

# Microsoft Teams

## What is Microsoft Teams

Microsoft Teams is a collaboration software that helps with group communication for school, business or organizations.

## How to install Microsoft Teams on to your desktop

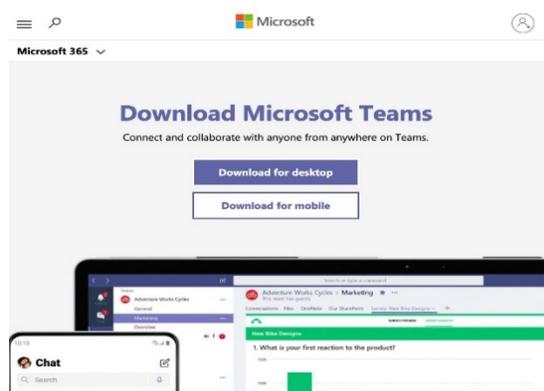
- You can either use the web app or desktop app of Microsoft Teams. Below is a demonstration showing how to use some of the features on the desktop of Microsoft Teams.
- If this is the first-time using Microsoft Teams you will need to begin by installing Microsoft Teams onto your device. There are many ways to download Microsoft Teams on to your computer.

Downloading Microsoft Teams

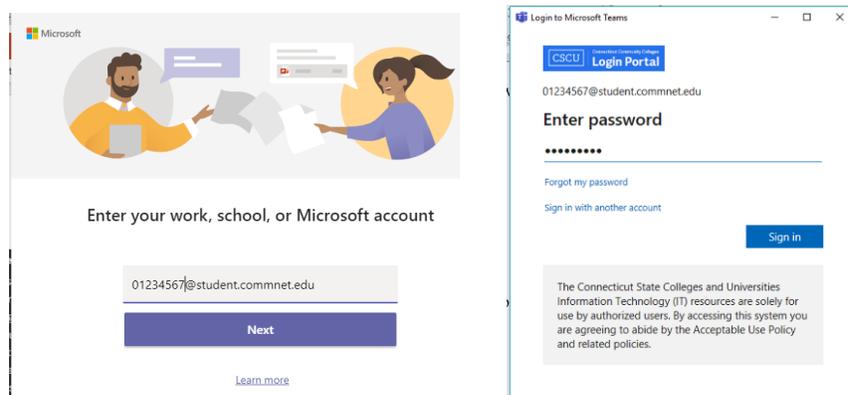
### Method 1

Step 1: Click on the link to go to [Microsoft Teams download page](#).

Step 2: Select the version you want to download and download and install or run the application.



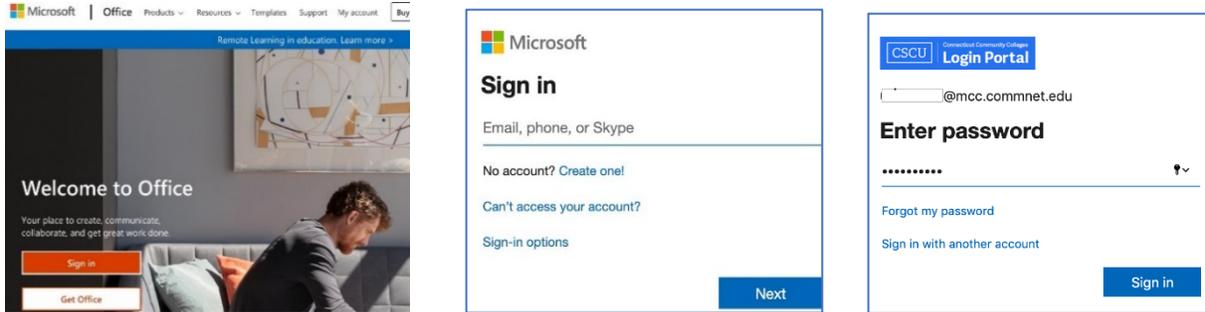
Step 3: Sign into your Microsoft Office account using your NetID and password.



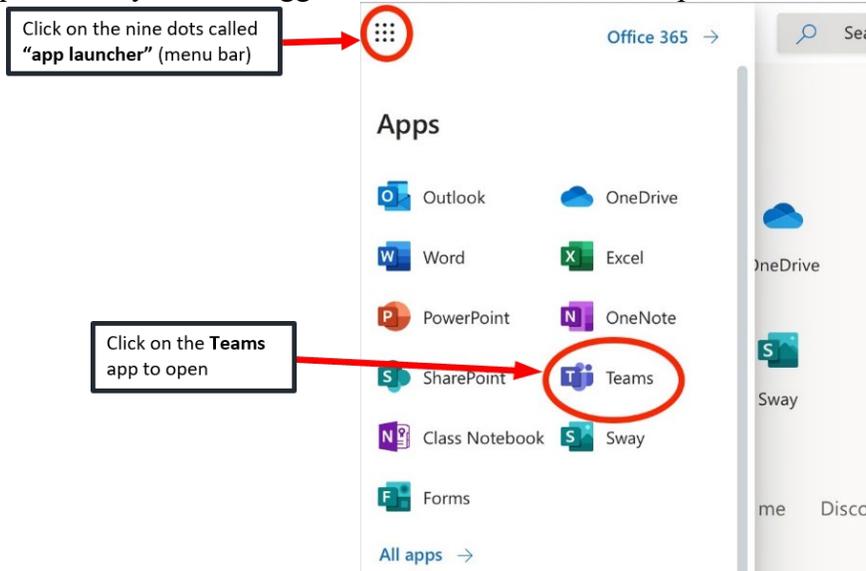
Method 2

Step 1: Sign into the [Microsoft Office 365 email portal](#).

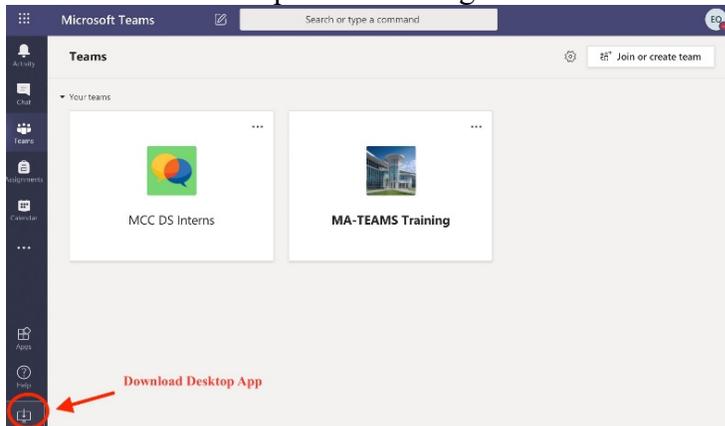
Click on the sign-in. Use your MCC NetID and password as your login information.



Step 2: Once you have logged into the Office 365 email portal, click and open the Teams app

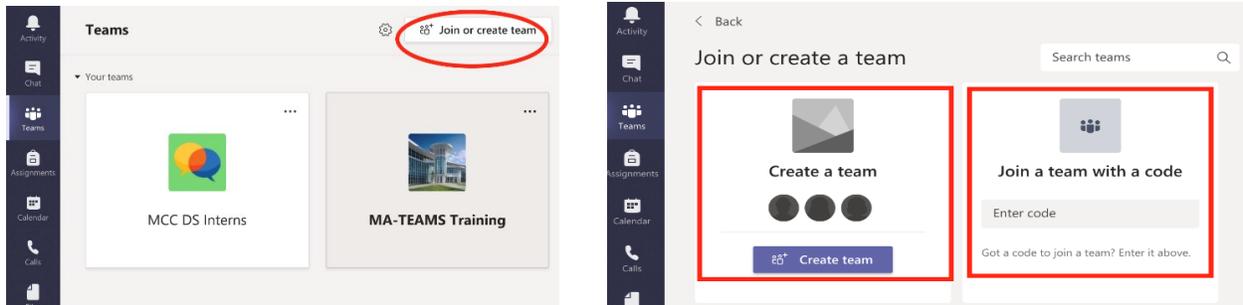


Step 3: Once Teams has been opened in your website browser, it should look like this. You can then download the Teams desktop app directly. Once you are done installing Teams you will need to use MCC email address and password to log into teams.



## How to create or join a team

- Two ways to be part of a team (Create a team, or Join a team with a code)
- Go to the upper right corner and click on “Join or create team”



Once you have joined or created a team your main page should look like the image on the first page of the [Microsoft Teams Quick Start guide](#). The image shows the view of the Microsoft Teams app when you have joined or created a team. In general, you should now be able to do the following within your team’s channel:

- Add files
- Reply to a specific conversation
- Compose new messages
- Add files for people in your team to view and work on together

## Microsoft Teams Toolbars

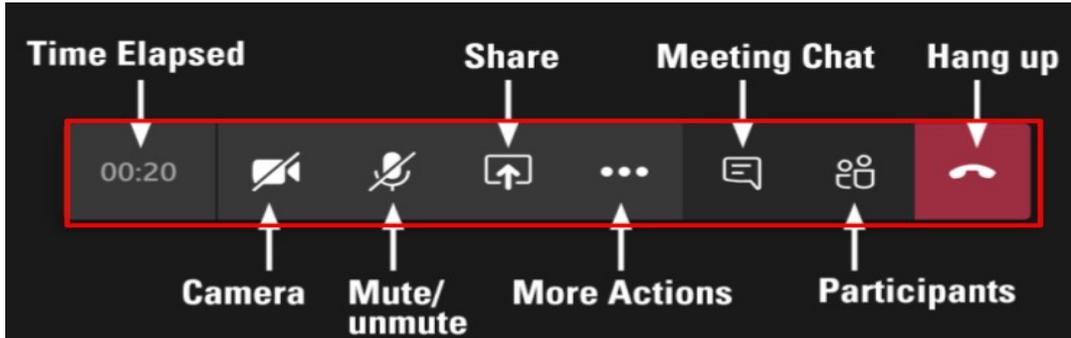


- Bell icon - Notifies you of all messages on Microsoft Teams.
- Chat icon - Communication system either one on one or with a group of people.
- Teams icon - Allows everyone to share resources ideas and ability to connect virtually.
- Backpack icon – Assignments - The place where homework, projects, and assignments can be located.
- Calendar icon - Track your daily, weekly, and monthly schedules.
- File icon - Contains all the work of the teams and documents.
- Call icon - Allows direct video and phone calls.
- Three dots (ellipsis) icon - Gives you more options or actions for Microsoft Teams.
- Download icon - Allows you to download Microsoft Teams to your desktop.
- Apps icon - Provides more apps and services to Microsoft Teams.
- Help icon – Search for help using Teams by topic or join a community

## How to use Microsoft Teams' video meeting

- You can join the meeting on your Microsoft Teams calendars, or the host may send you a link to join the meeting through your outlook email.
- You can also schedule a meeting on the calendar, or join the meeting from your calendar invites

Toolbar for video call



- The first item on the left is the time elapsed in the call.
- The camera icon enables or disables the camera.
- The microphone icon allows you to mute and unmute the mic.
- The Share icon allows you to share your screen or application.
- The three dots (ellipsis) icon allows for more actions.
- The chat icon shows or hides the call chat pane.
- The participant icon shows or hides the participants pane.
- The white Phone icon with the red background allows you to hang up a video call.