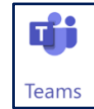


Microsoft Teams Help Guide for Students

All DMACC students, faculty, and staff have access to Microsoft Teams through the myDMACC portal. Meetings through Microsoft Teams is an option for synchronous collaboration, similar to Blackboard Collaborate Ultra, Zoom, and GoToMeeting. This space can be used for synchronous communication and content sharing.

To familiarize you with the tool, the Teams icon is pictured right and looks like two blue figures.



This guide includes the following information. Click an item to advance to that section.

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Getting Started with Teams

You can access Microsoft Teams through the web app in your browser, but not all browsers support the meeting features. Please see the article "[Microsoft Teams meetings on unsupported browsers](#)" for more information.

1. Open a web browser, preferably **Google Chrome**, and go to the [DMACC website](#).
2. Click the **myDMACC** button at the top and sign in with your DMACC username and password.
3. Click the **Office 365** button on the left.
4. Then click the **Teams** button from the list of apps at the top.
 - If you do not see Teams listed, click the **All apps** button and then **Teams**.

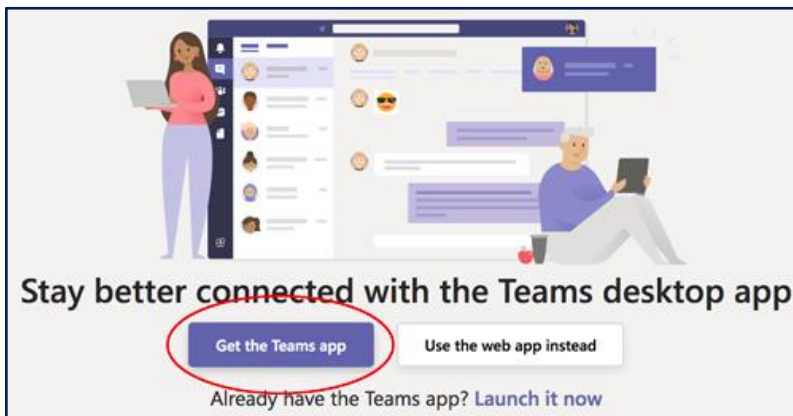


Note: If your instructor invites you to a Team, you will receive an email. You may need to check your Junk or Clutter folders.

Teams Desktop App

Please download and use the desktop/mobile app for Teams to ensure you are able to access all the tools/features. The app will also allow you to quickly access your Teams and get alerts.

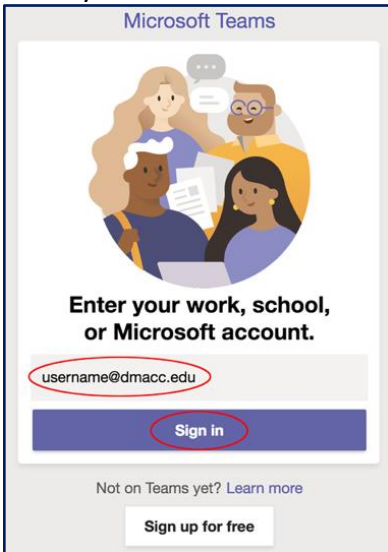
1. When you first access Teams, you might see a screen prompting you to download the app. If so, click the **Get the Teams app** button and proceed through to download and install it.



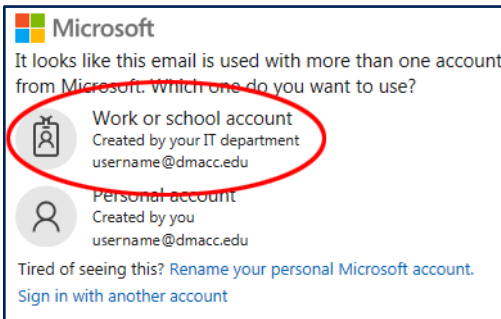
- If you do not see the "Get the Teams app" screen, click the **Download desktop app** button in the lower-left corner.
- You can also go to Microsoft's [Teams desktop client](#) site and click the **Download Teams** button.



- After you have downloaded and installed the Teams desktop app, open the application on your computer. The icon will look the same as it does in Office 365.
- Enter your **DMACC email address** and click the **Sign In** button.



- On the next screen select **Work or school account**.



- On the myDMACC sign in window, enter your DMACC password and click the **SIGN IN** button (your username will already be there since you entered it previously).






- You will then be taken into Microsoft Teams.

Teams Meeting

Click on the team to enter it. If there is a meeting happening, you will see it listed in the Posts area. If your instructor invites you to a meeting from within Teams, you will see a notification pop up. Your instructor might send the invitation through email.

When you join a meeting, your webcam (if you have one) might be automatically displayed. Your instructor can choose to mute the video, but otherwise it will be on by default.

1. At the bottom of the screen you will have a toolbar to turn your webcam  and microphone  on/off and to adjust speaker volume.
2. Click the **Hang up** button  at the bottom to leave the meeting.