

How to Access & Use Microsoft Teams

Microsoft Teams is a special application of Office 365 that can be utilized for the online instruction of courses. It can be accessed using your Lindenwood University Outlook account.

1. On the home page of Lindenwood University's website, click on "Office 365" under the "Email" tab in the top right portion of the page.
2. Click on the "Access Office 365" in the central yellow area of the page.
3. Log into Office 365 using your Lindenwood email address and password.
4. After logging in, you should be taken immediately to a home screen that displays a multitude of applications. Look for and click on the "Teams" application, which should be positioned between the "Tasks" and "To-Do" applications toward the bottom of the list of applications.
5. Upon arriving at the Teams home page, there should be a tab in the top right corner that says "Join or create team." Click on it to create a new space for class instruction.
6. **OPTIONAL:** In the new window that appears, click on the blue text that says "Watch a quick overview" to get some general information about the structure of Microsoft Teams.
7. In the first two text boxes of the window that appears, type the course's name and a description if desired.
8. Under the text boxes for the course's name and description, there should be a drop-down box with options regarding the privacy of your course. Click on it and choose the option that says "Private - Only team members can add members."

9. Click “Next” to create the course.

10. In the next window that appears, type into the text box the email addresses of the students you would like to add to the course. Press the “Add” button to add all selected students. (If you would like to organize the structure of your course on Microsoft Teams, there is an option to press “Skip” and add students later.)

11. Once you have pressed either “Add” or “Skip,” you will arrive at the home page of your course, which is designated as “General.” This is an area that can be utilized for any sort of communication you see fit.

12. **OPTIONAL:** To create spaces for more specific sorts of communications, click on the three dots next to your course’s name in the white bar on the left side of your screen. A list of options should appear; click “Add channel” to begin the process of adding a new area of communication.
 - a. A new window should appear with text boxes to type in a desired title and description for the new channel of communication. It will also provide the option to choose between a “Standard” and a “Private” setting for the channel.
 - b. If you choose “Private,” you will have the option to add any members of the Team that you choose; any members not added to the channel will not have access to it. To add members exclusively to this channel, type in their names or email addresses and click “Add.”
 - c. To further edit the settings of any channel, select that channel and click on the three dots in the top right corner next to the eye icon that says “Team.” Settings you can alter include notification options for new messages and who has posting privileges.

13. **OPTIONAL:** To revise any of the naming decisions you made in the original process of creating your course on Teams, click on the three dots next to your course’s name in the white bar on the left side of your screen and select “Edit team.” In this section, a photo can also be selected or uploaded for the course’s icon.

14. OPTIONAL: To further edit your course, select the “Manage team” option after clicking the three dots to the right of your course’s name in the white bar on the left. A tab bar with several options should appear. Select the one that says “Settings.”
 - a. From here, several different tabs (including those that say Member Permissions, Guest Permissions, and @mentions) should appear across the screen. Click on any of these tabs to show check boxes that allow you to alter the displayed setting.

15. Once you have altered the settings to your liking, you are now ready to use your Microsoft Team to conduct class communications.
 - a. To conduct a video/audio meeting, select the channel you would like to meet with and look at the text box at the bottom of the page. Beneath this text box is a line of icons, including one that has a camera and says “Meet now” when you hover your mouse over it.
 - b. When you click this icon, a window should appear with a video feed from your computer as well as the option to turn it off or on.
 - c. Two other options should appear in this window as well. One, “Schedule Meeting” takes you to a separate page to sort out the time and other details of your future meeting. The other, “Meet Now,” initiates a call between you and the other members of that channel.