



HOW TO CHANGE BETWEEN MICROSOFT APPLICATIONS

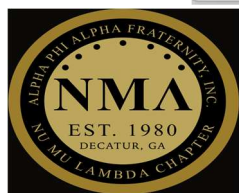
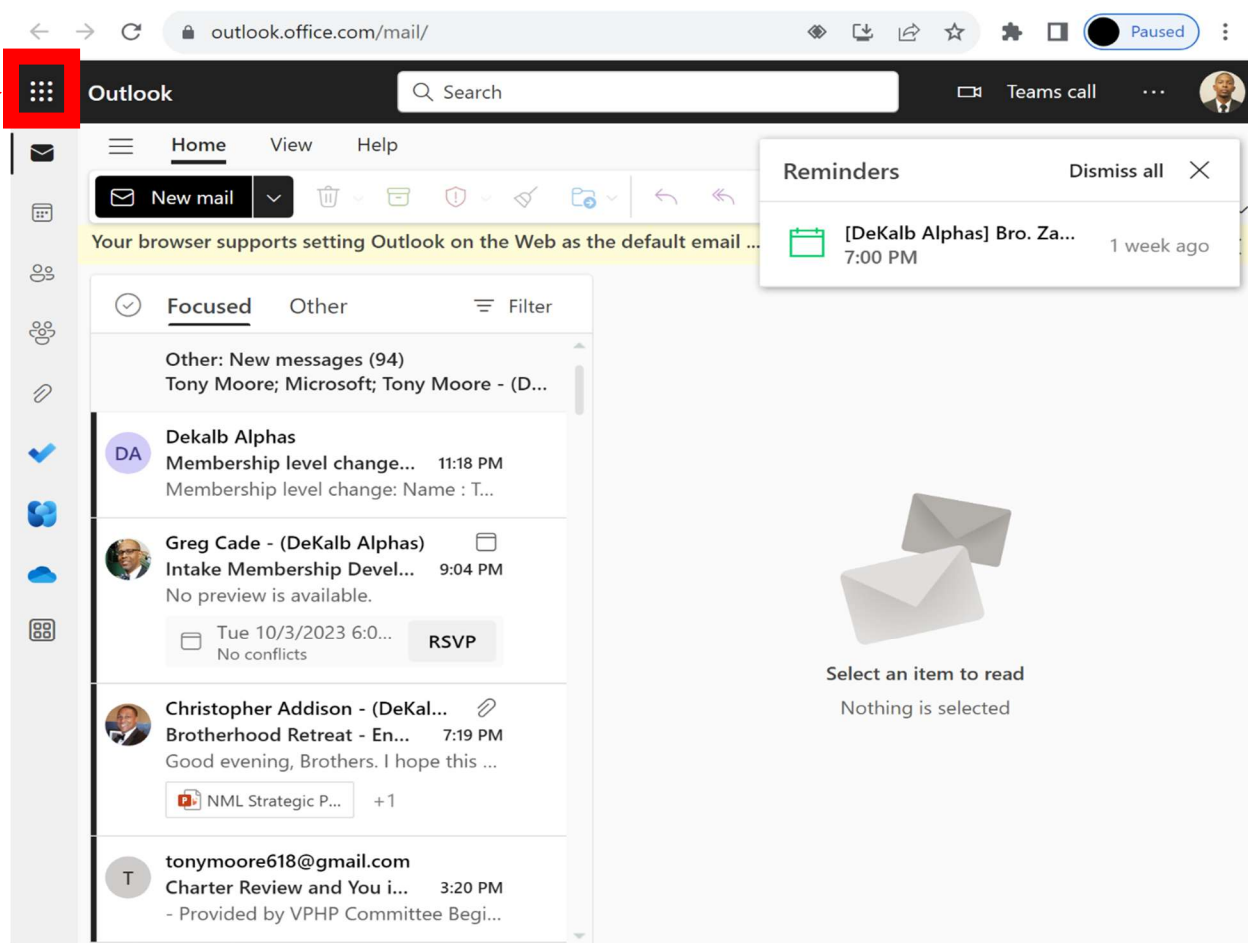
From Outlook to Teams, SharePoint, or OneDrive

2 STEP PROCESS

Step #1

- After logging into the Outlook website, select the icon with nine dots on the top left corner of the page

NOTE: This option to move to other applications is only available on the web page and not if you have the Outlook application on your phone



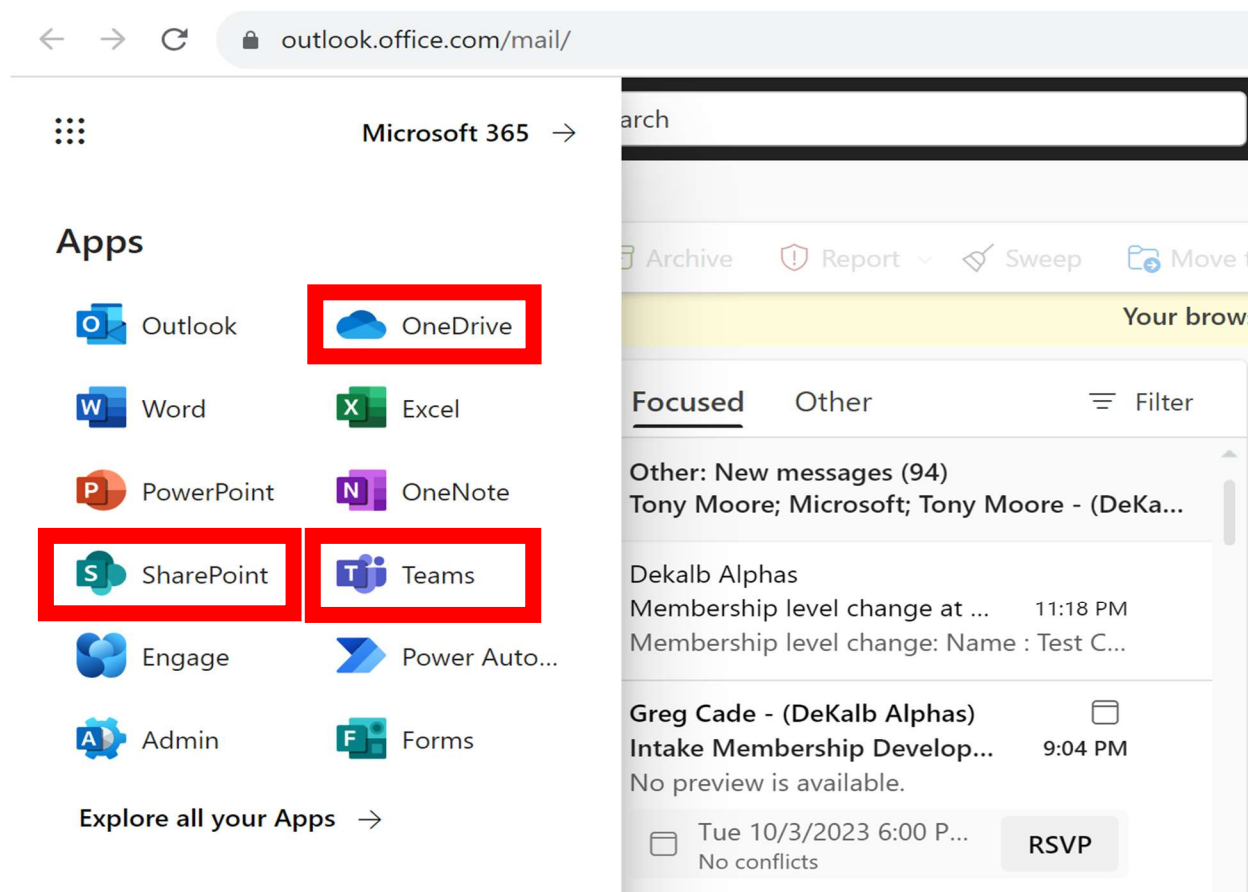


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Step #2

- Select the application that you would like to open

NOTE: This option will bring you to the webpage for each of these applications not the desktop version



Congratulations, you have successfully moved from Outlook to Teams, SharePoint, or OneDrive!

From Teams to Sharepoint



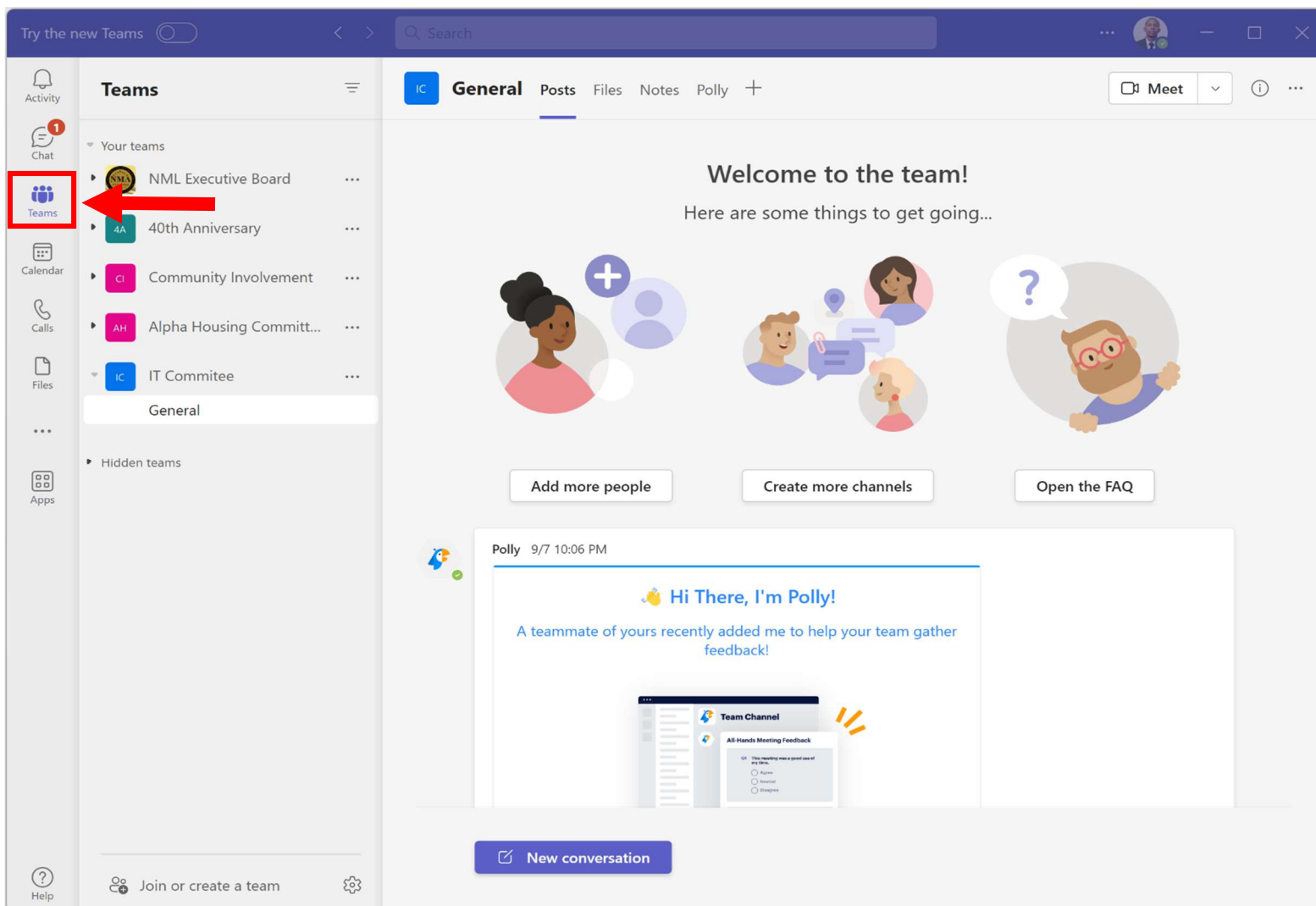


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3 STEP PROCESS

Step #1

➤ Select "Teams" tab

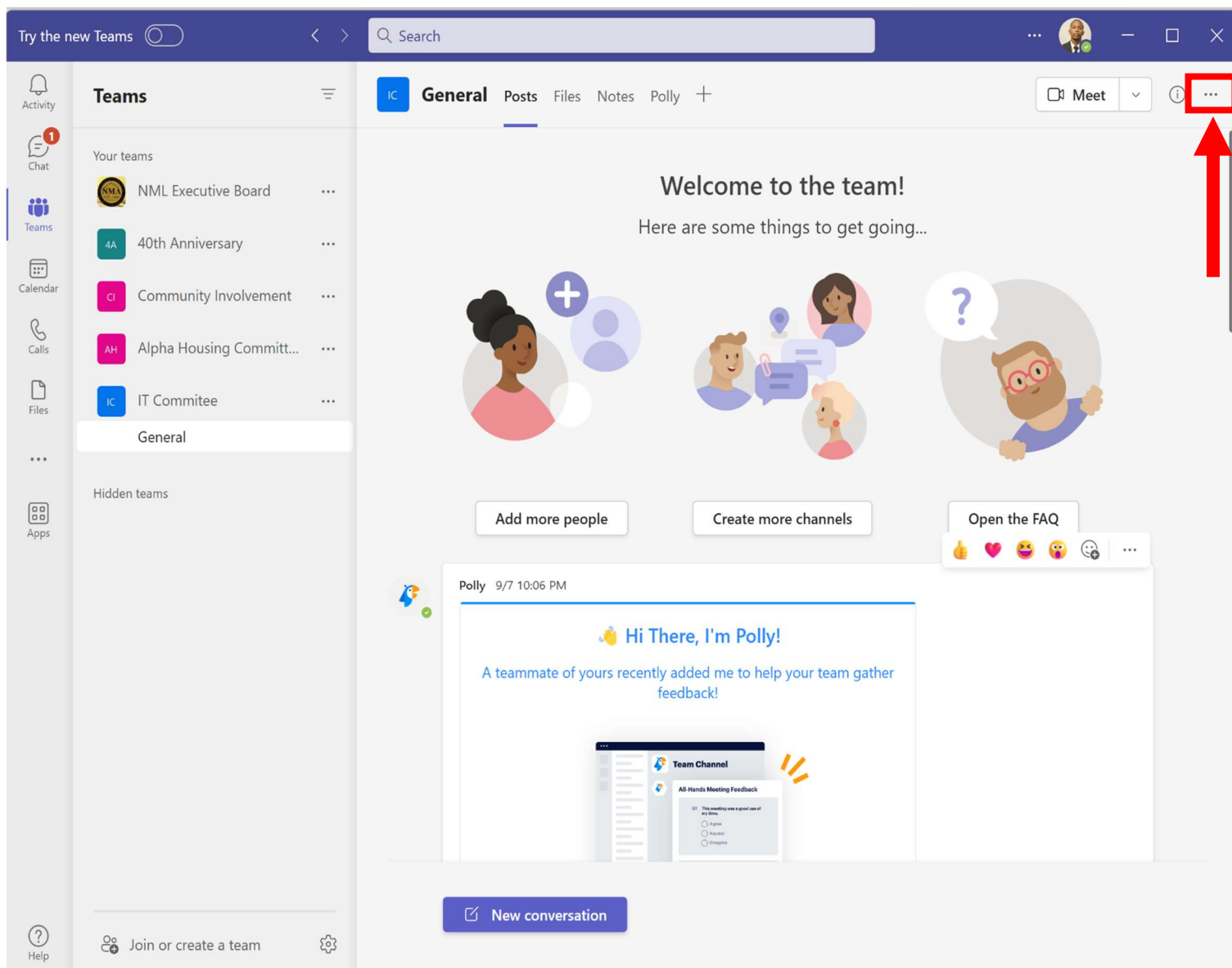




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Step #2

- Select the three horizontal lines in the top right corner of the page



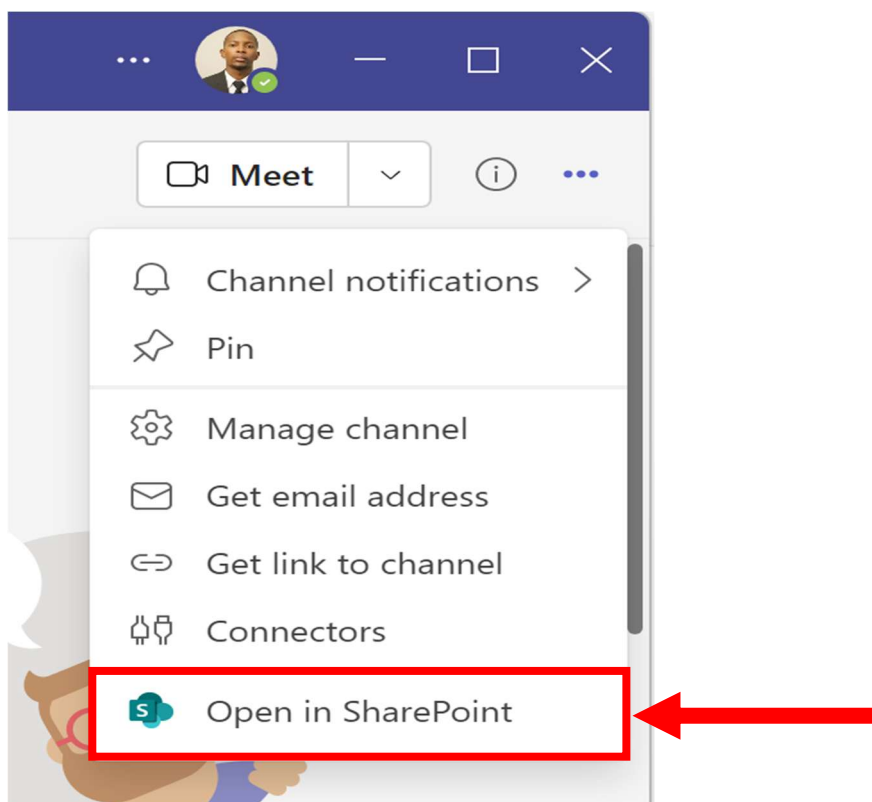


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Step #3

- Select “Open in SharePoint”
 - This will take you to the SharePoint webpage

NOTE: SharePoint is the platform that we will use to STORE and SHARE information such as the “How to” documents and the Chapter meeting agenda.



Congratulations, you have successfully moved from the Teams application to SharePoint!

