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, which is also designated as "Teams" in the sidebar on the left side of the page, you should be presented with all of the courses that have been converted to a Microsoft Teams format of instruction. To access a course, simply click on the box that has the title of the course you would like to access.

6. OPTIONAL: If your instructor has not added you to the Team for your course but has instead provided you with a code, click on the "Join or create team" button in the top right corner of the page.
   a. The page you arrive at should present you with two boxes, and the second should say "Join a team with a code." Enter your course's code in the text box provided there and click "Join team."

7. Clicking on the box with the desired course should bring you to the home channel of communication for your course called "General." Depending on how your instructor chooses to structure your course on Microsoft Teams, this channel may or may not hold all of the necessary items or areas for the instruction of the course.
    a. If your instructor has decided to compile everything into the "General" channel, then you will find subsections of the channel at the top of the page in the bar of tabs next to the title of "General." A few examples of such subsections would be "Posts," "Files," and "Assignments." To access any of these areas of the "General" channel, simply click on the tab that corresponds to the area you would like to reach.
    b. If your instructor has decided to structure the course out into separate channels, then you will find additional subsections of the course in the sidebar on the left side of your screen. Areas such as "Posts," "Files," and "Assignments" should still be available in the "General" channel, but they might also be available in other channels made specifically for a smaller working group in the class (or other purposes). To access these other channels, simply click on tab with the title of the desired channel.

8. The manner in which your instructor chooses to administer lectures and other forms of class interaction also might vary between video/audio chats and discussions typed out in a channel. For details on the style of instruction on Microsoft Teams, contact the instructor of your class.