Accessing NCC News Email via Teams

1. Join the NCC News Email channel in Teams:
   1. Access Microsoft Teams via app or web (<https://www.microsoft.com/en-us/microsoft-teams/log-in>)
      1. You may need to download the Microsoft Teams app and/or create a free Microsoft Teams account if needed. Use your NetID account if possible.
      2. If prompted, choose that you are using either school or “work or organization” (last option in the list)
   2. Icon

      Description automatically generated with low confidenceOnce you’re in, click on the Teams icon at the top left.
   3. Text

      Description automatically generated with medium confidenceClick on the “Join or create team” option in the upper right
   4. ![Graphical user interface, application

      Description automatically generated]()Go to the Join a team with a code box
   5. Enter the following code to join the **NCC News group**: **bh8b57x**
   6. Join team
   7. ![Graphical user interface, text, application

      Description automatically generated]()Click on the Press Releases tab on the left.
   8. By default, the email list shows oldest email at the top, so scroll down to the bottom of the list for the most recent email
2. Accessing TVEyes material within the Teams email account:
   1. Find the TVEyes email with the link to your file
   2. Remember, other people will be downloading their own files. Don’t “take” someone’s video as there are limits to the number of times you can download a clip.
   3. Click the link and choose “download file” (you don’t need the media packet)