How to use Microsoft TEAMS

1: Click on the TEAMS icon on the desktop.

2: In the "Sign in" page that appears, enter your university email address and network password.

3: Go to **Calendar** on the left side of Teams, then select **New Meeting** or **Meet now** in the upper right corner.

4: You'll have a chance to set a few things up before you start your meeting. Give it a title, choose whether you want to use video, and pick your preferred audio source.

5: When you're ready, hit **Join now**.
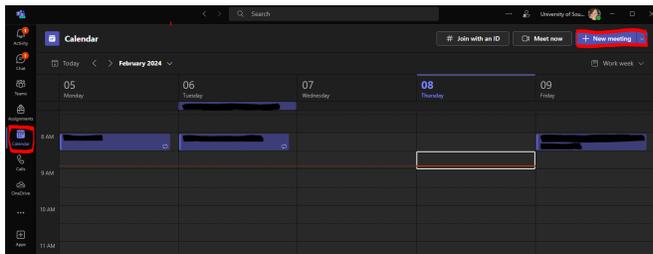
Your meeting is now up and running—you just need people to join you.

To invite people:

1. Start typing the name of someone you want to invite in the box under **People** in the top right. Select them when they appear in the list, and they'll get a call right away.
2. Another option is to copy the meeting link and send it to anyone you want to meet with, and they can join by selecting it. Just choose **Copy join info** and paste the link in a message.

If you don't have meeting scheduling capability in Outlook or Teams, starting an instant meeting is a great option. Just like with scheduled meetings, everyone who attends your meeting will continue to have access to the meeting chat, the recording, and anything else people share in the meeting (like files and meeting notes), even after the meeting ends.

To rejoin the same meeting anytime, find the meeting chat in your chat list and select **Join**.