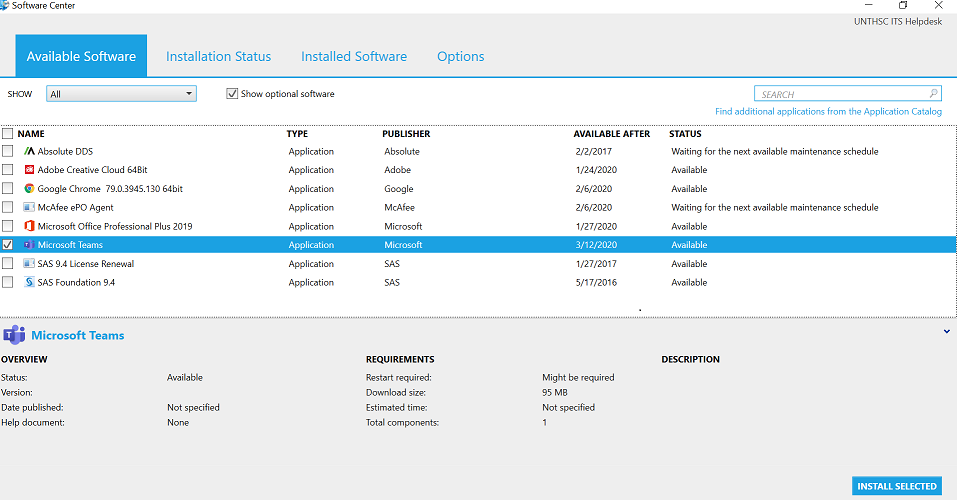
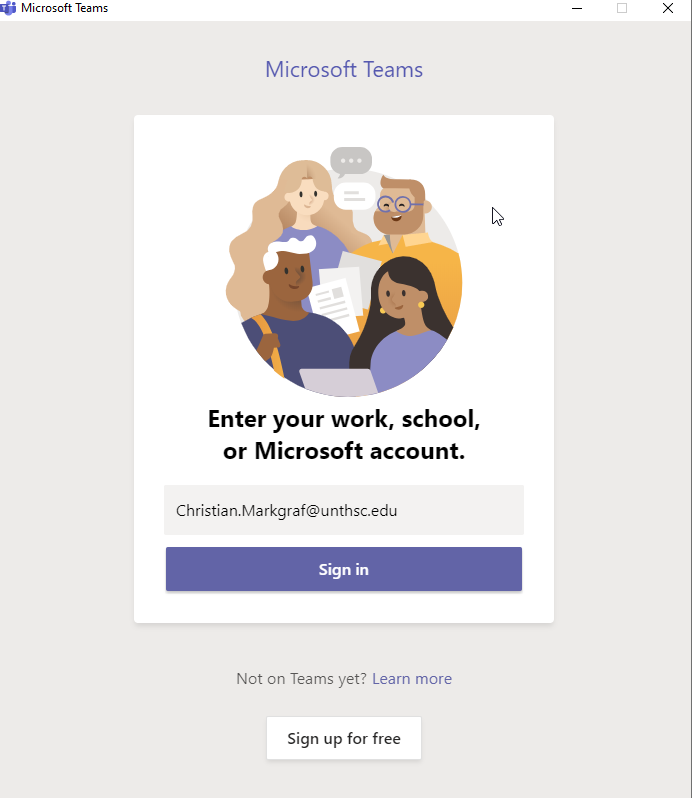
**Microsoft Teams End-user Guide**

1. Microsoft Teams has been made available to download via Software Center.
   1. From your start menu browse 🡪Software Center
   2. Available Software 🡪Microsoft Teams (check item click install selected)



1. Sign in to Microsoft Teams using your University issued email:



1. Take an interactive Training Tour:

[Interactive Tour](http://teamsdemo.office.com/)

[Join a Meeting](https://support.office.com/en-us/article/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4)

Collaborative workspace for

* Team Files
* Meetings
* Collaborative Conversation
* Office 365 application integration



|  |  |  |
| --- | --- | --- |
| **Connect from anywhere**  The Microsoft Teams desktop enable teamwork from anywhere. | **Customize channels**  Upload files to the appropriate channel  and pin frequently used files | **Add apps to channels.**  Frequent used app integration—such as Word, PowerPoint, Excel, PowerBI, ect. |
| **Collaboration**  Create team collaboration work spaces with dedicated channels to specific topics, projects,  disciplines ect. | **Elevate email conversations.**  Forward email to a team channel to continue the discussion in a threaded  chat conversation, with attachments automatically uploaded for easy team  co-authoring. | **Initiate Chat**  Create individual or small group chats with colleagues you work with routinely. |

🡪[Get Started with Microsoft Teams](https://support.office.com/en-us/article/video-what-is-microsoft-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d?ui=en-US&rs=en-US&ad=US#ID0EAABAAA=Chat)