

# Microsoft Teams for Education

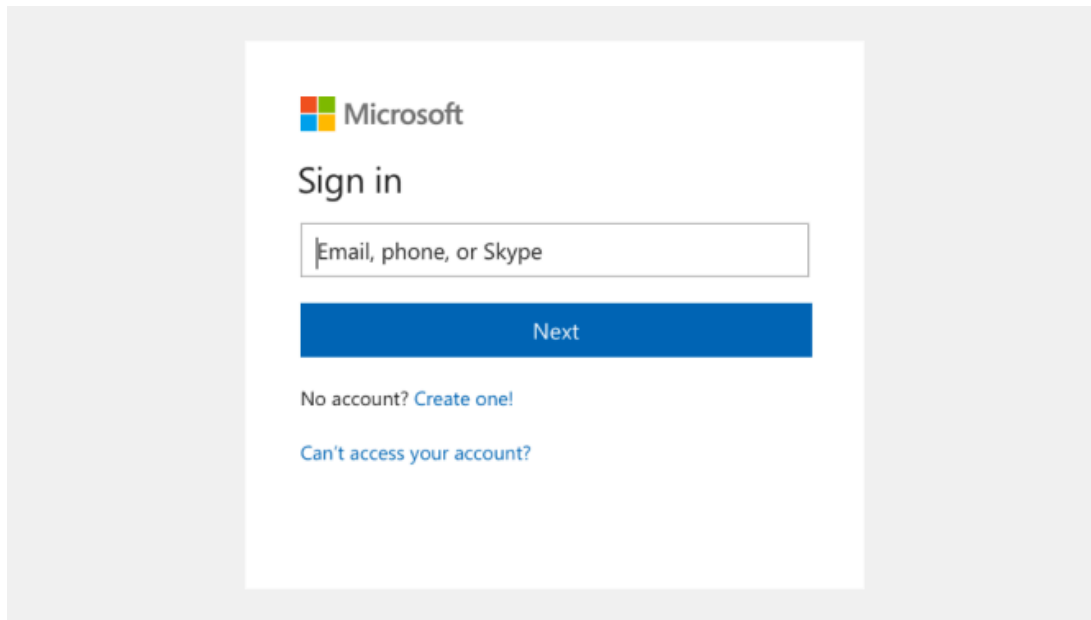
## Or go to [teams.microsoft.com/start](https://teams.microsoft.com/start)

### Sign in

Either log in with your WU credentials and use the program online, or download the application to use on your computer. Note that video calls may require you to download the application.

In Windows, click **Start** > **Microsoft Teams**.

On Mac, go to the **Applications** folder and click **Microsoft Teams**. On mobile, tap the **Teams** icon. Then, sign in with your school email and password.

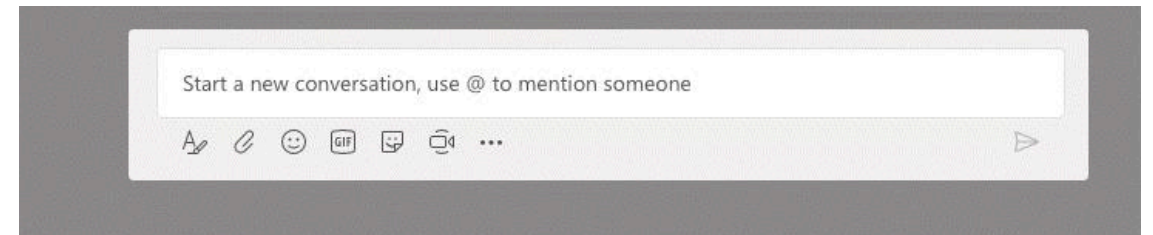


### Start a conversation

Note: You most likely aren't part of any Teams yet, but you can either create one for your department or committee, or just add the relevant people to a group chat.

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**, type the name of the person or group in the **To** field, write your message, and click **Send**.

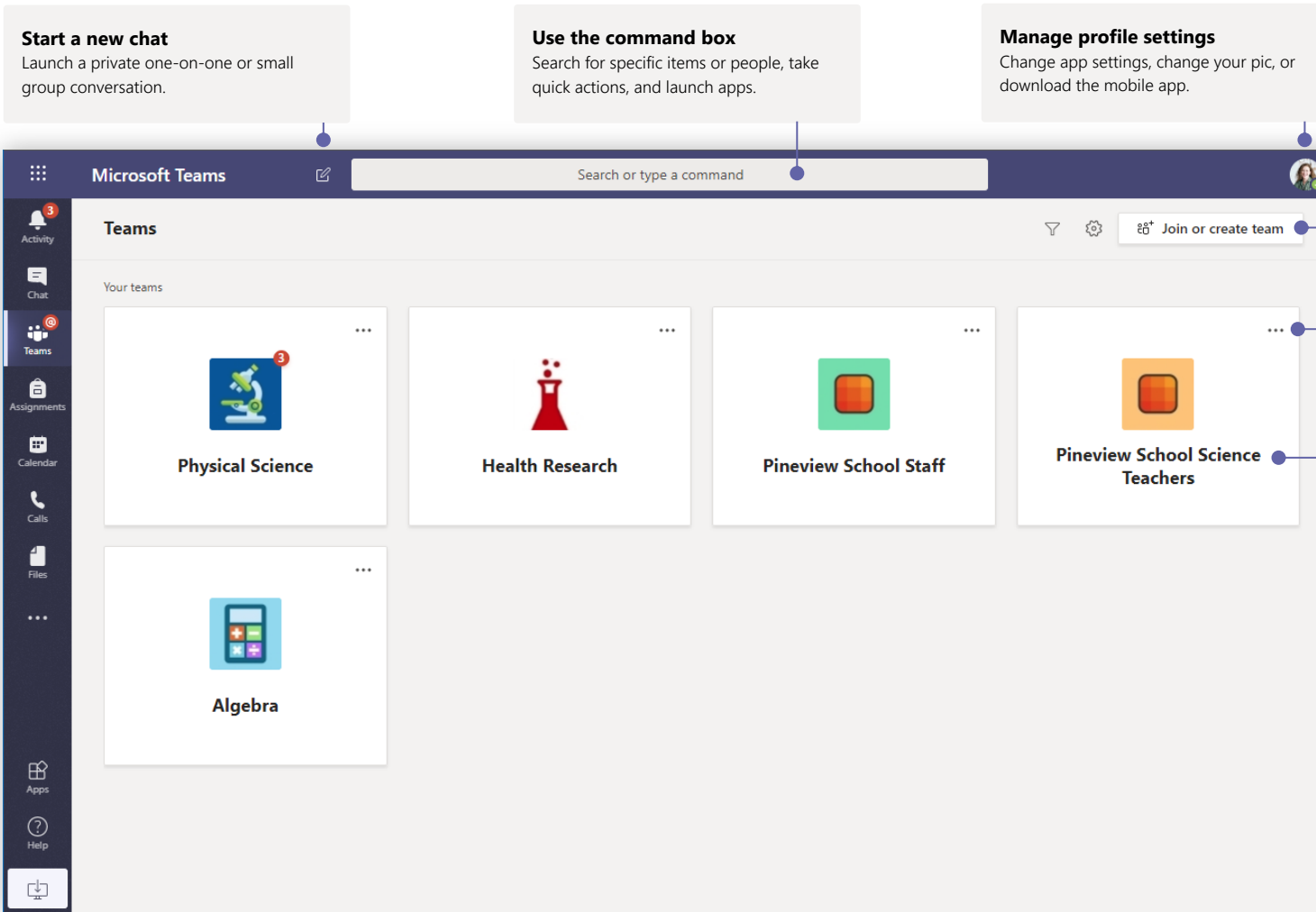


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## Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics.

Most of this stuff will be overkill if all you need is to chat or have video calls. Creating a Team is unnecessary for just those functions, but can be helpful if you need to share a lot of files or use other Microsoft applications as a group.



# Microsoft Teams for Education

## Schedule a meeting with your team or class

Hold classes, staff collaboration meetings, or trainings over online meetings

You can also schedule a meeting in Teams via your regular Outlook calendar. If you're using Outlook online, then you'll have an option to "add online meeting" in the Room/Location field when you add a new event. If you're using the Outlook application on your computer (and have the Teams application installed), there should be a "New Teams Meeting" button in the ribbon across the top of the page.

### Start a meeting right away

Add participants directly to a meeting that starts right away.

### Add new meeting

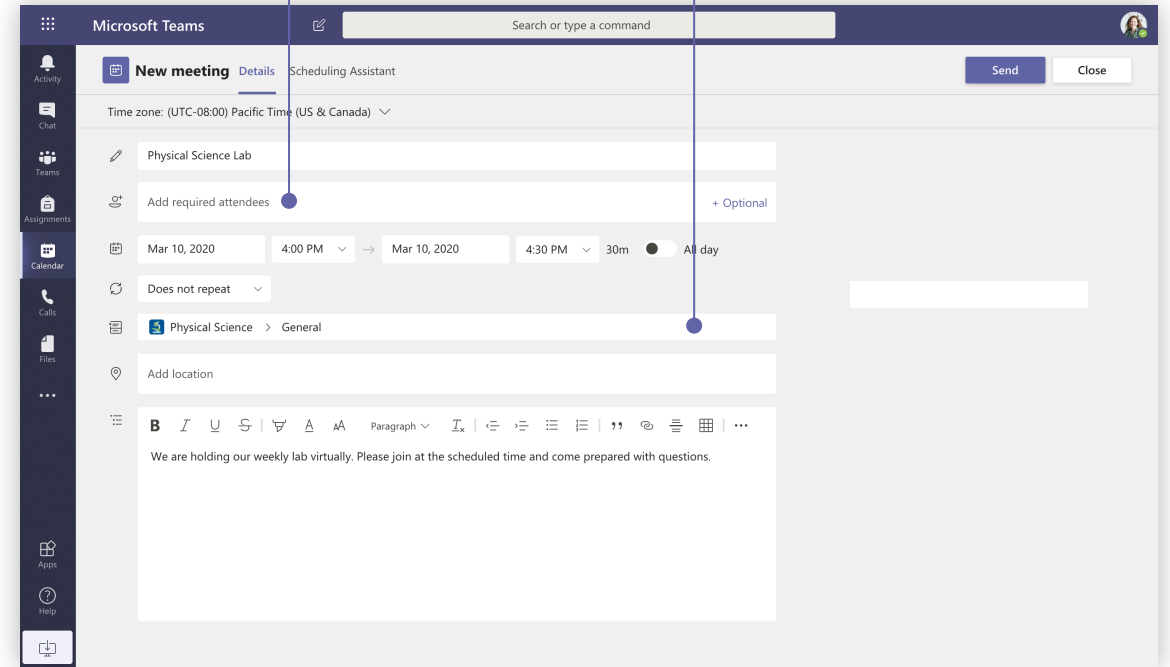
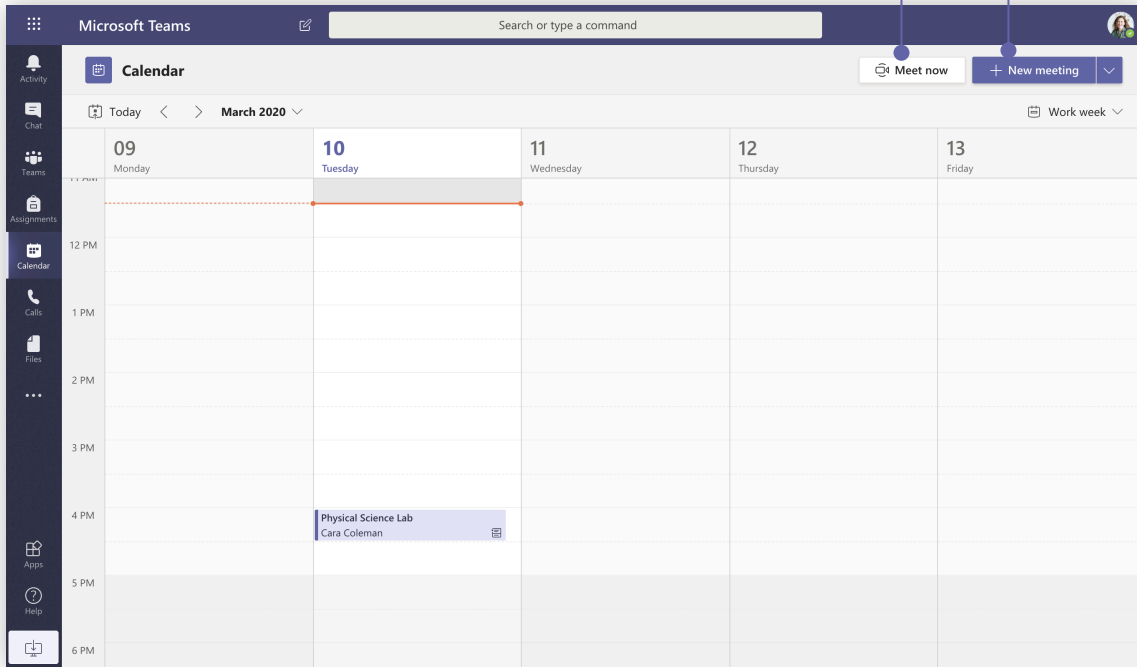
Schedule a new meeting for live discussion with up to 250 people or schedule a live event for a broadcasted event with a wider audience.

### Invite individuals to a meeting

Invite one or more individuals to your meeting. Meeting recordings and resources shared during the meeting will be organized within the meeting history item in your Chat view.

### Invite a channel to a meeting

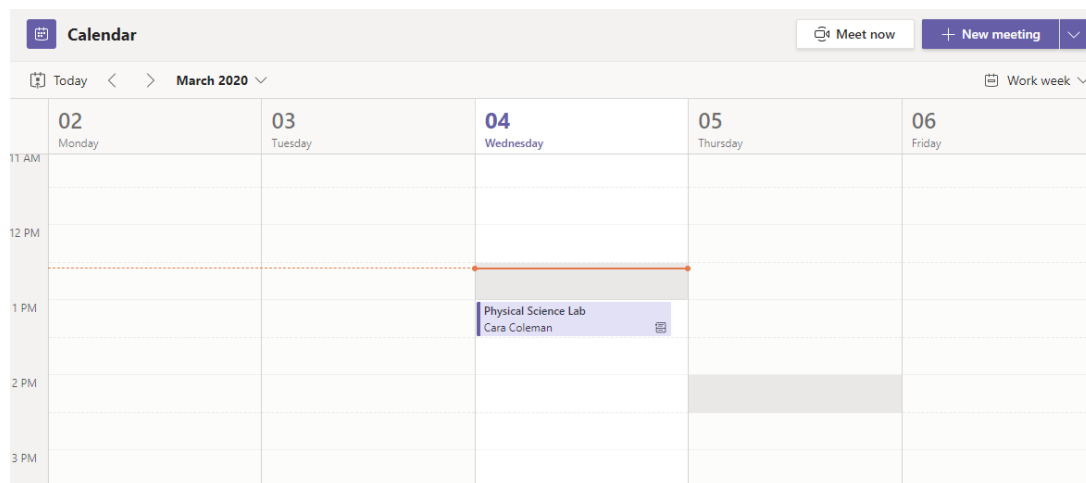
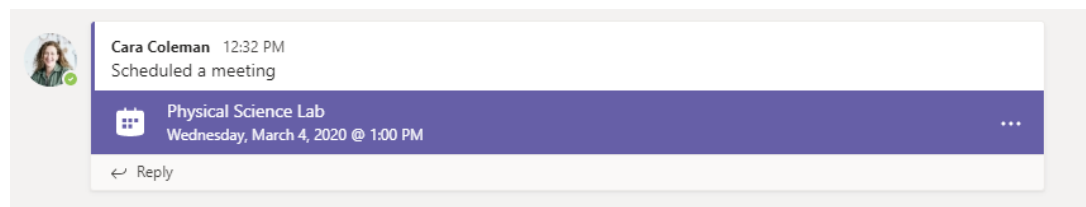
Invite your whole class or working group to a meeting by selecting a channel to host the meeting. Meeting recordings and resources shared during meetings will be organized within the selected channel.



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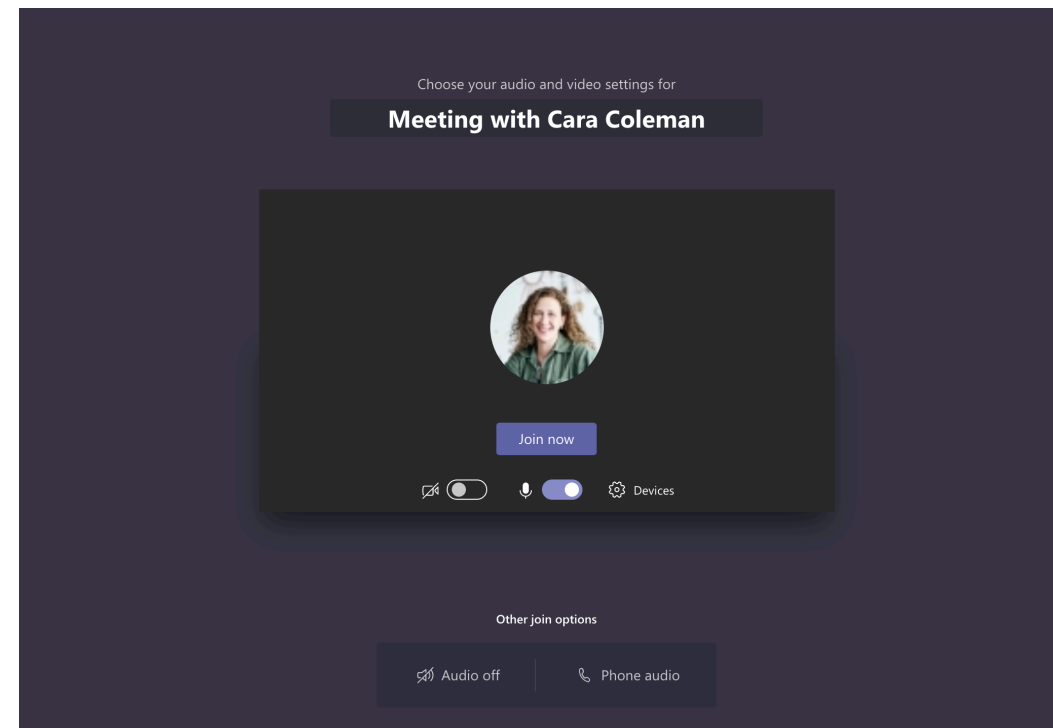
## Join a meeting

Hold classes, staff collaboration meetings, or trainings over online meetings



Find the meeting invitation in the channel of your team or on your Teams calendar. Click to open the meeting item and select **Join**.

The meeting link can also be found in the meeting invitation you got via email, if someone else set it up, or in the meeting item on your Outlook calendar if you scheduled the meeting or have accepted a meeting that someone else set up.

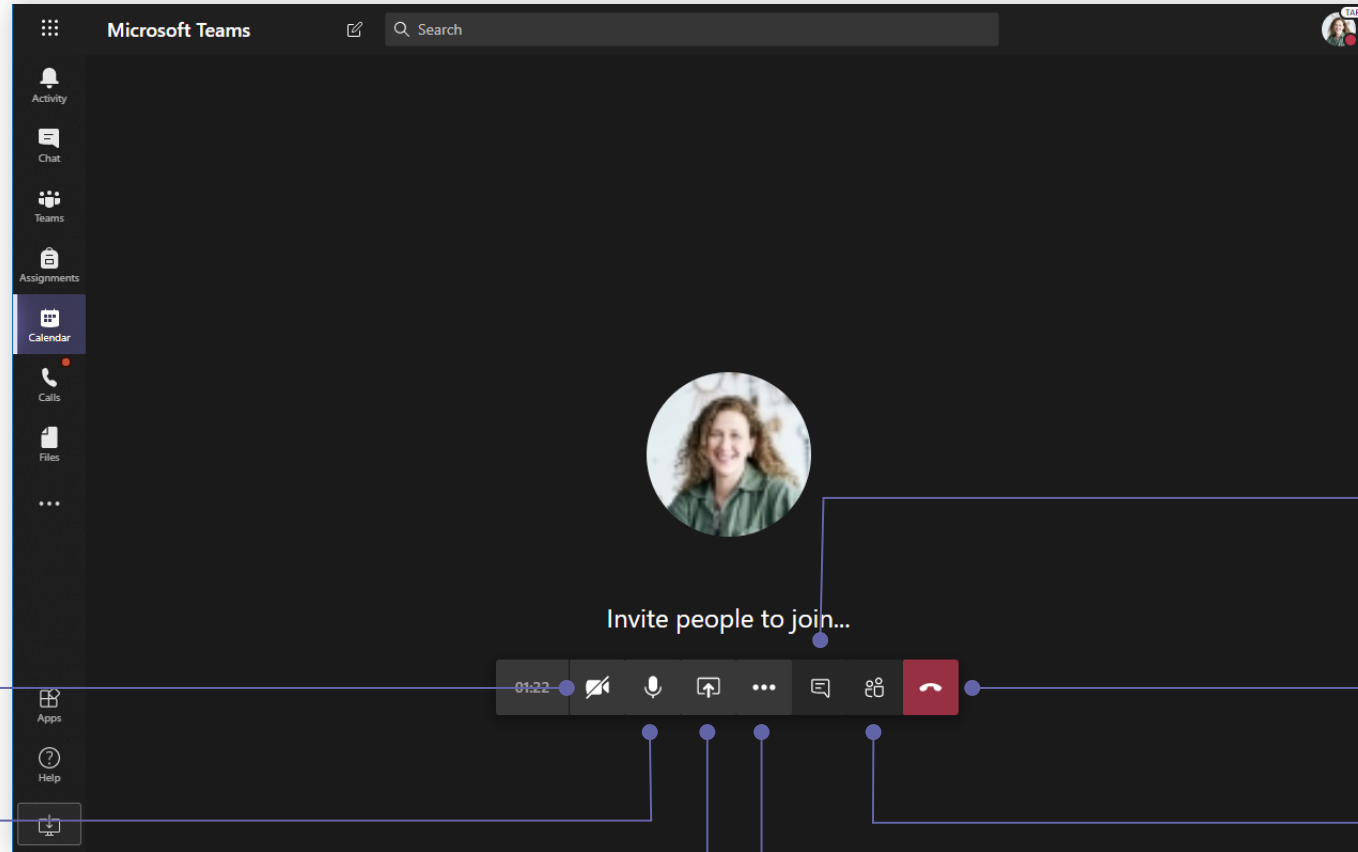


Double-check your audio and video input, turn on the camera, and unmute your microphone to be heard. Select **Join now** to enter the meeting.

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## Participate in a meeting

Share video, voice, or your screen during the online call.



You can click this Send Chat button to show the chat simultaneously with the video on the same screen. You can use the chat box to send files mid-meeting rather than switching to email and having multiple windows open at once.

**Turn your video feed on and off.**

**Mute and unmute yourself.**

**Share your screen and sounds from your computer.**

**Access additional call controls**  
Start a recording of the meeting, change your device settings, and more.

**Send chat messages**  
Send chat messages, share links, add a file, and more. Resources you share will be available after the meeting.

**Leave the meeting**  
The meeting will continue even after you have left.

**Add participants to the meeting.**

Always mute yourself when you're not talking so there isn't so much background noise for everyone else to listen through (If you're using your built-in microphone, it will pick up the sound of you typing, for instance). Particularly helpful if you have kids/pets running around.

There's an option in this "... menu to Blur Background, which is a good one for everyone to turn on.