**User Guide for Microsoft Teams**

Microsoft Teams allows you to chat, meet, call, and collaborate all in one place in real time.

Departments, Staff and Faculty can collaborate in real-time with virtually anyone. Here are a few examples of how Microsoft Teams can be utilized here at UofL:

*Faculty can host virtual classes in real-time online or record them for later viewing; staff/faculty can host real-time virtual meetings; and the department can host virtual events.*

To learn more about Microsoft Teams please view Microsoft’s video Intro to Microsoft Teams

<https://support.office.com/en-us/article/video-welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?wt.mc_id=otc_microsoft_teams>

If you or your Department are participating in the University Microsoft Campus Agreement then you already have access to Microsoft Teams through your Microsoft Office 365 subscription. There is no need to purchase another solution.

To get started with Teams, open a web browser (Safari is not yet compatible as of the time of this writing) navigate to [htt HYPERLINK "https://www.office.com/"p HYPERLINK "https://www.office.com/"s://www.office.com/](https://www.office.com/) and sign in using your University credentials in the format userid@louisville.edu and your password when prompted.

Once you are logged into Office 365 you will be presented with a list of all of the apps available to you with your subscription. Locate Teams and click on it. At this point you will be prompted to continue in your browser or download the app. Also, there is a Teams App available for most smart devices and tables that you can download from your devices app store if you prefer to use a mobile device.

There are also desktop apps for Windows, **MacOS**, and Linux, as well as mobile apps for iOS and Android available here:

<https://teams.microsoft.com/downloads>

Once you are logged in, you will see any “Teams” or Channels that you are already a member of. Simply click on the Team or Channel that you want to interact with.

If you are a faculty member your next step would be to create “channels” for each of your classes and add your students to the channel so you can start collaborating.

The university has set up training resources for Students, Staff, and Faculty through Microsoft which can be located at <https://support.office.com/office-training-center>.

Once you are at the Office 365 Training Center, select the product that you want to learn more about.

**Additional Resources**:

Microsoft also has an on demand online training specifically for Teams that can be found at <https://www.youtube.com/playlist?list=PLXPr7gfUMmKzR7_jXN5s886apYoHNC3Xk>.

Creating Channels in Teams - <https://support.office.com/en-us/article/create-a-channel-in-teams-fda0b75e-5b90-4fb8-8857-7e102b014525>

How to Manage Meetings in Microsoft Teams - <https://www.youtube.com/watch?v=wuA4rdFsVxo>

And

<https://blog.nhlearningsolutions.com/blog/managing-meetings-in-microsoft-teams>

Basic Beginners Guide - <https://www.youtube.com/watch?v=tAqAtI6K7NY>