

Microsoft Teams User Guide



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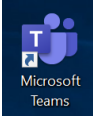


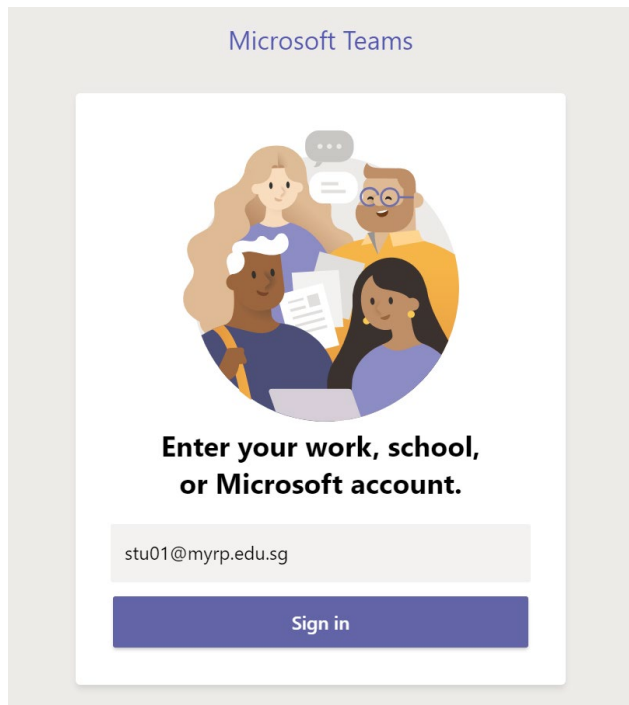
Installing MS Teams

- Microsoft Teams has clients available for desktop (Windows, Mac, and Linux), web, and mobile (Android and iOS). These clients all require an active internet connection.
- You can download and install MS Teams from <https://teams.microsoft.com/downloads>



Sign in you have an existing Microsoft account

1. Click  to launch MS Teams.
2. Enter your Microsoft account and password to sign in.
3. The account should be the same email that you have used to sign up for the course.



Note: If you do not have an existing Microsoft account that has the same email used to sign up for the course, pls proceed to Slide 5



Joining MS Teams Meeting

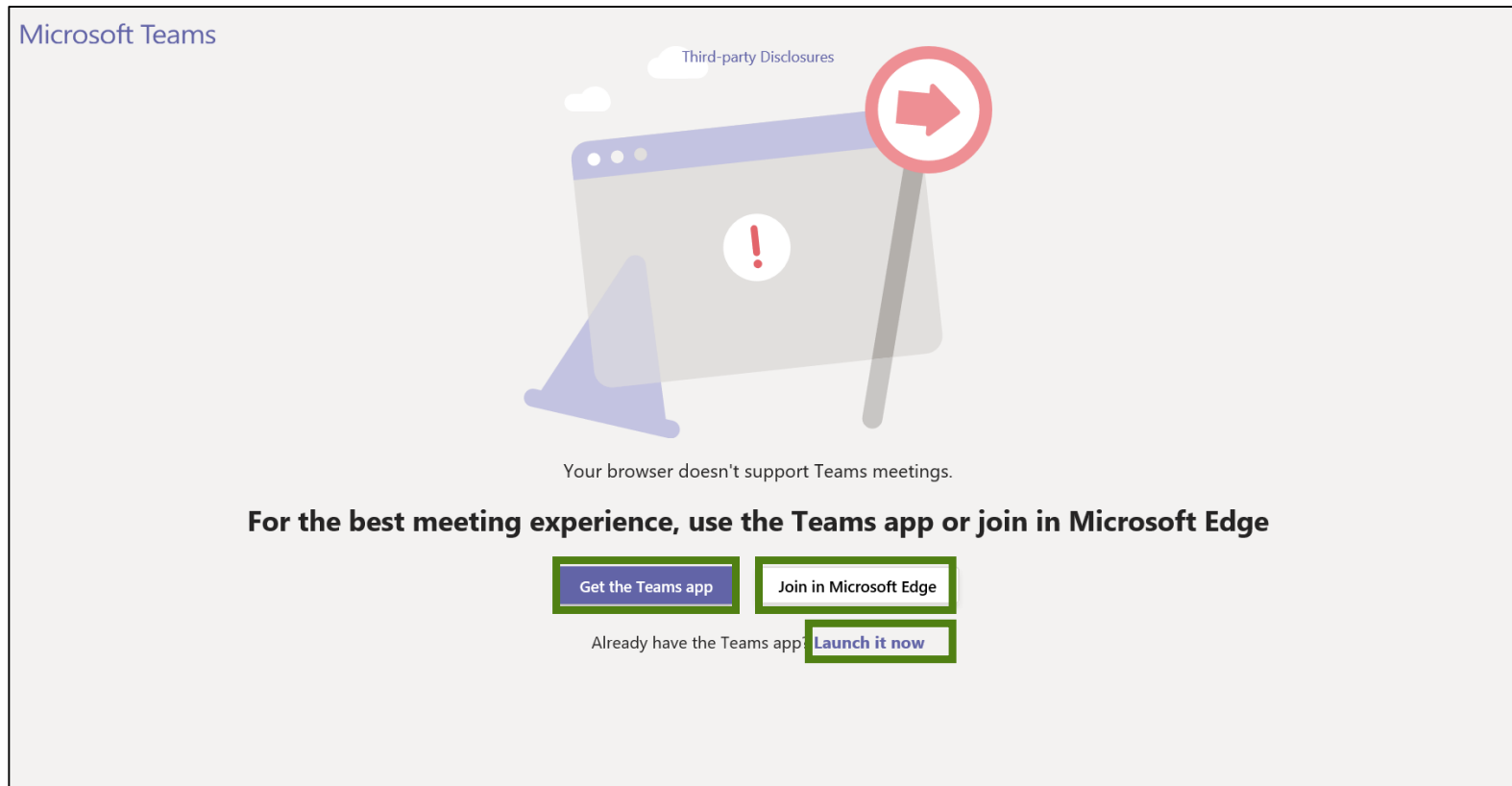
1. Open the Microsoft Teams link in the email.
2. Click “Join Microsoft Teams Meeting” in the email meeting invite to join the meeting.





Joining MS Teams Meeting

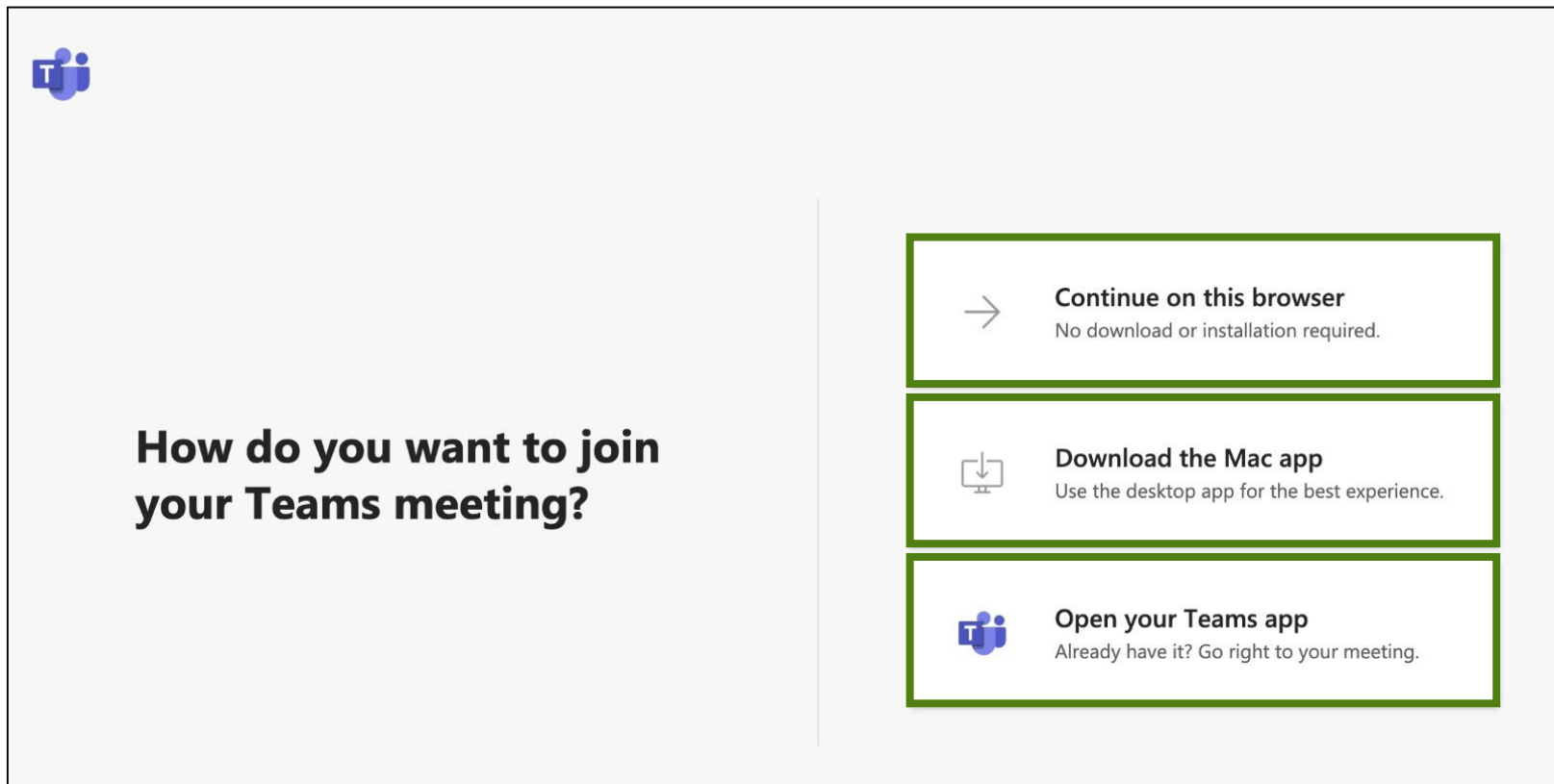
3. [FOR WINDOWS USERS] If you have MS Teams installed, click on “Launch it now” open it. **If you don’t have the app, click on “Get the Teams App” to download and install the app.**
4. [FOR WINDOWS USERS] Alternatively, you can click on “Join in Microsoft Edge” to join MS Teams via Microsoft Edge browser.





Joining MS Teams Meeting

3. [FOR MAC USERS] If you have MS Teams installed, click on “Open your Teams app”. If you don’t have the app, click on “Download the Mac app” to download and install the app.
4. [FOR MAC USERS] Alternatively, you can click on “Continue on this browser” to join MS Teams via the internet browser.



The screenshot shows the Microsoft Teams interface for joining a meeting. In the top left corner is the Teams logo. The main heading asks, "How do you want to join your Teams meeting?". To the right, there are three selectable options, each with an icon and a description:

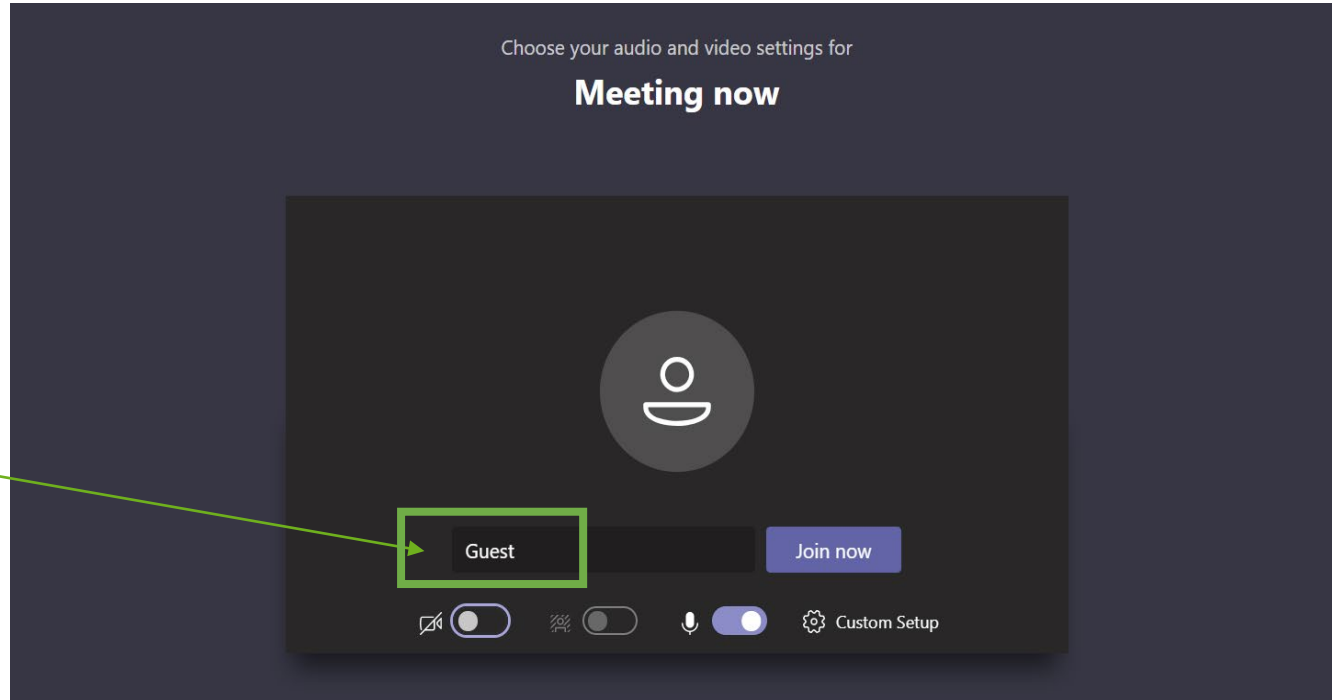
- Continue on this browser**: No download or installation required. (Icon: right arrow)
- Download the Mac app**: Use the desktop app for the best experience. (Icon: computer monitor with download arrow)
- Open your Teams app**: Already have it? Go right to your meeting. (Icon: Teams logo)



Joining MS Teams Meeting

- Sign in as a guest

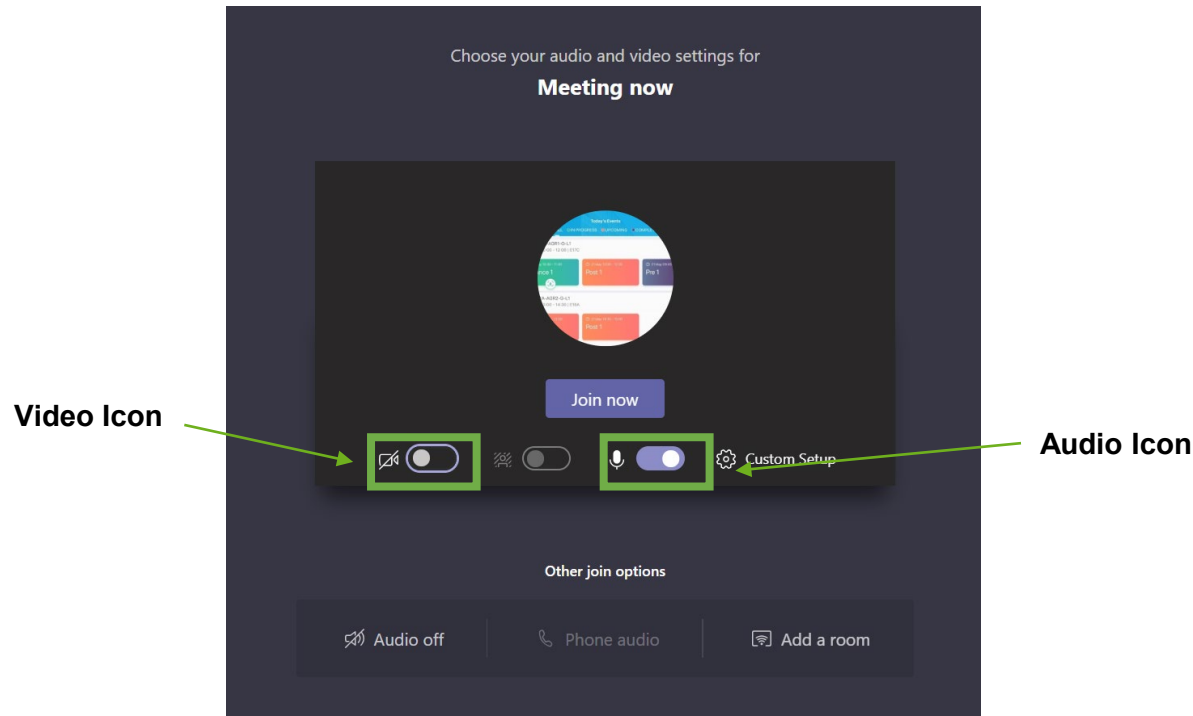
Input a
display name







Joining MS Teams Meeting

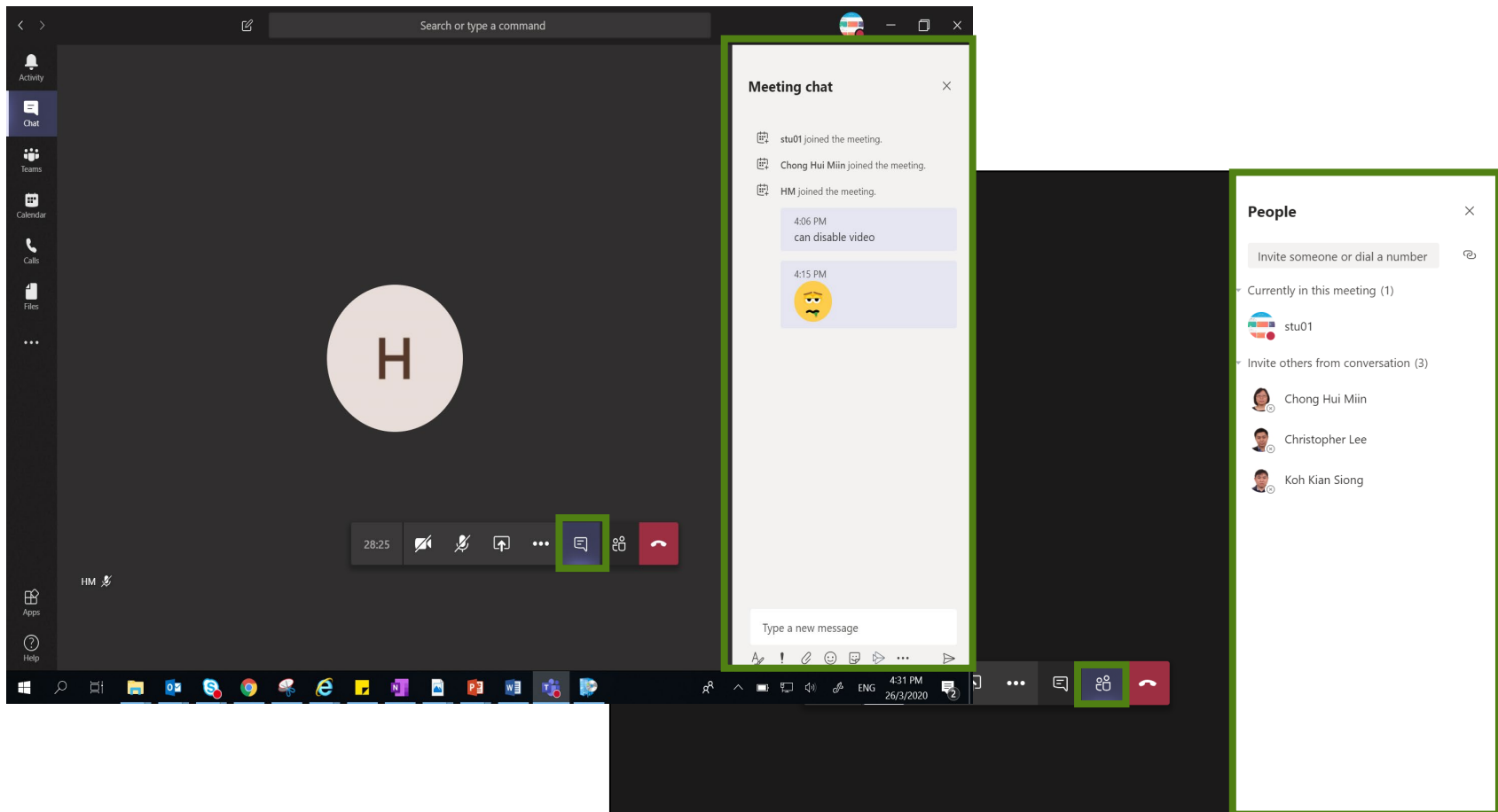
6. Once you are in MS Teams, click the video and audio icons to enable/disable video and audio inputs.
7. Click “Join Now” to join the meeting.





During MS Teams Meeting

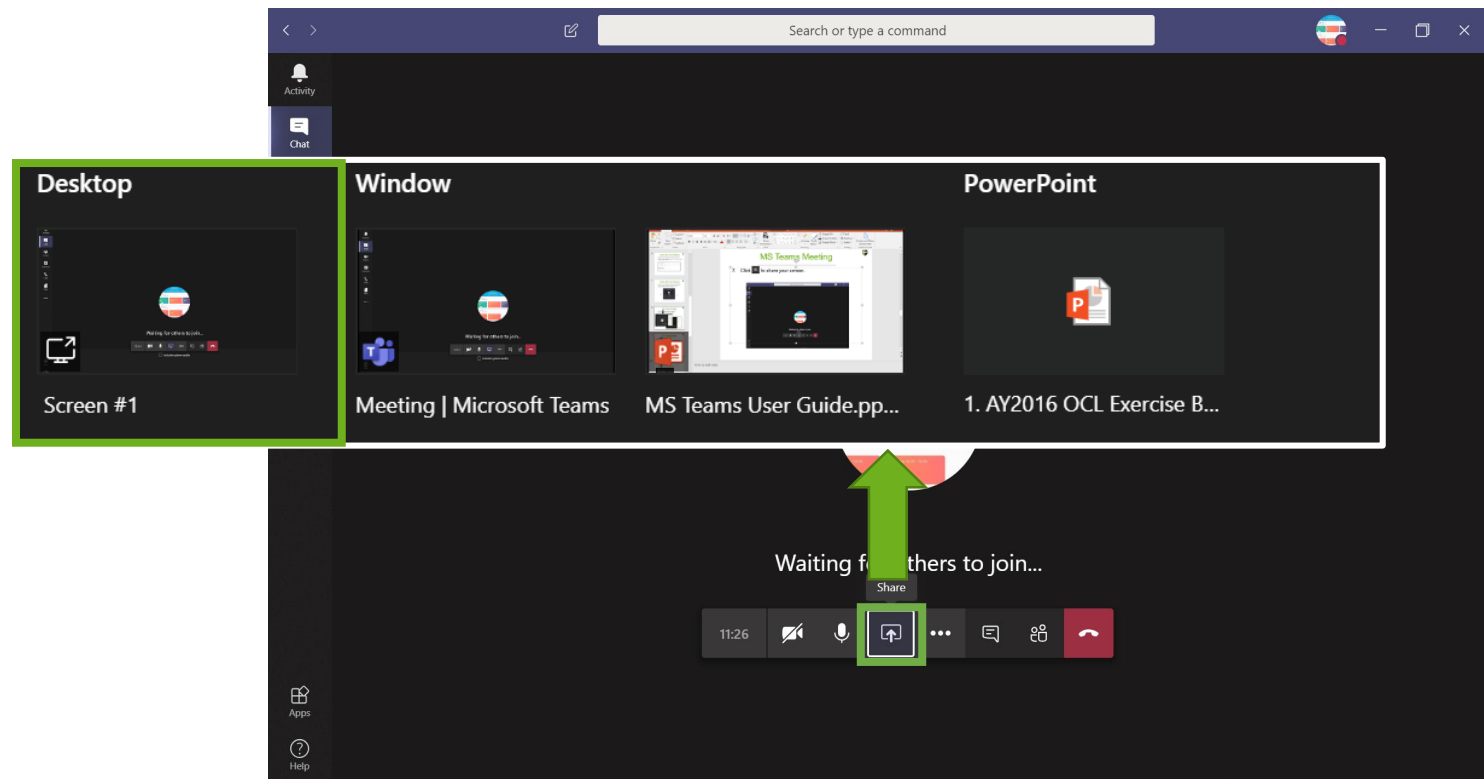
1. Click on  to show/hide conversation.
2. Click on  to show/hide participants.





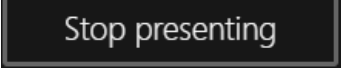
During MS Teams Meeting

3. Click  to present your desktop screen.





During MS Teams Meeting

4. Click  or  to stop sharing the application on your screen.



Thank you