

Microsoft Teams

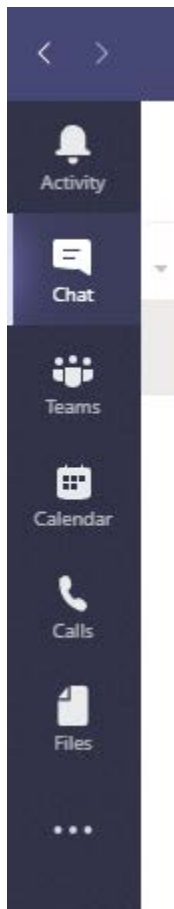
Microsoft Teams is a communications hub for team collaboration in Office 365. It includes persistent chat, video meetings, and file storage. It enables you talk one on one, in groups, or in prebuilt persistent Teams.

Install Teams

Check and see if you have Teams installed on your computer. Click on the windows button on the lower left corner of your screen and type Teams. If it is installed open the application. If it is not installed you can download it here: **To download:** <https://teams.microsoft.com/downloads>

To login use your full email address and email password.

Using Microsoft Teams



Use the Chat feature to create individual or group chats. Once a chat is created, the top right corner you can video call, voice call, or screen share.

Use the Teams feature to create a Group Team centered around a subject. A quick intro into the teams feature can be found here: <https://youtu.be/vo06YhA7kSs?t=50>

Use the Calendar feature to schedule a meeting or invite attendees to a video meeting or call.