Using Microsoft Teams

for Windows

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Sign into Microsoft Teams

Sign-in to MS Teams using the Desktop app

To open Microsoft Teams:

1. Locate the **Start** menu option.
2. Type Microsoft Teams in the search bar.
3. Select Microsoft Teams.

Sign-in using CougarNet credentials

1. In the Sign-in Address field, enter **CougarnetID@cougarnet.uh.edu**.
2. Click **Next**.
3. In the Password field, enter your **CougarNet password**.
4. Click **Sign in**.

Note: Your CougarNet username and password will be automatically saved after the first successful login.
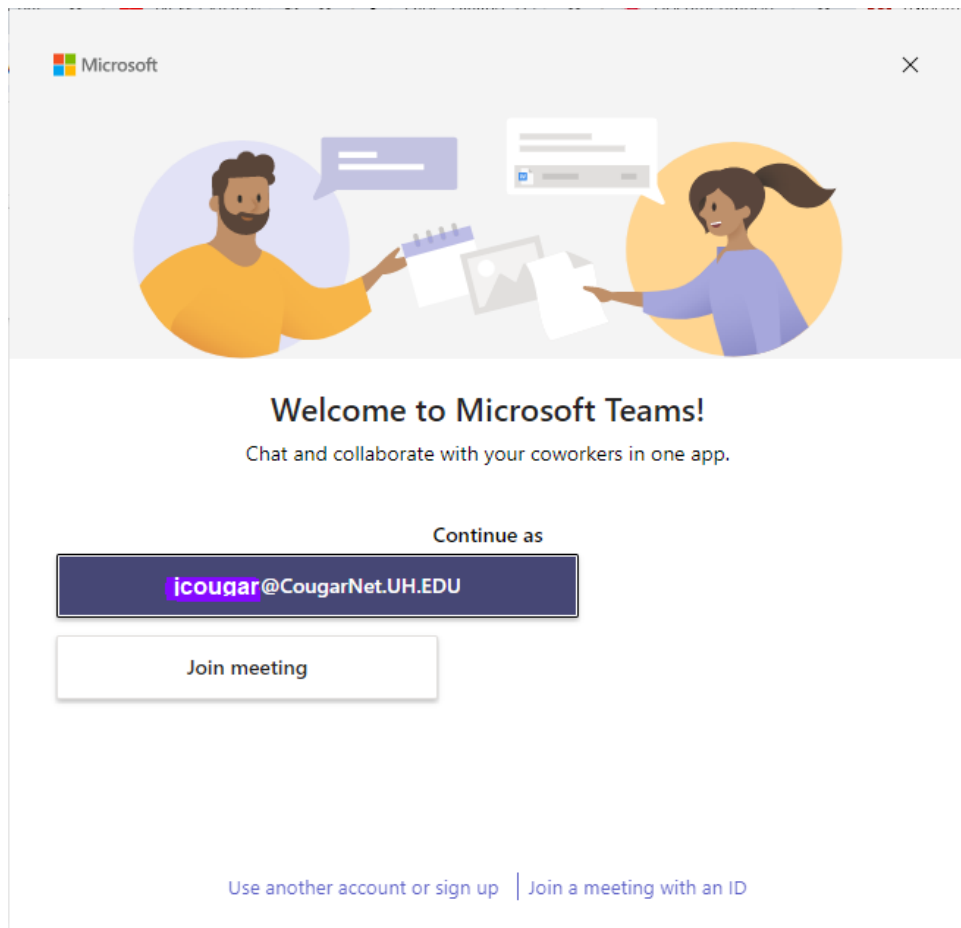
Sign-in to MS Teams using the Web Version

1. Go here: **login.microsoft.com**
2. In the Sign-in Address field, enter **CougarNetID@cougarnet.uh.edu**.
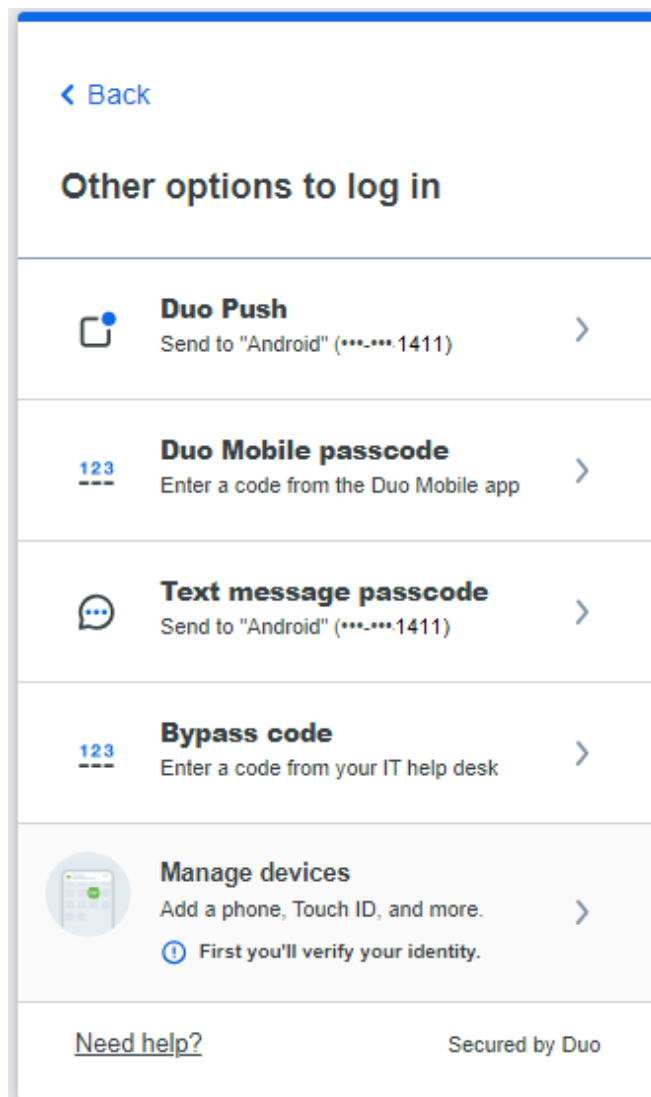3. Click **Next**.
4. In the Password field, enter your **CougarNet password**.
5. Click **Sign in**.
6. You will be prompted to authenticate based on your default authentication method. Click **Other options** to select one of the following to authenticate:

< Back

Other options to log in

Duo Push
Send to "Android" (•••-•••-1411) >

123
Duo Mobile passcode
Enter a code from the Duo Mobile app >

Text message passcode
Send to "Android" (•••-•••-1411) >

123
Bypass code
Enter a code from your IT help desk >

Manage devices
Add a phone, Touch ID, and more. >
ⓘ First you'll verify your identity.

Need help?   Secured by Duo

Microsoft Teams Main Window

Microsoft Teams is the digital hub that brings conversations, content, and apps together in one place.
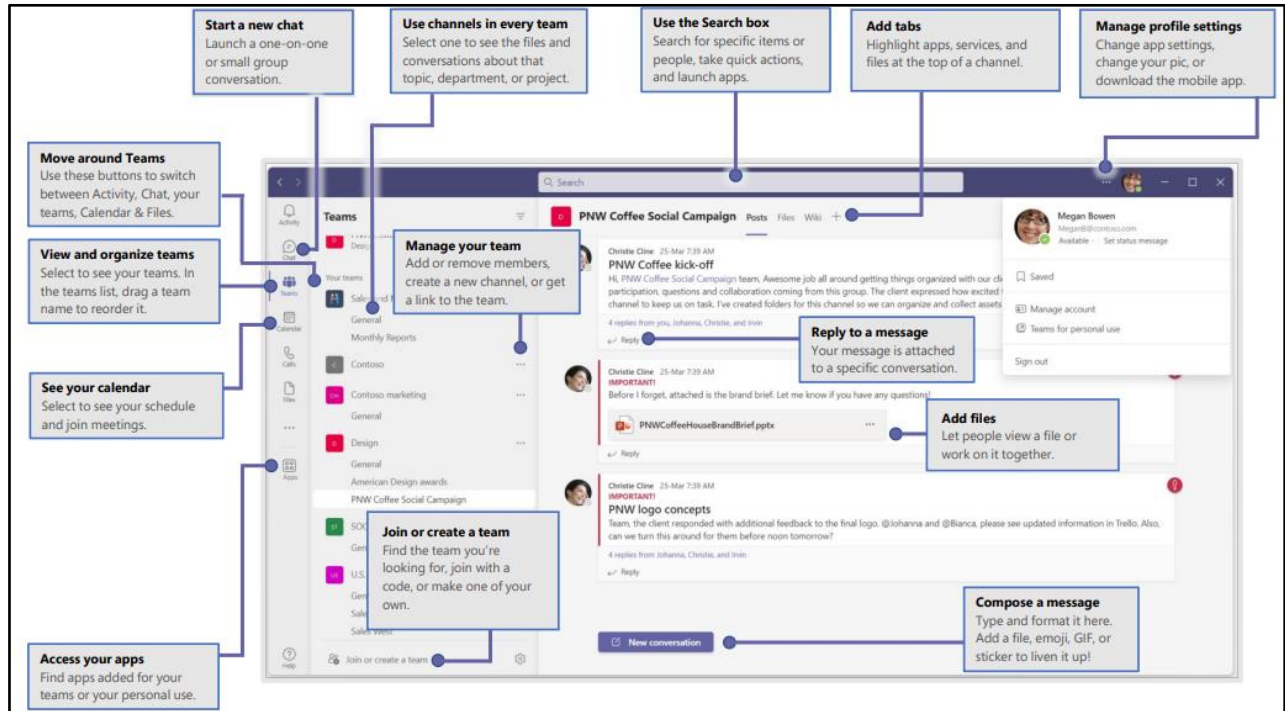
The Benefits of using Microsoft Teams

- Create a small group chat with colleagues you work with most closely, a great way to communicate in the moment. Name and pin the chat for easy reference.
- Download the Microsoft Teams desktop and mobile apps on your home devices to enable teamwork from anywhere.
- Join teams for your department and projects to organize larger conversations and files. Better to have fewer, larger teams with more channels than many, small teams with few channels.
- Streamline collaboration and improve teamwork with searchable content and built-in Microsoft 365 apps.

Microsoft Teams Chat Window

Microsoft Teams chat is at the center of whatever you do in Teams. From individual chats with just one other person to group chats and conversations in channels.
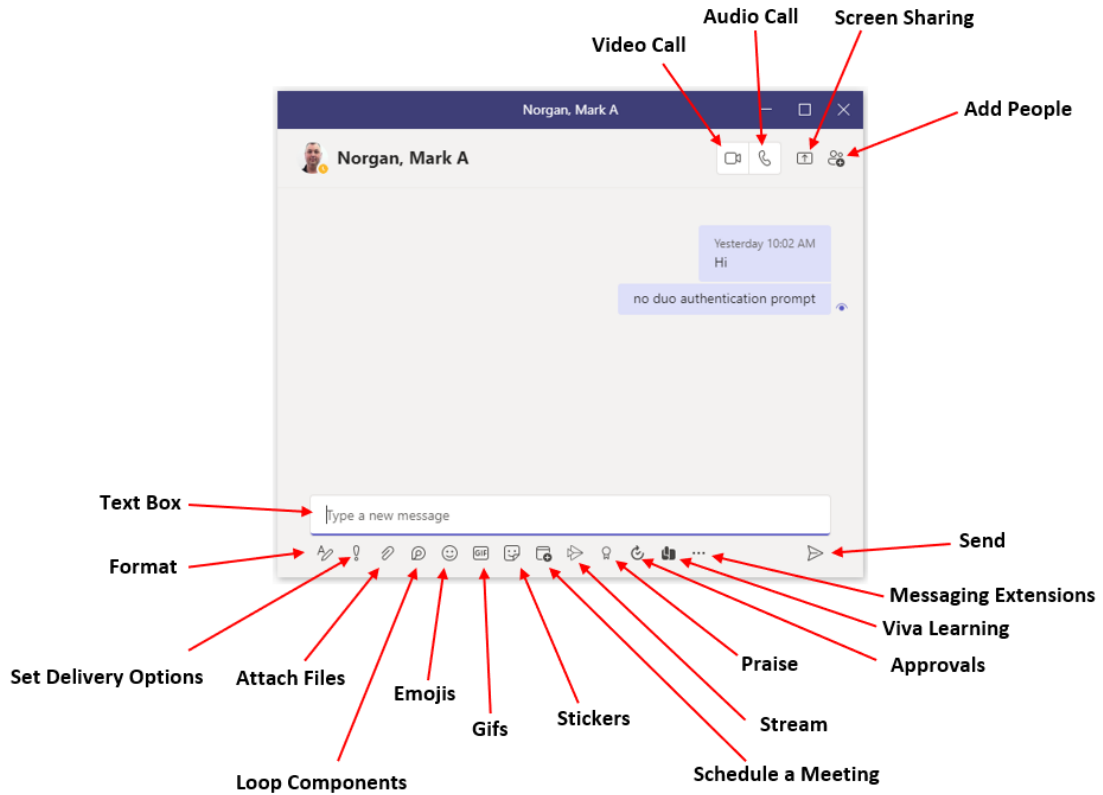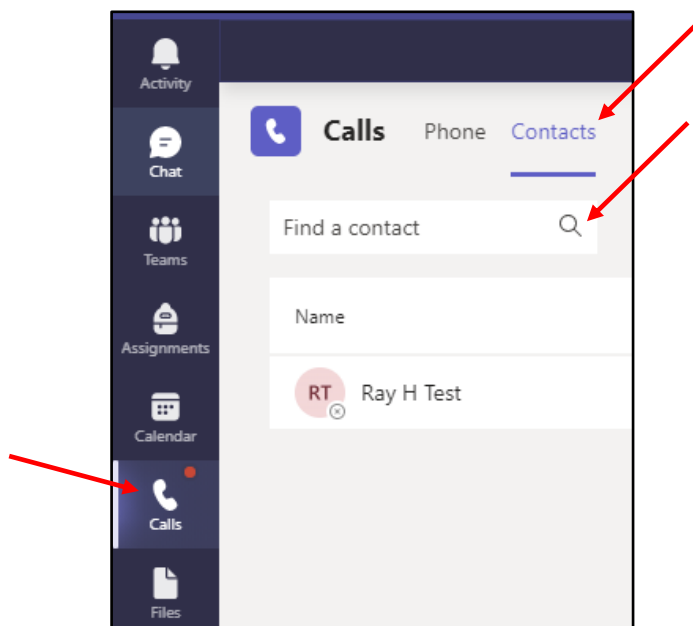
Add a Contact

Create a Contact entry for people that you communicate with often; it makes communicating easy.
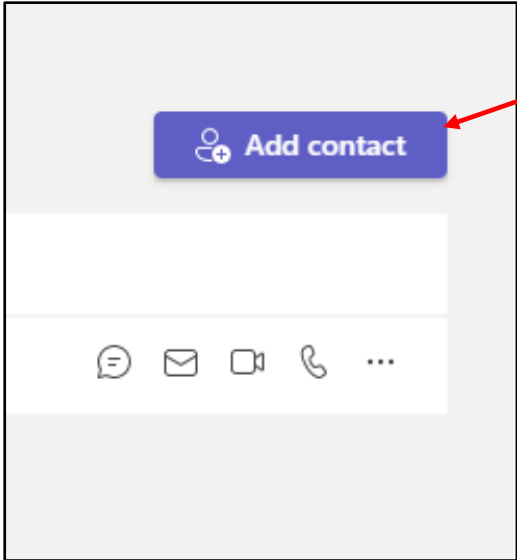
To add a Contact:

1. To view your Teams contacts, select **Calls.**
2. Choose **Contacts** on the left. Here you'll find an A-Z list of all your contacts and a search bar that you can use to find someone specific.

3. If you want to add a new contact to your list, click **Add contact** at the top of your list to get started.
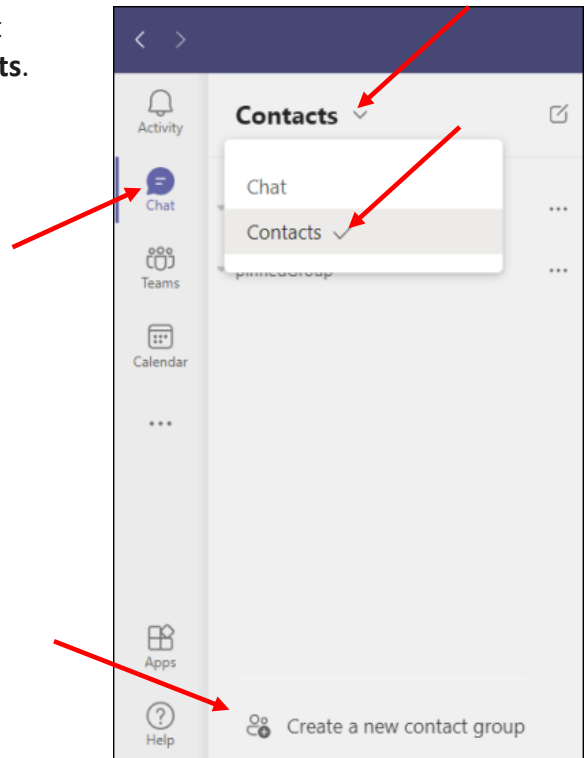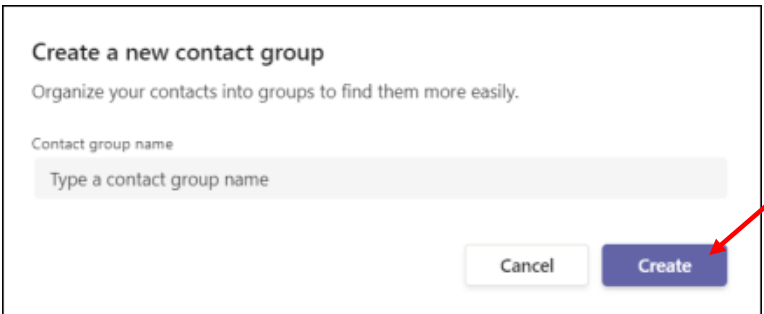
Create a Contact Group

Create groups to help you organize your Contacts. Create as many groups as you need for college, department, project team, students, family or friends.

To create a new contact group:

1. Go to **Chat** on the left side of Teams. Then select the **Chat** dropdown at the top and select **Contacts**.
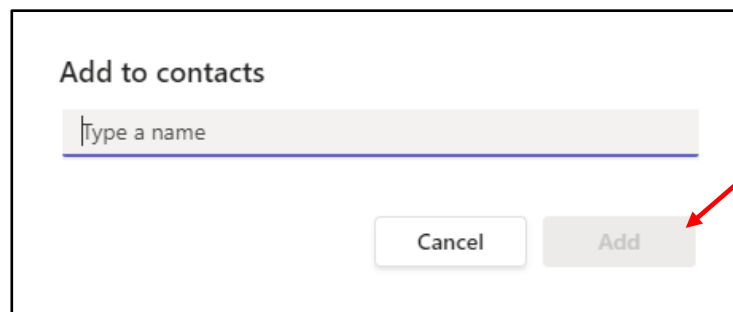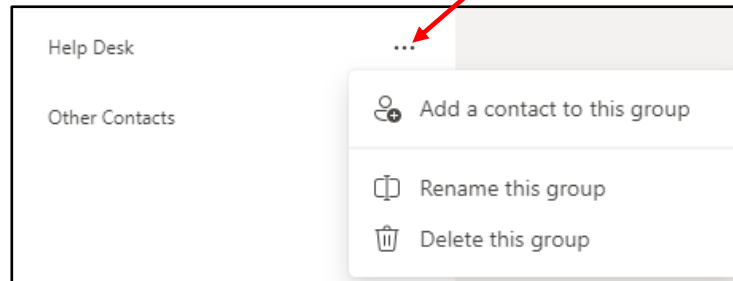2. Next, choose **Create a new contact group** at the bottom.

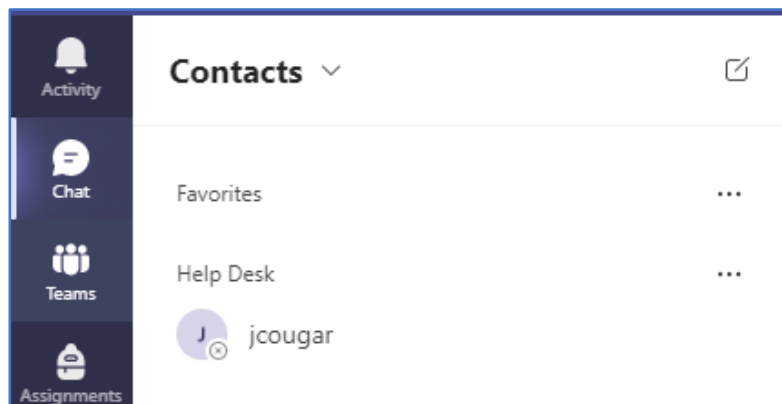3. Enter a new contact group name and click **Create**.

Adding a Contact to a group:

1. Click **More Options** and select **Add a contact to this group.**
2. Type a **name**, select it, and click **Add**.

Note: the person is now added to the Contact Group.

Pop out a Chat in Teams

It's simple and quick to pop out your one-on-one or group chat into a separate window. Then, resize, reposition, or close the window if you want to. It's a good way to get more done when you're in a meeting or in a call. (**Note:** that you can pop out multiple conversations, but not the same chat twice.)

There are a few options to pop out a chat in Teams. Here are a few different methods:
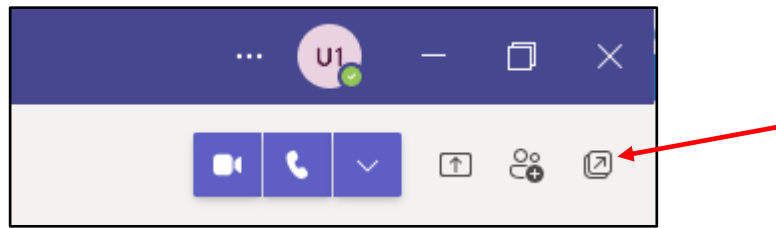
From the chat list

1. On the left side of Teams, select **Chat** to open the chat list.
2. Find the **chat** you want.
3. Select **More options** > **Pop-out chat**. Or double-click the chat name and you'll see a new pop-out chat window.
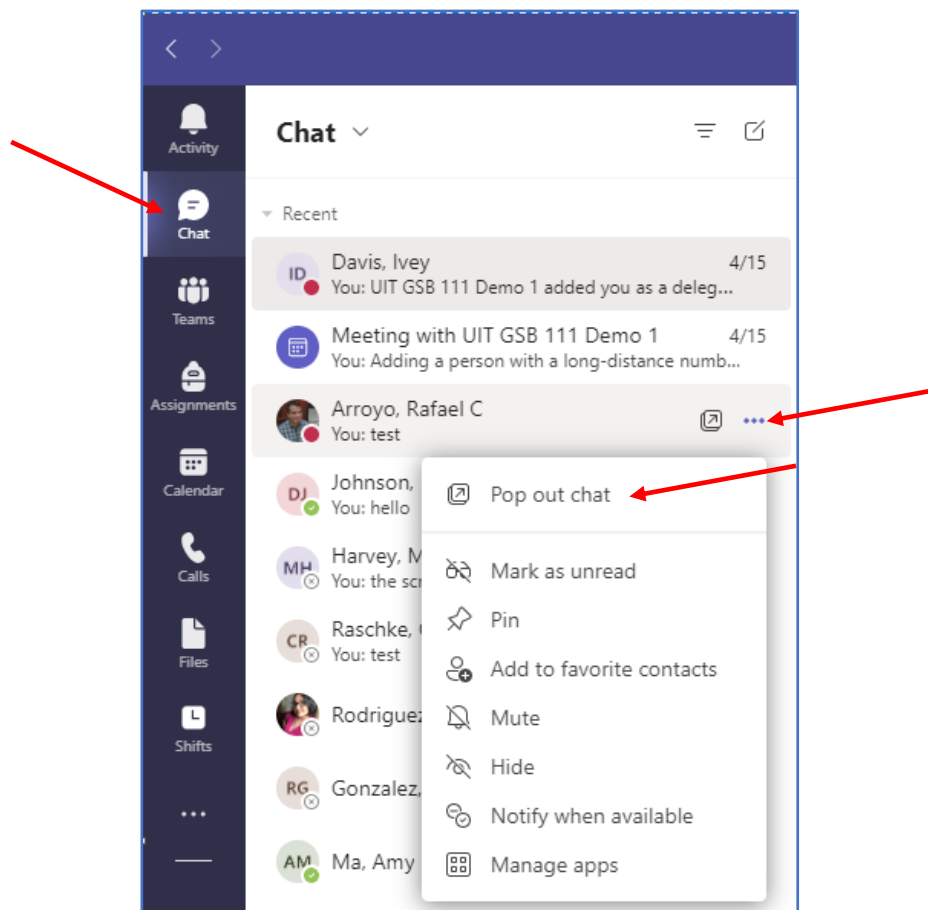
From the chat itself

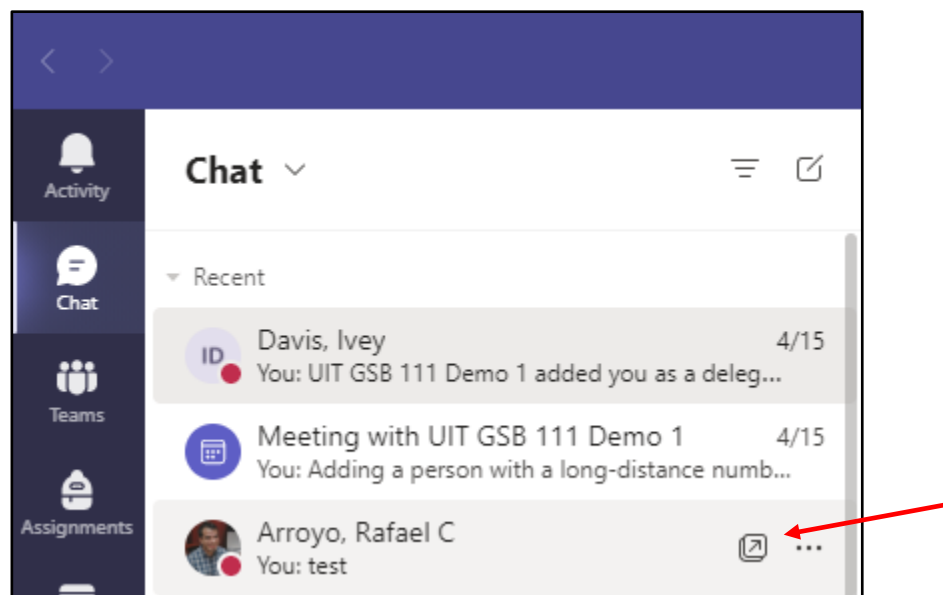Go to the upper-right corner of the chat and select **Pop-out chat.**

From a profile picture

Double-click the **profile** picture of the person you want to have a conversation with to pop out a new window.

By hovering over a chat

When you hover over a chat, you'll see the **pop-out chat** icon. Select it to open a new pop-out chat window.
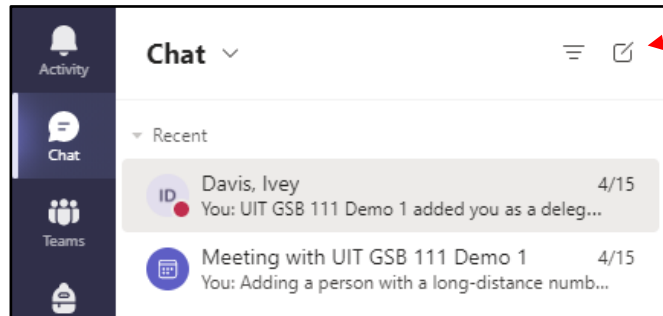

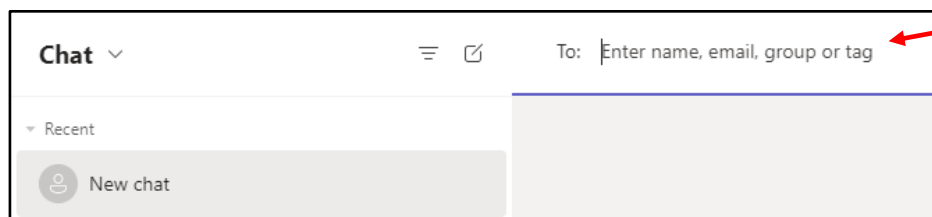Using Microsoft Teams for Windows

Send an Instant Message

To send an Instant Message (IM):

1. Select **New chat** at the top of the app to start a new conversation.

2. Type the name or names into the **To** field at the top of your new chat.

3. Compose your message in the box at the bottom of the chat. To open your formatting options, select **Format** beneath the box.
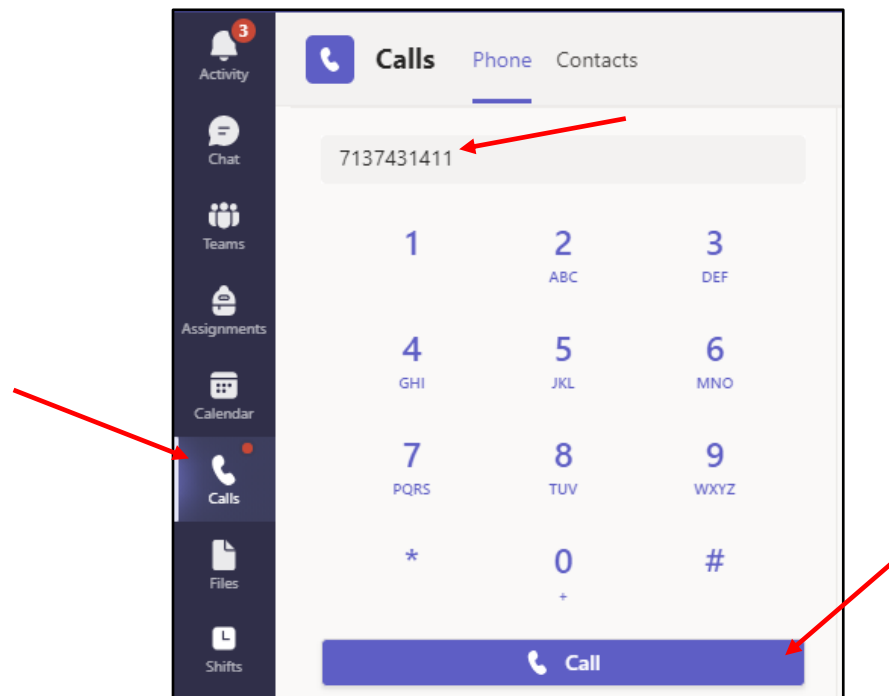

When you're ready, click **Send**. Everyone who has access to the chat can see your message.

How to Make Calls

Dial a number

1. Click on the **Calls** icon.
2. Enter the **number** (or **contact** name) of the person you want to reach by using the dial pad.
3. Then click **Call**.

Call a contact

1. Click on the **Calls** icon.
2. Under the Calls section, click on **Contacts**.
3. Click on the **call** icon next to the contact of the person you want to reach.

Answer a Call

When someone calls you, an alert pops up in the lower-right of your screen.

To answer the call, click anywhere on the photo area.

- Select Access with **audio** to answer with audio only.
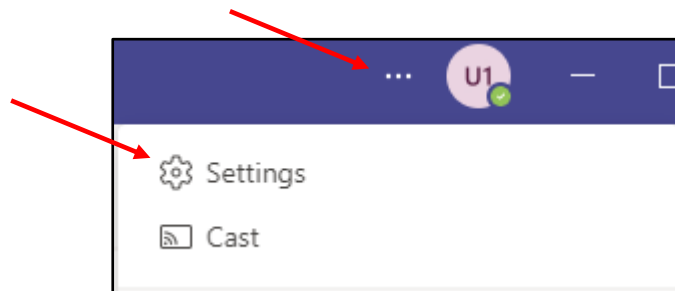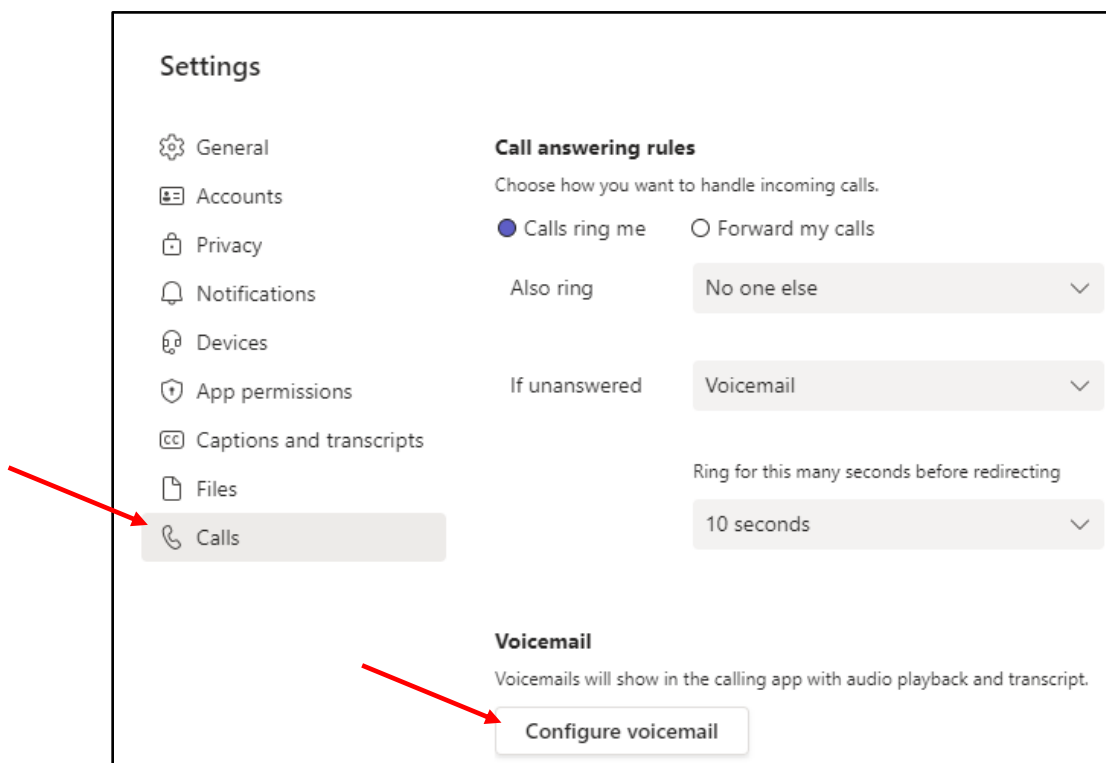- Select **Decline Call** to decline the call and go on with your day.
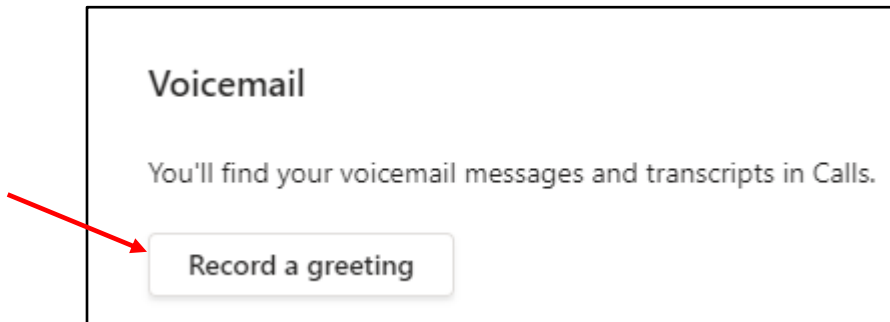
Set-up Voice Mail

To set-up voice mail:

1. In the Teams app, click the **Settings and more** icon (the three dots next your profile picture**)** and click **Settings**.

2. In the Calls section, click **Configure voicemail**.

3. To record a new voicemail greeting, click **Record a greeting** and follow the **prompts** to record your message.

Listen to Voice Mail in Outlook

When you receive a voicemail, the message the appears in your Outlook inbox.

To listen to your voice mail in Outlook:

1. Go to your Outlook **Inbox**.
2. Open any **email** with Voicemail in the subject.
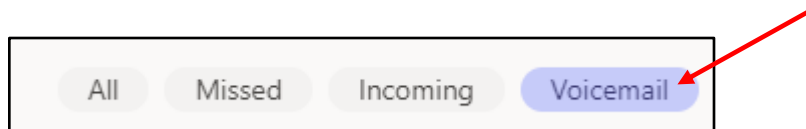3. Click the blue **play button** to listen to a message.
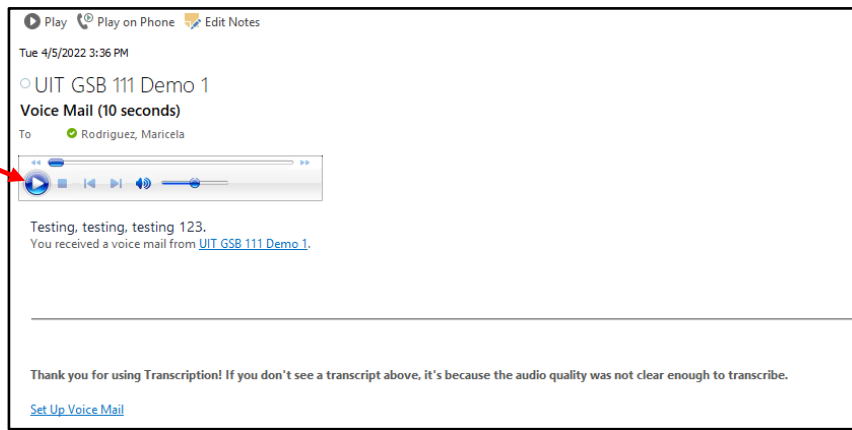
Listen to Voice Mail in Microsoft Teams

To listen to voice mail in Microsoft Teams:

1. On the left side menu, click **Calls**.
2. Click **Voicemail**.
3. Click a **message** in your list and use the **playback controls** to listen to the recording or read a transcript (if it's available).
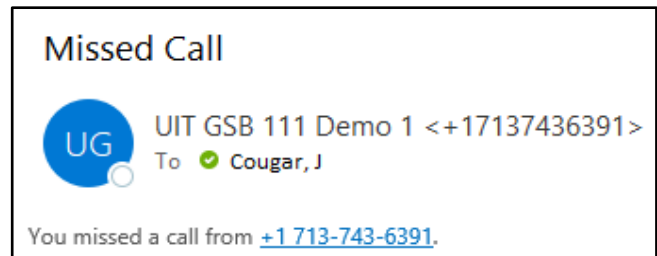
View Missed Calls in Outlook

When you have a missed call, a missed call notification appears in your Outlook Inbox.

To view missed calls in Outlook:

1. Go to your Outlook **Inbox**.

2. Open any **email** with Missed Call in the subject.

Using Microsoft Teams for Windows

View Missed Calls in Microsoft Teams

To view missed calls:

1. On the left side menu, click **Calls**.
2. Click **Missed**.

Using Microsoft Teams for Windows

Schedule a Microsoft Teams Conference Call Meeting in Outlook

A Microsoft Teams add-on is installed in Outlook that allows you to invite others to a phone conference or Microsoft Teams meeting. You can even invite people who are not affiliated with UH and are not a Microsoft Teams user.

To schedule a phone conference or Microsoft Teams meeting in Outlook:

1. Open your **Outlook Calendar**.
2. Click **New Teams Meeting** on the toolbar.
3. Set the meeting **date** and **time** and add **attendees**.
4. Click **Send**.
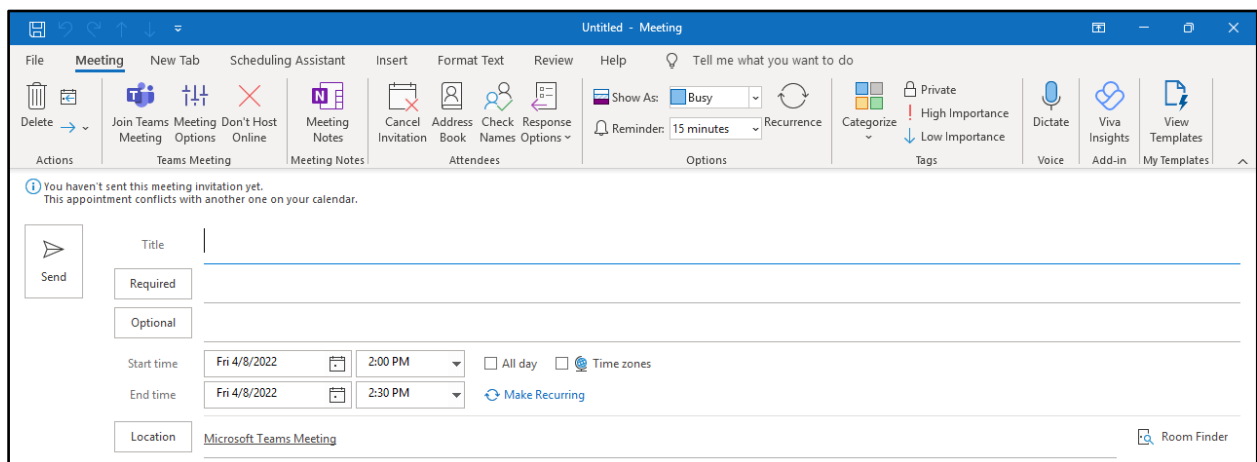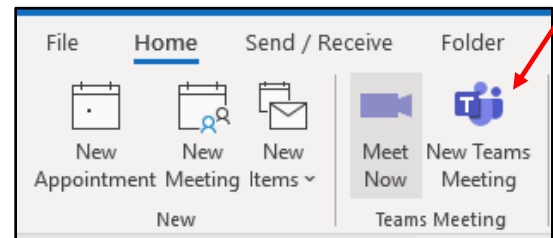
All attendees will receive a **phone number** with a **phone Conference ID number** and a **Click here to join the meeting** hyperlink. Non-Microsoft Teams users may also attend Teams meetings without a Teams account. For more information, see Join a Meeting without a Teams account section in this manual.

Join a Meeting a without Teams Account

You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow these steps to join as a guest.

1. Go to the meeting invite and select **Click here to join the meeting**.
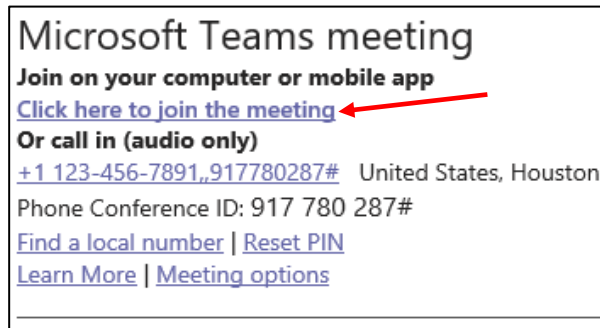
2. That'll open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
3. Enter your **name** and choose your **audio and video** settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select **Phone audio** if you want to listen to the meeting on your mobile phone.
4. When you're ready, hit **Join now**.
5. This will bring you into the meeting lobby. It will notify the meeting organizer that you're there, and someone in the meeting can then admit you.
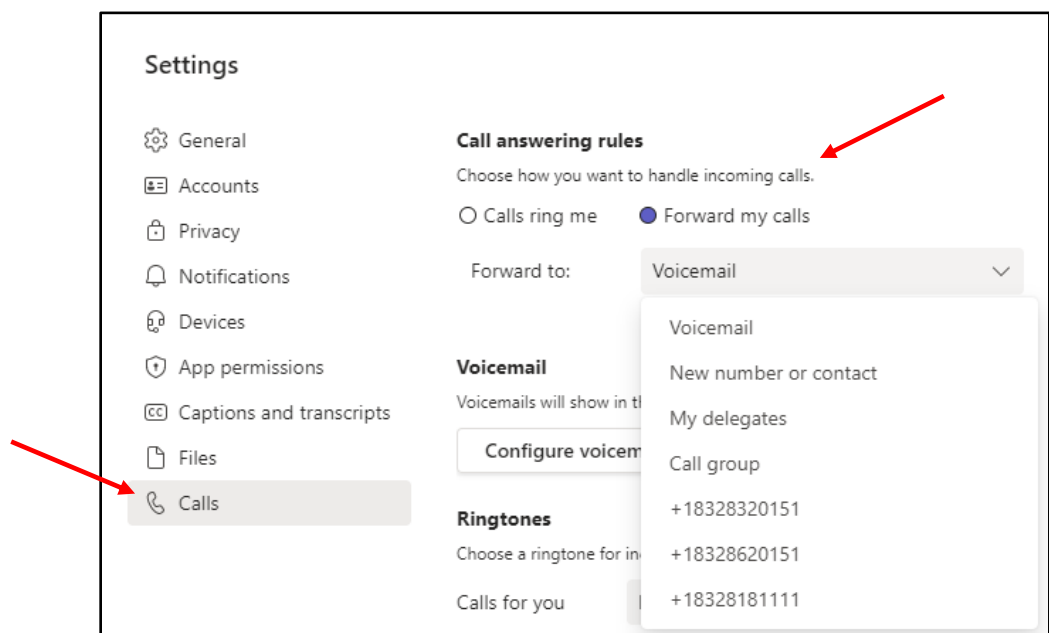
Call Forwarding

1. In the Teams app, click the **Settings and more** icon (the three dots next your profile picture**)** and click **Settings**.
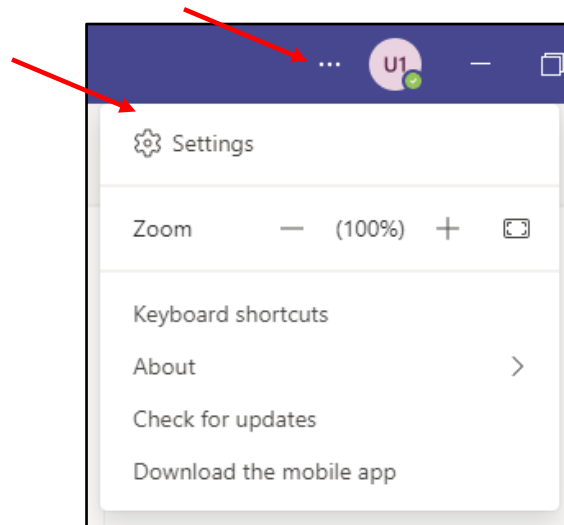
2. In the Calls section, click **Forward my calls**.
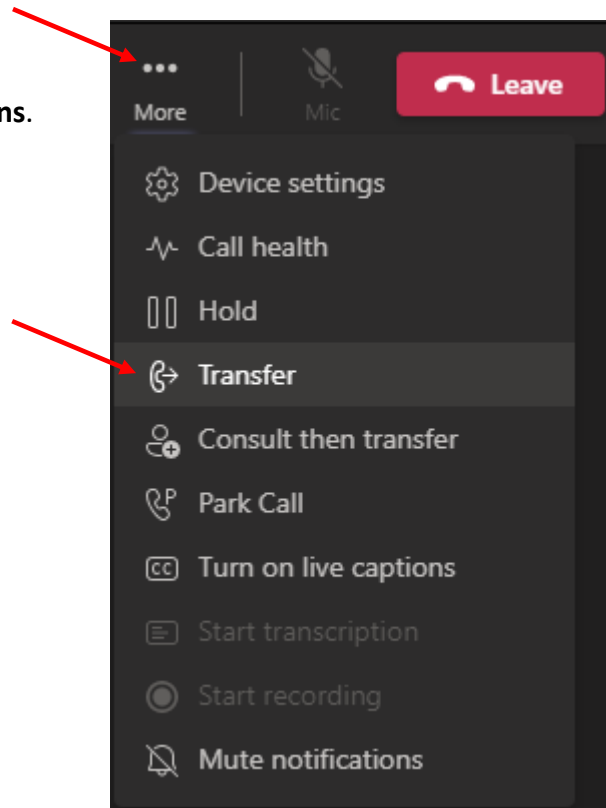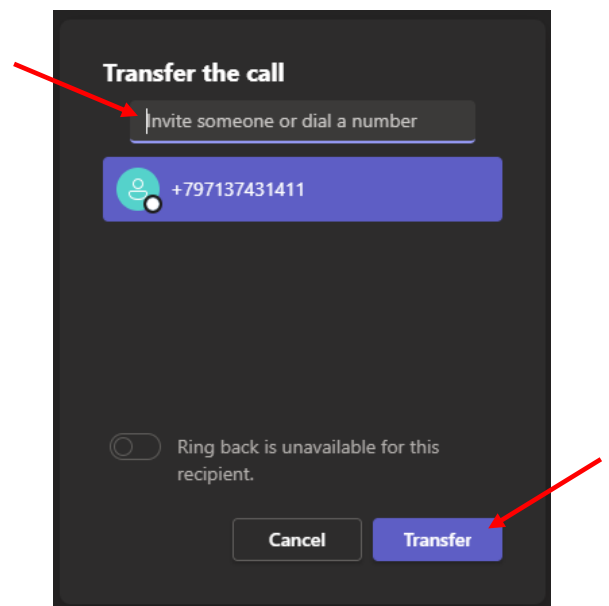3. In the drop-down list select the **forward** option.

Transfer a Call

To transfer a call:

1. In the Conversation window, click **More actions**.
2. Click the **Transfer** option.

3. Enter the contact's **name** or **phone number** in the search field.
4. Select either the **person's contact information** OR the **phone number** you entered in the area below the Search field.
5. Click **Transfer** again.

Set a Picture

To set a picture:

1. In the main Microsoft Teams window, click the **Profile** picture.
2. Click **Change profile photo**.
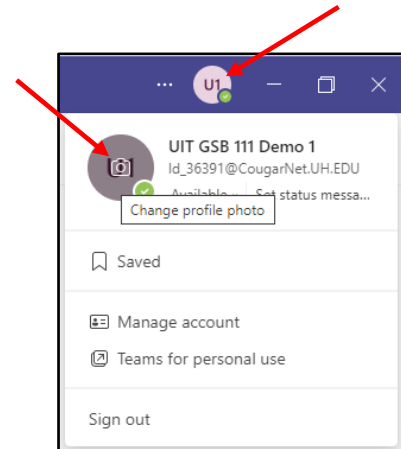
3. Select **Upload picture**.
4. Browse and select a **picture**.
5. Click **Save**.
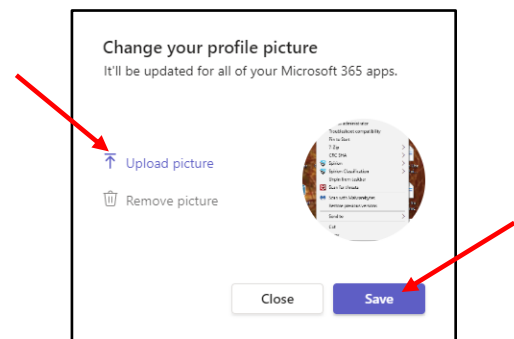
Audio/Video Device Settings

To access audio/video device options:

1. In the Teams app, click the **Settings and more** icon (the three dots next your profile picture**)** and click **Settings**.
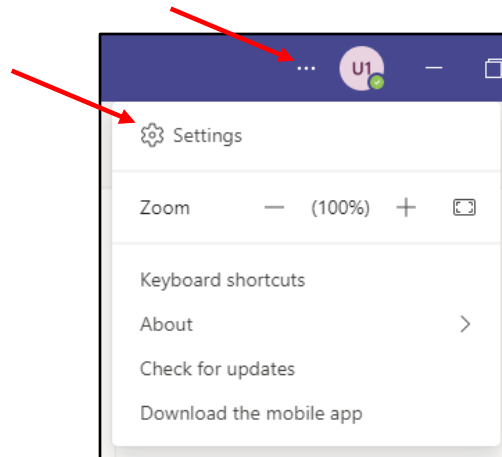
2. Click **Devices**.
3. Select the **Audio devices** drop-down list and choose an **option**.
4. To check audio quality, click the **Make a test call** button.
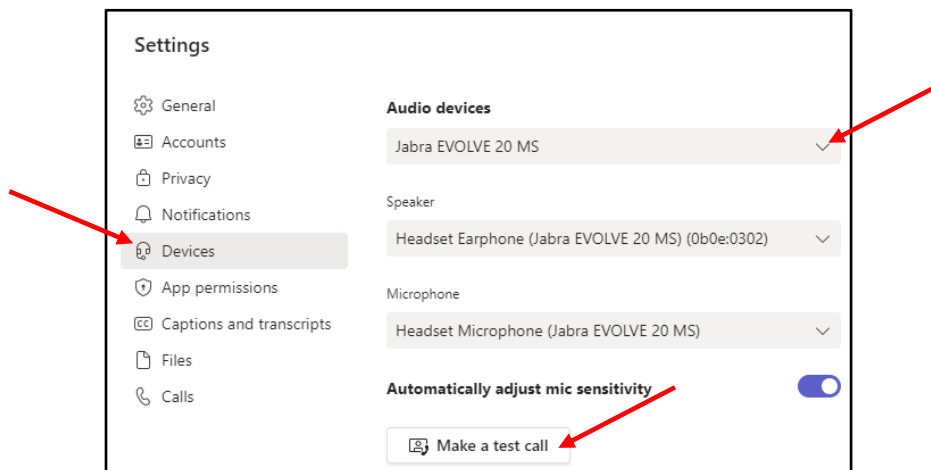
Set Your Presence

To change your status:

1. Click the **profile** picture.
2. Click the drop-down list and select your current **status**.
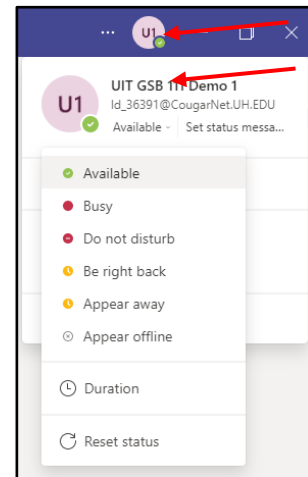
Change Your Personal Options

To change your Personal options:

1. In the Teams app, click the **Settings and more** icon (the three dots next your profile picture**)** and click **Settings**.
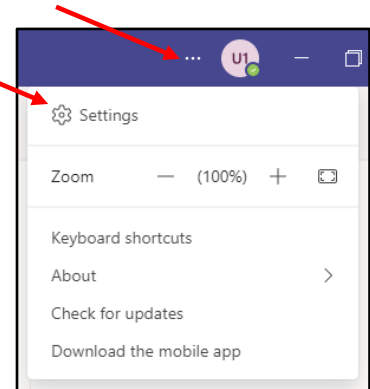
2. In the Settings dialog box, select the **personal** options that you want to change.
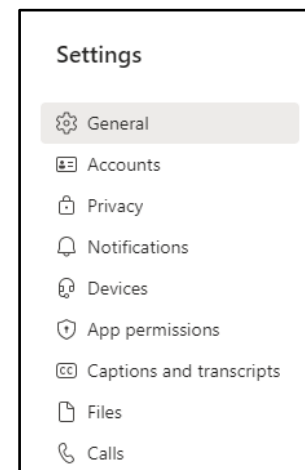
Start a Conference Call

To make a conference call in Microsoft Teams, choose one of two options:

- Escalating a Call to a Conference Call
- Meet Now

If you are on a call and you decide that you need to have a conference call that includes the person to whom you are speaking and additional participants, this can be done in the Conversation window of the current call.

To escalate a call to a conference call:

1. During a call, in the Conversation window, click the **People** options button.
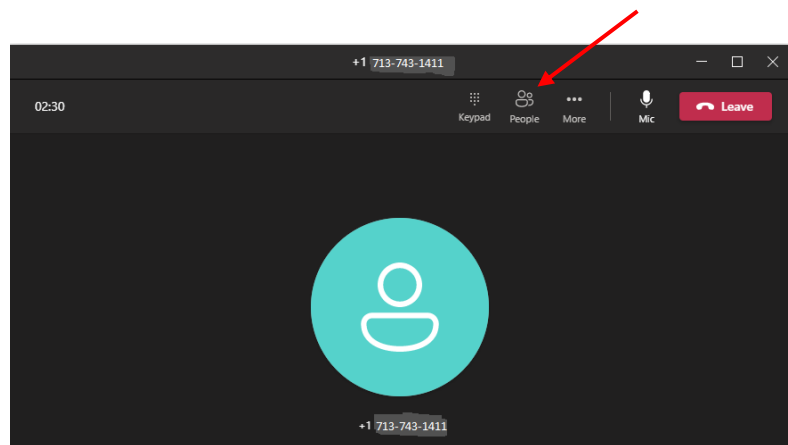
2. In the Invite more people dialog box, enter a **Contact** or **number** in the Search field.
3. Double click the **contact's name** OR **phone number** that appears in the area below the Search field.
4. Once the call is accepted the invitee will show up on the Attendees list.
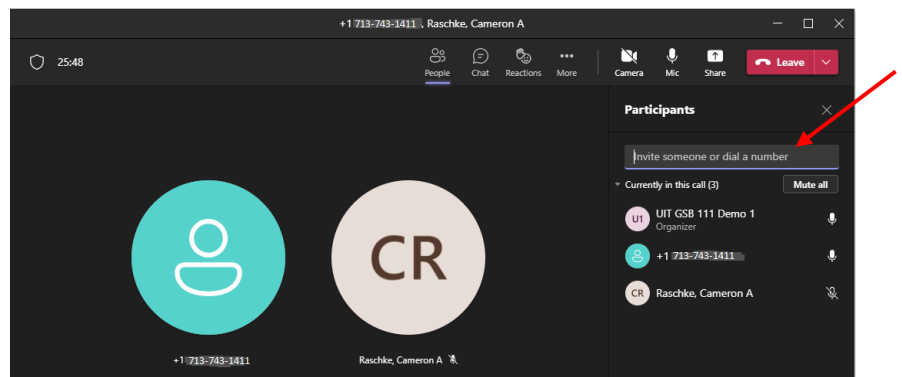
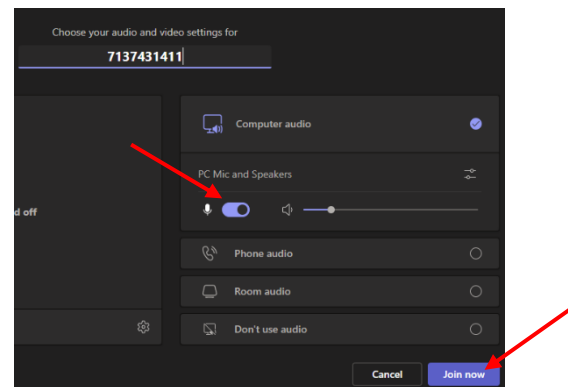Using Meet Now to create a Conference call:

1. On the left side of Teams, select **Calendar**.
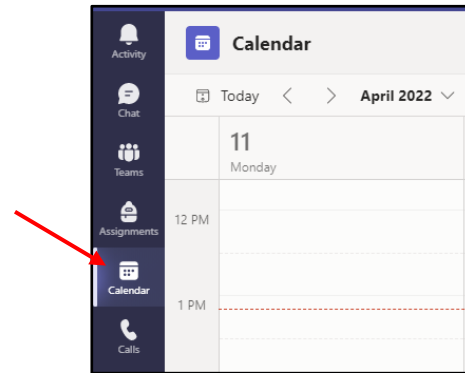
2. Click **Meet now**.
3. Click **Start meeting**.
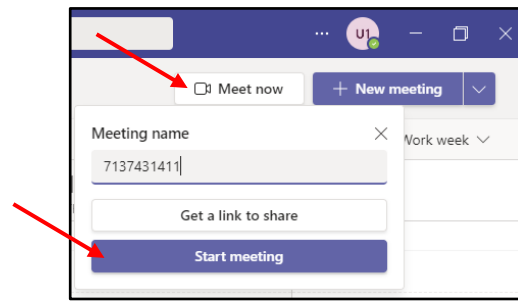
4. Select to **mute** your mic or not.
5. Click **Join now**.

Unfortunately, it is not possible to add a long-distance number to a phone conference or online meeting. If a person with a long-distance number needs to join a phone conference or online meeting already in progress, send the person a meeting invitation or email the dial-in number and conference ID. You cannot add them, but they can dial-in.

Dial a Long-Distance Number

Your long-distance authorization code must be entered using the Microsoft Teams keypad.

To dial a long-distance number:

1. Dial a **long-distance number** or select a long-distance **Contact**.
2. In the Conversation window of the long-distance call, click the **Keypad** icon.
3. Wait for the beep, and then enter your **long-distance code** using the keypad. If you enter your long-distance code too soon, the call will fail.
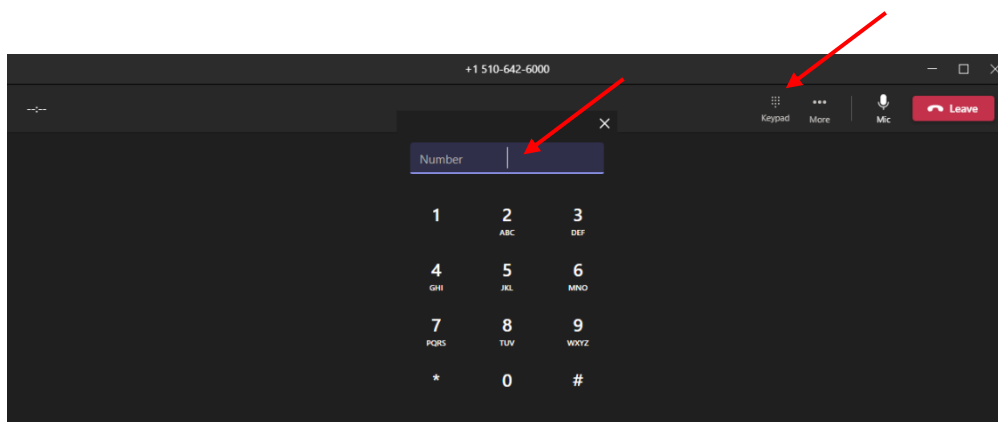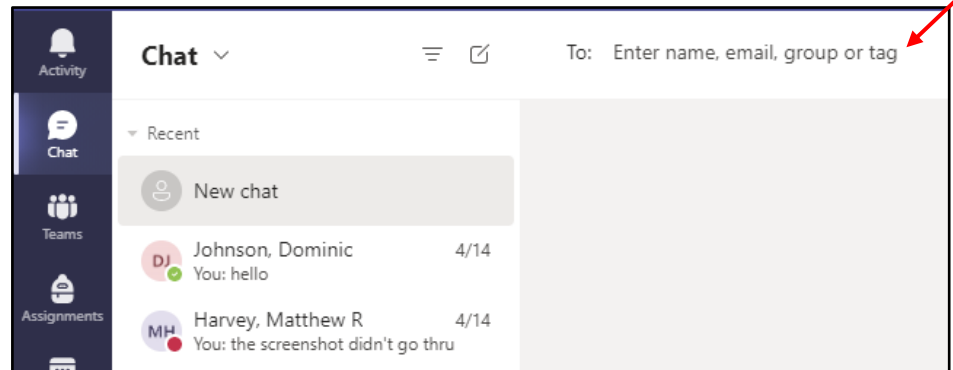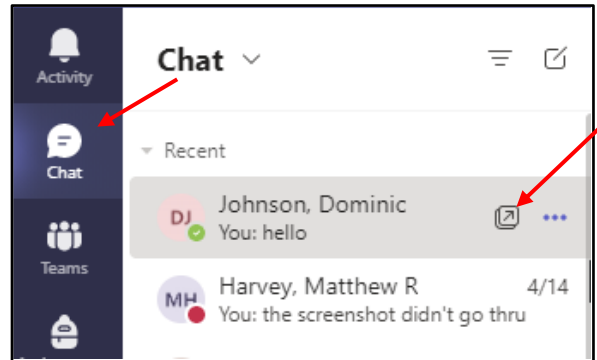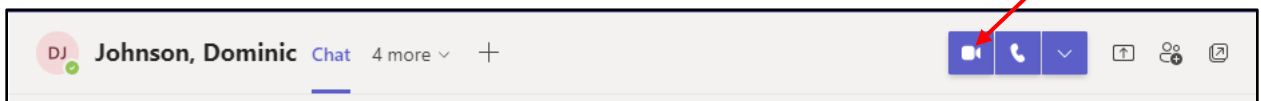
Start a Video Call

To make a video call:

1. On the left side of Teams, select **Chat**.
2. Either search for a **person** or pop out a **chat**.

3. Click **Video call**.

Adding Participants to a Video Conference Call

To add participants:

1. Click **Show Participants**.
2. Enter a **number** or a contact **name**.
3. Select the search **result** below the textbox.
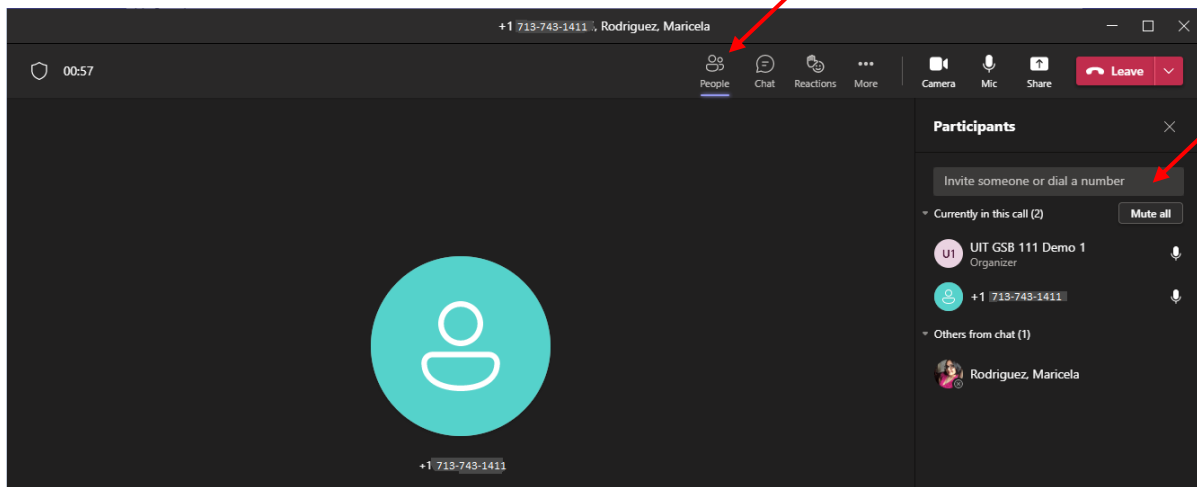
Ending a Video Conference Call
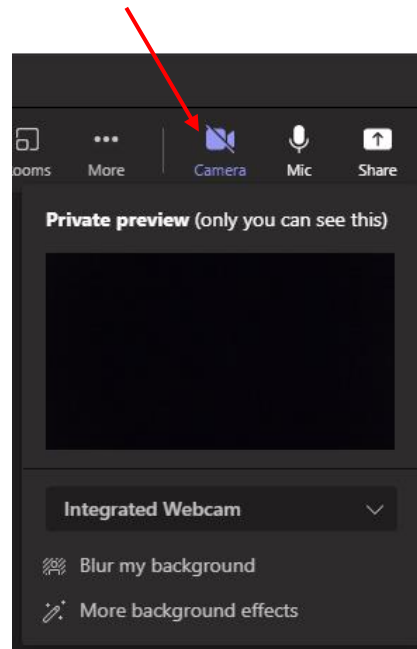
- To end the entire call, click **Leave**.
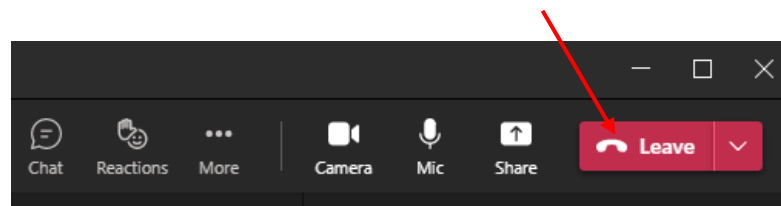
Adding video to a current meeting

If a participant has a video camera connected to their computer, it is possible to add video to the meeting. A participant, who doesn't have a video camera, can see the video image of other participants who do have a video camera.

To add video to a meeting:

- In the meeting window, click the **Camera**.

Note: the meeting participants video call will now be available.
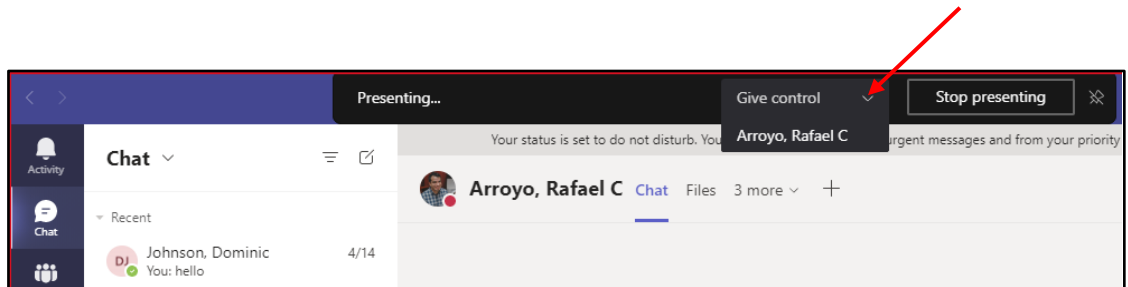
- To stop the video, click the **Camera** again.
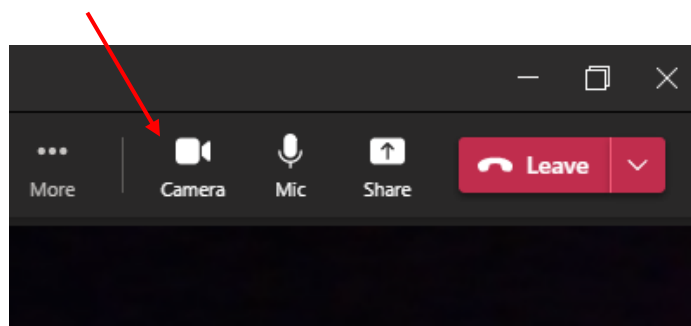
Sharing a Desktop

To share your desktop:

1. In the Microsoft Teams window, pop out a **Chat** window.
2. Select **Screen sharing**.
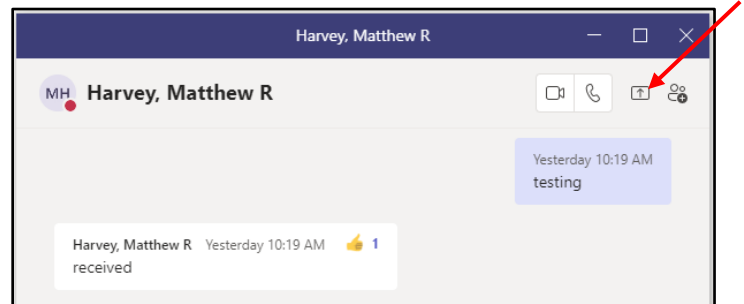
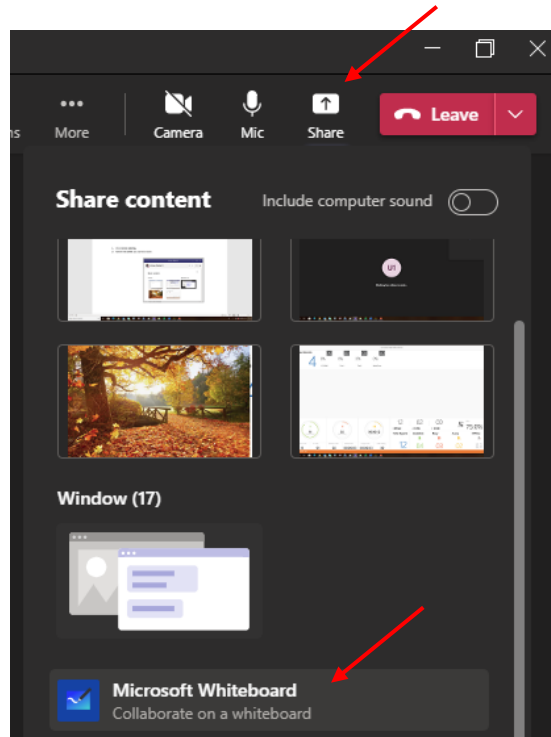3. To give control while sharing your desktop, click the drop-down list and select a **name**.

4. To stop someone from controlling your screen, click **Cancel Control**.
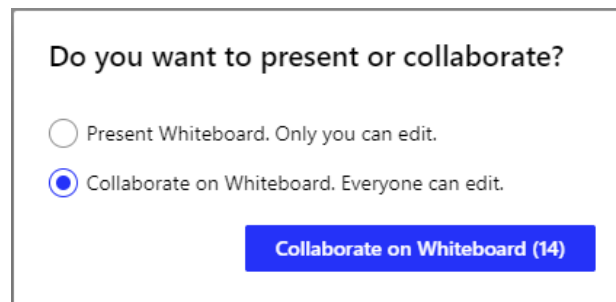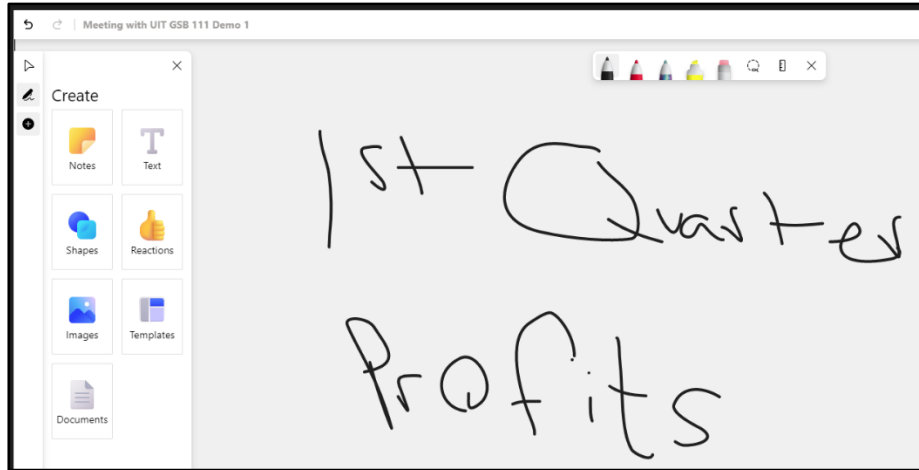5. To stop sharing your desktop, click **Stop presenting**.
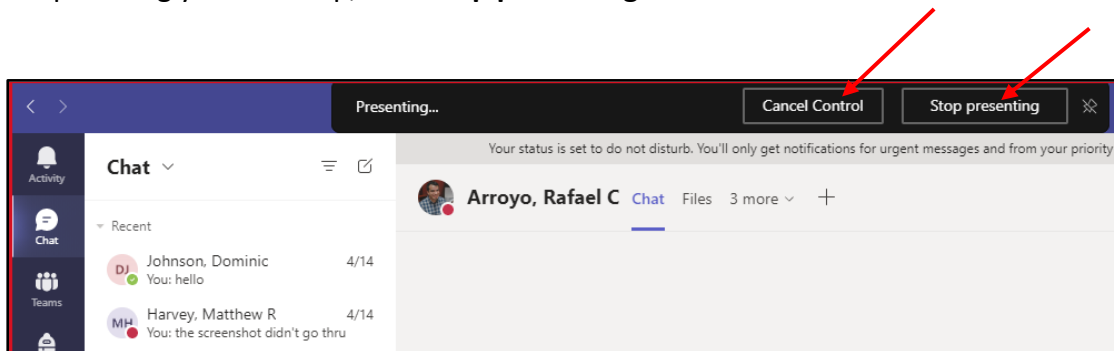
To Share a Whiteboard

1. Click **Share content**.
2. Select **Microsoft Whiteboard**.

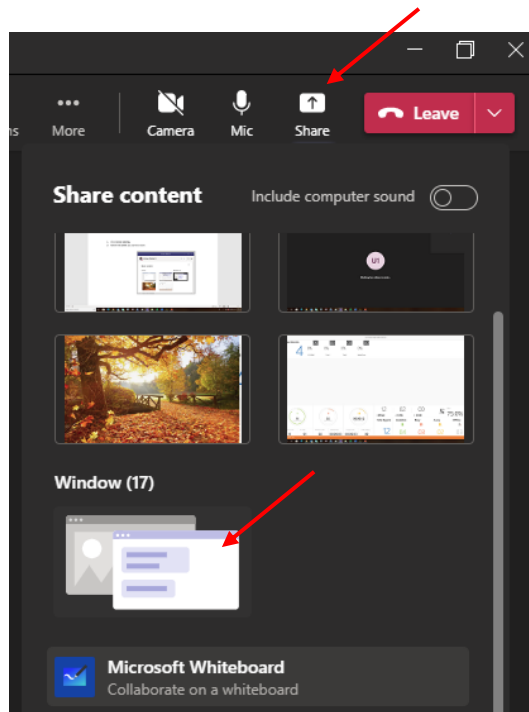3. Select if you want to **present** or **collaborate**.
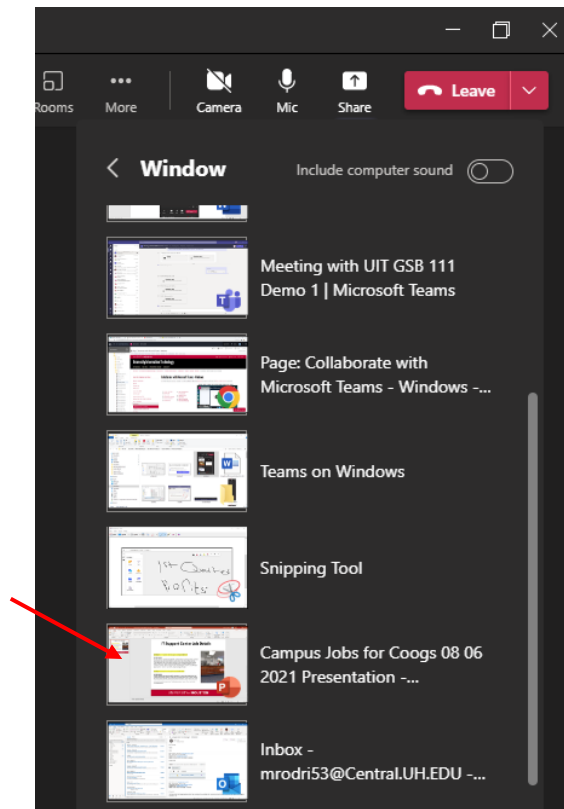
4. Start **collaborating**.

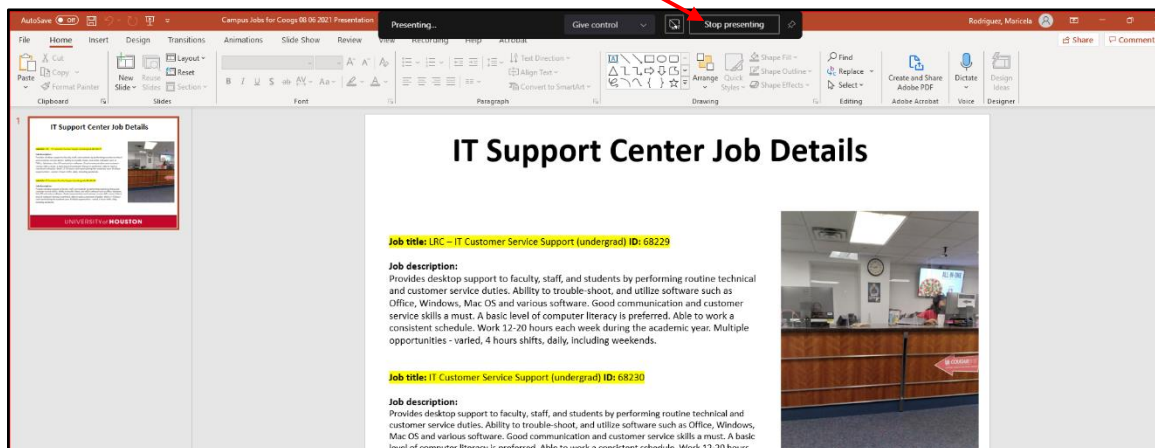To Share a PowerPoint Presentation

1. Click **Share content**.
2. Select **Window**.

3. Select the **PowerPoint Presentation** that will be presented.

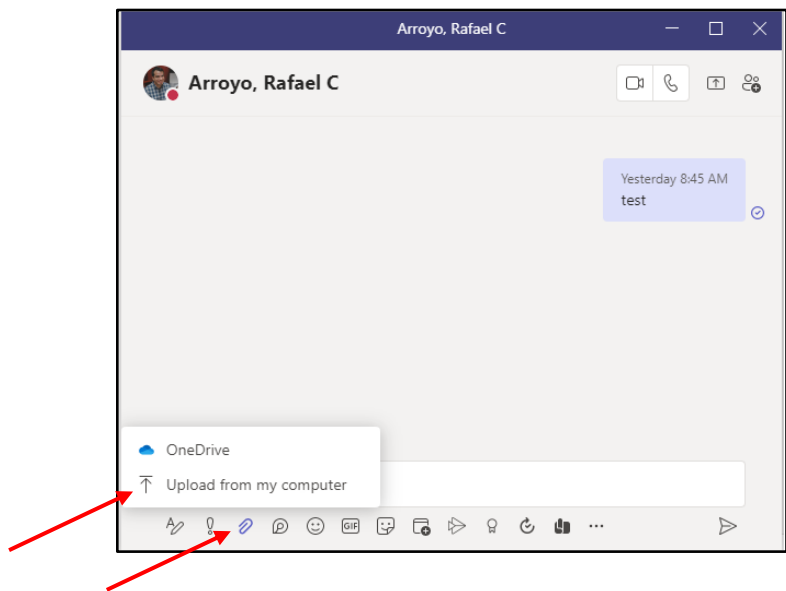4. To stop showing the presentation, click **Stop presenting**.
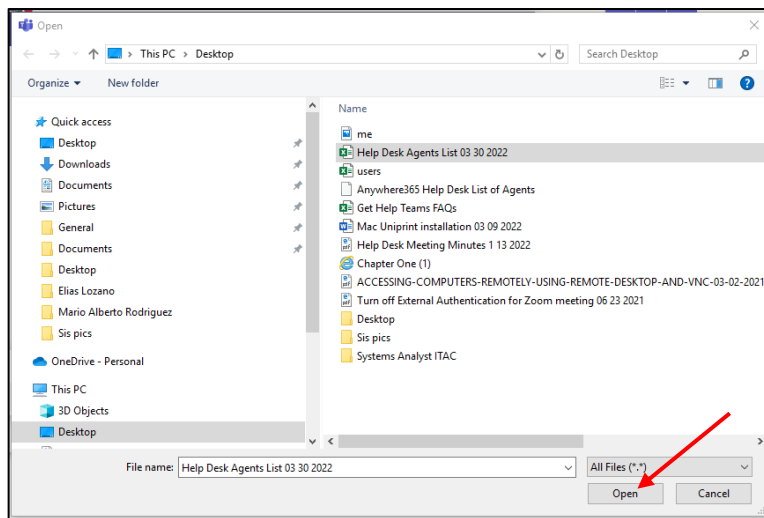
Transferring a File

To transfer a file:

1. Click **Attach files**.
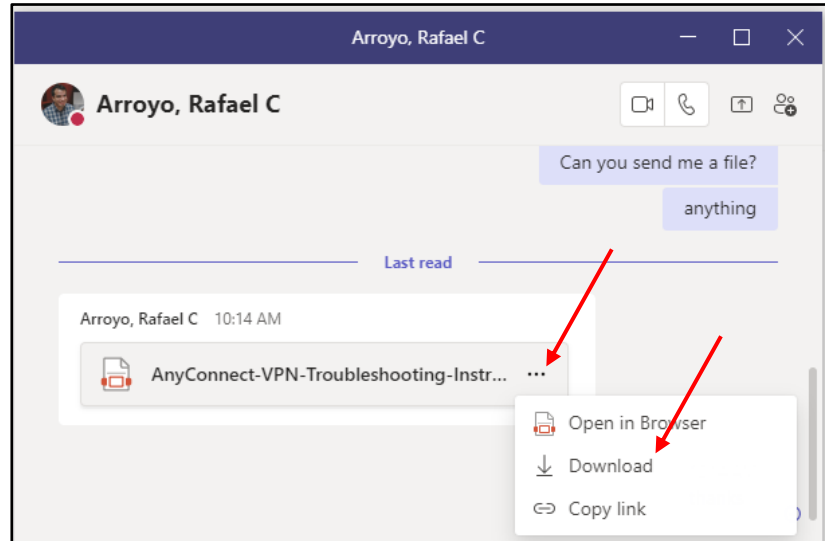2. Select **Upload from my computer**.

3. Browse and select the **file**.
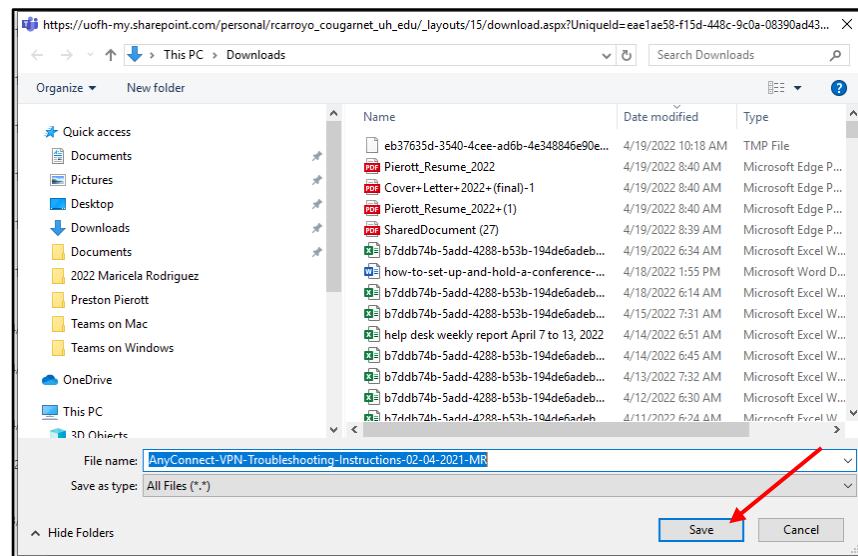4. Click **Open**.

Saving a file from a chat window

1. Click **More attachment options** (the three dots).
2. Select **Download**.

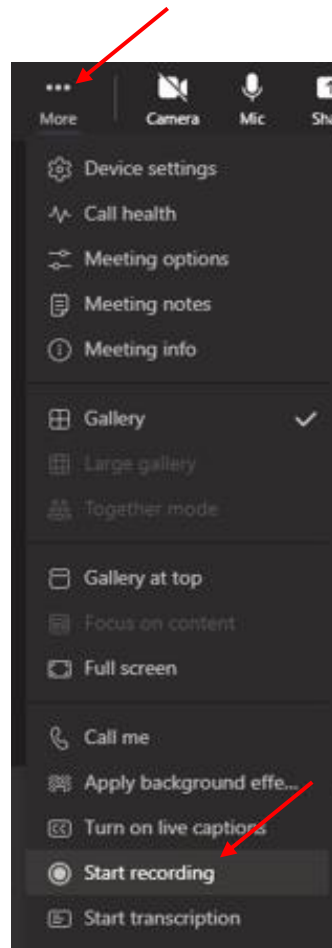3. Browse and look for **folder** to store file in.
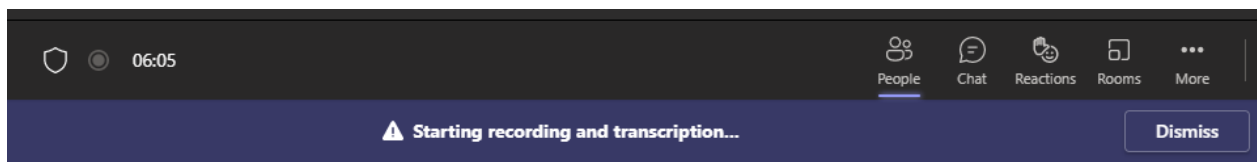4. Click **Save**.

Make a Video Recording of a Meeting

To begin recording during a meeting:

1. Click **More actions**.
2. Select **Start recording**.

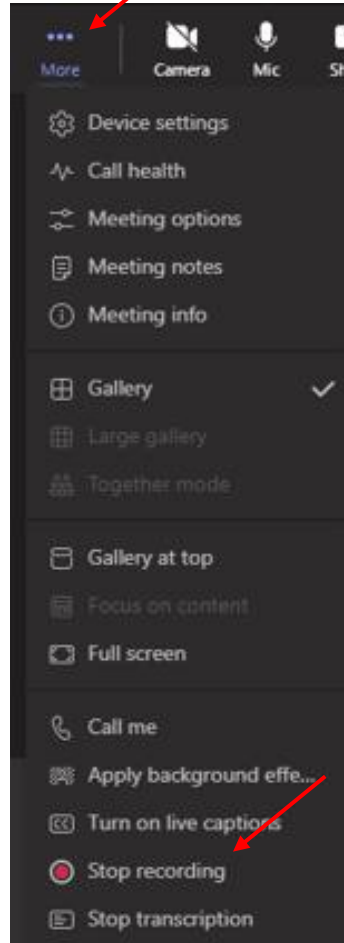**Note:** A message that the recording has started will appear at the top.
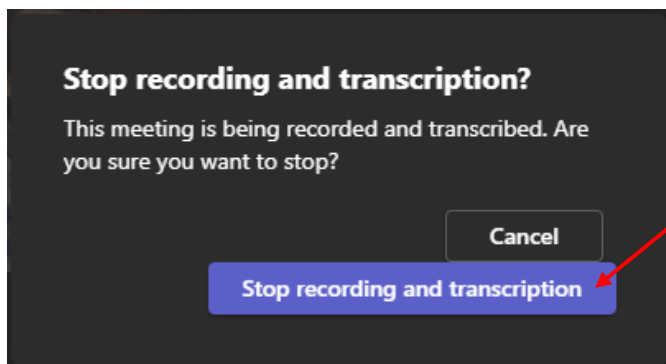
Using Microsoft Teams for Windows
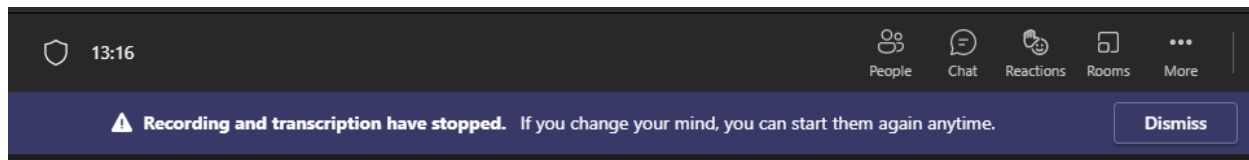
To stop the meeting recording:

1. Click **More actions**.
2. Select **Stop recording**.

3. Click **Stop recording and transcription**.
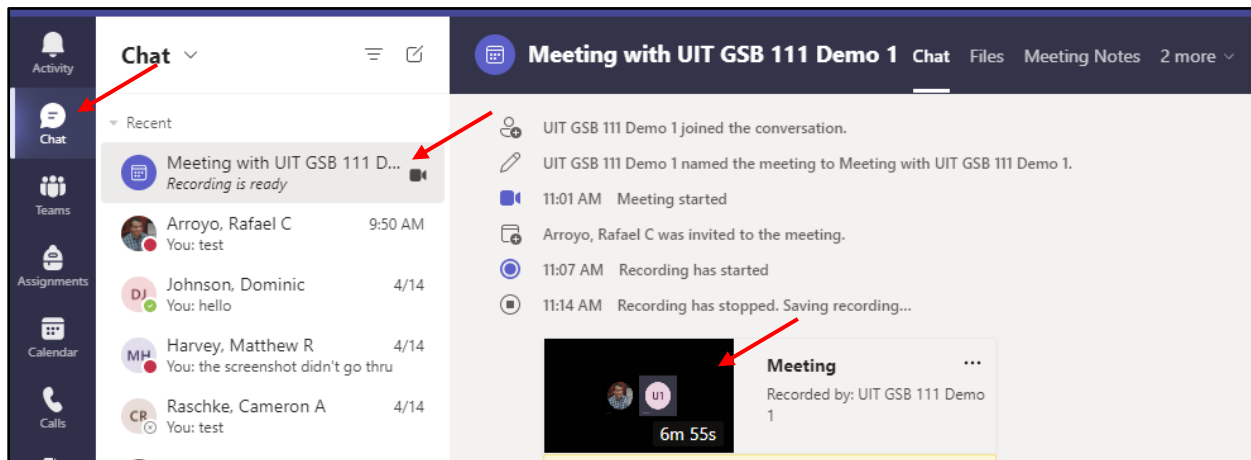

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Note: A message that the recording has stopped will appear at the top.

To listen to recorded meetings:

1. On the left side of Teams, select **Chat**.
2. Select the **Chat** that holds the meeting recording.
3. Click on the **video** recording listed on the right-hand side.

Assign a Delegate

A Delegate is a person with permission to receive calls, messages, and schedule meetings on behalf of another. Deans, directors, and department heads commonly use a Delegate, as well as department phones, where a back-up person is needed to answer the phone. If a phone must be answered at all times, delegation provides a solution by routing incoming calls to multiple phones.
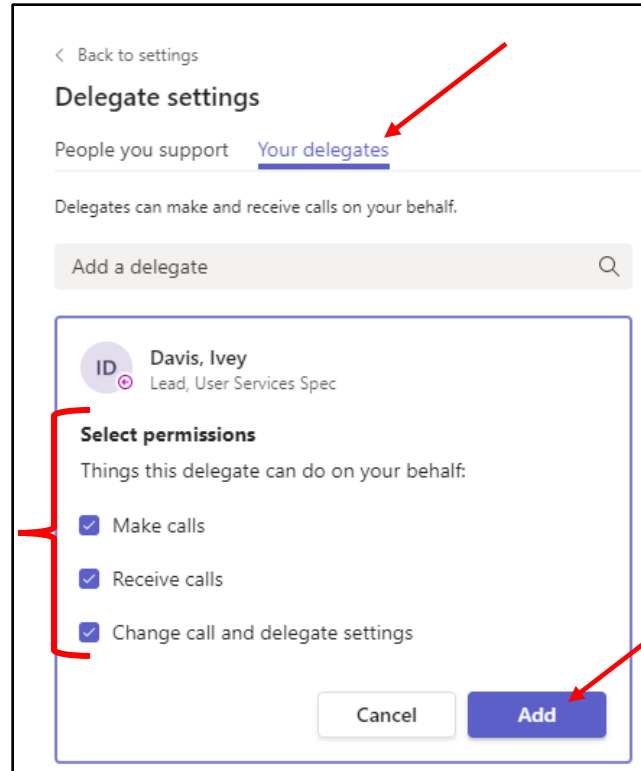
To set-up a Delegate:

1. In the Teams app, click the **Settings and more** icon (the three dots next your profile picture) and click **Settings**.
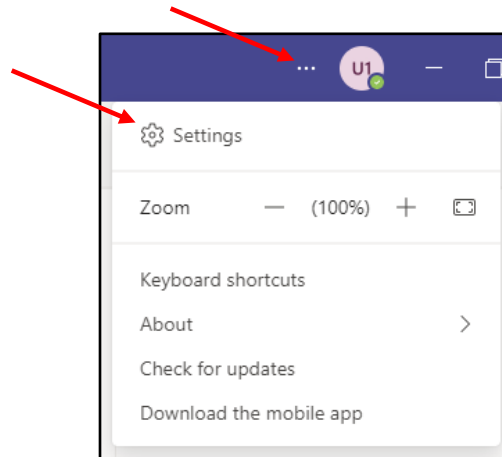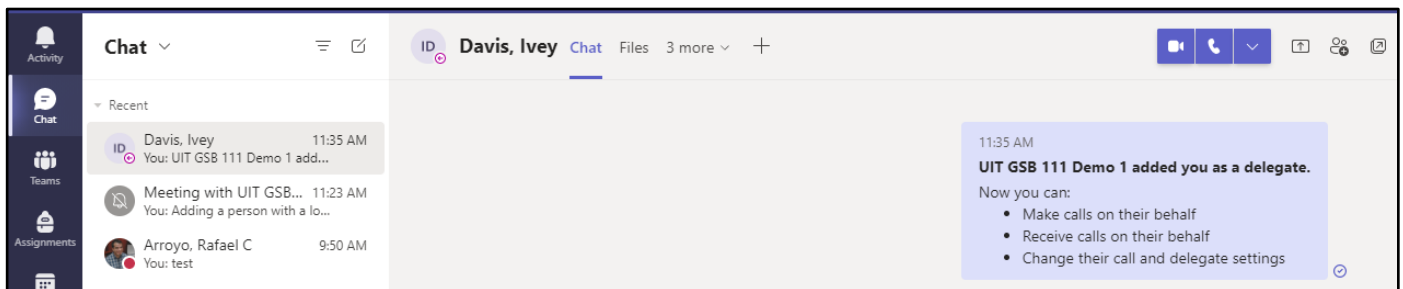

2. Scroll down and select **Manage delegates**.
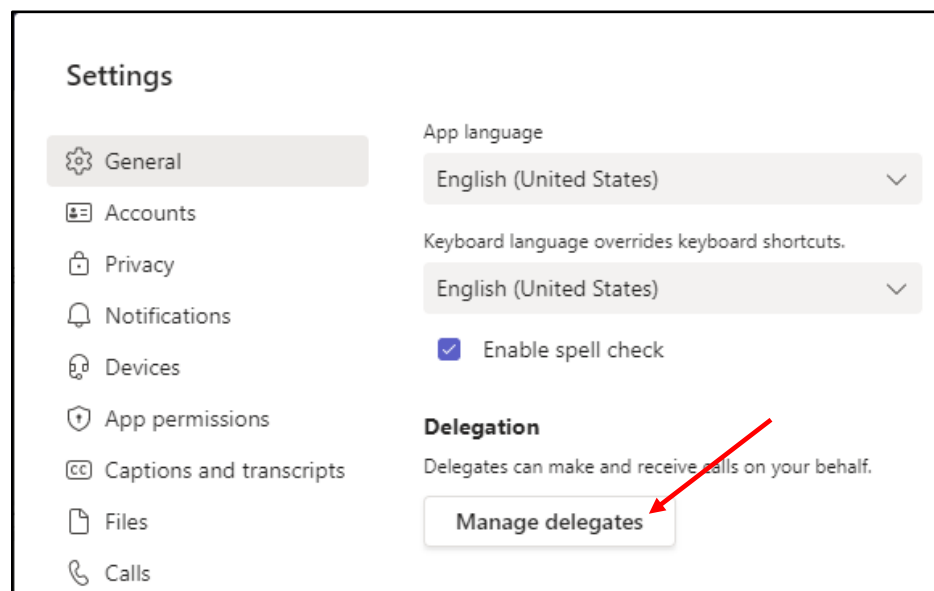
3. Select **Your delegates**.
4. Enter a **name** in the search field.
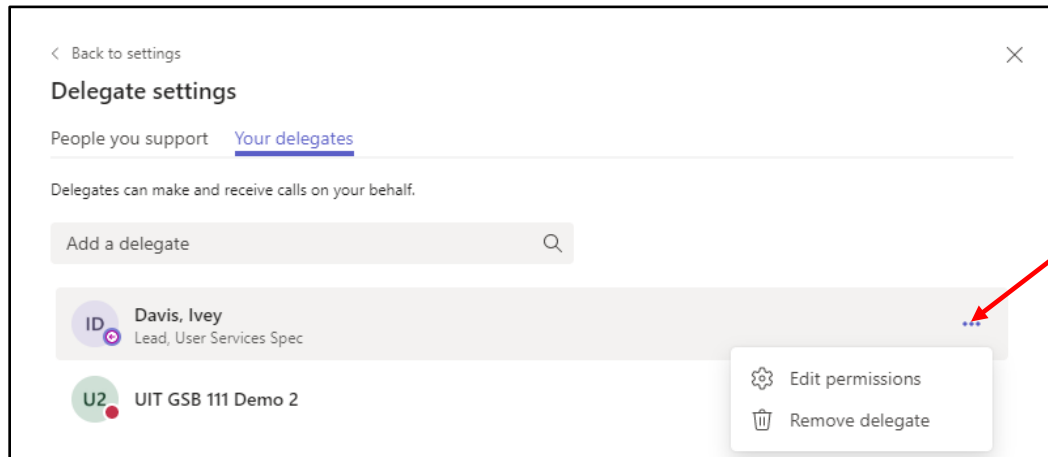5. Select the **permissions**.
6. Click **Add**.

Note: A message appears for the person who was added as a delegate.

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To make edits to permissions or to remove a delegate:

1. Click **More actions**.
2. Select either **Edit permissions** or **Remove delegate**.

Create a Teams Conference Call on Behalf of Another User

Requirements
- Ensure that you have been granted access to Microsoft Teams Teleconferencing.
- Ensure that you have delegate access for the calendar of the person in question.
- Ensure that you are signed into both Microsoft Teams and Outlook.

1. Open the person's calendar that you manage. Click the day you wish to schedule the message for and click the **New Teams Meeting** button on the Outlook toolbar.
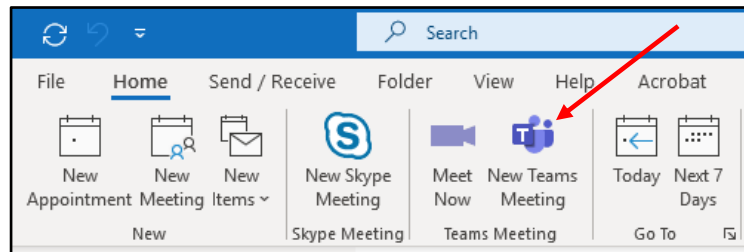
2. Fill out all the relevant information for the meeting, including the meeting title and the attendees. You should see the **Join Microsoft Teams Meeting** information in the meeting body, along with the call-in number and the conference ID.
3. Click **Send**. This will create the meeting and will notify the attendees.

Note: When the recipients of the invitation view the invitation, it will appear to be from "<your name> on behalf of <other person>." The attendees will be notified that you have scheduled this meeting on behalf of the other person.
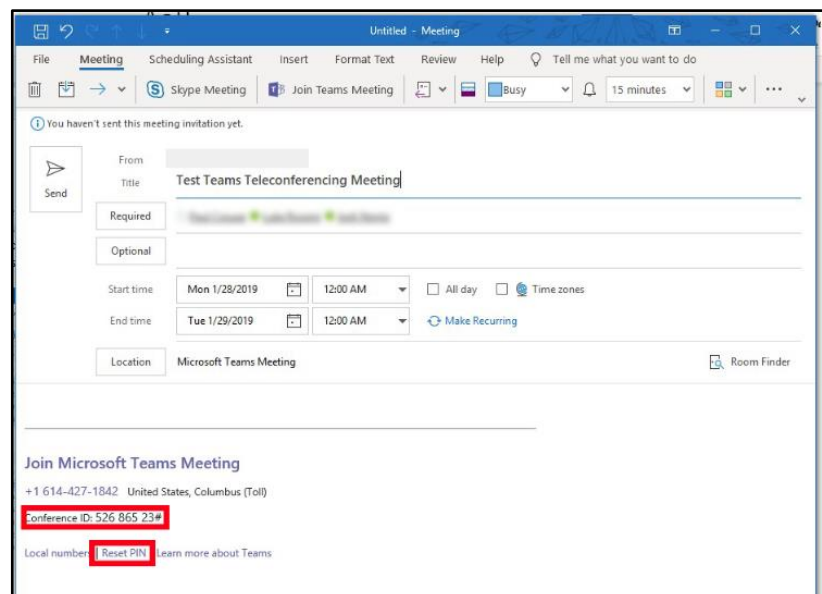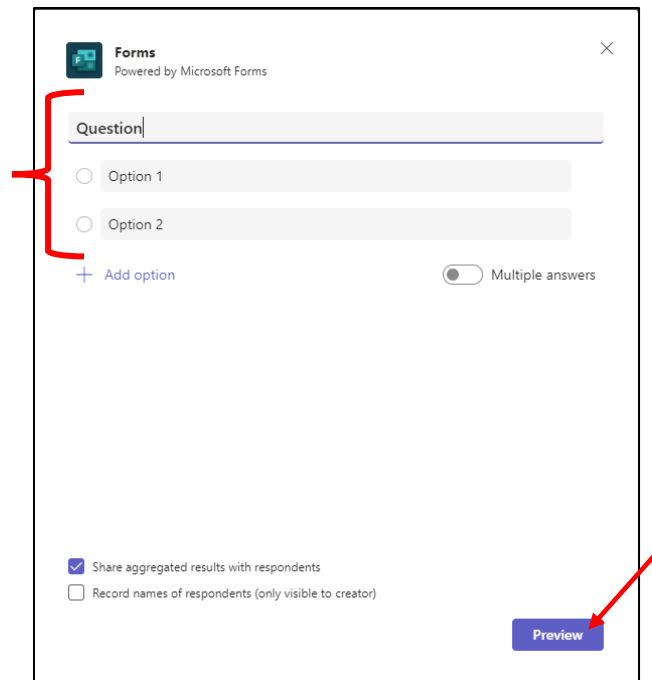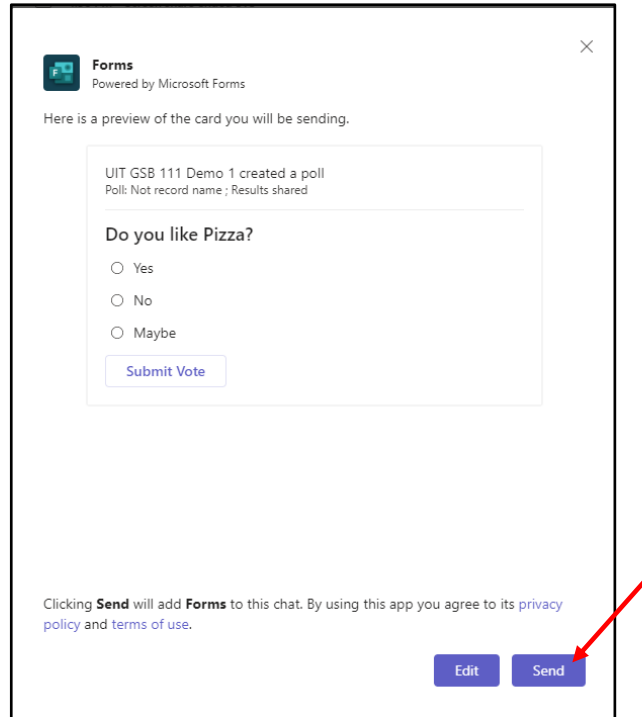
Creating a Poll in Microsoft Teams

1. In the group conversation window, click **Messaging extensions** (the three dots).
2. Select **Forms**. (**Note:** If Forms doesn't appear, click in the find an app box and search for it.)
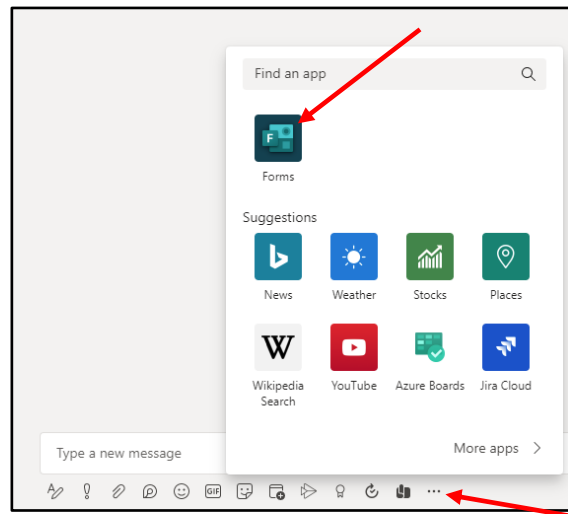
3. Enter a **question** and add **options**.
4. Click **Preview**.

5. Click **Send**.

Note: The poll is now visible for voting.

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