Microsoft Teams

1. Sign into Teams:
    a. Open Microsoft Teams from the Start menu (Windows) or Applications folder (Mac) or go to https://office.ccsu.edu
    b. Sign in with your CCSU Office 365 email address and password
2. Schedule Teams Meetings (recommended to schedule all meetings in advance so they appear on your calendar and participants' calendar):
    a. Open the Calendar from the left menu
    b. Click on New Meeting
    c. Enter meeting Title
    d. Enter participants (start typing names and then select from list)
    e. Enter date and time
    f. Click Recurrence and set the pattern of the meetings
    g. Click Save, meeting will be placed on your calendar and invite will be sent to participants
5. Start Teams Meeting:
    a. Open supporting materials – PowerPoint, Blackboard, web sites, etc.
    b. Sign into Microsoft Teams:
        i. Open Microsoft Teams from the Start menu (Windows) or Applications folder (Mac) or go to https://office.ccsu.edu
        ii. Sign in with your CCSU Office 365 email address and password
    c. Open the Calendar from the left menu
    d. Click on the meeting and then click on Join
    e. Click on Join Now and the meeting will be active with audio and video from the computer/mobile device
6. Conduct the Team Meeting, using the tool menu at the bottom of the screen to control your meeting:
    a. Show Participants – toggle the Participants pane on to monitor who has joined your meeting
    b. More Actions/Record – start or stop recording the meeting. If you are going to be recording, it is recommended that you verbally inform the participants when the recording has started. At the end of the meeting, stop recording. The recording will be stored with the meeting in the Chat section.
    c. Audio – toggle audio on and off. It is recommended that you ask all participants to turn audio off to avoid hearing background noise. Participants can unmute the audio when they need to speak.
    d. Video – toggle video on an off
    e. Sharing:
        i. Share screen – shares your entire computer screen with the participants so they can see any app or web site you open
        ii. Share application – select the application to share to limit what participants can see to just that one application (for example, PowerPoint or Blackboard)
    f. Chat – open the chat window to conduct text-only chats with everyone
    g. End Meeting – if you are recording, stops the recording first and ends the meeting

Additional information about Teams:

- An alternate way to start a Teams meeting is by opening the Outlook calendar appointment and using the Join button