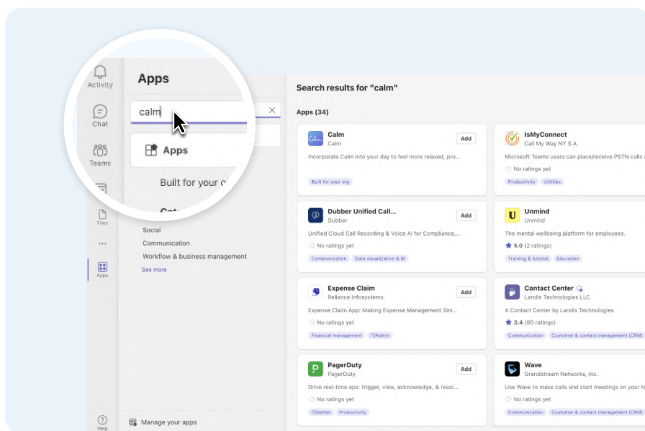




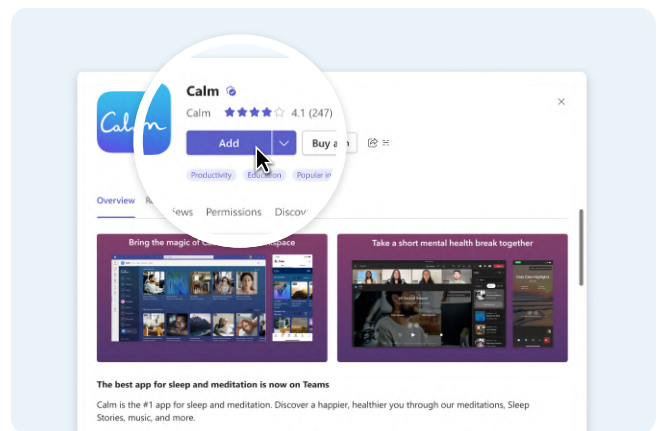
# Microsoft Teams User Setup Instructions

Follow the steps below to access Calm on Microsoft Teams and use it during your meetings. For more information, please refer to this [Support Article](#).

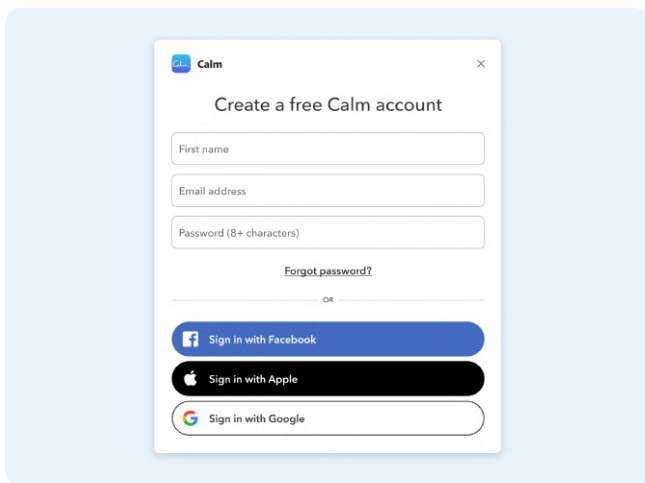
## Accessing Calm on Microsoft Teams:



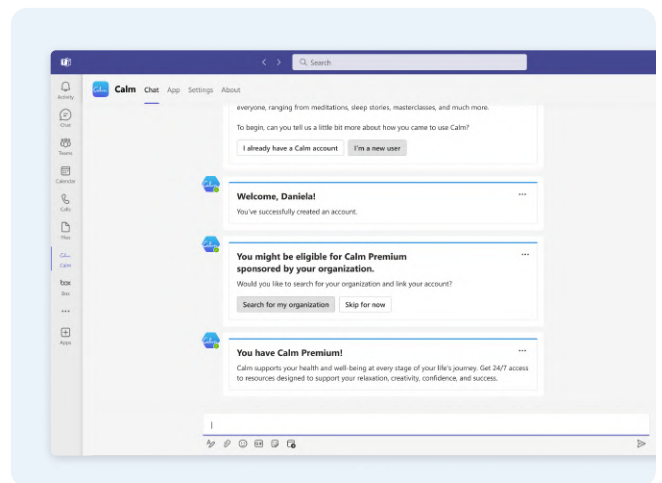
1 Click on "Apps" on the left panel of your workspace and search "Calm".



2 Click "Add" to your workspace.

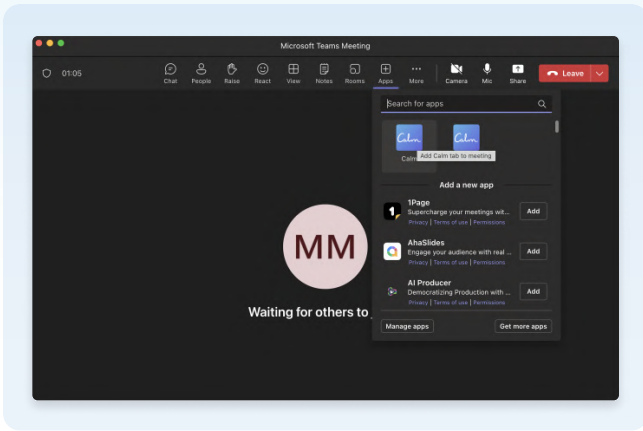


3 When asked if you have an account with Calm account, either log in to your existing account or follow the steps to create a new account.

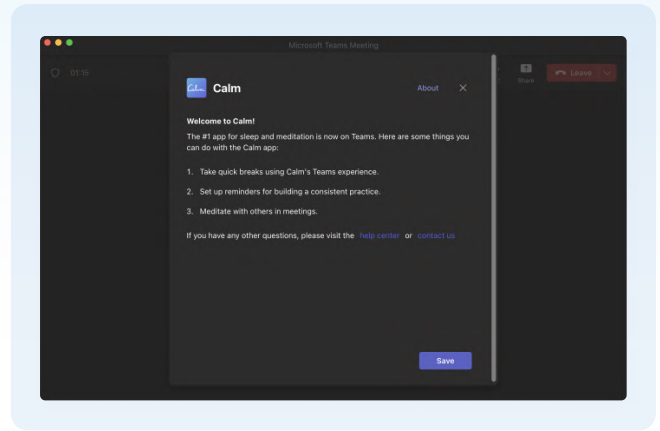


4 Once you complete Step 3, you should now be able to access your Calm account through Microsoft Teams.

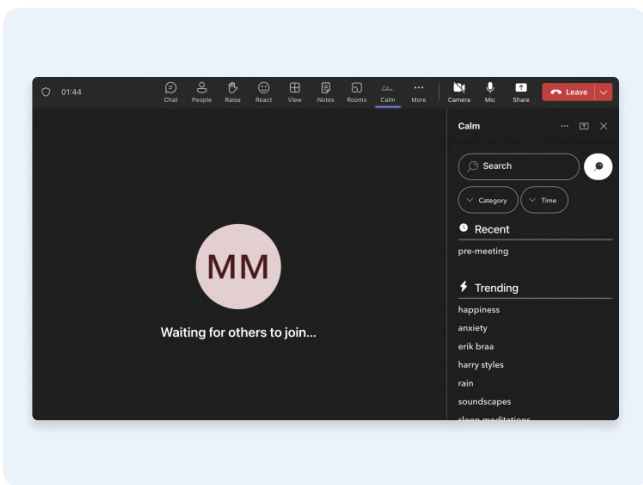
# Using Calm in your Microsoft Teams Meeting:



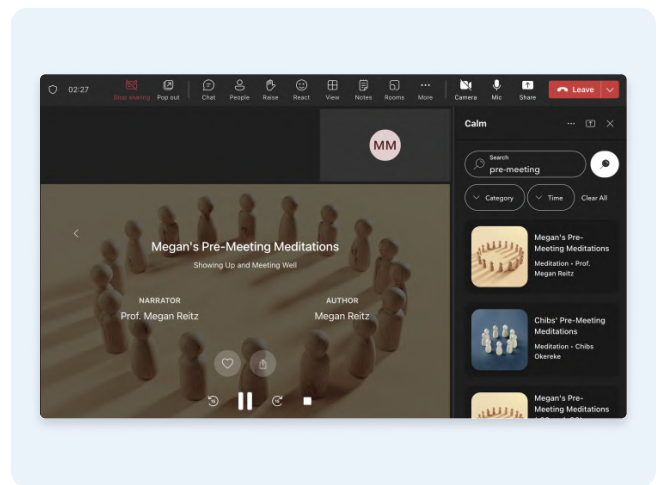
1 In your Teams meeting, select 'Apps' from the top navigation bar. From there, search for and select 'Calm'.



2 Once you've chosen 'Calm', you'll see an 'About' message. To continue, select 'Save' in this modal.



3 You'll now see a Calm sidebar in your meeting. If you have not logged into Calm previously within a Microsoft Teams meeting, you'll be prompted to do so.



4 Once you're logged in, you can get started by selecting one of your favorite Dailies under the search bar, or by searching for other content by a specific topic or title. You can also use the 'Category' and 'Time' filters under the search bar to narrow down your search results. Press Play when the content appears in your shared screen, and you'll now be able to enjoy the Calm content within your Teams meeting.