

6 TIPS
TO GET YOU
STARTED ON TEAMS



MICROSOFT TEAMS



DOWNLOAD THE MOBILE APP

Keep up to date with your course mates on the go by simply downloading the Microsoft Teams App for mobile or desktop.



TAKE A TOUR

Make the most of the Team App by taking a quick 5 minute tour of the basic functions by following the link below :

<https://teamsdemo.office.com/#/>



GROUP CHATS

Let's keep connected. By clicking on the 'Chats' tab you can gain instant feedback from your course mates in smaller group chats.



GET ORGANISED

Documents and files can be shared instantly and found within the 'Files' tab of teams. Collaborating with your course has never become easier and you'll never lose a document again!



SCREEN SHARE

Use Teams to have a discussion with your course mates through the chat or video function. Using the screen share function can help you communicate and collaborate your ideas more effectively.



SET YOUR BACKGROUND

Keep it professional or mix it up! On Teams you can blur your meeting background, pick an image, or upload your own.