Microsoft Teams

Quick Start Guide
for The College of Idaho

What is Microsoft Teams?

Microsoft Teams, or just Teams, is an app- and web-based collaboration tool that brings chat, video calls, screen sharing, file sharing, calendaring, and group communication to a single place. It's part of Office 365 and available to all C of I employees and students.

About this guide

This guide complements the full Quick Start Guide (included) and focuses on functions needed by our community. It references the app version of Teams.

What you can do in Teams

- Chat with a peer without the formality of email
- Share your screen with someone
- Video call with a friend, coworker, or your whole department
- Conduct an interview or meet with guests
- Collaborate from different places via chat, audio, and video
- Schedule Teams meetings or classes directly from Outlook or Teams

Starting Teams for the first time

You might already have Teams installed if you're an employee or if you're a student who installed Office 365 on your personal computer. Check your Start Menu or Applications (Mac) for Microsoft Teams. If you can't find it or don't have it see the section Downloading and installing Teams.

Once you locate Teams simply click it to launch it. It may take a moment to open or update. After start-up you'll be asked to sign in. Use your YoteNet ID and password to connect, just like the rest of Office 365. After this first sign-in your login will be saved. It will periodically expire for security, and it will expire when you change your password.

Changing the auto-start behavior

If you don't like Teams opening after you sign in or restart your computer you can change it.

Profile settings (initials or picture in the upper-right corner) > *Settings* > *General* > *Application*

Change "Auto-start application" and "Open application in background" as you like. We recommend leaving "Auto-start application" enabled.

Top Ten Teams Tips

1. Practice with Teams before you need it
2. Use a headset, headphones, or earbuds for calls (we suggest the Logitech H390 model)
3. Check that you're using the right microphone, speakers, and camera (see Configuring your hardware, next page)
4. Join class or large meetings with your microphone **off** and your video **on**
5. Teams runs anywhere with internet but fast connections are best
6. Plan to join a meeting or class a little early
7. Close personal or confidential materials before sharing your screen
8. Minimize backlighting (like a window behind you) during video calls
9. Don't add people to group chats if they don't need to be in the chat
10. Chats are logged, so keep it professional

Downloading and installing Teams

After you download the correct installer for your computer simply click it to run it. No admin rights are needed on College computers.

Windows
collegeofidaho.edu/teams

Mac
collegeofidaho.edu/teams-mac

Mobile
Search Microsoft Teams in the app store

Teams will automatically update and maintain itself after installation. Watch for any alerts to restart.

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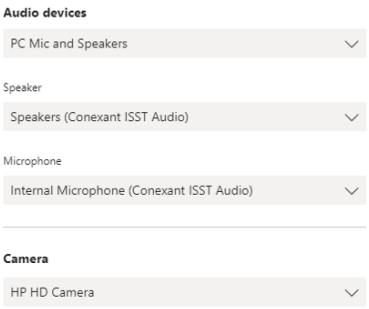
Configuring your hardware

Successful calls require the right hardware, and Teams needs to be configured to use it. You should verify your setup any time you change rooms or devices (like adding a camera or connecting a headset). Check Settings, after making sure your mic and speakers are unmuted, if you can't be seen, heard, or hear the other participant(s).

Profile settings (initials or picture in the upper-right corner) > *Settings* > *Devices*

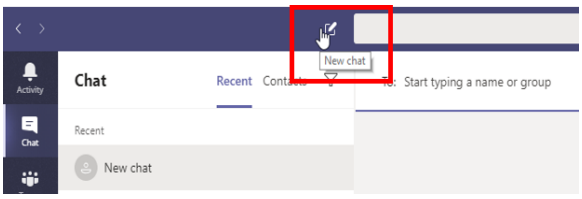


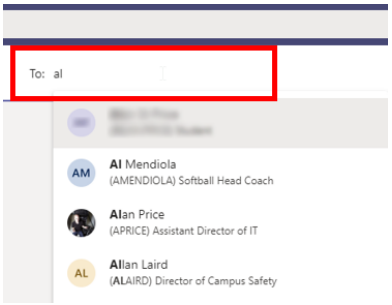
Starting a chat

Click on the New Chat icon at the top of the Teams window. Type the name or username of the person(s) you want to chat with in the To: box (below the command bar). Select a search suggestion to add them to the list. You can add multiple people by typing another name and selecting the person.

When finished, type your message in the "Type a new message" field at the bottom of the window. Press Enter to send or click the paper airplane icon. The icons below the message area let you add graphics, send files, schedule meetings, and more.

After you chat with a person or group they appear on the left side of the window when you're in Chat. You can move between different recent chats and continue conversations without starting a new chat.

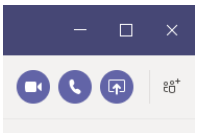


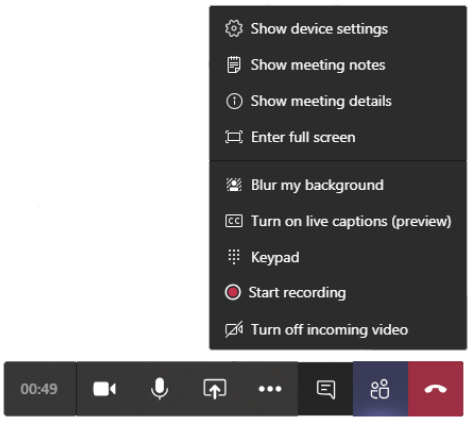


Making a video call

From an existing chat select the camera icon in the upper-right corner of the window. You can also select the phone handset icon to start a voice-only call.

Video and audio mute are controlled by buttons at the bottom of the chat window. There are also options for screen sharing (see below), background blur (for privacy in non-moving backgrounds), live captions, and recording. Recorded calls and meetings are securely published to Microsoft Stream.





Sharing your screen

From a chat or call click the screen sharing icon to select a screen or window to share. When presenting or teaching you should only share the presentation's window. If you request IT help make sure to share the whole screen and not just a single window.

Shared content appears for all participants.

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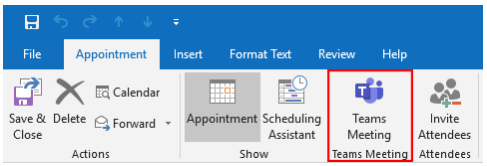
Scheduling a meeting or class

Teams meetings can be scheduled in Outlook (when Teams is installed), Outlook on the Web, and directly in Teams.

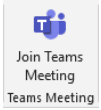
To schedule a meeting in Outlook, whether a single time or a recurring appointment, create a new appointment and choose Teams Meeting from the ribbon. Add participants and send the invitation. The meeting link is automatically inserted into the meeting details and sent to all invitees.



To schedule a meeting in Teams switch to the Calendar section and click New Meeting. Fill out the form to generate an appointment on your Teams and Outlook calendars and to send the invite.

Joining a meeting or class

In Outlook open the appointment you created or received and click the Join Microsoft Teams Meeting link. Your browser may prompt you to open Teams. You can also use the Join Teams Meeting button to skip the browser when Teams is already installed.



In Teams switch to the Calendar section and click the Join Meeting button.

Both options will prompt you to choose your camera and audio settings before joining the meeting.

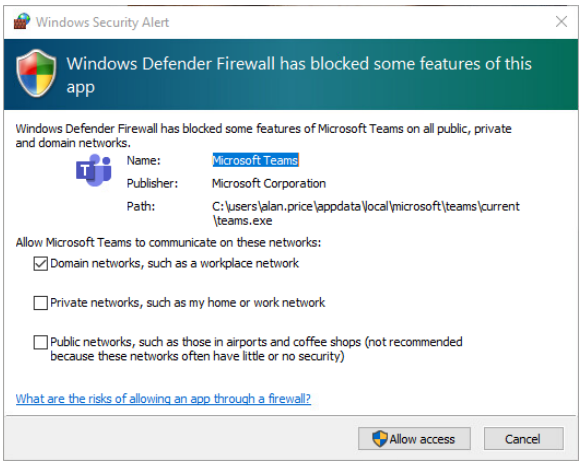
External guests can join Teams meetings, too. They can use either the Teams app or join in Google Chrome (only) without installing anything. An invited, internal C of I attendee must admit the guest to the meeting from the Lobby. Any attendee can do this, not just the meeting organizer.

Holding class

Classes work the same as meetings. Make sure to review the Top Ten Teams Tips on the first page to be successful, and note these additional instruction tips.

- A recurring Outlook appointment works best so you only have to setup the class once per course
- Screen sharing presentations, web pages, and documents is highly recommended; screen sharing videos is **not recommended**
- Leverage Canvas for distributing and collecting assignments; **never** collect private graded work via Teams where everyone can see and modify it

Did Teams ask about your firewall?



If you see this prompt, especially on a College-owned computer, click cancel. If you already clicked Allow access just cancel the username and password prompt. This is a known bug and doesn't affect how Teams works.