

Getting Started with Microsoft Teams Videoconferencing

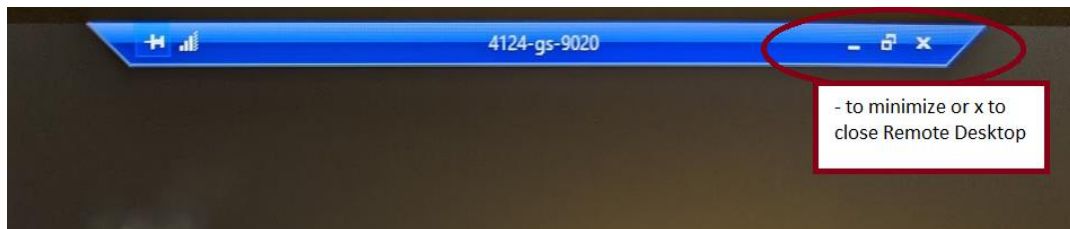
Microsoft Teams is software we have as part of our Office 365 subscription that allows you to do chat and videoconferencing. In TSS we have everyone at home and in the office run Microsoft Teams so anyone of us can video chat with anyone else whenever needed. It helps us feel present and like a team.

Note: there's a lot more to Teams than this, and here we are just demonstrating how to use video chat.

You will need a microphone and camera on your computer to use this. Most laptops, including Microsoft Surfaces, have both.

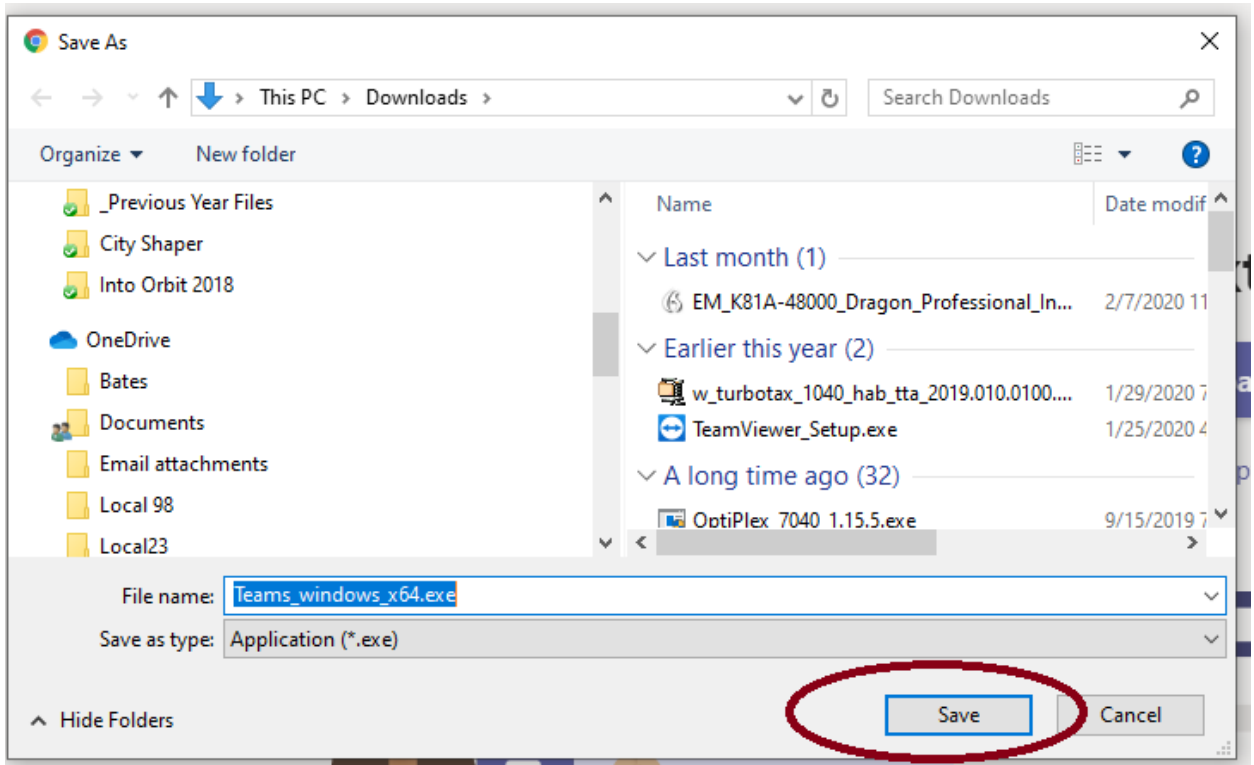
Installing Teams

1. If you are connected to your Remote Desktop, exit that or minimize it. Teams must be installed on the system in front of you, not the remote system.

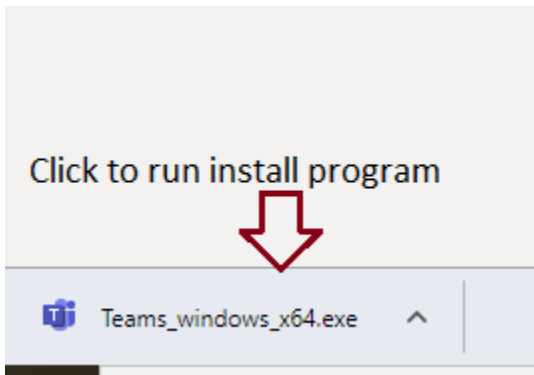


2. Download Teams from <https://teams.microsoft.com/downloads>

3. Install Teams, following all instructions. This example is using Chrome:

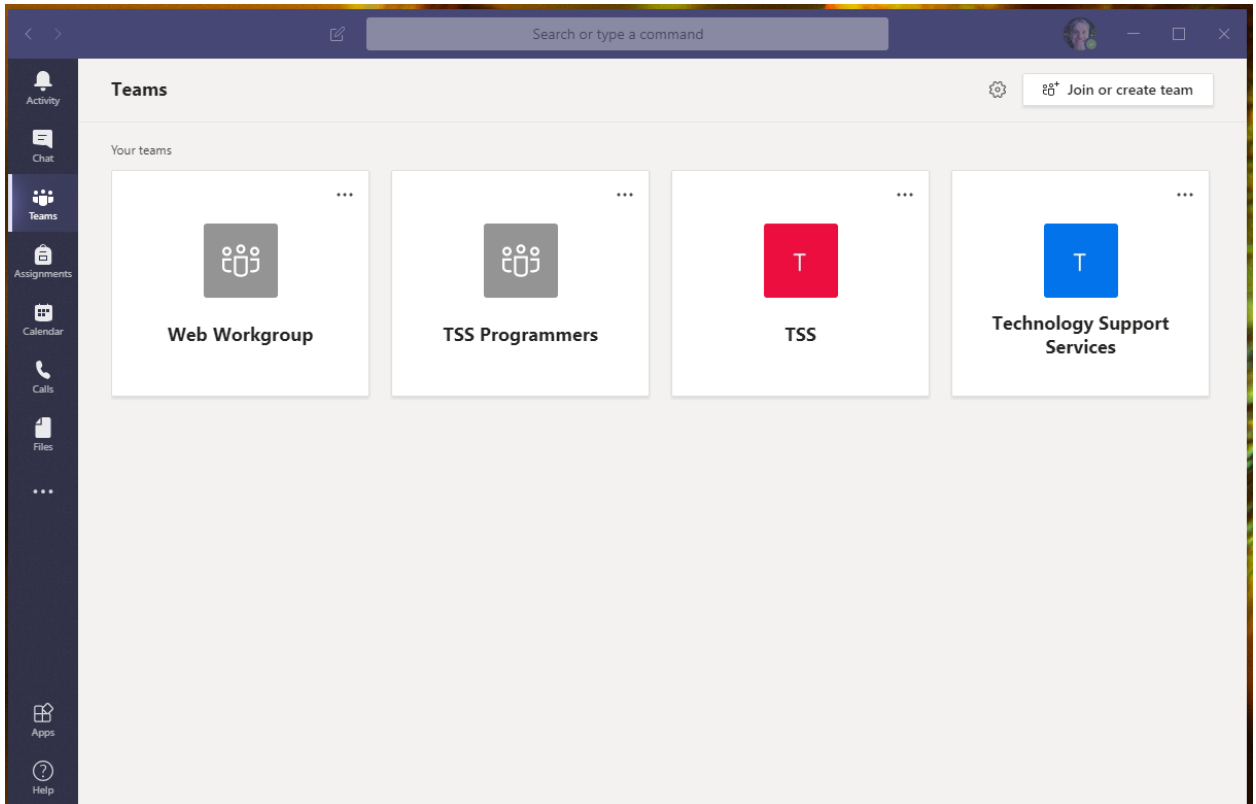


Program to run shows in lower left-hand corner.



4. Sign in to Teams using your Shoreline email username and password if requested

5. Teams loads

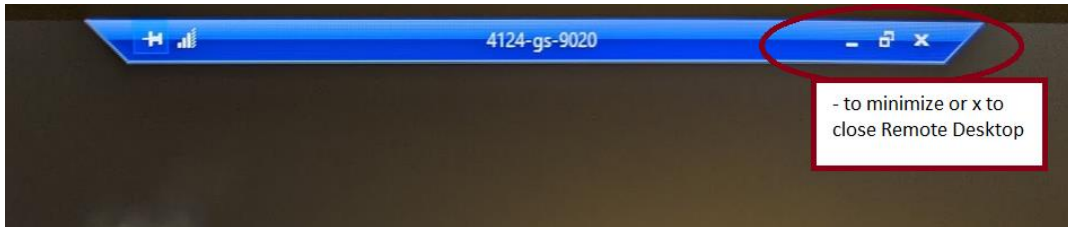


From now on Microsoft Teams should run automatically whenever you log into your computer.

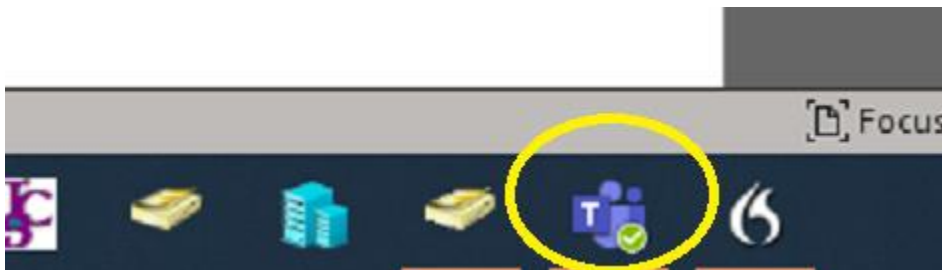
See next page for starting your first videoconference.

Videoconferencing in Teams

1. If you are connected to your Remote Desktop, exit that or minimize it. Teams must be run on the system in front of you, not the remote system.

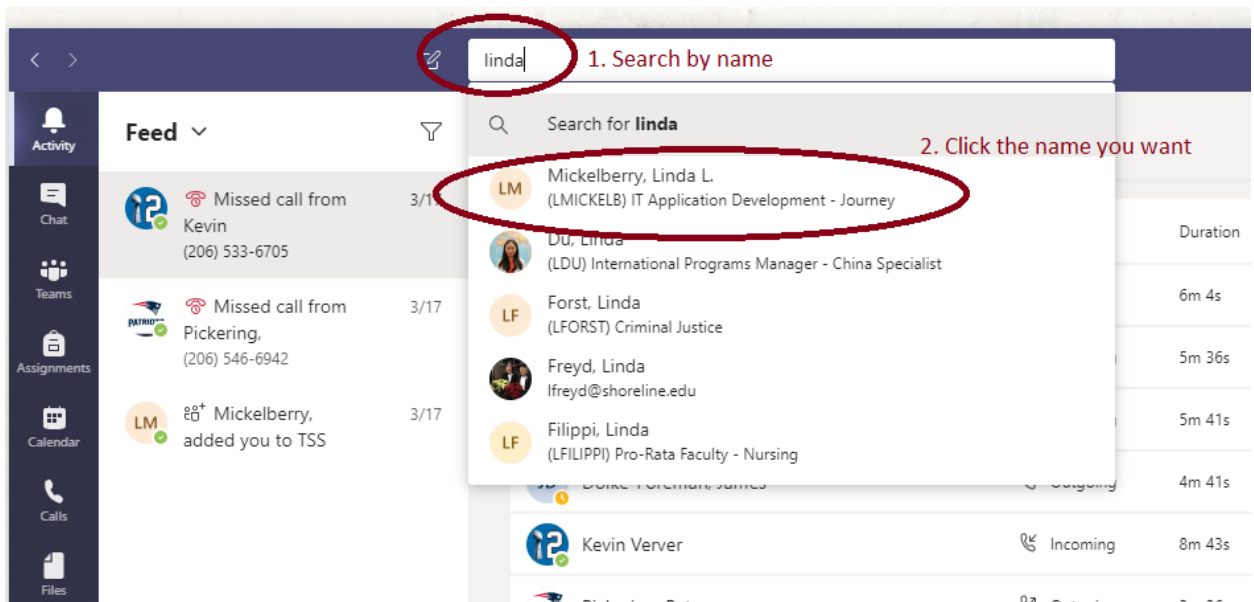


2. Teams should always be running on your computer. Find the purple T icon in your taskbar and click it to bring up Teams.

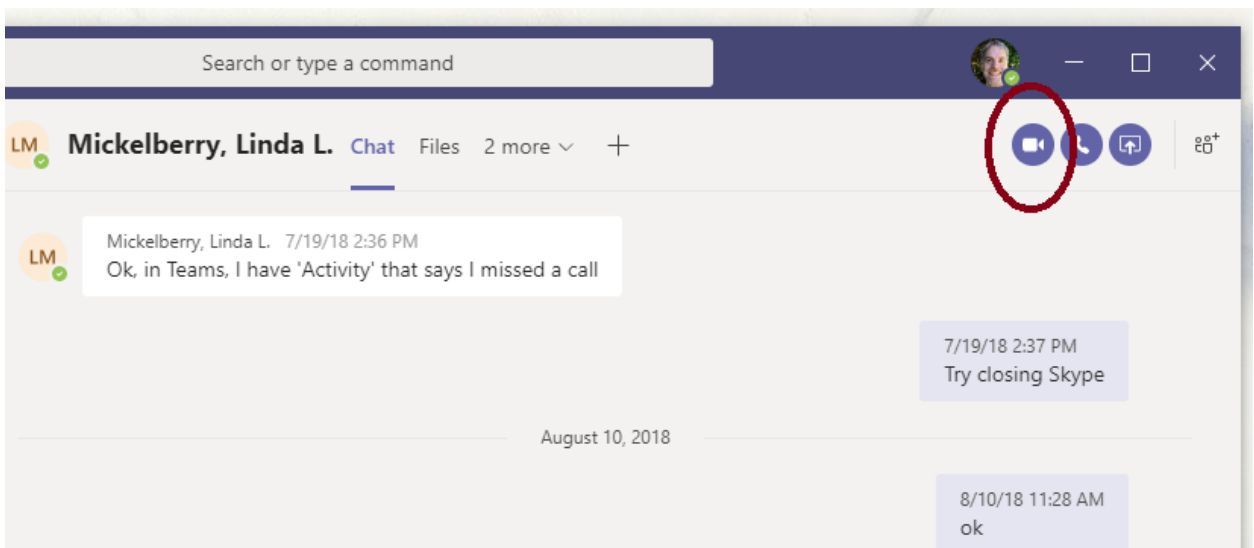


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3. Search for the person you want at the top of the screen and then click the name in the results list

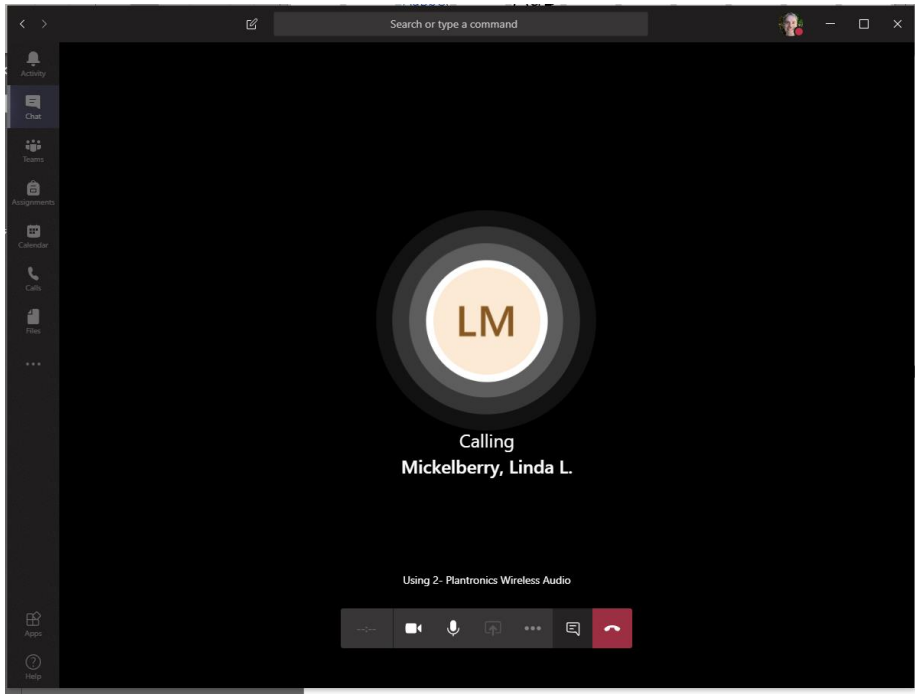


4. Click the Video Call icon in the upper right (looks like a video camera)

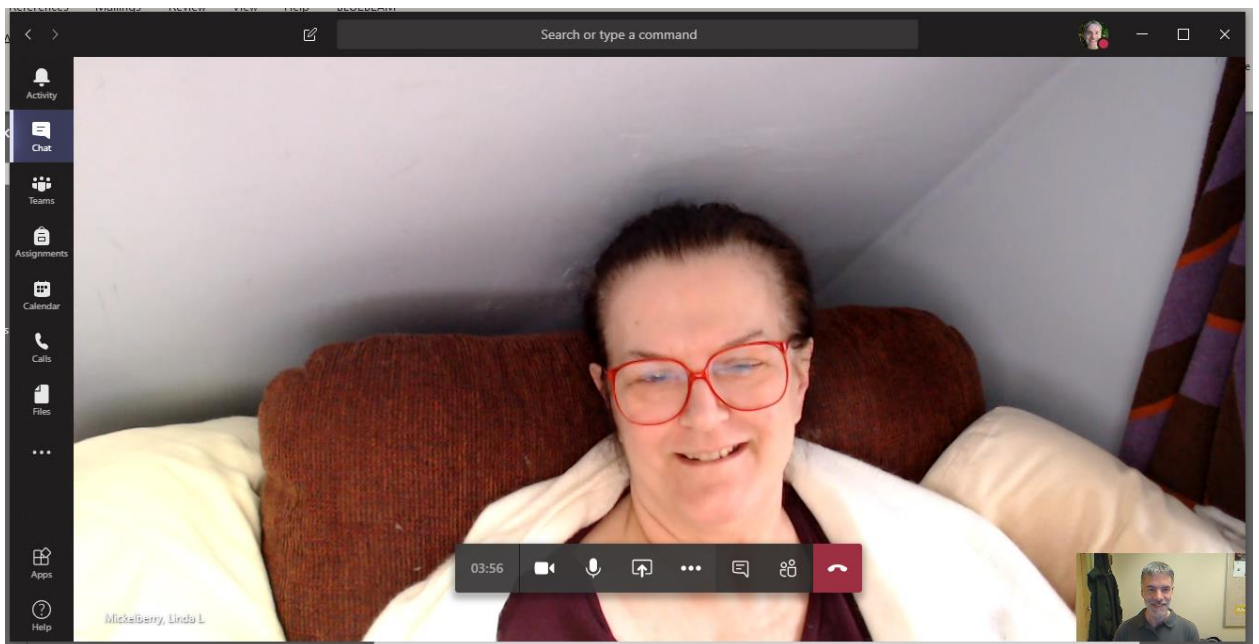


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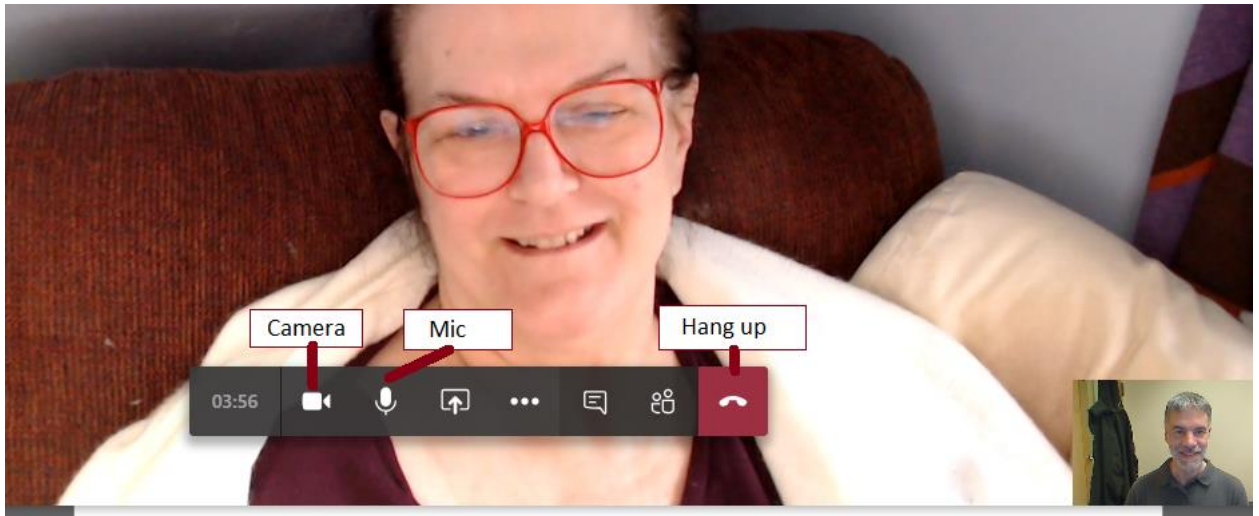
5. Dialing window shows



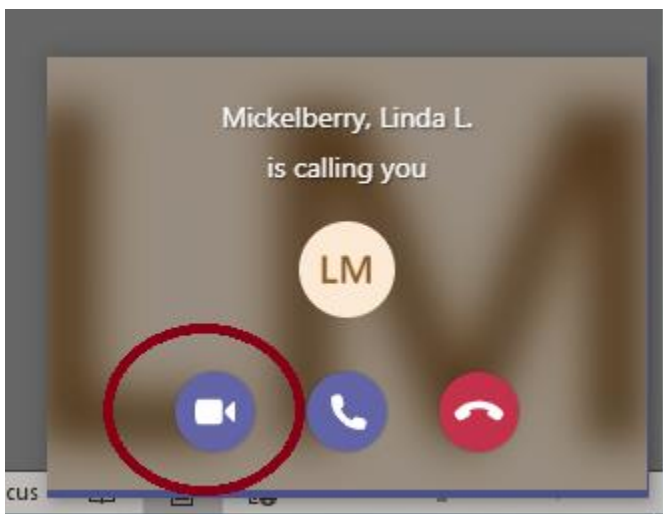
6. Success!



7. If needed, hover your mouse near the bottom of the screen to see meeting controls. Adjust microphone and camera as needed and hang up when done.



8. If someone else is calling, you will hear a call sound and see this in the lower right corner of your screen. Click the purple camera icon to answer in a video call.



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9. If you hear the sound and can't see the call coming in, you may be in Remote Desktop. Close or minimize Remote Desktop so you can take the call on your local computer.

