Installing Microsoft Teams

Installing Microsoft Teams is very straightforward – the instructions below are for Windows machines but Macs are very similar. There is also a version for iPads, iPhones and Android devices if you want to install the software on those.

First – download the software. You should only ever download software from the original supplier or from the Apple or Google stores – don't install from any third party website as you simply can't tell what they might have done to it.
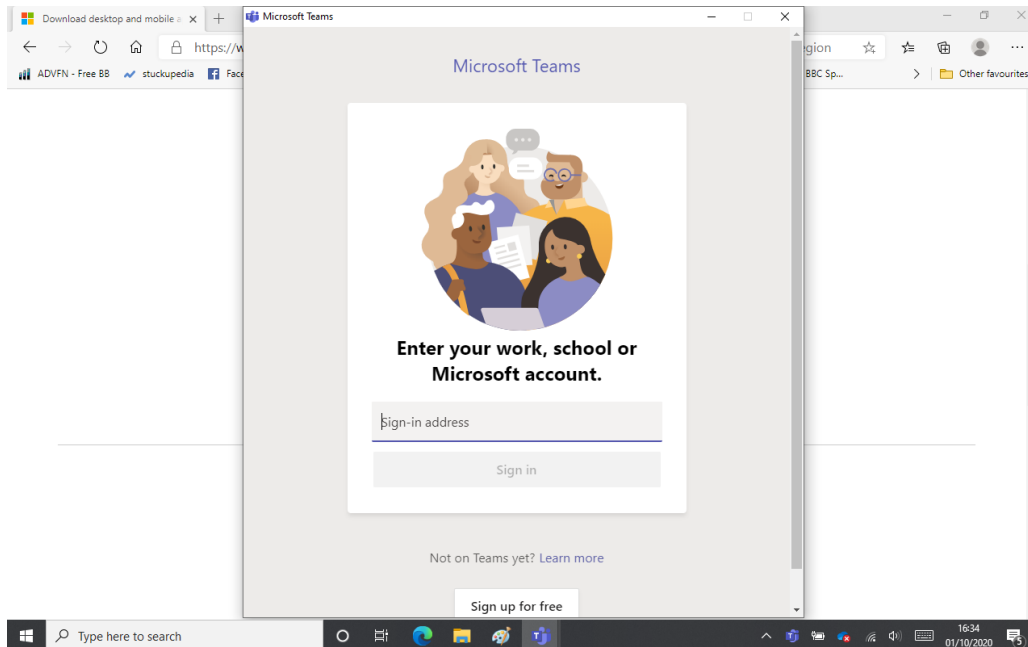
The screenshot below shows the download from the Microsoft website:

Once the software is downloaded, install it by opening the file you've downloaded.

Once it's installed, launch Teams and you should be greeted by the following login page:

Enter your University email address as per below:
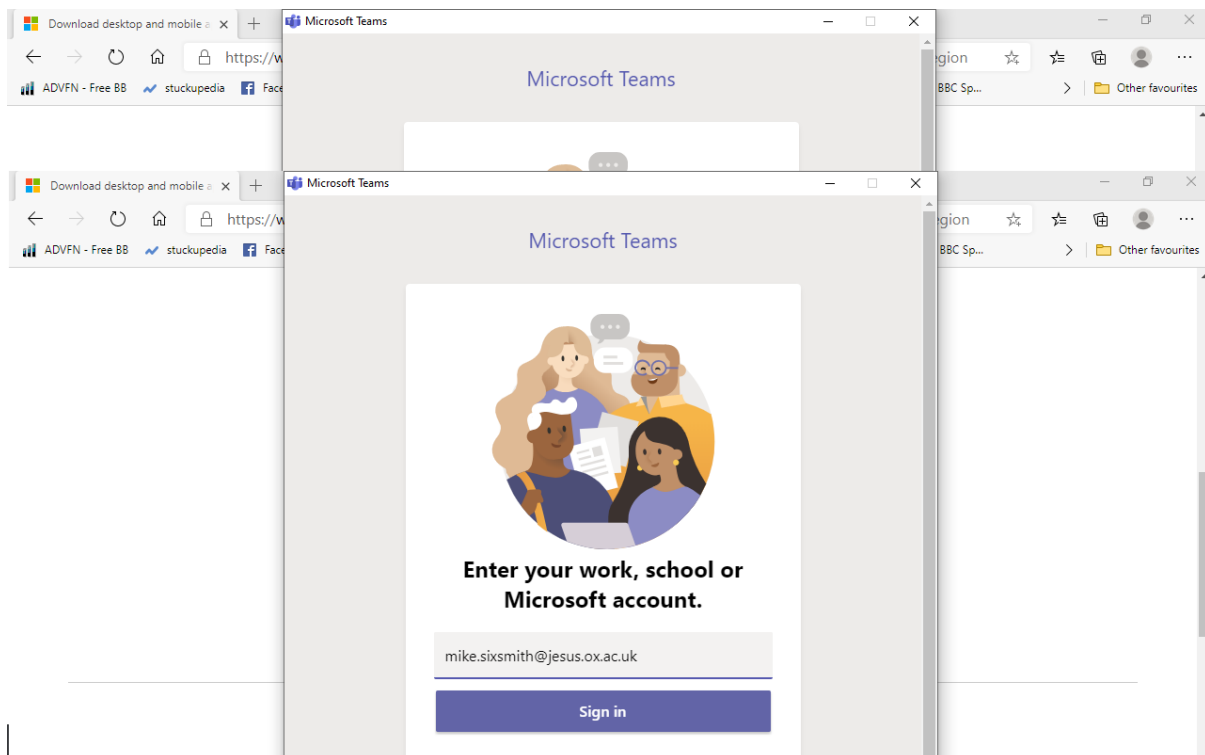
You should then find the University's Webauth login screen appears:

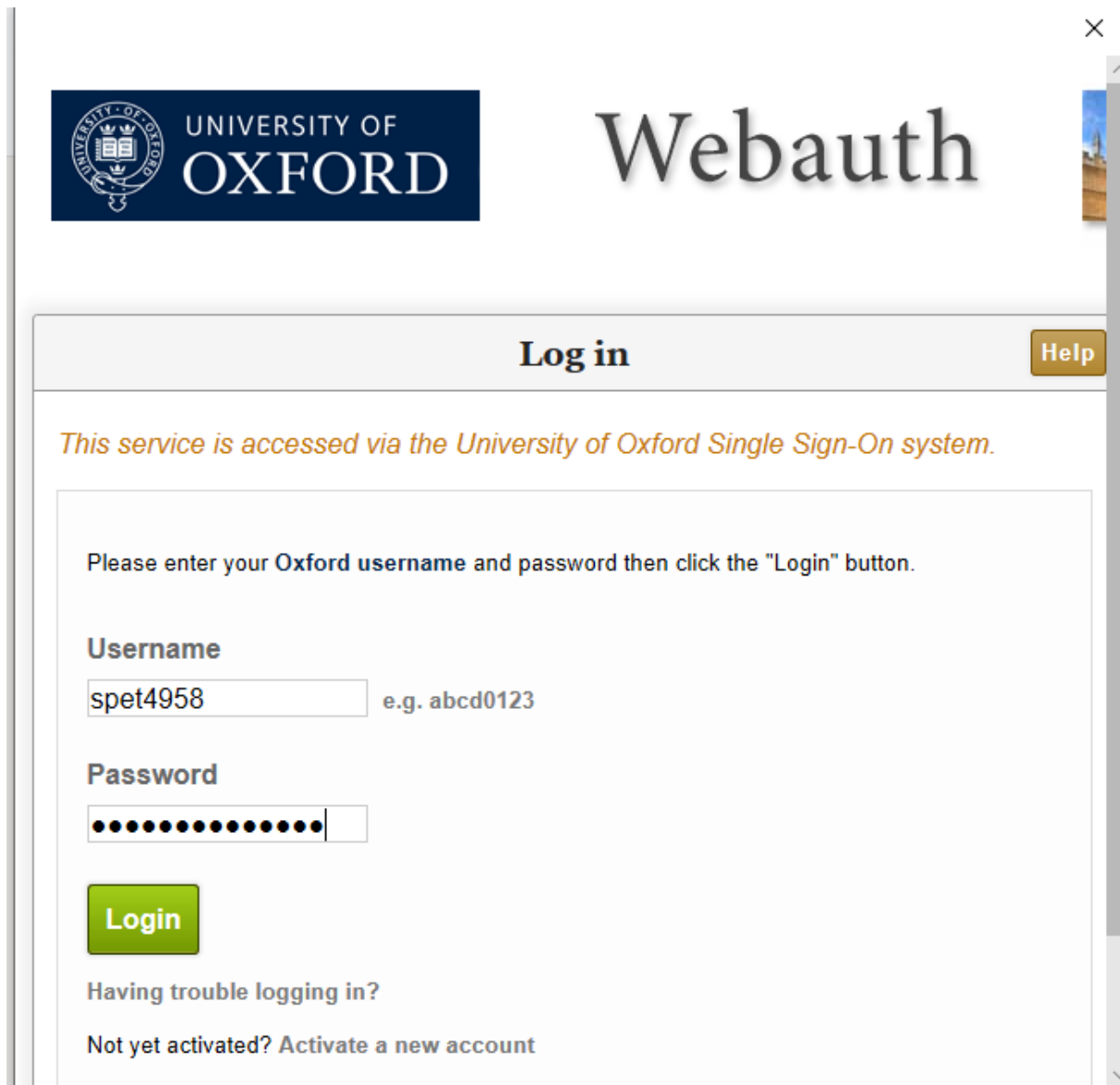Log in to this window with your SSO and password. You should then see the Teams screen pop up – this has a number of menu choices on the left which show recent

- Activity
- Chat sessions
- Teams that you're a member of
- Assignments
- your Calendar (which is pulled from the Outlook calendar)
- Calls (video and audio calls between you and other Teams participants)
- Files (files shared between other Teams members)

An example of the Calls menu choice is below.
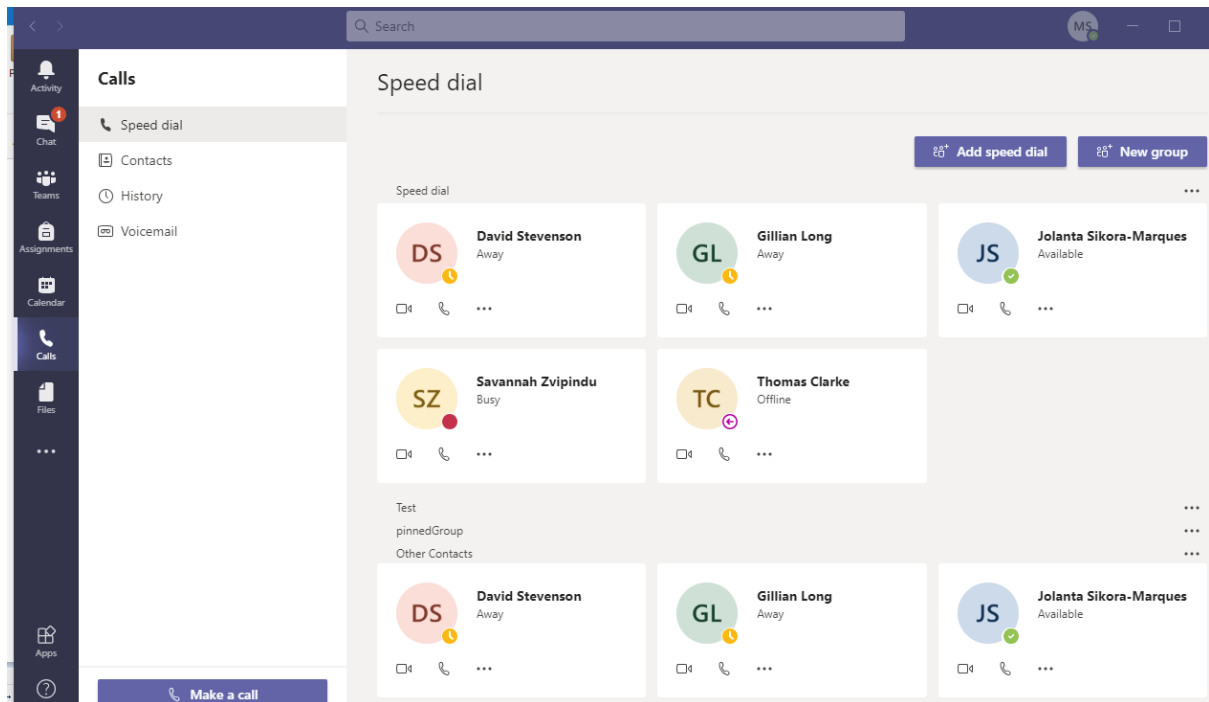
To make a Teams call to someone else simply type their name into the Search field at the top of the Teams screen and their Teams address book entry should pop up, from which you can video call or audio call them, or send a Chat message.

If you're invited to a Teams meeting it will appear in your Teams calendar – simply click on the Join Now button on the meeting and you'll be connected to it. You can disable video if you don't want the other participants to see you, and for meetings with more than just a few participants it's advisable to mute your microphone to prevent any noise in your vicinity from being transmitted to everyone else in the meeting.

There are lots of resources on the web on how to use the various features of Teams - this one

https://youtu.be/jugBQqE_2sM

will give you a quick overview of what's there.