



QUICK START GUIDE:

Microsoft Teams Overview

Teams is a chat, audio, video conferencing, and collaboration platform for instructors, students, and staff. Conduct video and audio meetings, town halls and webinars, collaborate, and chat with others.

Quick Links:

- **Teams Features**
- **Get set up: Login to Teams**
- **Starting a 1:1 Chat**
- **Setup a Team for chat and collaboration with a group, department, or project**
- **Using Teams for Audio/Video meetings**
 - **Preparing for a Teams meeting**
 - **Starting a test meeting**
 - **Scheduling a Teams meeting**
 - **Starting a scheduled Teams meeting**
 - **Start an ad-hoc meeting with a pre-existing Team**

Teams Features:

- Up to 250 participants per video conference
- Voice and video over computer
- Meeting recording to Microsoft Stream
- Advanced tools: screen sharing, whiteboard, participant roles.
- 1:1 and 1:many chats
- Groupwide conversations and file sharing.

Get Set Up: Login to Teams

Either open the **Teams client** on your desktop or mobile device (app available from **Apple App Store** or **Google Play Store**) or login to **teams.microsoft.com** in a web browser (Google Chrome or Microsoft Edge is recommended).

If necessary, login:

- At sign in, enter your `cnetid@uchicago.edu`
- At the UChicago login screen, enter your CNetID and password.

Starting a 1:1 Chat

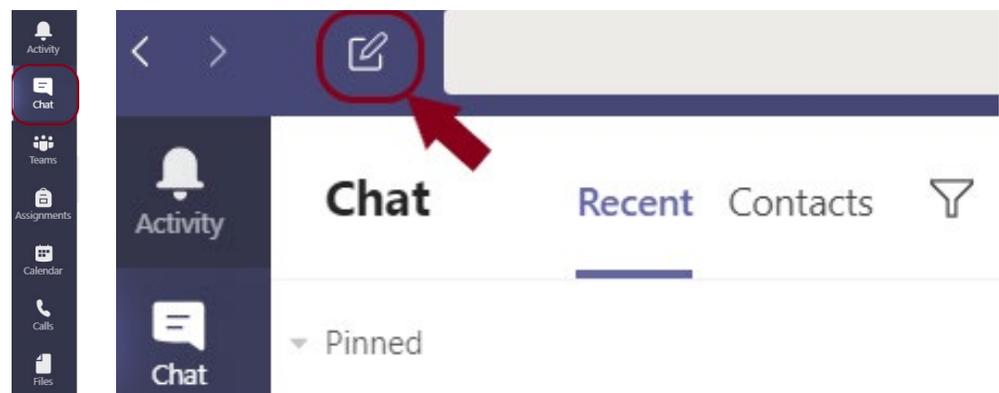
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If necessary, login:

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On desktop/laptop:

- Click on the Chat icon on the left hand rail.
- Then click on the new chat icon in the top navigation.



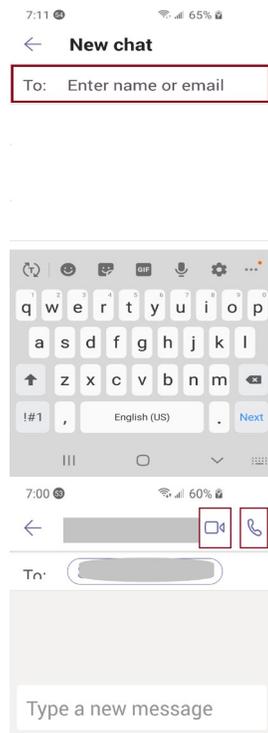
- In the To: line, type the name or the email address of the person to chat with.
Note: if you use an email address, remember to use cnetid@uchicago.edu and hit return.
- Click on the type a new message box at the bottom.

On mobile:



1. Click on Chat at the bottom of the screen, then click on the floating new chat icon.





2. In the To: line, type the name or the email address of the person to chat with.

Note: if using an email address, remember to use cnetid@uchicago.edu and hit return.

3. Click either the camera or the phone icon. The camera will start an audio/video call; the phone icon will start an audio call.

Setup a Team for chat and collaboration with a group, department, or project

Either open the **Teams client** on a desktop or mobile device (app available from **Apple App Store** or **Google Play Store**) or login to **teams.microsoft.com** in a web browser (Google Chrome or Microsoft Edge is recommended).

If necessary, login:

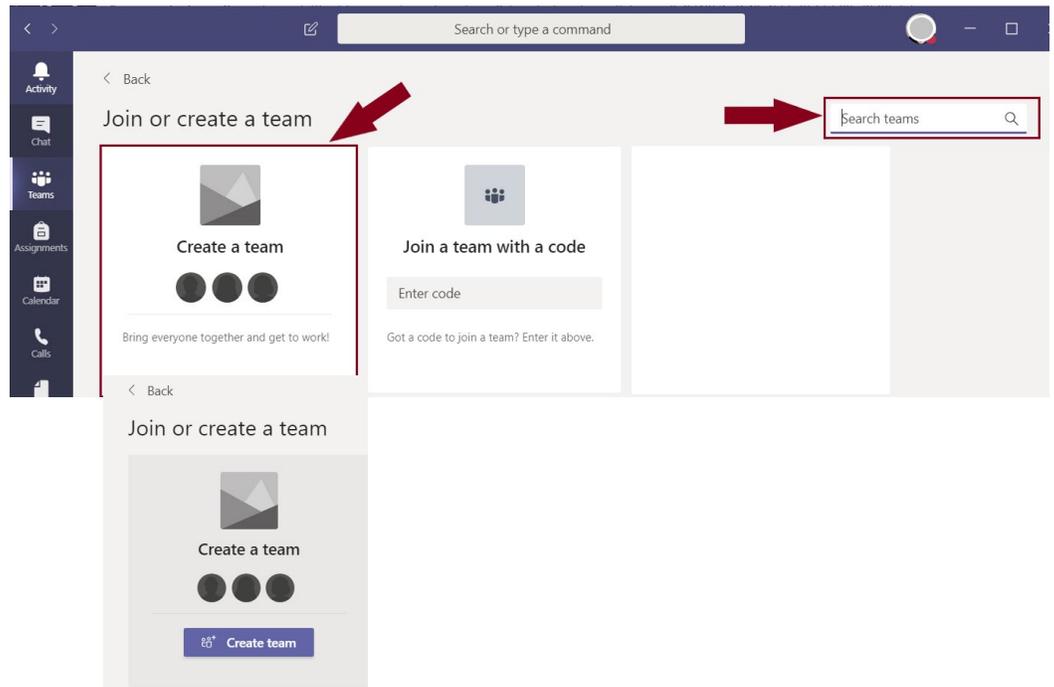
- At sign in, enter cnetid@uchicago.edu
- At the UChicago login screen, enter your CNetID and password.

Once logged in, click Teams on the left hand rail, and then click on Join or create team on the top right.



Make sure a Team doesn't already exist for the group. Feel free to search for Teams.

If a Team doesn't already exist, go ahead and create one. Using the mouse, hover over the Create a Team box until a blue box appears to create the team.



Now choose from four different team types to create:



- In most cases, an “Other” team will be a good choice.
- Use a “Class” team for instruction
- If pre-built templates for meetings are desired for a working group, use a “Professional Learning Community (PLC)” team.
- Use a “Staff” team only if you are a people manager and want a team to use with immediate staff.
- Use an “Other” team for most needs.
- For more details, see the **Microsoft website on team types**.

Every team needs a name, and the name must be unique. Please do not use

Create your team

Educators or students can create teams to work together on any shared goal, project, or activity.

Team name

Description

Privacy

Private - Only team owners can add members ▾

Private - Only team owners can add members

Public - Anyone in your organization can join

Cancel

Next

something general, like “HR,” since there are many HR departments around campus. A best practice is to prepend the department name or an abbreviation first, e.g., “ITS - HR”.

Teams may be Private or Public. Public teams are open to anyone on campus to join and are discoverable by anyone on campus.

Click Next after picking a Team type.

Add members

Members can be anyone. Add people by CNetID, name, or email address. If adding guests (who do not have cnetid@uchicago.edu email addresses), please add them by their email addresses. They will become “guests” in the team.

This step may be skipped and team members can be added later.

Add members to Test Team

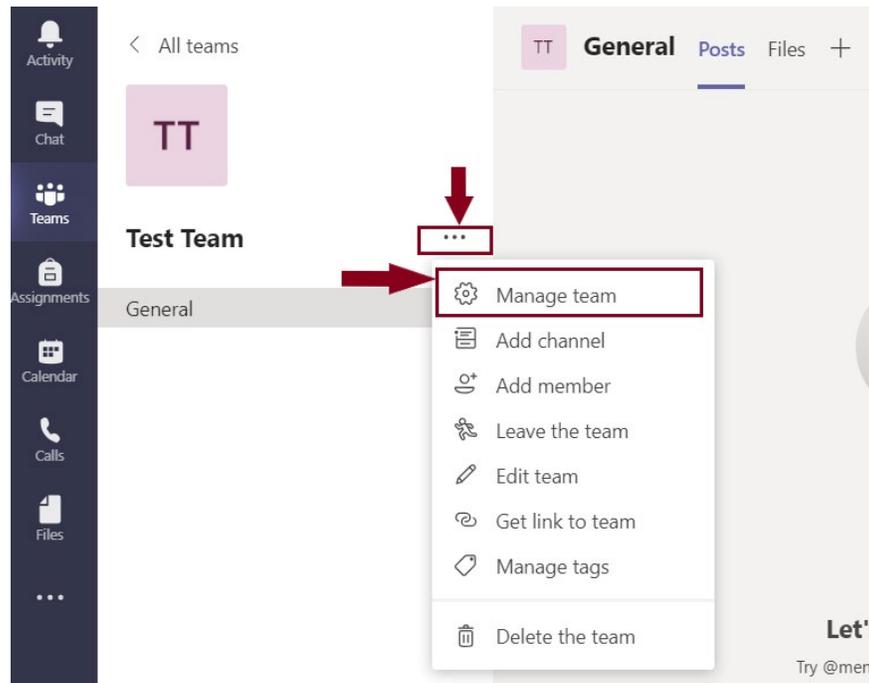
Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

Start typing a name or group

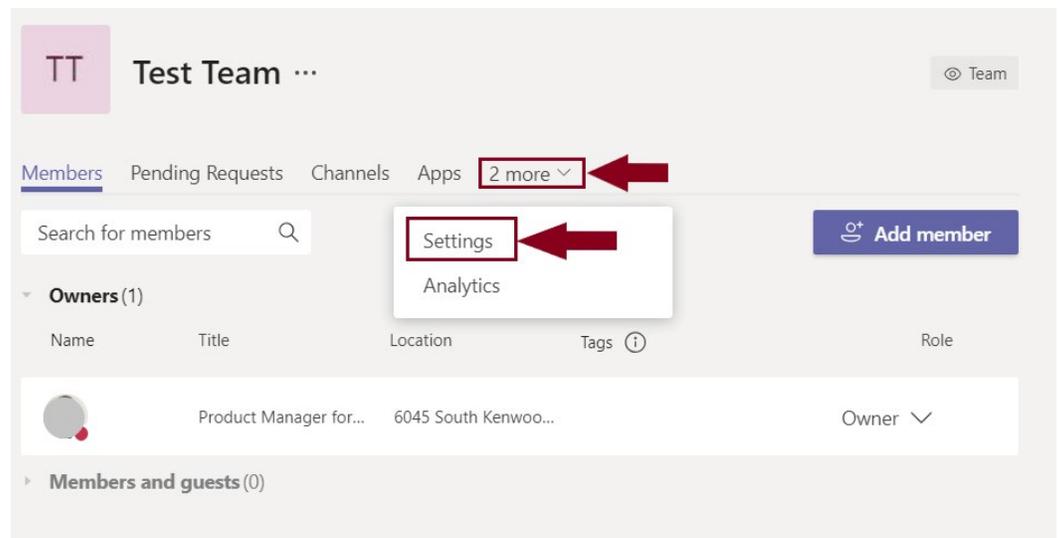
Add

Double check the settings for the Team.

Click the ellipsis next to the team name, and then manage team.
Now click into Settings. If Settings isn't visible, then click under the "# more"



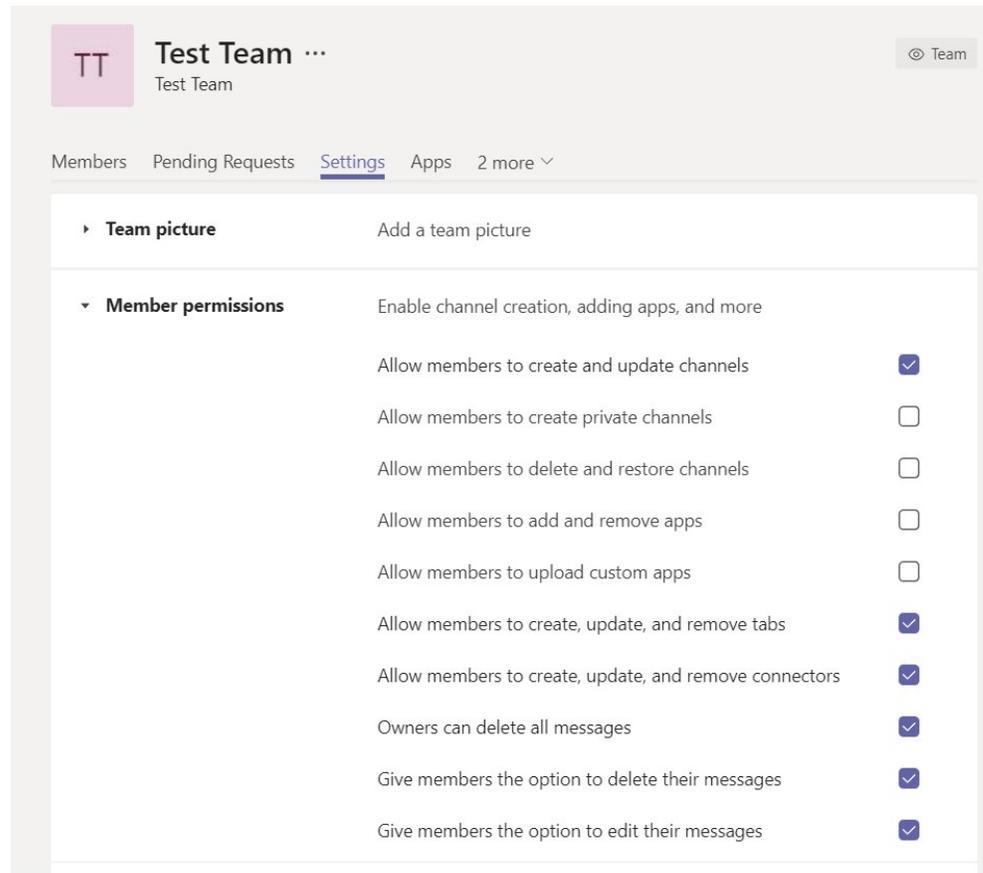
tab to see the settings.



Click into member permissions to see if any permissions should be revised.

Below are good general settings to use and may be changed at any time:

Now you are ready to use the Team!



Using Teams for Audio/Video Meetings

Preparing for a Teams Meeting

To host a successful meeting, we recommend the following equipment:

- A laptop or desktop computer.
- A web camera. This allows you and your participants to meet virtually face-to-face. You may have a camera built into your computer already.
- A headset with a microphone for voice over computer audio. Your computer may have a built-in microphone, but if you need higher quality audio for presenting, a headset will provide a better experience for your meeting participants.
- If required, Microsoft has a **full list** of hardware specifications.

Starting a Test Meeting

We recommend a quick test meeting to become familiar with Teams:

1. Enter teams.microsoft.com into your web browser.
2. Click the Sign in button.
3. At sign in, enter your cnetid@uchicago.edu
4. At the UChicago login screen, enter your CNetID and password
5. Click on the Calendar icon on the left-hand menu.
6. Click Meet Now and allow use of your microphone and camera.
7. Click Join Now.
8. A Teams meeting window will open so Teams can be tested; experiment with the audio and video equipment and get familiar with the host controls.

Scheduling a Teams Meeting

For detailed steps on how to schedule a Teams meeting from Outlook, please see: **Schedule a Teams meeting from Outlook**

For detailed steps on how to schedule a Teams meeting from the client or from the web, please see: **Schedule a Teams meeting from the Teams client or via the web.**

Starting a Scheduled Teams Meeting

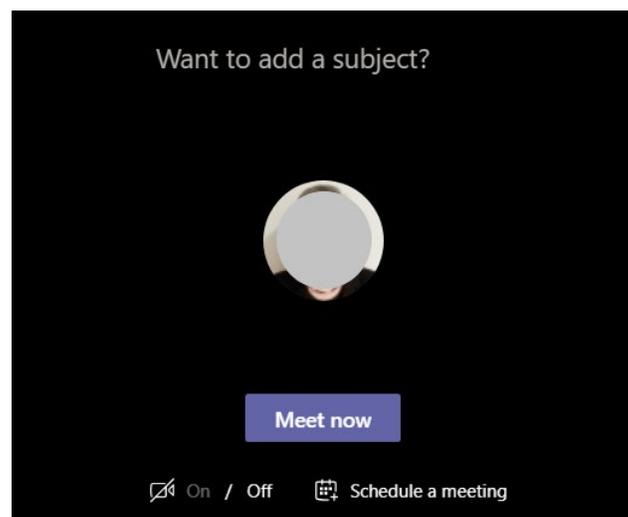
Click on the meeting link in the calendar invitation.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

If prompted to log in to Microsoft Teams:

- At sign in, enter cnetid@uchicago.edu
- At the UChicago login screen, please enter CNetID and password.
- Click Meet Now.

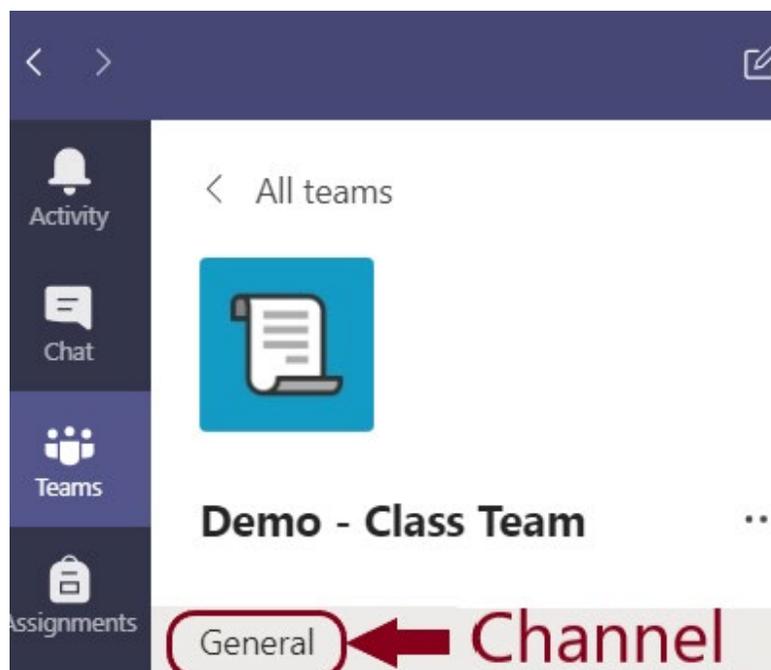
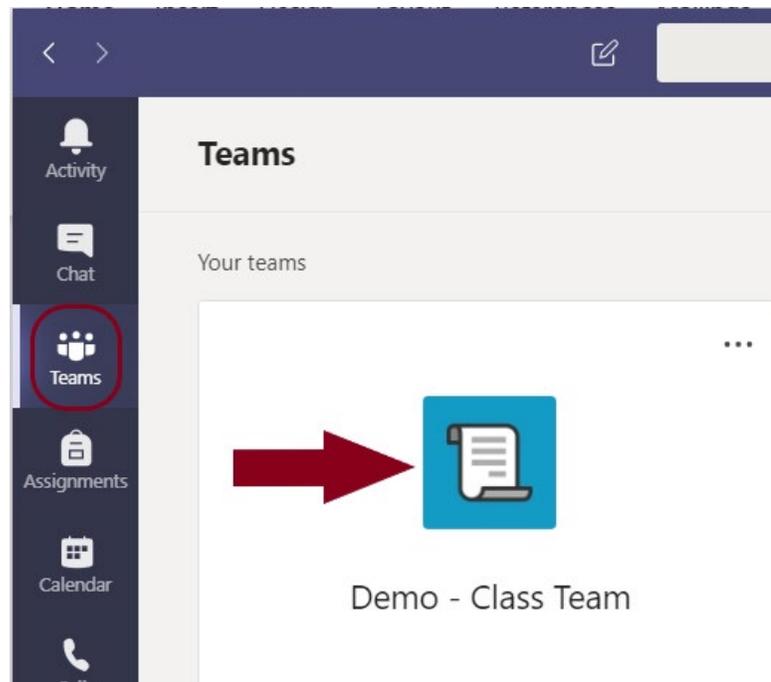


Start an ad-hoc meeting with a pre-existing Team

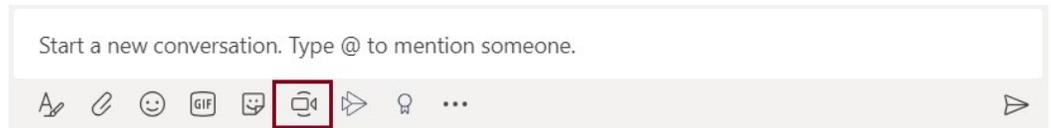
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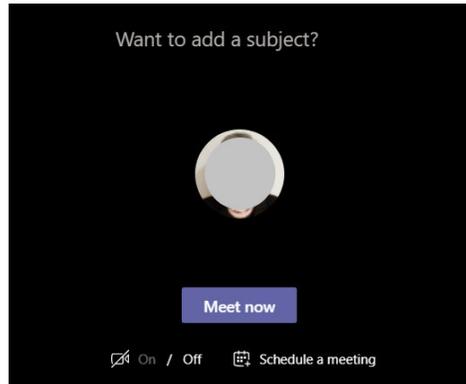
- At sign in, enter cnetid@uchicago.edu.
- At the UChicago login screen, enter CNetID and password.
- Click Teams on the left-hand rail, click into your team, and click on the channel in which to have the conversation.



Once in the channel, click on the camera icon at the bottom of the screen. This will open up an audio/video meeting with the Team.



If preferred, add a subject, then click Meet Now.



Need inspiration or more information?

Check out **Teams links** and training, **video training**, or **Microsoft's Quick Start Guide** for EDU.