**Setup: Microsoft Teams**

**Overview**

Team learning is a collaborative effort and teams are an essential part of most career fields. In this setup activity, you will install and setup Microsoft Teams.

**"that all may be edified of all" -**[**D&C 88:122**](https://www.churchofjesuschrist.org/study/scriptures/dc-testament/dc/88?lang=eng&id=p122#p122)

The Microsoft Teams collaboration tool supports the principles of love, service, and teach one another as shown in the [BYU Idaho Learning Model.](https://www.byui.edu/learning-model/teach-one-another)

**Activity Instructions**

**Microsoft Teams**

Microsoft Teams is a collaboration platform by Microsoft that allows you to communicate, collaborate, and share files with your peers.

1. Download [Microsoft Teams](https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app) on your computer and other device(s) as needed.
2. Use your BYU-Idaho account to sign into Microsoft Teams.
3. Complete the [Introduction to Microsoft Teams](https://byui-cse.github.io/cse-ww-program/student/ms-teams.html) tutorial.
4. Complete the enrollment invitation you receive via email to enroll into this section's WDD 130 MS Team named something like *Web Fundamentals*.
5. Turn on **Channel Notifications** for the **General** channel by clicking on the kebab menu ••• next to General channel and selecting **Channel notifications**. A settings dialog box will be provided. Select **Banner and feed** to received notifications and check include replies.
6. Go to the **Introductions** channel and post a brief bio and hello to the rest of the class and turn on notifications.

Course-wide discussions, announcements, and other course topic threads will also take place in Teams in the **General** channel. You will be able to ask and answer questions and receive help from your peers and the instructor in the **General** channel.

**Getting Help**

If you were not able to complete any of these steps, then you are not prepared yet.  
Please reach out for help.