

Accessing and Using Microsoft Teams

Chrome or Teams App installation:

1. **Chrome:** if you don't already have Chrome installed then download it from the link below. Once downloaded double click on the google **chrome.dmg** file in your Downloads folder. From the Google Chrome install window click and drag the Google Chrome icon into the blue folder with an **A** for applications on it. If prompted, input the password for your computer to complete the install
https://www.google.co.uk/chrome/?brand=CHBD&gclid=EAlaIQobChMI2rvPztesy6AIVCLLtCh0tgwnGEAAYASAAEgIGTPD_BwE&gclsrc=aw.ds
2. **Teams App:** download the Teams App from the link below. To install Teams App double click on the google **Teams_osx.pkg** file in your Downloads folder. Click on 'Continue' and 'Install' in the Install Microsoft Teams window, if prompted input the password for your computer to successfully complete the install.
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Accessing MS Teams (Chrome and Teams App):

1. Launch Google Chrome (from your Applications folder on the Mac), go to <https://teams.microsoft.com>
2. Alternatively launch 'Microsoft Teams' from the Mac Applications folder
3. In the Microsoft Sign in screen input your crsid@cam.ac.uk email address and click next (note if you have already logged into the Microsoft apps before just click on your CRSid account to access Teams)
4. You will be redirected to the University organisational login page. input your University/Raven password to access Teams

Video and Audio Calls

1. To make an audio or video call, select the contact name from the list in the **Contacts** tab then click on the audio or video icon. 
2. Add people to the call by clicking on the Add People icon  type the CRSid or name of the person to add then click on audio or video icon as shown in 1. above.

Group Video or Audio call

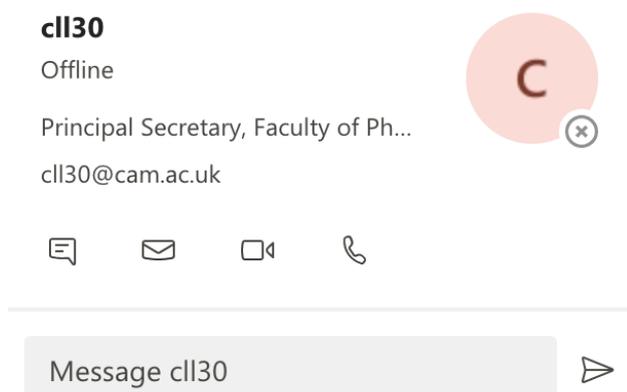
1. Click on the **Chat** icon in the left-hand menu bar then click on the create message icon  Click on the down arrow head to the right of the white **To:** box to reveal the **Group name:** white entry box, enter a name for your group.
2. In the **To:** box enter the names or CRSids of the person to add (note: hit the return key after each person to add them until the list is complete).
3. Once the list is complete, hit the return key one more time and the newly named group should appear in the left-hand panel under **Chat**. The group can then be called using the video or phone icon at the top right hand side of the screen.

Chat

1. From the Teams window click on the **Chat** icon in the left hand menu
2. Click on the Create Message icon  in the top menu bar
3. In the **To:** Search box type the name or CRSid of the person you want to contact, continue searching until all people are listed in the To box then type your message in

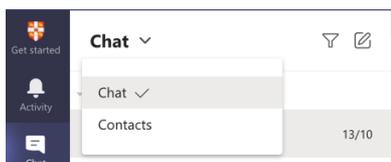
the **Type a new message box** at the bottom of the screen. When ready to send the message, click on the send icon 

4. **Video or audio call:** click on the name/CRSid in the **To** box and then click on one of the following types of contact icons: **Chat**, **Email**, **Video** or **Audio Call** (see example screenshot below)



Organizing Contact Lists

1. **Contacts:** select the **Chat** icon from the left-hand menu then click on the down arrow head next to **Chat** in the white menu bar (see below) and select **Contacts**.



2. The default contact group is **Favourites**. Click on the **More options** icon  (three horizontal dots) then click on **Add a contact to this group** to add a contact.
3. In the **Add to contacts** box (see screenshot below) type the CRSid or name of the person and click on **Add** button to add contact to **Favourites**

Add to contacts



4. **Create a new contact group:** at the foot of the Contacts tab click on the following icon.  Create a new contact group. Enter the name of the new group and click **Create**. Locate the group name in the left-hand Contacts column and click on **More Options** icon (three horizontal dots to right of the Group name). Select **Add a contact to this group**, search for the contact and add as described in 2. above

Other useful information

More information about using Teams for online meetings is available here:

<https://support.microsoft.com/en-us/office/meetings-in-teams-e0b0ae21-53ee-4462-a50d-ca9b9e217b67?ui=en-us&rs=en-us&ad=us>

See the University Teams site for online learning and videos:

<https://universityofcambridgecloud.sharepoint.com/sites/MicrosoftTeamsHub/SitePages/Help%20and%20training.aspx>

Setting a “virtual background” in Teams:

<https://support.microsoft.com/en-ie/office/change-your-background-for-a-teams-meeting-f77a2381-443a-499d-825e-509a140f4780?ui=en-us&rs=en-ie&ad=ie>