

# USING TEAMS

A BRIEF INTRODUCTION TO THE MICROSOFT TEAMS APPLICATION

## WHAT IS TEAMS

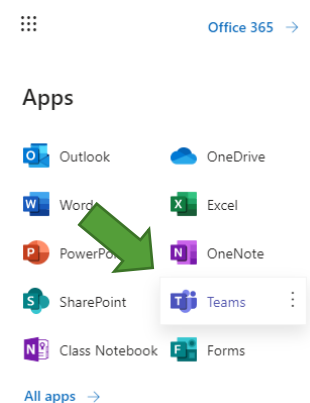
Teams allows for video and text chat within an organization, similar to iMessage or Zoom. Teams is a Microsoft product and part of our Office365 subscription.

## HOW DO I GET TEAMS?

You can access teams in a web browser on your computer, or via an app on your phone or iPad.

### IN A WEB BROWSER

1. Log into webmail as you usually do:  
<https://mail.saanichschools.ca>
2. Click the Apps Menu in the top left, next to the logo
3. Select the Teams Application



### MOBILE AND DESKTOP APPS

You can also install the Teams application on your device.

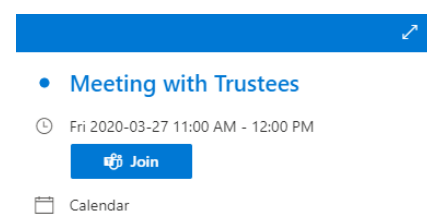
1. iOS app: <https://apps.apple.com/us/app/microsoft-teams/id1113153706>
2. Android app:  
[https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en\\_CA](https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_CA)

## JOIN A MEETING

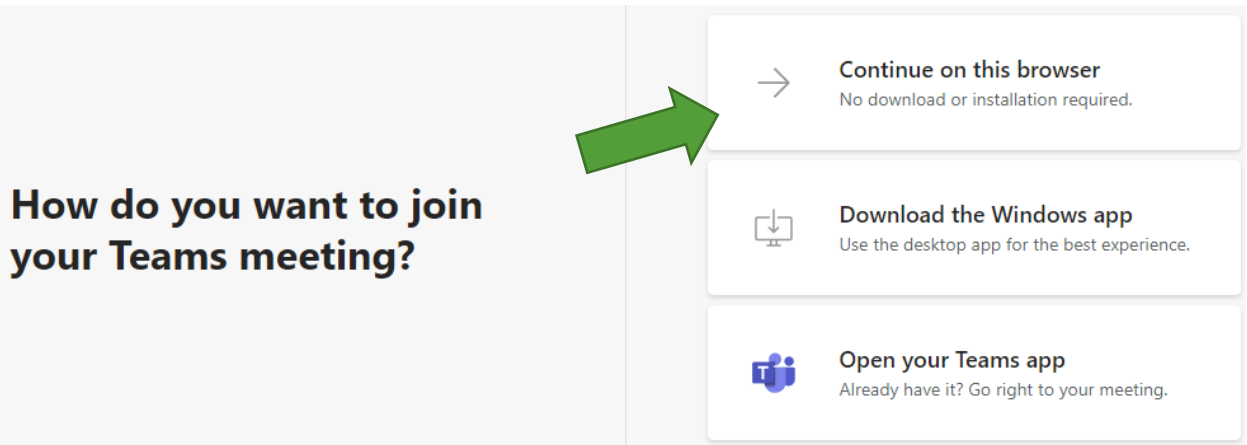
Joining a meeting from your computer is best so that you can see the video clearly. Documents, websites and presentations may also be shared and it is easier to see this content on a larger screen than an iPad or phone.

You will receive an email or event for your calendar inviting you to a Teams meeting.

1. In your webmail calendar, clicking on a Team meeting gives you a Join button:
2. In Outlook Desktop, you will see the purple text: **Join Microsoft Teams Meeting**
3. *Continued on next page...*



4. You will be brought to a website with the option to **Continue on this browser**

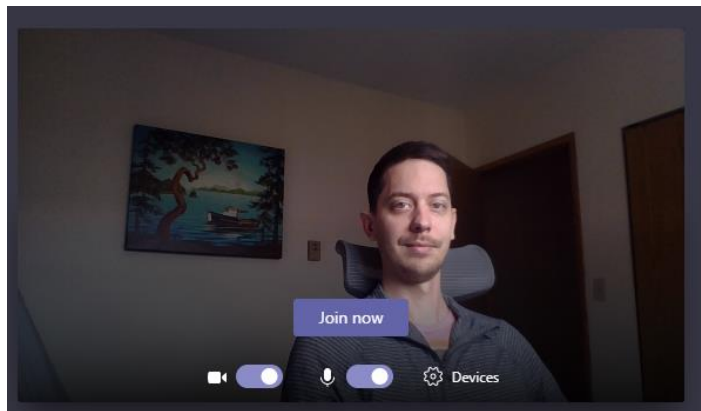


## PARTICIPATING IN A TEAM MEETING

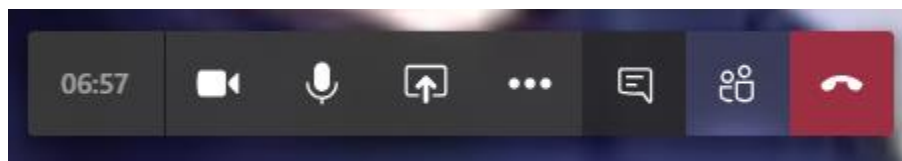
When you join, you will have the option to start with your Camera on or off. You can also join muted or with your mic on.

You can adjust these settings once you have joined as well.

**Tip:** It may be nice to mute your mic in large meetings so that interruptions are minimized. Remember to keep track of your mute status and unmute before you start talking!



During a meeting, you can control the status of your video and microphone via the control bar. The control bar automatically hides itself, but you can bring it back by moving your mouse around on the video stream.



While the video chat is in progress, you can also read or send text chat messages, sometimes used to ask questions while other are talking by clicking the **Speaking Bubble** icon in the control bar.

## CHAT

Inside the Teams' application, you can also have 1:1 or group chats. Click the "**Compose**" button at the top of the teams application, and type the name or names of people you would like to have a chat with.

