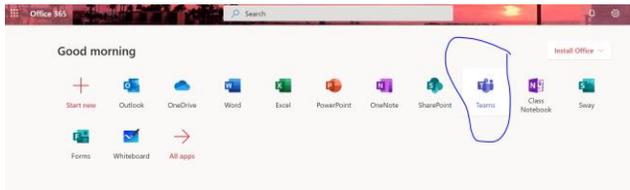
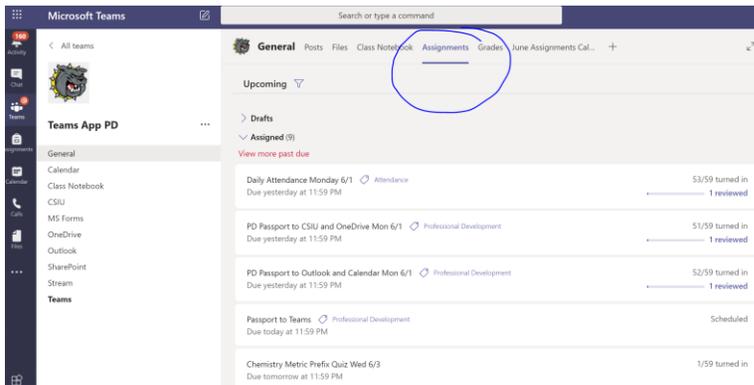


Laptop Users: a reminder for locating Assignments in Microsoft Teams.

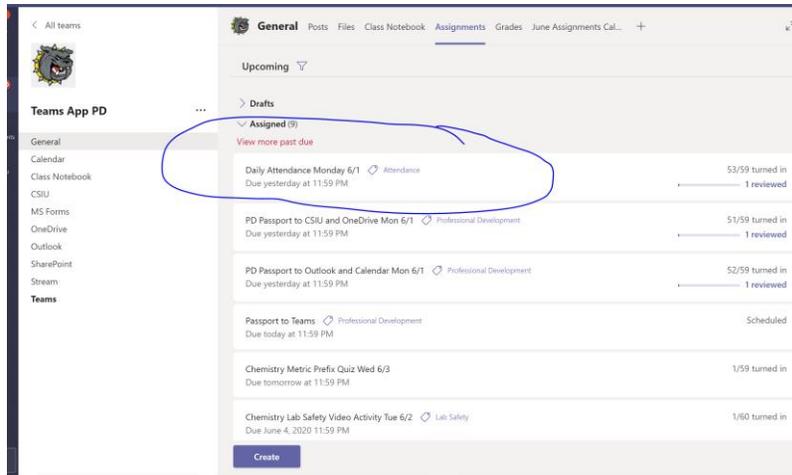
1. Log in to office.portal.com on a laptop through Google Chrome or to the bookmark site in Google Chrome
2. Find the Teams App



3. Find the Assignments TAB across the top of your Teams page



4. Click on the Assignment



5. Complete the assignment AND **click on TURN IN**