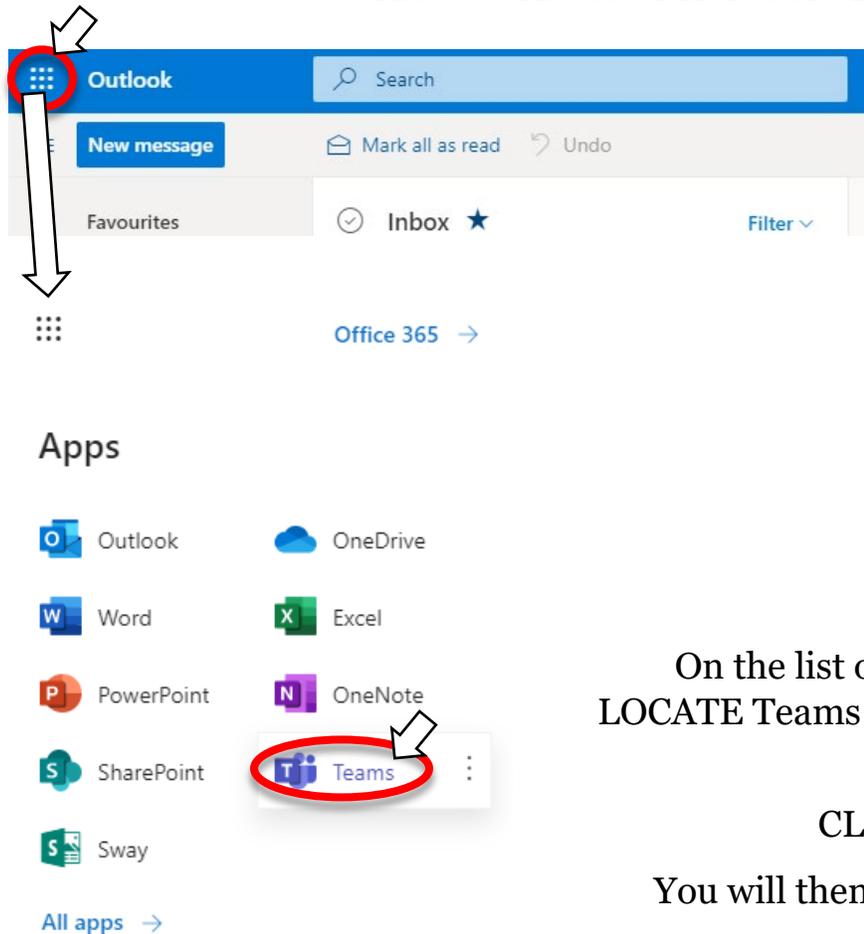


# Microsoft Teams

Microsoft Teams is an app associated with your student email that allows you to chat, call, and video call professors, advisors, tutors, etc. Many people associated with William Paterson University will use Teams to communicate with students remotely.

Make sure you're using Google Chrome to access Teams. Other internet browsers don't support it fully and features will be absent on different browsers.

## How to Access Microsoft Teams:



### Step 1:

Access your William Paterson University Email.

CLICK on the 9 dots on the top left corner.

### Step 2:

On the list of Apps that drop down, LOCATE Teams on the bottom of the second column.

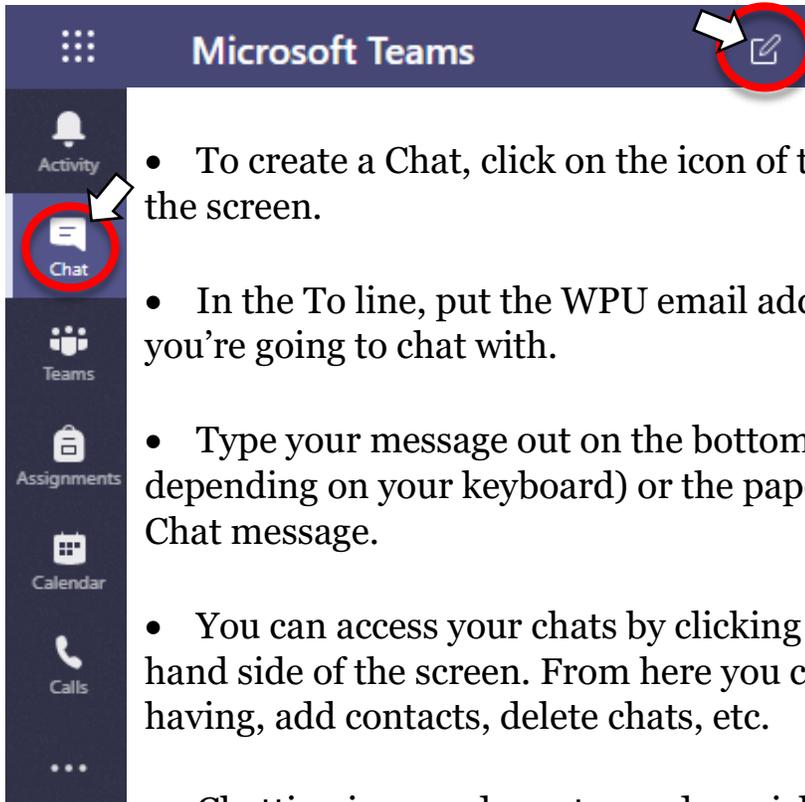
CLICK on Teams.

You will then be directed to Microsoft Teams.

# Microsoft Teams

## Chatting:

Not every message or conversation on Teams needs to be a call. There is a chat system similar to phone texting that can be used to communicate with someone.



- To create a Chat, click on the icon of the pen on the page at the top of the screen.
- In the To line, put the WPU email address or name of the person you're going to chat with.
- Type your message out on the bottom and click Enter (or Return, depending on your keyboard) or the paper plane symbol (✈) to send the Chat message.
- You can access your chats by clicking on the Chat icon on the left-hand side of the screen. From here you can see all the Chats you're having, add contacts, delete chats, etc.
- Chatting is a good way to send a quick message to someone. If you need to call or video call someone, it's a good idea to send someone a chat first to make sure they're able to take a call. You don't need a microphone or a webcam to send or receive a chat.

**REMEMBER**, just because the Chat system is very similar to texting on your phone, you are messaging staff, faculty, and students. Don't use text speech and abbreviations like "LOL," or "C U" instead of "see you." Type out your messages in full, proofread before sending them, etc. Treat the Chat system like you're sending an email. Keep the messages brief and clear, and don't be too informal.

# Microsoft Teams

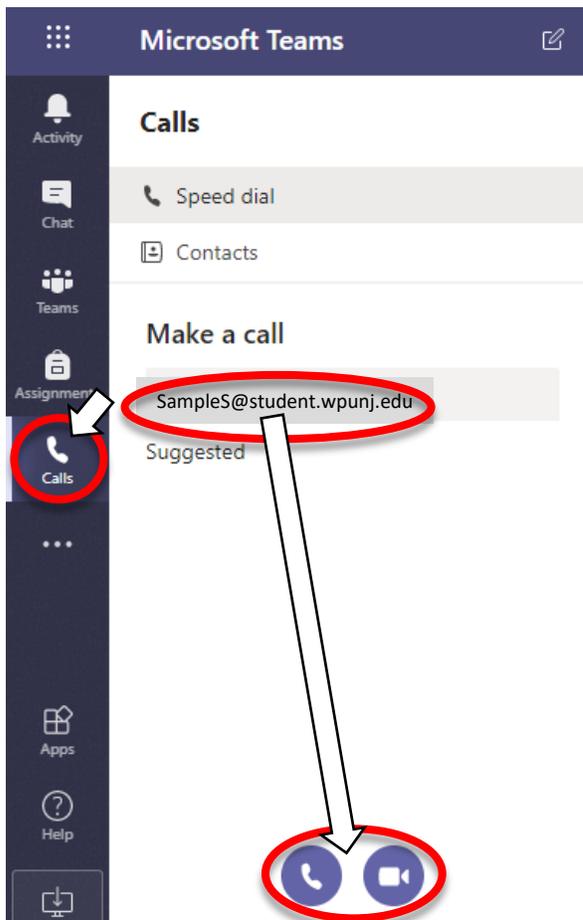
## Receiving a Call:

In order to make or receive a call, make sure you have a working microphone or headset.

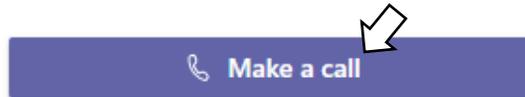
If you intend on video calling, you'll also need a working webcam.

- When someone is calling you, you have three options:
  - Click **Accept with Audio** (📞) to answer with audio only.
  - Click **Accept with Video** (📺) to accept the call and enable video as well.
  - Click **Decline Call** (🚫) to decline the call.

## Making a Call:



- To make a call, click on the Calls icon on the left-hand side of the screen. This will open the Calls section of Teams.



- Go to Make a Call (you may need to click on it to make the option to type in a name appear).
- Put in the name of the person you want to call in the Make a Call section of the page.
- Select either the Audio Only (📞) option or Video and Audio (📺) option on the bottom on the screen to make your call.
- Calls on Teams work just like calls on a phone. If the person you are calling is available, they hopefully will pick up and answer the call. You can leave a message if they're not available.

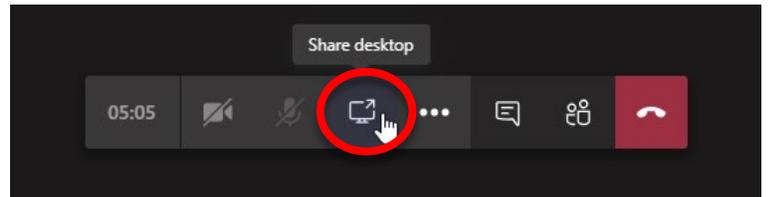
If you're using a webcam, make sure that you are presentable for talking with a professor, advisor, etc.

# Microsoft Teams

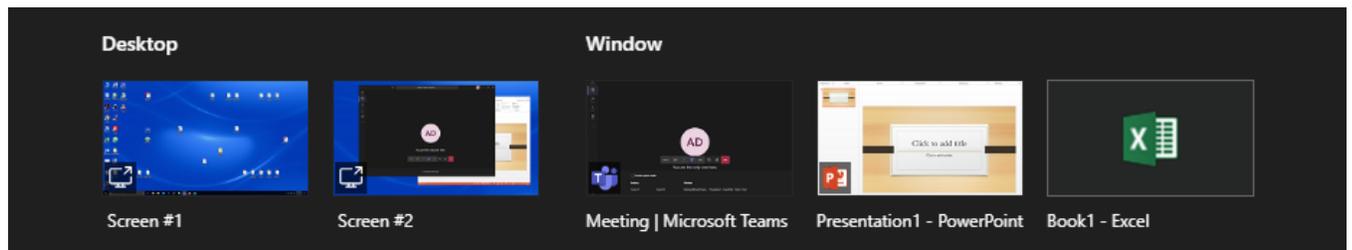
## Screen-Sharing:

One of the features of Calls in Teams is the ability to share your screen with the people you're on a call with. If you are presenting an assignment, you can show everyone in the call your presentation. Or if you're having trouble with something on your computer, you can screen-share it so someone can see it and walk you through a solution.

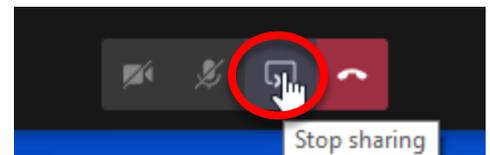
- During a call, hover over the middle of the screen until some options appear.



- Click the Share Desktop icon.
- From here, you can click what you want to share. It can be your Desktop screen, or a presentation in PowerPoint, etc.



- When you're done Screen-Sharing, click the Stop Sharing icon in the bottom right window.



- If you are sharing something other than your Desktop, a red border will appear around whatever you're sharing. Only the things inside that border are being shared with the people on the call.

**REMEMBER** that whenever you're sharing your screen, all the people on the call will see everything you have on the screen.