

# Microsoft Teams Checklist



**Your class will be using Microsoft Teams as your digital classroom. Instructions, websites and all information you will need to set up your Wake Tech email account and to log into Teams are below.**

## **Wake Tech Email Account:**

Activating your Wake Tech Email Account is the important first step to logging onto Teams. Learn how to activate your Wake Tech Email using the information below:



- Click to access PDF guide for computers: <http://bit.ly/wtccemailcomputer>
- Click to access PDF guide for phones: <http://bit.ly/wtccemailphone>
- Click to access video guide: <http://bit.ly/wtccemailvideo>

PLEASE NOTE: If you receive an error when activating your email, your account is locked. You can unlock it by calling ITS at 919-866-7000.

Once your Wake Tech Email is active, use your Wake Tech email address and password to log into Teams and Microsoft Outlook.

## **Apps:**

If you are using a phone for class, download the following apps:

<b>App</b>	<b>Android Link</b>	<b>iPhone Link</b>
 Teams	<a href="#">Android</a>	<a href="#">iOS</a>
 Microsoft Outlook	<a href="#">Android</a>	<a href="#">iOS</a>

If you are using a computer for class, download the following app:

<b>App</b>	<b>Link</b>
 Teams	<a href="https://www.microsoft.com/en-us/microsoft-teams/download-app">https://www.microsoft.com/en-us/microsoft-teams/download-app</a> Click <b>“Download for Desktop”</b>

**Website:**

If you are using a computer, save the following website to a bookmark or in a notes section of your computer:

Website	Link
 Microsoft Outlook	<a href="https://outlook.office.com">https://outlook.office.com</a>

**The Tech Team is here to help you with your digital and technology needs this year. If you need to reach us, you can always:**

- Call us at 919-727-6507
- Email us at [ccrtechhelp@waketech.edu](mailto:ccrtechhelp@waketech.edu)

Our hours are:

Monday – Thursday

9:00 AM to 2:00 PM and 3:00 PM to 8:00 PM

Fridays

9:00 AM to 2:00 PM.

**You can also schedule an online appointment with us at**

<https://calendly.com/ccrtechhelp/scheduled>

We take appointments:

Monday – Thursday

9:30 AM to 1:30 PM and 3:30 PM to 7:30 PM

Fridays

9:30 AM to 1:30 PM

**Other Wake Tech resources for you:**

- ITS: 919-866-7000/[helpdesk@waketech.edu](mailto:helpdesk@waketech.edu)
- CCR Advising: 919-866-5490/[ccradvising@waketech.edu](mailto:ccradvising@waketech.edu)

**We hope you have a successful semester!**

Sincerely,

**The Technology Support Technicians**

**Wake Tech Community College**

