


INSTRUCTIONS FOR USING TEAMS



GETTING TO TEAMS:

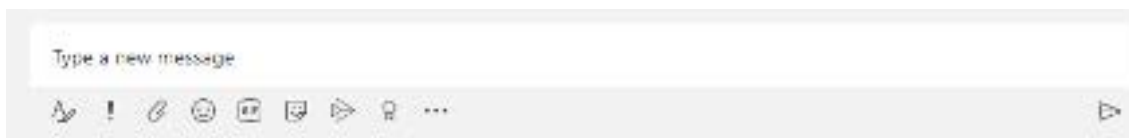
1. Log in to Office 365
 - From the [Lethbridge College homepage](#), hover over the **MyLC** button in the top right corner of the website. A drop-down menu will appear. Click on **Office 365**.
 - You will be asked to sign in with your Lethbridge College email and password
2. From the Office 365 landing page, you will be shown a number of apps. Click on the **Teams** picture to open the app
 - If you don't see the app in your list, click the arrow that says **All apps** and scroll down until you see the **Teams** picture.
3. Click on the **New chat** icon at the top of the page. 
4. You will see a **To:** box appear and you will be prompted to **"Start typing a name or group"**
5. Type the name of the person you are trying to connect with. A list of choices will drop down and you can click on the person's name.



Once you have chosen the person with whom you'd like to communicate, you can select the method of communication—e.g. chat, call, or video call—from the main screen.

STARTING A CHAT IN TEAMS:

1. At the bottom of the screen, you will see the chat box.



2. From here you can type your message and attach files.

STARTING A CALL IN TEAMS:

Note:

The Firefox browser does not support calls in Teams. If you want to use this feature, you will need to log in using Chrome or Edge. You can also download the Teams desktop app by clicking the **Download desktop app** button in the lower left corner of the screen.



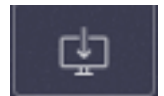
1. In the top right corner, click the Audio call button.
2. The app will “ring” waiting for the other person to answer.
3. Once the other person answers, you are connected using your computer’s microphones and speakers. You can also use a headset if you prefer.
 - You may need to allow the app to access your microphone.
 - Go to the settings on your computer and find the microphone settings. There will be a spot where you can click to allow apps to access your microphone (this may look different on different machines).



STARTING A VIDEO CALL IN TEAMS:

Note:

The Firefox browser does not support video calls in Teams. If you want to use this feature, you will need to log in using Chrome or Edge. You can also download the Teams desktop app by clicking the **Download desktop app** button in the lower left corner of the screen.



1. In the top right corner, click the video call button.
2. The app will “ring” waiting for the other person to answer.
3. Once the other person answers, you are connected using your computer’s microphones, speakers, and camera. You can also use a headset for the sound if you prefer.
 - Go to the settings on your computer and find the microphone settings. There will be a spot where you can click to allow apps to access your microphone (this may look different on different machines).
 - Go to the settings on your computer and find the microphone settings. There will be a spot where you can click to allow apps to access your microphone (this may look different on different machines).

