

# SIGN IN AND USE MICROSOFT TEAMS

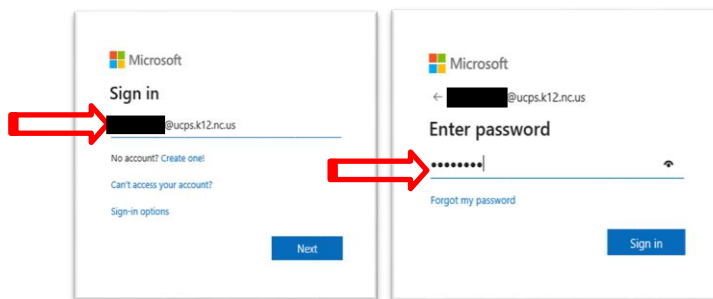
Created By: Technology Services

This document provides a walkthrough on how to sign in to Teams, basic use and functionality.

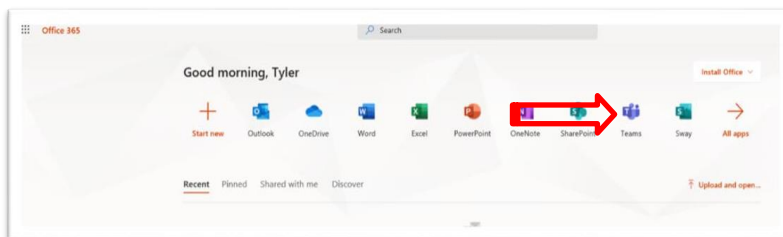
1. Navigate to the [Student Start page](#) and click on the Microsoft Teams button.



2. Login using "[studentnumber@ucps.k12.nc.us](mailto:studentnumber@ucps.k12.nc.us)" (DO NOT put "student" in email address).



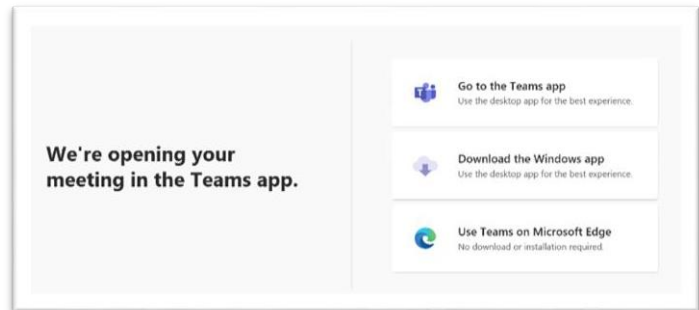
Click the **Teams** application.



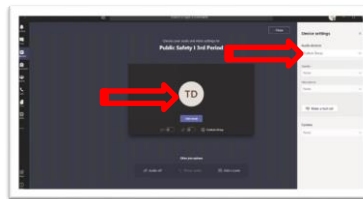
## Technology Services Department

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3. 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](#)



4. 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**



## 5. Join Now

6. 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

