

# Microsoft Teams Set up and Usage guide

## Install

To get started please download the Microsoft teams application from this URL:

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

Once it is downloaded, install the program. This can take up to 30 minutes on some machines.

You can also download Teams from the Apple App store and the Google Play store

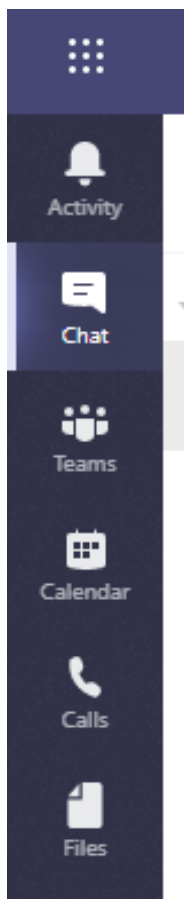
When it is done you will see a welcome screen asking for your work, school or Microsoft account.

Please enter the account the school has provided then the password after that.

Teams is now set up and ready to use.

## How to use

This is the Icons you will see on the side of the App when you open it.



This is the activity screen. This will show you if anyone has mentioned you and replied to a thread you have made.

This is the chat screen. This is for groups or 1 to 1 text chat.

This is the Teams view. This will show off the class groups you are in and is for General discussions on a topic.

This is the calendar screen. You will most likely not need to use it.

This is the calls screen. This is where the conference calls will be coming from.

This is the files screen. Most likely not needed unless asked to submit work.

## Receiving a Call

When you receive a call, you will see a grey box appear with who is calling you. Accept it and you will join a call.