

distributed learning



Microsoft Teams



Get Connected with Teams (Student Edition)

August 16, 2021

This manual will show you how to access and setup Microsoft Teams.

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IMPORTANT:

- There are two versions of Microsoft Teams, Web Client and Desktop App. If you plan to use Microsoft Teams for sharing your desktop you will need to use the Desktop App.

1.1 WHAT DO I NEED



- To access Microsoft Teams and other integrated Microsoft products at CNA, you will need to use your CNA account.
- Web-conferencing uses a microphone (for the best audio experience, use a headset with a microphone) and a webcam.
- Teams fully supports the following Internet browsers, with noted exceptions for calling and meetings. This table applies to operating systems running on desktop computers.

Browser	Calling (audio, video, & sharing)	Meetings (audio, video, & sharing)
Microsoft Edge, RS2 or later	Fully supported, except no outgoing sharing	Fully supported, except no outgoing sharing
Microsoft Edge (Chromium-based), the latest version plus two previous versions	Fully supported	Fully supported
Google Chrome, the latest version plus two previous versions	Fully supported	Fully supported Sharing is supported without any plug-ins or extensions on Chrome version 72 or later.
Safari 14+	Calls not supported. Group calls fully supported. Video: Fully supported Sharing: Fully supported	Meetings: Fully supported Video: Fully supported Sharing: Fully supported
Safari 13.1+	Calls not supported. Group calls supported with full audio support. Video: Incoming only Sharing: Fully supported	Meetings are supported with full audio support. Video: Incoming only Sharing: Fully supported
Firefox, the latest version plus two previous versions	Not supported	Meetings are supported only if the meeting includes PSTN coordinates. To attend a meeting on Firefox without PSTN coordinates, users must download the Teams desktop client. Video: Not supported Sharing: Incoming sharing only (no outgoing)

1.2 THE TEAMS WEB CLIENT

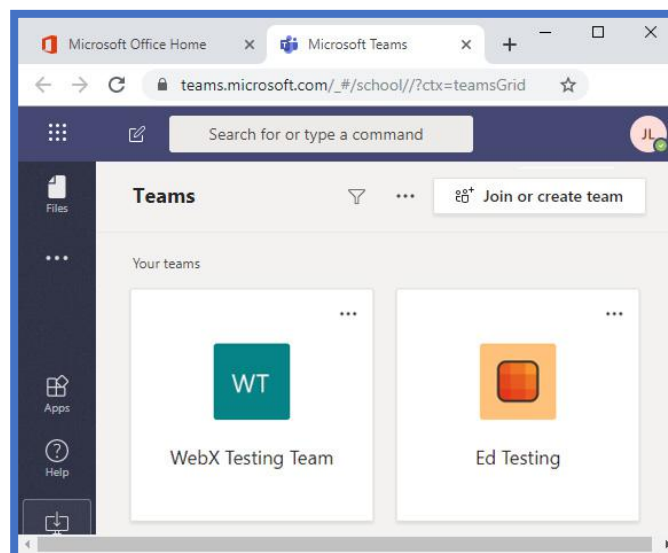
1. Open your web browser to <https://webmail.cna.nl.ca> and click Student Office 365 Portal.



2. Login with your college login information if required.
3. Look to see if the Teams icon is present. If not, click on the All Apps icon  and click on Teams 

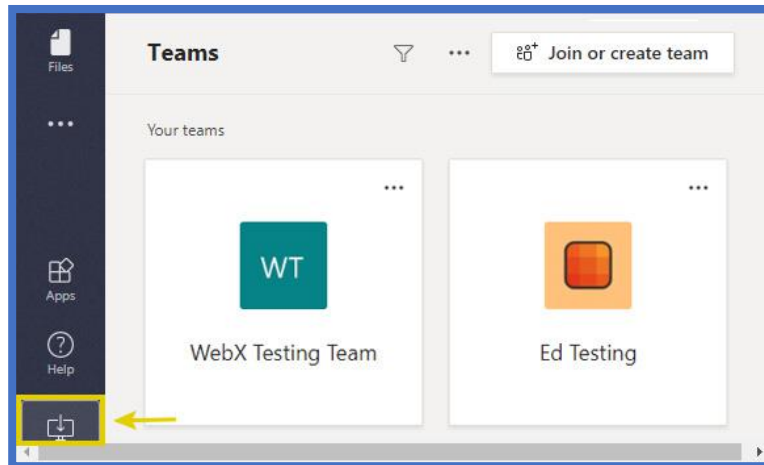


4. Click on the Teams link. You may need to login again depending on your computer settings.
5. You will now see a list of all the teams that you are a member of in the teams client. **NOTE:** While there are many things you can do using the teams web client, the desktop client is required for full functionality.

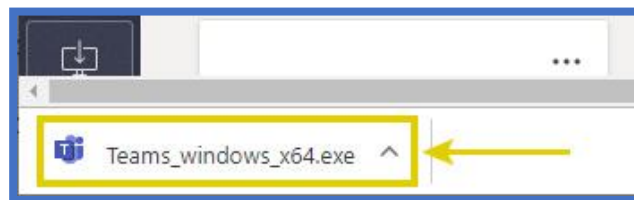


1.3 THE TEAMS DESKTOP APP

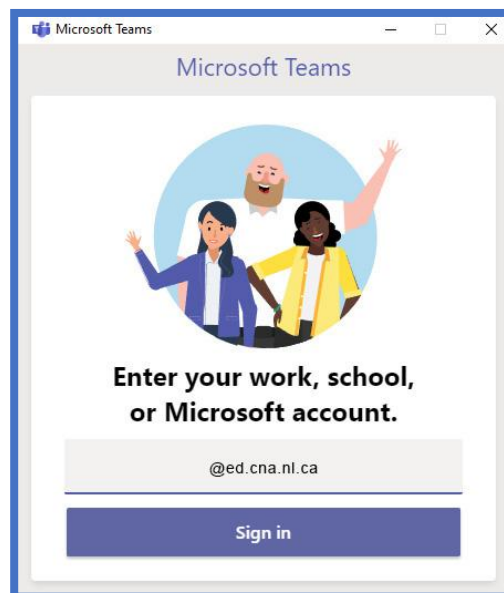
1. Download the Desktop app from <https://www.microsoft.com/en-ca/microsoft-teams/download-app#desktopAppDownloadregion> or login to the Microsoft Teams Web Client (See Section 1.1) and follow the instructions as detailed below.
2. In the lower left corner of the page you will see the **Download Desktop app** link.



3. Click on the link and follow the installation instructions. **NOTE:** As this is a Microsoft Product offered through the Microsoft store, you will not require administrator permissions to do this.
4. Launch and install the downloaded **Teams Desktop Client**.

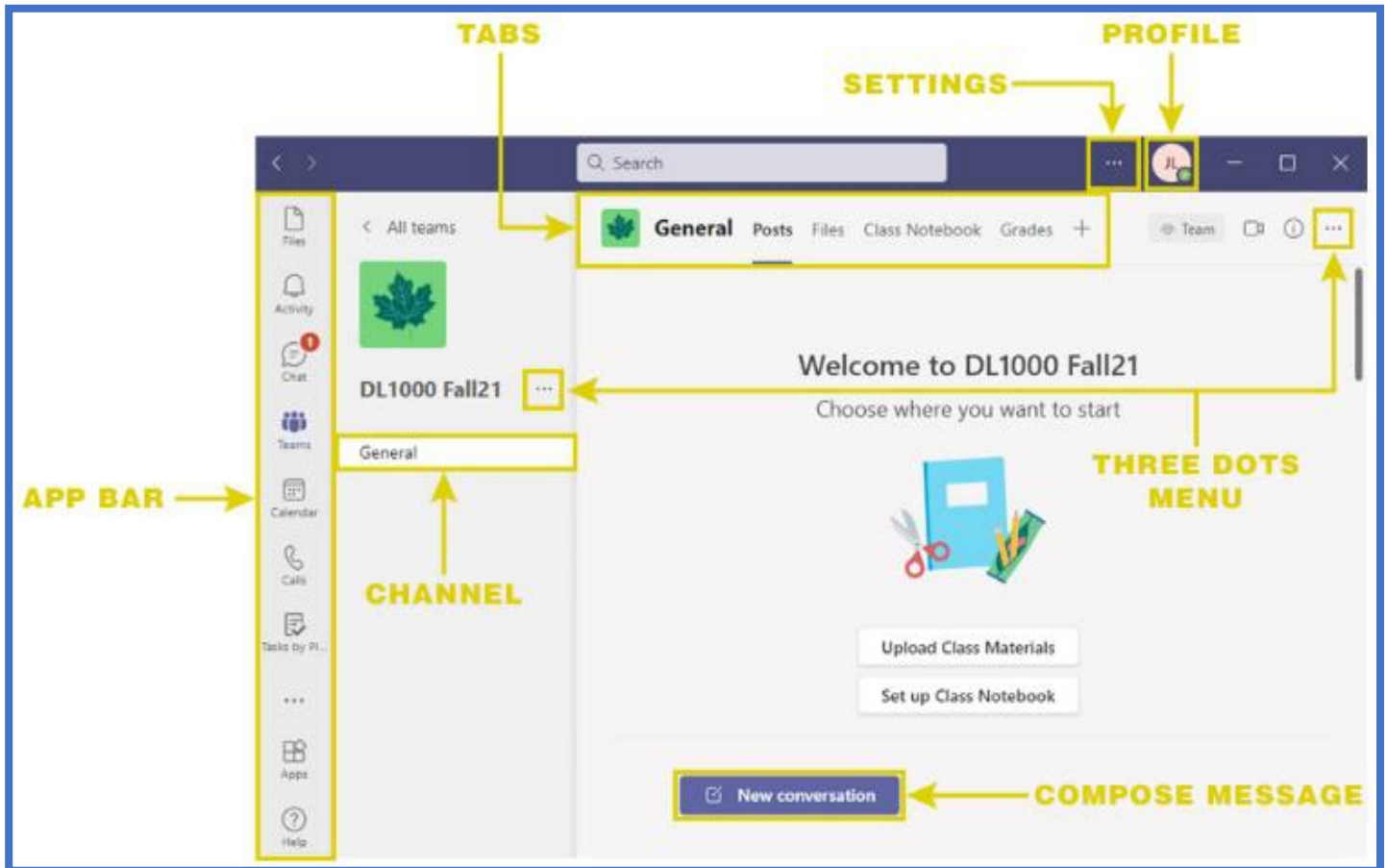


5. Login if required.



1.4 TEAMS USER INTERFACE

Let's take a tour of the Teams user interface in the desktop application. It shows the locations of the app bar, channel, tabs, settings, profile icon, compose message, and three dots menu.




1. **App Bar** - the main navigation tool in the Teams interface. It appears at the left side of the Teams desktop client. It appears at the bottom of the Teams mobile clients. By default, the buttons in the app bar are **Files, Activity, Chat, Teams, Calendar, Calls, and Tasks by Planner**. **NOTE:** To navigate to an area of Teams, click an app bar button. As you click app bar buttons, the panes and windows to the right change, depending on the area of Teams you enter.
 - **Files** - displays all your shared files.
 - **Activity** - a summary of everything that's happened in the channels that are in your teams list.
 - **Chat** - where your group and one-on-one conversations happen and shows your chat history.
 - **Teams** - where you can select, edit, and manage all your teams.
 - **Calendar** - shared calendar allowing members to create/join meetings directly in teams.
 - **Calls** - allows users to make and receive calls.
2. **Tabs** - allow team members to access services & content in a dedicated space within a channel or in a chat.
3. **Settings (Next To Profile)** - allows you to see or change your Teams software settings.
4. **Profile icon** - customize your profile, set status messages change availability settings, and logout.
5. **Three Dots Menus** - open a menu with additional options.
6. **Channels** - dedicated sections within a team to keep conversations organized by specific topics or projects.
7. **New Conversation** - button opens the Compose Message box where you create posts and messages.

1.5 JOINING A TEAM



A team refers to a group of people (like a course or study group) brought together for learning, projects, or common interests.

JOIN YOUR COURSE RELATED TEAM:

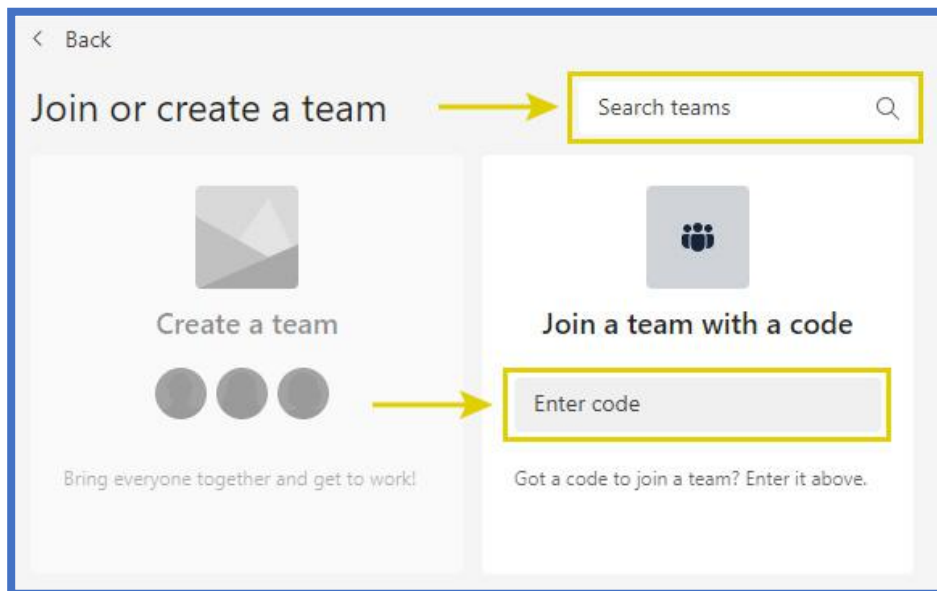
If your instructor uses a team for lecture purposes in your course, you and your classmates will automatically be added. You should see a list of all the teams you have access to by clicking the **Teams icon**  on the left.

1. Locate your course related team and click on the image.

JOIN A PUBLIC TEAM THAT YOU HAVE NOT BE ADDED TO:



1. Click on the **Teams icon** .
2. Click on the **Join or Create Team** button  in the upper right of the page.
3. Type a specific team name in the search box at the top right and press Enter. Find the team you're looking for and select **Join team**.

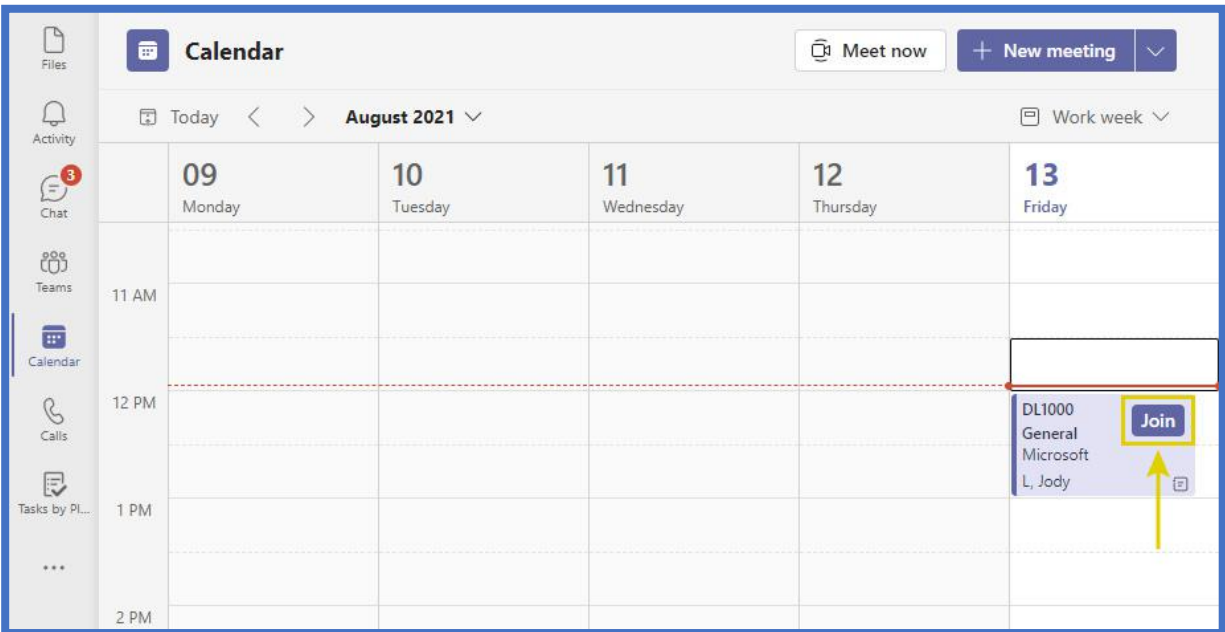
Another option is to copy and paste a code in the **Enter code box**, and click **Join**. Codes are only provided by the team owner.



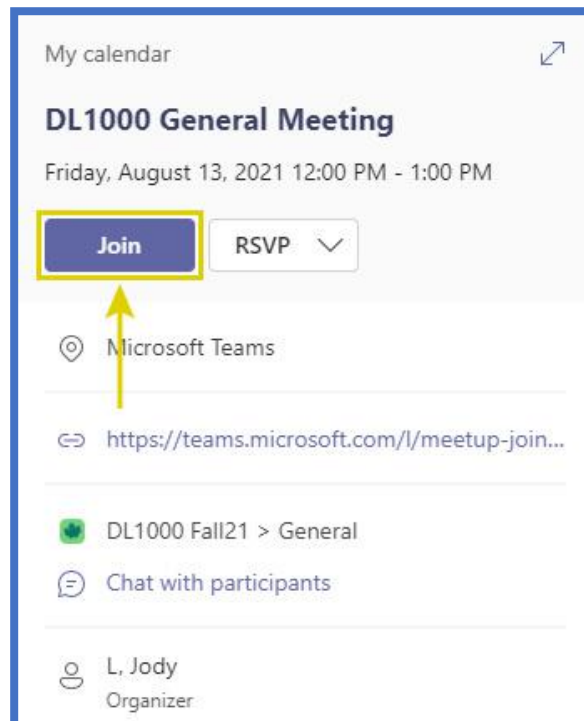
1.6 JOINING SCHEDULED MEETINGS

Scheduled meetings in Teams will automatically be added to your Microsoft calendar which can be accessed through Microsoft Outlook or through Microsoft Teams, as detailed below. **NOTE:** If you're on a desktop computer and click a meeting link in Outlook Calendar, you'll be prompted to choose between joining the meeting via a browser or by the Teams desktop client.

1. Click on the **Calendar icon**  on the left side.
2. Find the meeting you want and click the **Join button** .

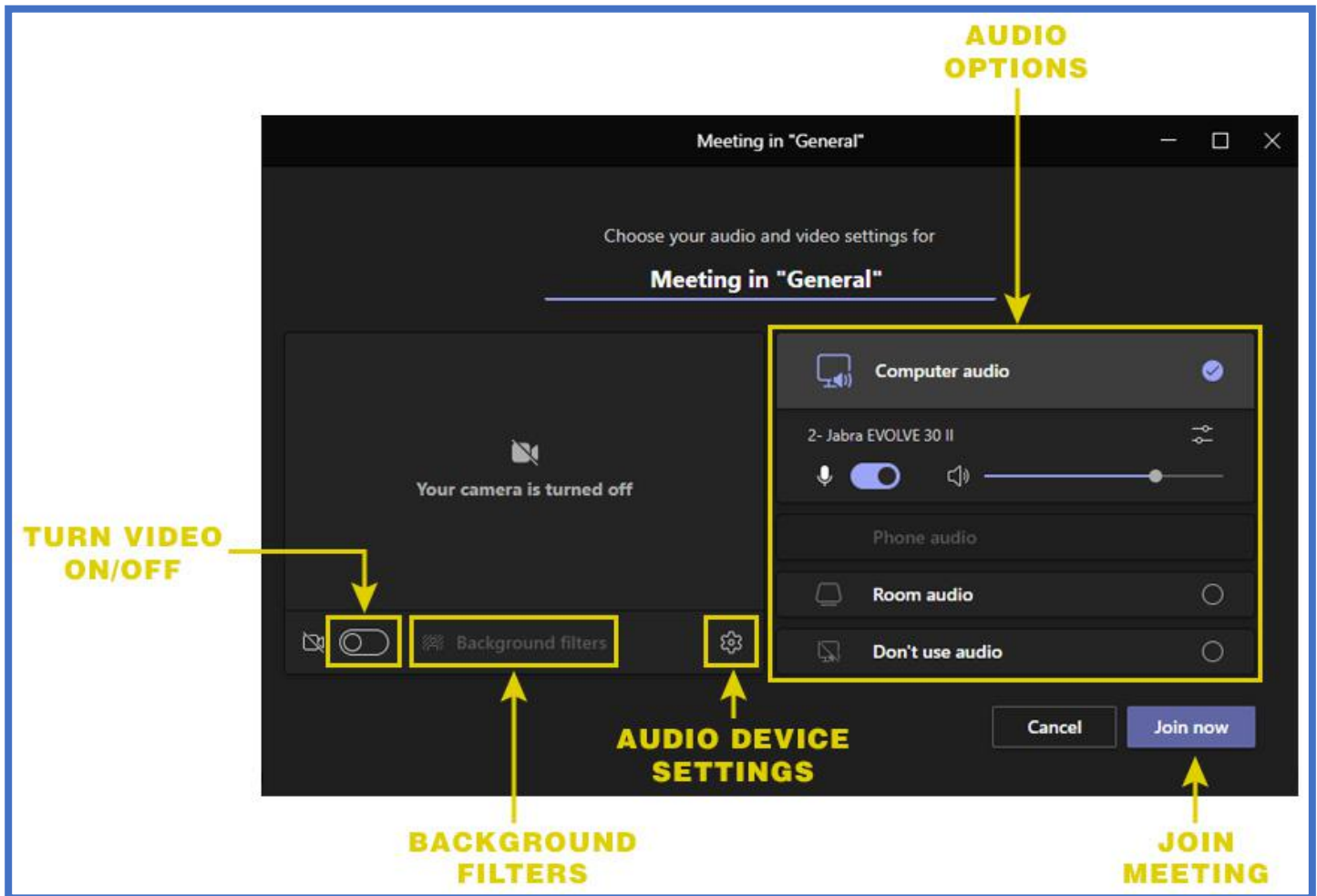


If you click on the meeting request, outside the Join button, you will open a window with a description of the meeting. Click Join to attend the meeting.



1.7 AUDIO AND VIDEO SETTINGS

If you join by computer, you'll be prompted to choose your video and audio options.

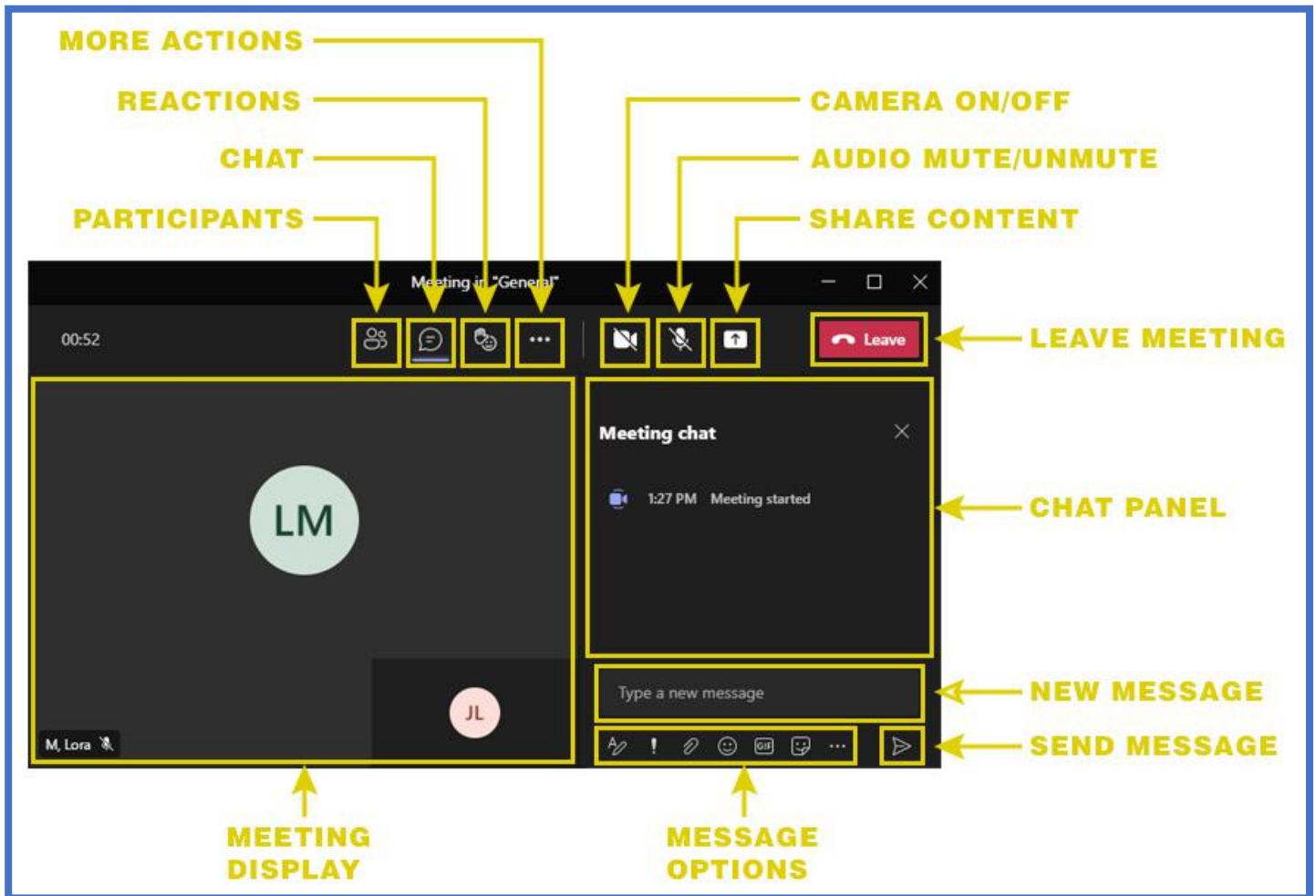


1. Toggle your **Video ON and OFF** from this screen.
2. **Background Filters** include blurring of your background or virtual backgrounds. You can even upload your own virtual background image by selecting Add new.
3. There are several **Audio Options** to choose from when you join the Teams meeting:
 - a. **Computer Audio** - the app will use your computer's default microphone and speakers. You see options to set the volume and audio levels.
 - b. **Phone Audio** - you'll be provided with a phone number to call, or you can have the Teams app call your phone directly.
 - c. **Room Audio** - If you are joining from a Teams Room, you can select Room audio.
 - d. **No Audio** - join the meeting muted.
4. **Audio Device Settings** - where you can change which devices you want to use. **NOTE:** No matter which audio option you choose as you join the meeting, you can always switch in Device settings, which are accessible via the More options icon in the toolbar after you joined the meeting.

Once you're satisfied with your choices, select the **Join now** button.

1.8 IN-MEETING FEATURES

After you've joined the Microsoft Teams meeting, you'll have access to a variety of in-meeting features.



1. **Participants** - displays a list of meeting participants.
2. **Chat** – launches the meeting's chat panel.
3. **Reactions** - to show reaction during the meeting, hover over the icon and choose a reaction.
4. **More Actions** - under the 3 dots are additional meeting options:
 - **Device Settings** - change which audio and video devices you want to use.
 - **Meeting Notes** - take meeting notes to share with others.
 - **Gallery** - switch to large gallery - the meeting window changes to show more video feeds.
 - **Live Captions** – Toggle on/off Closed-Captioning on your screen only.
 - **Background Effects** - include blurring of your background or virtual backgrounds.
5. **Camera On/Off** - Toggle your webcam on or off. Hover your mouse over the icon for Private Preview.
6. **Audio Mute/Unmute** - Toggle your audio on or off.
7. **Share Content** - you will be prompted to choose what you'd like to share: a screen (if you have multiple monitors, they will be listed separately), a specific window you have open, or a PowerPoint presentation.
 - **NOTE:** Toggle the Include computer sound switch if you want meeting participants to be able to hear a sound clip or audio from a video you will share.
8. **Meeting Display** - displays participant webcams or shared content.
9. **Leave** - exit the meeting.
10. **Chat/Messages** - reviewed in [Section 1.9 USING CHAT](#).

1.9 USING CHAT

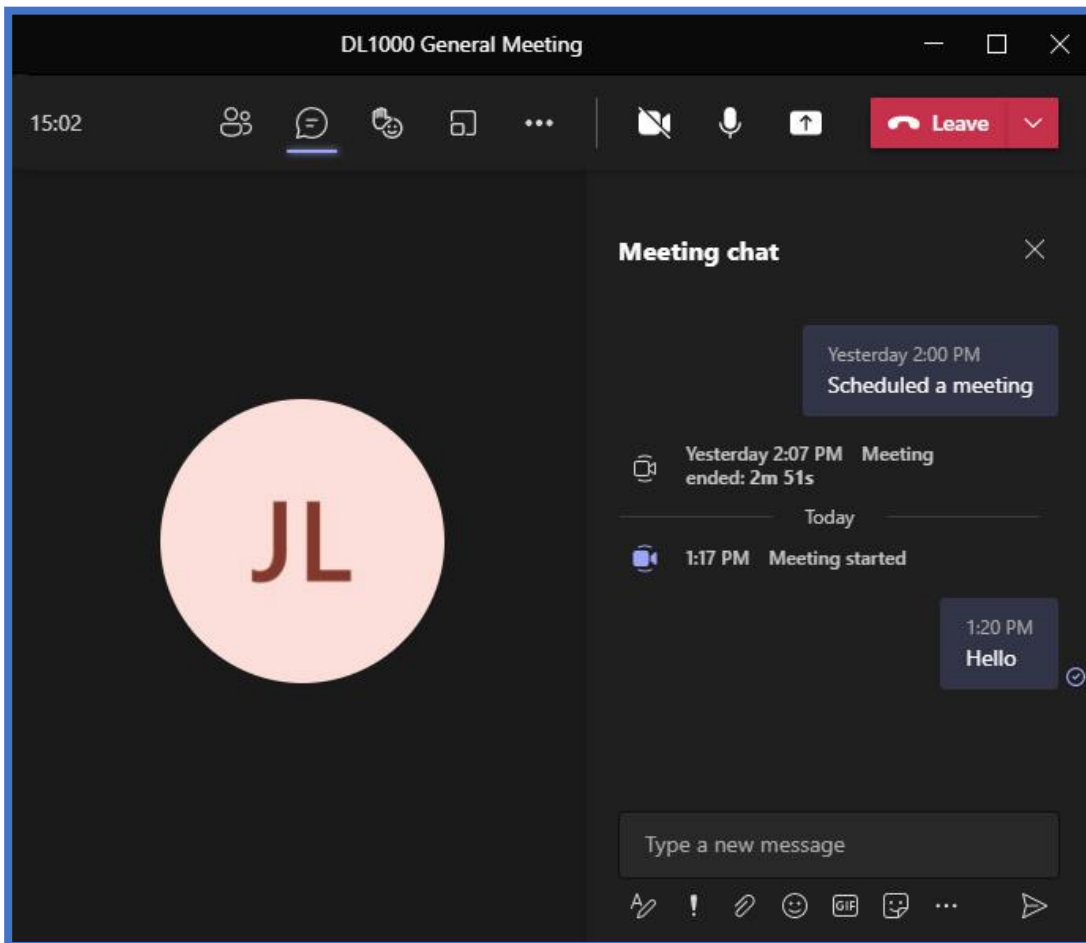
Most Teams meetings include a chat where meeting participants can share info without disrupting the flow of the meeting.

VIEWING AND SENDING MESSAGES:

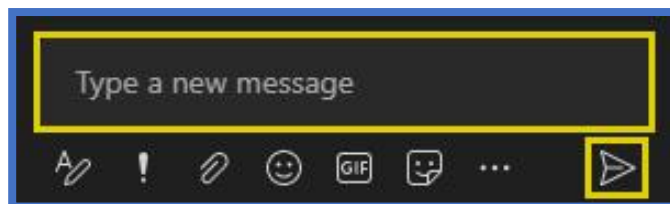
1. To view or send messages select the **Show Conversation** icon  in the meeting controls at the top.



The meeting chat window opens to the right of the main screen.



2. To send a message, compose it in the text box and then select **Send** .



You'll have the same options as other chats in Teams, so you can format your text, send pictures and GIFs, use emojis, attach files, and so on.

CONTINUE THE CONVERSATION AFTER THE MEETING:

After the meeting, you can access the chat conversation in several ways:

1. To view or send messages select the **Show Conversation icon** in the meeting controls at the top.



For more information on using chat visit, <https://support.microsoft.com/en-us/office/Messaging-f3a917cb-1a83-42b2-a097-0678298703bb#ID0EAABAAA=Basics>

1.10 SHARING FILES

If you can access a file on your device, you can share the file in a one-on-one chat, a group chat, or a team channel. This includes files (of any type) that are:

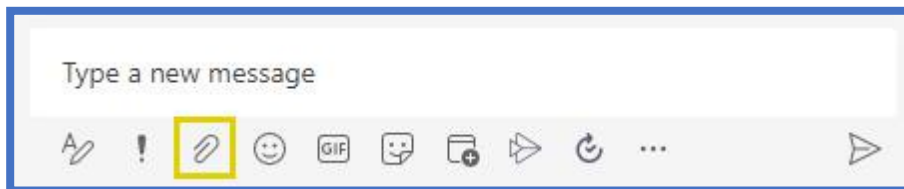
- On the Files tab of your channels and chats.
- In your OneDrive or other cloud storage.
- On your local device.

And there are two ways to share files in chat messages:

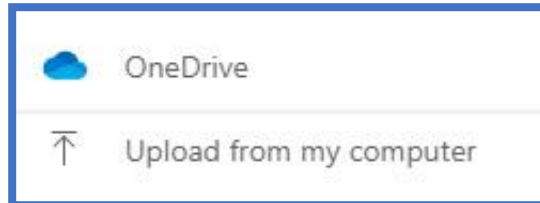
1. Send the file itself.
2. Send a link to the file.

SHARE A FILE IN A ONE-ON-ONE, GROUP CHAT, OR TEAM CHANNEL:

1. To upload a copy of your original file, select the **Attach icon**  beneath the box where you type a message.



2. Then, select either **OneDrive** or **Upload from my computer** (depending on where the file is located)



You can also upload a file by going to the **Files tab** and selecting **Share**.

For more information on files visit, <https://support.microsoft.com/en-us/office/Files-c593c78a-27c4-4661-a598-682baa30ca7e#ID0EBBAAA=Basics>

