

# Setting up and Accessing --- Microsoft Teams



# Setup and Access – An Overview

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1. Download and install MS Teams on your Laptop
2. Login and test access to the General Channel of the Class
3. Access a Test Meeting and Checking the Mic and Speakers
4. Example Screens of an Actual Class Meeting



# 1. Download and Install MS Teams

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- **Download MS Teams here:**  
<https://teams.microsoft.com/downloads>
- **You can also download the Android and iPhone MS Teams version as well**



## Microsoft Teams 4+

Hub for teamwork

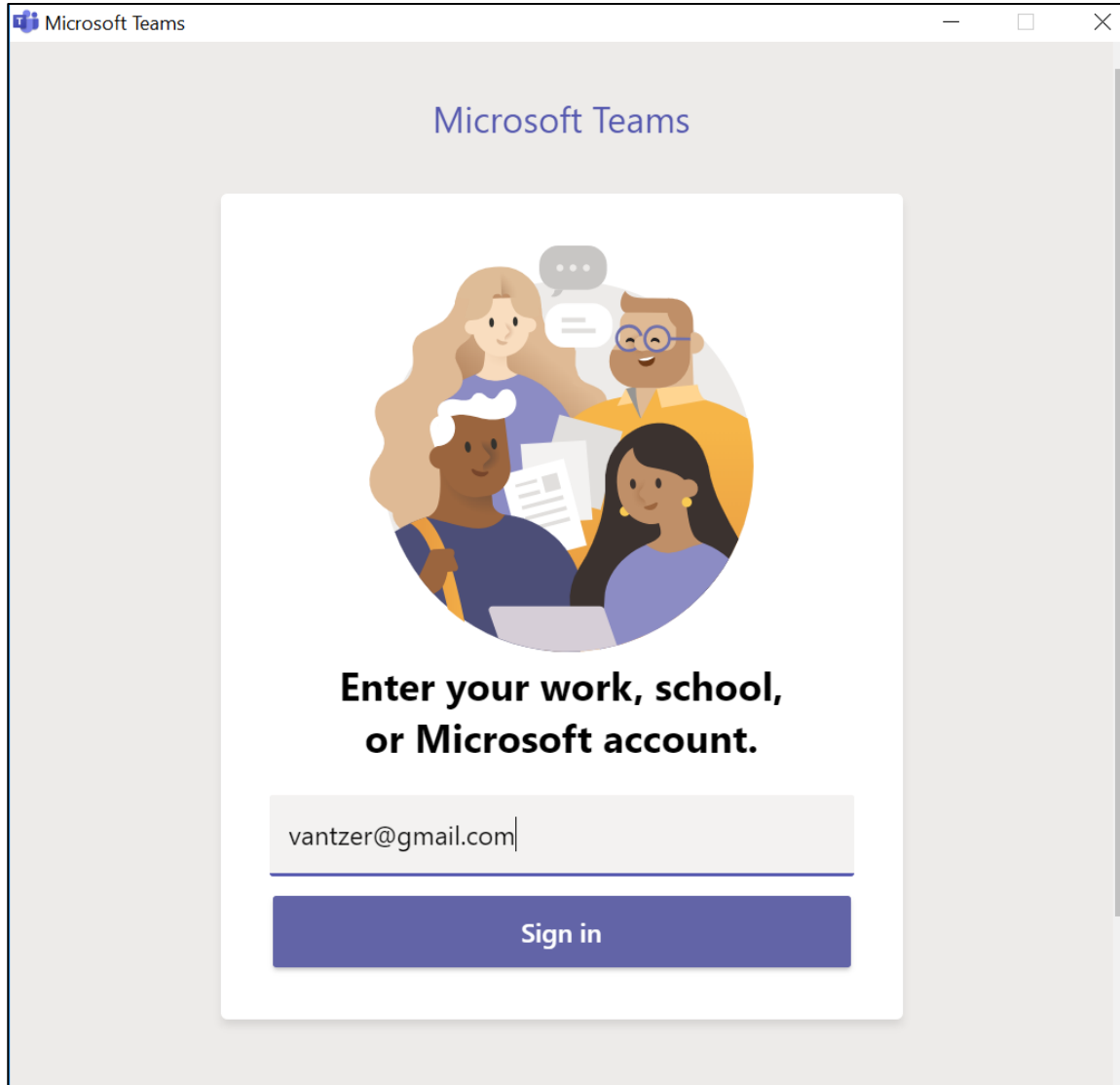
Microsoft Corporation

#3 in Business

★★★★★ 4.8, 376.4K Ratings

Free

## 2. Login if you have an account and test access to the General Channel of the Class



Note: If you do not have an existing account, pls proceed to Slide 10



# Login as a guest

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Microsoft Teams

Sign out



**Welcome to Teams!**

Republic Polytechnic (Guest)



Continue



# Joining In Team

The screenshot shows the Microsoft Teams application interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, and Files. The main area is titled 'Teams' and lists 'Your teams' with two entries: 'SD ITS - Architecting IoT ...' and 'testteam teasteam 123'. A modal dialog box is open in the center, featuring a team icon (a mountain) and three member avatars. Below the avatars are four dots, with the first one highlighted in blue. The dialog text reads: 'You're joining Teams as a guest' followed by a welcome message for guests. A 'Next' button is located at the bottom right of the dialog. At the bottom of the Teams window, there is a 'Manage teams' link and a toolbar with icons for adding content, attachments, emojis, GIFs, and other features.

**Teams**

Your teams.

- SI SD ITS - Architecting IoT ...
- General
- TT testteam teasteam 123

**You're joining Teams as a guest**

Welcome! As a guest, you can work and chat with others and navigate across topics, files, and more through channels.

**Next**

Manage teams



# Click 'Let's go'

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## You're ready!

Watch a quick walkthrough of Microsoft Teams, [learn more](#) about guest capabilities, or dive right in.

Back

Play video

Let's go



# Click on your Class

The screenshot displays the Microsoft Teams application interface. On the left sidebar, the 'Teams' icon is highlighted, and the 'Your teams' section is enclosed in a red rectangular box. Within this section, the team 'SD ITS - Architecting IoT ...' is listed with a small orange icon and a three-dot menu. Below this, the 'General' channel is selected. The main chat area on the right shows a large green-bordered box with the text 'Chats will appear here'. Below this box, a meeting card is visible, indicating a meeting has ended at 11s. The meeting card includes a thumbnail of the meeting and the text 'Meeting Recorded by: Vincent Lim BY'. At the bottom of the chat area, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a row of icons for adding content (text, link, image, GIF, video, etc.).



# You now have access to the Class

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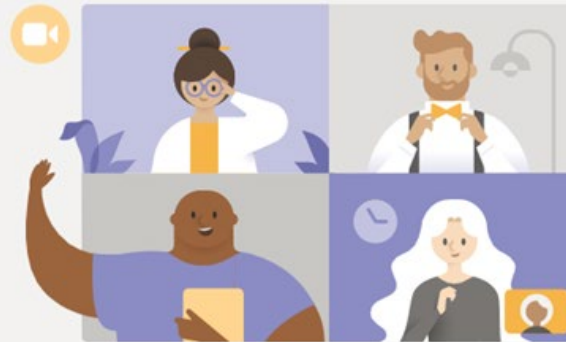


# For users who do not have Microsoft account



Click on the meeting invite link sent in email and launch the desktop app.

[Join Microsoft Teams Meeting](#)



**Experience the best of Teams meetings with the desktop app**

[Download the Windows app](#)

[Join on the web instead](#)

Already have the Teams app? [Launch it now](#)




# Joining In


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Choose your audio and video settings for


## Meeting now




Join now

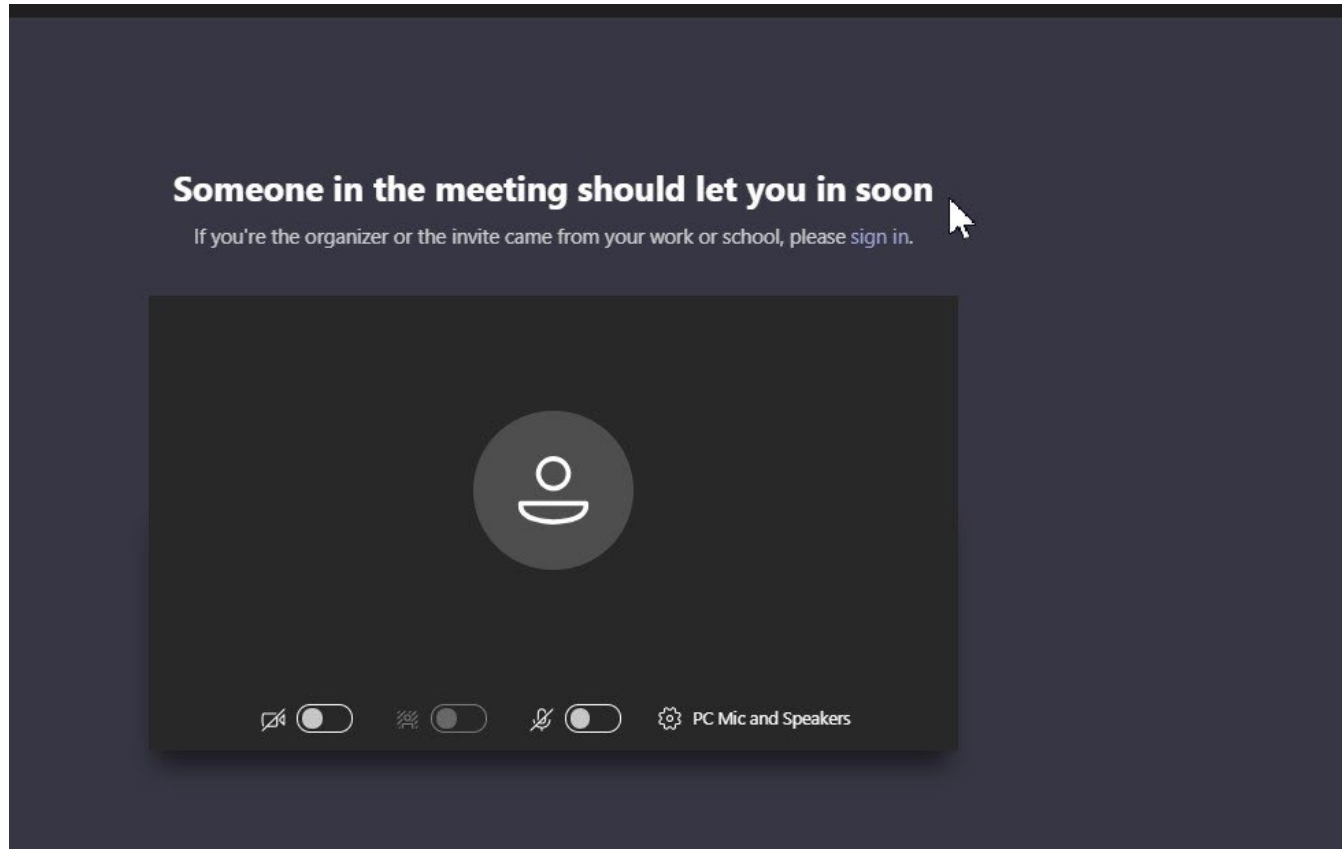
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 PC Mic and Speakers

# The main screen of a Team Meeting

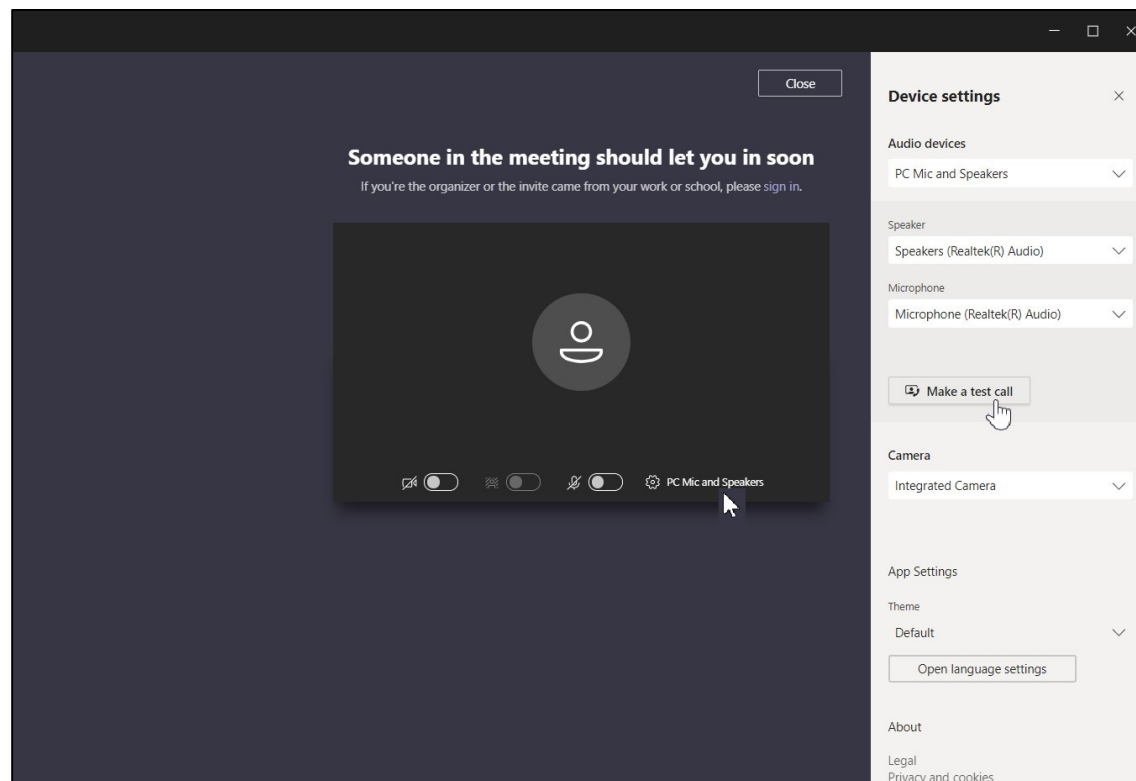




# Testing the Mic and Speakers

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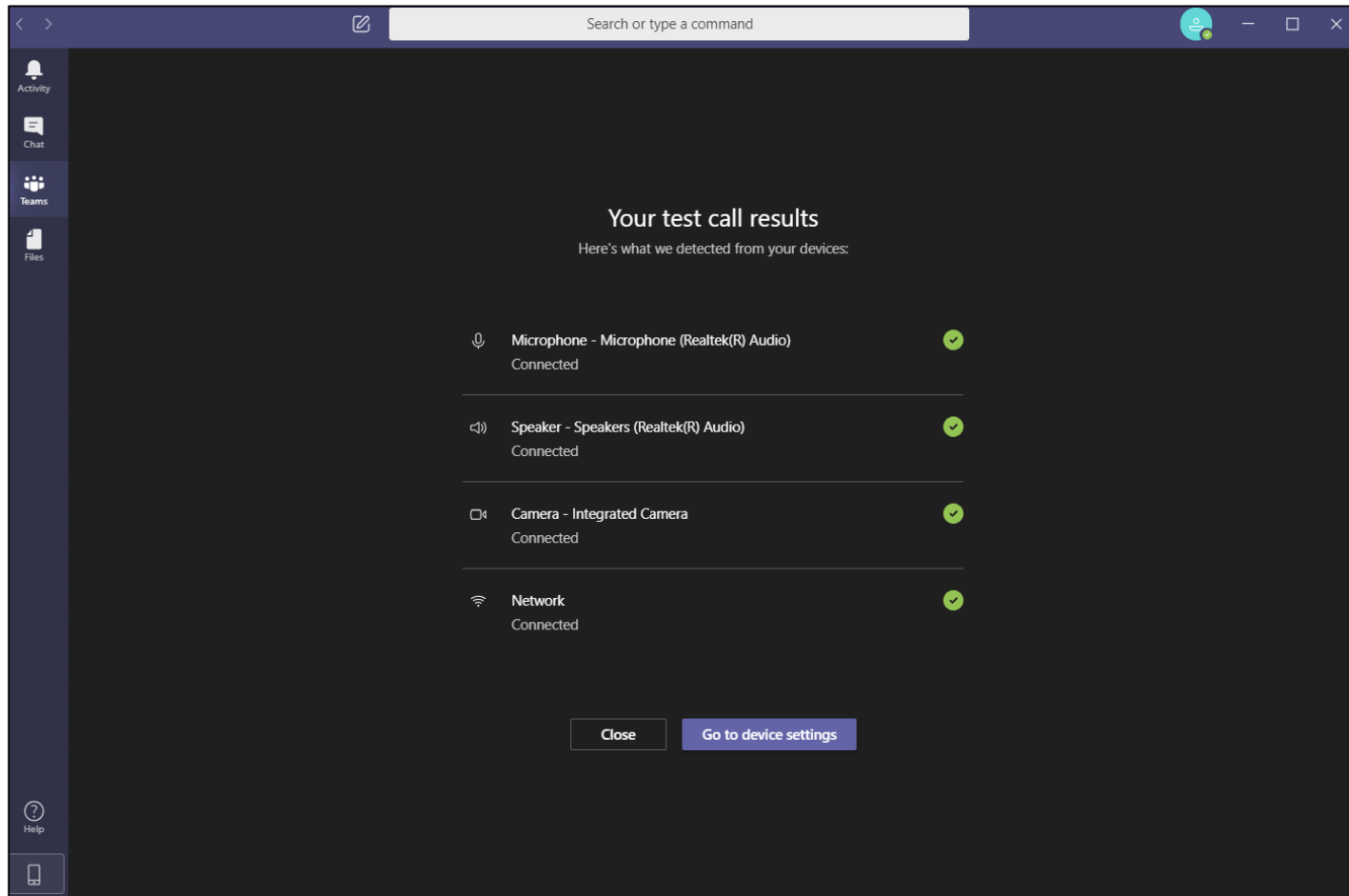
1. Click on the PC Mic and Speakers option
2. Click on 'Make a test call' to check on the quality of the mic and the speaker
3. It is highly recommended that an external headset be used as the mic and speaker instead of using the ones on the laptop.



# Completion of testing a Meeting, Mic and Speaker



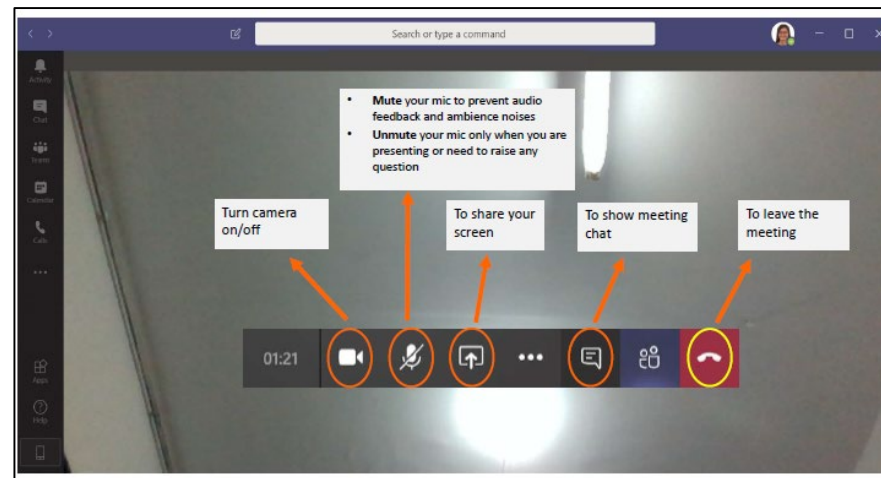
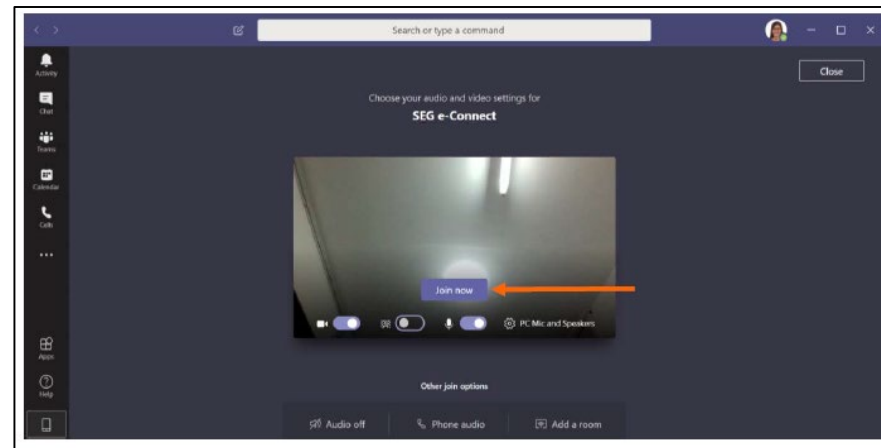
Once you are satisfied with the test, you are ready for the class!



# 3. Examples of an Actual Class Meeting



Here are some of the screen interfaces and functions that you would see on the day of the course after you click and join on an actual Class link.





Thank you