

MS Teams Tips

First, download the app onto your computer. You can do this by searching for “Microsoft Teams” on the internet, and then signing in with your State of Alaska email address and current password. You can also download the Teams app onto your phone or tablet, or your home computer. (This is especially helpful if you’re using a desktop computer that doesn’t have a video camera or a microphone.)

Take a short training on how to use Teams. If you’re going to be using Teams, *please* attend a training session. Here is [a recording of the training. Or you can attend a live session offered by OIT \(see Patricia Robinson’s emails for schedules\).](#)

How to join a MS Teams meeting. If you’ve been invited to a MS Teams meeting, you’ll be able to see that meeting on your calendar in Outlook and also in the calendar in MS Teams. Just click on the meeting notice, and you’ll be able to hit the “Join” button when it opens.

Navigating when you’re in a meeting. When you get into the meeting, you’ll be able to turn your video/audio on or off by clicking on your meeting controls—that’s the long rectangle near the bottom of your screen that has the red phone button on the right to hang up. There are icons to chat, to turn your mute on, video on and off, etc.

You’ll be able to see people on your screen in different ways. If you click on the Teams tab at the left side of the screen, you’ll see the Teams you’re on, channels within those teams, and conversations, shared files, etc., in the main screen, with a little video at the top left of whoever is talking. If you want to get back to the screen with all the people shown on it, just click on the little video of the person. That’s also where your meeting controls will be for yourself (even though it’s likely to be someone else’s face there), if you want to hit mute.

How to set up a meeting. If you don’t already belong to a team that you need to meet with, you’ll need to get a team set up. Someone on your team needs to have a code from OIT to do that. Everyone in DOF is already on the MS Teams for IT requests—it’s called **Team DNR – IT Announcements**. Just click on that team and type in your request at the bottom of the screen in the white box that says “Start a new conversation.” ****Pro tip: You’ll get a super fast response if you ask IT for anything through MS Teams.****

Once your team is set up, go into the calendar tab on the left side of the screen, and click on the time and date you want to have the meeting. Add the title, then select a channel to meet in. This makes your meeting automatically available for everyone on that team. You can specifically invite people, too, in the “Invite people” box, to make sure they get the invitation even if they aren’t looking at MS Teams.

You can also just call someone on video or audio from a chat session, without setting up a meeting first. Those icons are at the top right of the screen.

How to remind someone to attend a meeting if they forget to show up. When you're in a meeting, select "Show Participants" (it looks like 2 little people) in your meeting controls. (It's the button just to the left of the red hang-up button.) Then select their name, hit "More Options" (...) and hit the "Ask to Join" button, that looks like a little person with a + next to it.

These tips are just scratching the surface, but hopefully they will help you get going. **Please do take a training.** You can also search for answers to specific questions online; Microsoft has great instructions and videos. Practice the meetings with a co-worker and try it out!

Microphone & Camera Issues

Are you having trouble with an audio connection, or lacking a microphone or a camera on your desktop or laptop when you're signing in to MS Teams meetings? Here are some solutions:

- Download the MS Teams app onto your PHONE and use that for the audio and mic. You can still use your computer to look at the bigger screen—just make sure your speaker is turned off on the computer, so you're not getting an echo between the two.
 - Note: if you have the app loaded on your phone, you can participate in meetings even if you're out of the office (home or work). Just make sure you mute your audio when you're not talking.
- If you have a personal laptop, or a personal computer with a camera and a mic, and you're working at home for now, you can download the MS Teams app onto your home computer. You can still use your work computer while you have the MS Teams app running on your personal laptop.
- If you have headphones with a microphone in it, you can plug that in to your laptop or desktop computer.