



MICROSOFT TEAMS GUIDE

► MICROSOFT TEAMS

Microsoft Teams is the chat-based workspace in Office 365. It's the hub for team chats, calls, meetings, and private messages. This product is customizable to meet your individual needs, and it's secured and standards-compliant to make sure your collaborations are private.

Microsoft Teams helps your team work better together. It's one APP that brings your team's conversations, meetings, files and notes together into a single place for open and seamless collaboration.

Teams is accessible via a desktop client, web and mobile devices. This APP is available for use on Windows (windows 7 and later), Mac desktop (MAC 10.10 and later), iOS v9 and later (iPhone and iPad), Android 4.4 and later and Windows Phone 10.0.10586 and later. Teams is not available via a mobile web browser.

To download and install the client on your personal desktop device, follow this link:

<https://teams.microsoft.com/downloads>

To access Teams via the web: simply sign into your account via a supported browser and select the Teams APP from the APP listing associated with your account. Teams supports the latest versions of Microsoft Edge, Internet Explorer, Firefox and Chrome. Individuals who attempt to open the Teams web client on Safari will be directed to download the desktop client

There's a bunch of resources you can access via the CSU website here:

<https://www.csuohio.edu/messaging-services/teams>

► MS OFFICE TRAINING

Below are links that will redirect you to Microsoft Training sites that contain documentation / videos.

NOTE: When a link is selected, it will redirect you to a site not managed by CSU.

When viewing some sites, you may note options such as "At Home"; "At Work or School" and "Web". "At Home" refers to a MS Office product that was purchased by an individual and not obtained from CSU. "At Work or School" refers to the MS Office product that was downloaded through a CSU email account. "Web" refers to the MS Product that is available and used via a browser.

Select the item from the list below, and you will be redirected to a MS site that contains training related to that product.

<u>Basics</u>	<u>OneDrive</u>	<u>Yammer</u>
<u>Quick Start</u>	<u>OneNote</u>	<u>Word</u>
<u>Tips</u>	<u>SharePoint</u>	<u>Excel</u>
<u>Office Cheat Sheets</u>	<u>Microsoft Teams</u>	<u>PowerPoint</u>
<u>Outlook for Windows</u>	<u>Switch to Office 365 from Google</u>	
<u>Outlook on the web</u>	MICROSOFT TRAINING SITE LINKS	



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How to use MS Teams

1. Download the program and open it up (you may have to close other programs)
2. Make sure you are logged into Microsoft using your CSU issued email. If you are logged into any other Microsoft email (such as Hotmail, Outlook etc.) you won't have full permissions.
3. When running MS Teams you'll notice one box that pops up. That's your Work Room space.

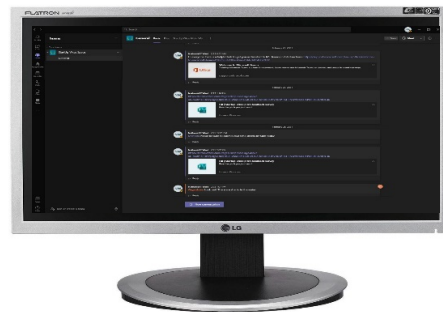
There are the two main screens you'll interact with when using MS Teams:

1) video room and the **2) work room**

Figure 2 VIDEO ROOM



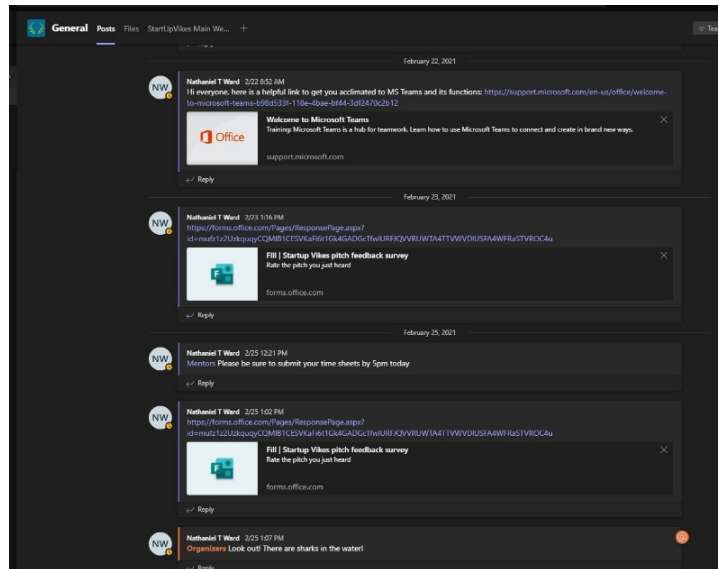
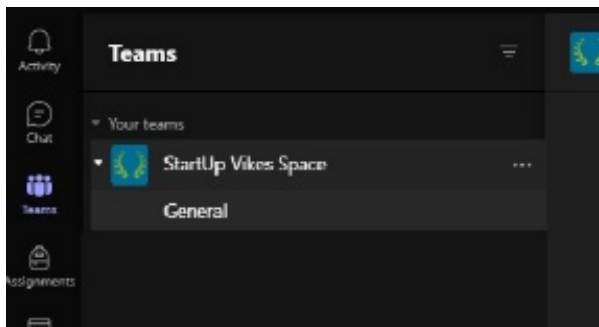
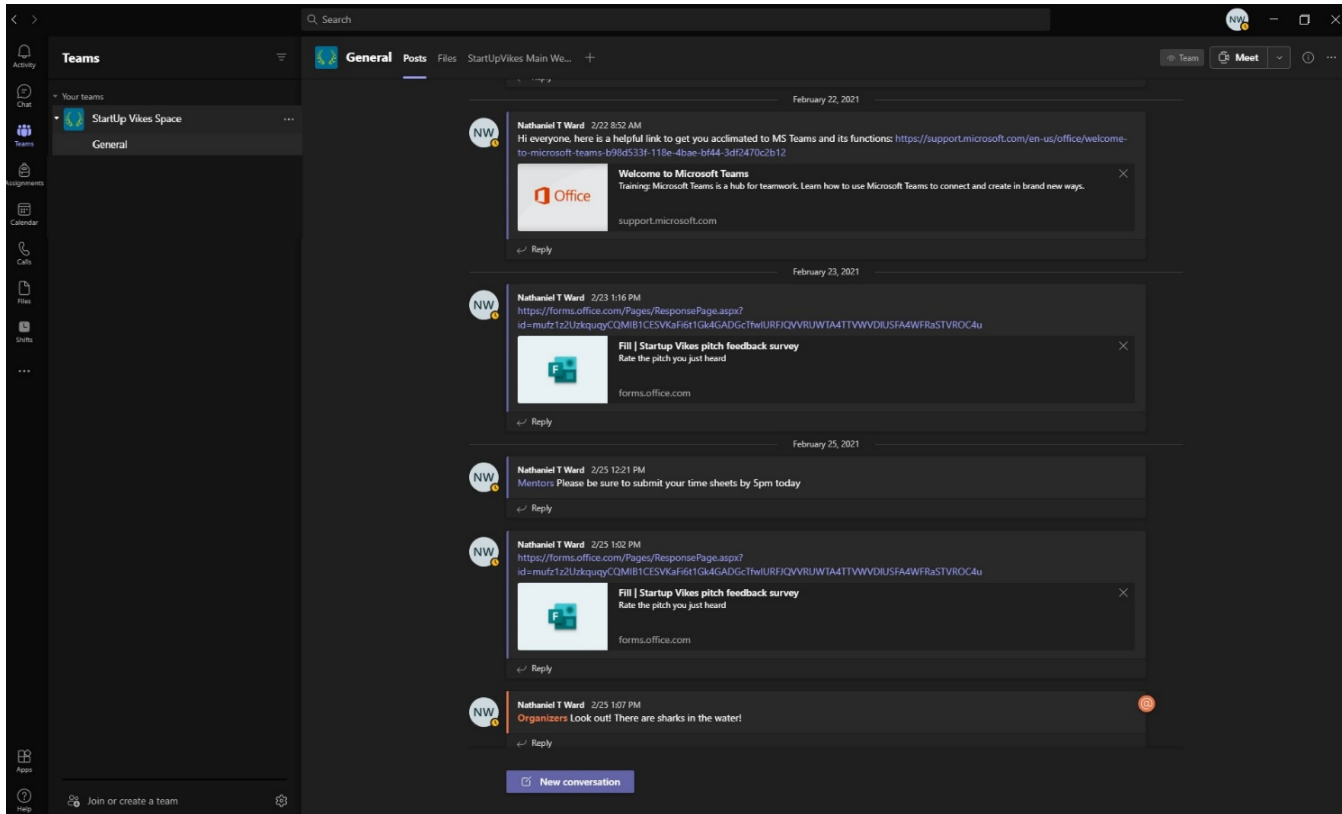
Figure 1 WORK ROOM





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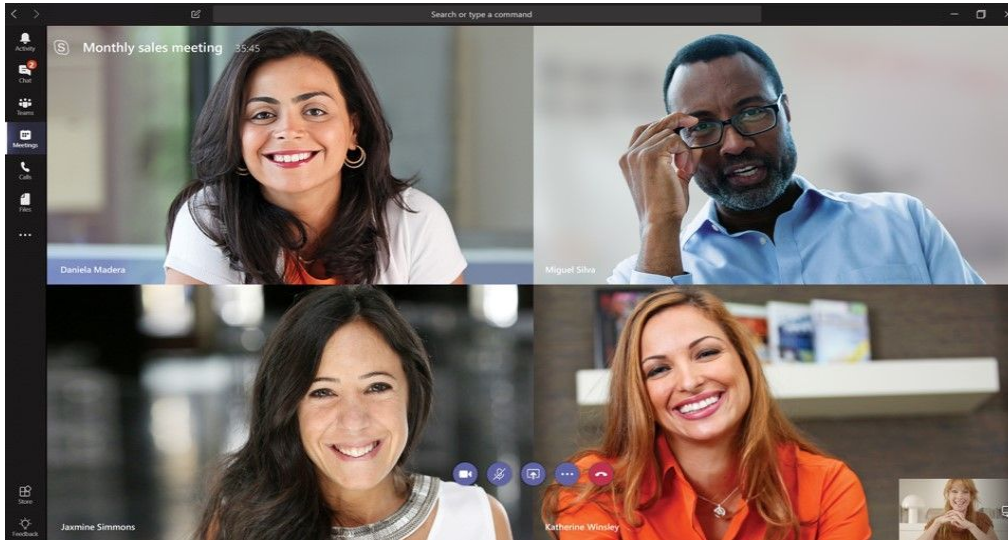
Navigating the Word Room of MS Teams





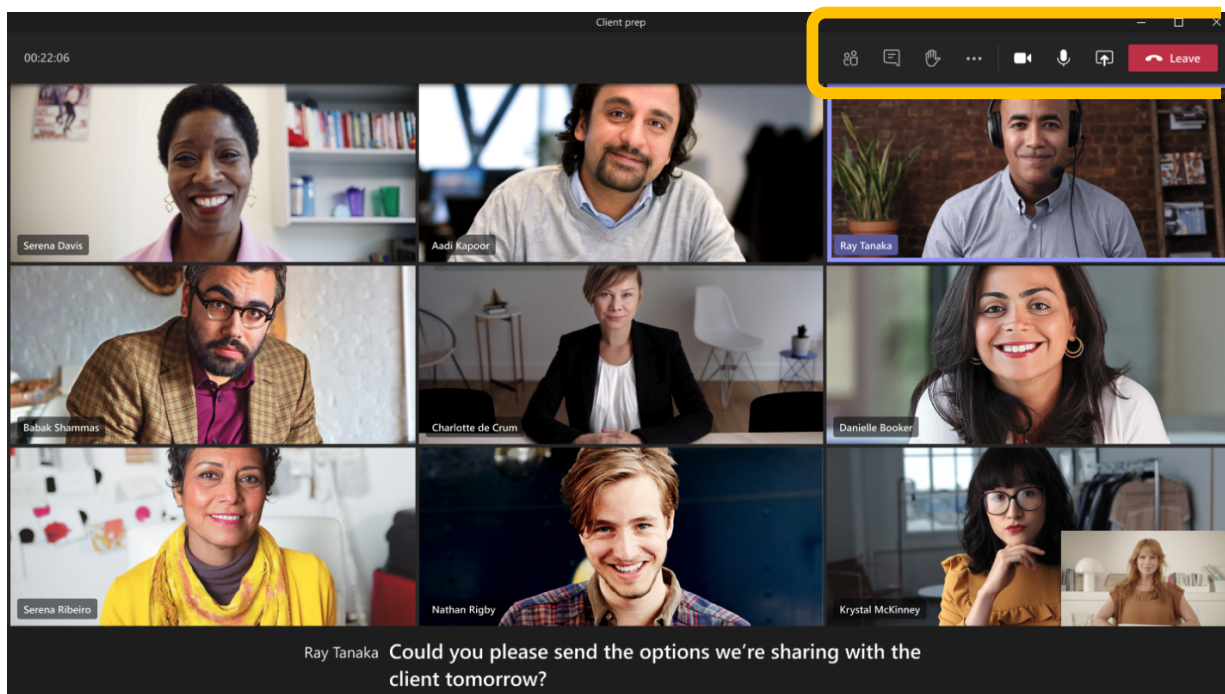
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Navigating the Video Room of MS Teams



Teams is a bit more flexible than other video providers like Zoom. If you want to minimize or maximize a screen many times all you have to do is double click the image. All callers, regardless if they have their video on, will appear in the tab at the bottom. If you can only see one or two people, you either need to adjust your view, or you've accidentally logged into the call via your web browser.

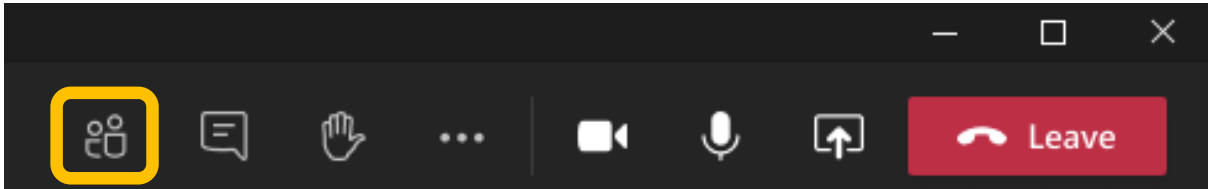
Navigating the Video Room Icons (in yellow)





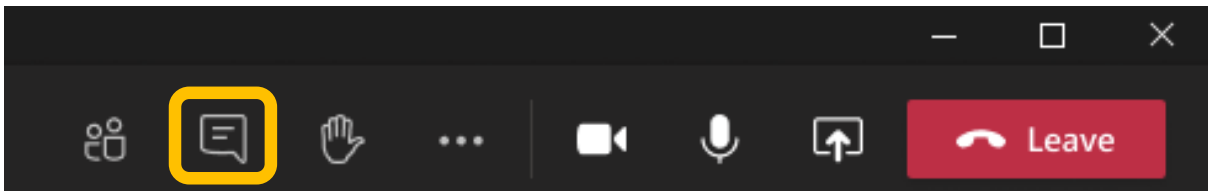
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PARTICIPANTS



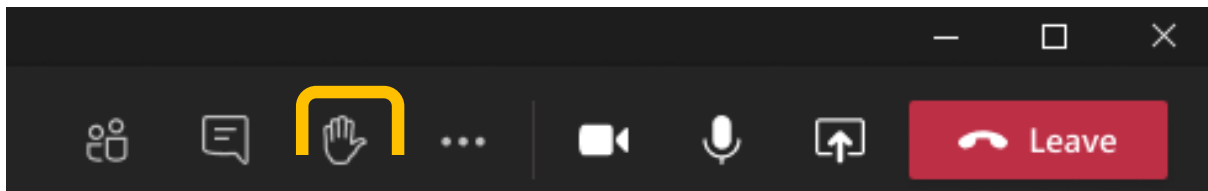
Click this to see who is in the room. You can see who has their mic on, and who has their camera on.

CHAT/MESSAGING



Click here to send a message to the participants in the video call. Note that you can directly chat individuals via the Work Room at any time.

RAISE HAND

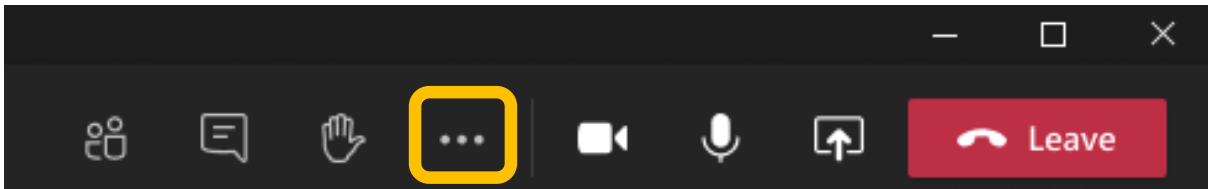


Press this icon to let the group know you have something to say.



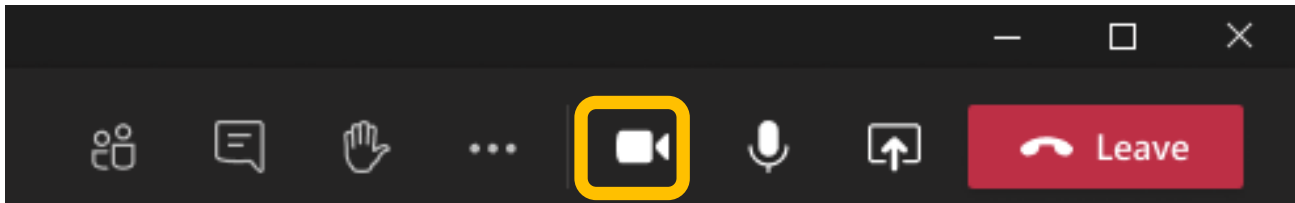
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THE MORE ACTIONS ICON



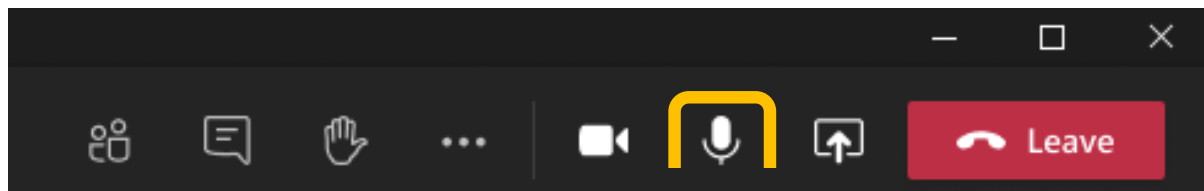
Click here to do a lot of other various actions like: changing your view (click on Large Gallery View when there's six people or more to see everyone who has their camera on); you can set a background, or turn on live captions among other things.

TURN ON CAMERA



Click this icon to turn on your video feed and let the group see your smiling face!

TURN ON MIC

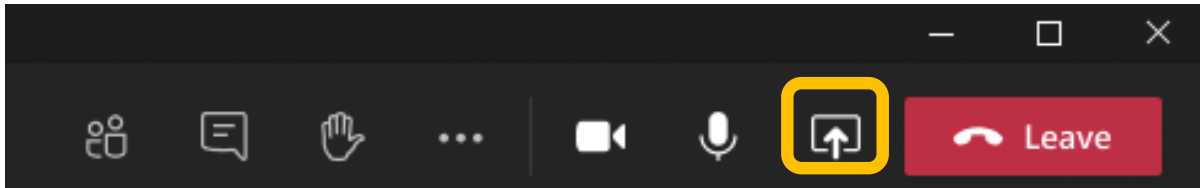


"Am I on mute?" Not if you hit this button correctly!

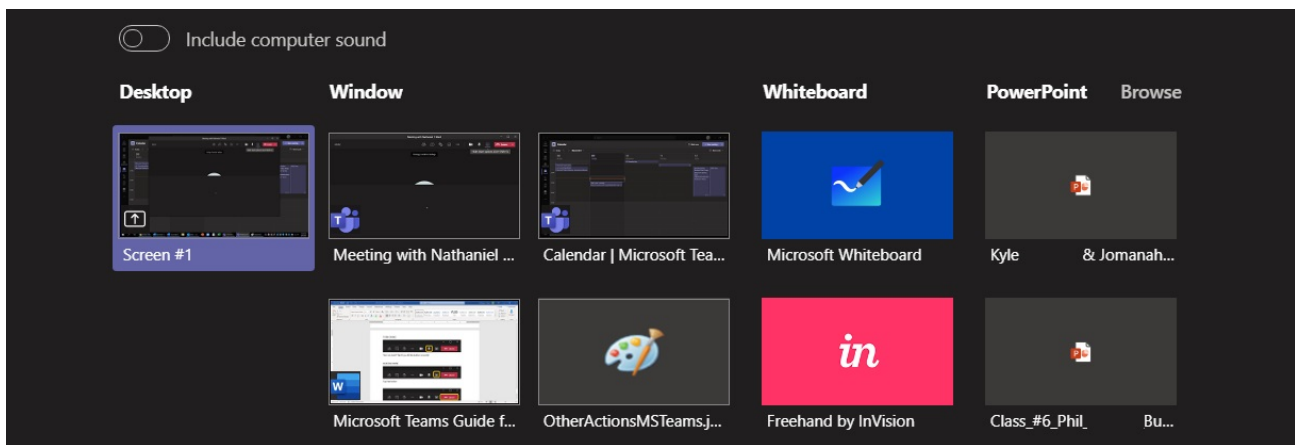


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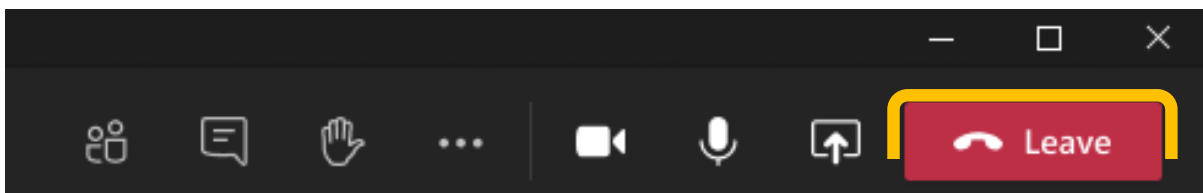
SCREEN SHARE



Tap this button to bring up a box at the bottom that looks like the one below. Choose the window or program you'd like to share with the group. Note the "Include computer sound" tab at the upper left if you also want your computer's audio to be heard on your call.



LEAVE



Click here if you want to hang up!