

# Microsoft Teams for Home Use

Purpose: Provide instructions for the download and use of Microsoft Teams for home use.

## Installation

Microsoft Teams is available for Windows, MacOS, iOS, iPadOS, Android, and web.

For MacOS, Windows or Web access:

1. Open Chrome or Edge (Firefox and Safari are not supported for web use, but can be used to download the desktop application)
2. Navigate to <https://login.microsoftonline.com>, and log in with you MyGCSC Credentials.

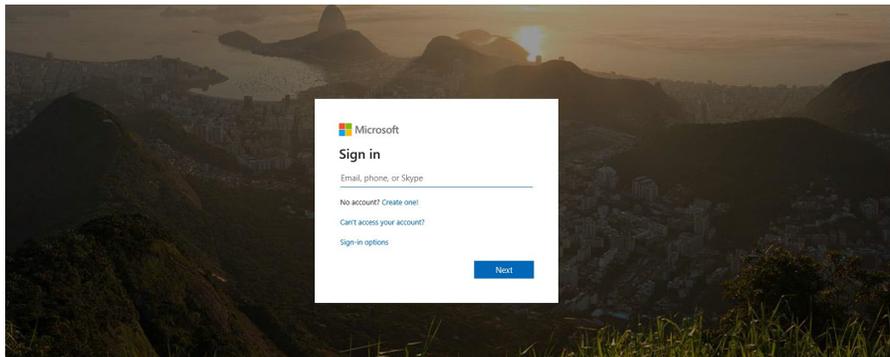


Figure 1: Enter your GCSC email address

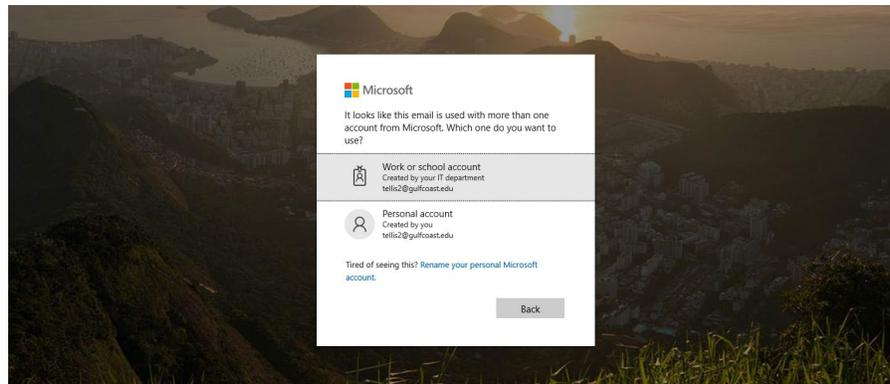


Figure 2: Select "Work or school account"

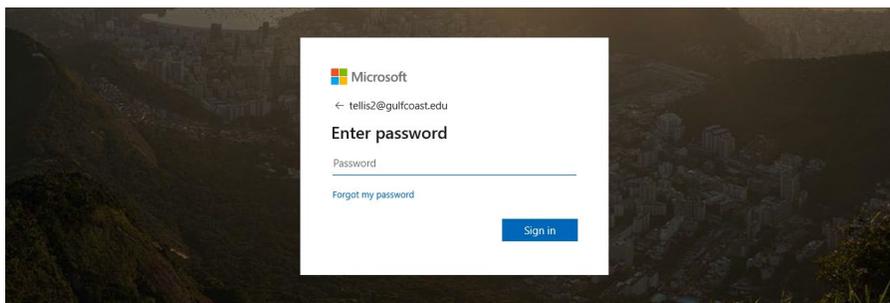


Figure 3: Enter your GCSC Password

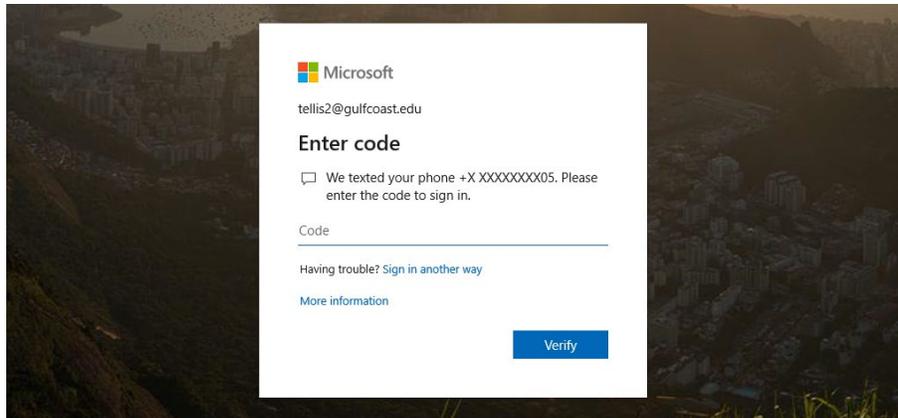
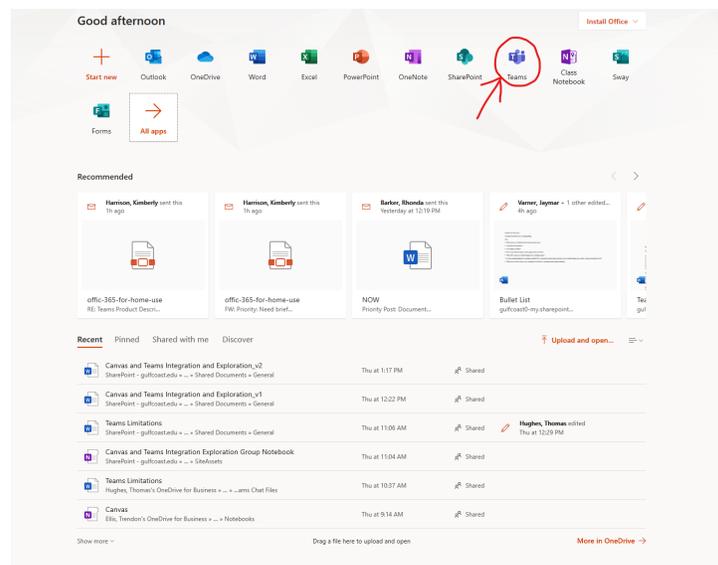
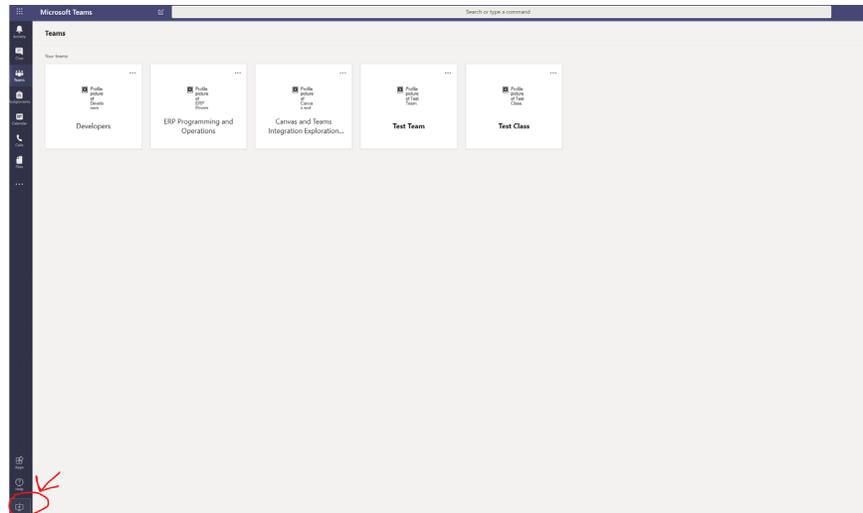


Figure 4: Enter the code that Microsoft sends to your phone

3. Once you are logged into your Office 365 Account, select “Teams”.



4. From here, you are on track to use the Web Application (again, only Edge and Chrome will have full functionality). Continue to the next step for Desktop Use.
5. For Windows and Mac Desktop Application click the “Download Desktop App” button on the bottom left.



6. Save and run the download from your browser and follow the set-up prompts.
7. You will need to log in again on the desktop application very similarly to the website login.

For iOS, iPadOS, and Android access:

1. Navigate to the Apple App Store or Google Play store on your device.
2. Search for and download Microsoft Teams.
3. Launch The application and login using your GCSC email and password.

## Application Functionality

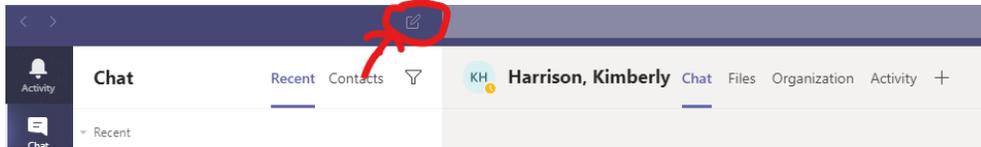
Below is a brief description of Teams and its various functions.

### Navigation

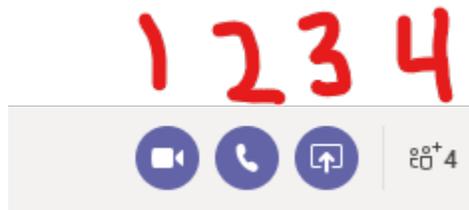
- Along the left-hand side, you will see:
  - o Activity – This is like a news feed of any chats, invites, or actions that have taken place pertaining to you in teams
  - o Chat – This will show you a list of recent people or groups you have chatted with in Teams. See below for how to start a new chat, or video meeting.
  - o Teams – This tab shows you any teams you may be a member of. Teams are groups of people who can share posts, files, and other features with one another.
  - o Assignments – This tab supports an unused, and untested feature set for completing assignments within teams.
  - o Calendar – This shows you your outlook calendar and is where you will schedule meetings with students or other users.
  - o Calls – This tab allows you to look up can call other users (in this case only employees, not guests), and check your voicemail(not your desk phone voicemail, these are voice messages left within Teams).
  - o Files – This tab allows you to access any files that have been shared in any of your Chats or Teams, you can link this with your GCSC OneDrive account if you use it to store work related files.

## Using the Chat Feature

- Within the chat tab, you can start a new chat with one or many of your coworkers by clicking the “New Chat” button in the top left of the application, then entering the names of any GCSC Employees.



- Along the top row of the chat you just created you will see options to (1)start a video (2) voice or (3) screen sharing meeting with everyone in the chat, as well as an option to (4) add people to the chat.



## Using the Calendar Feature

When in the Calendar tab, you can use the controls in the upper right hand corner of the screen to start a meeting now, or to schedule one. As shown below, you can add GCSC Employees by name, or students by email.

## Notes

- Desktop or mobile use is recommended, The Web Application lacks some features and can be less stable.
- If you message someone on Teams, ensure they are actively using Teams or they may not get the message. You can see other employees status by hovering over their name when searching and may see various things such as “logged off” if they are not on Teams, “Busy” if they have a meeting at the time, or “Presenting” if they are currently the organizer of a meeting in Teams.
- When a student receives a meeting invite email, it will come with a link to accept this meeting which will place it on their calendar and remove the email from their inbox like it does with our employee meeting invites. Some students may not be aware of this, so consider mentioning that it can then be found on their calendar.
- Emailed links to join a meeting will try to open the Teams Desktop or Mobile App, which will require the user to log in with their GCSC Student Office 365 Account. If they instead elect to run Teams in their browser (Edge or Chrome only, and only on desktop), they will not be required to log in. While this can limit functionality, most of those limits only apply to the instructor (such as screen sharing). If you advise someone to use the Desktop app, have them get signed in prior to the meeting time.