

# Microsoft Teams

## How to guide

New to Microsoft Teams? Use this guide to learn the basics, navigate and connect easily.

### Sign in

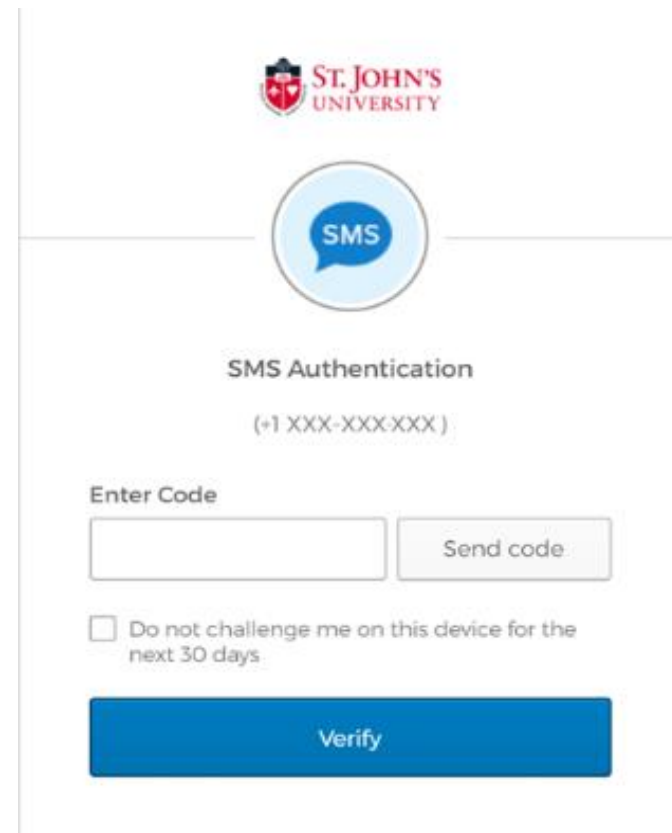
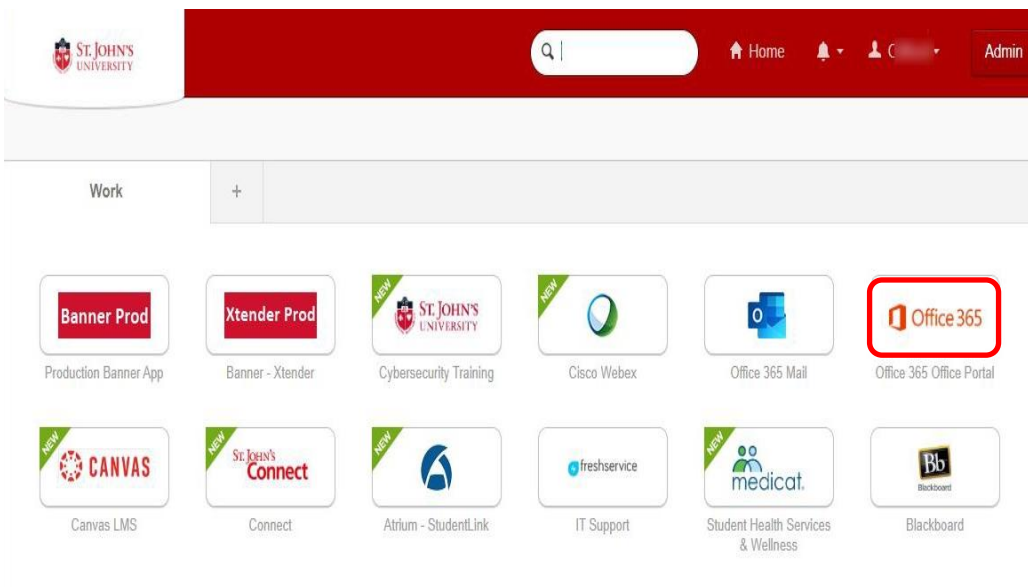
#### Log on to Okta Sign-On Portal

Through a web browser, enter <https://signon.stjohns.edu> to authenticate to your St. John's email. Username is your St. John's email ([Firstname.lastnameYY@my.stjohns.edu](mailto:Firstname.lastnameYY@my.stjohns.edu) e.g. [John.doe15@my.stjohns.edu](mailto:John.doe15@my.stjohns.edu) and YY is the year of entry.

Default password: SjXXXXXXXXXX (where XXXXXXXXXXXX is your Storm Card ID card number or PIDM)

#### Select Office 365 Office Portal

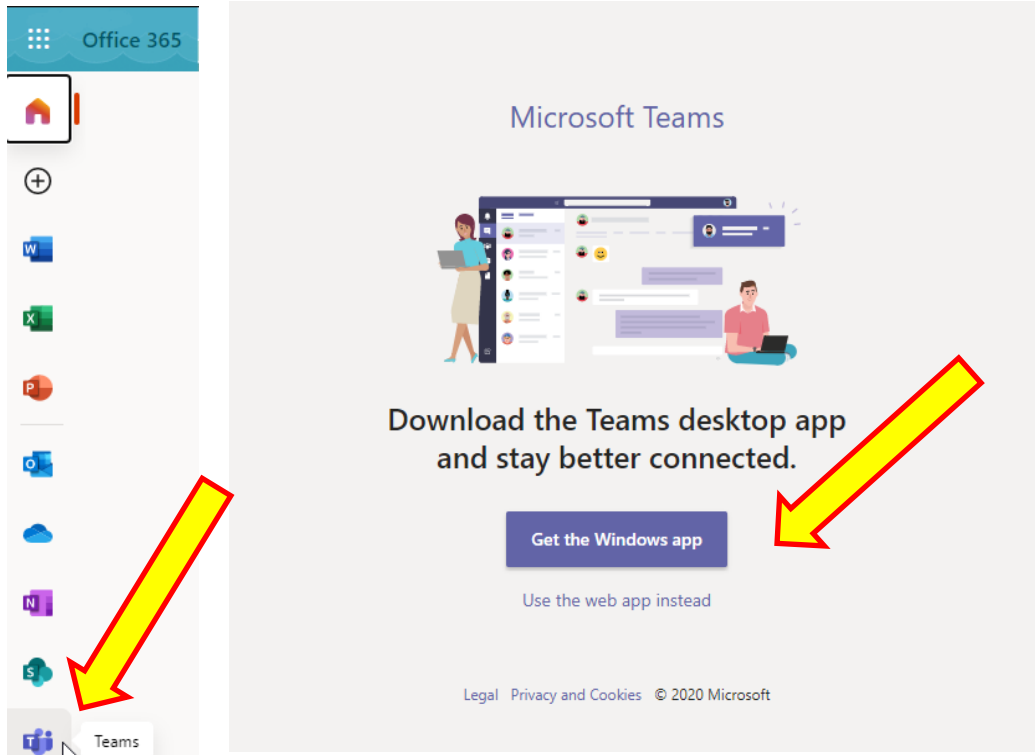
After logging in, you will see a list of applications that you have been given access to. Please see below an example screenshot.



The University Supports the following methods of Authentication: Okta Verify (App), SMS (Text Message) and Voice Call.

# Microsoft Teams

## Installing the desktop app via Office 365



Office 365

Microsoft Teams

Download the Teams desktop app and stay better connected.

Get the Windows app

Use the web app instead

Legal Privacy and Cookies © 2020 Microsoft


1. Click the teams logo in your app sidebar
2. When the page opens click get windows app or you can choose to use the web app.

## Download the app

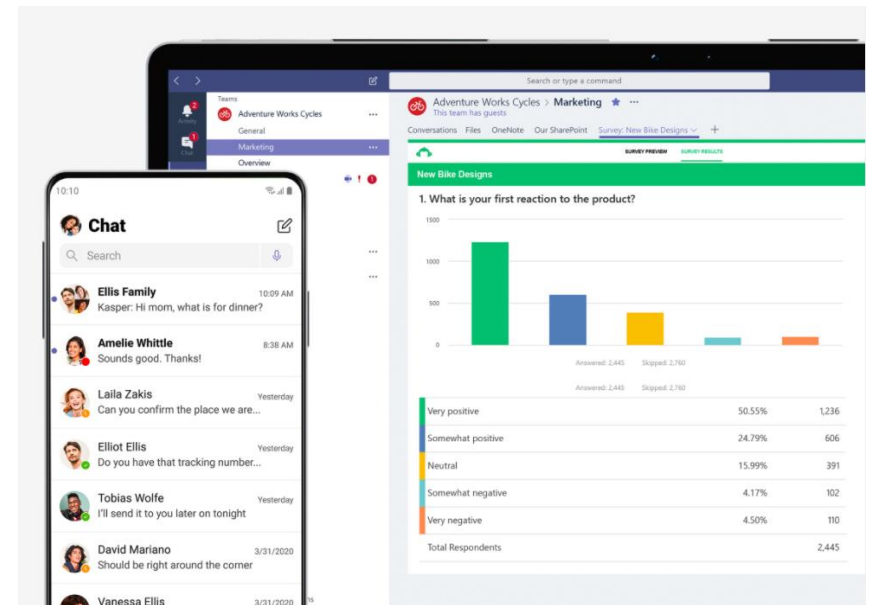
Connect and collaborate with anyone from anywhere on Teams (click link/s below to download).

Download for desktop

Download for mobile



App Store



Law School Exam Support ...  
TEST Law School Exam Support [copy]






Message us on teams for [Law School Exam Support](#) by clicking this link

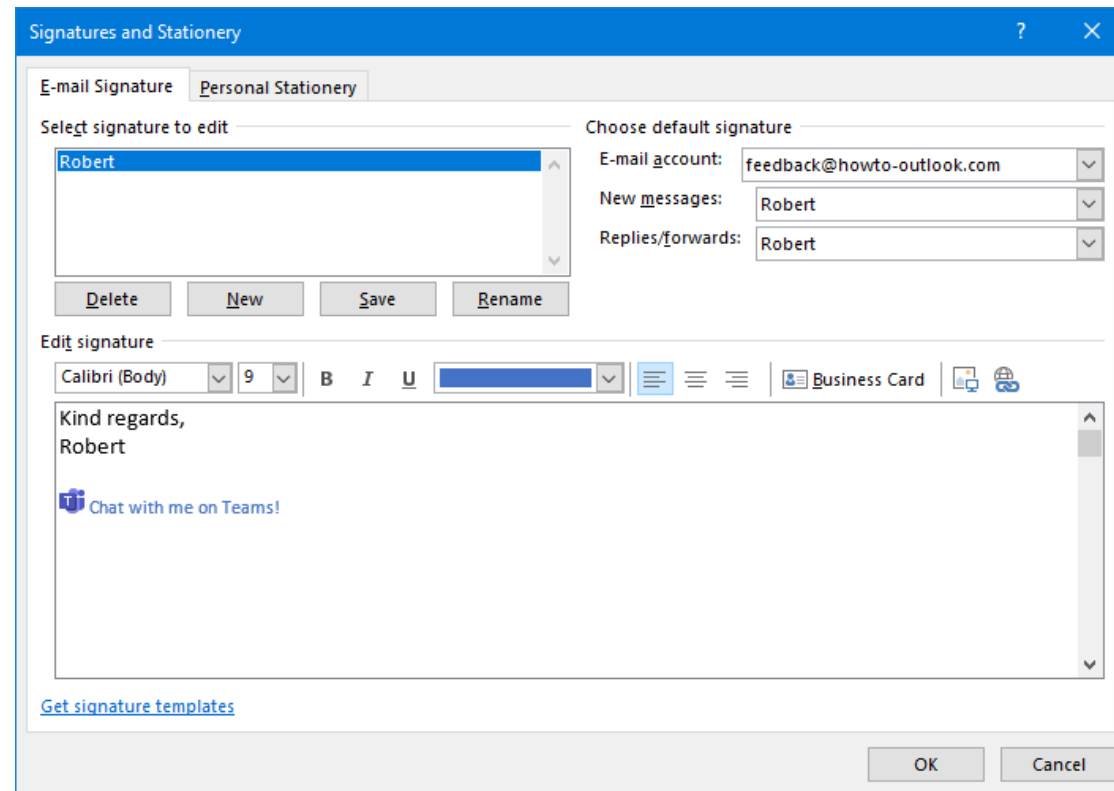
# Microsoft Teams

## Adding teams link to your email signature

### Creating a chat link with a Teams icon

Instead of just copy/pasting the link with your email address into your Signature, you simplify it by using some text, the Teams icon or both.

1. To insert an image into your signature, use the  icon in the Signature Editor.
2. If you want to use the Teams icon, you can click download the teams icon. 
3. Optionally, type some text such as; **Chat with me on Teams!** You can select the text and resize it, change its color, change the font type, etc...
4. Select the icon and/or the text and press the  icon to add the hyperlink to start a chat session on Teams. Or you can click the icon and/or text and on your keyboard ctrl/ Command + K and insert the hyperlink.
5. Use this link  
<https://teams.microsoft.com/l/chat/0/0?users=<youremailaddress>>  
It should look like  
<https://teams.microsoft.com/l/chat/0/0?users=firstname.lastnameYY@mystjohns.edu>



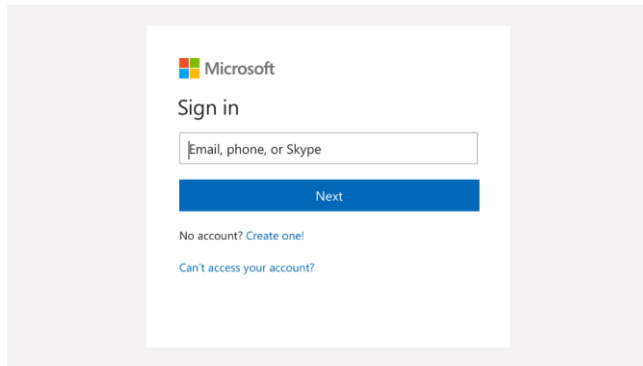
# Microsoft Teams

## Sign in

In Windows, click **Start**  **Microsoft Teams**.

On Mac, go to the **Applications** folder and click **Microsoft Teams**.

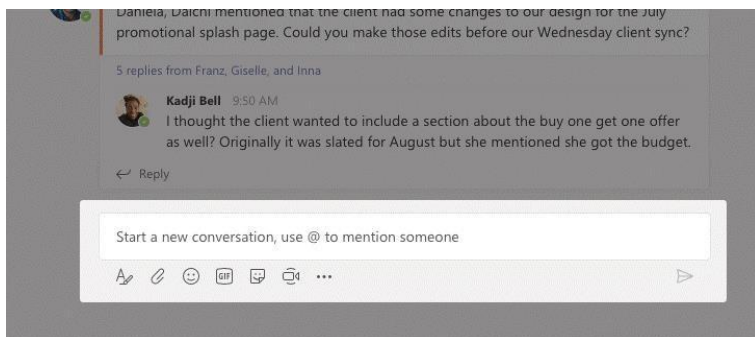
On mobile, tap the **Teams** icon. Then sign in with your Office 365 username and password. (If you're using Teams free, sign in with that username and password.)




## Start a conversation

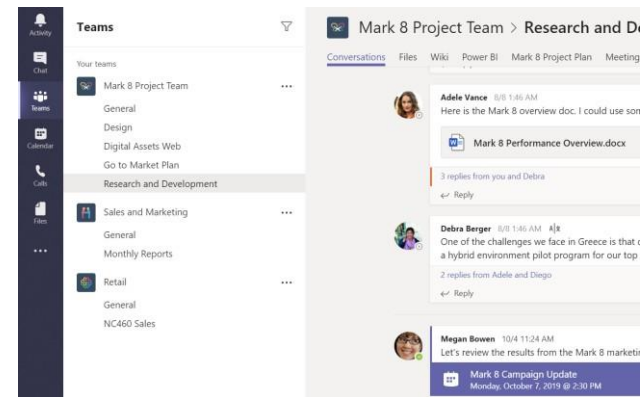
*With the whole team...* Click **Teams** , pick a team and channel, write your message, and click **Send** .

*With a person or group...* Click **New chat** , type the name of the person or group in the **To** field, write your message, and click **Send** .





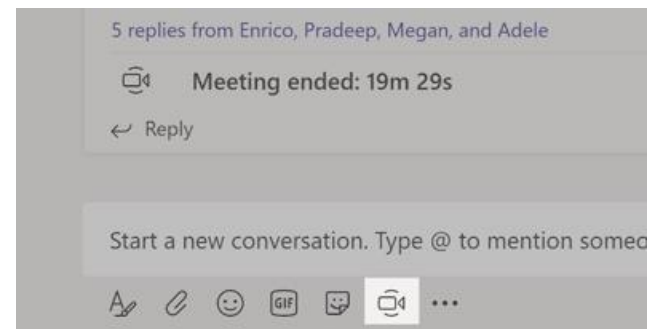
## Pick a team and channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic. Click **Teams**  and select a team. Pick a channel to explore the **Conversations**, **Files**, and other tabs.



## Start a meeting

Click **Meet now**  under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** , the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.



## Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

**Every team has channels**  
Click one to see the files and conversations about that topic, department, or project.

**Start a new chat**  
Launch a one-on-one or small group conversation.

**Add tabs**  
Highlight apps, services, and files at the top of a channel.

**Use the command box**  
Search for specific items or people, take quick actions, and launch apps.

**Manage profile settings**  
Change app settings, change your pic, or download the mobile app.

**Move around Teams**  
Use these buttons to switch between Activity Feed, Chat, your Teams, Calendar & Files.

**View and organize teams**  
Click to see your teams. In the teams list, drag a team name to reorder it.

**Find personal apps**  
Click to find and manage your personal apps.

**Add apps**  
Launch Apps to browse or search apps you can add to Teams.

**Join or create a team**  
Find the team you're looking for, join with a code, or make one of your own.

**Manage your team**  
Add or remove members, create a new channel, or get a link to the team.

**Add files**  
Let people view a file or work on it together.

**Reply**  
Your message is attached to a specific conversation.

**Compose a message**  
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

# Microsoft Teams

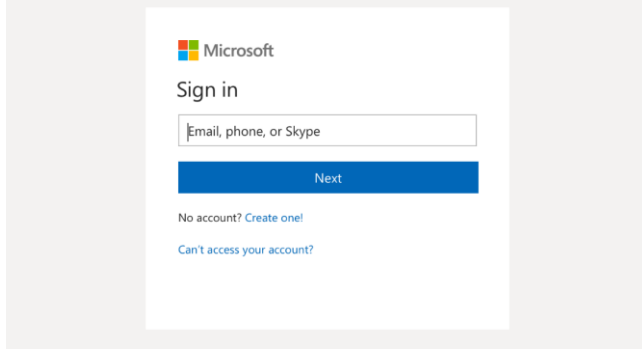
## Sign in



In Windows, click **Start** > **Microsoft Teams**.

On Mac, go to the **Applications** folder and click **Microsoft Teams**.

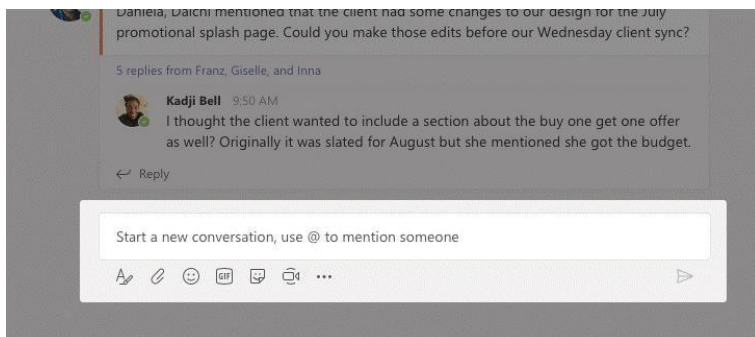
On mobile, tap the **Teams** icon. Then sign in with your Office 365 username and password. (If you're using Teams free, sign in with that username and password.)



## Start a conversation

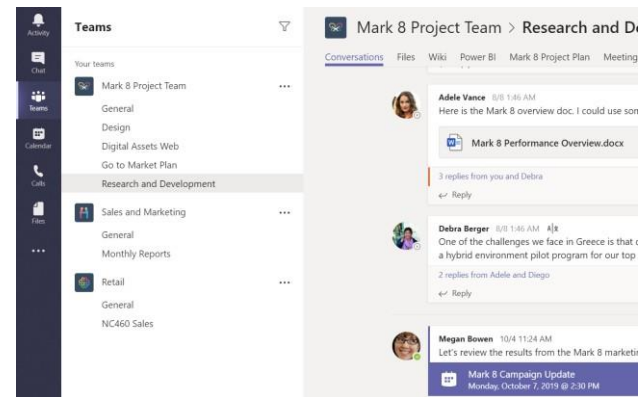
*With the whole team...* Click **Teams**, pick a team and channel, write your message, and click **Send**.

*With a person or group...* Click **New chat**, type the name of the person or group in the **To** field, write your message, and click **Send**.



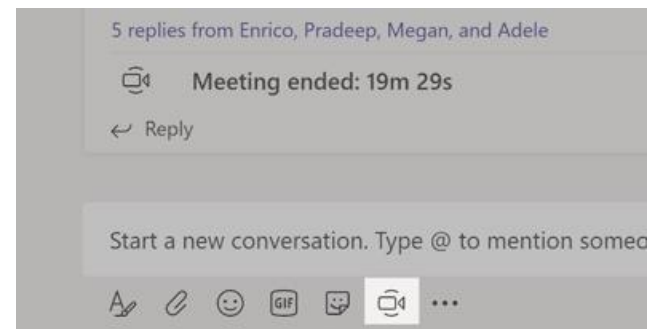
## Pick a team and channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic. Click **Teams** and select a team. Pick a channel to explore the **Conversations**, **Files**, and other tabs.



## Start a meeting




Click **Meet now** under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now**, the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.

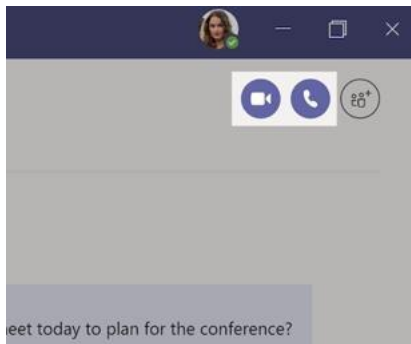





# Microsoft Teams

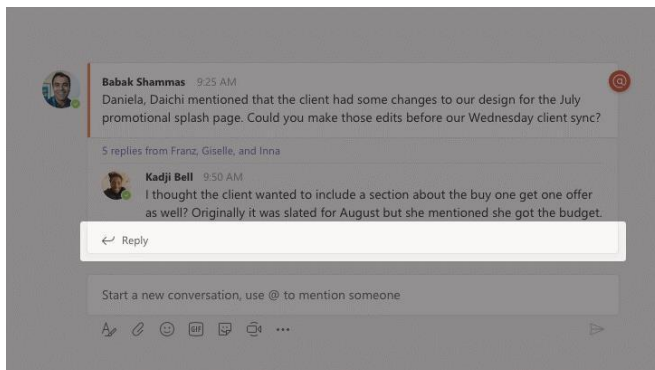
## Make video and audio calls

Click **Video call**  or **Audio call**  to call someone from a chat. To dial a number, click **Calls**  on the left and enter a phone number. View your call history and voicemail in the same area.



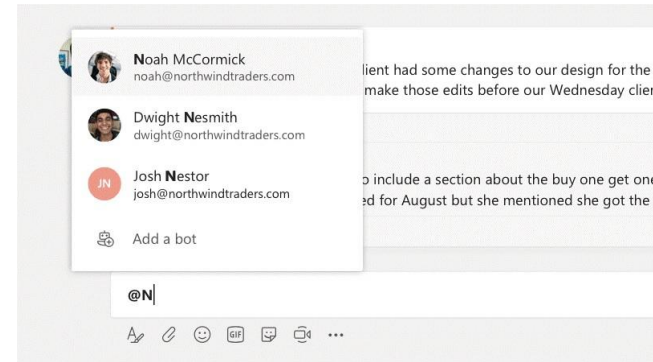
## Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send** .




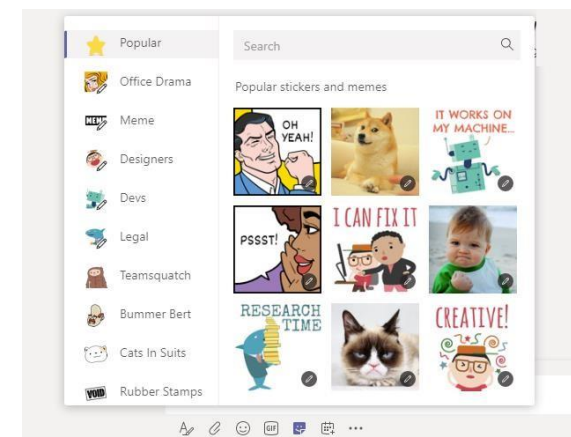
## @mention someone

To get someone's attention, type @, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.




## Add an emoji, meme, or GIF

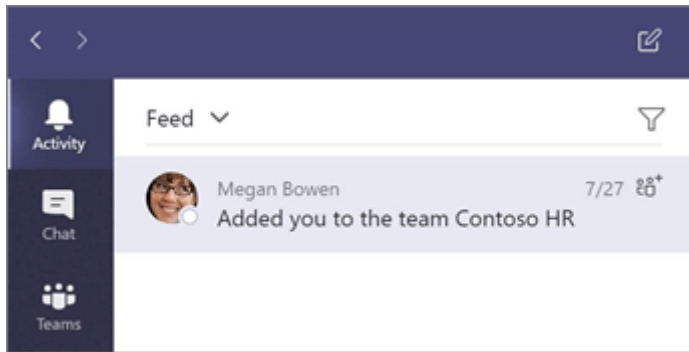
Click **Sticker**  under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.



# Microsoft

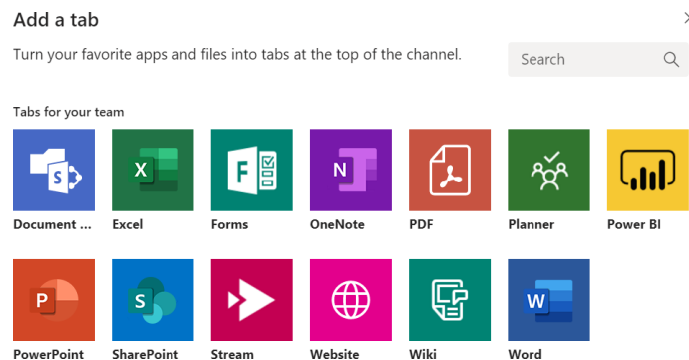
## Stay on top of things

Click **Activity**  on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow.




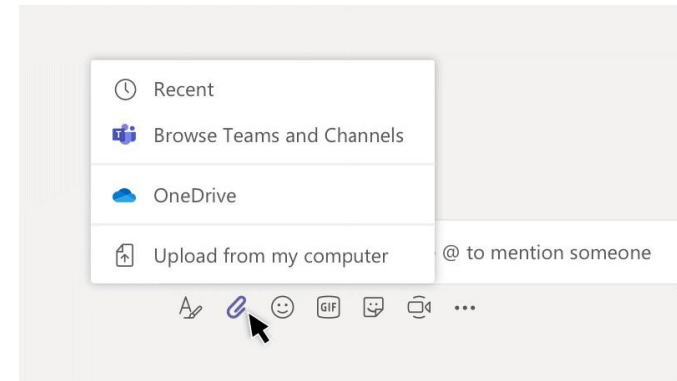
## Add a tab in a channel

Click **+** by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.




## Share a file

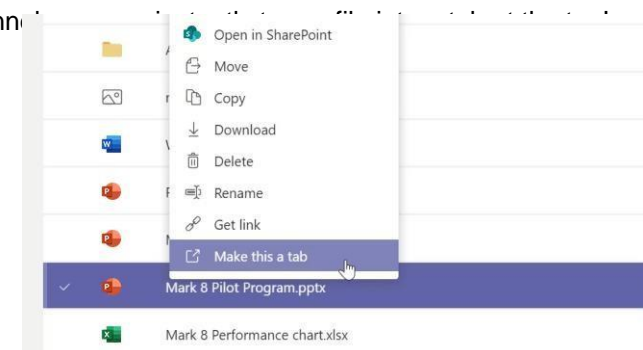
Click **Attach**  under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



## Work with files

Click **Files**  on the left to see all files shared across all of your *teams*. Click **Files** at the top of a channel to see all files shared in that *channel*. Click **More options ...** next to a file to see what you can do with it.

In a channel

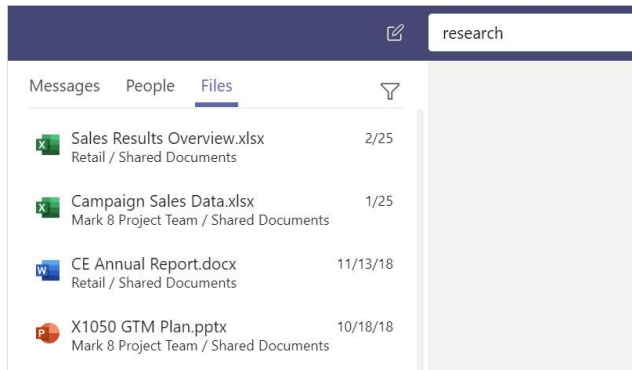




# Microsoft Teams

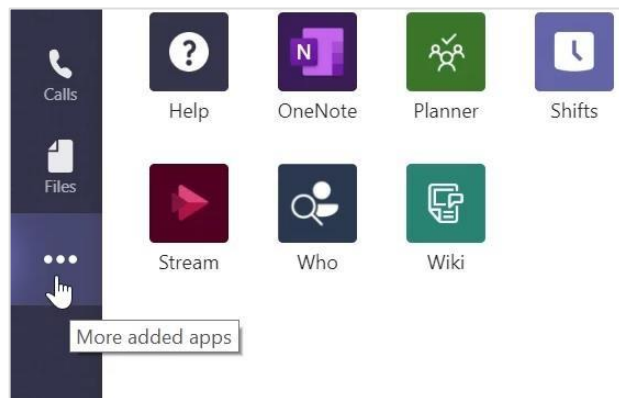
## Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or click **Filter** to refine your search results.



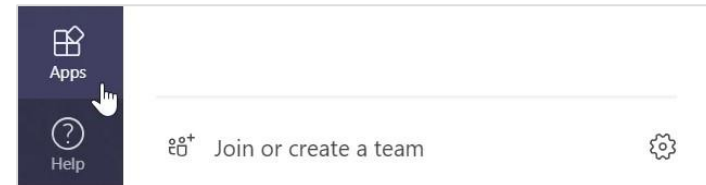
## Find your personal apps

Click **More added apps...** to see your personal apps. You can open or uninstall them here. Add more apps under **Apps**.



## Add apps

Click **Apps** on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.



## Next steps with Microsoft Teams

### See what's new in Office

Explore the new and improved features in Microsoft Teams and the other Office apps. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

### Get free training, tutorials, and videos for Microsoft Teams

Ready to dig deeper into the capabilities that Microsoft Teams has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=2008318> to explore our free training options.

### Send us your feedback

Love Microsoft Teams? Got an idea for improvement to share with us? On the left side of the app, click **Help** > **Give feedback**. Thank you!

## Get other Quick Start Guides

To download our free Quick Start Guides for your other favorite apps, go to <https://go.microsoft.com/fwlink/?linkid=2008317>.