Microsoft Teams Quick Start Guide

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1. Download the Microsoft Teams desktop app from your computer via https://www.microsoft.com/en-us/microsoft-teams/download-app and selecting *Download for Desktop*.
2. Click *Download Teams*.
3. Once downloaded, open the program on your computer and sign in using your school credentials

When you first open the app, you'll see the homepage:

You will see mentions, replies and other notifications here.

Click here to access and manage your settings

Access individual chats and class group chats here

Access the class's "team" here

View scheduled class times. Join calls from the calendar.

Click here to access the class's "team." This is where all class files, assignments, etc. are stored.
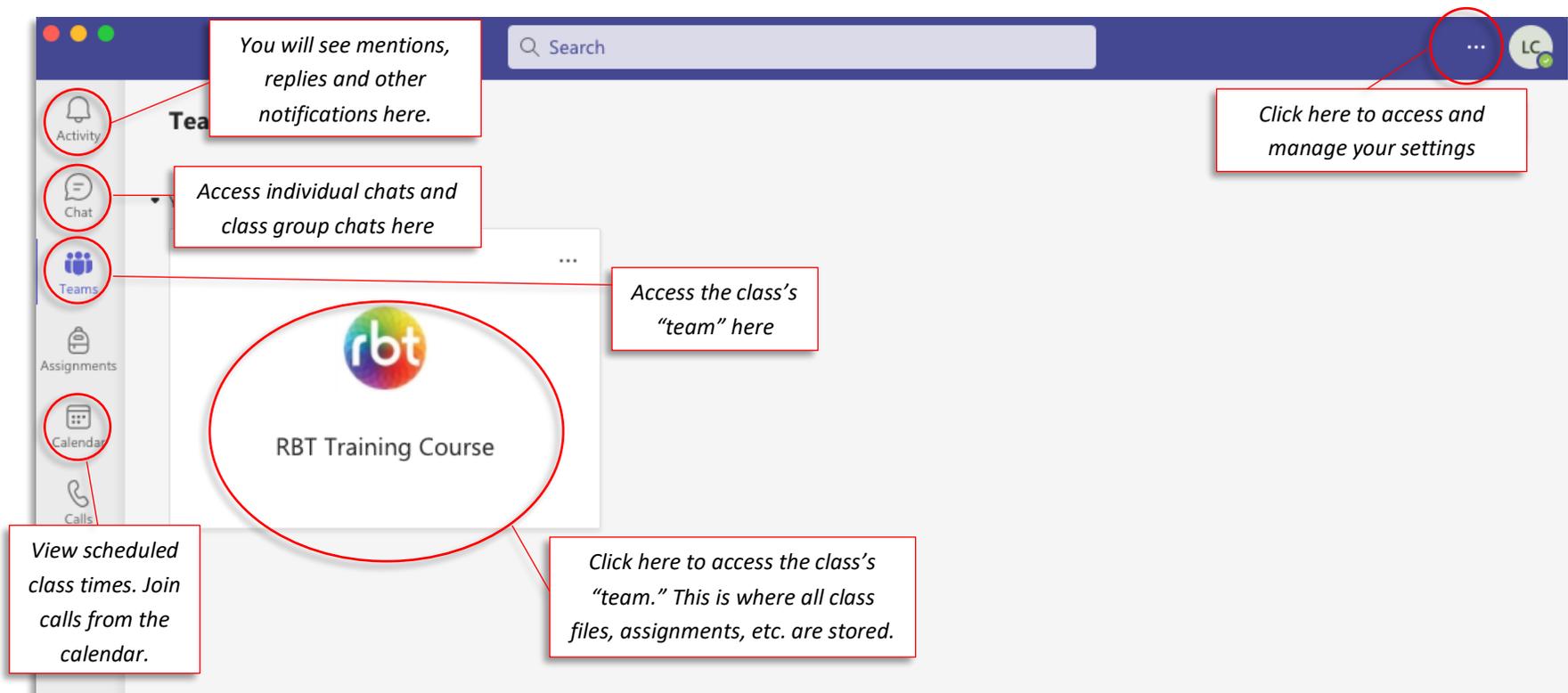
Adjusting Your Settings

1. At the top right of your screen, click the 3 dots to open a dropdown menu.
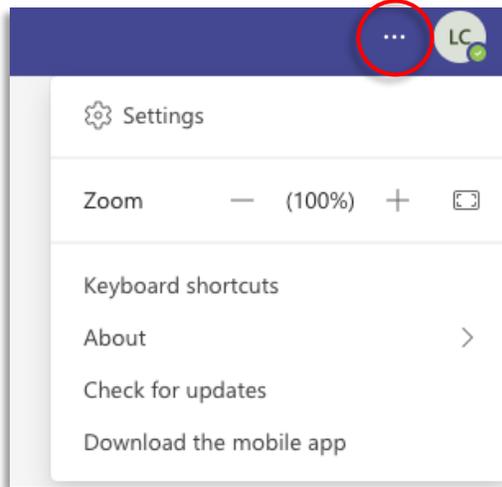
2. Adjust any settings within that dropdown menu or click **Settings** for additional options shown below
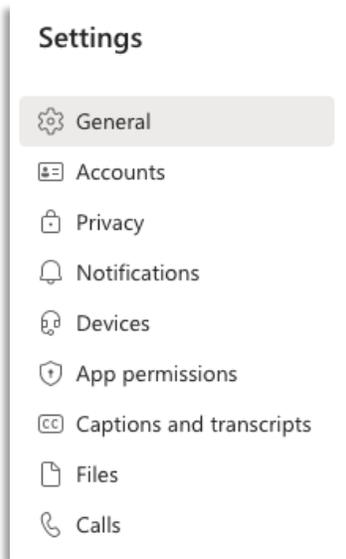
1. In the navigation pane on the left, ensure you're in the section titled **Teams**.
2. Click on **your class's team** (this should be called something like RBT Training Course)
3. The files are the only portion of this team that your class will use. Navigate to the files section by clicking **Files** at the top of your screen
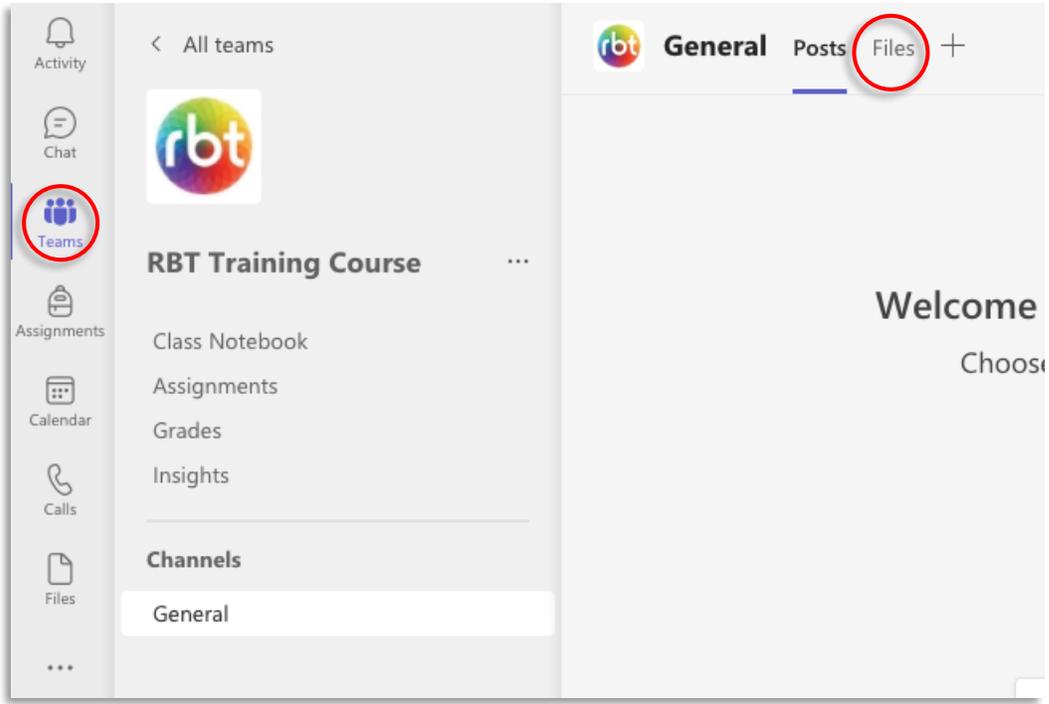
4. Click on **Class Materials**. From here you should be able to access items such as the syllabus, lecture slides, and any other additional materials your instructor provides for you.
   Note: If you want to have a copy of these, you will need to download and save them to your computer. You will <u>not</u> have access to these files after you finish the class.

Joining a Call

At the time and date of your scheduled class, sign onto the call from your calendar.

1. Navigate to your calendar via the *calendar icon* on the left.
2. Find the date of your class and click the button that says *Join*. Note that this button will only appear slightly before the start of your class, so don't worry if you don't see it on other days!

3. A preview window will pop up. In this window, you can mute/unmute your microphone, turn on/off your camera, select background effects for your video, adjust sound settings, etc.
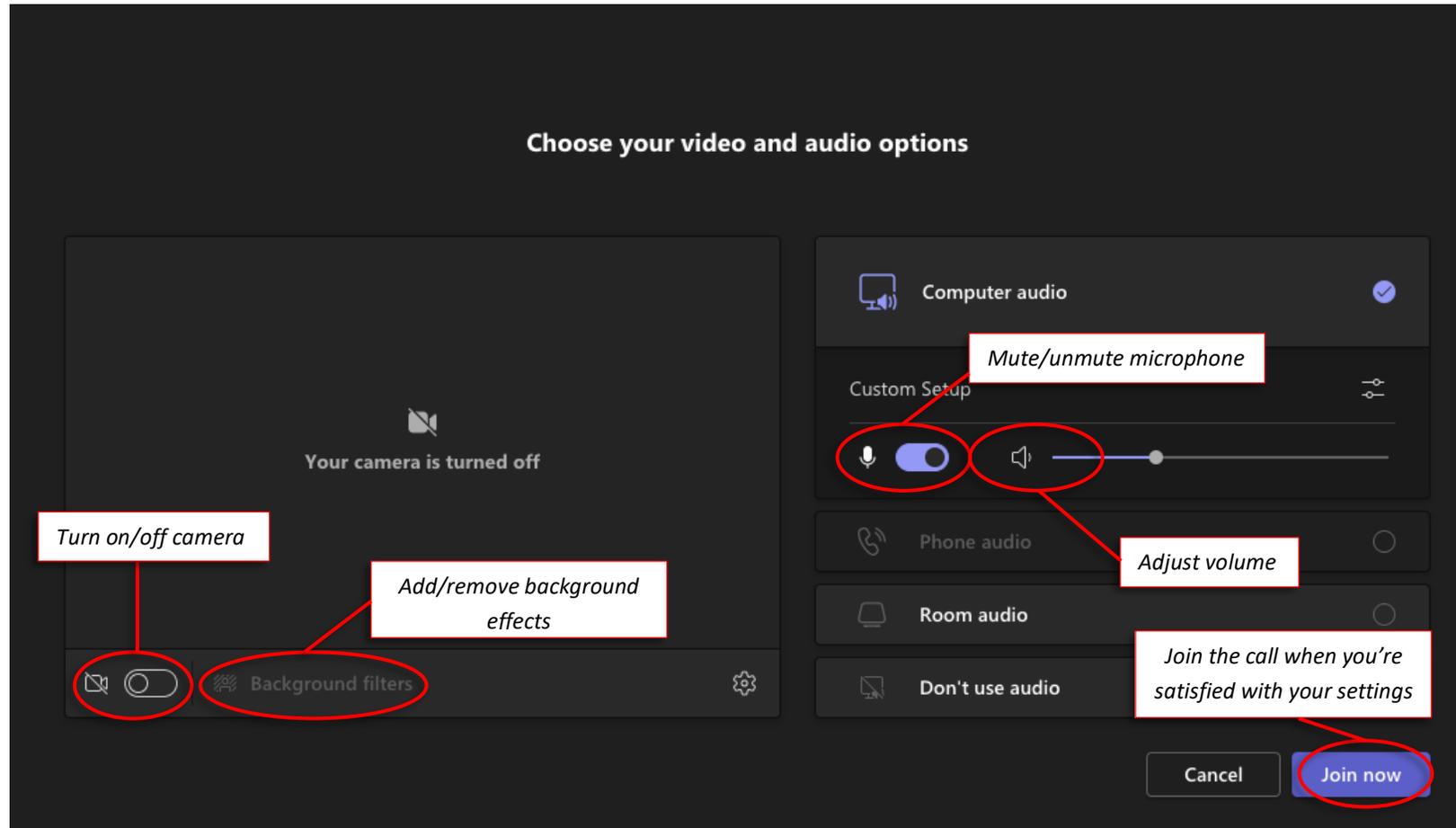
Apply Background Effects

1. Turn your camera on
2. Click on **Background Filters** beneath your video
3. Select a background effect from the **menu on the right**
4. When you have the filter you like, click the X at the top right of the **Background Settings menu** and then join your call.
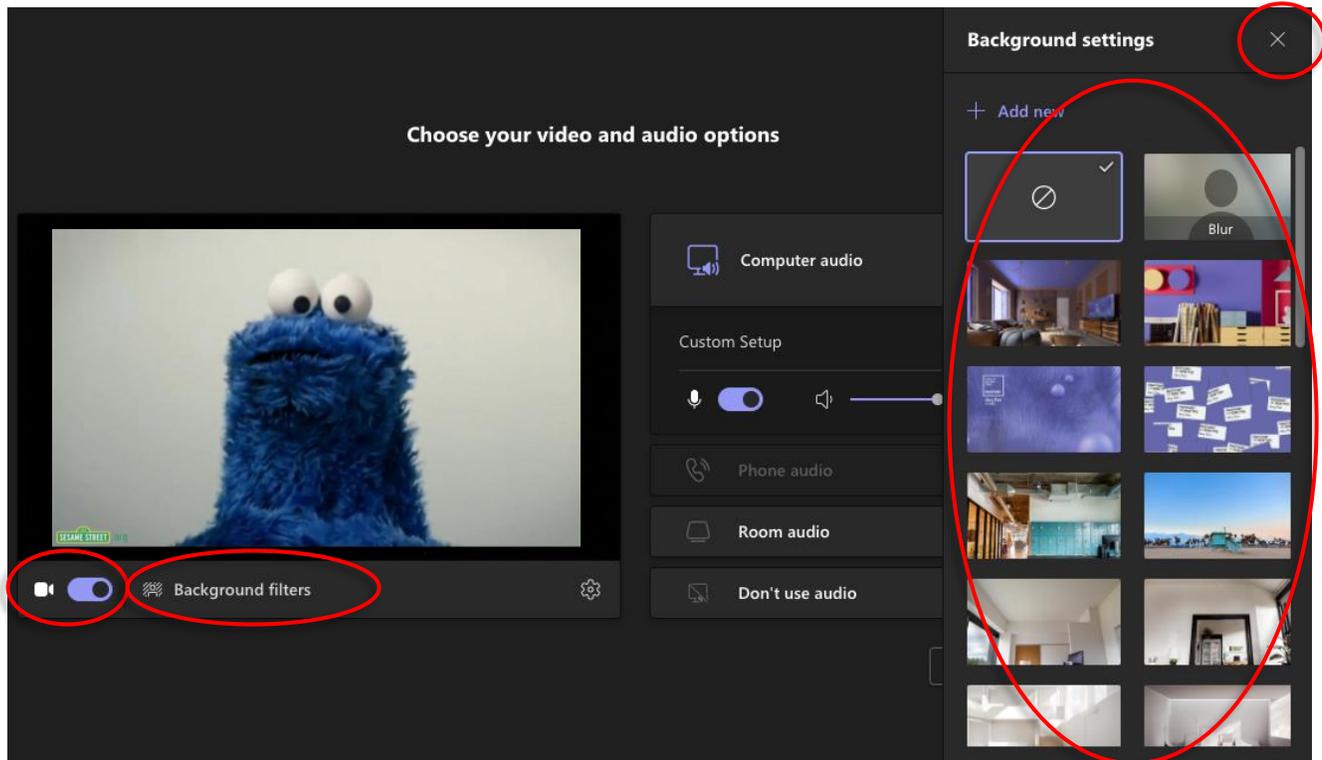
1. Click the 3 dots at the top of your screen
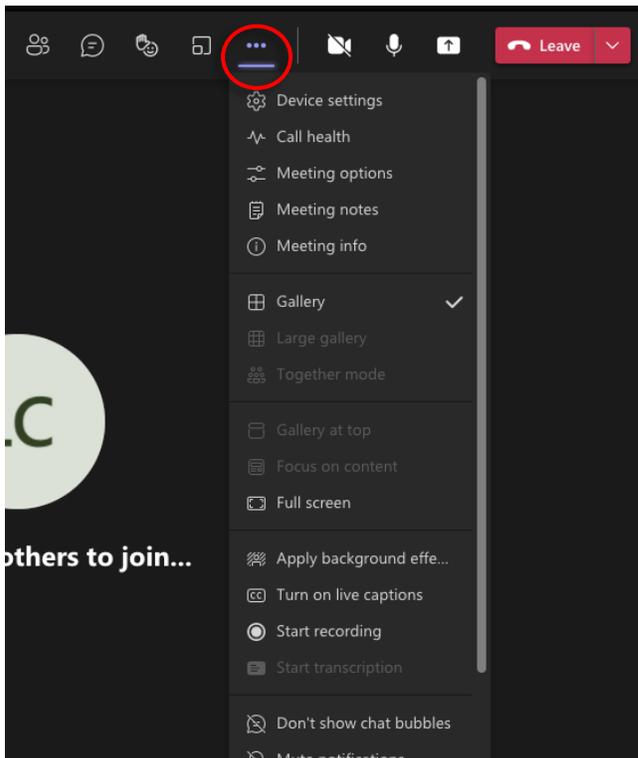
2. Select the setting you want to adjust.
3. Once you adjust something, it will automatically be applied to the call.
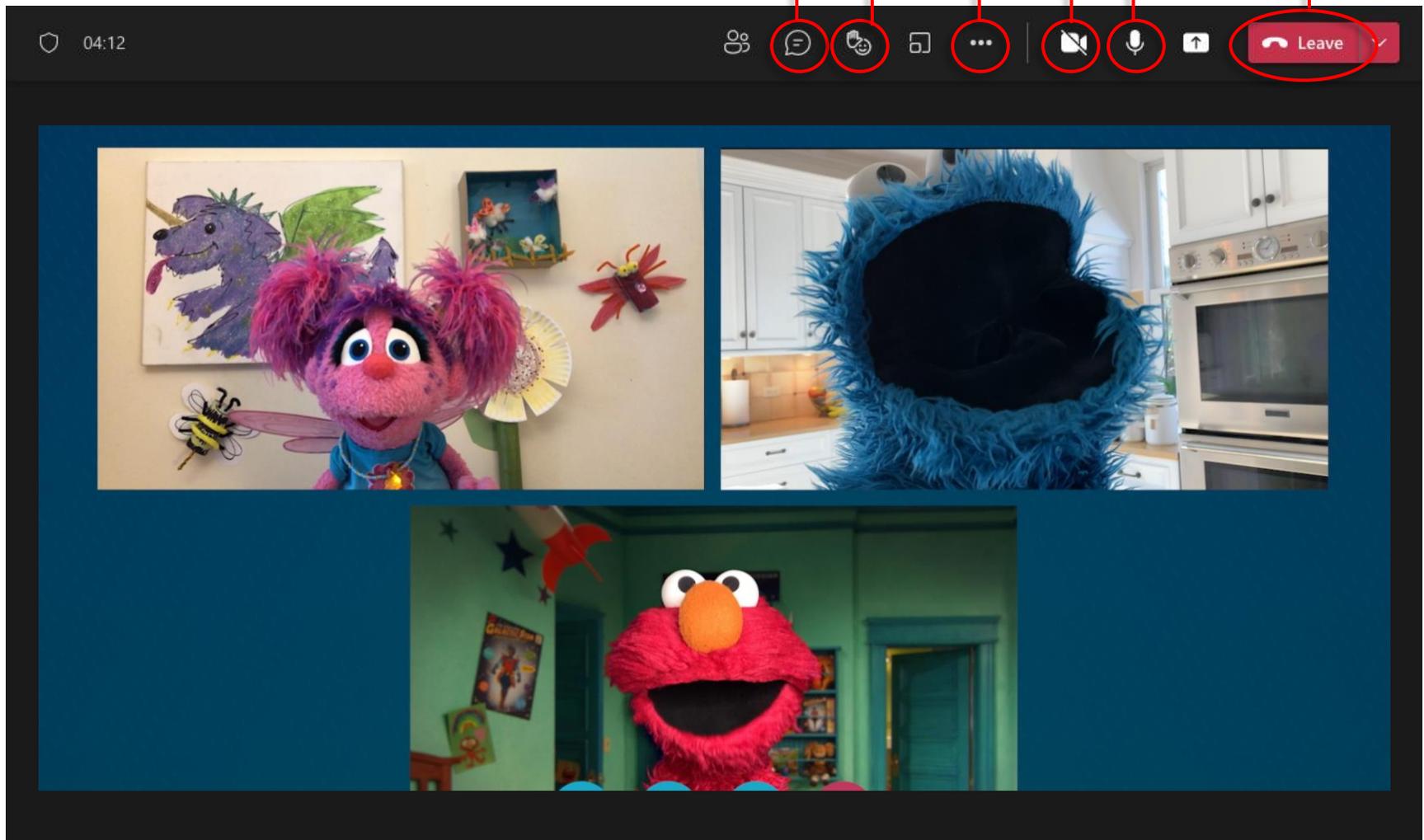
Interacting on a Call

Virtual classes can be tough in that we aren't always able to pick up on others' body language. Reaction are super helpful in that they allow the group to see peoples' reactions throughout the call. If someone says something funny, send them a laughing emoji. Surprised by something? There's an emoji for that too! Have fun with these ☺

1. Hover your mouse over the face with the hand raised and a variety of emoji reactions will appear.
2. Click the one you want to send to the group and they will see it pop up on your screen
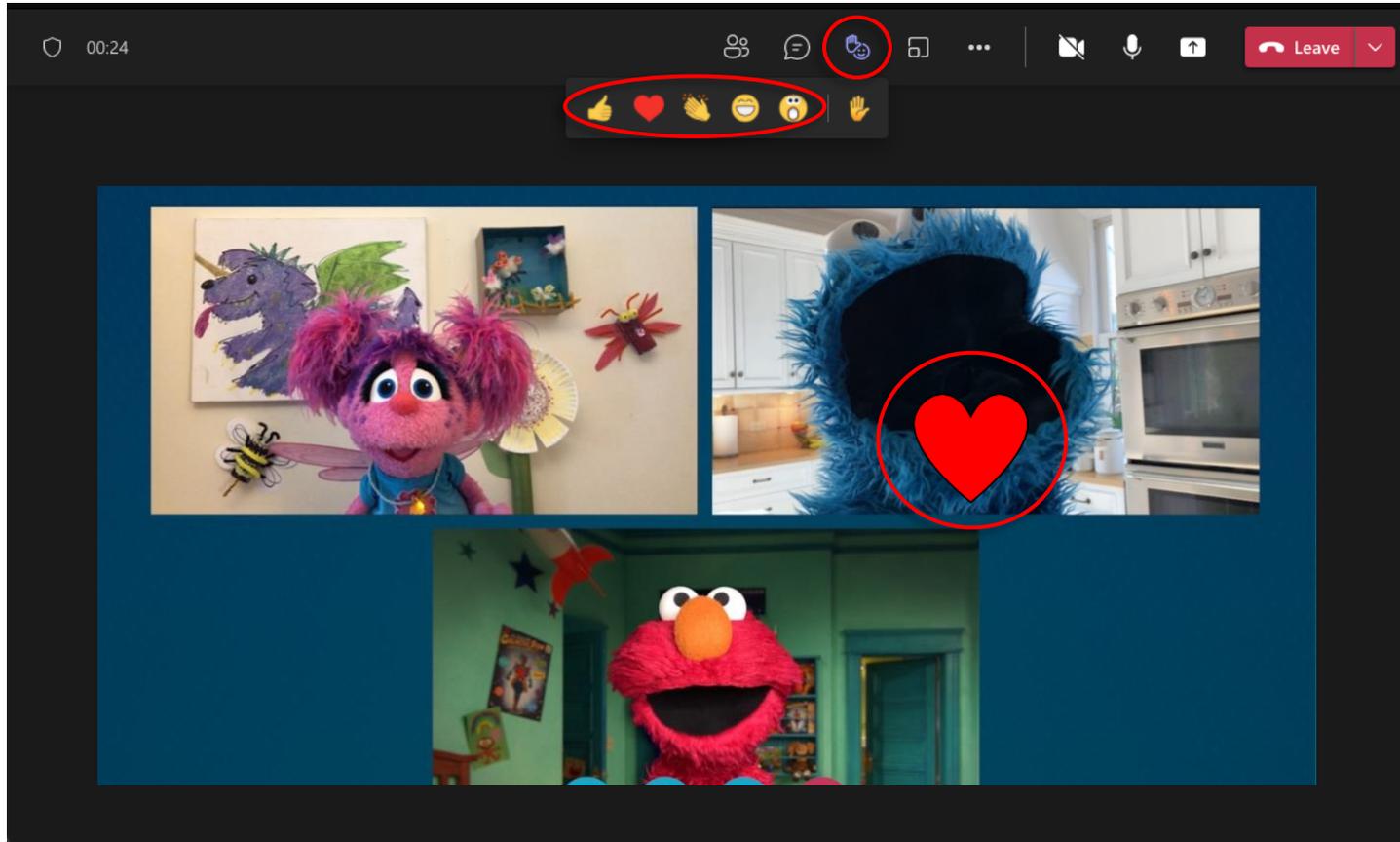
Similarly to how you can react on a call, you can also raise your hand. The hand raising feature is especially helpful for an online class. This will signal to your instructor that you have a question/comment. When you've been called on, be sure to lower your hand again.

1. Hover your mouse over the face with the hand raised and a variety of emoji reactions will appear.

2. Click on the hand
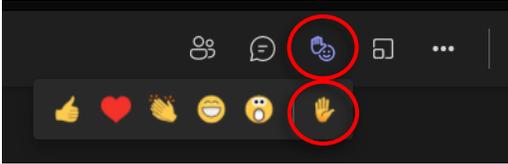
3. While your hand is raised, the reaction icon will be purple with a line under
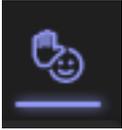
4. To lower your hand, click on the face with the hand raised again and select the hand again. Your hand should now be lowered.

1. Click on the **speech bubble**

   a. If you are <u>not</u> on a call, this will be on the top left of your screen
   b. If you are on a call, this will be at the top of your screen by the hand raise feature

2. Type your message in the window

3. When ready to send, click the **paper airplane icon** or hit the **Enter key** on your keyboard.