

Microsoft Teams Guide for Faculty and Students

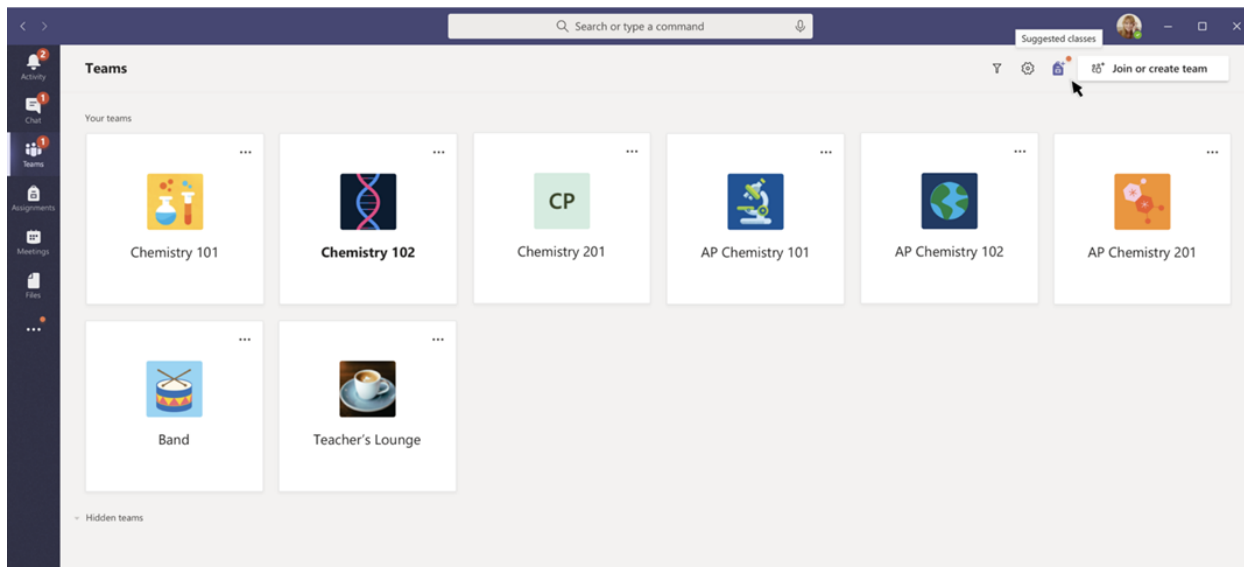
This tutorial outlines the basics of getting the Teams client installed on your computer or mobile device and will get you familiar with the basics of how to use Teams.

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What is Microsoft Teams?

Microsoft Teams is a collaboration and messaging tool included with your Herkimer College Office 365 account. Teams engages students and faculty with virtual face-to-face real-time instructions, office hours, group projects, activities, and more. Stay connected with persistent chat, channel conversations, call, and meetings all in one place.



Installing the Teams Client


Use Microsoft Teams from your desktop or on the web, on your iOS, Android, tablet, Chromebook, or laptop device.

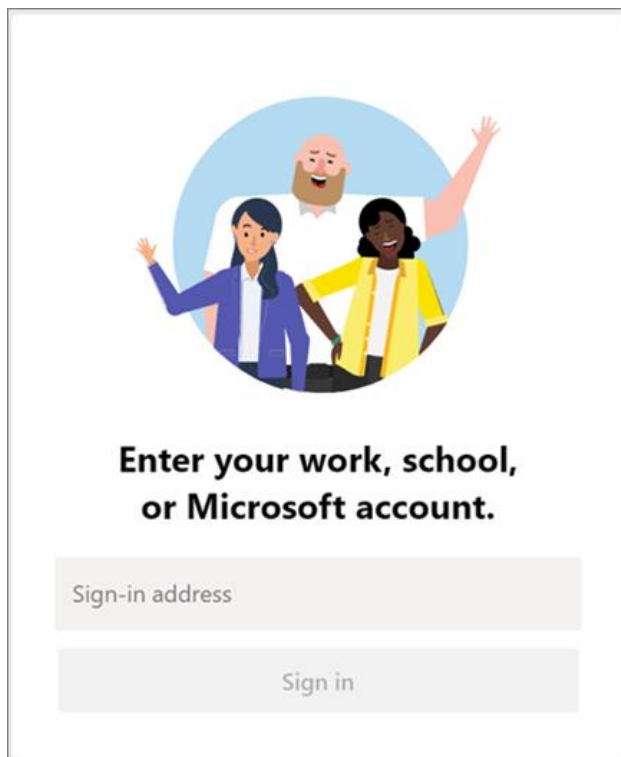
PC/Mac: Navigate to the following website and click the link appropriate for your operating system: <https://teams.microsoft.com/downloads>

iOS: Download the Teams app from the App Store: <https://aka.ms/iosteam>

Android: Download the Teams app from the Play Store: <https://aka.ms/androidteams>



Sign into Microsoft Teams

1. Start Teams.
 - In Windows, click **Start**  > search for **Microsoft Teams**.
 - On Mac, go to the **Applications** folder and click **Microsoft Teams**.
 - On any web browser, login to office.com, and click **Microsoft Teams**.
 - On mobile, tap the **Teams** icon.
2. Sign in with your Herkimer College email address and password.



Chat and Share Files in Teams

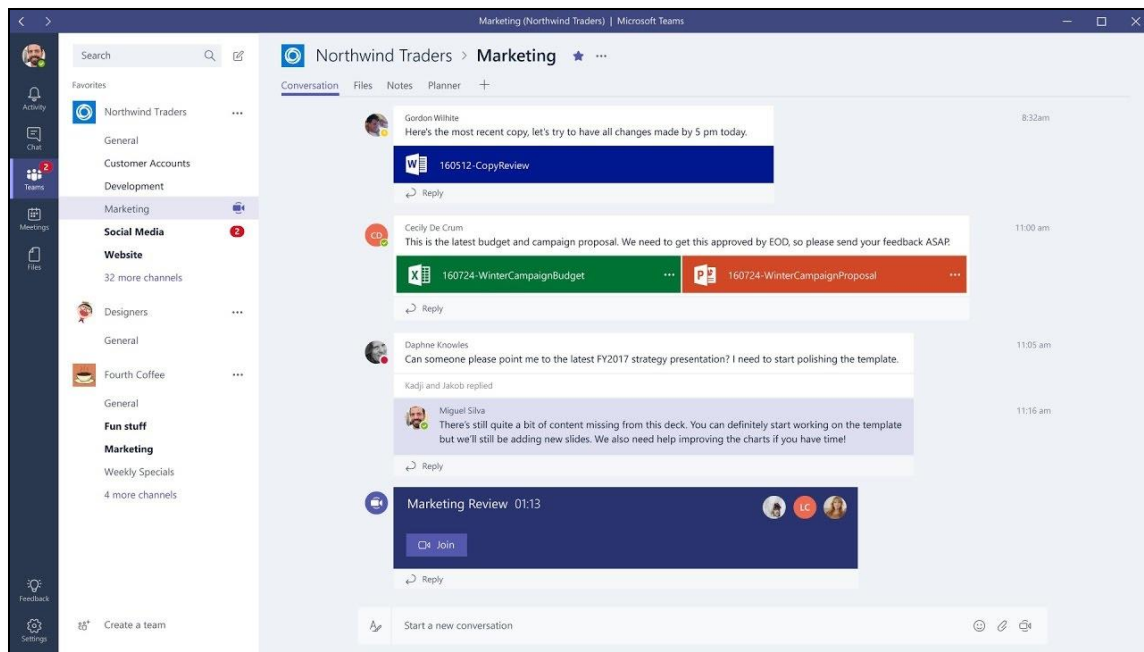
Start a new conversation with a person or group

1. At the top of the app, click **New chat**  .
2. In the **To** field, type the name of the person or people you want to chat with.
3. In the compose box, say what you have to say and click **Send**  .

Reply to a conversation

Channel conversations are organized by date and then threaded. The replies in threads are organized under the initial post so it's easier to follow multiple conversations.

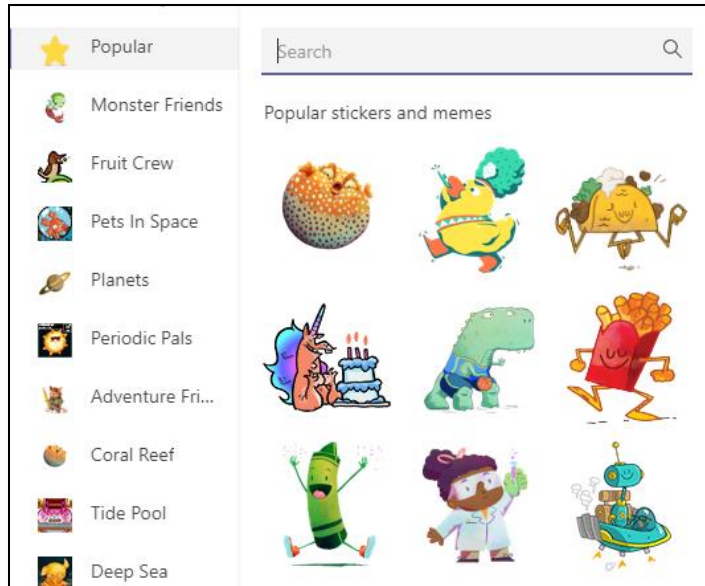
1. Find the conversation thread you want to reply to.
2. Click **Reply**, add your message, and click **Send** ➤ .



Have fun with emoji, GIFs, and memes

- Click **Sticker** 🗒️ under the box where you type your message, then pick a meme or sticker from one of the categories.

The **Sticker** 🗒️ catalog contains a wide variety of customizable stickers and memes—you can even upload your own! Check out **Emoji** 😊 for smiley faces and **GIF** 📺 for animated GIFs.



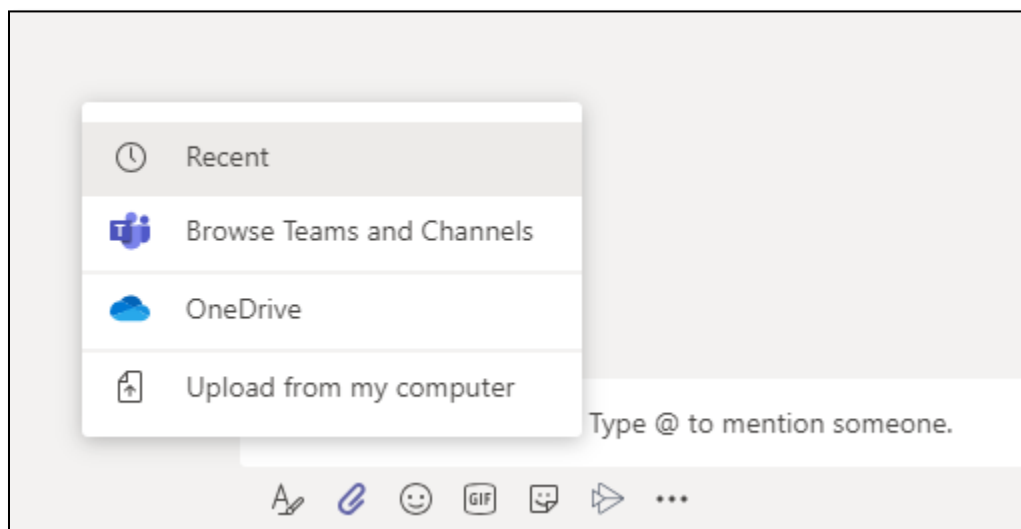
Share a file

Sometimes words aren't enough, and you need to post a file to a channel conversation.

Tip: Teams works particularly well with [Microsoft Office documents](#).

1. In your channel conversation, click **Attach**  beneath your compose box.
2. Select a file, click **Open**, and then **Send** .

You can always see all the files you post to a channel by going to the **Files** tab.



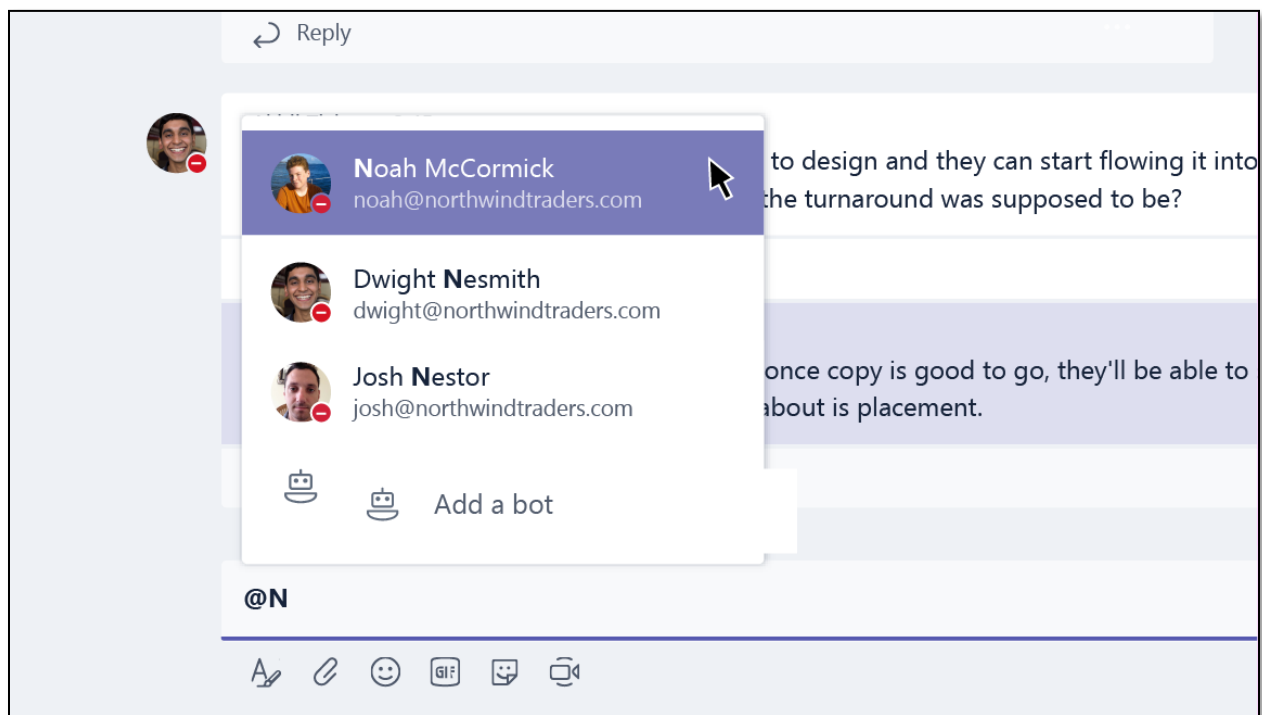
Collaborate in Teams

@mention someone

A @mention is like tagging someone, a way to get someone's attention.

1. In the compose box, type @, then type the first few letters of the person's name. You can also @mention entire teams and channels.
2. Select the person. Repeat for as many people as you want to @mention.

Each person you @mention gets a notification in their Activity feed. Check for a red circle next to **Activity** 🔔 right now to see if someone has @mentioned you!

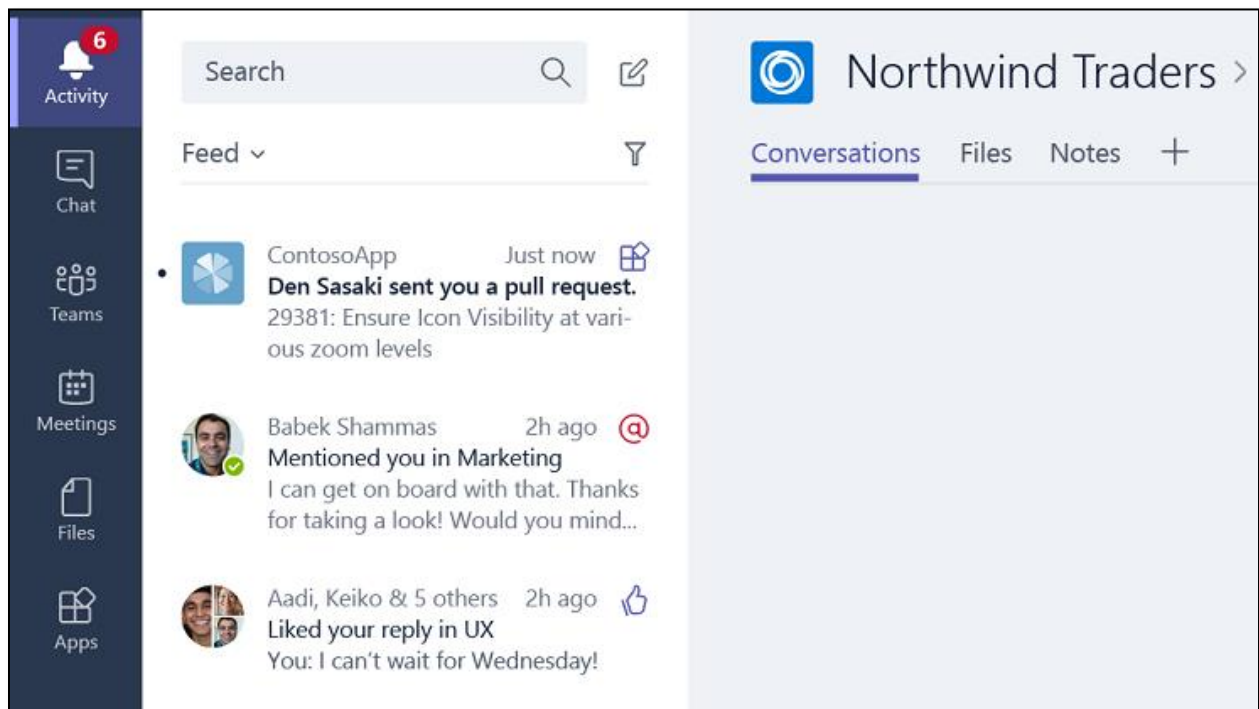


Stay on top of things

Notifications let you know when someone @mentions you, likes something you've posted, or replies to a thread you started. The Activity feed helps you stay on top of all your notifications.


1. Click **Activity** 🔔 .
2. **Feed** shows you a summary of everything that's happened in the channels you follow.
 - Click **Filter** 🏠 to show only certain types of notifications such as @mentions or likes.

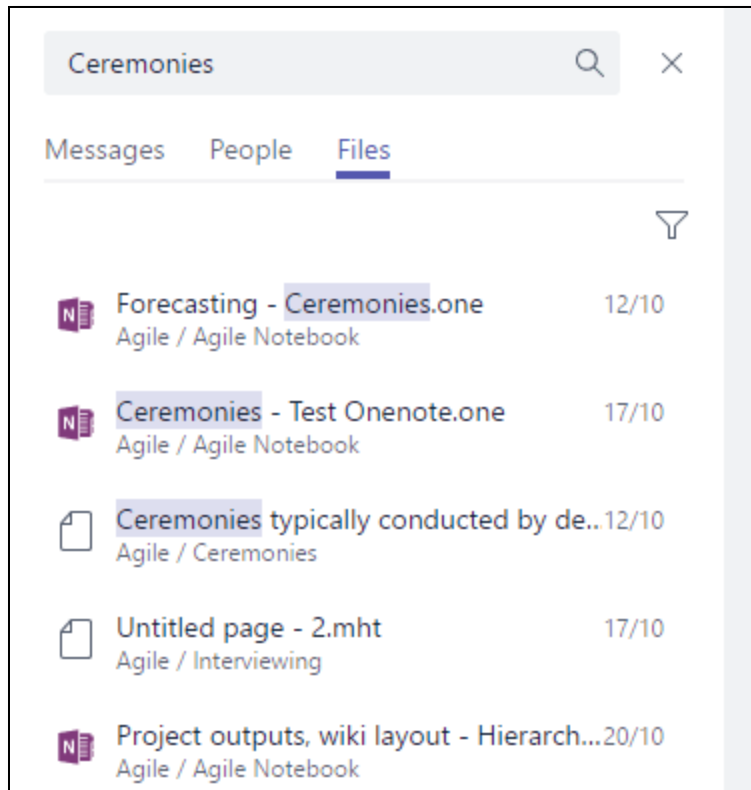
- Select **Feed > My Activity** to see a list of everything you've been up to lately in Teams.



Search for messages, people, or files

Searches cover your entire organization, all the channels that you're part of.

1. Type a phrase in the command box at the top of the app and press Enter.
2. Select the **Messages, People, or Files** tab.
3. Select an item in the search results. Alternatively, you can click **Filter**  to further refine your search results.



Start Chats, Calls, and Meetings

Please view the video at the link below for information on starting chats, calls, and meetings in Teams

[Start Chats, Calls or Meetings](#)

Scheduling and Recording a Meeting in Microsoft Teams

[Manage Meetings](#)

Other Useful Teams Learning Resources

- [Teams Quick Start Guide for Education »](#)
- [Interactive Tour »](#)
 - [Teams Basics \(desktop and mobile\)](#)
 - [Chats and Meetings](#)
 - [Tips and Tricks](#)
- [Watch Short Video Trainings »](#)

For more information, go to herkimer.edu/it or contact our Help Desk at help@herkimer.edu or **315-866-0300**, extension **8555**.