

## Accessing Microsoft Teams

Messaging, Calling, Video Conference, and Sharing Files

### Information

- Microsoft Teams is a way to share and communicate with people. You can share files and send messages and see what messages have been sent to you.
- You don't have to pay for Microsoft Teams. It is part of Office 365 and you have a subscription through the college.
- Like Word and Excel, Microsoft Teams works best when you download the application. Many of the functions are not available when you use the online version.

### To download Microsoft Teams:

Type Download Microsoft Teams into your search engine. Before clicking on a link, be sure that it's not an ad and that the url has the words "office" or "Microsoft" in it.

After you click the link, you will be taken to a page that has the download link. It will look something like this.



Download Teams for your desktop



Download Teams

Get the Teams mobile app

Either of those links will start the download file.

Then follow the same procedure you would for any time you download a file.

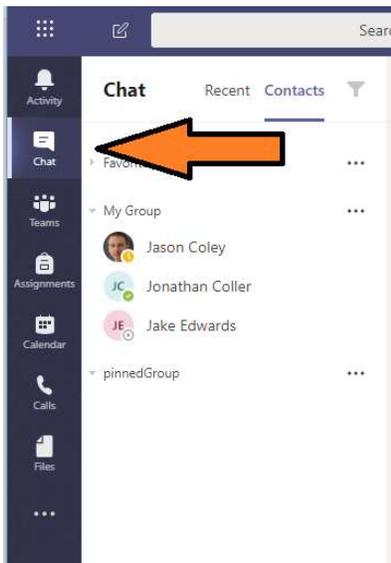
Click to open it.

Allow the installation.

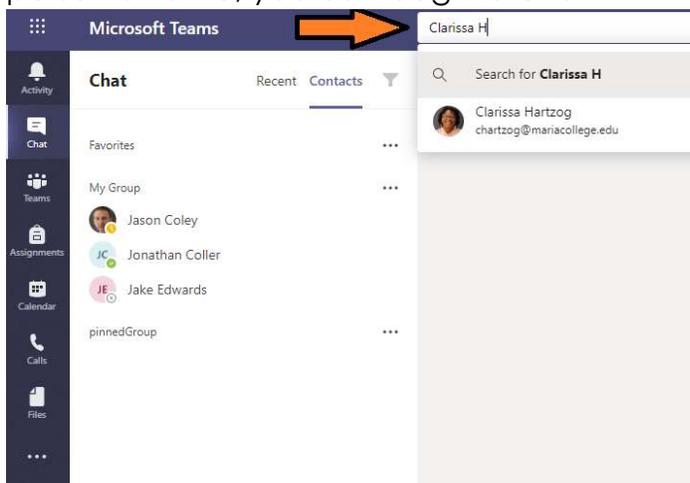
If you have trouble downloading Teams, contact Colleen or Jason for assistance.

Open Teams.

Once you are using Teams, look on the left side of the screen. There is a list of things you can click to access different functions of Teams. Click on Chats.



If you want to contact someone, you type their name in the search bar at the top of the screen. For example, this search found Clarissa. By clicking the person's name, you can begin a chat.

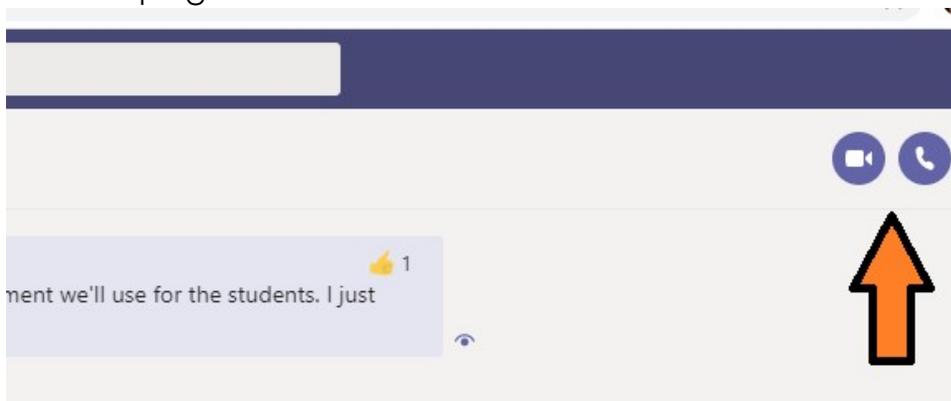




The place where you type your messages will appear at the bottom of the

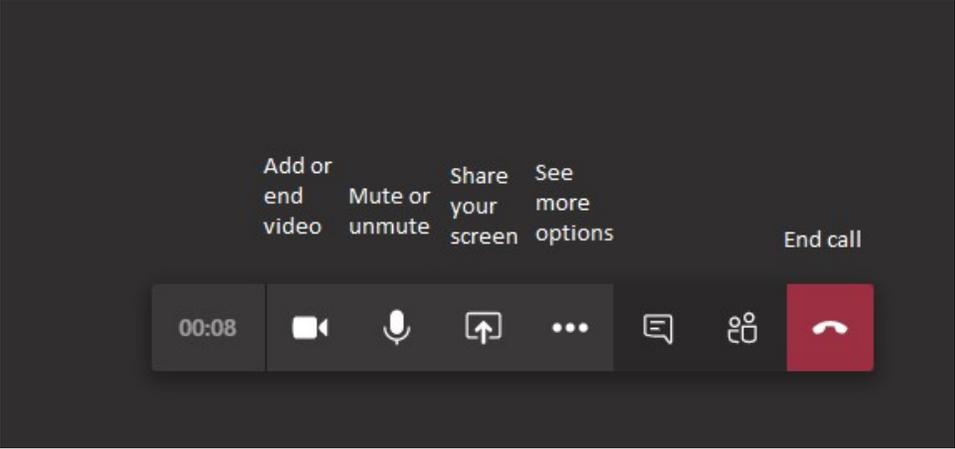
screen. There is a send arrow on the right of the message window. There are also icons for emojis and attachments.

If you want to voice call or video chat with the person, click on one of the icons at the top right of the screen.



You will need to make sure your computer's microphone and camera are on in order to voice or video chat.

Once in the call, a new set of buttons will show up on the screen. Below they will appear as icons near the bottom of the screen. This image has text added so you can see what each icon does.



You are now using Microsoft Teams for communication. Congratulations!