

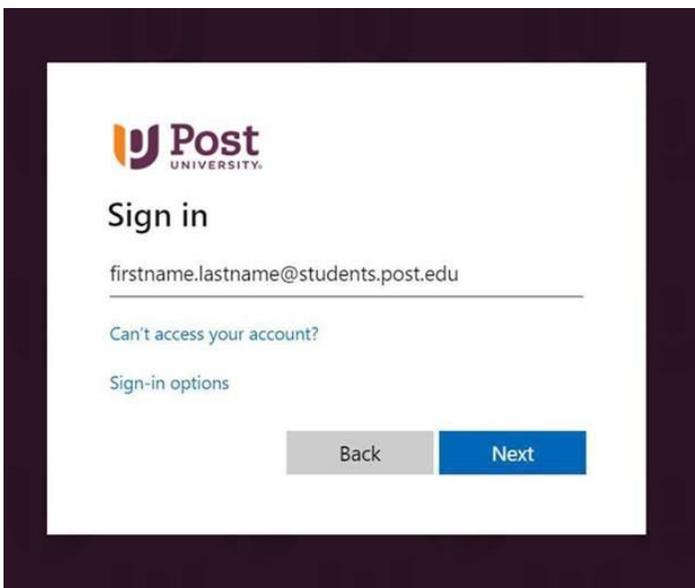
Below are the step by step instructions for accessing your virtual courses.

10 minutes before your class is scheduled to begin...

Login to your student portal by going to [Post.edu](https://post.edu) and clicking Student Login in the upper right hand corner.

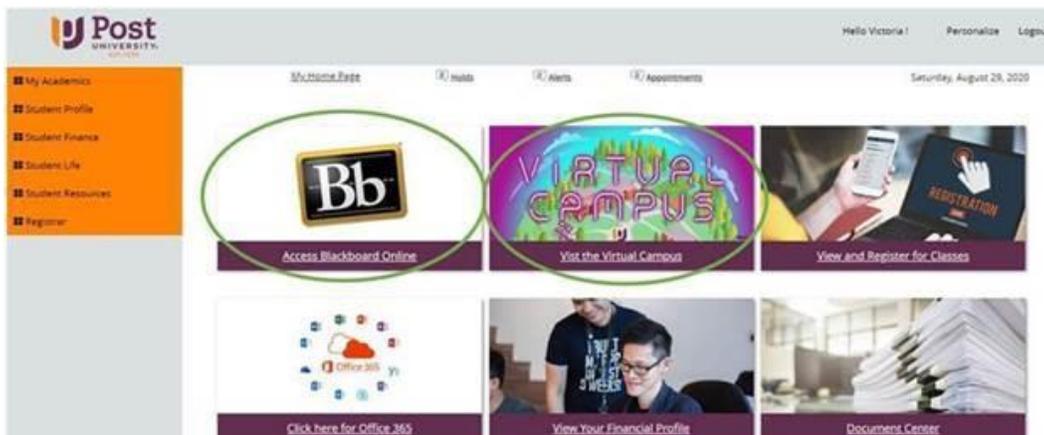


You will then sign in with your student email and password.



Once you login, you will see your Post University Portal.

To login to your class, you can click on either the Blackboard Tile or the Virtual Campus Tile.



If you choose to login through the Virtual Campus you will be brought to our 3D Campus Map

If this is your first time accessing the virtual campus, you may be prompted to download the Microsoft Teams app.

Please do so and sign in with the email and password above. You should only need to do this once.

To attend class via the Virtual Campus, click on one of the buildings where classes are normally held. These buildings include Hess, North, MacDermid Halls or the Traurig Library.



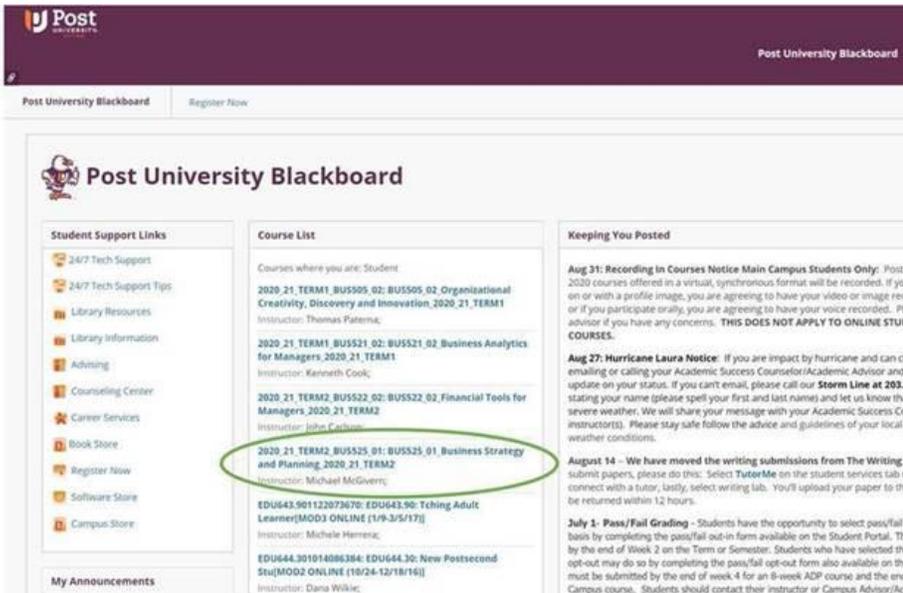
Once you are in one of the buildings, click Go to Class.



You can also click on the names of the offices in that building to go into those rooms and meet with the members of your student experience team face to face but first, make sure you attend your class on time!

You can always come see us after your class gets out.

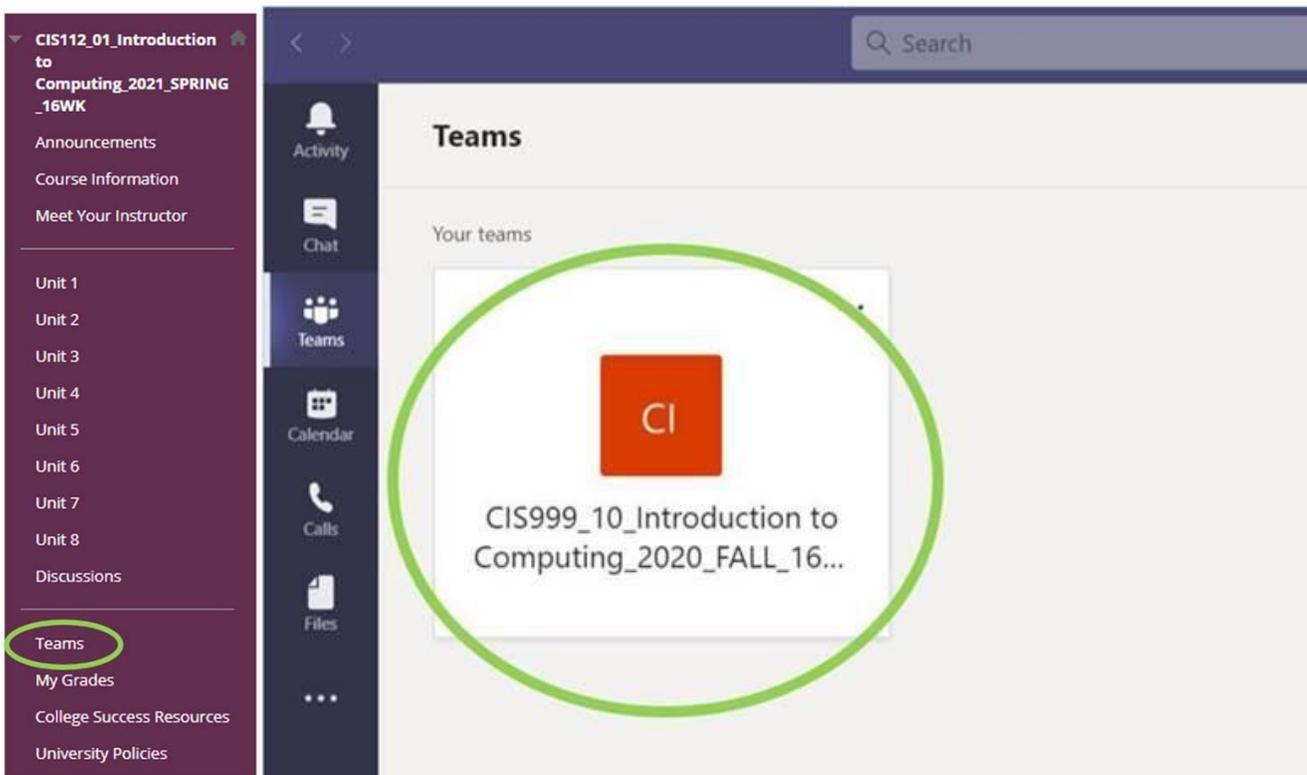
Clicking Go To Class will bring you to Blackboard where you can access your courses by clicking on their names listed under My Courses



To access your virtual class click Teams in the lower part of the purple box on the left.

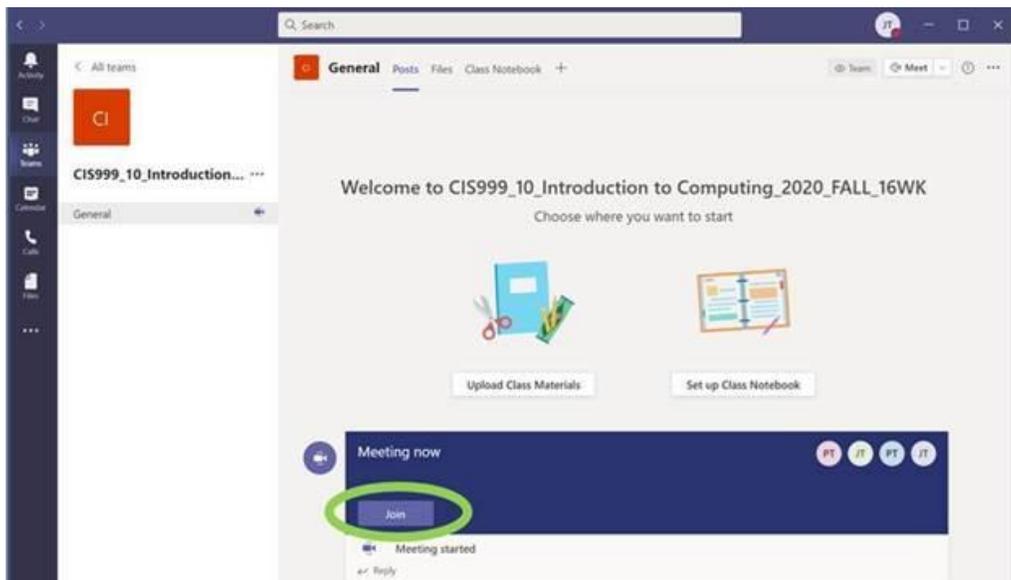
This will open up Microsoft Teams. In Microsoft Teams you should see tiles for each of the courses you are registered for this semester.

To attend your virtual class, click on the tile with the name of the course that you are scheduled to attend at this time.



Once you click on the tile for your course, the chat window for the course will open. If you are attending a class that is being recorded this is where the recordings will be located approximately one half hour after the class has ended.

To attend your virtual class, click on the Join button underneath Meeting Now.



You will then be let into your virtual class meeting in Teams, where you can interact face to face with your professor and all of your new classmates.

Be sure to be attentive, participate and take good notes!

If you need help with anything, including any of these steps please just let me know!

I am just a call, email or text away OR you can always come see me in my virtual office in Torrance Hall.