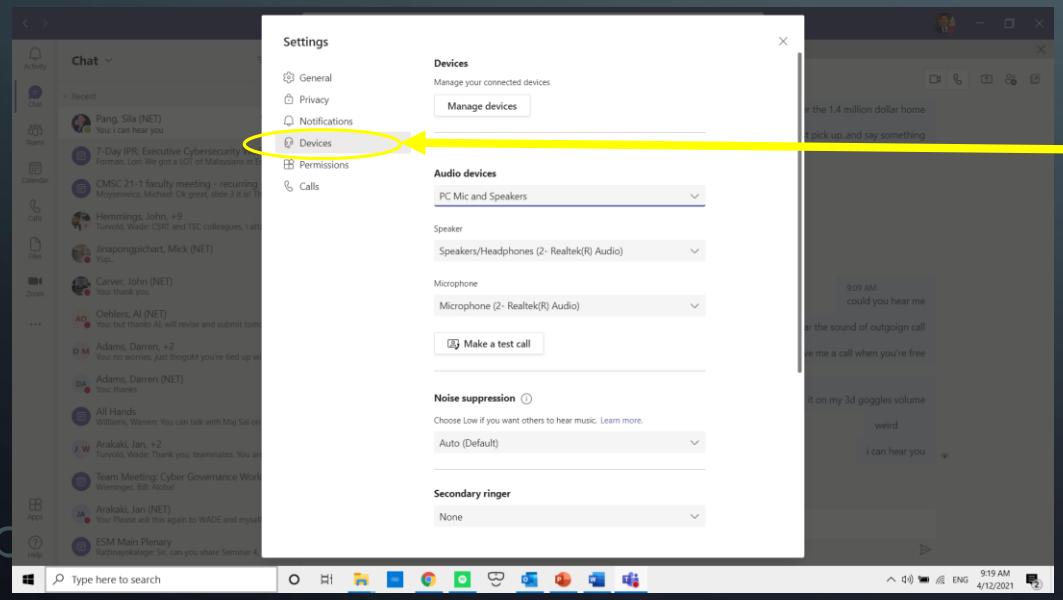
TEAMS: USER'S GUIDE

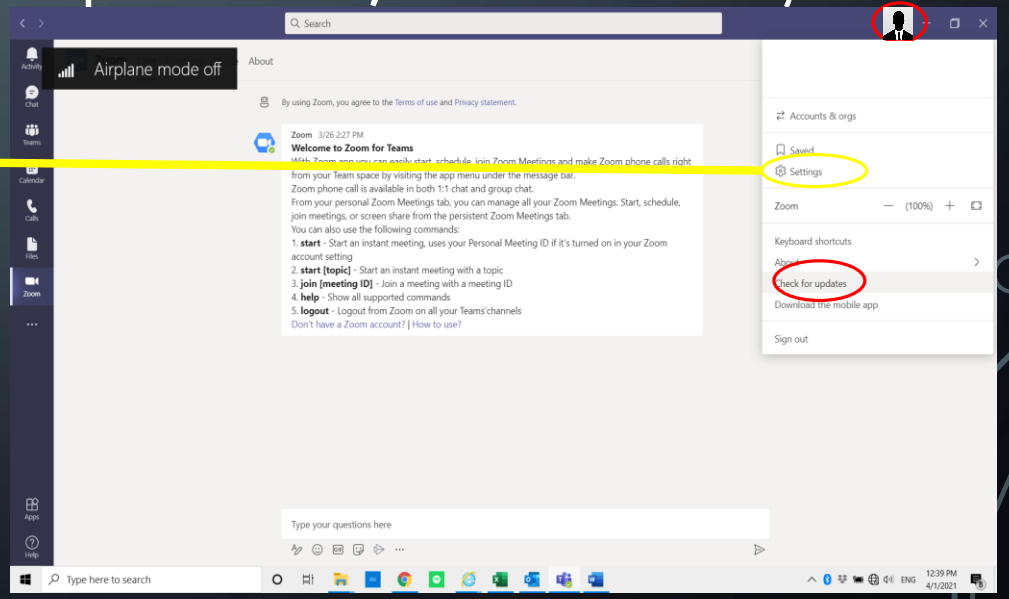
OVERVIEW

- Desktop Software
- Mobile App
- Web Browser
- TEAMS FAQS

DESKTOP SOFTWARE:

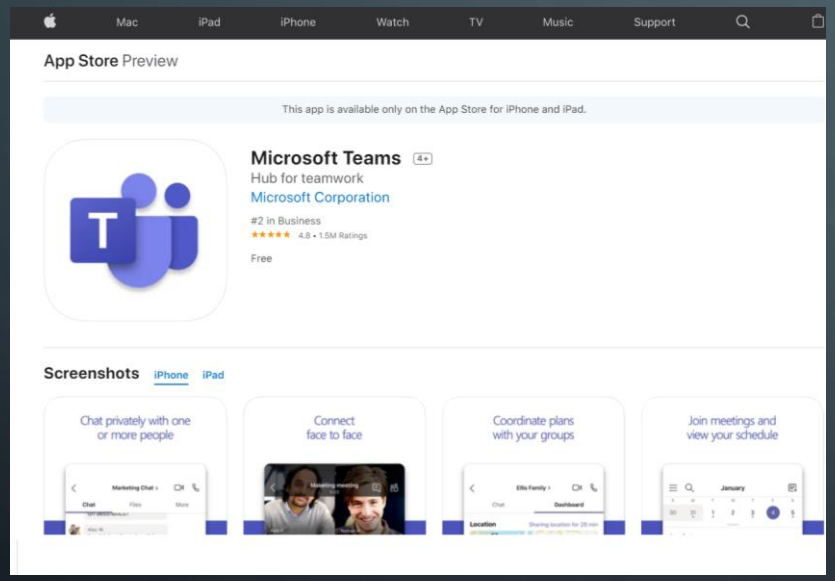
- Download: https://www.microsoft.com/en-us/microsoft-teams/download-app
- Ensure Latest Version Compatibility:
- Ensure proper Audio Input/Output Devices:
- Multiple Simultaneous Logon Allowed: (i.e. Desktop & Mobile, Mobile & Web)



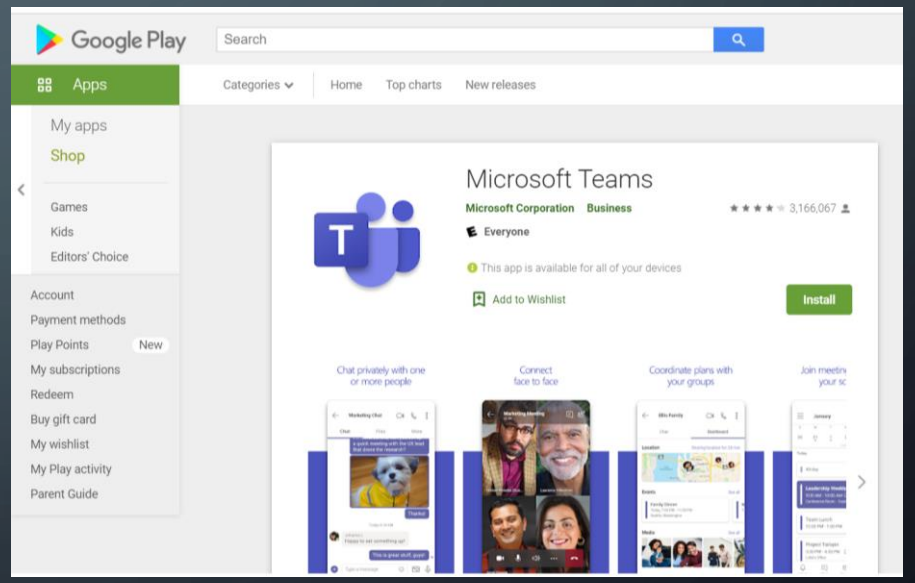


MOBILE APP

IOS App



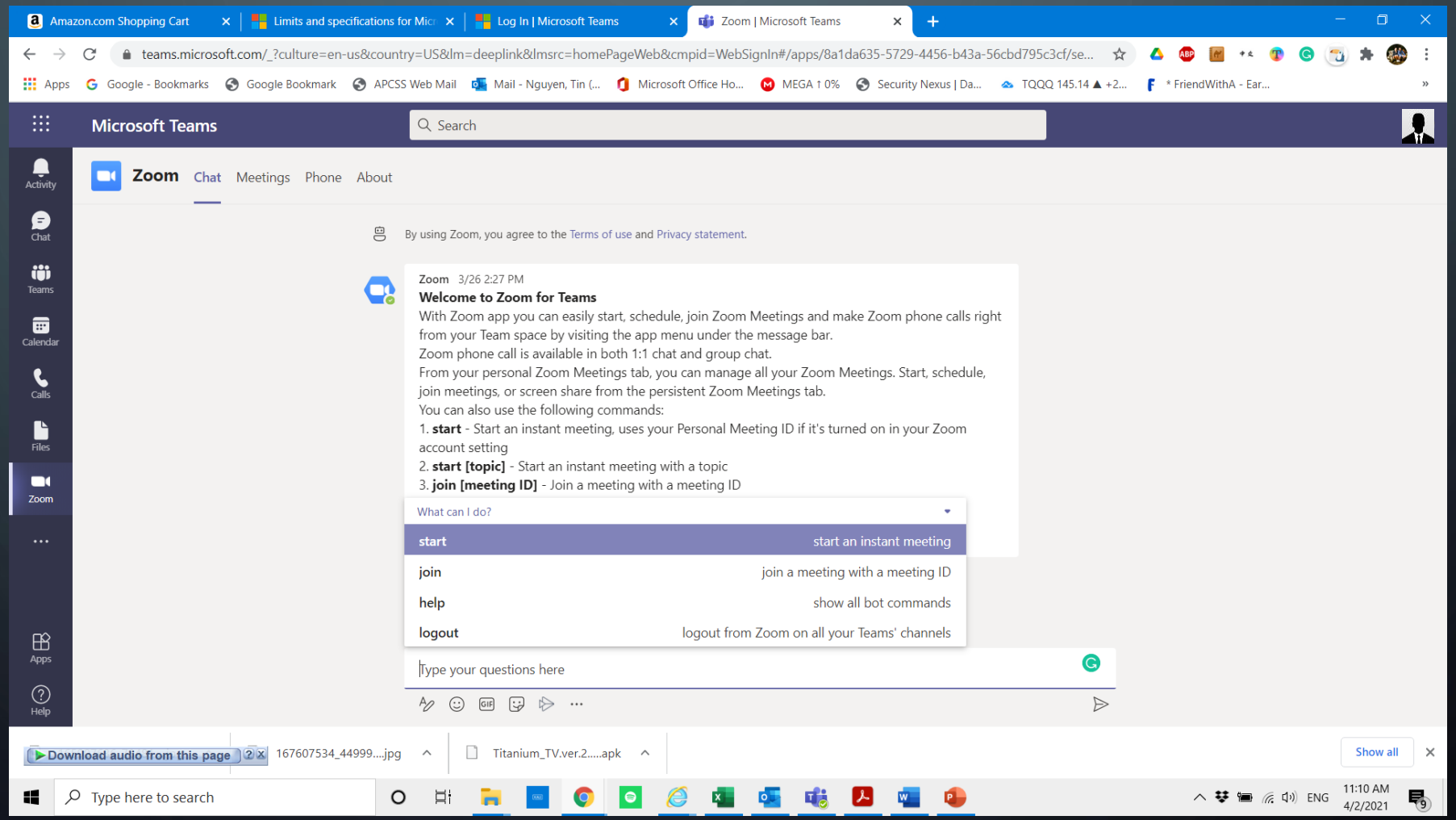
Android App



WEB BROWSER (NOT RECOMMENDED)

- More susceptible to degraded performance from low-bandwidth connectivity, less features
  - Meetings access from log in
    - **https://www.microsoft.com/en-us/microsoft-teams/log-in**
  - Teams URL Meeting Invite
  - No give/take control, No Blur background, limited to single incoming video feed of Active Speaker
- Full Support: Google Chrome & Edge
- Moderate Support: Apple Safari (1:1 calls not supported)
- Tech Support Notes: https://docs.microsoft.com/en-us/microsoftteams/limits-specifications-teams#browsers

WEB BROWSER


Amazon.com Shopping Cart
Limits and specifications for Mic
Log In | Microsoft Teams
Zoom | Microsoft Teams
teams.microsoft.com/_?culture=en-us&country=US&lm=deeplink&lmsrc=homePageWeb&cmpid=WebSignIn#/apps/8a1da635-5729-4456-b43a-56cbd795c3cf/se...
Apps
Google - Bookmarks
Google Bookmark
APCSS Web Mail
Mail - Nguyen, Tin (...
Microsoft Office Ho...
MEGA 1 0%
Security Nexus | Da...
TQQQ 145.14 ▲ +2...
* FriendWithA - Ear...
Microsoft Teams
Search
Activity
Chat
Teams
Calendar
Calls
Files
Zoom
Apps
Help
Zoom
Chat
Meetings
Phone
About
By using Zoom, you agree to the Terms of use and Privacy statement.
Zoom 3/26 2:27 PM
Welcome to Zoom for Teams
With Zoom app you can easily start, schedule, join Zoom Meetings and make Zoom phone calls right from your Team space by visiting the app menu under the message bar.
Zoom phone call is available in both 1:1 chat and group chat.
From your personal Zoom Meetings tab, you can manage all your Zoom Meetings. Start, schedule, join meetings, or screen share from the persistent Zoom Meetings tab.
You can also use the following commands:
1. start - Start an instant meeting, uses your Personal Meeting ID if it's turned on in your Zoom account setting
2. start [topic] - Start an instant meeting with a topic
3. join [meeting ID] - Join a meeting with a meeting ID
What can I do?
start start an instant meeting
join join a meeting with a meeting ID
help show all bot commands
logout logout from Zoom on all your Teams' channels
Type your questions here
Download audio from this page
167607534_44999....jpg
Titanium_TV.ver.2.....apk
Show all
Type here to search
ENG
11:10 AM
4/2/2021

TEAMS FAQS:

Q: How do I use a virtual background in Teams?

A: https://support.microsoft.com/en-us/office/change-your-background-for-a-teams-meeting-f77a2381-443a-499d-825e-509a140f4780

Q: My virtual background is flipped?

A: Unfortunately, there's no way to do it in Teams. You will need to flip your image before adding it.

Windows has a photo viewer that does simple photo image manipulation. Go to: EDIT & CREATE > CROP & ROTATE > FLIP

Q. Why is my video sideways/upside down?

A. For best results download and use the Microsoft Teams app. The application is available for Windows, Mac, Android and iOS.

To download desktop or mobile versions, go to https://aka.ms/getteams

If you want to use Teams in a browser, use Chrome.

TEAMS FAQS:

Q. How do I record meetings?

A: https://support.microsoft.com/en-us/office/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24

Then open Microsoft Stream app in Office 365, this will store your recordings.

Q: How do I get a recording of my slides or desktop on the meeting?

A: Be sure the person presenting the content on Teams is sharing the desk top or slides.

Anyone watching can record the meeting see above for location of record button.

Q: How do I change my status is Teams?

A: https://support.office.com/en-us/article/change-your-status-in-teams-ce36ed14-6bc9-4775-a33e-6629ba4ff78e

Q: How do I set up a Teams Meeting with a Guest User?

A: https://dkiapcss.sharepoint.com/sites/Public/_layouts/15/Doc.aspx?OR=teams&action=edit&sourcedoc={C037260A-DDBF-46FA-882A-C2FF38138BD4}

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TEAMS FAQS:

Q: How do guests join our Teams meetings?

A: https://www.onmsft.com/how-to/no-teams-no-problem-heres-how-to-join-meetings-as-a-guest-in-teams

Q: How to use live captions in a Teams meeting?

A: https://support.microsoft.com/en-us/office/use-live-captions-in-a-teams-meeting-4be2d304-f675-4b57-8347-cbd000a21260

Q: How do I Schedule a meeting in Teams?

A: https://support.microsoft.com/en-us/office/schedule-a-meeting-in-teams-943507a9-8583-4c58-b5d2-8ec8265e04e5

Q: What's the difference between "Spotlight" and "Pin"?

A: Pin will only change your screen. Spotlight will push to everyone in the meeting but your screen.

https://www.marquette.edu/microsoft-teams/spotlight-vs-pin-teams-meeting.php

A: https://www.youtube.com/watch?v=DMfsilBhW7A

Q: How do I connect to a meeting using phone audio? *Meeting organizer must have Audio Conferencing license

A: Join the meeting and select Phone Audio