MICROSOFT TEAMS HELP SHEET FOR STUDENTS

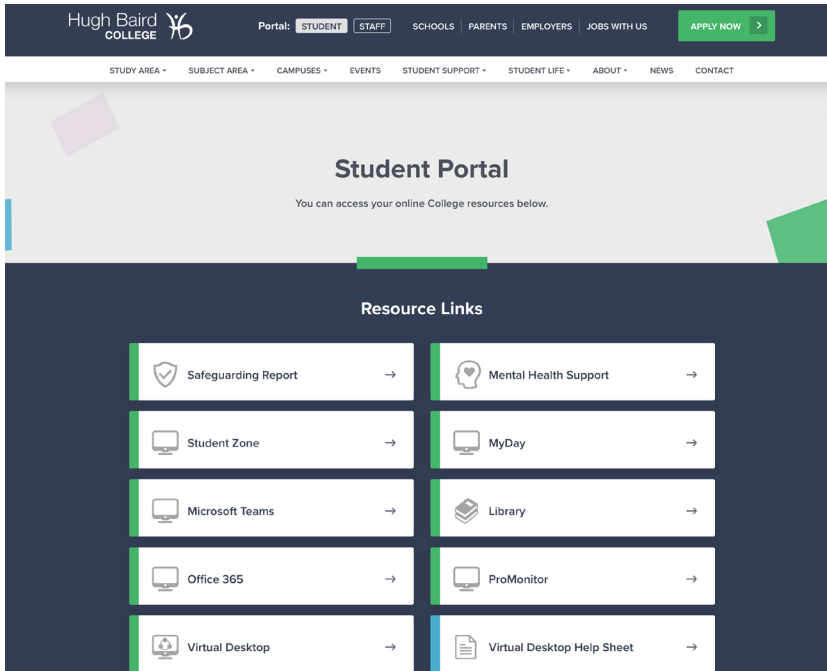# MICROSOFT TEAMS HELP SHEET

Contents

Accessing Teams on PC or Mac

The web version of Microsoft Teams is available from https://teams.microsoft.com or from the Student Portal on the college website: https://www.hughbaird.ac.uk.


The web version is great if you need quick access to Teams, but we recommend you install the desktop client for the best user experience.

You can download it directly from https://teams.microsoft.com/download.

When you launch Teams for the first time you will be asked to sign in with a Microsoft account. Enter your student email address and click 'Next'. You will then be prompted for your password.

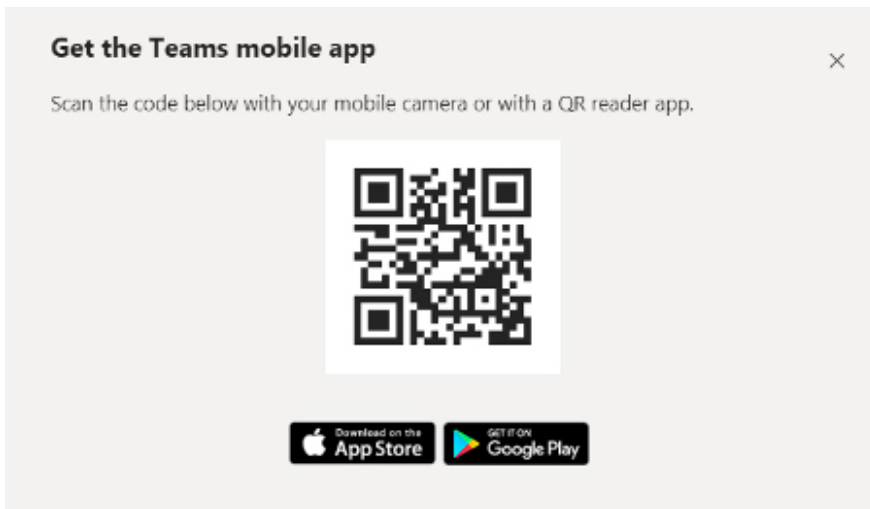(Your student email address is your studentnumber@hughbaird.ac.uk)
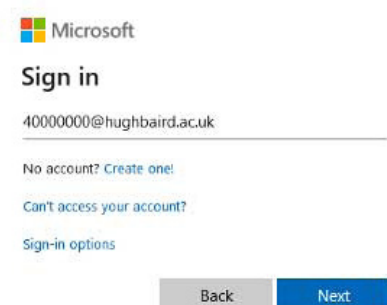
Accessing Teams on iOS or Android

Microsoft Teams is also available as a mobile app. Search for 'Microsoft Teams' on either the Apple App Store or the Google Play Store. Alternatively, you can use a QR reader app and scan the QR code below.

You can also find the Teams app by going to https://teams.microsoft.com/download and scrolling down to the Mobile section.

HELP VIDEOS

To watch Microsoft Teams help videos, click here.

Joining a Teams Meeting

Once you are logged in to Microsoft Teams you should see a team with your course name or course code. This is where you will have received assignments and VLE course materials. Click the team.
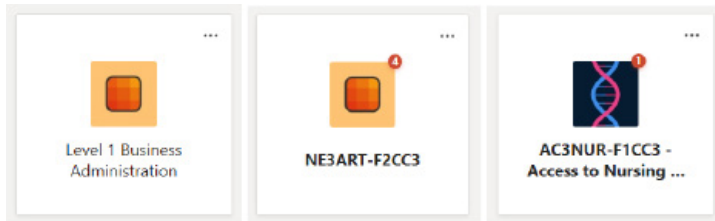
Once you open the team there will be a list of Channels on the left side. There will be a General channel plus any additional channels made by your tutor. Select the General channel.

Each channel has a row of Tabs across the top. Posts and Files are there by default and your lecturer can add more. Select the Posts tab.

The Posts tab is where group chat and announcements are made. Your tutor can also create a Teams Meeting by clicking the Meet Now icon at the bottom. Once the meeting starts you will see message in the Posts tab with a Join button. Click the join button to enter the call.
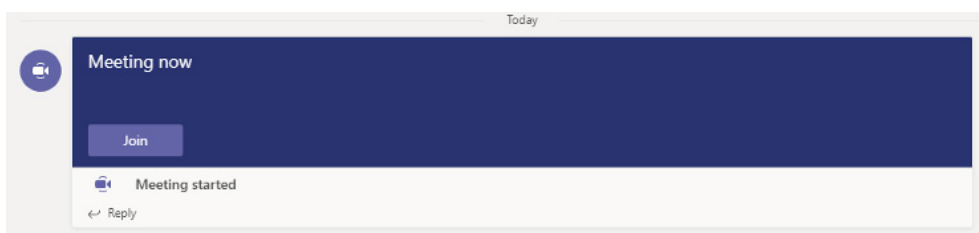
What is Microsoft Teams?

Microsoft Teams was designed to solve many of the problems that businesses face with managing shared work and communications. Simply put, Teams is a digital hub for teamwork—a single workplace where you can chat, share files, hold meetings, and work in real time via business apps. Using this powerful tool, you can build teams of 10 or 10,000 and perform a multitude of functions—like host audio and video web conferences with anyone inside or outside your organization. It can also be used to conduct online meetings and group chat.

Microsoft Teams Mobile App

Originally only released for desktop, Microsoft Teams is now also available on iOS and Android mobile devices; you can download it from the App Store or Google Play. (The app was previously also available for Windows Phones, but this was discontinued in July 2018.)

Using the Microsoft Teams mobile app, you can access all your team contacts, content, conversations, apps and meetings right from your mobile device, anywhere and anytime. To use the app continuously, you need a paid Office 365 commercial subscription; however, you can sign up for a free trial subscription.

HELP VIDEOS

To watch Microsoft Teams help videos, click here.

Microsoft Teams Mobile System Requirements

Here are the supported mobile platforms for the Microsoft Teams app:

- iOS operating system version 10.0 or later. Compatible with iPhone, iPad, and iPod Touch.

- Android operating system version 4.4 or later.

Microsoft Teams Key Features

- Carry your work wherever you go. Microsoft Teams brings these essential features to your on-the-go experience:

- Develop effective communication by getting the entire team on the same page with online meetings, audio/video calling, group chat, and web conferencing.

- Stay on top of your business by customizing your digital workspace with Microsoft apps and third-party services.

- Make reliable and clear audio or video calls by integrating Teams with your phone system, direct routing, or calling plan.

- Work together better. Seamlessly collaborate or manage your team's projects using Office 365 tools such as Microsoft Word, PowerPoint, Excel, and SharePoint.

- Build dedicated channels to communicate with your entire team on a single shared workspace, or chat privately or in specific groups.

- Keep your team secure with end-to-end administrative control, security, and compliance from Office 365.

- Quickly find your team conversations and chats with a simple search interface.

- Save business-critical conversations or customize notifications as needed.

Microsoft Teams App on Android: Latest Updates

Microsoft Teams was updated in December 2018 for Android users. This update brought the following improvements:

- Team members can seamlessly schedule channel meetings right from the mobile app.

- Users now need a team code to join a team.

- The search tool now lets users search for files across all channels.

Microsoft is also planning to make Teams the default app for scheduling meetings in Office 365.
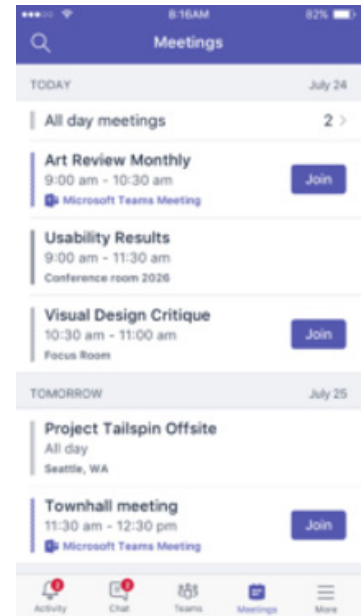
Microsoft Teams Mobile App vs. Desktop Version

Now that Teams is available on mobile and desktop, you may be wondering which option is right for you. Here's a quick look at the main differences:

	Microsoft Teams Desktop	Microsoft Teams Mobile App
Features	All features present	Everything except desktop sharing
Convenience	Limited to your desktop device	Accessible from any iOS or Android mobile device for on-the-go convenience
System requirements	Minimum 1.6 GHz processor, 32-bit or 64-bit; 2.0 GB RAM; 3.0 GB hard disk space. Minimum 128 MB graphics memory; OS: Windows 10, Windows 8.1, Windows 8 or Windows 7 Service Pack; 1024×768 screen resolution; Requires .NET 4.5 CLR or later; USB 2.0 video camera (Check here for additional requirements)	Few—just iOS 10.0 or later or Android 4.4 or later