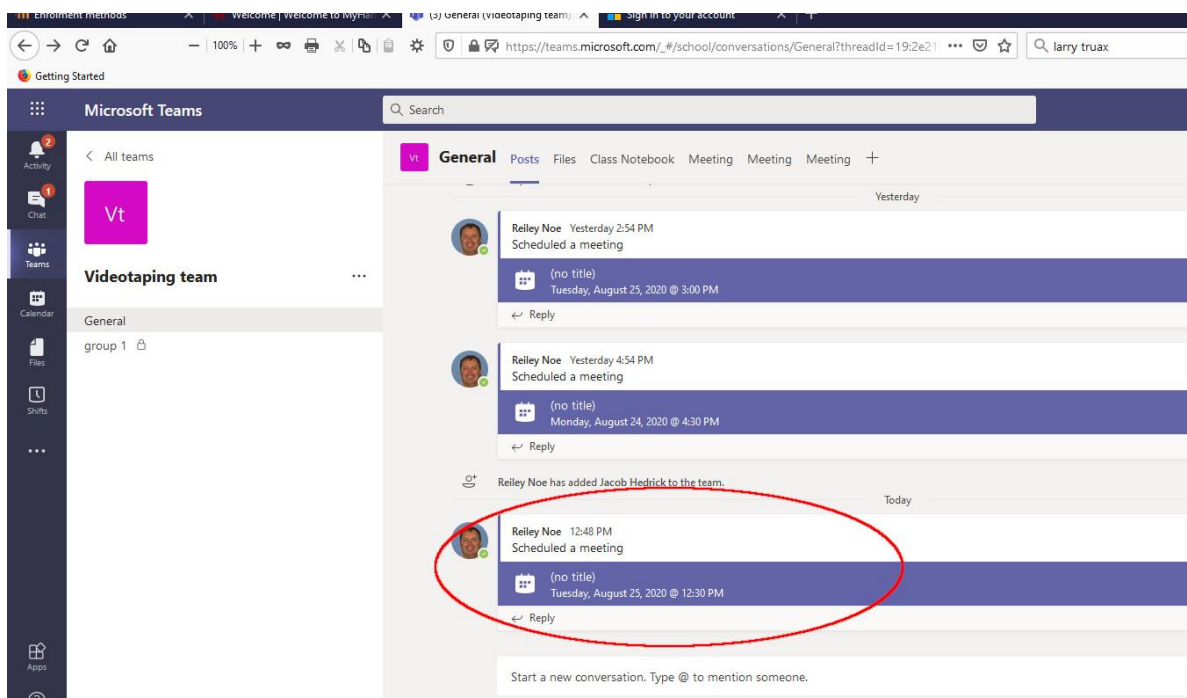
7. You might see this screen. Click on Web App if you are in a rush, but if you have some time, download the Windows or Mac App. You will have some more functionality when you use Teams again.



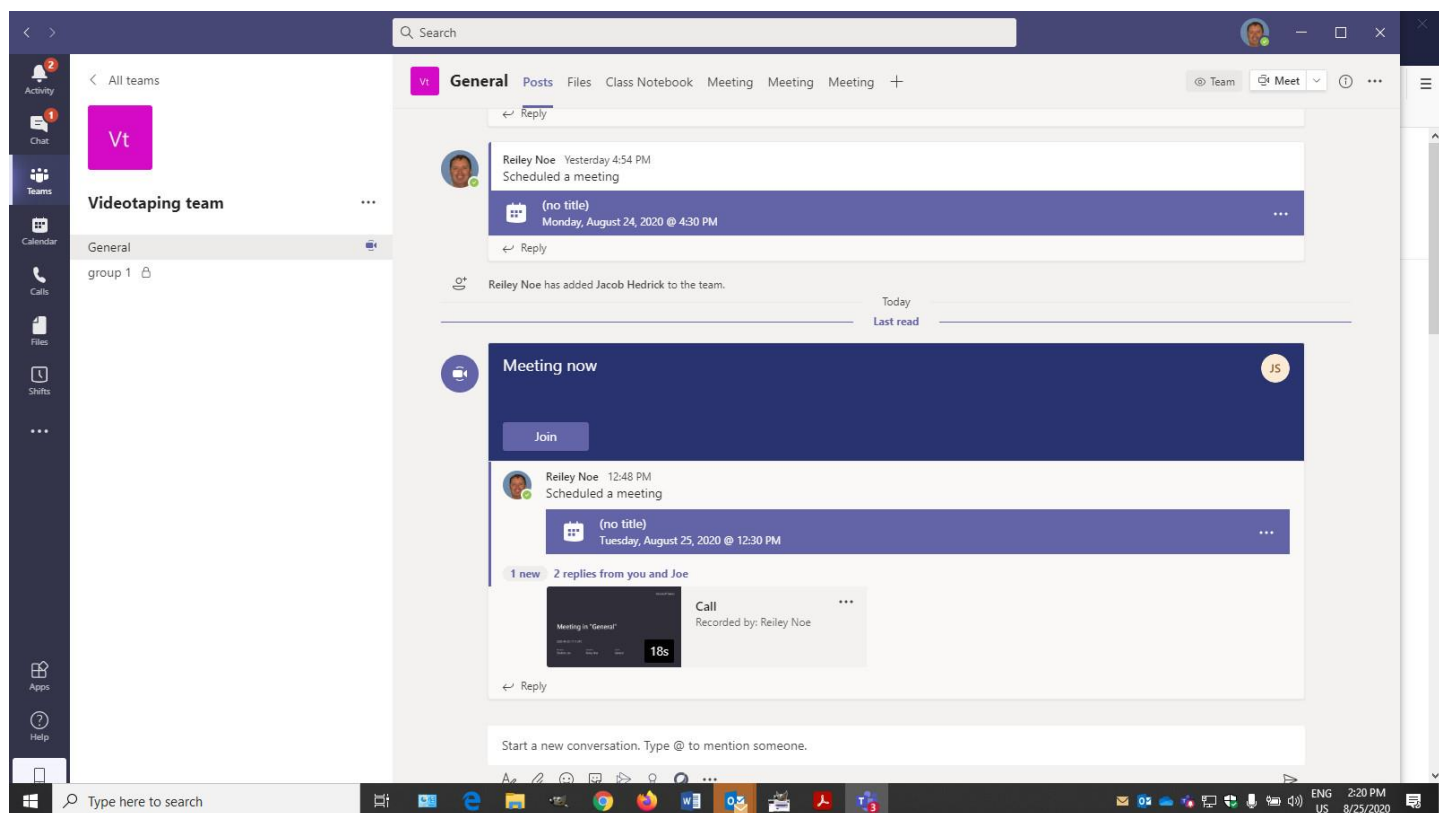
8. Click on your class.



9. Inside you'll see a chat box like this with the appointment set up in blue.

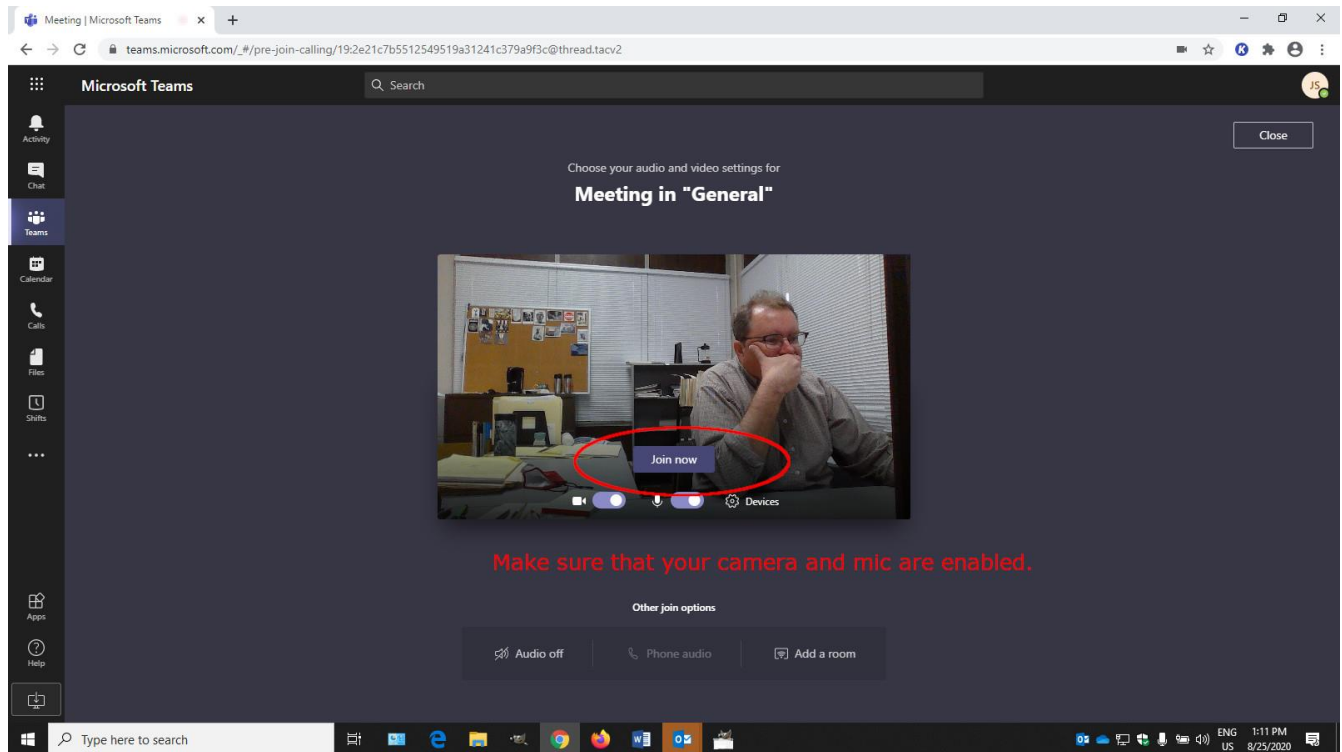


10. If the meeting is in progress, or if your instructor has turned on his camera, you'll see a Join button.

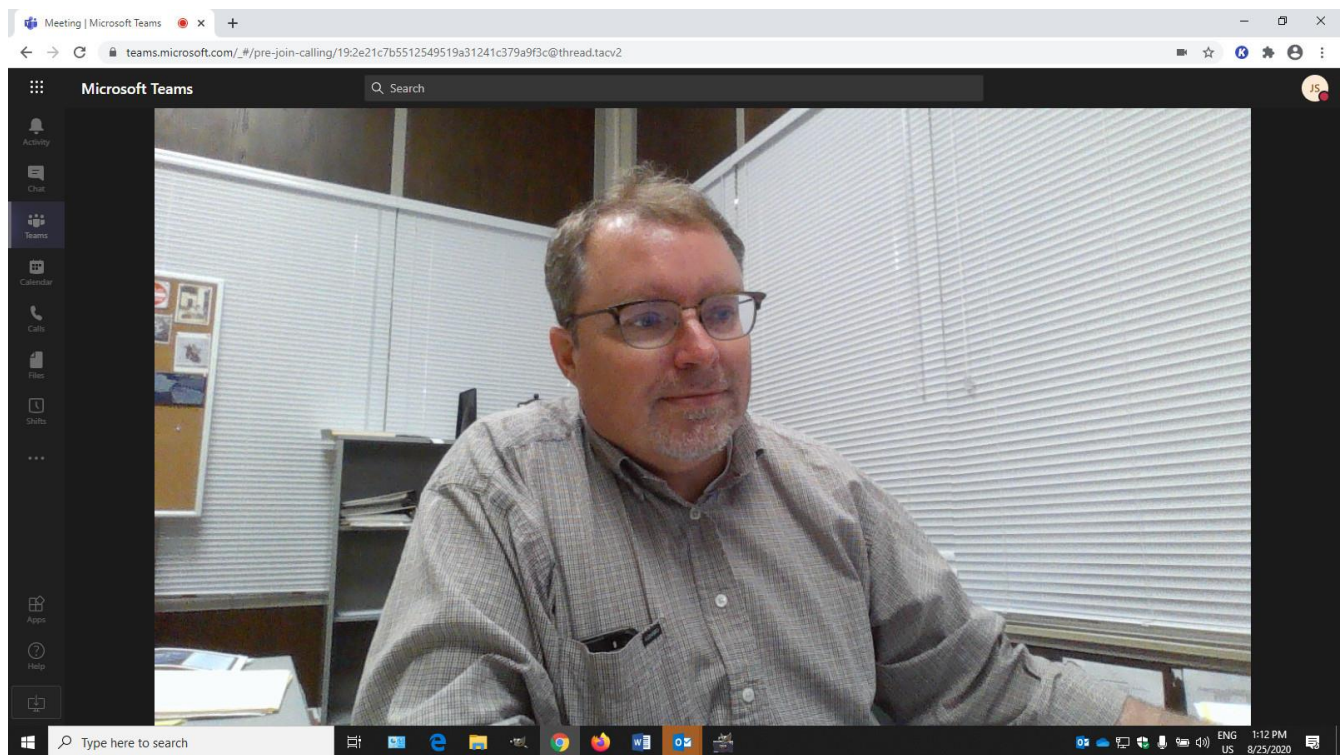




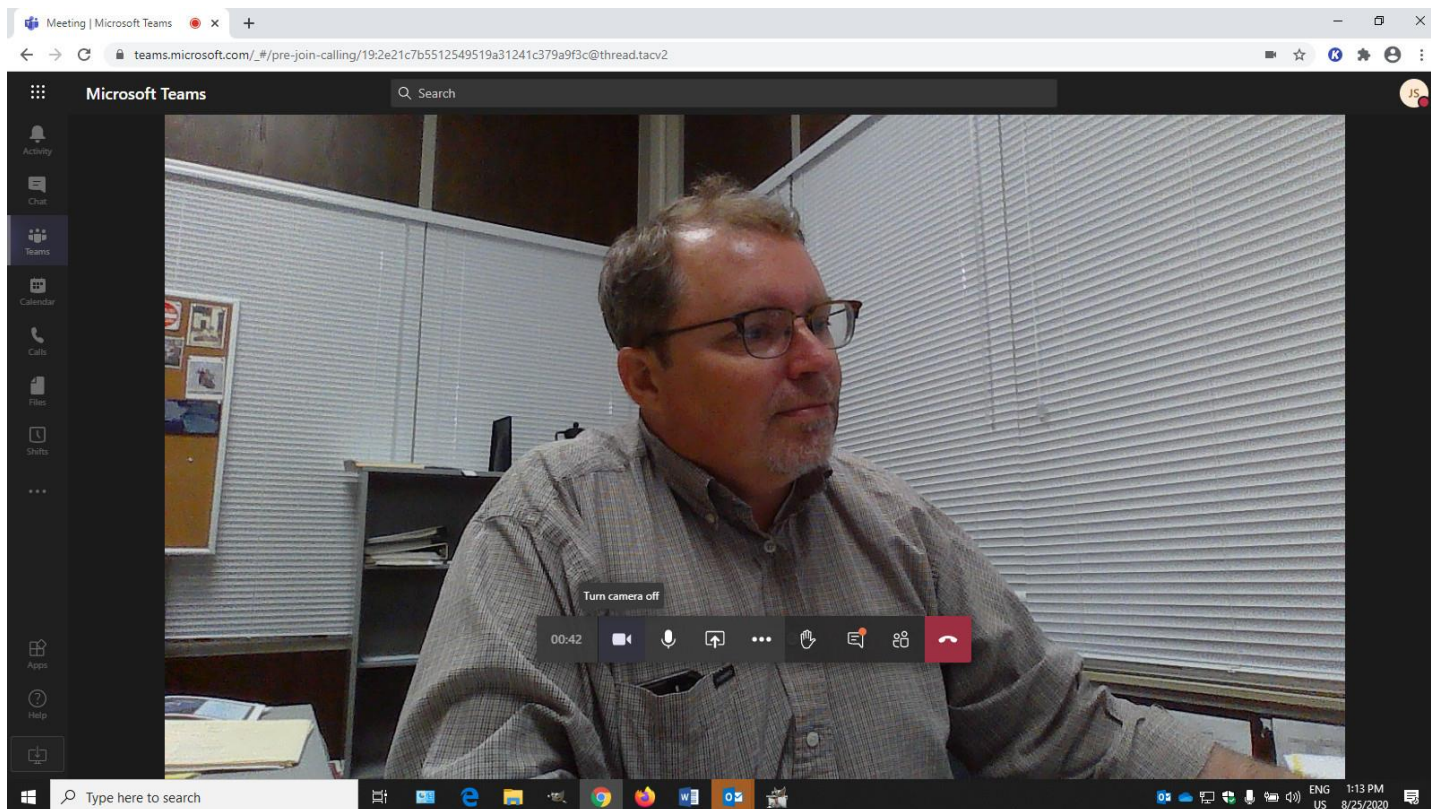
11. Click on the Join Now button. Make sure that you see the lavender in the sliders for the camera and the microphone. That means that your mic and camera are on.



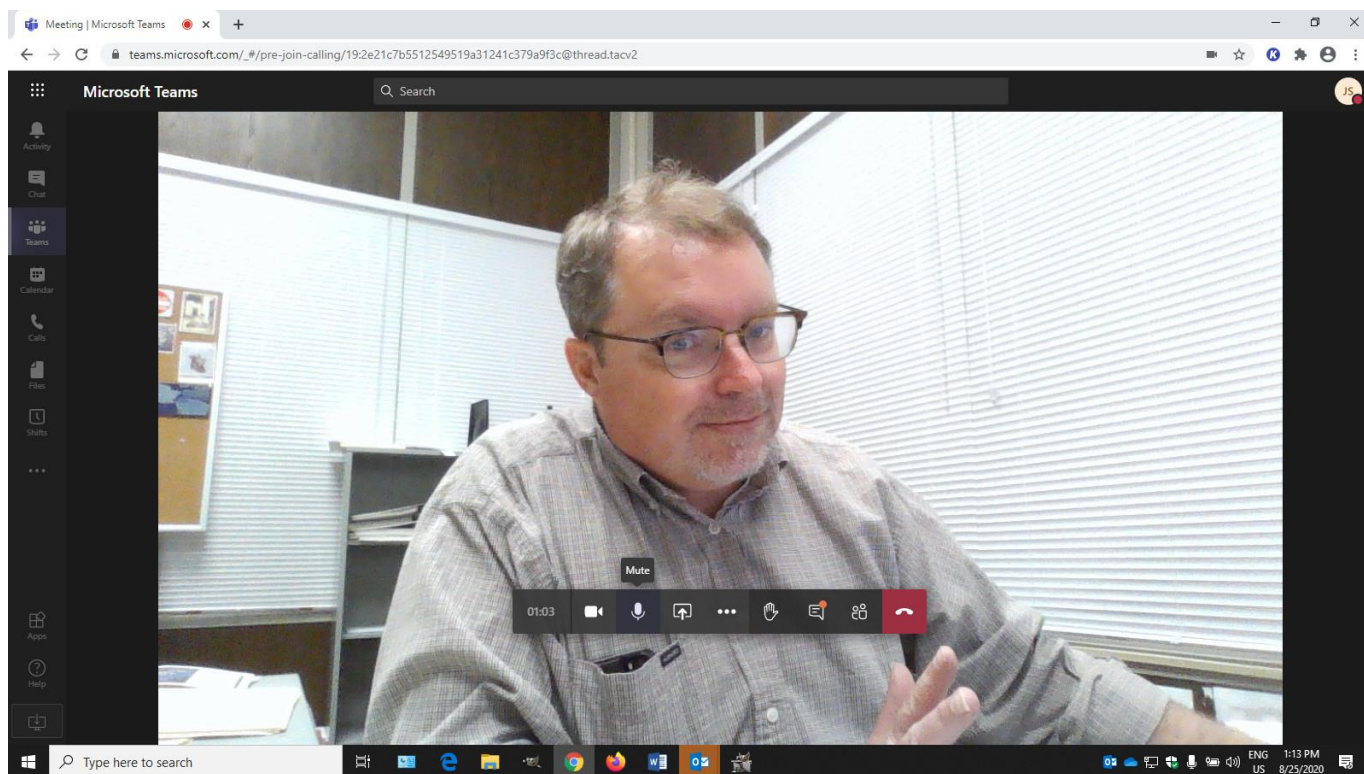
12. This is what you'll see if nobody is in the meeting yet.



13. If you move your mouse, you'll see this bar appear in the lower portion of the screen. The camera icon deals with your camera. If it's on, it looks like this. If not, there's a slash through it.

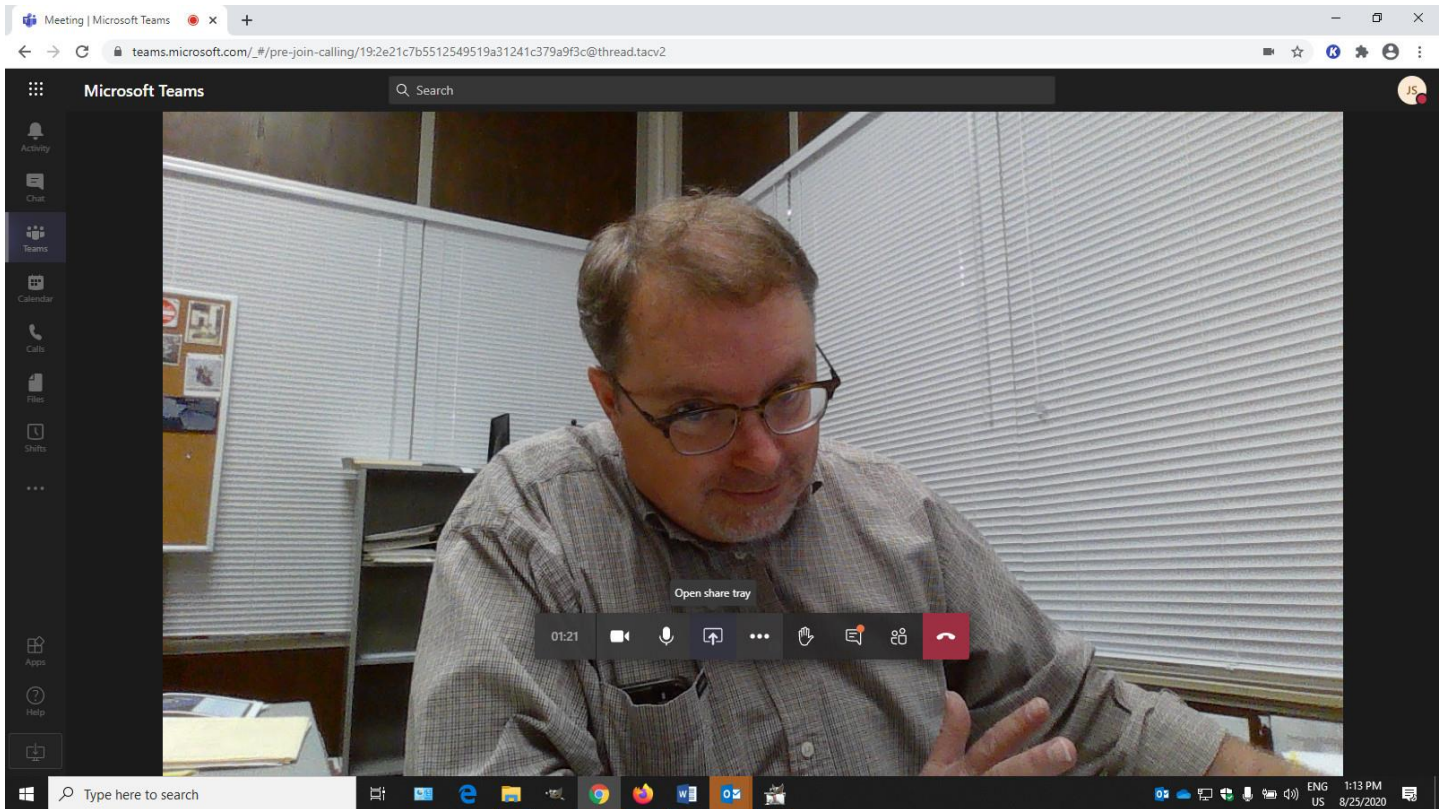


14. The microphone icon works the same way. If it's on, there's no slash through it. If there is, you are muted.

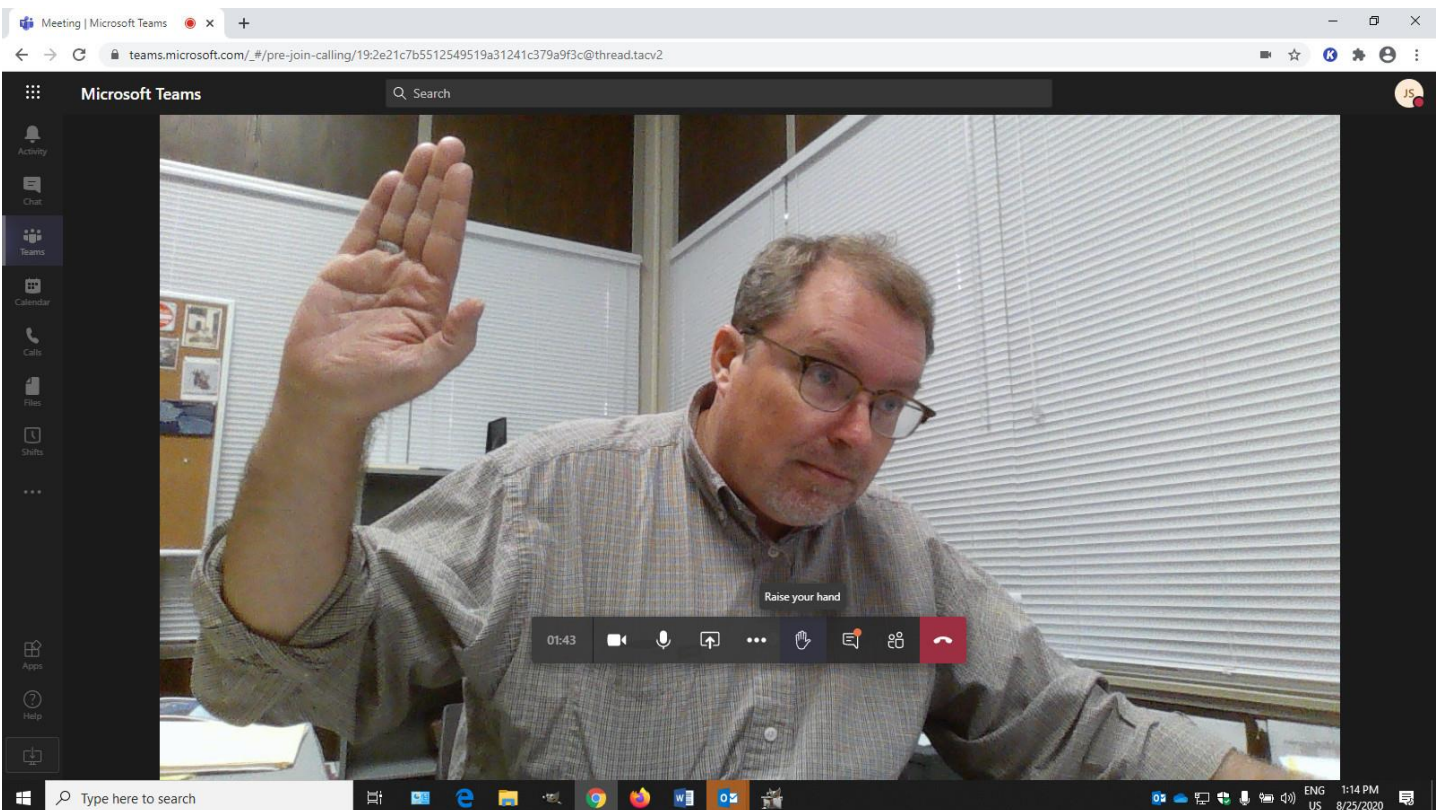




15. The box with the arrow icon allows you to share a screen.

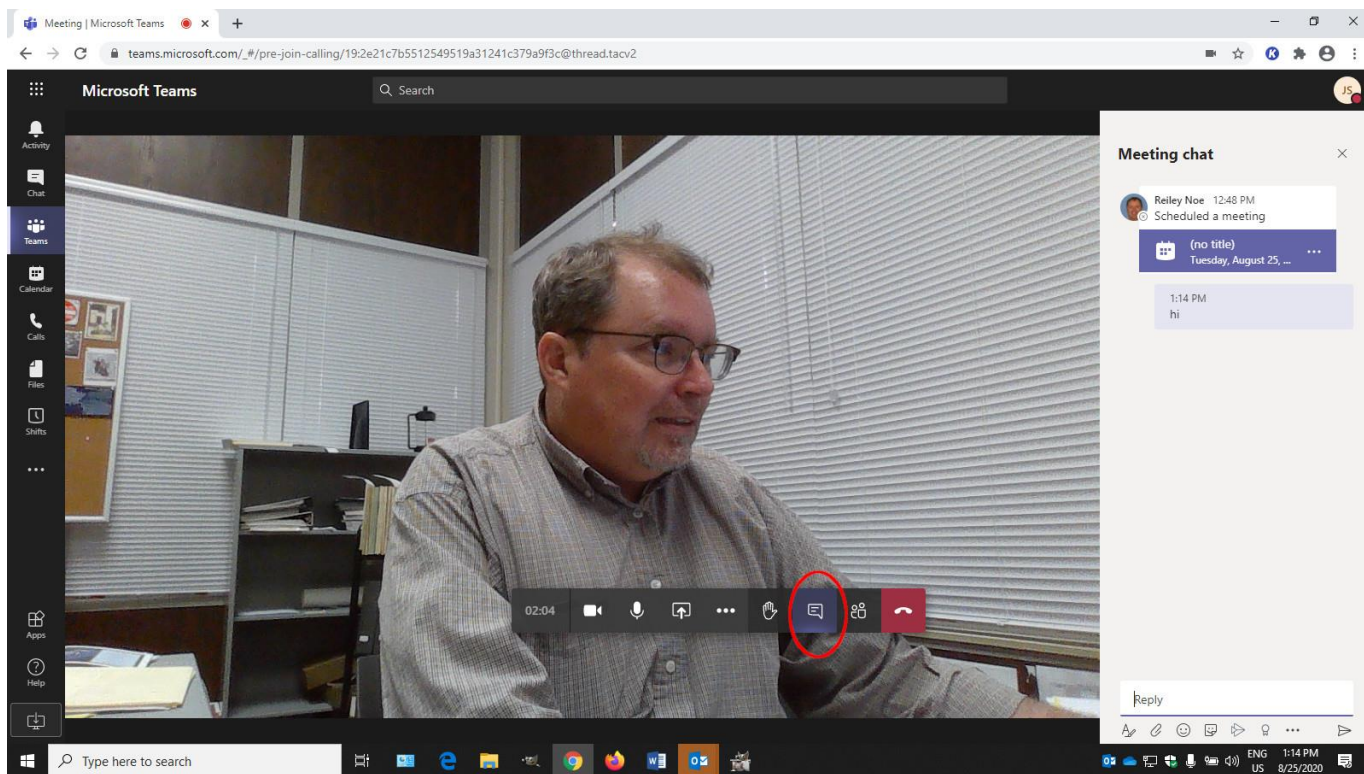


16. Yes, the raised hand icon will raise your hand and signal to your teacher that you have something to say.

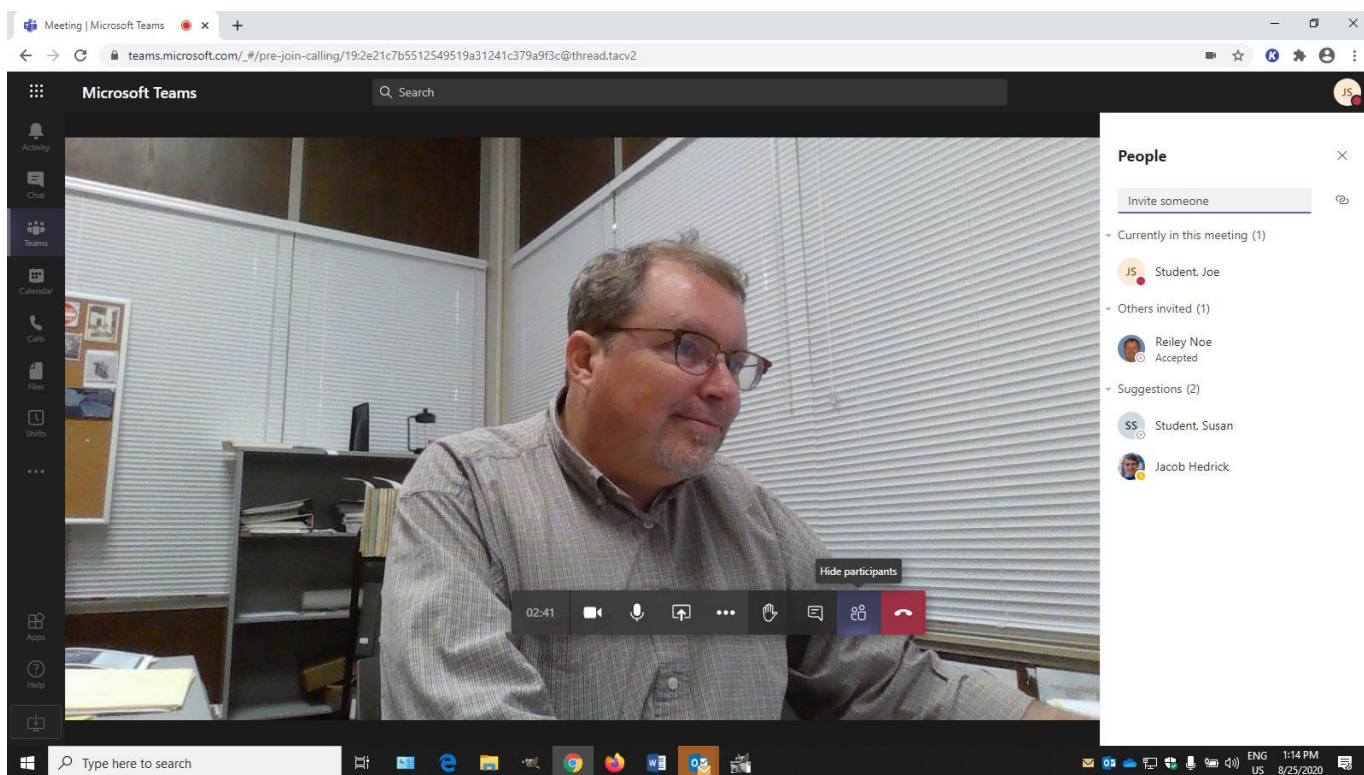




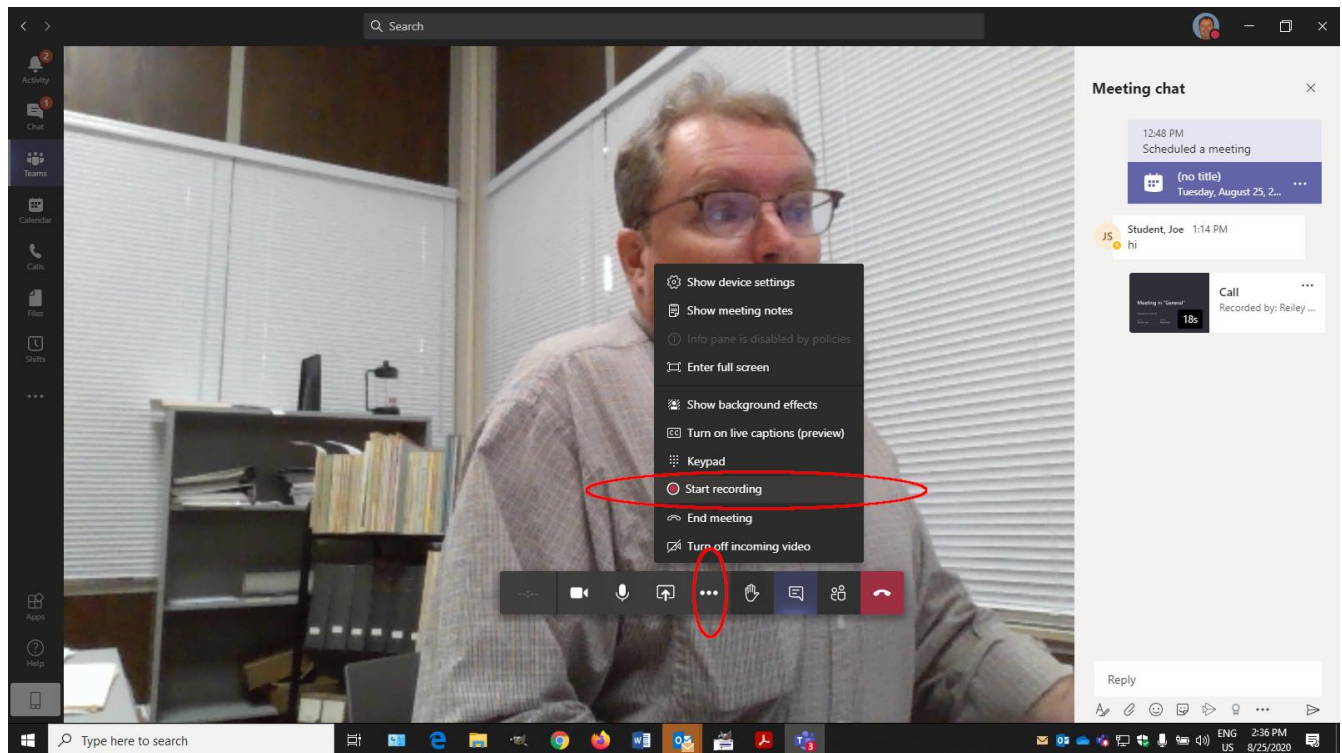
17. The chat icon will create a chat box that your class can use to remark on the talk. There are icons at the bottom of the chat that will let you attach things or add an emoticon.



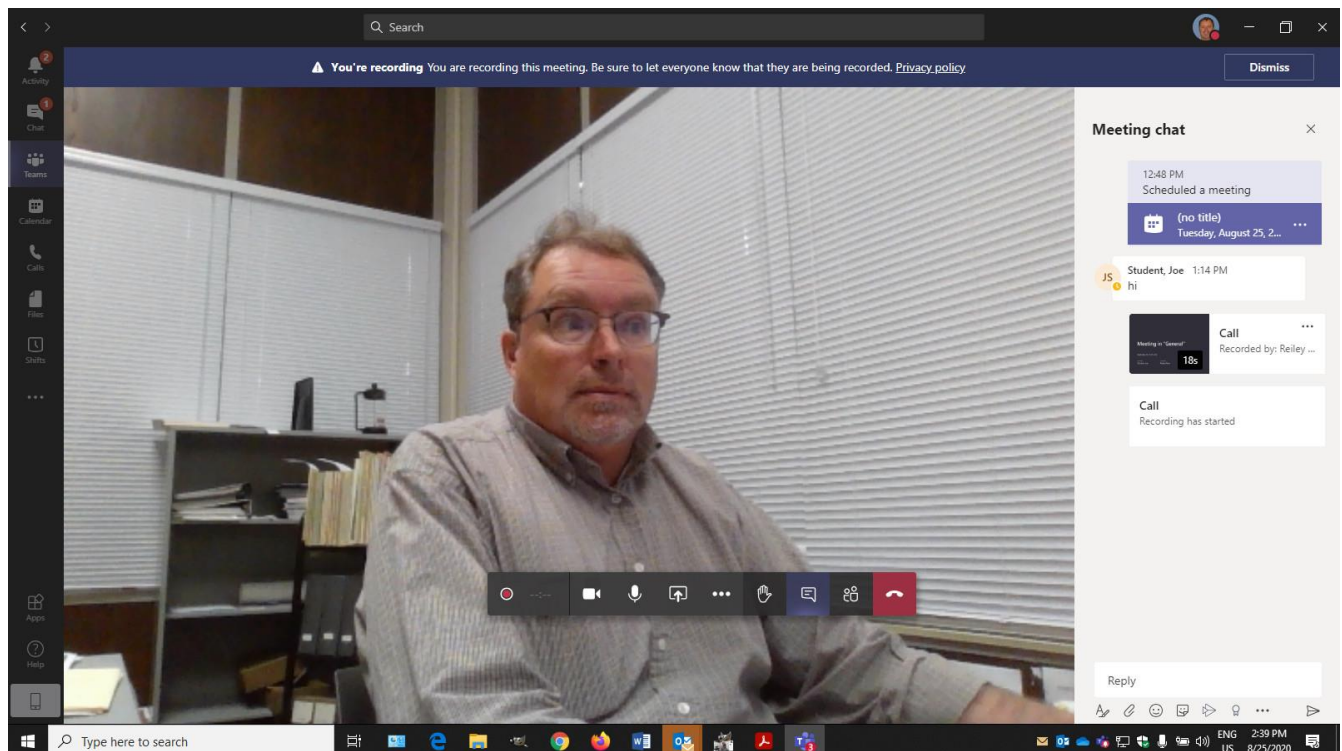
18. The participants icon will list everyone in the class meeting. Your instructor may use this area to make you a presenter, if you are giving a formal presentation or have some file or screen to share with the class.



19. Clicking on the Three White Dots icon will give you some other functionality. The most important one is the ability to record a meeting. Click on Start Recording to do this and.....

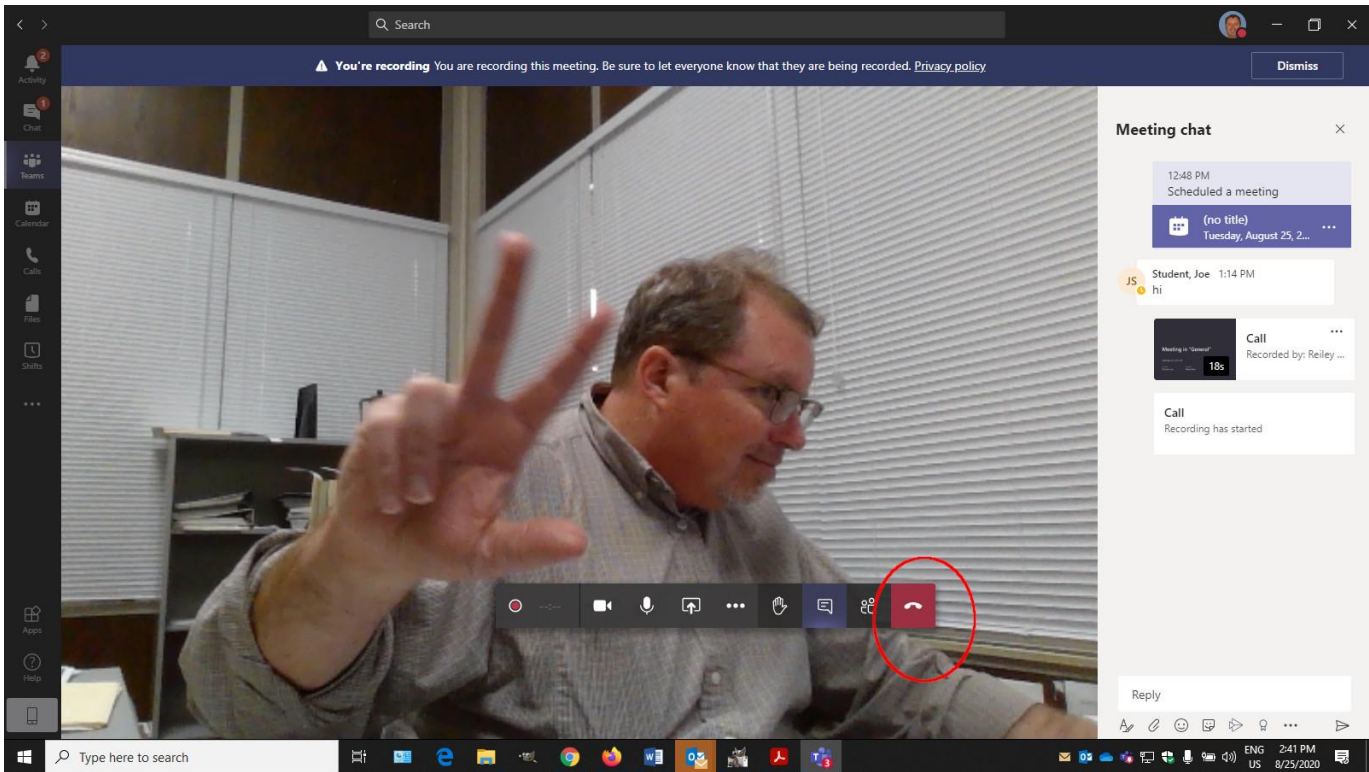


20. Once someone records, everyone in the meeting will see a blue bar show showing across the top of the screen, letting them know that they are being recorded.

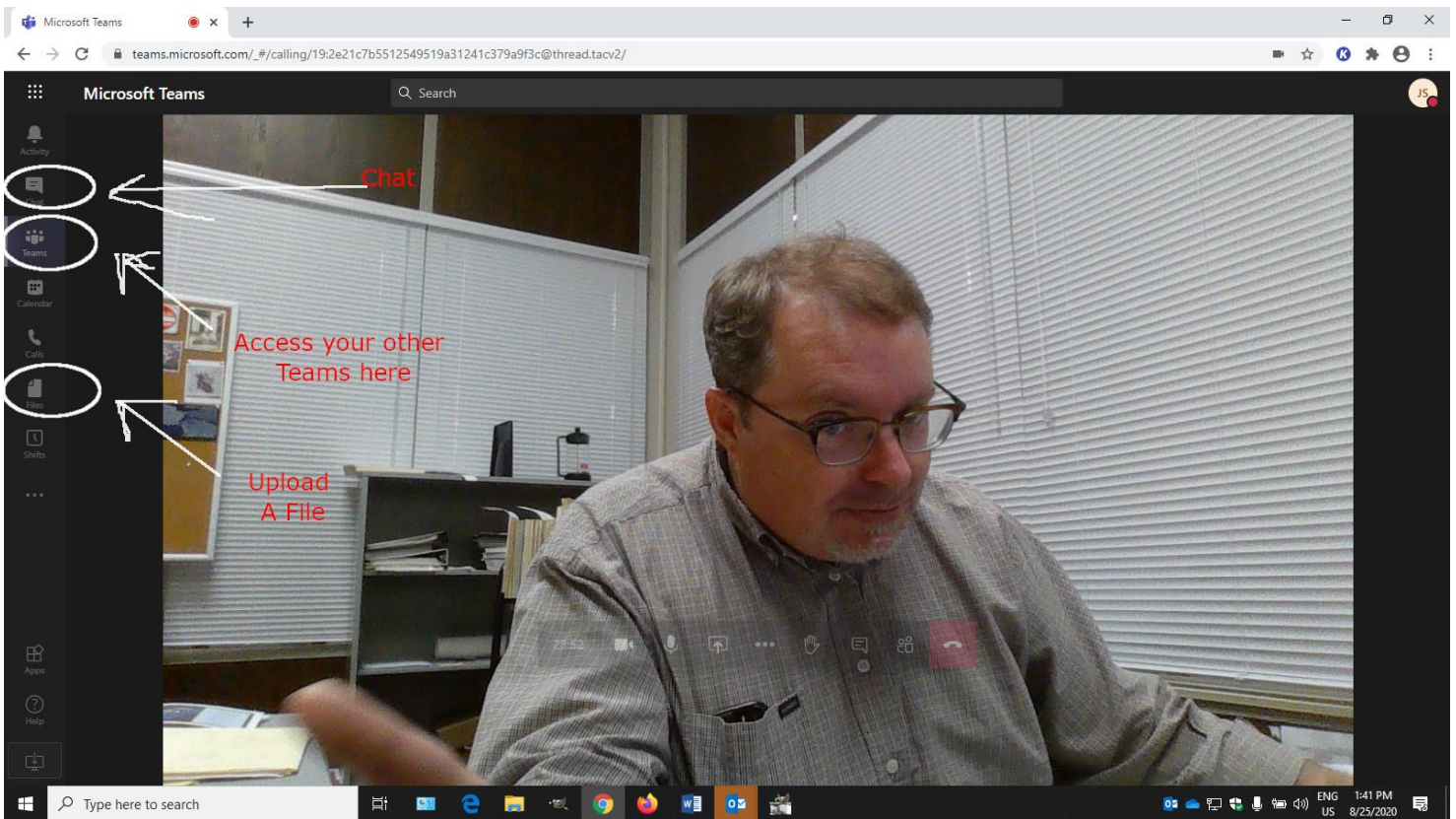




21. The red phone icon hangs up the call.

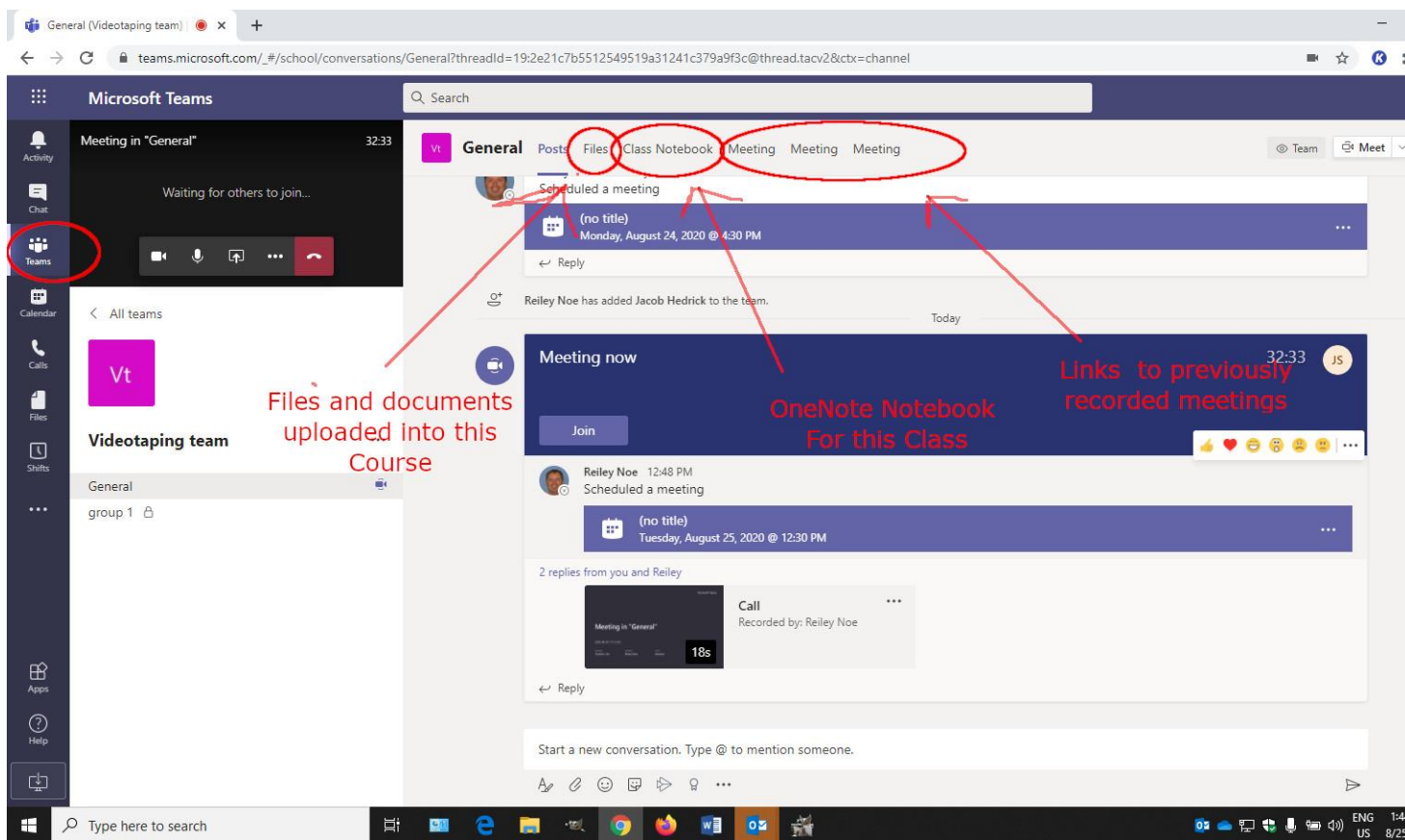


22. Before we hang up, lets look at the icons to the left of the screen for Chat, Accessing Teams, and Uploading a file





23. When you hang up, you are left back in the Team space. There are also some icons that you might want to know about. They will allow you to look at shared files, a OneNote Notebook for your class, and some links to recorded meetings in the class. Some teams also have a link to your Moodle course – which will be very handy.



More information

[Working with Classes and Classmates in Teams](#)

[Welcome to Microsoft Teams – by Microsoft.](#)