

Student guide to Microsoft Teams

Now many of our classes have temporarily moved on-line, we are using different programmes to access them, including Microsoft Teams. We've put together some more useful information for you to get started on Microsoft Teams.

What is Microsoft Teams?

You have probably heard about Microsoft Teams, an application of Microsoft 365 which provides remote communications such as video calls and helps people share documents. It is free to use with your City account and accessible as soon as you open up your City email inbox.

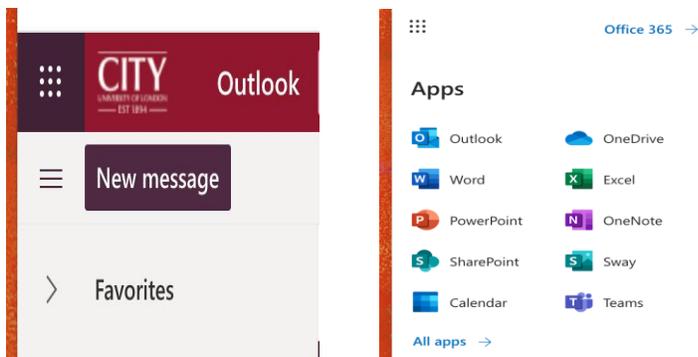
Along with Zoom, Microsoft Teams is the programme for video or audio-conferencing calls with your classmates, lecturers and future employers.

You can download a phone or tablet version that syncs up with the more popular laptop version too.

How to use Microsoft Teams

Logging in: The best course of action is to [download](#) Microsoft Teams on your laptop and/or desktop – it's then quite easy to launch on your phone.

Go to office.com and log in with your City email address. You will then be able to select and open Microsoft Teams.

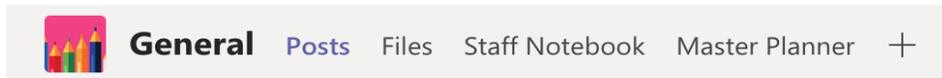


Once inside the application, you will find a purple and white interface, with a menu bar down the left side. Your School will usually have created a classroom “team” for you to join - if so, follow the prompts on the left-hand column.

Chatting with your classmates: Microsoft Teams allows you to chat with your classmates if you would like to work on projects together. You can also call and video call your classmates.

Scheduling a Teams meeting: To schedule a video/audio gathering, click on the calendar icon on the left panel and set the parameters of your meeting. You will need to type in the email addresses or the name of all your guests. As an invitee, all you would have to do is click 'join' on the calendar invite in order to attend. You can still opt for a video version of yourself before you join the meeting.

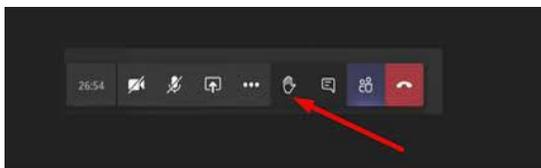
Uploading documents: Uploading documents is fairly straight-forward. You will see the instruction to do so at the top of the page. The documents can be accessed by multiple users and from difference devices, so it's a great way of collaborating as a group.



Accessing files: To access files and documents, make sure you have clicked and highlighted 'Teams' on the left-hand panel. If you are in 'Chats', you will not be able to access the 'Files' documents located on the upper section of the page, only documents related to that specific chat.

Top tips for your classes and meetings

- **Muting your microphone:** When on video meetings, it is best to click the mute button when you are not speaking so as to eliminate background noise.
- **Asking questions or raising a point:** There is a chat box option on the right sidebar and a hand-raising icon along the bottom. In classes or meetings, the lecturer or host will usually advise on the best way to speak in a session.



- **Turning your video on and off:** If you're in a class or meeting where you don't want your video on, you can switch it off and just use audio and you'll be represented on screen with a circle with your initials. To do this, you would click (or "X out") the video camera icon. Not including the video can save internet bandwidth, so if you're finding the call is freezing or low quality, try turning the video off.
- **Recording a meeting:** Meetings on Teams can be recorded, so they can be played back afterwards. If you'd like to record a meeting or session, make sure you ask other members for their permission first. If a meeting is being recorded, this will show at the top of the screen so everyone is aware. However, if the meeting is organised by staff, you will not be able to record it.

- **How to host a meeting:** If you're leading a meeting on Teams, it's helpful to have friendly introductions and then have a facilitator (usually the host) organize the conversation in a structured or semi-structured way. By giving each member his or her allotted time to bring up issues or questions, everyone has a chance to air their thoughts. Solutions or comments could also be made via text in the side chat box.

Further help

You can find more guidance on the [Microsoft website](#) and on City's [IT page](#). If you have any urgent or specific issues with Microsoft Teams, our IT Department can help – you can contact them via [Service Now](#). You can also check out the [Student Educational Technology Guidance](#) for more information.