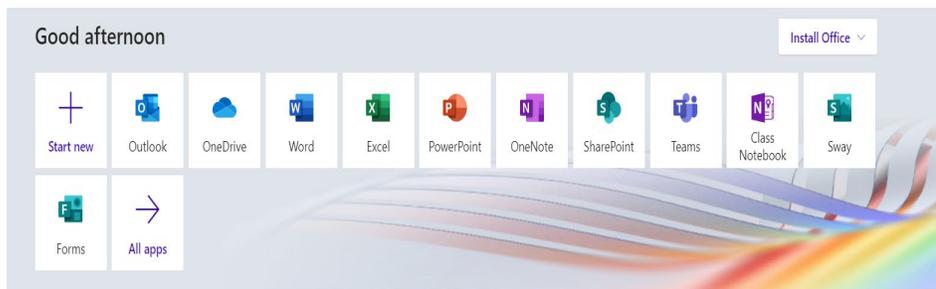
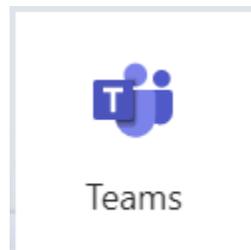


How to install and use Microsoft Teams

1. Go to portal.office.com and log in using your MCC Credentials and follow the prompts.
2. After you have logged in the home page should look like the screen shot below.



3. Look for the Teams app tile as shown in the screenshot. You can also access Teams by clicking on the Teams link shown on the home page and it will open the Teams window



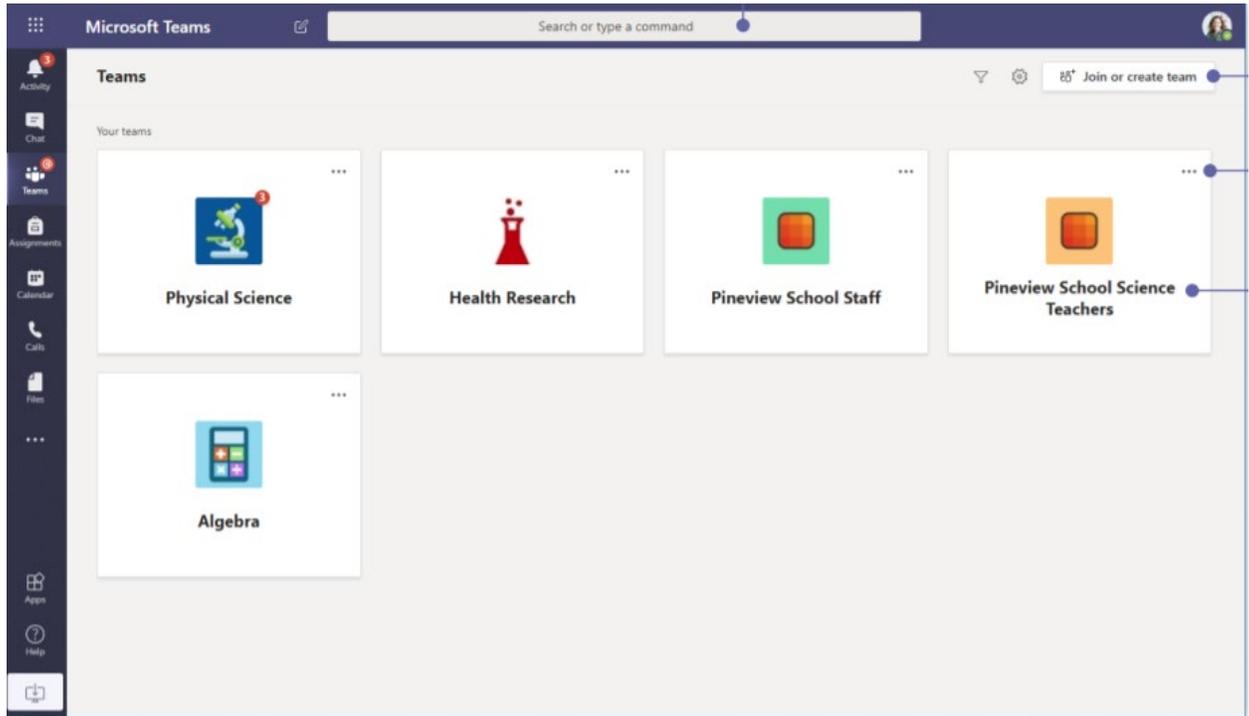
4. Click on the icon.



5. Now you can use Teams from here or you can download it. The download button is in the lower left-hand corner of the team's window.

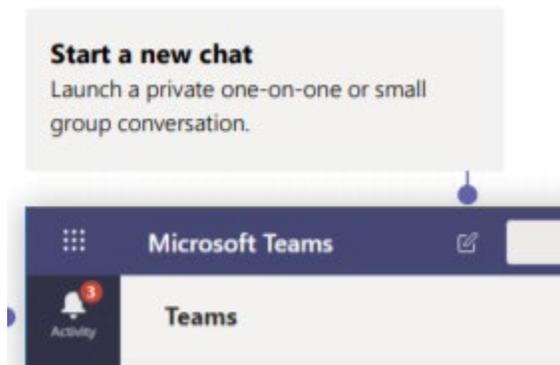


6. Once you have downloaded it will open to a window that looks like screen shot below

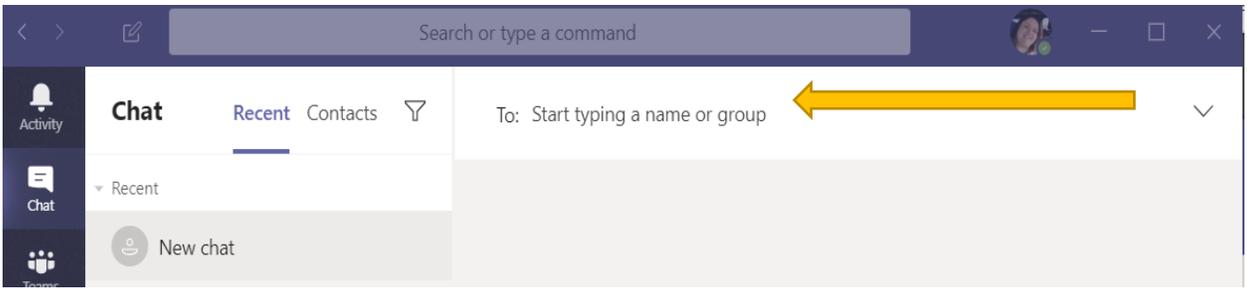


Chat Feature

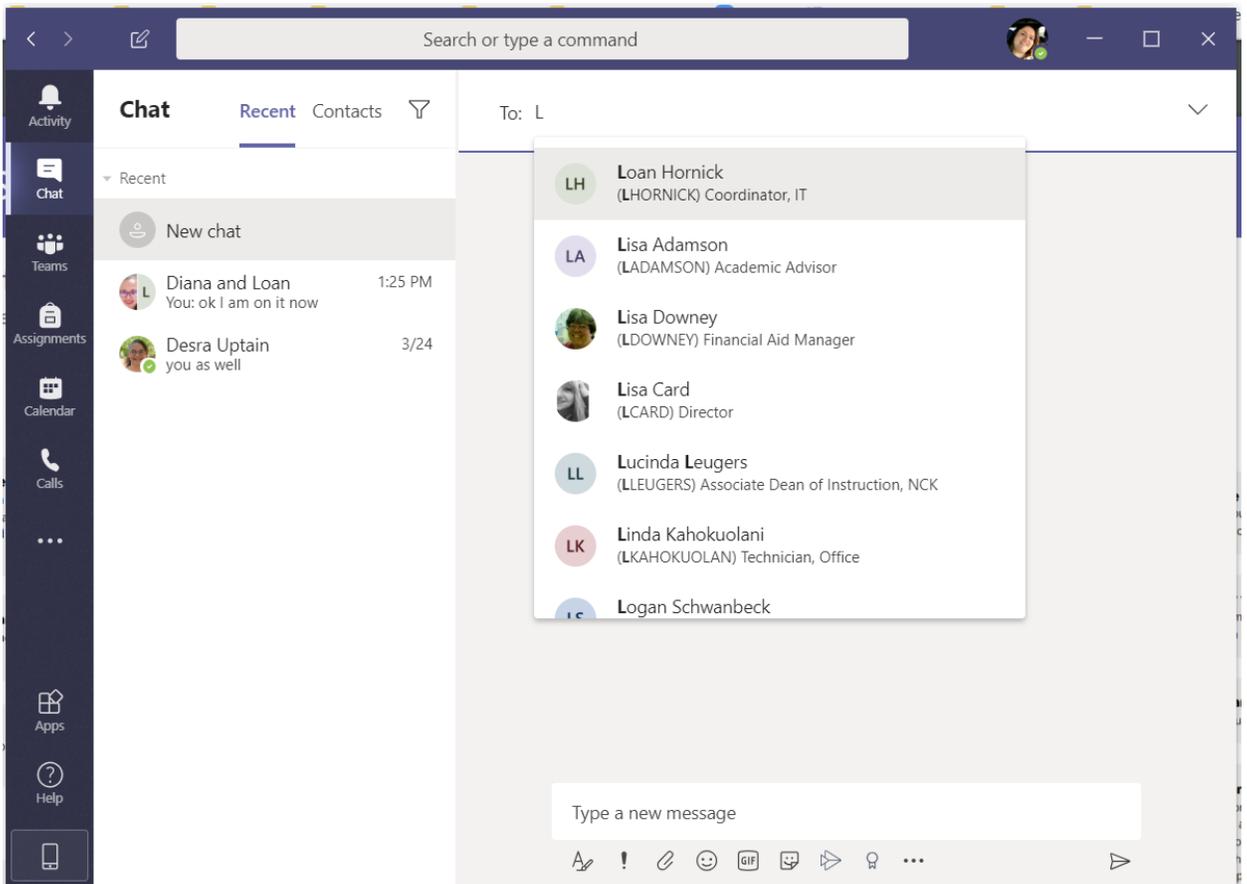
To start a new chat, see screenshot below.



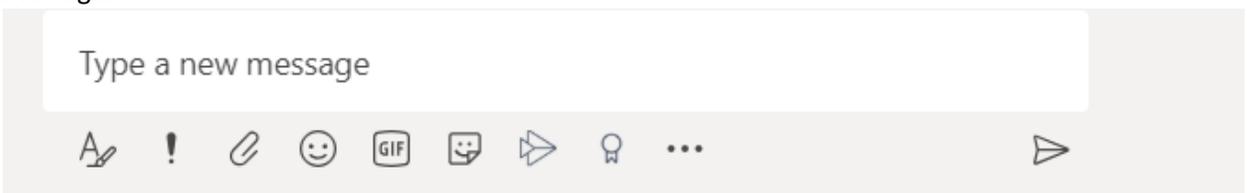
Once you click the icon  you will see "New Chat" in this feature you can type the person's name to chat with.



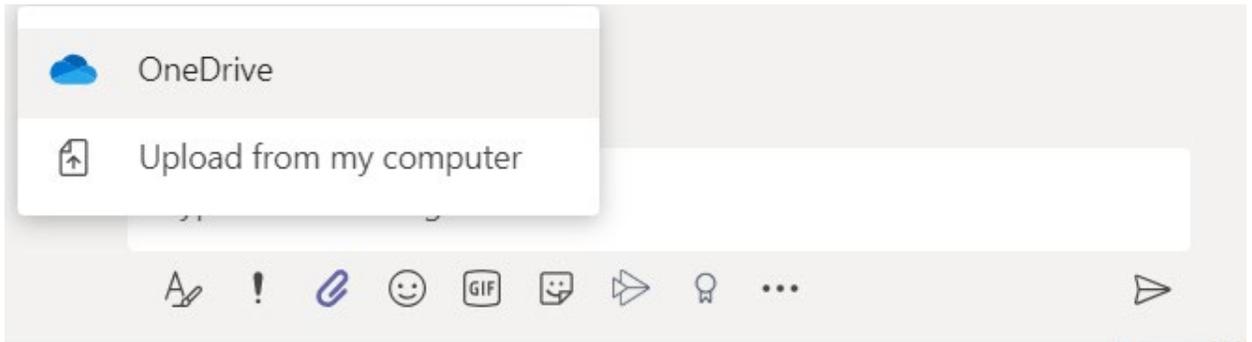
As soon as you type a letter names will populate. Search for the user you would like to message.



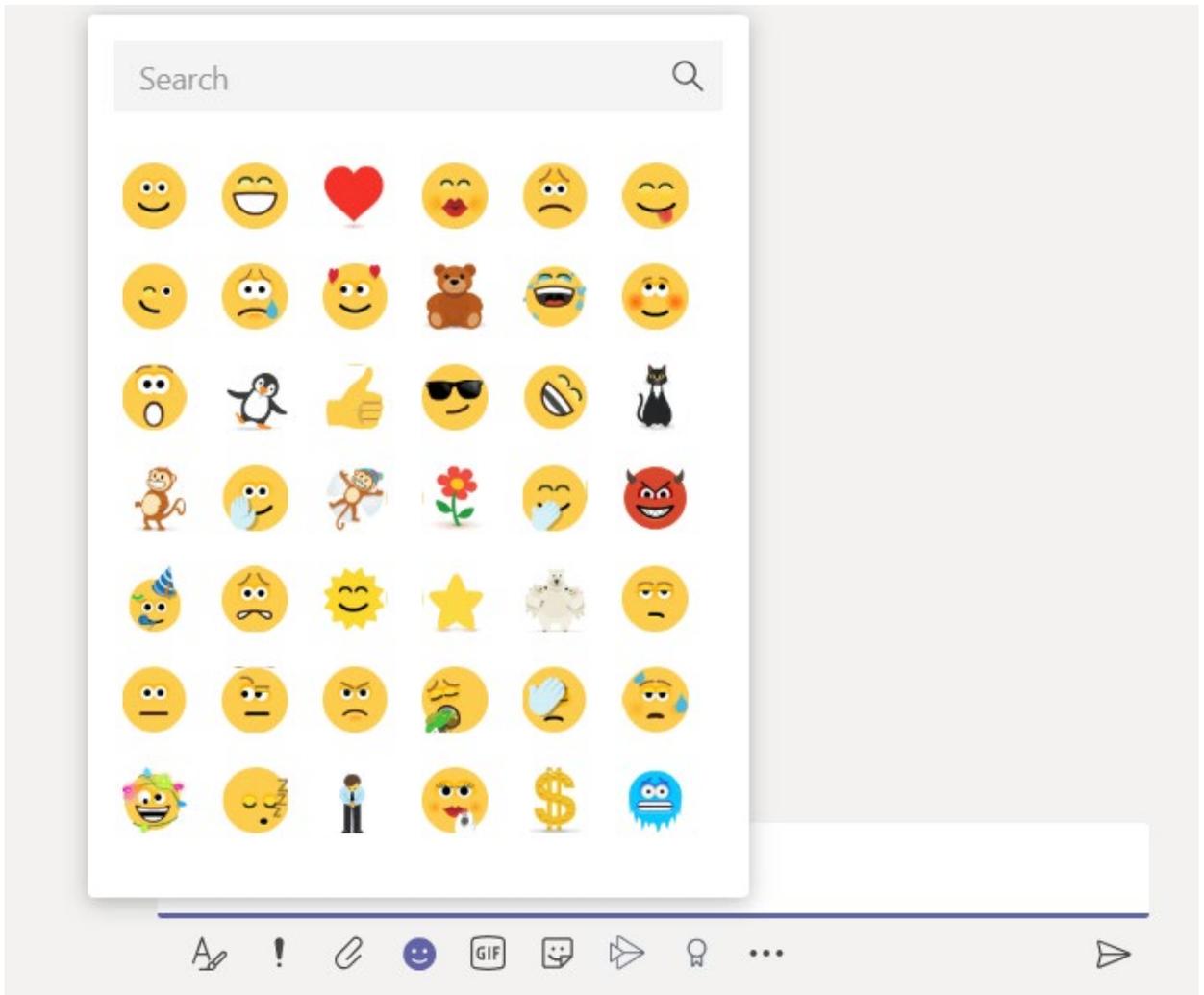
After you have found the person you would like to chat with you may start a message down below where it says, "Type a new message" Click the paper airplane icon to send your message.



You may also send files by clicking the paper clip icon . You can send from computer or you one drive.

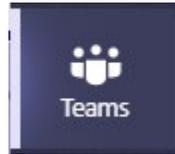


You may also utilize emojis, gifs, stickers or memes.

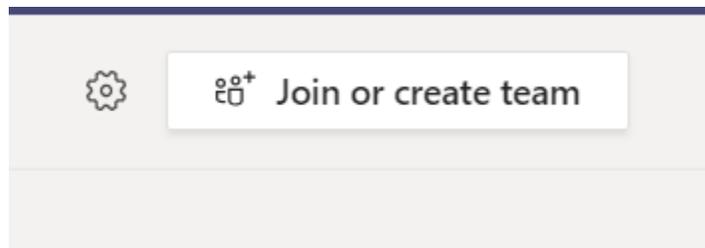


How to Create Teams

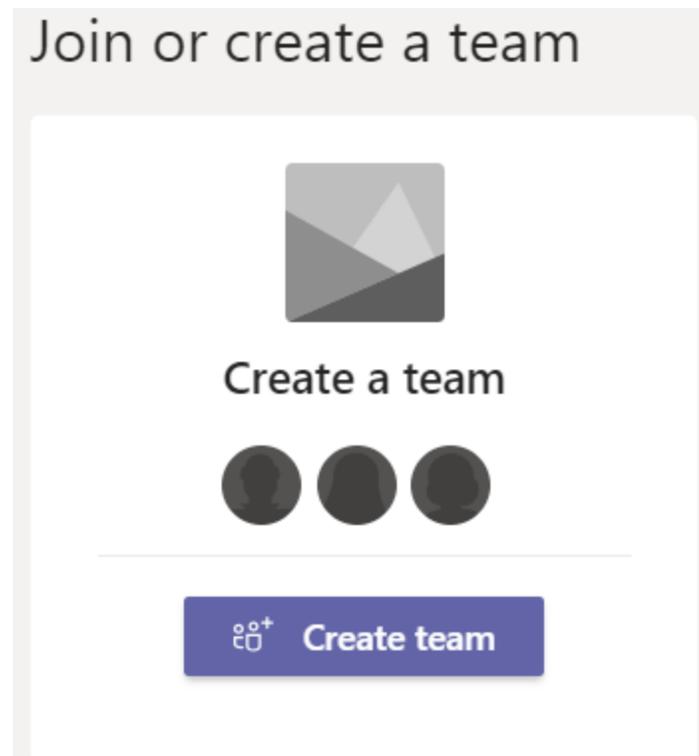
To create a team is simple. While you are in the Microsoft Teams window click on the 3rd tile down on the left-hand side that says teams.



Click on the button “Join or Create a team” above on the right-hand side.



Then select create Team.



Then you can select your team type.

Select a team type



Class

Discussions, group projects,
assignments



Professional Learning Community (PLC)

Educator working group



Staff

School administration and
development



Other

Clubs, study groups, after school
activities

Cancel

Once you select your team type, we can start creating your team.

Create your team

Staff leaders are owners of staff teams and add others as members. Each staff team allows you to communicate, share important documents, and set up a Staff Notebook to track common administrative goals.

Name

Description (optional)

Privacy

Private - Only team owners can add members



[Create a team using an existing team as a template](#)

Cancel

Next

in of create a team Search teams

Add people to "Techs"

Start typing a name, distribution list, or mail enabled security group to add to your team.

B Add

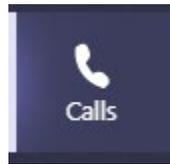
 **Byran McGill**
(BMCGILL) Campus Technology Specialist

 **Becky Smith**

Once you have added all your users, click close. Now Your team is created!

How to make a one on one calls and group calls in Teams

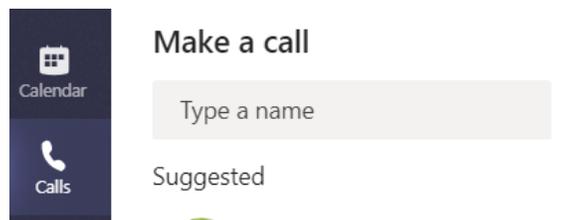
To make a one on one call to another user in your organization. Select the calls tile.



Then select the tile that says make a call.



Search for the user you would like to contact. In the type a name box.

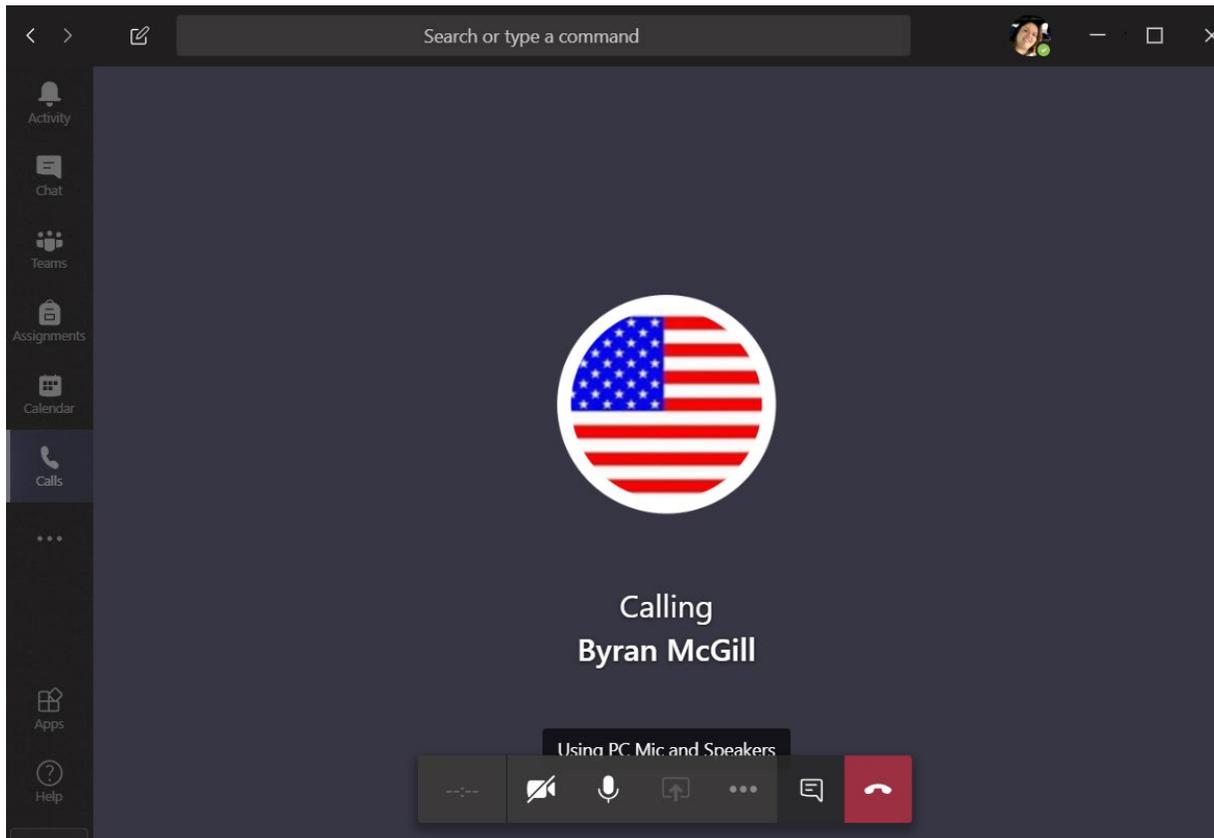


Once you have found the person or persons you would like to talk to you can select either audio call or video call. Like shown below. You may select more than one person to call.

Make a call

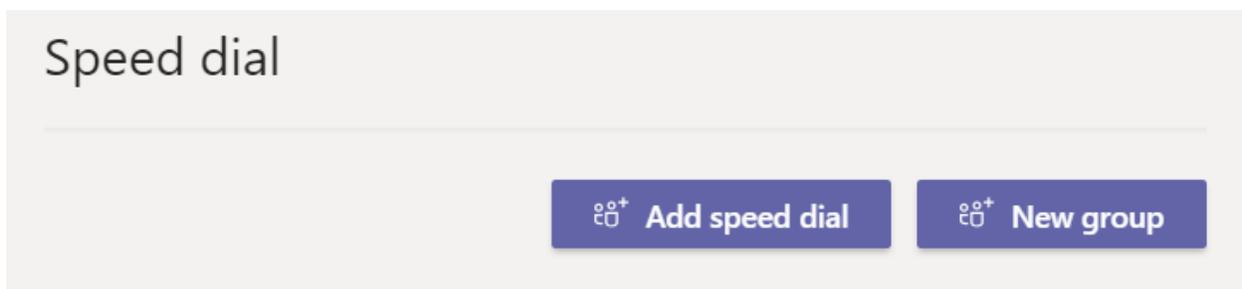


Select your call option and make the call. Make sure you have a microphone for the audio and video calls, and a mic and camera(optional) for video calls.

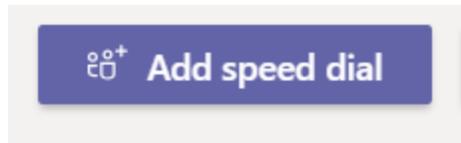


Speed Dial

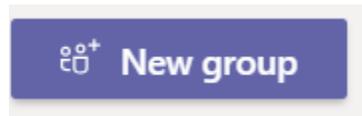
When you are in the calls feature you may save a list of people who you would like to call all at the same time.



To use add speed dial you select the add speed dial button to add a frequent person you call.



To use the New group button, you will create a group you frequently call.



Create a new contact group

Organize your contacts into groups to find them more easily.

Contact group name

Cancel

Create

Name the group then click create. Then you can make a group call to all the users you add to the group.

Click here for more training on how to use teams in depth.

<https://teams.microsoft.com/#/apps/5a0e35f9-d3c8-45b6-9dd9-983ab47f1b83/sections/training>