Getting Started With Microsoft Teams:

What is it?

Microsoft Teams is a collaboration application that assists your team or department in staying connected and organized from anywhere in the world. Microsoft Teams helps you keep track of conversations, store files, share calendars, and schedule video calls, to list just some of its capabilities.

Microsoft Teams Video Training: [http://go.uwec.edu/teamstraining](http://go.uwec.edu/teamstraining)
Microsoft Teams Quick Start Guide: Microsoft Teams

How Do I Install Microsoft Teams?

UNIVERSITY RESOURCES: Please utilize Self Service or Software Center [https://www.uwec.edu/kb/article/installing-software-on-office-computers/](https://www.uwec.edu/kb/article/installing-software-on-office-computers/)

PERSONAL COMPUTERS AND OTHER DEVICES: Log into [http://teams.uwec.edu](http://teams.uwec.edu) and download the client from the top-right menu.

How Do I get a Microsoft Teams?

To request a new Microsoft Teams for your department or a project you are working on, please contact our Help Desk at helpdesk@uwec.edu or 36-5711.

How Do I Manage a Microsoft Teams Meeting/Webinar?

- Schedule A Teams Meeting
- Schedule A Teams Webinar
- Configure Teams Meeting Options
- Configure Teams Meeting Roles
- Create And Manage Breakout Rooms Inside A Teams Meeting
- Poll Attendees During A Teams Meeting

What is a Teams Channel?

Teams channels are dedicated work areas, organized by topics, subjects, projects, etc. They can contain chat
conversations, files, links, tasks lists, calendars, etc and by default are available to all members of the Team.