

## ACCESSING YOUR DEPARTMENT DATA THAT WAS MOVED TO OFFICE 365 – TEAMS

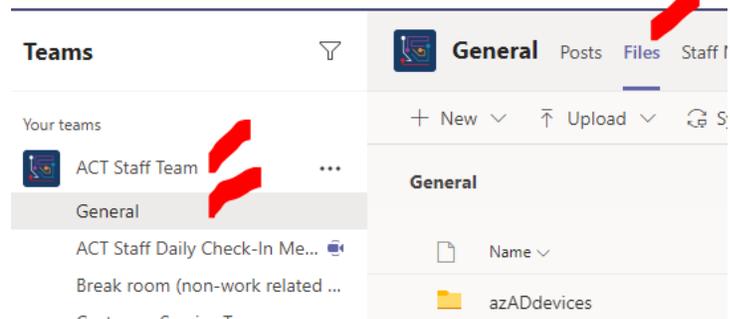
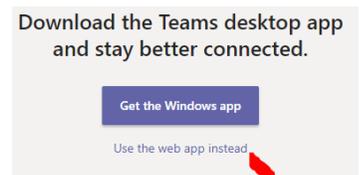
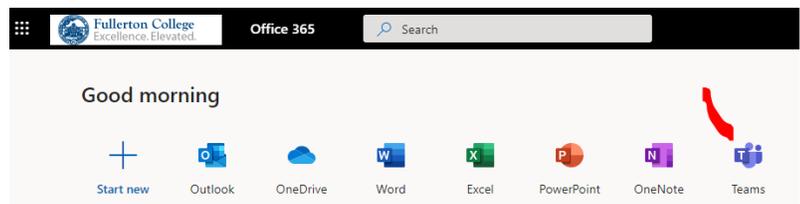
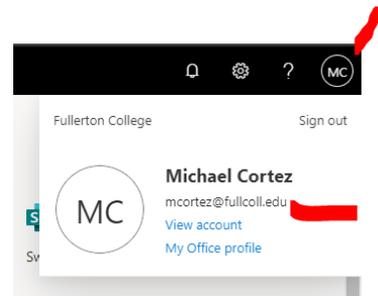
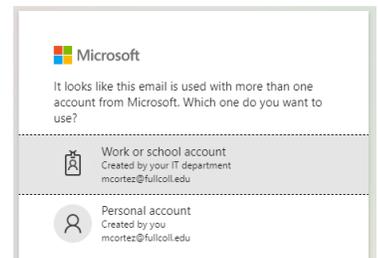
To facilitate remote access to your department data, we have migrated your data to Teams on Office 365. You have been added to a Microsoft Team, and your department data should now be available in the **FILES** tab of your team's **GENERAL** channel. This data is stored on a SharePoint server that can be accessed in several ways:

- On the web, via the Office 365 web site
- Inside the Teams client on a Desktop computer or Mobile Device
- Downloaded through OneDrive File Synchronization.

## ACCESSING YOUR FILES THROUGH THE TEAMS WEBSITE

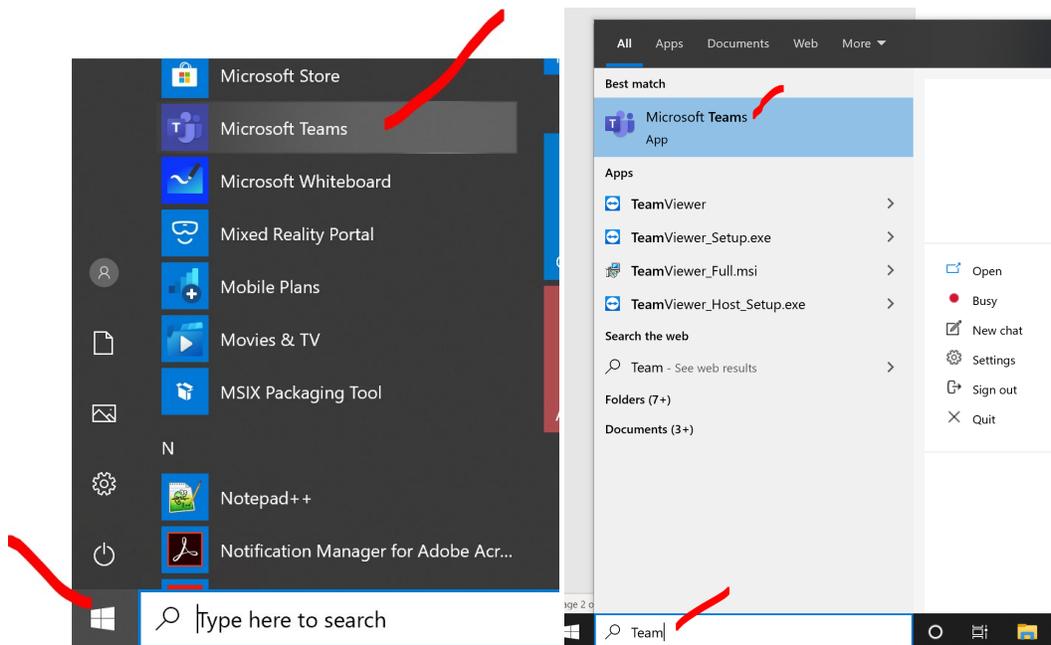
The quickest way to access your department files will be through the Office 365 website. This service is available from on devices, anywhere in the world but has some limitations. The web site does not always display well on small compact screens, Microsoft Office files open by default in the cloud based versions of Word, Excel and PowerPoint that are not as full featured as the desktop versions, and can require more steps than accessing the files via Teams or OneDrive Synchronization.

1. In your browser of choice visit <https://o365.fullcoll.edu>
2. Click on **Sign In**
  - a. Provide your Fullerton College email address, such as [jdoe@fullcoll.edu](mailto:jdoe@fullcoll.edu)
  - b. If prompted, select “Work or school account”
  - c. Provide your FCNet password that you would use to login to a workstation on campus.
  - d. If you have Multi Factor Authentication (MFA) enabled, you may be prompted for a security code or to press Approve on your Authenticator app on your mobile device.
3. If you are using Office.com for another school such as Cypress College, CSUF, Orange Coast, etc, you may already be logged into their system Tenant on Office.com and you should confirm that you are signed into Fullerton College’s tenant by looking for the “Fullerton College Excellence Elevated” logo or checking to see if your Fullerton College email address is listed under your user.
  - a. To see which account you are logged into, click on the user icon in the top right corner of the web site, it may be a picture or your initials.
4. Once you are logged in you will see tiles for all the services that are available to you via Office.com – click on the Teams tile to access the Teams web client.
5. You may be prompted to download and install the Teams desktop or Mobile client, if you want to continue to access the site via the web only then click on the “Use the web app instead” link.
6. Find your Department team on the left side, click on the General channel, and then click on the Files tab to access your department’s files.

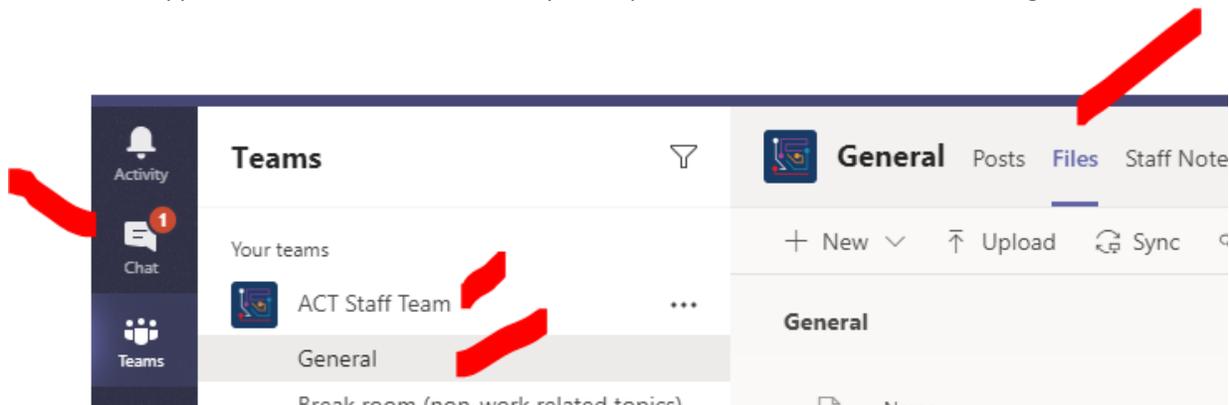


## ACCESSING YOUR FILES THROUGH THE TEAMS DESKTOP CLIENT

1. Start the Teams client, by going to the Windows menu and selecting Microsoft Teams or by searching for it via your Windows Tool Bar



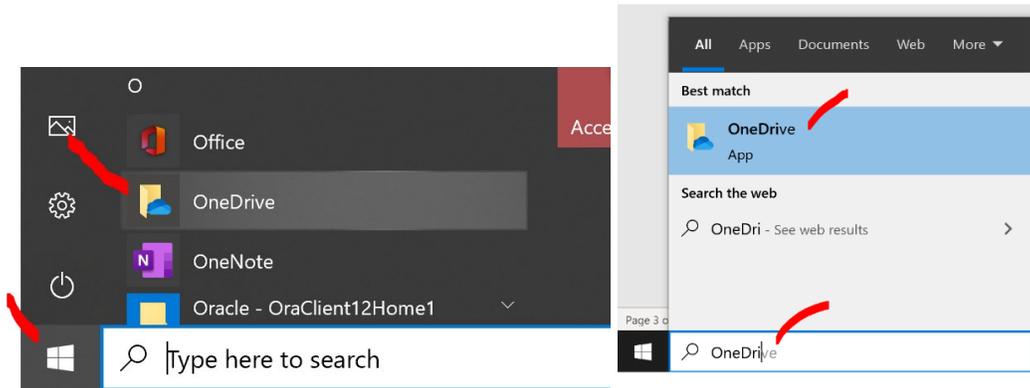
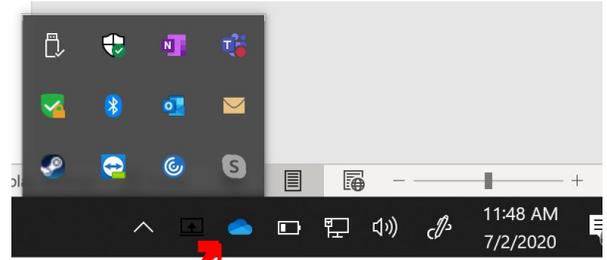
2. In the Teams application, click on Teams, then on your Department's Team, the General channel, and then the Files Tab:



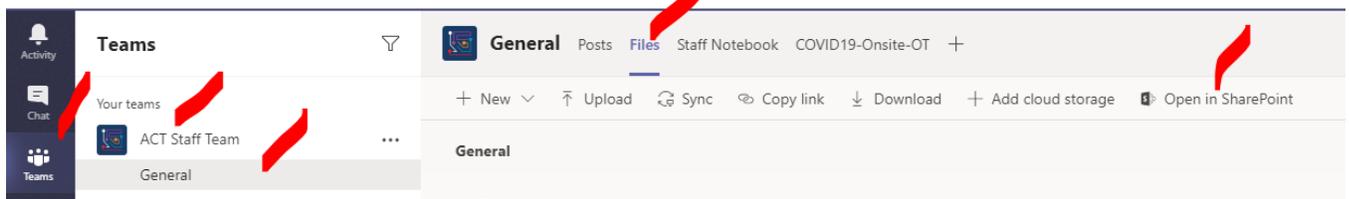
## SYNCHRONIZING YOUR DEPARTMENT FILES VIA ONEDRIVE SYNCHRONIZATION

Synchronizing your department files via OneDrive will make your department files in Teams available on your Laptop or Desktop computer, so that you can access them directly with Windows File Explorer. The files will be automatically synchronized with the copies on the Office.com servers, as long as your local device has an internet connection.

1. First make sure that OneDrive is working on your computer and is signed into Fullerton College.
  - a. On your Windows Toolbar, there should be an icon of Blue Clouds – the icon should have no red X's and when you move your mouse pointer over the icon it should say "One Drive – Fullerton College."
  - b. If the blue OneDrive icon is not present, you can start OneDrive via the Windows Menu or by searching for it on the Windows Toolbar



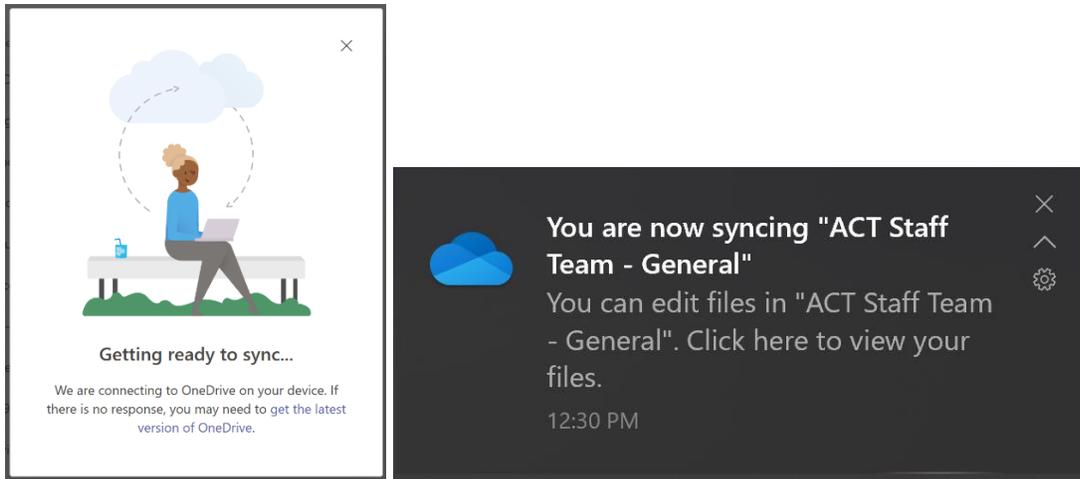
2. Then open the Teams Client of your Choice, either the Desktop Application or Web based client via <https://o365.fullcoll.edu> and navigate to your Department's Team -> General Channel -> Files tab, then click on Open in SharePoint



3. SharePoint will open in a browser, click on the Sync button:



4. You should see two status messages, the first will indicate "Getting ready to sync...", you may be prompted to open OneDrive, and then you should receive a notification that the files are now available:



5. You can now go to Windows File Explorer to access your Department Files:

