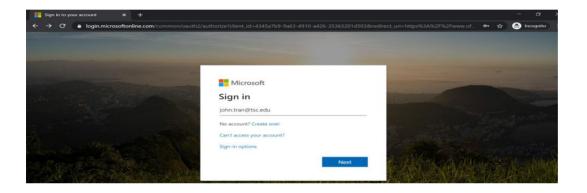
TSC: How to use Microsoft Teams for Instant Messaging and Group Chat

Introduction

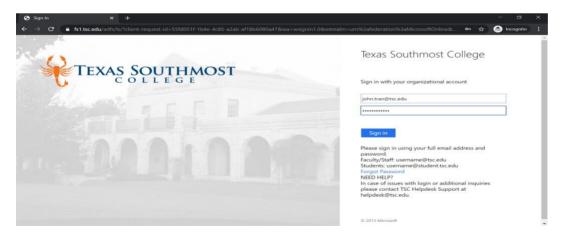
Microsoft Teams and Office 365 helps you get work done—with others and on your own—wherever you are. As long as you can connect to the internet, you can connect to the files and people you need to stay productive.

Sign in to Office online

1. Go to www.Office.com, and in the upper right-hand corner select Sign In to sign in with your Office 365 work or school account (ie: john.tran@tsc.edu)



2. You will be redirected to the TSC Login page:



Once you are logged in, the Office apps become available. Just click on the Teams app icon to start using the application in your browser.

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In Teams, there are features such as chat windows, calendaring and calls.

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Activity	Chat Recent Contacts		Randy Wallace Chat Files Organization 1 more - +	••••
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Teams	David Smith		Hi Randy, this is a test message	so that I can document the user guide $_{\bigcirc}$
â	Edgar Chrnko			
Assignments	EB. Eric Bustamante			
Calendar	GO Gaby Ochoa			
Calls	GO Gaby Ochoa			
	Jaime Salazar			
	JG Juana M. Garza			
	LV. Luis A. Villarreal			
Apps	Omar Trevino		Type a new message	
? Help	👰 Oscar O. Hernandez		A≠ ! ⊘ .:	₽

You can create your own Team, or you can join available existing groups.

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Activity	< Back	Create your team		
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teams		administrative goals. Name	АН	
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Calendar		Description (optional)	Public ectural History Team	
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		Privacy Private - Only team owners can add members		
		Private - Only team owners can add members		
ß		Public - Anyone in your organization can join Cancer Next		
Apps				
(?) Help				

Visit <u>Microsoft website</u> (<u>https://docs.microsoft.com/en-us/microsoftteams/enduser-training</u>) for more ideas on how you can utilize and benefit from Teams.