Technology Services Department
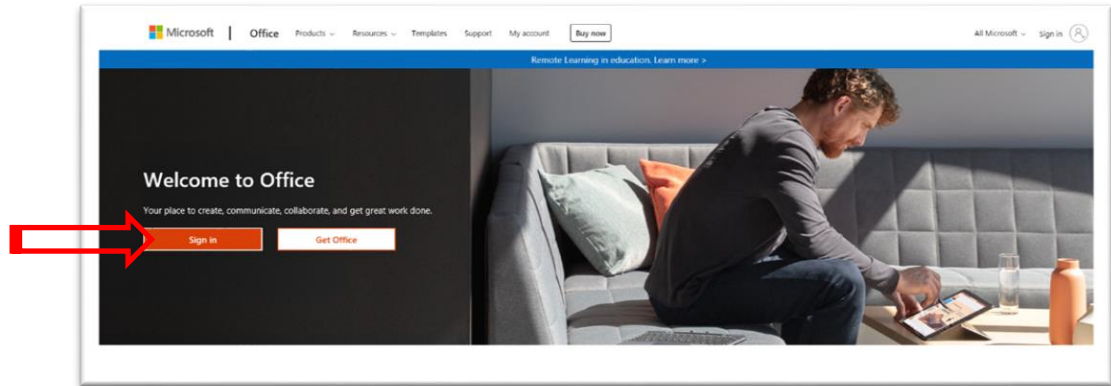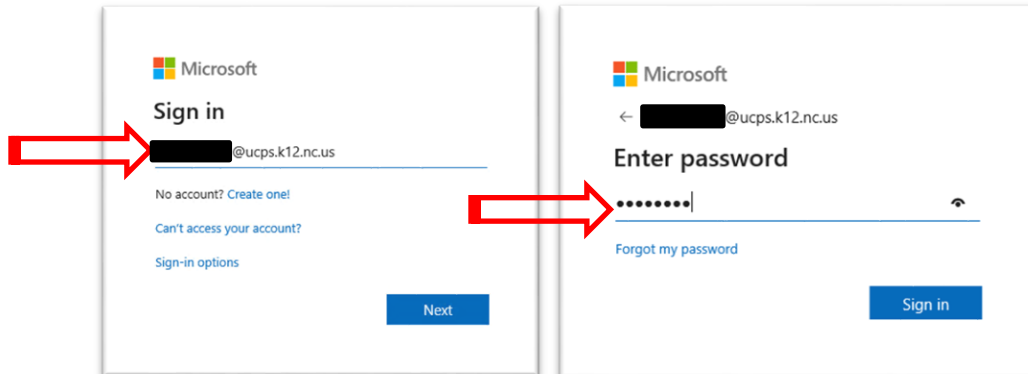721 Brewer Drive
Monroe, NC 28112
(704) 296-3143

SIGN IN AND USE MICROSOFT TEAMS

Created By: Technology Services

This document provides a walkthrough on how to sign in to Teams, basic use and functionality.
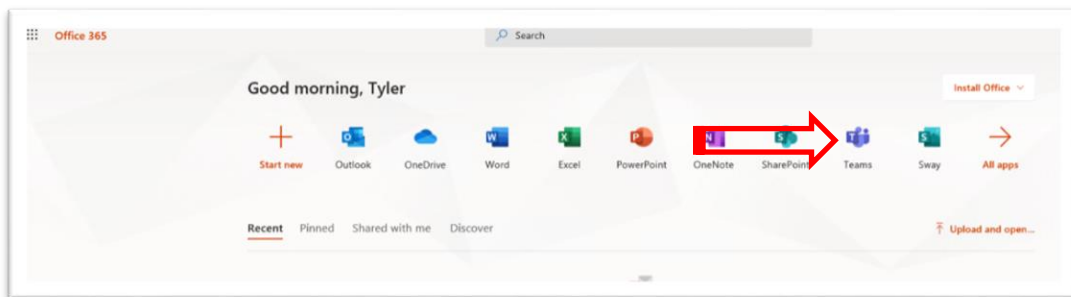
1. Navigate to the Office 365 Login page.

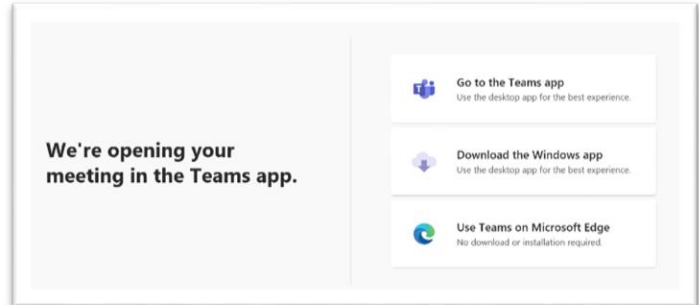2. Login using "**studentnumber@UCPS.K12.NC.US**" (not the Google account @student.ucps.k12.nc.us)

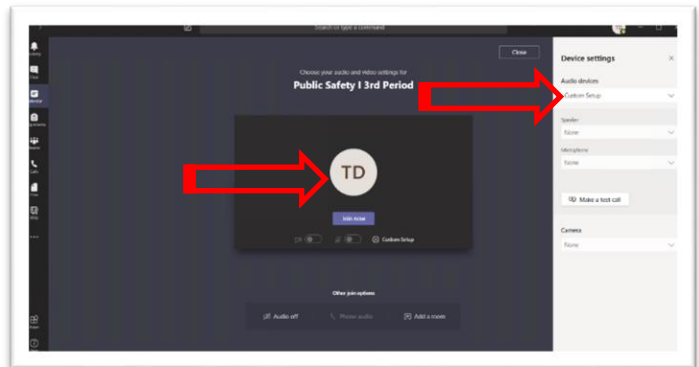3. Click the **Teams** application.

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4. Any **Join Team meeting link** will open the default web browser and then attempt to open the Teams client if present.
    a. If no Teams client is installed continue to login through the Teams web portal

5. Before Joining, in the pre team meeting space, some settings can be customized.
    a. Camera can be selected here.
    b. If external microphone or speaker is present customize setup.
        i. Modify **Speaker**
        ii. Modify **Microphone**
6. **Join Now**

7. Once the meeting has started any mouse movement will display the toolbar. It will appear on screen in the Teams window.
    a. Camera: Toggle On/Off
    b. Microphone: Toggle On/Off
    c. Share Content: Select to share screen or content

    d. **...** menu: Access advanced settings like **Turn on Live Captions**

    e. Raise hand
    f. Meeting Chat: click to open chat flyout
    g. Members: View meeting members
    h. Hang up: Leave the meeting

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