

Microsoft Teams

Chat and Collaborate With Everyone on Campus!

(use chat or voice and/or video, share files, post gifs)

Quick Start Guide (Alpha Version)

New to Teams? Use this guide to learn the basics and be up and chatting in no time

Move around Teams
Use these buttons to switch between Activity Feed, Chat, your Teams, Meetings & Files.

View your teams Click to see your teams.

Find personal apps
Click to find and manage your personal apps.

Join a team
Find the team you're looking for or join with a code.

Teams often have channels
Click one to see the files and conversations

Start a new chat
Launch a one-on-one or small group conversation.

Use the command box
Search for specific teams or people. Everyone on campus is already signed up!

Manage profile settings
Change app settings, notifications, change your pic, and more.

Compose a message
Type and format it here. Share a file, emoji, GIF, or sticker to liven it up!

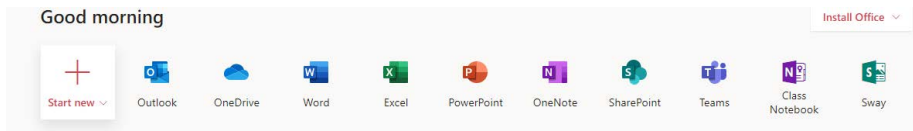
The screenshot shows the Microsoft Teams interface. On the left is a dark sidebar with navigation icons for Activity Feed, Chat, Teams, Meetings, Files, and a 'Join or create a team' button at the bottom. The main area displays the 'Mark 8 Project Team' with a list of channels: General, Engineering, Manufacturing, Marketing, and Research and Development (selected). The 'Research and Development' channel is active, showing a chat history with messages from Enrico Cattaneo, Patti Fernandez, and Lidia Holloway. A file 'Mark 8 Pilot Program.pptx' is shared. At the bottom, there's a text input field for composing a message and a 'Start a new conversation' button. A user profile card for Lynne Robbins is visible on the right side of the chat area.

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Sign in

Go to **office365.csusm.edu** and sign in. Click on the **Microsoft Teams icon to launch the browser version of Teams**. Teams should pre-populate your email in the sign-in box, but if not, **use your email WITHOUT the cougars part** (xxxx@csusm.edu). And you are in!

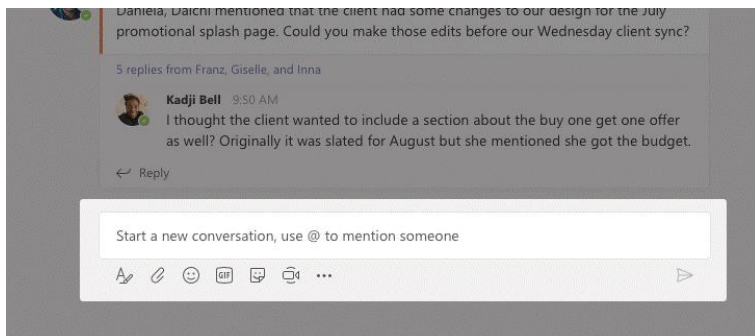
Once you're logged into Teams, **download the desktop app** (which allows for video calling) by clicking on the **Get App button** at the bottom left. The **mobile Teams app** is free for both iOS and Android and makes chatting on-the-go easy.




Start a conversation

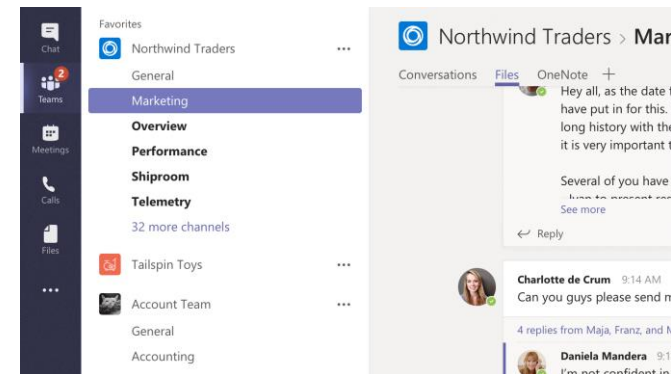
With the whole team... Click **Teams** , pick a team and channel, write your message, and click **Send** .

With a person or group... Click **New chat** , start typing the name of the person in the **To** field, write your message, and click **Send** .



Pick a team and channel

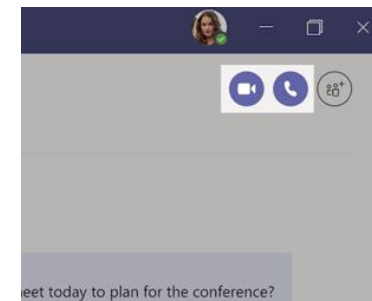
A **team** is a collection of students, conversations, files, and tools—all in one place. A **channel** is a discussion in a team, dedicated to a project, or topic. Click **Teams**  and select a team. If you have been already added to a team, it will show up in the **Teams** tab.



Make video and audio calls



Click **Video call**  or **Audio call**  to call those who are in a chat.

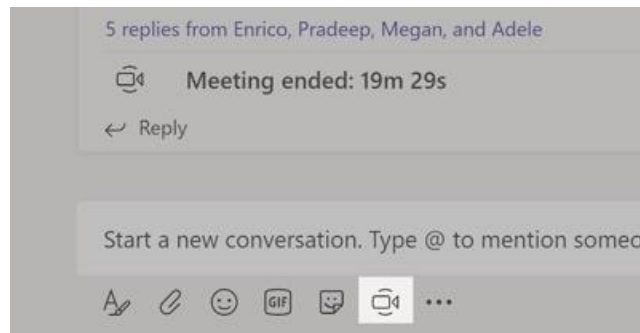
NOTE: NO VIDEO CALLS FROM THE BROWSER, ONLY THE DESKTOP APP. To check your video/audio devices, click on **Profile Picture/Initials**, then **Settings > Devices**.




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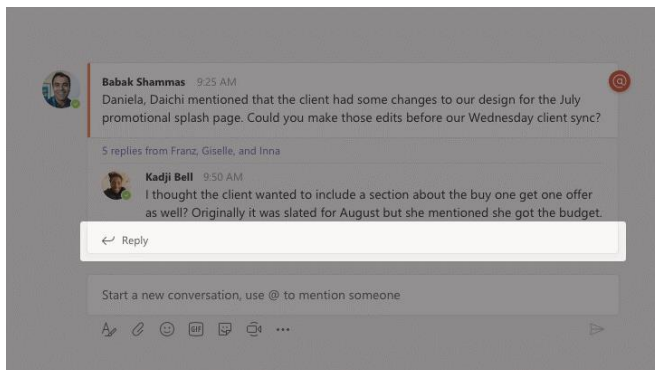
Start a video meeting in a team

Click **Meet now**  under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** , the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.



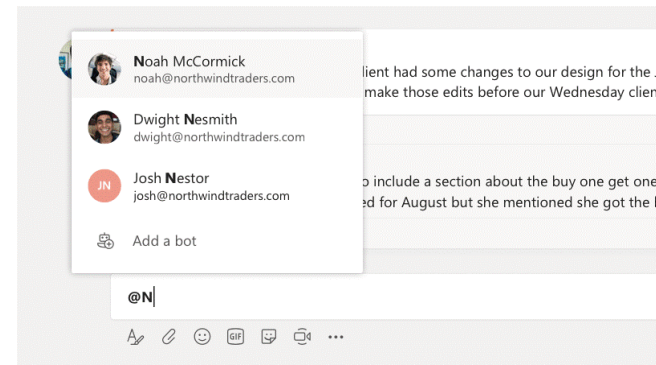
Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send** .




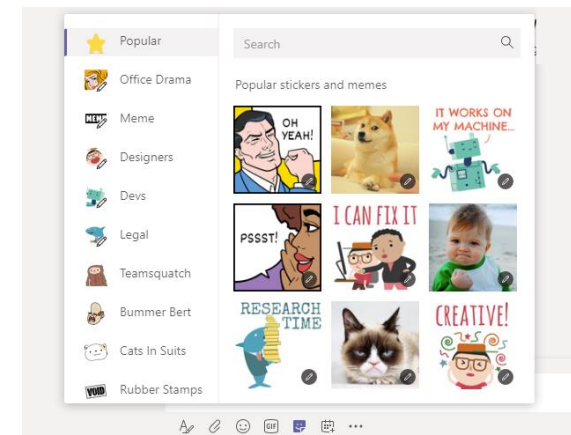
@mention someone

To get someone's attention, type **@**, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.




Add an emoji, meme, or GIF

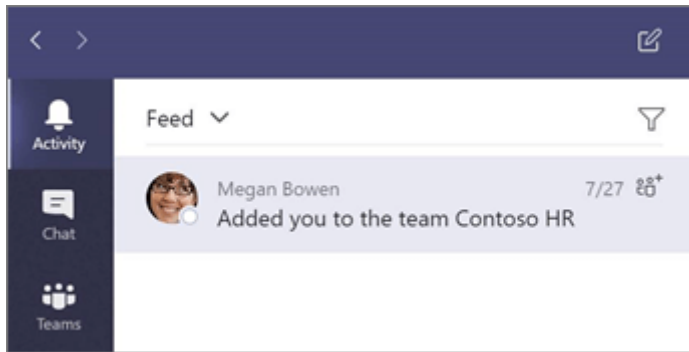
Click **Sticker**  under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.




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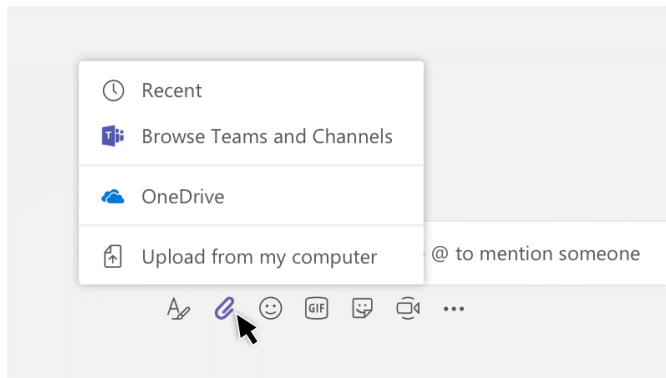
Stay on top of things

Click **Activity**  on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow.




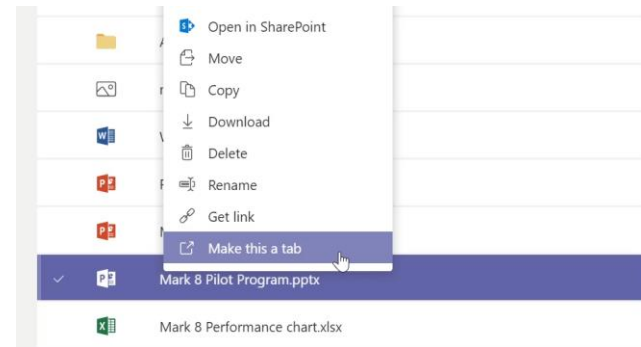
Share a file

Click **Attach**  under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share. **Or**, just drag a file into the chat box.




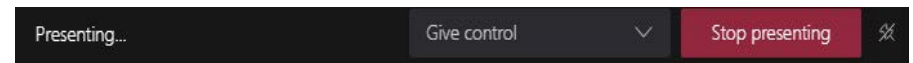
Work with files

Click **Files**  on the left to see all files shared across all of your *teams*. Also, click **Files** at the **top of a channel or a chat** to see all files shared in that *channel* or *chat*. Click **More options ...** next to a file to see what you can do with it. If you select *Edit in Teams* on a Word document, you can edit it directly in Teams while still chatting.



Sharing your screen

Click **Share**  on the top right of a **chat window** and pick a specific screen you want to share. The other parties in the chat will be able to see your shared screen until you click **Stop Presenting** at the top of your screen. If you want to **Share** a screen during a **Team video call**, click on **Share**  and select the screen you want to share. To end the screen share, click the red button  at the bottom right of your screen.

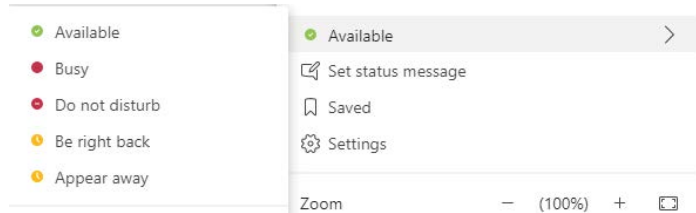


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Notifications

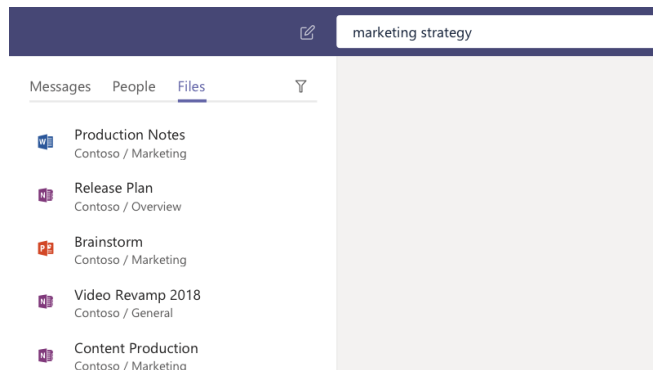
To access your notifications, Select your Profile Picture/Initials (top right), and then select Settings > Notifications.

The three options are **Feed (only in the Activity tab)**, **Banner (desktop notification)**, or **email**, and you can pick and choose. Adjust to suit your preferences. To briefly mute Notifications, click on your Profile Picture/Initials and change your Status from Available to Do Not Disturb.



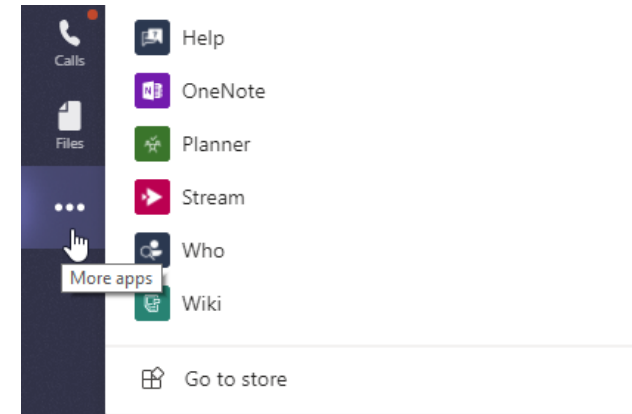
Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or click **Filter** to refine your search results. Sometimes you'll have to select **People** after you search for a person if you don't get a result immediately.



Find your personal apps

Click **More apps ...** to see your personal apps. You can open or uninstall them here. Add more apps in the **Store**.



Next steps with Microsoft Teams

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