# Accessing your mySt.Clair portal in 3 easy steps.

**STEP 1:**  Activate your St. Clair ONE account

In order to access college resources through the **mySt.Clair portal**, you will need to activate your St. Clair ONE account.  New students will receive the information needed to activate their St. Clair ONE account in their home email account.  Visit https://www.stclaircollege.ca/it-services and click on **Activate your St. Clair ONE account.**

**STEP 2:**  Log in to the mySt.Clair portal

Visit www.stclaircollege.ca and click on MYST.CLAIR
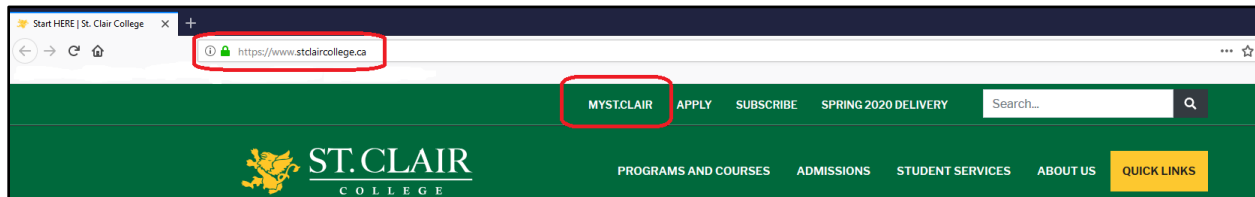


**STEP 3:**  Access your college resources (Blackboard, Email, SIS, Teams, etc.)

Once you log in to your mySt.Clair portal, you will see "tiles" with all the college resources available to you.

**What is Microsoft Teams?** Teams is a chat-based tool that provides the ability to chat, meet, call, video call and share information via a common space.

Microsoft Teams is one of the methods to meet with our Student Services staff.
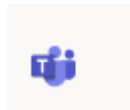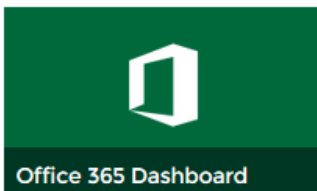
## Off Campus Access

**How do I start?**

- Go to the St. Clair College website www.stclaircollege.ca and click on **MYSTCLAIR.** Login with your St. Clair College credentials.
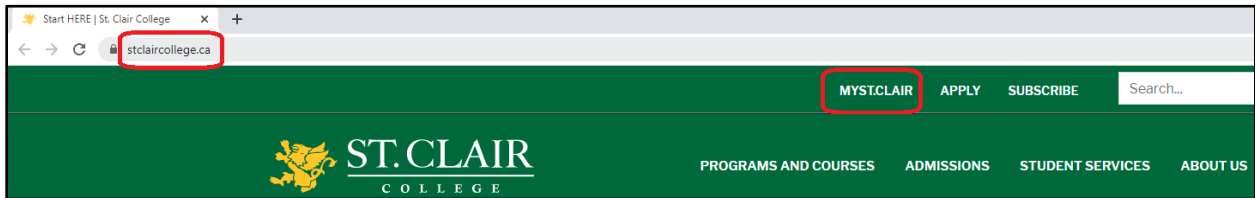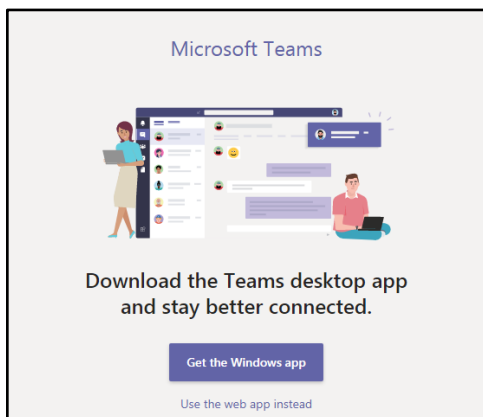


**Accessing Microsoft Teams**

Click on **Office 365 Dashboard** tile on your **Myapps.**



Click on **Microsoft Teams** icon on the left.

You can download the **Microsoft Teams App** or **Use the web app**.



| To Download to your computer: |
| --- |
| • Click on **Get the Windows app** and follow the prompts to download |
| • You will not need to log into **MYSTCLAIR** to access virtual meetings. Simply click on the installed software (icon) on your computer. |
| **To use the web app:** |
| • Click on the **Use the Web app instead** to use the online version without downloading the software. |
| • You will need to log in with your St. Clair College credentials to access the app. |

## RSVP to email invitation

You will need to confirm your meeting day/time by doing **one of the following**:

## Email invitation to meeting

You will get an email invitation to your St. Clair College email (example below).  Click **Accept** to accept the invitation.  It will then show in your Outlook and Teams calendars.
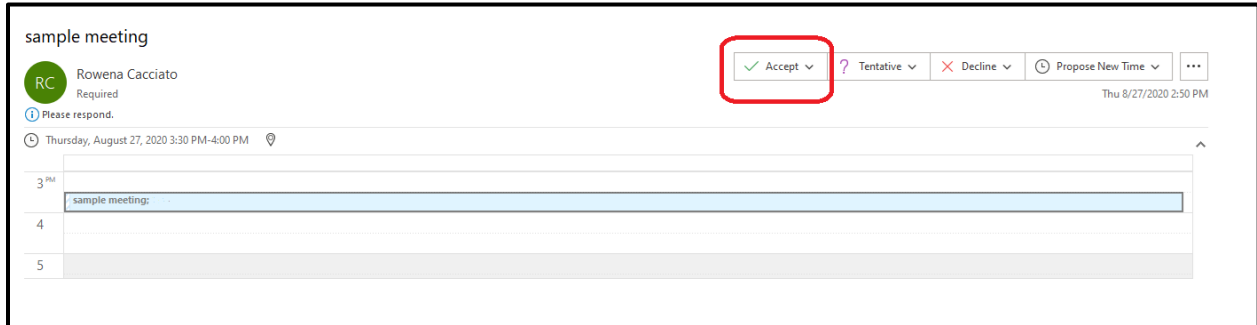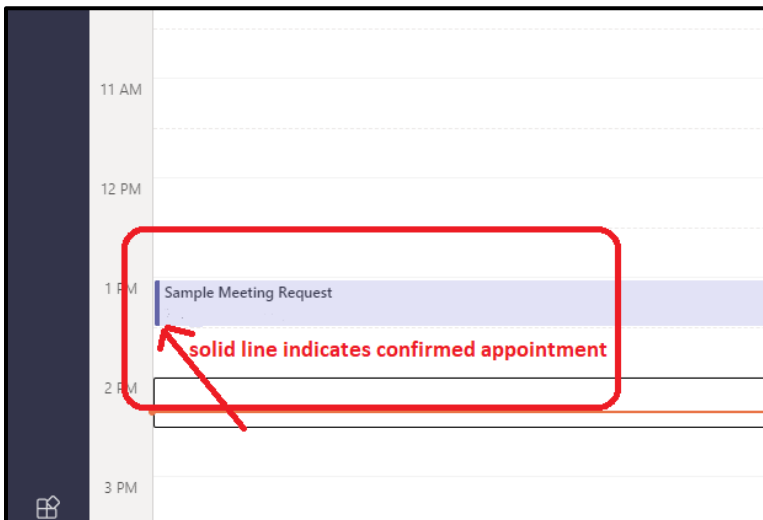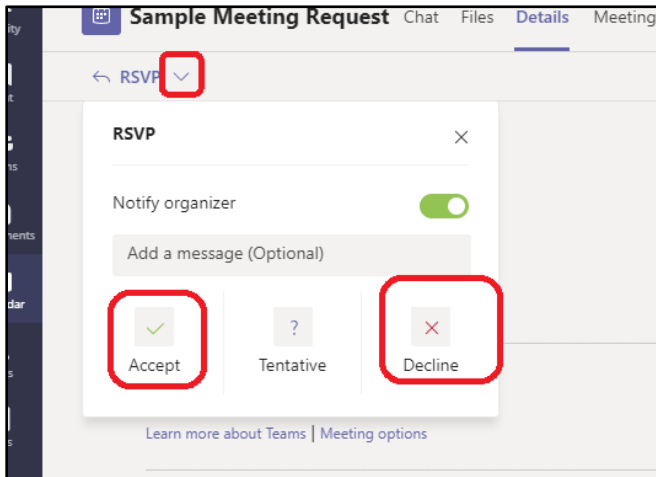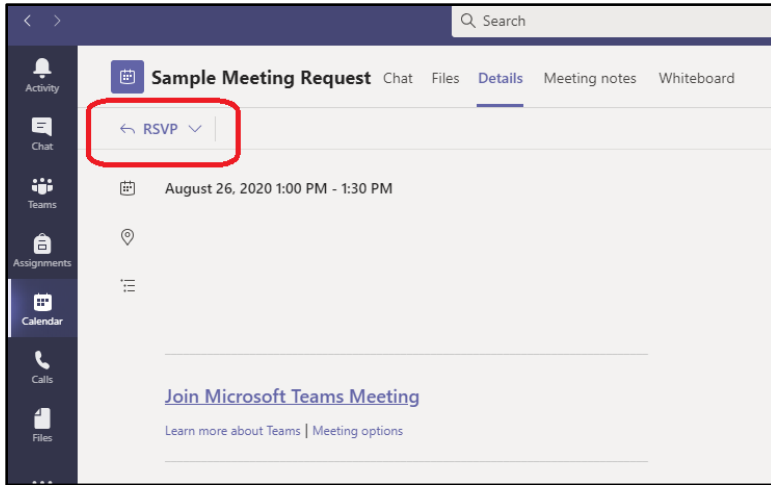


**OR**

## Microsoft Teams Calendar

You will see an appointment request in your calendar.  **You need to double click on the appointment to accept or decline the appointment invitation.**
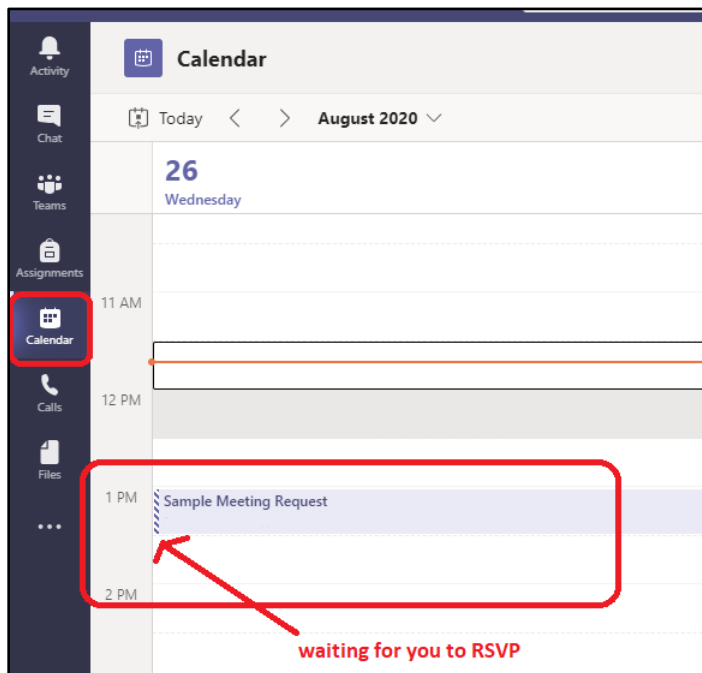
Click on the "down arrow" on the RSVP

To join the virtual appointment, double click the appointment in your Microsoft Teams calendar at the scheduled date/time and click on **Join** (top right corner).
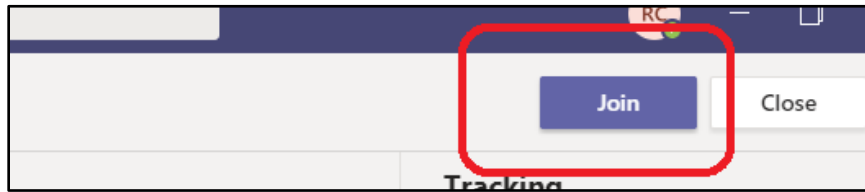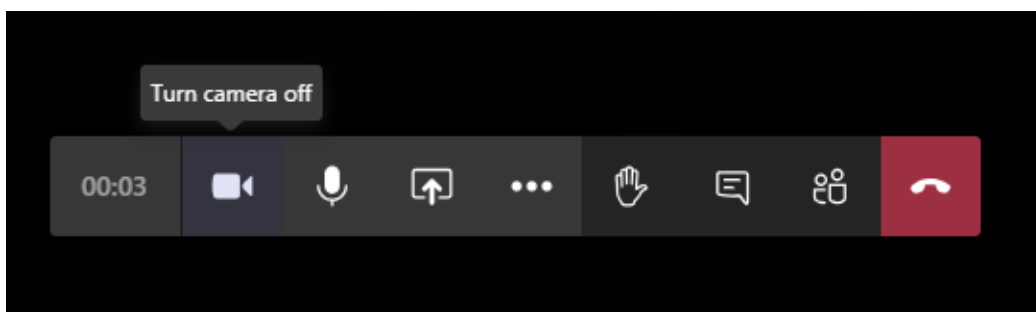


When you are ready, click on **Join now.**  You can choose to turn on/off your camera and mute your microphone when needed.

NOTE:  you may need to enable/adjust microphone settings on your computer for the audio to work properly
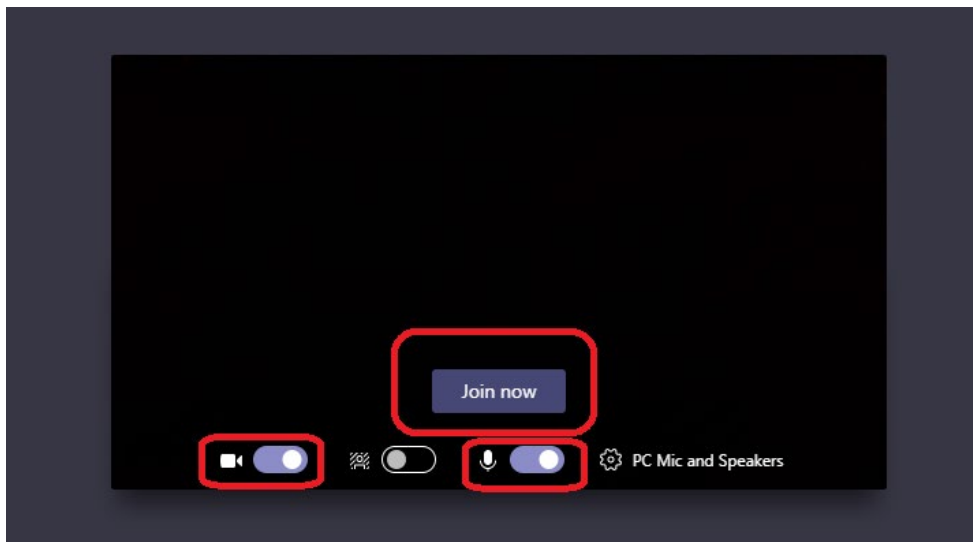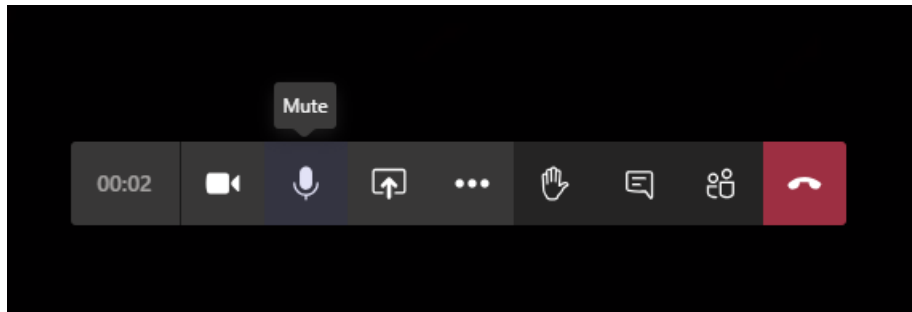


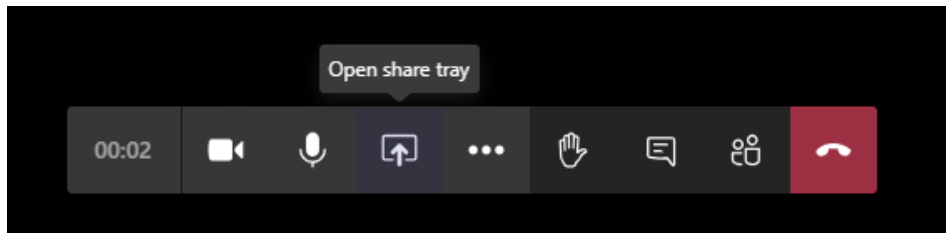Once you join the session, you will see the following toolbar with several options:
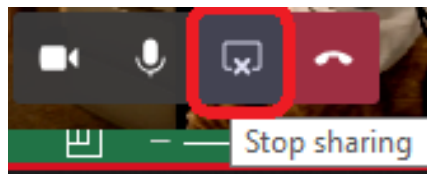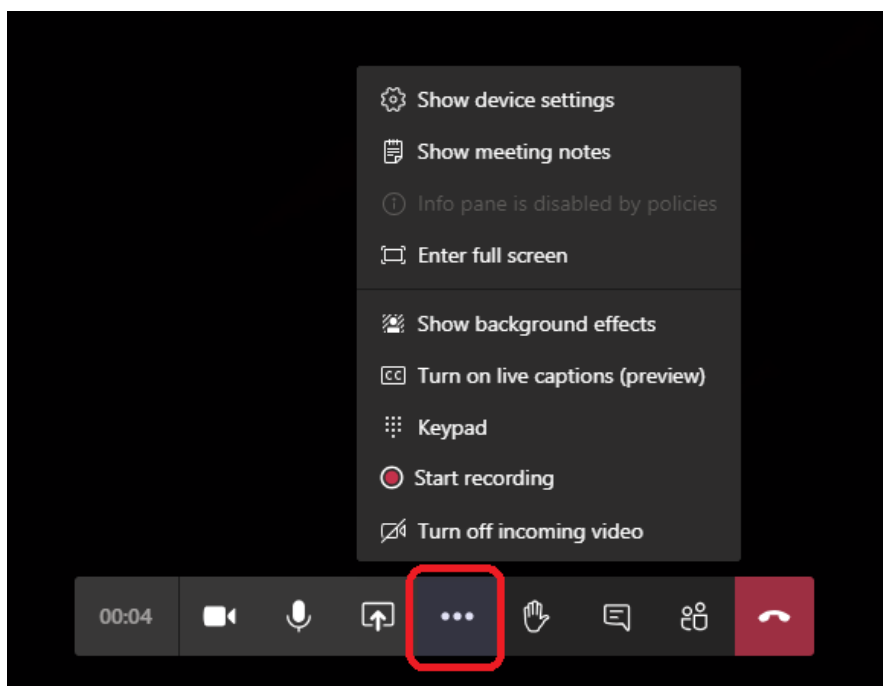
**Turn camera off:**
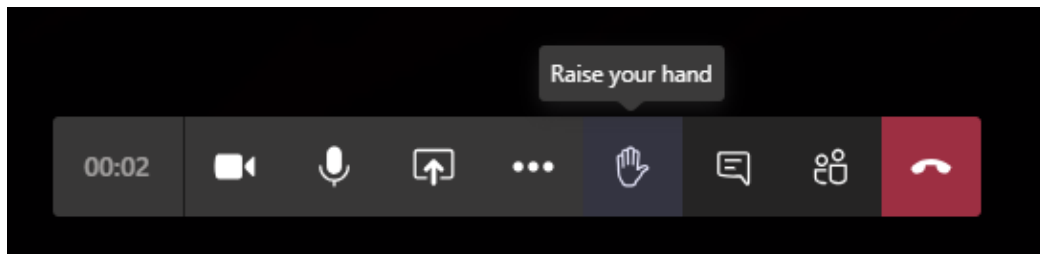
**Mute:**



**Share your screen:**



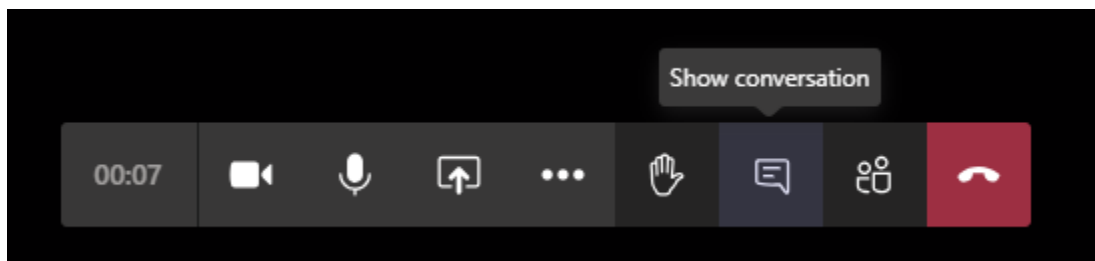Stop sharing your screen:



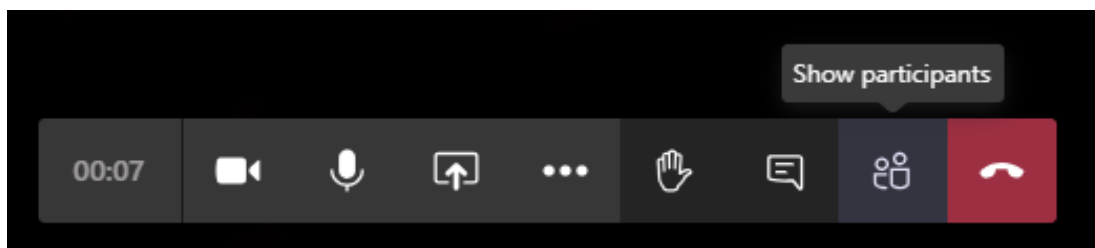**Options:**

**Raise your hand:**



**Show conversation:**

If you are on a meeting with multiple people, you can also type in text/questions in the conversation to the group or to specific people.



**Show participants:**



**Hang up:**