

# Microsoft Teams for Students Quick Start Guides

## Overview

Microsoft Teams is a chat-based collaboration tool that provides users with global, remote, and dispersed teams with the ability to work together and share information on a common platform. Users can create teams where they can hold meetings, have conversations (either one-on-one or group), and work on files together.

Contents

[Microsoft Teams for Students Quick Start Guides 1](#_Toc38451043)

[Overview 1](#_Toc38451044)

[Table of Contents 1](#_Toc38451045)

[To Use 2](#_Toc38451046)

[How it is Organized 2](#_Toc38451047)

[Turning on Notifications 3](#_Toc38451048)

[Chatting on Teams 4](#_Toc38451049)

[Team Chats 4](#_Toc38451050)

[Individual Chats 5](#_Toc38451051)

[Joining a Team 5](#_Toc38451052)

[Once in a Team 6](#_Toc38451053)

[Joining Video Calls for ATRC Appointments or Classes 7](#_Toc38451054)

[Once in a Video Call 9](#_Toc38451055)

[Screen Sharing on Teams App 9](#_Toc38451056)

[Screen Sharing on Teams Online 10](#_Toc38451057)

[Turning on Live Captions 12](#_Toc38451058)

[Recording a Video Call 12](#_Toc38451059)

[Captions and Transcript in Microsoft Stream 15](#_Toc38451060)

[Program Manufacturer Contact Info 16](#_Toc38451061)

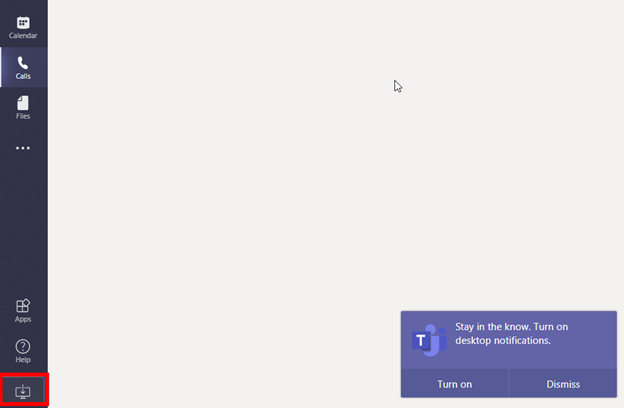
# To Use

## How it is Organized

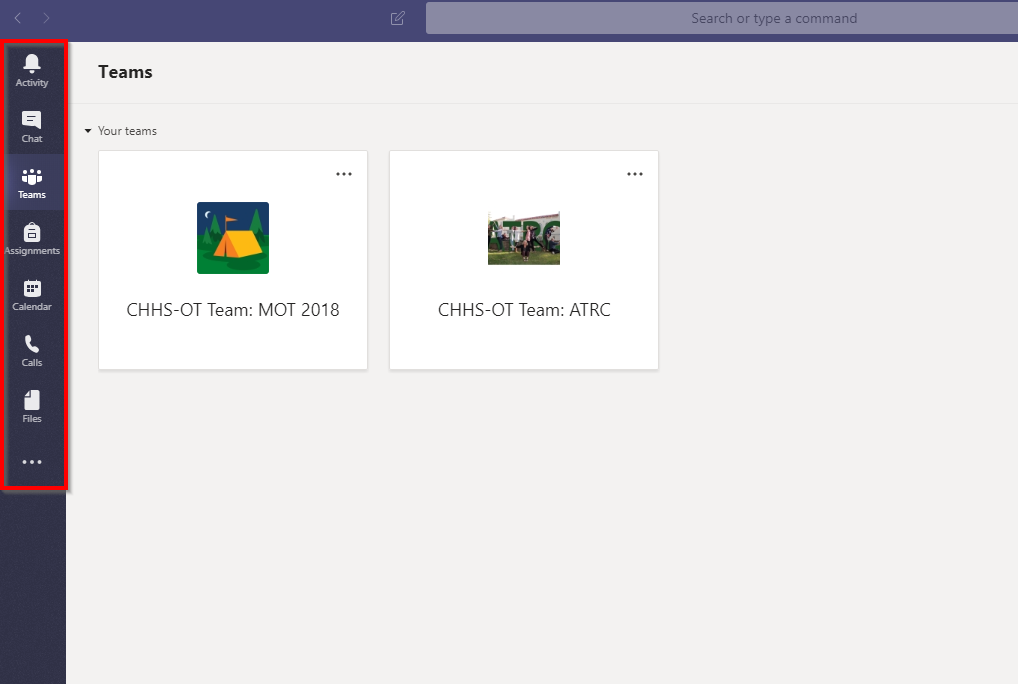
Students can access [Microsoft Teams Online (https://teams.microsoft.com/start)](https://teams.microsoft.com/start) or on the [Downloaded app (https://teams.microsoft.com/downloads)](https://teams.microsoft.com/downloads).

**\*\* Disclosure**: Students will access more features on the downloaded Microsoft Teams App.

If you are on Microsoft Teams Online, you can easily download from the link or click the download button at the bottom of the page.



When **Microsoft Teams App or Online** is opened, users will navigate by using the Teams toolbar, located on the left.

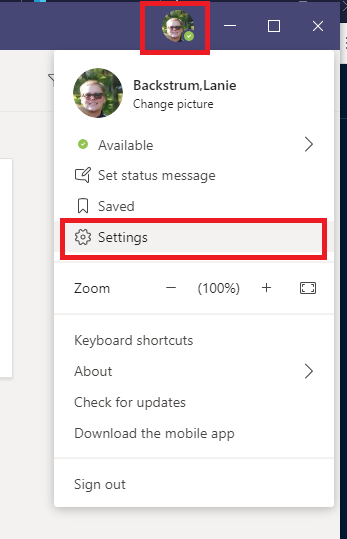


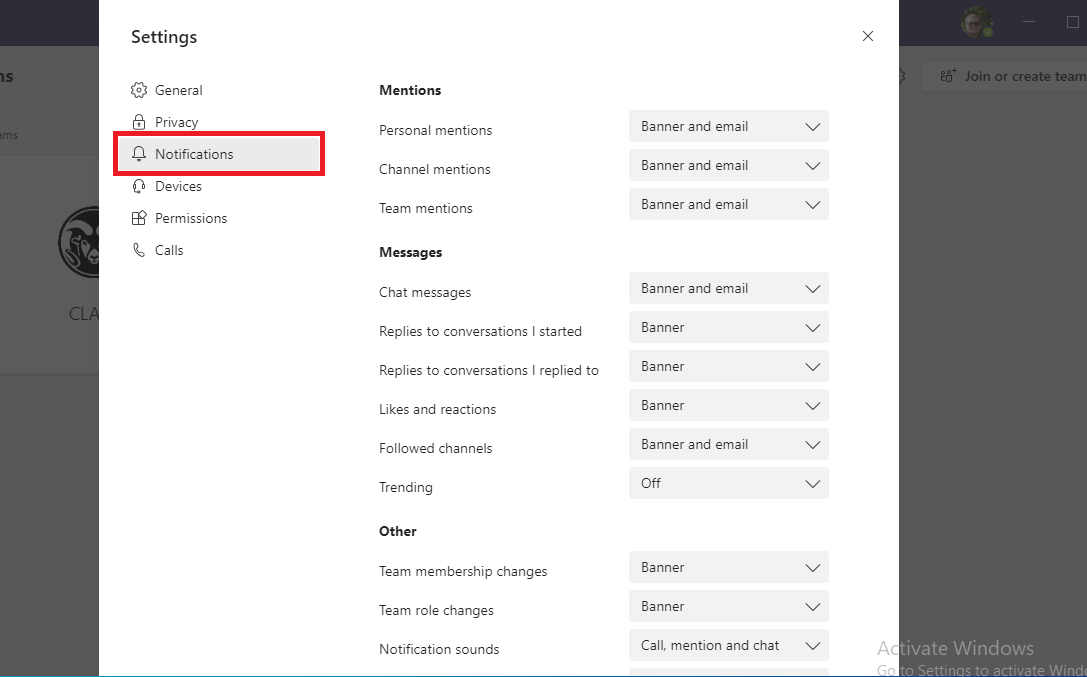
Teams Toolbar will allow users to:

* View all activity from their teams
* Chat with individuals or groups
* Interact with their specific teams
* Access their calendars
* Call individuals or groups
* Manage files saved to their OneDrive

## Turning on Notifications

Users can manage their notification settings by clicking on their **profile photo** in the top left corner and then selecting **settings** from the menu that appears. In the pop-up box, select **notifications** and adjust as desired.

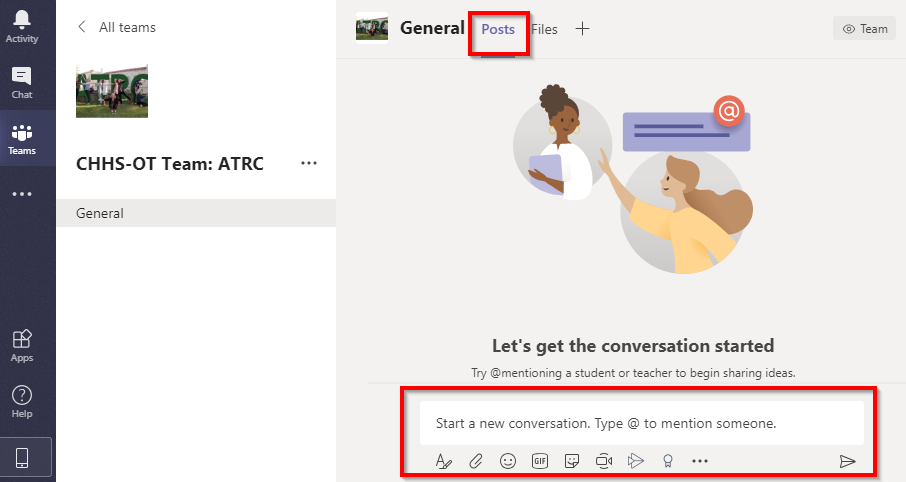




## Chatting on Teams

### Team Chats

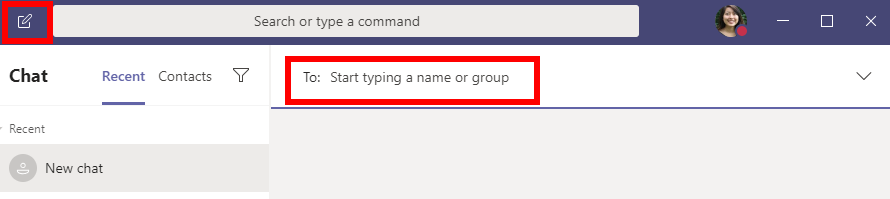
To chat with all members of the team, post your message in your team’s **Posts section.** All team members will be notified when a message is posted.



### Individual Chats

To create an individual or group chat with someone,

1. Find the **new chat icon** by the ‘search or type a command’ bar.
2. Add an individual to the new chat



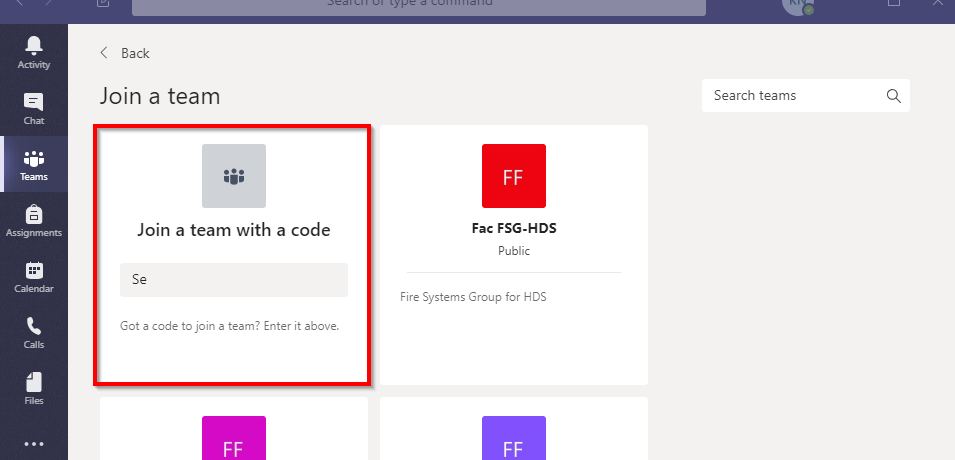
## Joining a Team

Under the **Teams tab**, users have the option to **Join** a team.

To **join a team**, follow these two options:

Option1:

1. **Locate** and **click** on **join or create a team** either at the bottom or top right of the page
2. Select **Join a team with a code**



1. **Enter code** provided by Team Owner

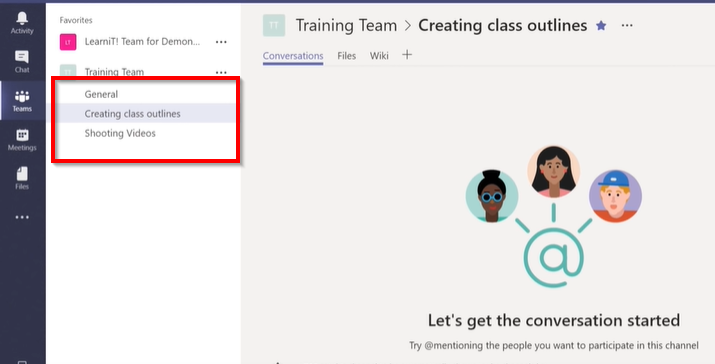
Option 2:

1. Once the Team Owner has created a created a team, he/she/they will add members to the team.

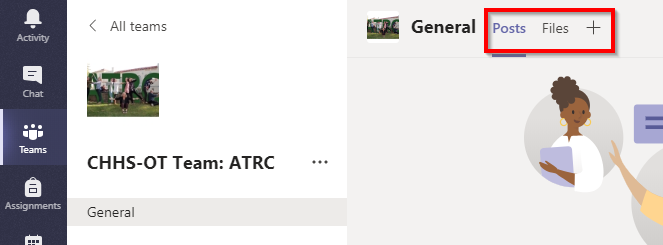
2. Team members will receive an email notifying that they were added to the team and a link to access the team via Microsoft Teams.

## Once in a Team

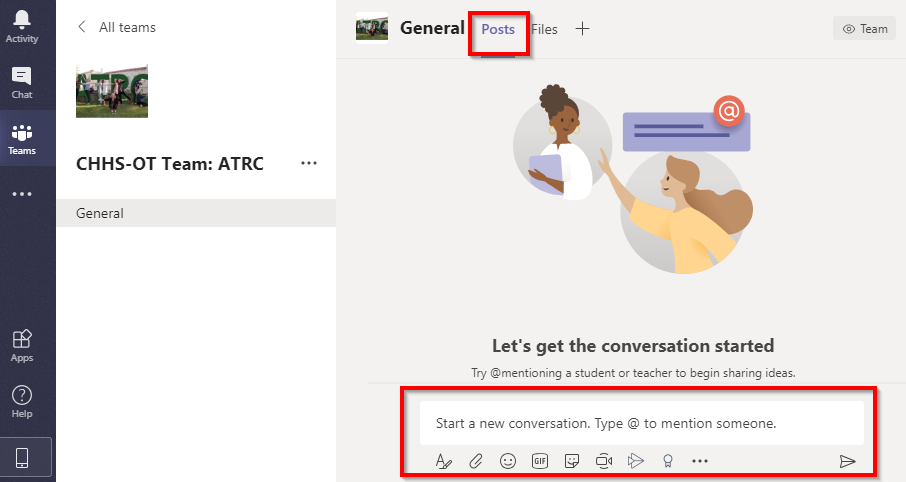
Team owners can **create and manage multiple channels** within the team. Channels can be found under each team.



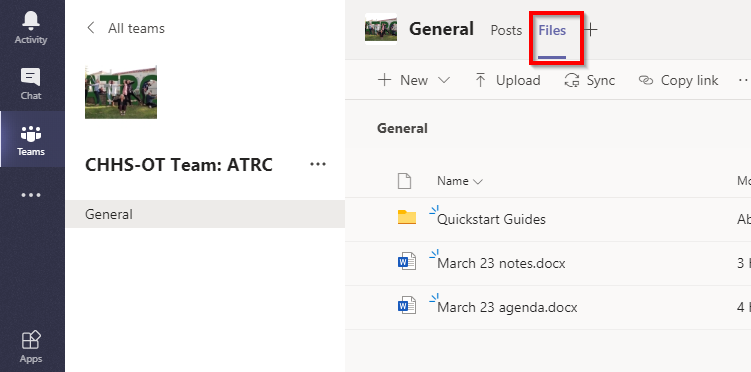
Within each channel, team members can access **posts, files, and additional tabs**



* Posts allows team members start conversations with other members in the team which are visible to all team members

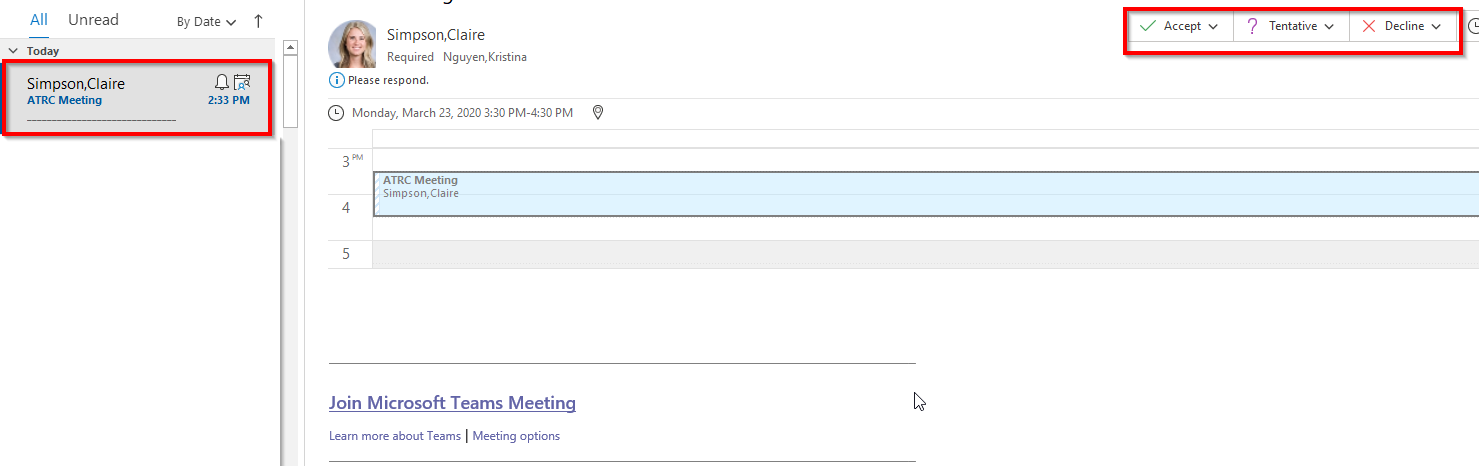


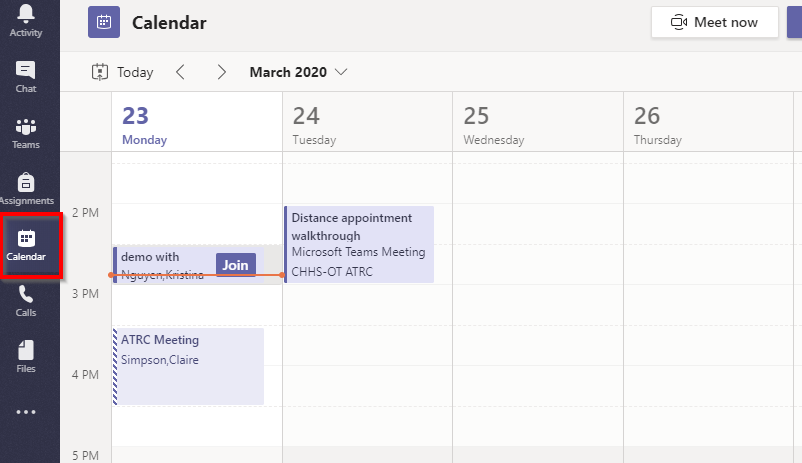
* Files allows team members to access and share folders and documents with other members in the team



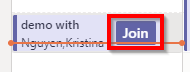
## Joining Video Calls for ATRC Appointments or Classes

ATRC staff will create **meeting times**. When the meeting time is created, users will receive an **email to their outlook account/ CSU email** requesting to either **accept or decline** meeting. Once accepted, the email will go away and users will have **to view meeting times via the Calendar Tab** on Microsoft Teams or Outlook.



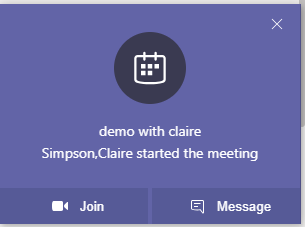


During the **specified meeting times**, users will be able to **join t**he video call in the **Calendar tab**.



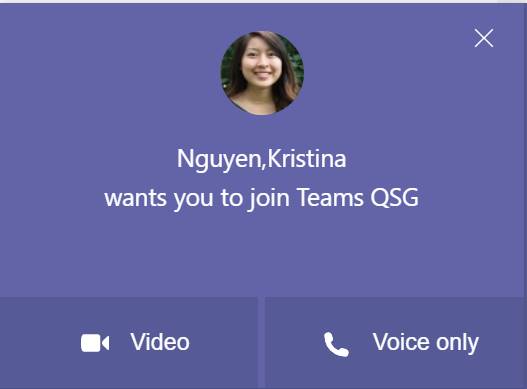
Other times, users may have to go into the **calendar event** and click the **link to join.**

Users will get a **notification** when other members have started joining the meeting and have the option to join the meeting as well.

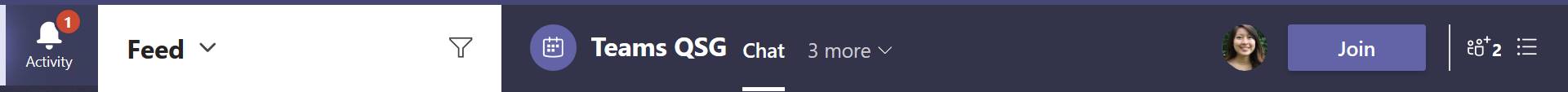


Staff can invite students to join the meeting call if there are difficulties.

**Teams App** notification to join meeting:

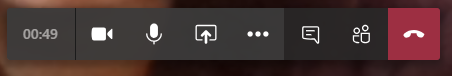


**Teams Online** notification to join meeting:



## Once in a Video Call

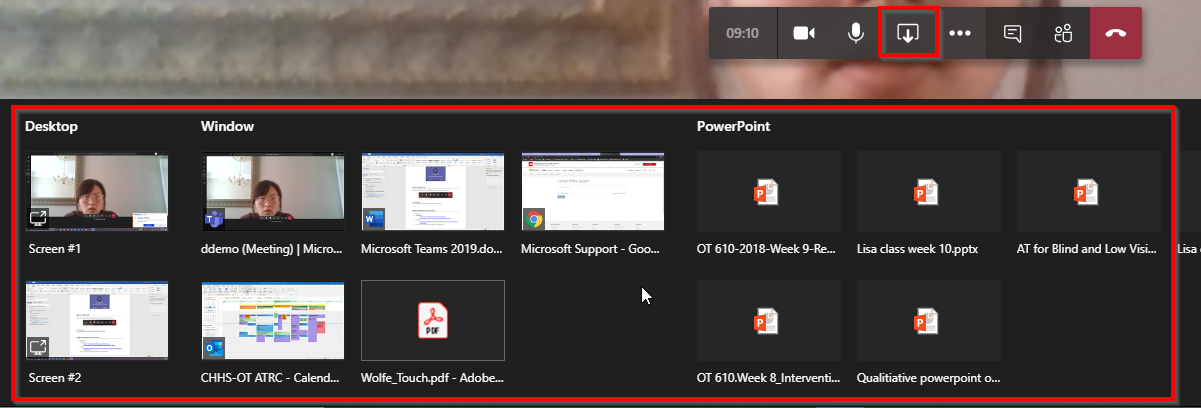
Once in a video call, users can access additional features via the **video call tool bar**.



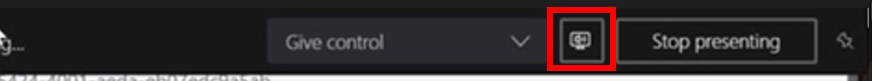
### Screen Sharing on Teams App

Users can **share their screen** with other members in their call by:

1. Clicking on the **screen share tool**
2. Selecting to share the **desktop, window, or PowerPoint**



1. Once screen is selected, a **red box** will surround the selected screen indicating that you are sharing your screen
2. Make sure to enlarge shared screen by:
   1. Click **more action** in the video call toolbar
   2. Select **Full Screen**
3. Make sure to **include system audio** if working with programs that require audio (ex. Text to speech)



1. Additionally, a **presenter toolbar** will appear at the top of your screen, users presenting can have the option to **give control** to other members in the meeting. This will allow ATRC staff or professors to access your screen and **help with installs** or accessing materials.

Presenter toolbar with a red box around give control

* 1. ATRC Staff members also have the option to **Request control** which will appear on the right of their video call toolbar.

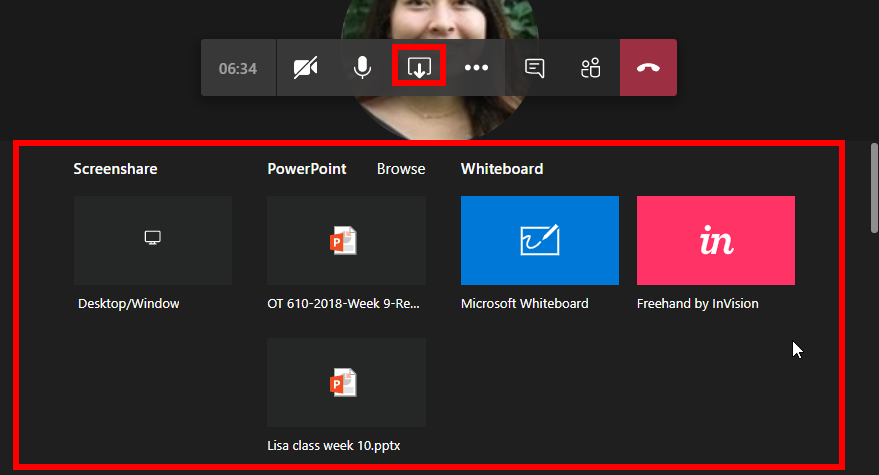
ATRC staff video toolbar for requesting control

1. Make sure that when the user gives control, they select the option to **share the whole desktop**

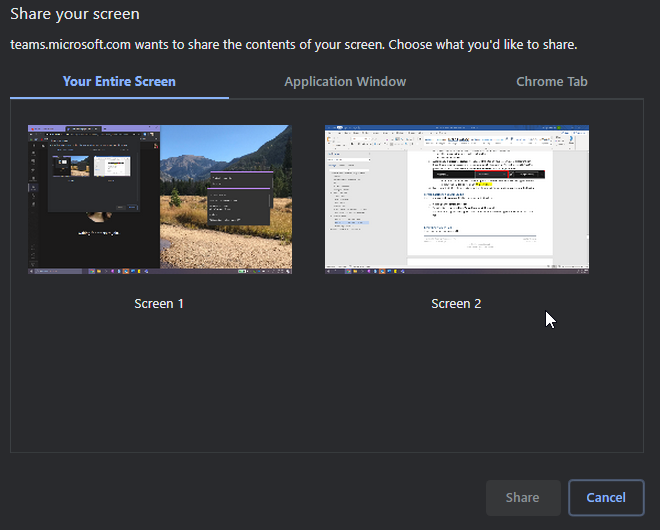
### Screen Sharing on Teams Online

Users can **share their screen** with other members in their call by:

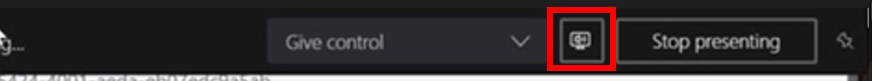
1. Clicking on the **screen share tool**
2. Select between **screenshare, PowerPoint or Whiteboard**



1. If screen share is selected, an additional pop out will appear, select between entire screen, application window, or chrome tab



1. Make sure to **include system audio** if working with programs that require audio (ex. Text to speech)



1. Additionally, a **presenter toolbar** will appear at the top of your screen, users presenting can have the option to **give control** to other members in the meeting. This will allow ATRC staff or professors to access your screen and **help with installs** or accessing materials.

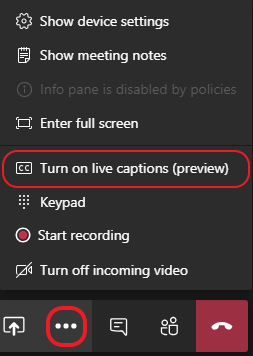
Presenter toolbar with a red box around give control

* 1. ATRC Staff members also have the option to **Request control** which will appear on the right of their video call toolbar.

ATRC staff video toolbar with option to request control 

1. Make sure that when the user gives control, they select the option to **share the whole desktop**

### Turning on Live Captions

1. After joining a meeting, click on the **“...”** for “More actions”. 
2. In this menu, select **“Turn on live captions (preview)”.**
3. After turning on live captions, click “**Start recording**” in the same “More actions” menu.

To maximize accuracy of live captioning, speak clearly and minimize background noise.

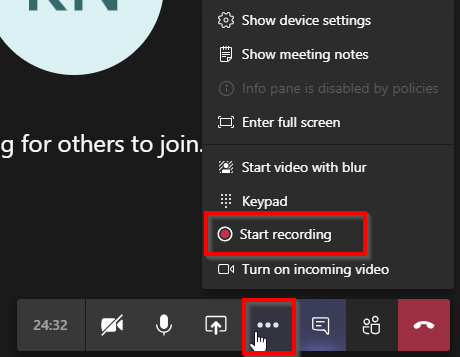
The live captions will be associated with the recorded meeting once it is finished rendering and is automatically uploaded to Microsoft Stream.

Note: Live captions will only be displayed to meeting members who have turned on the live captioning feature for the meeting. The closed captions and transcript that are created will be available to everyone who has access to the recording.

### Recording a Video Call

Users can record the video call by:

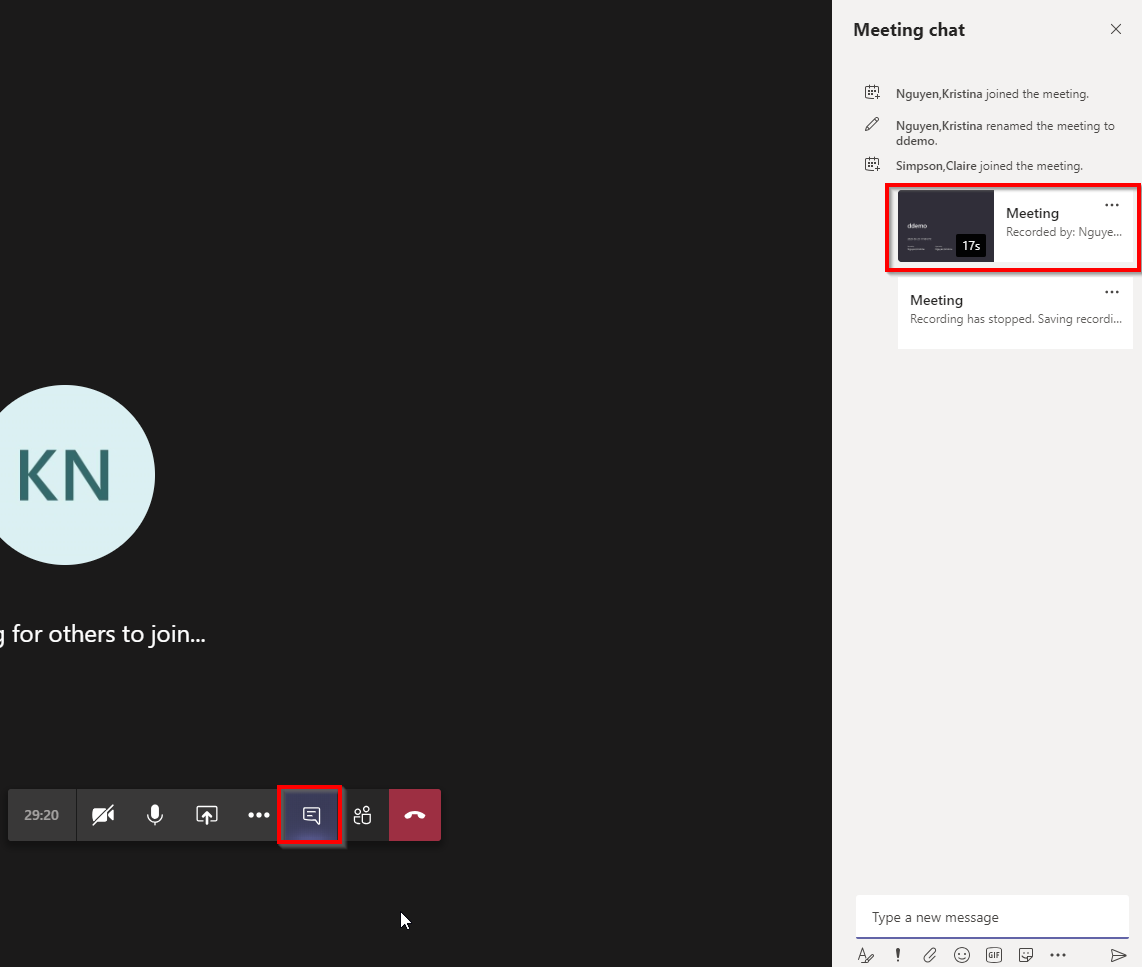
1. Clicking on additional actions and selecting Start Recording



1. Users will know recording has started when a red dot appears by the timer

icon to indicate that the video call is being recorded

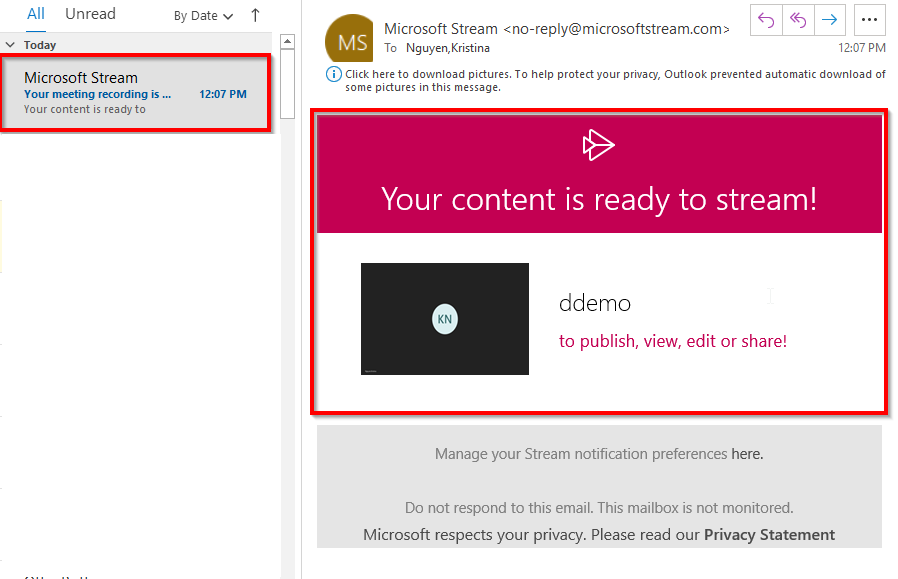
1. To stop the recording, Uses click on additional actions and select Stop Recording
2. The recording can be accessed through the Meeting Chat



After the video call has ended, users can still access the recording by:

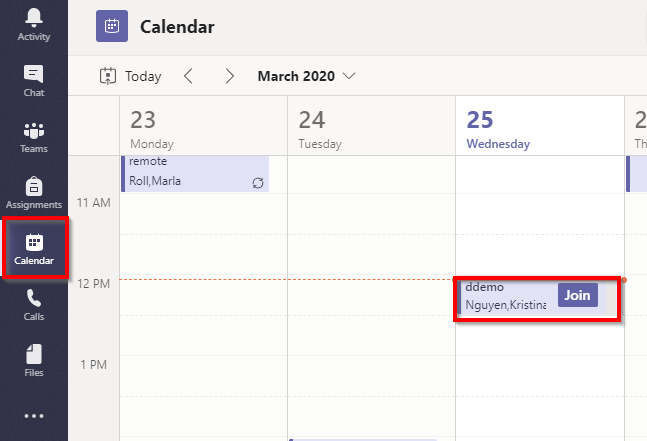
Option 1:

1. Accessing the email sent from Microsoft Stream

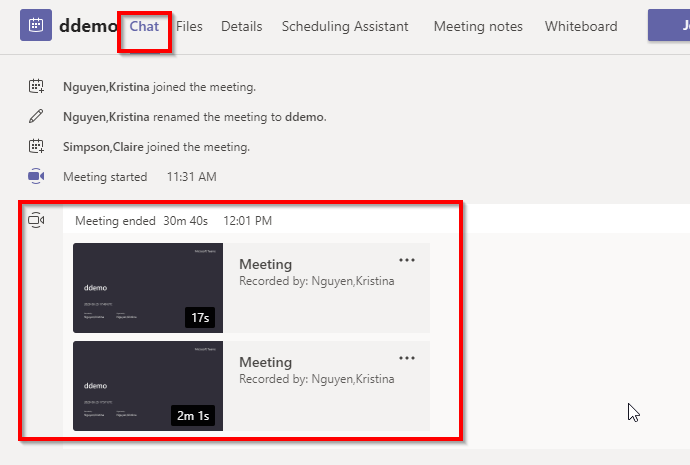


Option 2:

1. Going to the **Calendar Tab** and clicking on the **scheduled appointment time**

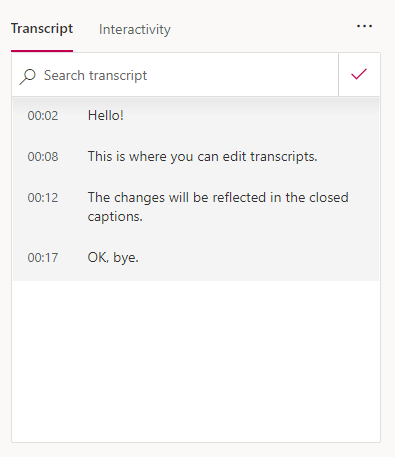


1. Locate Chat at the top of the page and view recorded video

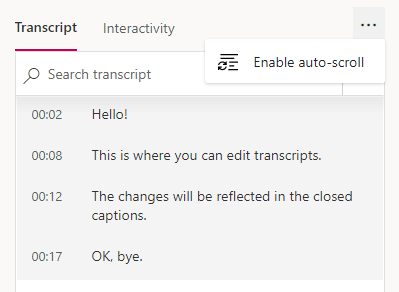


### Captions and Transcript in Microsoft Stream

In Microsoft Stream, you can **view and edit the captions and transcript** associated with the meeting. To view the closed captions, click the **“CC” in the toolbar on the video**. The transcript will be automatically displayed to the right of the video.



In the transcript panel, you can **view, search, and edit the transcript and closed captions**. You can also enable or disable **transcript auto-scroll**.



# Program Manufacturer Contact Info

* Microsoft
* Contact info:
  + [Contact Microsoft Website (https://support.office.com/en-us/home/contact?contactUsExperienceEntryPointAssetId=S.HP.teams)](Contact%20Microsoft%20Website%20(https:/support.office.com/en-us/home/contact?contactUsExperienceEntryPointAssetId=S.HP.teams))
* Website:
  + [Microsoft Teams Website (https://products.office.com/en-us/microsoft-teams/group-chat-software)](Microsoft%20Teams%20Website%20(https:/products.office.com/en-us/microsoft-teams/group-chat-software))
* Cost: Free for all CSU students through the CSU Outlook Email.