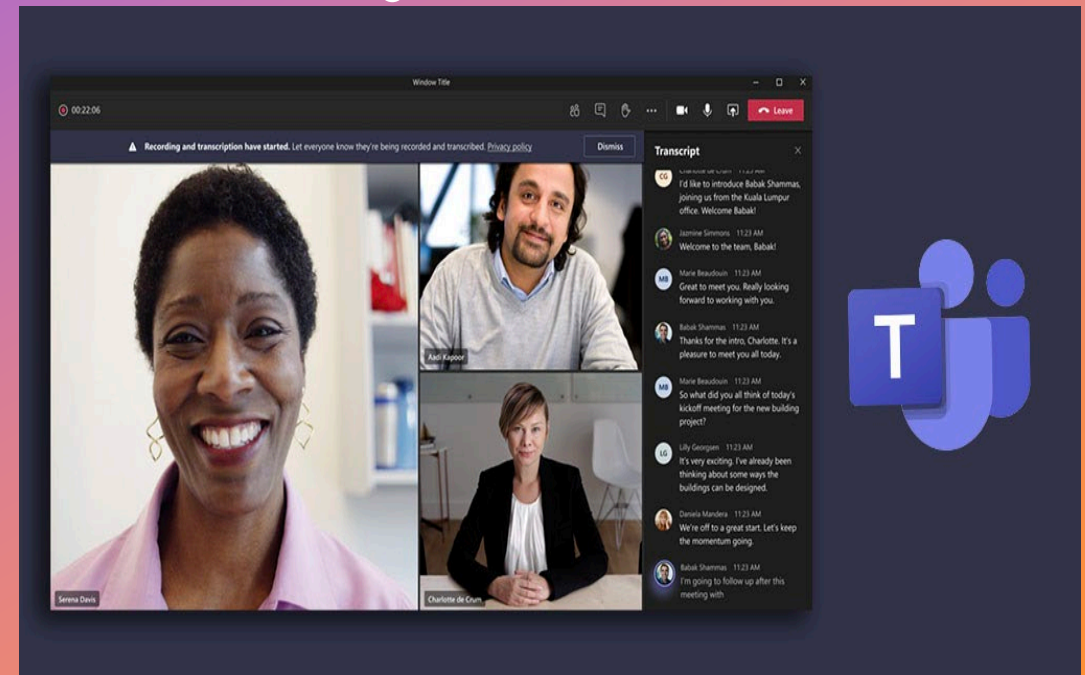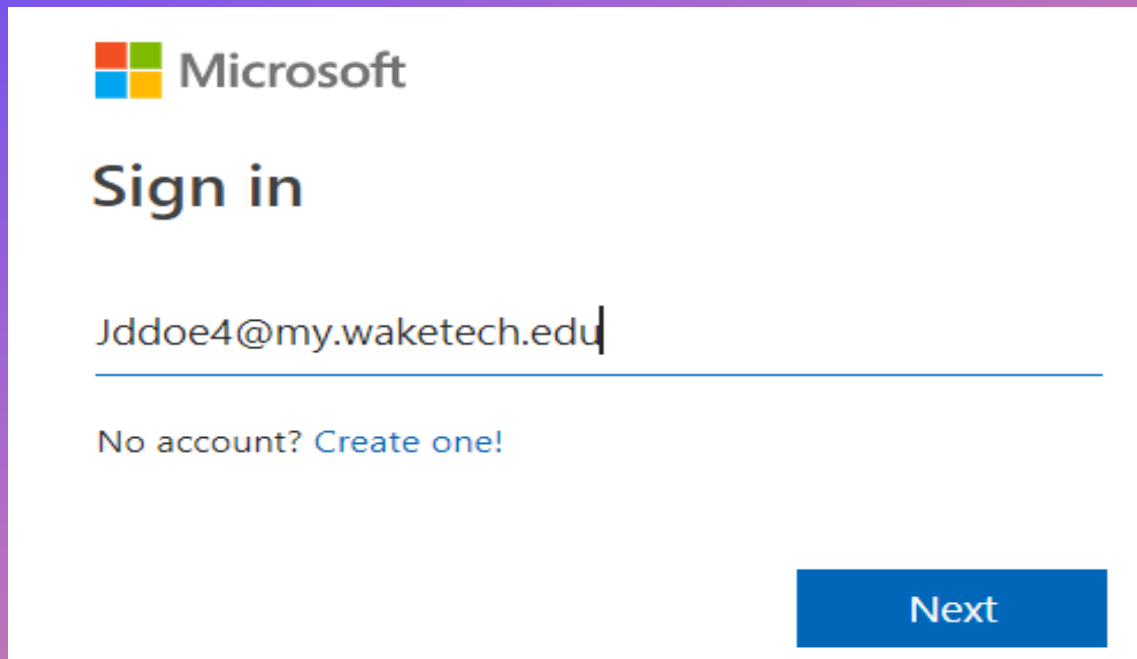# A GUIDE ON USING MICROSOFT TEAMS

# HOW TO PROPERLY SIGN INTO TEAMS

- After downloading Microsoft Teams, click sign. After clicking sign in, sign in with your Wake Tech email account.

**Microsoft**

Sign in

Jddoe4@my.waketech.edu

No account? Create one!

Next

# HOW TO JOIN THE CLASS MEETING IN TEAMS

- Go to your Wake Tech email in Outlook and look for the email with the class link to teams that your instructor sends you.

- After clicking the email, click the "Click here to join the meeting link" button at the bottom of the email, then click the "Join on Teams app button.
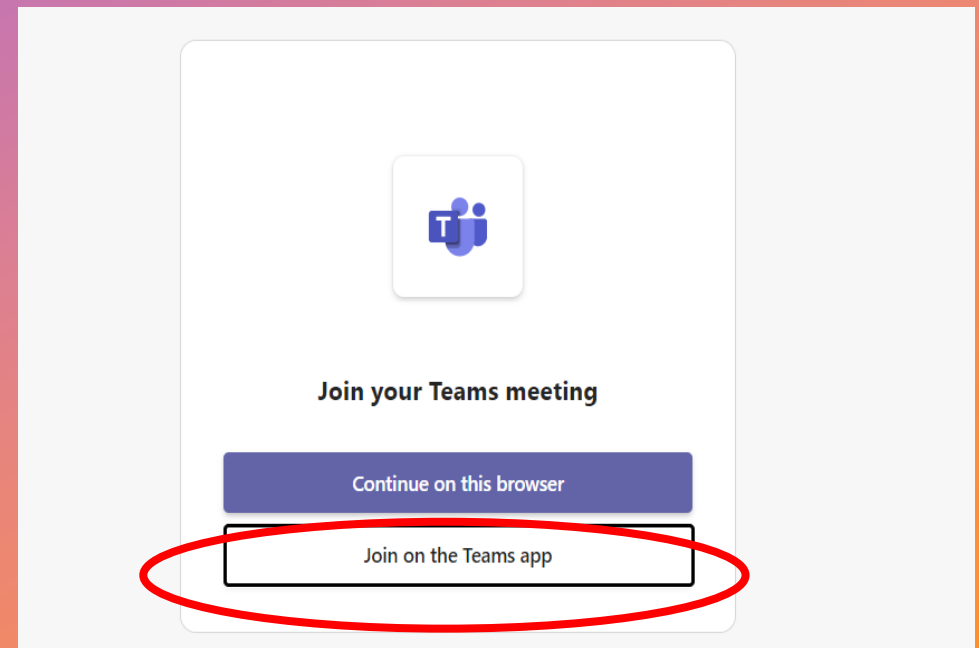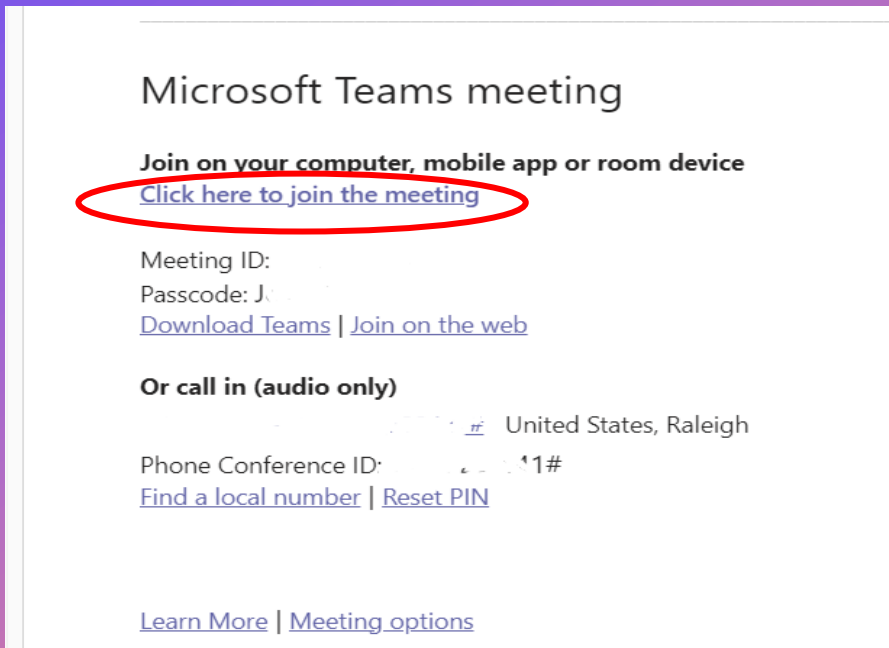
# HOW TO SET UP YOUR AUDIO AND CAMERA

- To turn on your camera in Teams, turn the toggle on the bottom left of the window to the right. Do the same with the toggle next to the speaker icon to enable audio.

- After enabling audio and video, click the join now button at the bottom right of screen.
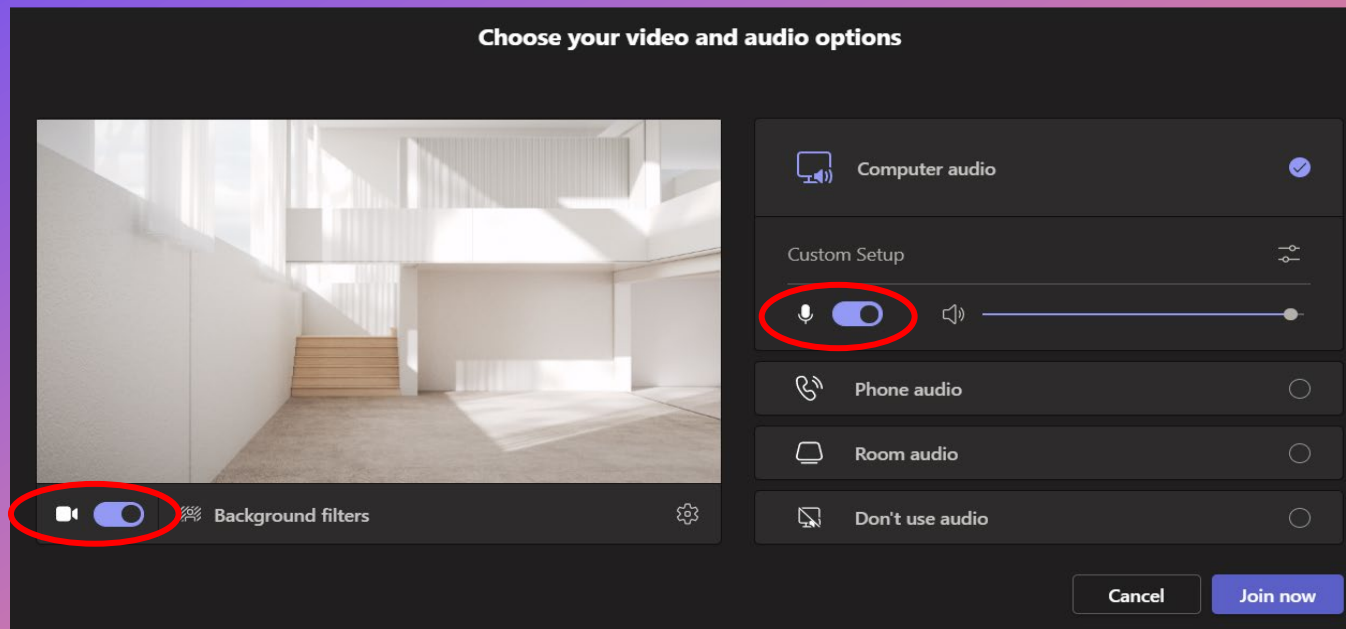
# HOW TO SHARE YOUR SCREEN

- To share your screen during a meeting in teams, click the chat button at the top of the screen, then click the screen window button.
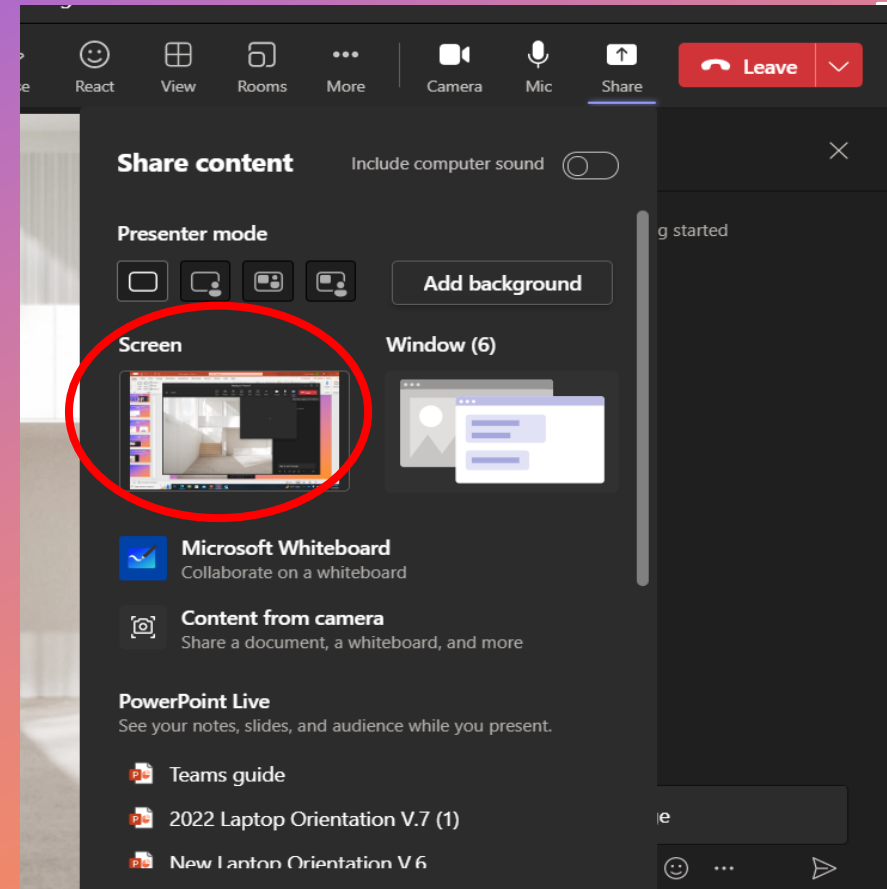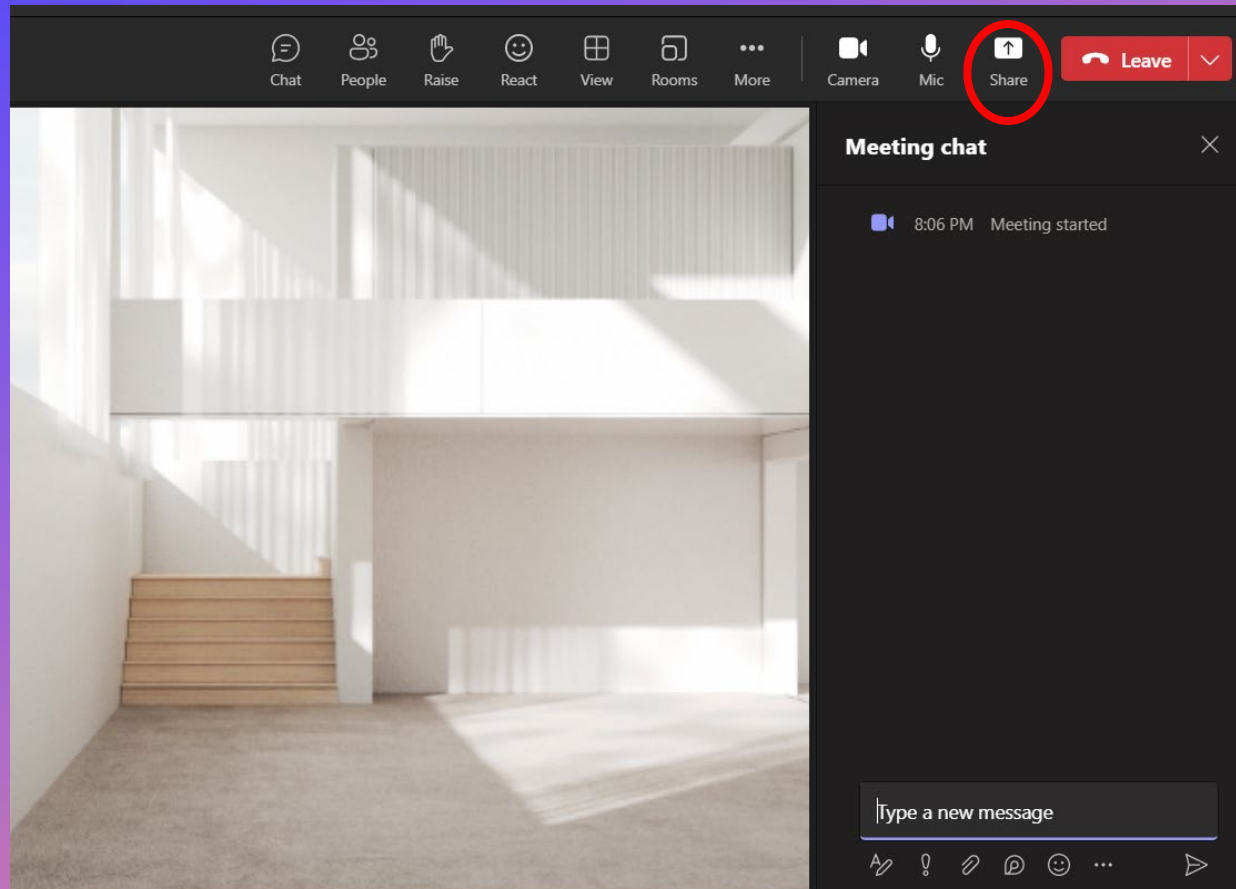
# HOW TO JOIN YOUR CLASS CHANNEL

- To join your class channel, click the join or create team button at the top of the screen located in the home page of the teams app.

- After clicking the Join or create team button, enter the class code that your instructor gives you, then click join team below that.
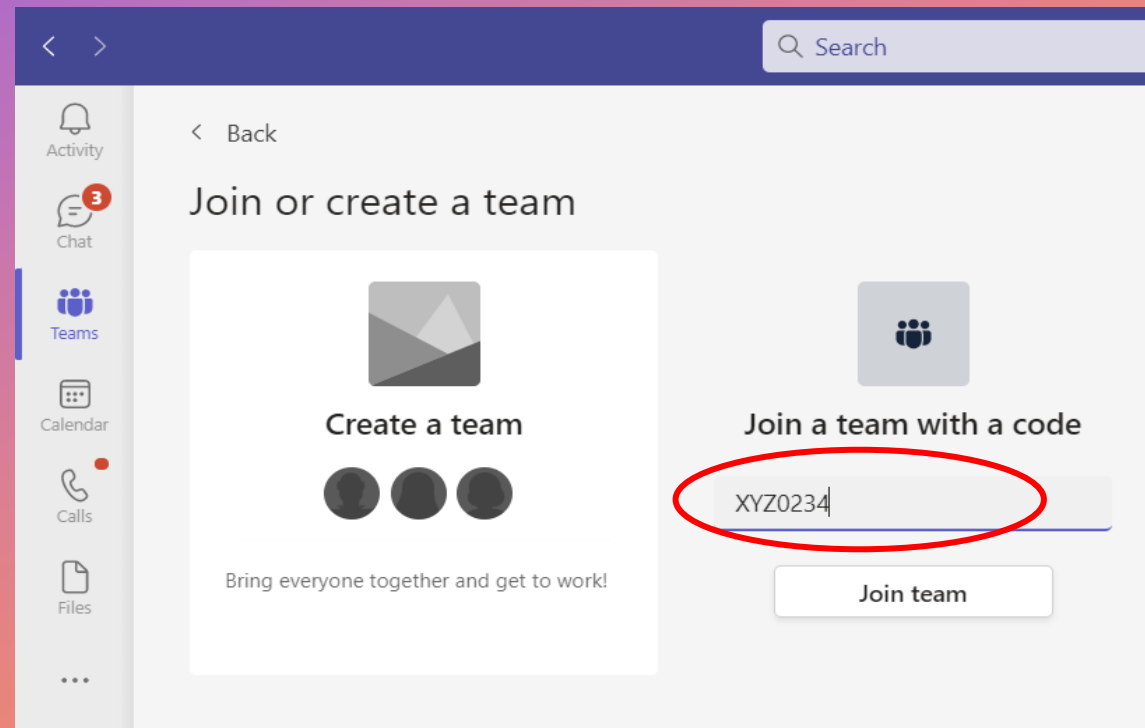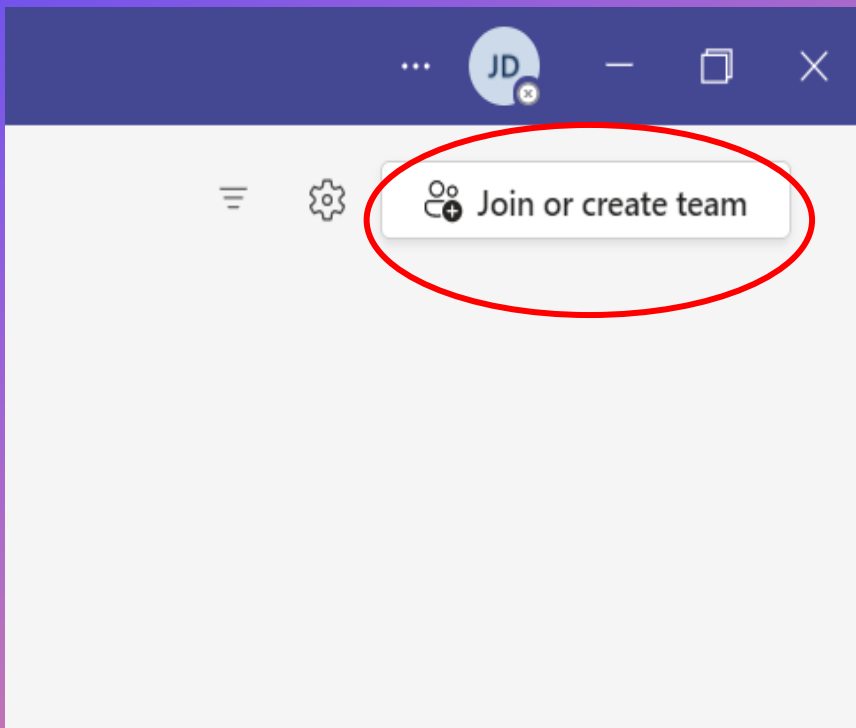
# HOW TO SEND A CHAT

- To send a chat in teams, on the top left of your computer, click the chat button on the top left of your screen.

- After clicking the chat button, click new message, then enter the name of the person you are trying to message
  -
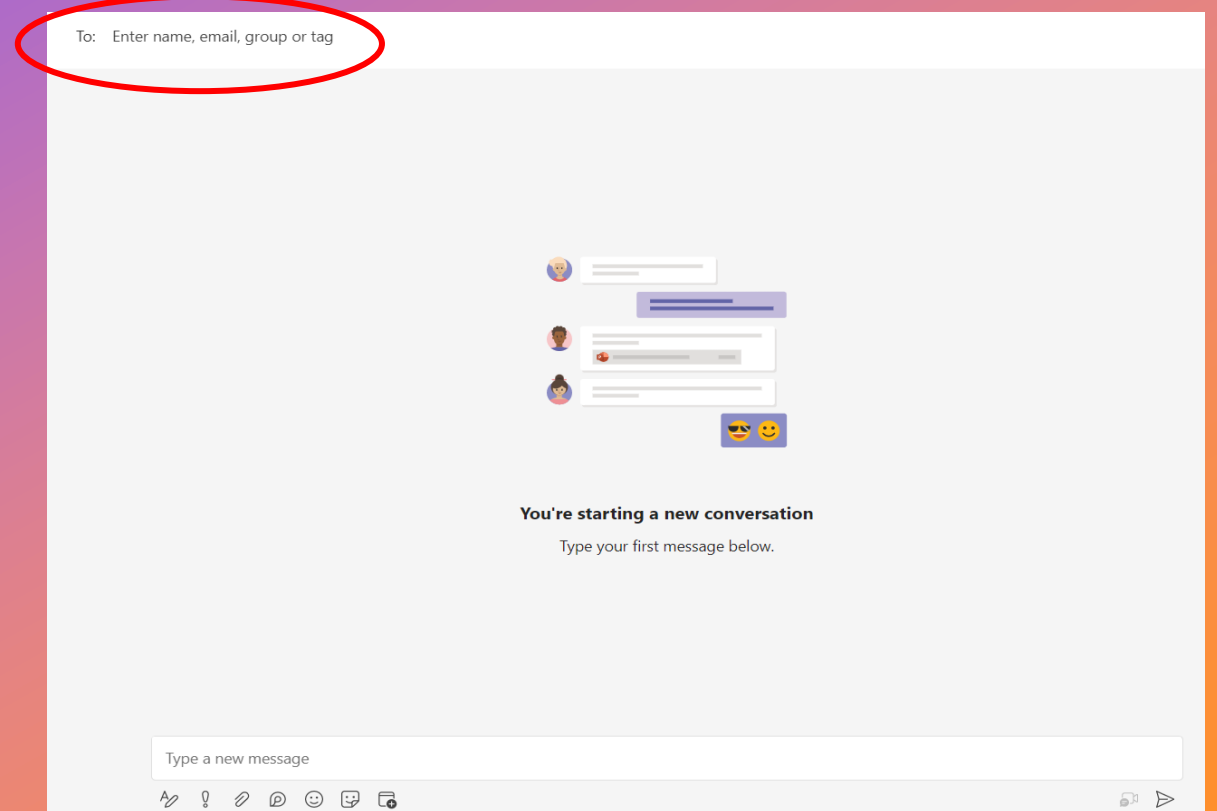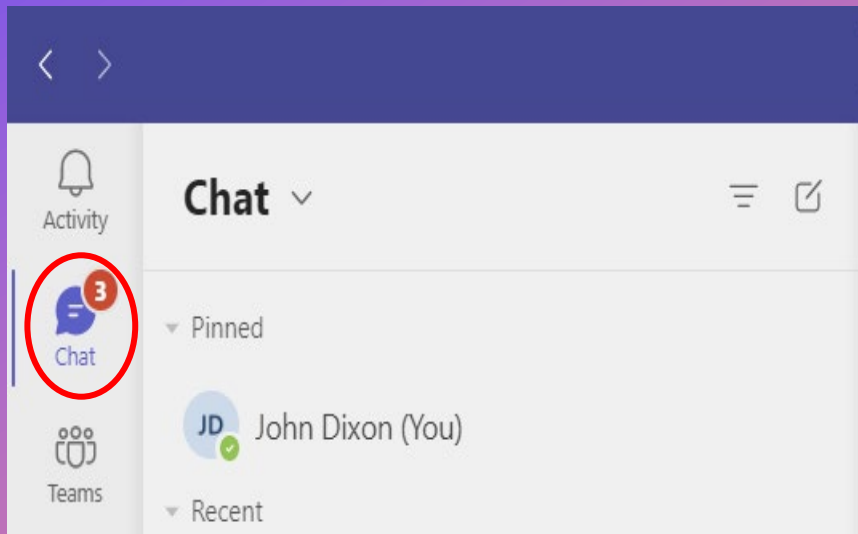
# Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

**Every team has channels**
Click one to see the files and conversations about that topic, department, or project.

**Start a new chat**
Launch a one-on-one or small group conversation.

**Use the command box**
Search for specific items or people, take quick actions, and launch apps.

**Add tabs**
Highlight apps, services, and files at the top of a channel.

**Manage profile settings**
Change app settings, change your pic, or download the mobile app.

**Move around Teams**
Use these buttons to switch between Activity, Chat, your teams, Calendar & Files.

**View and organize teams**
Click to see your teams. In the teams list, drag a team name to reorder it.

**See your calendar**
Click to see your schedule and join meetings.

**Manage your team**
Add or remove members, create a new channel, or get a link to the team.

**Add files**
Let people view a file or work on it together.

**Reply**
Your message is attached to a specific conversation.

**Join or create a team**
Find the team you're looking for, join with a code, or make one of your own.

**Compose a message**
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

**Access your apps**
Find apps added for your teams or your personal use.

Search or type a command

Teams

Research and Development  Posts  Files  Wiki  Mark 8 Project Plan  Power BI

Your teams
Mark 8 Project Team
General
Design
Digital Assets Web
Go to Market Plan
Research and Dev
Sales and Market
General
Monthly Reports
Retail
General
NC460 Sales
Hidden teams

Megan Bowen
Change picture
Available
Set status message
Saved
Settings
Zoom          — (85%) +
Keyboard shortcuts
About
Check for updates
Download the mobile app
Sign out

Nestor Wilke  3/26 4:32 AM
Weekly Sync

Mark 8 Project Sync
Occurs every Monday @11:30 AM
Reply

Patti Fernandez  3/26 4:33 AM
Hi team! This site is the be...  is team site for doc repository, meeting discussions, and any team...
4 replies from Patti, Lee, Lynne...
Reply

Lidia Holloway  3/26 4:33 AM
Here are the design proposals for the Mark 8 copter...
Mark 8 Pilot Program.pptx

Collapse all
Lee Gu  3/26 4:33 AM
Looks good. I made some changes to the propeller housing based on discussions in our meeting yesterday.

Megan Bowen  3/26 4:33 AM
Have we made a decision on the chassis colors?

Nestor Wilke  3/26 4:33 AM
Current plan of record is silver and matte...  schemas as options for the three different model releases.
Reply

Lidia Holloway  3/26 4:33 AM
I am having so much fun with the prototype. Check out this overhead view of my house.

Start a new conversation. Type @ to mention someone.