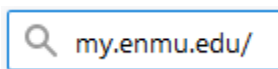




MS Teams -- Introduction Tutorial

-Open Firefox or Chrome:



-Go to my.enmu.edu:



-On the left hand side of the Portal home page under  **LaunchPad** Left Click  **Office 365 AD**.


Note: The next page to open will take a few seconds



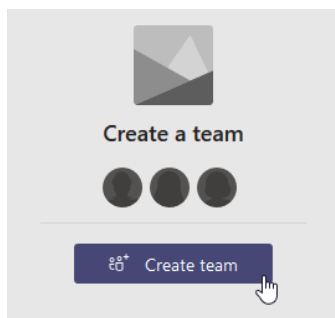
-Once there, Left Click **Teams**

Introduction Guide when within Teams

Create a new team:

-Left Click  **Join or create a team**, located near bottom left.

-Then Click Create Team:



-Enter desired team name, then press 'Next'



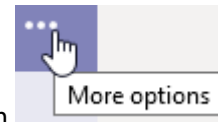
-Add desired members to team then Left Click 'Add'



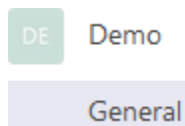
-When done adding desired members, press



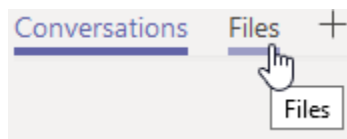
Note: Settings and options can be found anywhere three dots are seen



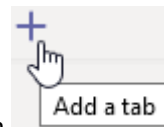
Note: Every team can have multiple channels, below the Demo team has one channel, General:



-Files can be uploaded, interacted with, and exported in the 'Files' tab, accessible via Left Click:



-Additional functionality can be added via , accessible via Left Click:



Such as:



Planner

Create a Planner board to keep your team organized and up-to-date.