

# **MICROSOFT TEAMS FOR STUDENTS**

**HOW TO HAVE A VIRTUAL STUDY SESSION**

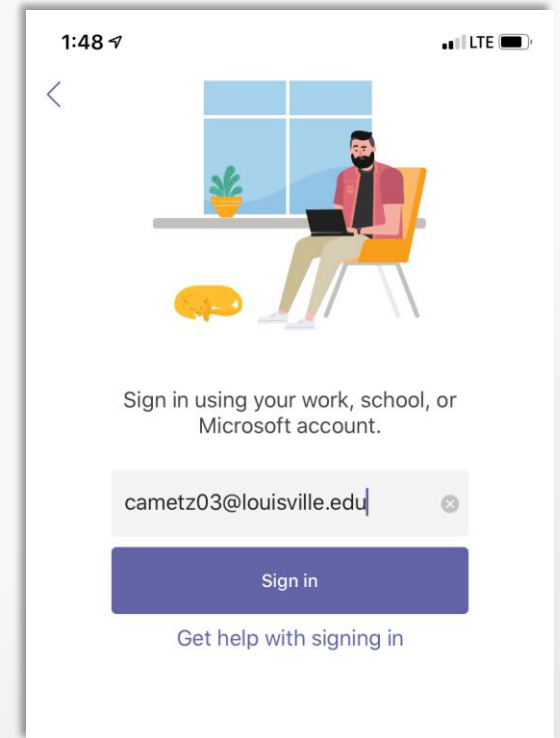
# DOWNLOADING THE TEAMS APP

1. Follow this link to download the desktop and/or mobile app:  
<https://teams.microsoft.com/downloads>
2. Once downloaded, open the app and sign in using your UofL email (example: [cametz03@louisville.edu](mailto:cametz03@louisville.edu)) and password.

You decide if you want notifications, but you WILL want to allow access to your microphone for meeting purposes.

**\*\*Your best bet is the IT Helpdesk if you run into any issues\*\***

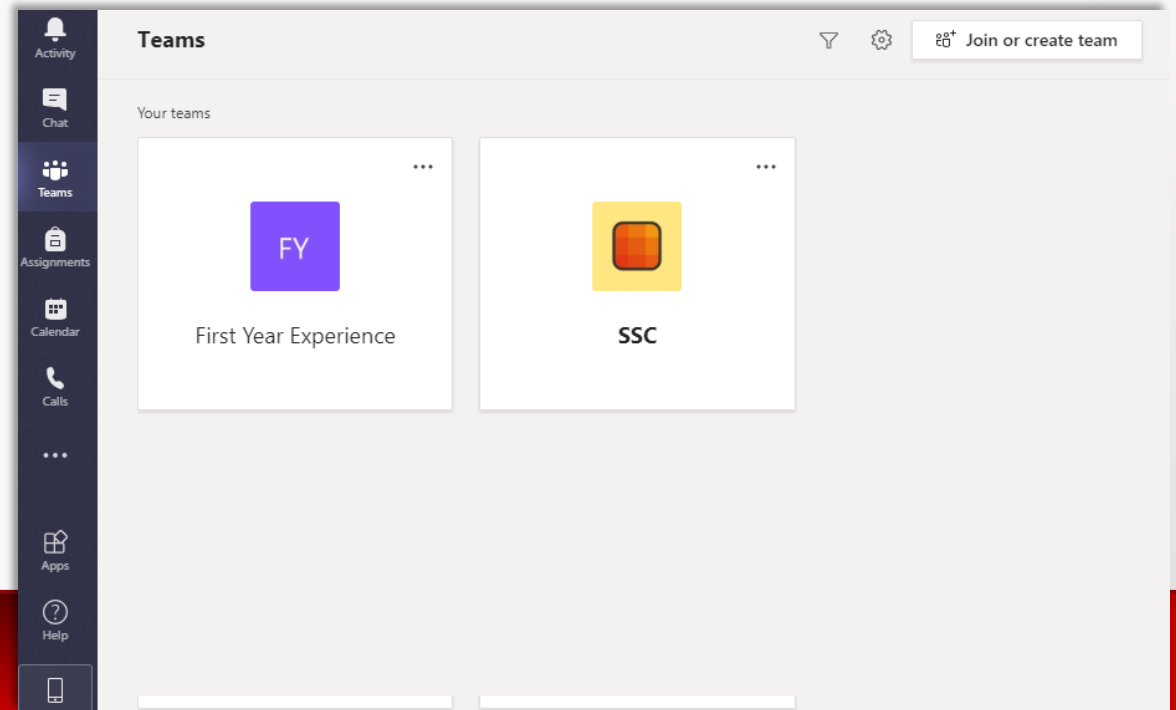
UofL Helpdesk: <https://louisville.edu/its/get-help/its-helpdesk>



# USING THE DESKTOP APP

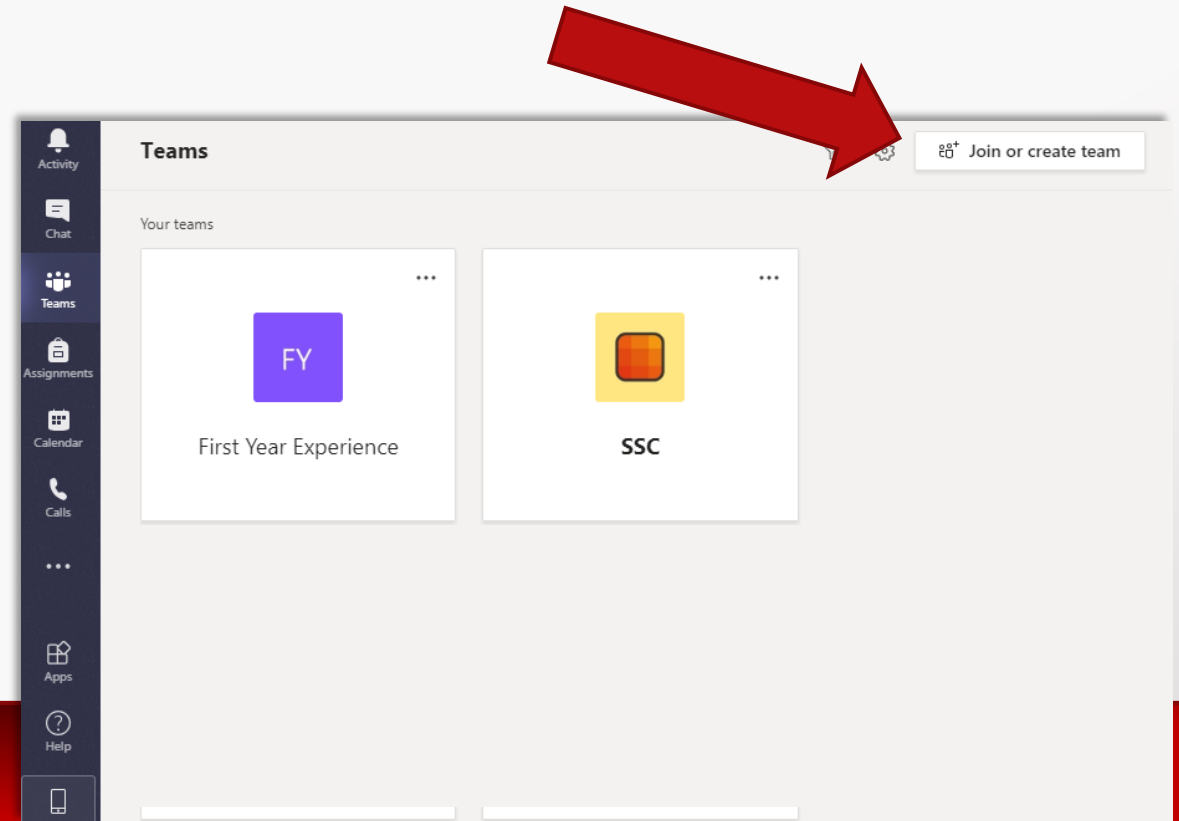
These screen shots have been created from a desktop. While there are some minor differences in the interface of the desktop app and the mobile app, there are enough similarities that these shots should help you navigate.

1. ***Click the Teams icon*** on your desktop or mobile device.



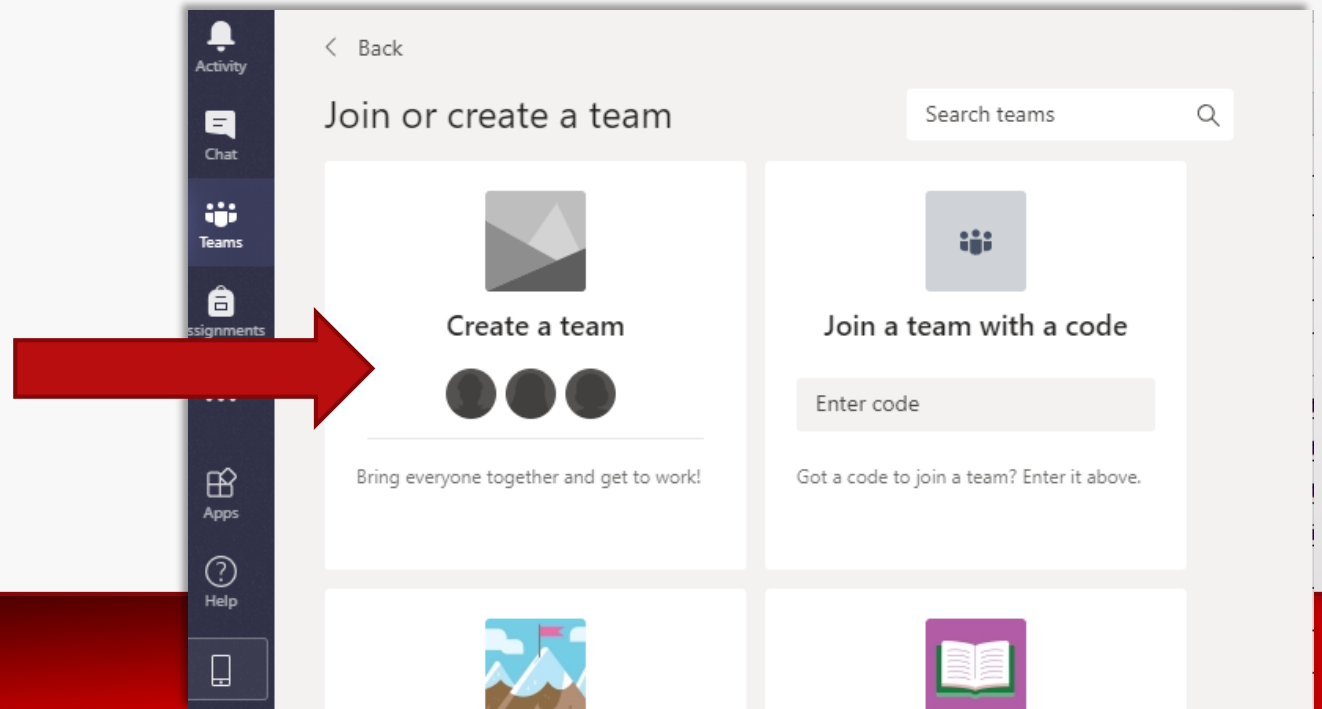
# USING THE DESKTOP APP

1. Click the Teams icon on your desktop or mobile device
2. Click ***“Join or create team”***



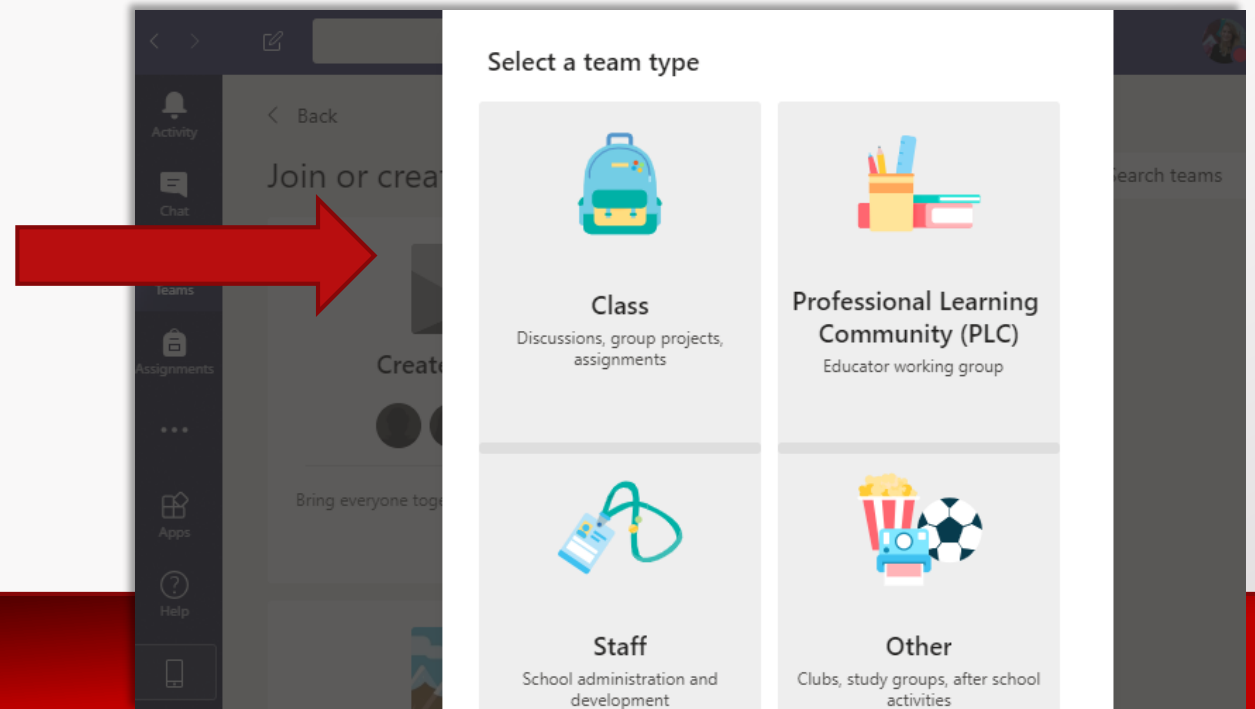
# USING THE DESKTOP APP

1. Click the Teams icon on your desktop or mobile device
2. Click “Join or create team”
3. Click **“Create team”**



# USING THE DESKTOP APP

1. Click the Teams icon on your desktop or mobile device
2. Click “Join or create team”
3. Click “Create a team”
4. ***Click “Class”***



# USING THE DESKTOP APP

1. Click the Teams icon on your desktop or mobile device.
2. Click "Join or create team."
3. Click "Create team"
4. Click "Class"
5. ***Enter your team/study group course details***



### Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

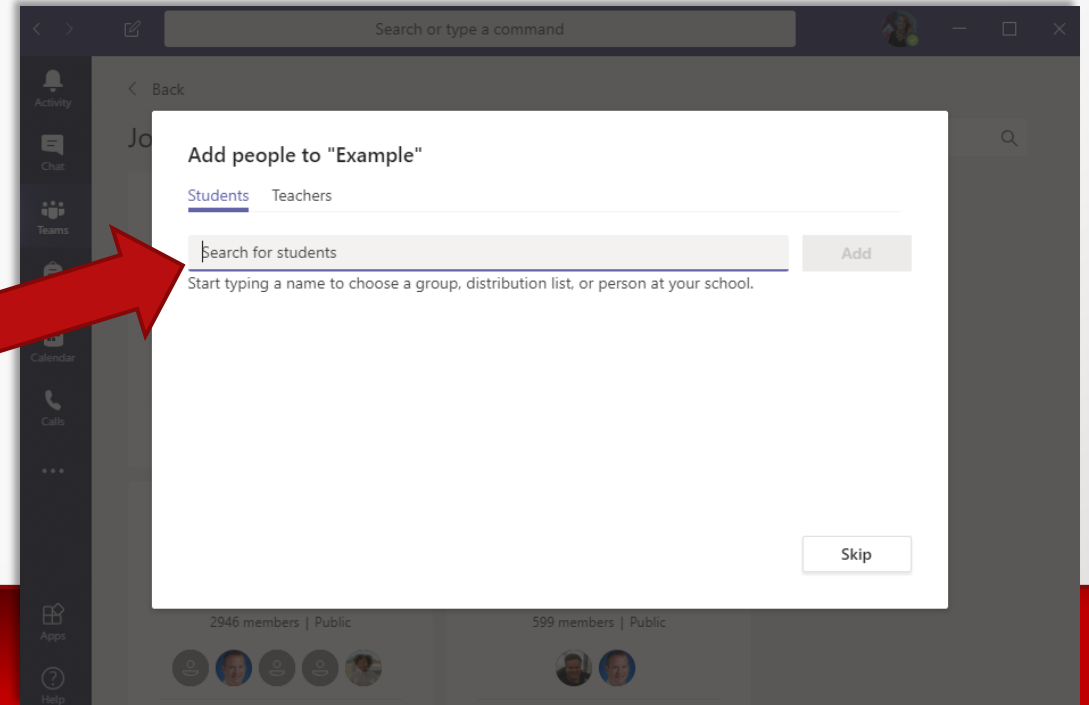
Description (optional)

[Create a team using an existing team as a template](#)

Cancel Next

# USING THE DESKTOP APP

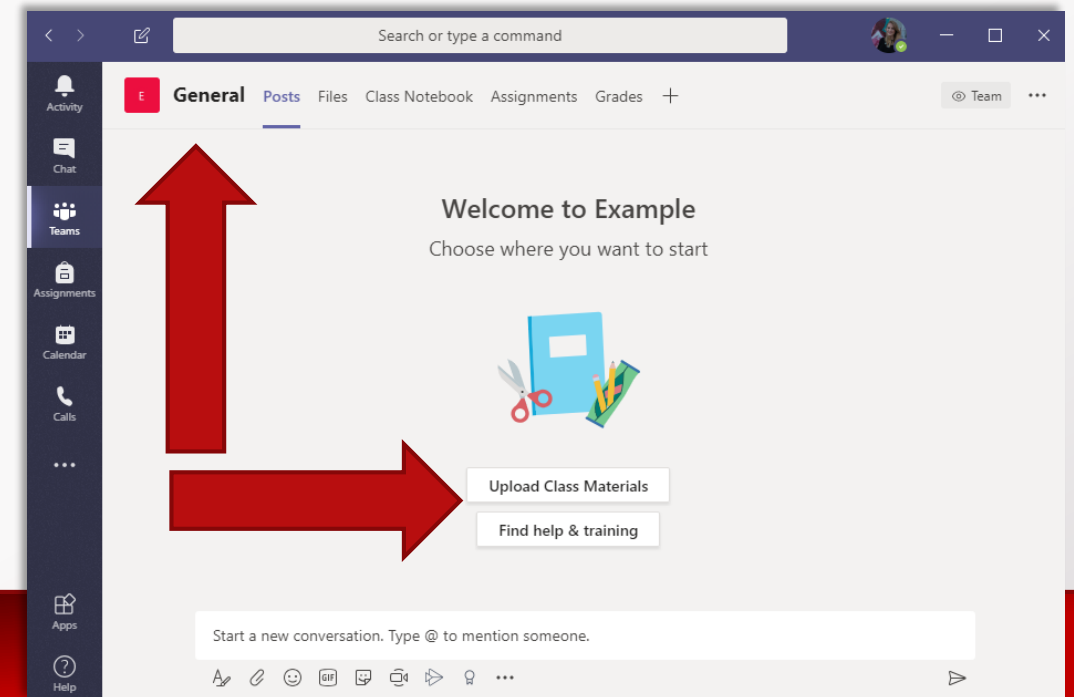
1. Click on the Teams icon on your desktop or mobile device.
2. Click "Join or create team."
3. Click "Create team"
4. Click "Class"
5. Enter your team/study group course details
6. **Add your classmates to the team via email address**  
*\*\*you can add multiple people at once.*





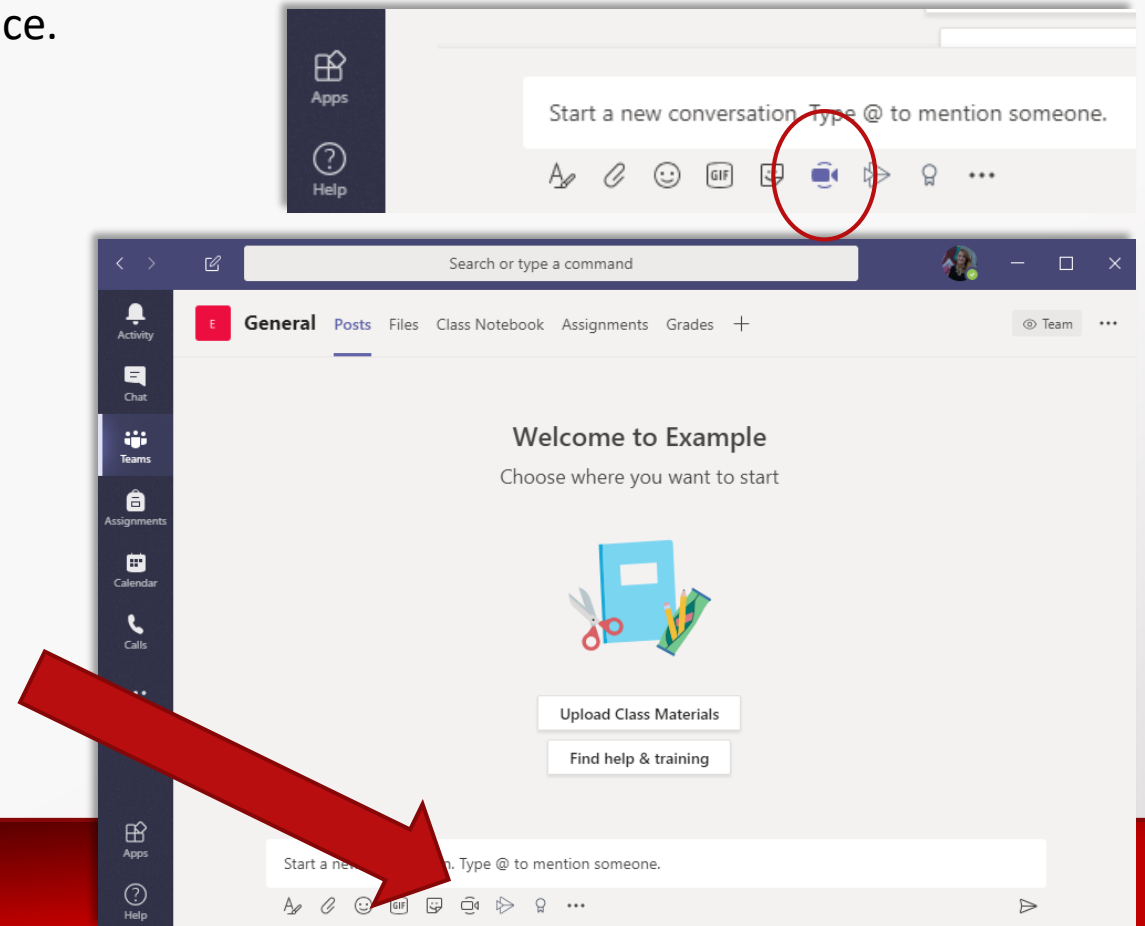
# USING THE DESKTOP APP

1. Click the Teams icon on your desktop or mobile device.
2. Click “Join or create team.”
3. Click “Create team”
4. Click “Class”
5. Enter your team/study group course details
6. Add your classmates to the team via email address
7. ***Upload/ personalize/ share information***



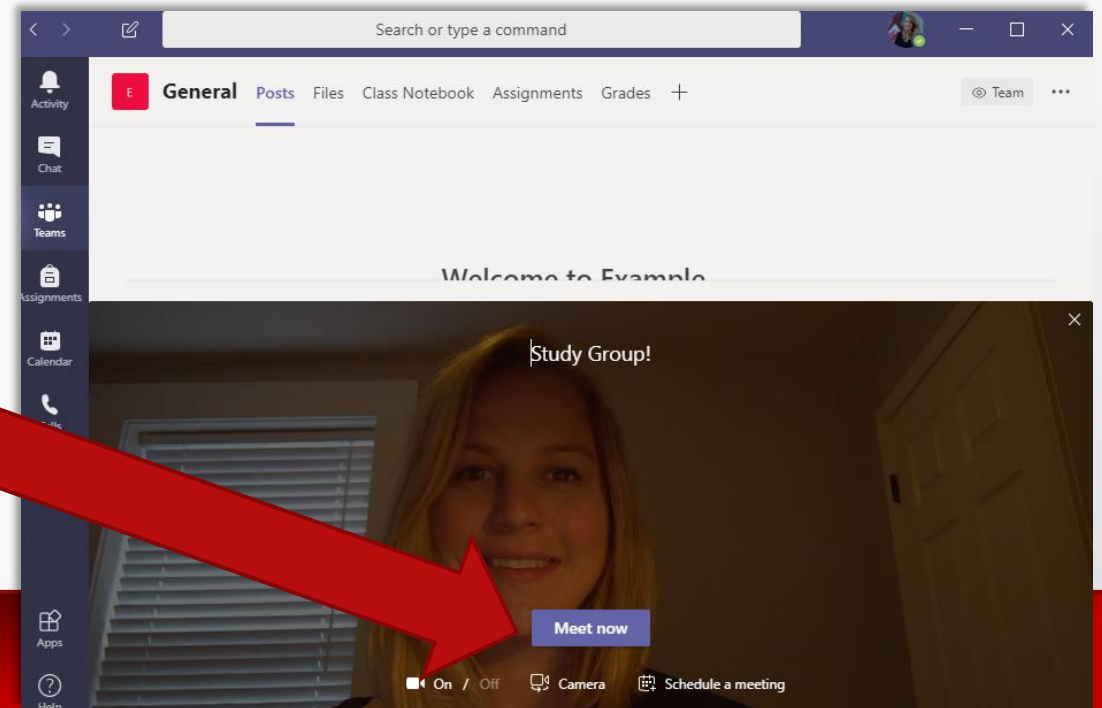
# USING THE DESKTOP APP

1. Click the Teams icon on your desktop or mobile device.
2. Click "Join or create team."
3. Click "Create team"
4. Click "Class"
5. Enter your team/study group course details
6. Add your classmates to the team via email address
7. Upload/ personalize/ share information
8. ***Start or schedule a virtual study meeting***



# USING THE DESKTOP APP

1. Click the Teams icon on your desktop or mobile device.
2. Click “Join or create team.”
3. Click “Create team”
4. Click “Class”
5. Enter your team/study group course details
6. Add your classmates to the team via email address
7. Upload/ personalize/ share information
8. Start a virtual study meeting
9. **Click “Meet now” or “Schedule a meeting”** for a later date

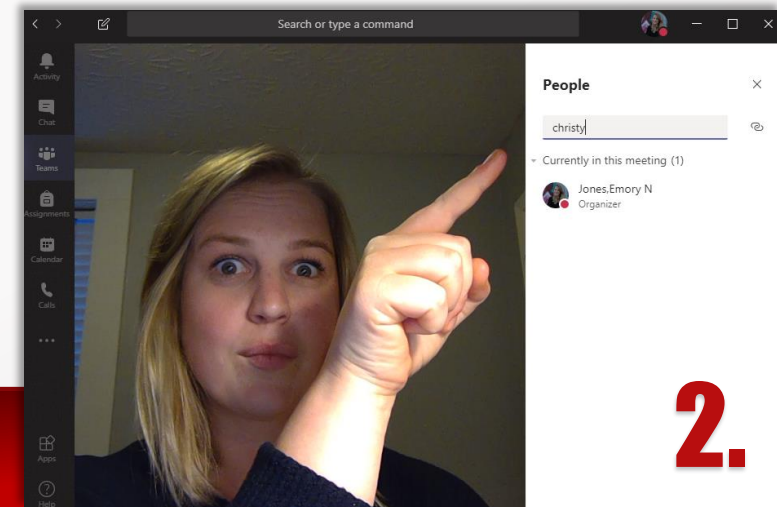
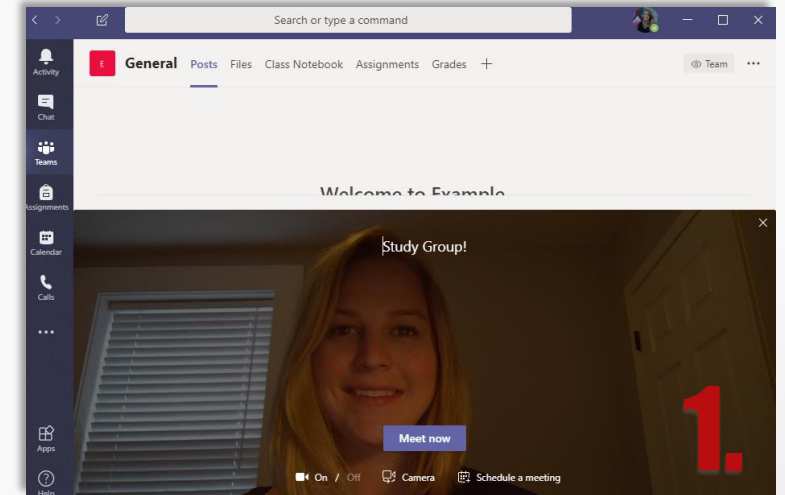


# USING THE DESKTOP APP

9. Click “Meet now” or “Schedule a meeting” for a later date

**a) “Meet now” option**

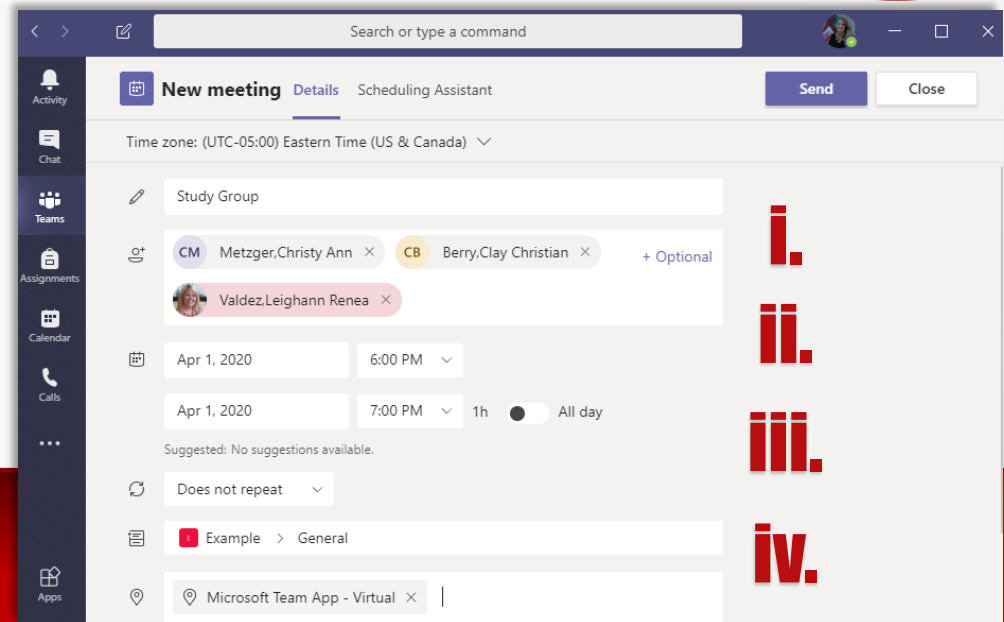
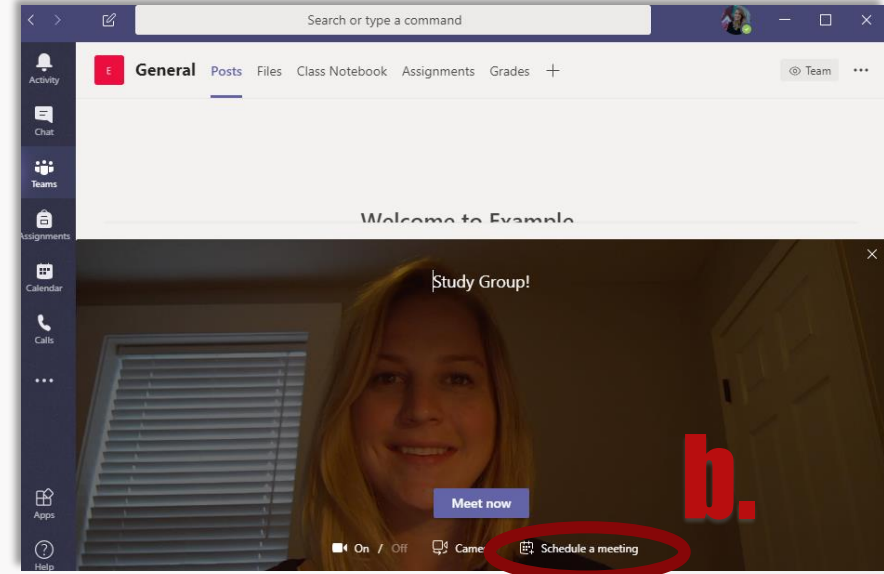
1. Start the call by clicking the purple meet now button
2. Type in your classmates’ email addresses or phone number
3. Study on!



# USING THE DESKTOP APP

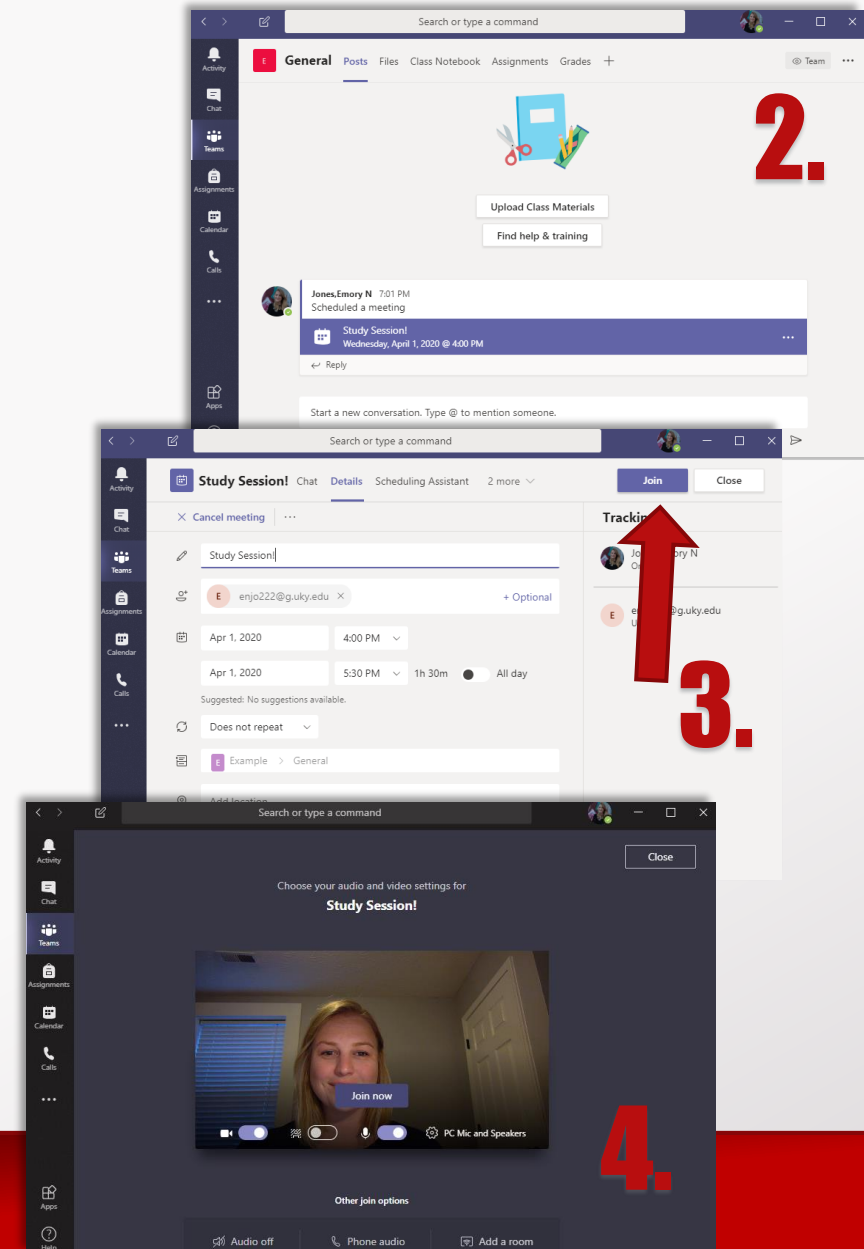
9. Click “Meet now” or “Schedule a meeting” for a later date
  - a) “Meet now” option
  - b) **“Schedule meeting” option**
    - i. Title the meeting
    - ii. Invite your classmates via email
    - iii. Select the right “Team” / class title you created
    - iv. Pick a date and time
    - v. Click “Send” in top right corner when details are finalized

CONTINUED ON NEXT SLIDE



# USING THE DESKTOP APP

9. Click “Meet now” or “Schedule a meeting” for a later date
  - a) “Meet now” option
  - b) “Schedule meeting” option
    1. Invite your classmates via email
      - i. Select the right “Team” / class title you created
      - iv. Pick a date and time
      - v. Click “Send” in top right corner when details are finalized
    2. ***View meeting invite link under “Posts” and click the calendar posting to join***
    3. Click “Join” in top right corner
    4. Click “Join now,” make sure video and audio are on



# USING THE DESKTOP APP

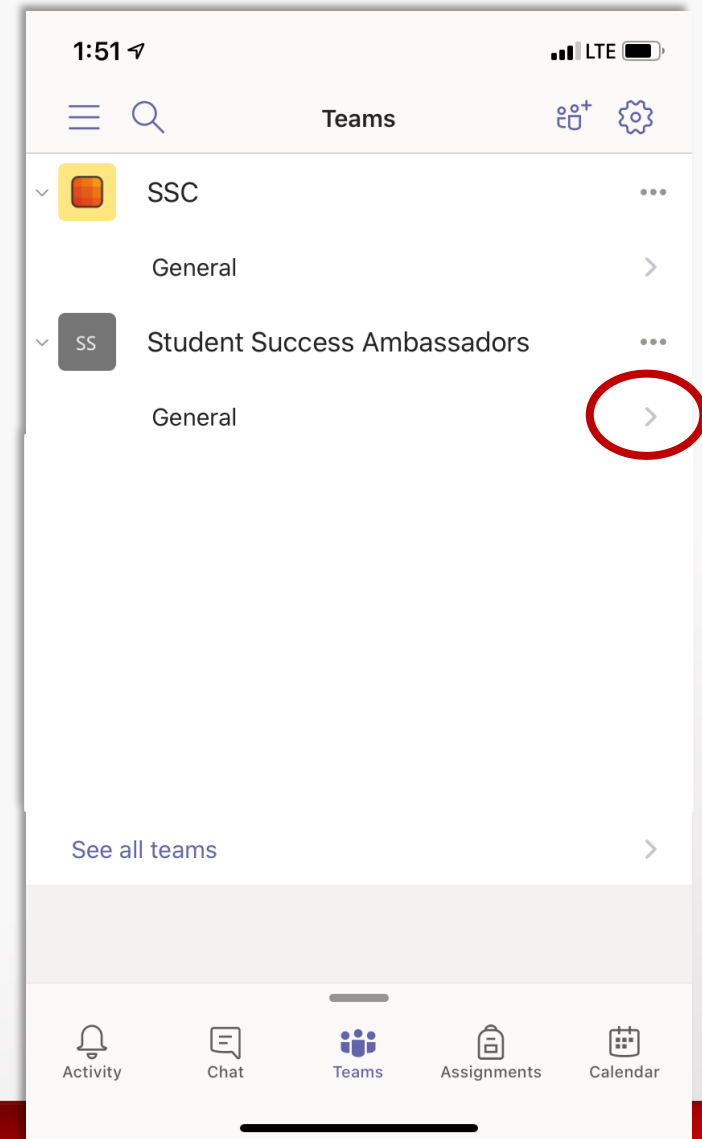
## ***SUMMARY OF ALL STEPS:***

1. Click the Teams icon on your desktop or mobile device.
2. Click “Join or create team.”
3. Click “Create team”
4. Click “Class”
5. Enter your team/study group course details
6. Add your classmates to the team via email address
7. Upload/ personalize/ share information
8. Start a virtual study meeting
9. Click “Meet now” or “Schedule a meeting” for a later date
- 10. Study on!***

# USING THE MOBILE APP

1. To enter or create a study session find or create a team, click on the right-facing arrow (>) “General” located under the team you want.

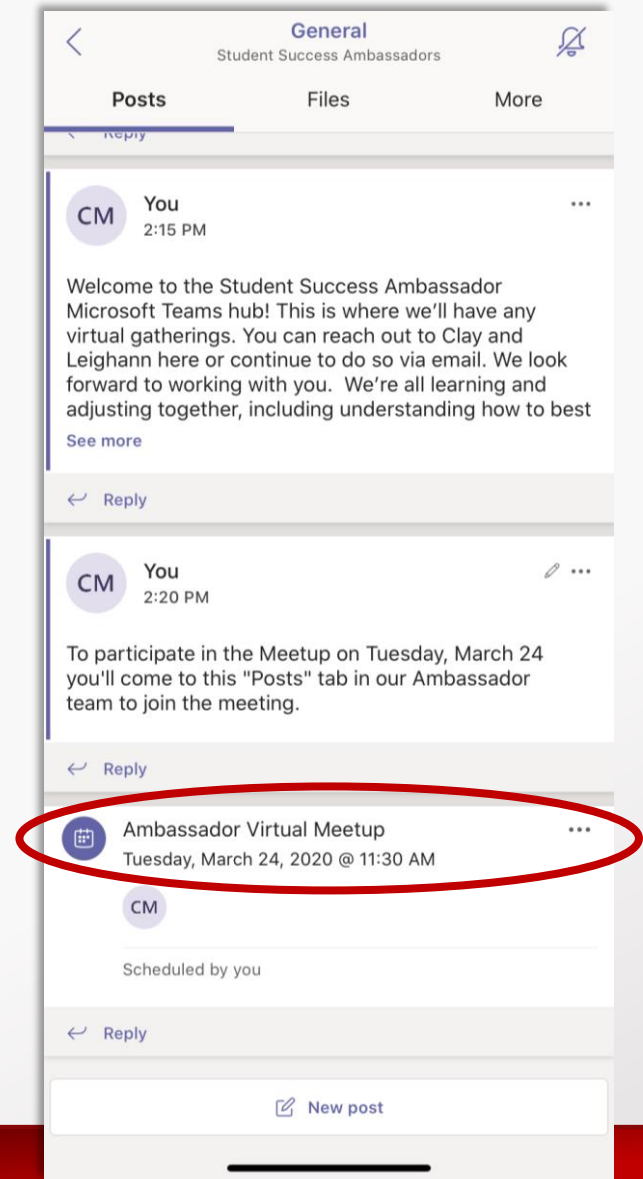
*\* View an example from the Student Success Ambassador meeting*





# USING THE MOBILE APP

2. Once in the team go to the “Posts” tab. Here you can post and upload information – same on via the desktop app.
3. When it’s time to participate in a scheduled video meeting click on the corresponding calendar post.

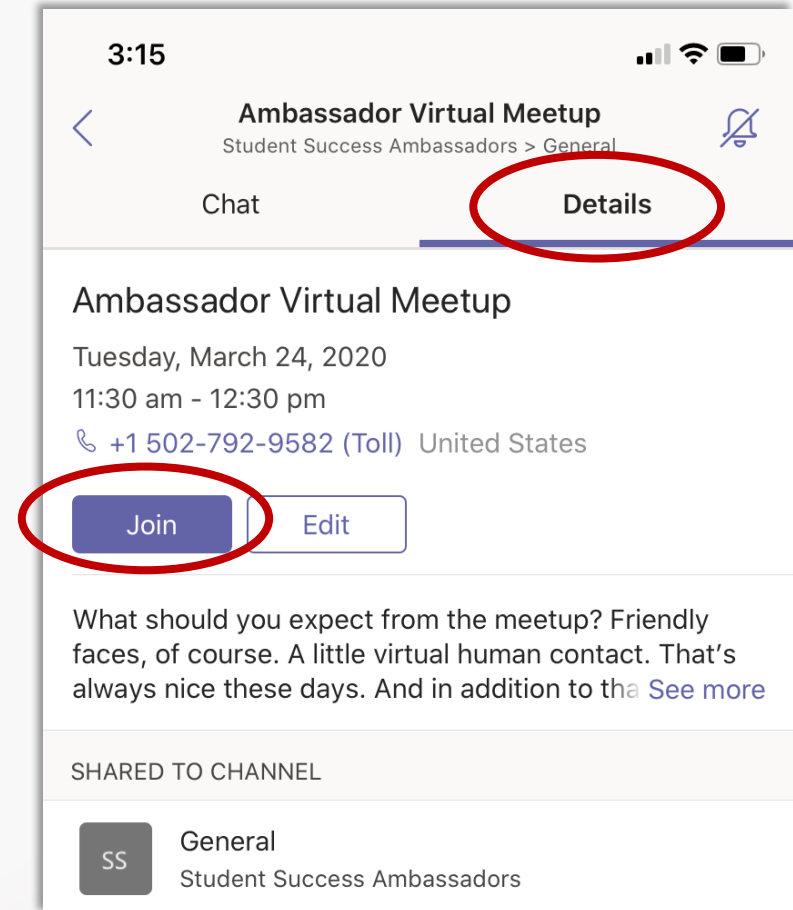


# USING THE MOBILE APP

4. When the meeting information opens, click on Details.

This gives all the details about the meeting. When it's time to for the meeting to begin, click on Join. This will take you to our Virtual Meetup!

*Note: If for some reason you need to call in and listen to audio only, you also have that option. In this meeting info screen, you'd click on "see more" and get the phone number to call, as well as the Conference ID to enter when prompted.*

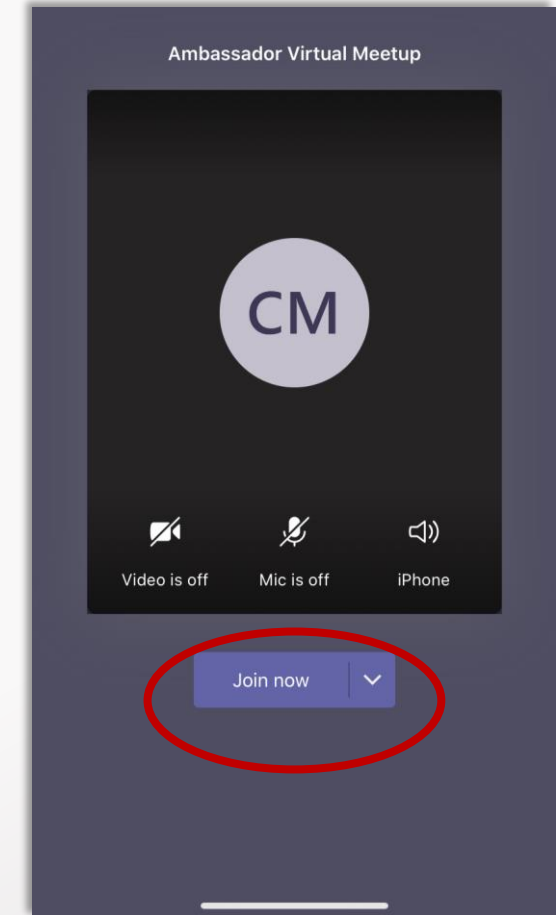


# USING THE MOBILE APP

5. This will open up the Join Meeting screen.

*BE SURE YOUR AUDIO IS OFF TO BEGIN. This will reduce that horrible feedback noise. You'll be able to turn the video off and on in the call as well, and we'll show you how to do that in the next slide.*

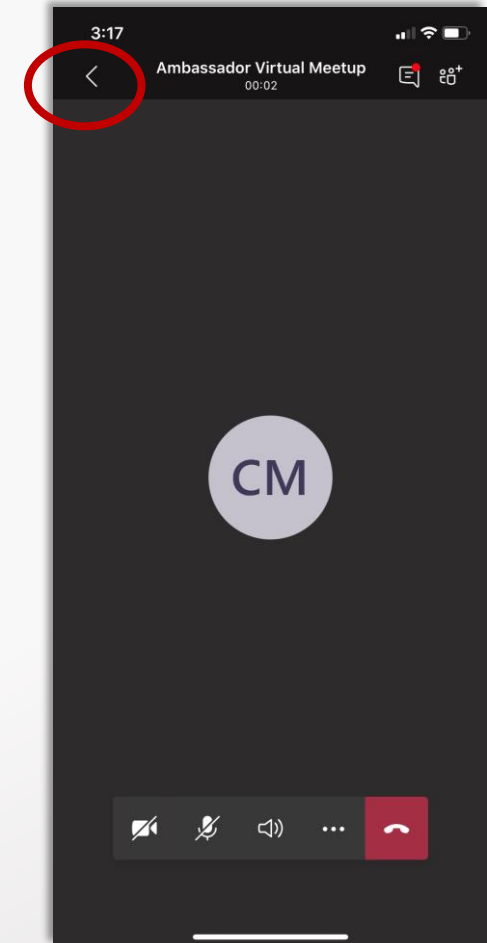
Hit the Join button to attend the meeting.



# USING THE MOBILE APP

6. When a call is active, you'll be able to touch the bottom of your screen to pull up the menu options such as turning the camera and audio on, and ending the call.

*Also note the Chat button in the top right. If you have a question while your audio is off, you can click here to post it to the general team page or @ someone to get their attention!*



# USING THE MOBILE APP

## *SUMMARY OF ALL STEPS:*

1. To enter or create a study session find or create a team, click on the right-facing arrow (>) “General” located under the team you want.
2. Once in the team go to the “Posts” tab. Here you can post and upload information – same on via the desktop app.
3. When it’s time to participate in a scheduled video meeting click on the corresponding calendar post
4. When the meeting information opens, click on Details.
5. Hit the Join button to attend the meeting.
6. When a call is active, you’ll be able to touch the bottom of your screen to pull up the menu options such as turning the camera and audio on, and ending the call.

# JOINING THE MEETING DIRECTLY FROM THE EMAILED APPOINTMENT & USING THE WEB VERSION OF TEAMS (NOT THE BEST OPTION)

If you click the meeting link and join via web without the app, (not recommended, but still an option) you need to join the Meeting in Microsoft Edge. If you join in a browser other than Microsoft Edge, you'll need to use your phone for the audio portion of the meeting.

