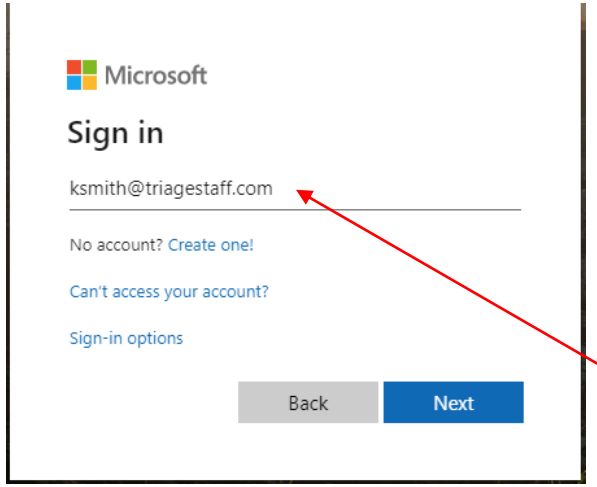
Remote Connection between Operations and You

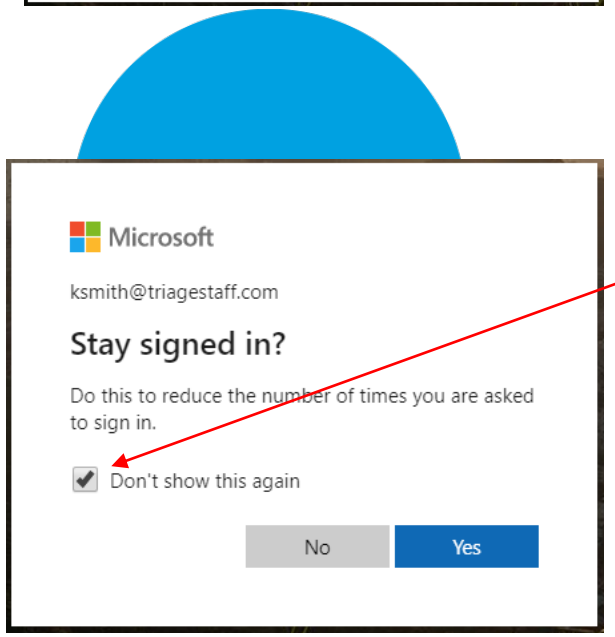
Do you already have Microsoft Teams downloaded?

✓ If **Yes**, go to page 4

✗ If **No**, go to pages 2 – 5

TRIAGE





Open **Google Chrome**

Type in or click on https://www.office.com/

Click **Sign in**

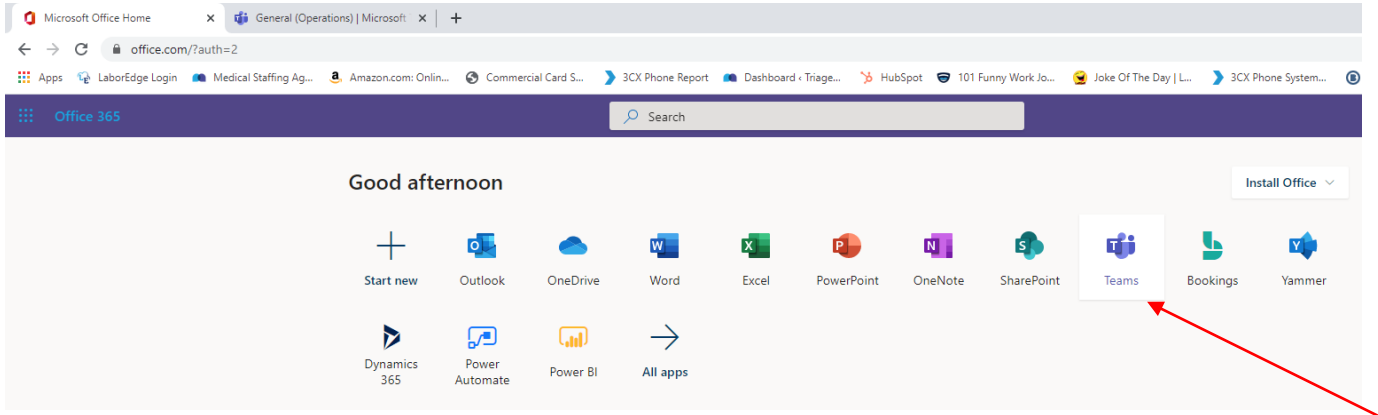
Type in your **Triage email address**

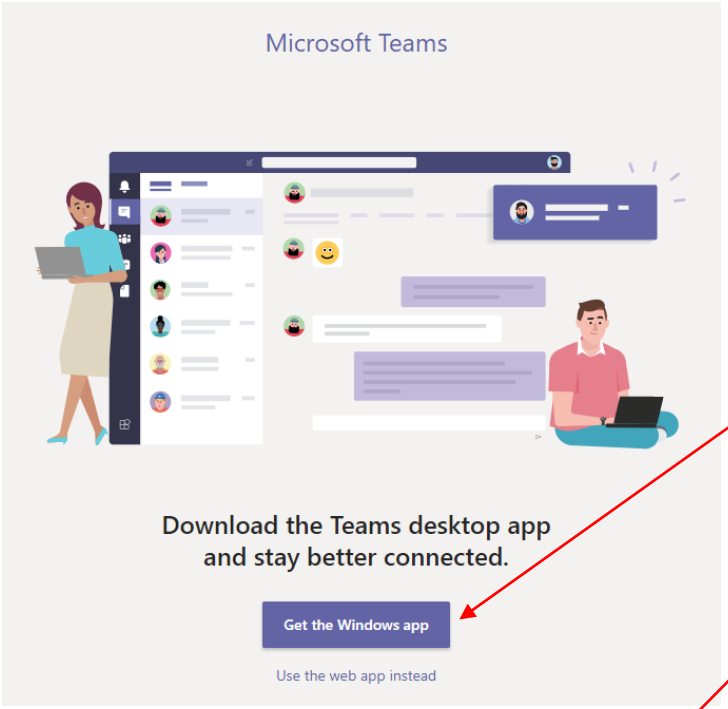
Click **Next**

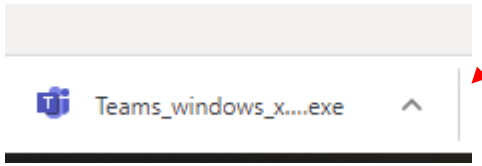
Type in your **email password**

Click **Sign In**

Click the check box **Don't show this again** and **Yes**



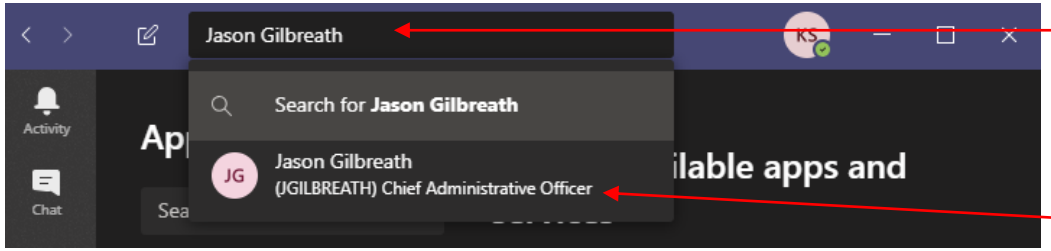




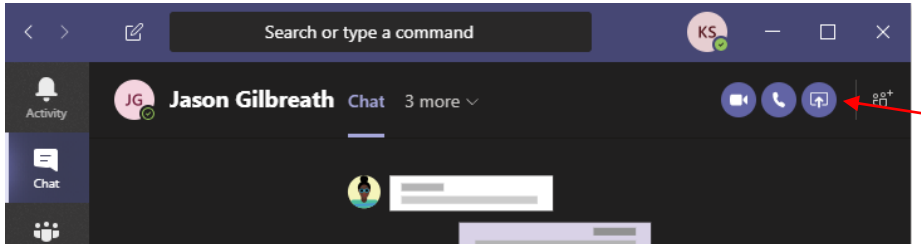
Click on **Teams**

Click on **Get the Windows app**

Click on the pop up will appear in the lower left corner

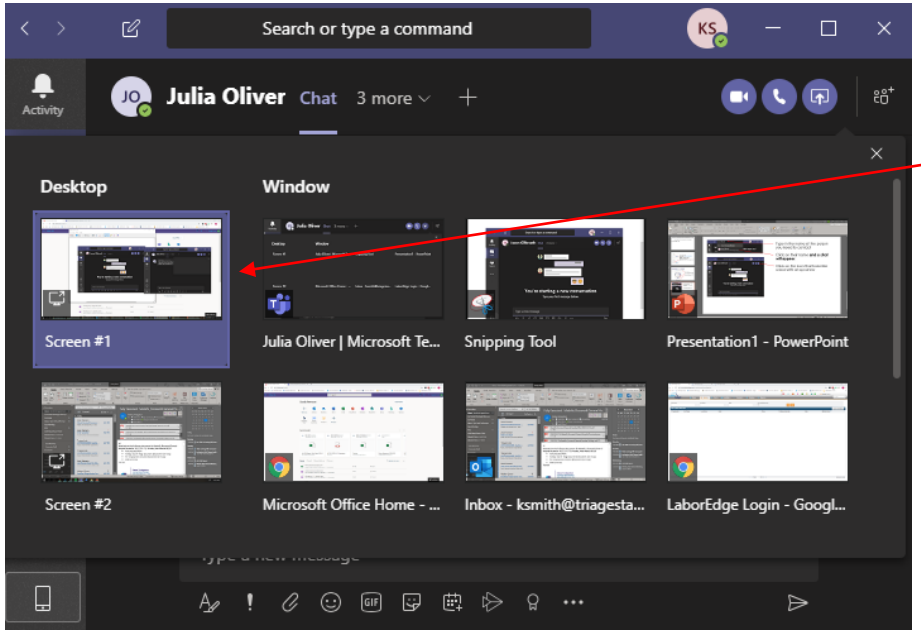


Type in the name of the person you need to contact



Click on their name **and a chat will appear.**

Click on the icon that looks like a box with an up arrow



Depending on how many screens you have, select the Screen you want to share

From there, Operations will **Request control**

Click **Allow** and you will see the initials of the Ops person helping you