



ASK AN ENGINEER – HOW TO USE MICROSOFT TEAMS

Step 1: Get Registered

- Send an email to BellVRC@roboticseducation.org and CC tbutler@bellflight.com
 - For each person on your team, we need the following information:
 - Name
 - Email Address
 - Mentor or Student

Note: We will never email the student or respond to a student's email. This is just to give the student an account on Microsoft Teams.

Step 2: Log into VRC Microsoft Teams Portal

- Once your account has been set up by the REC Foundation and Bell, you will receive an email with your login credentials.
 - If you already have a Microsoft Teams account, be sure to log out of that account and then log in with your VRC Teams account.
- Go to <https://www.office.com> and log in using your VRC Teams account credentials.
- Then Click on “Teams.”



Step 3: Navigate to your Portal

- Students:
 - VRC Portal
- Teachers & Mentors:
 - VRC Portal
 - VRC Teacher & Mentor Portal
- Bell & Bell Partners:
 - VRC Portal
 - VRC Sandbox
 - VRC Teacher & Mentor Portal

Note: All use Ask an Engineer during those sessions

