

Using Microsoft Teams for Windows

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Signing in to Microsoft Teams

Sign in to Microsoft Teams using the desktop app

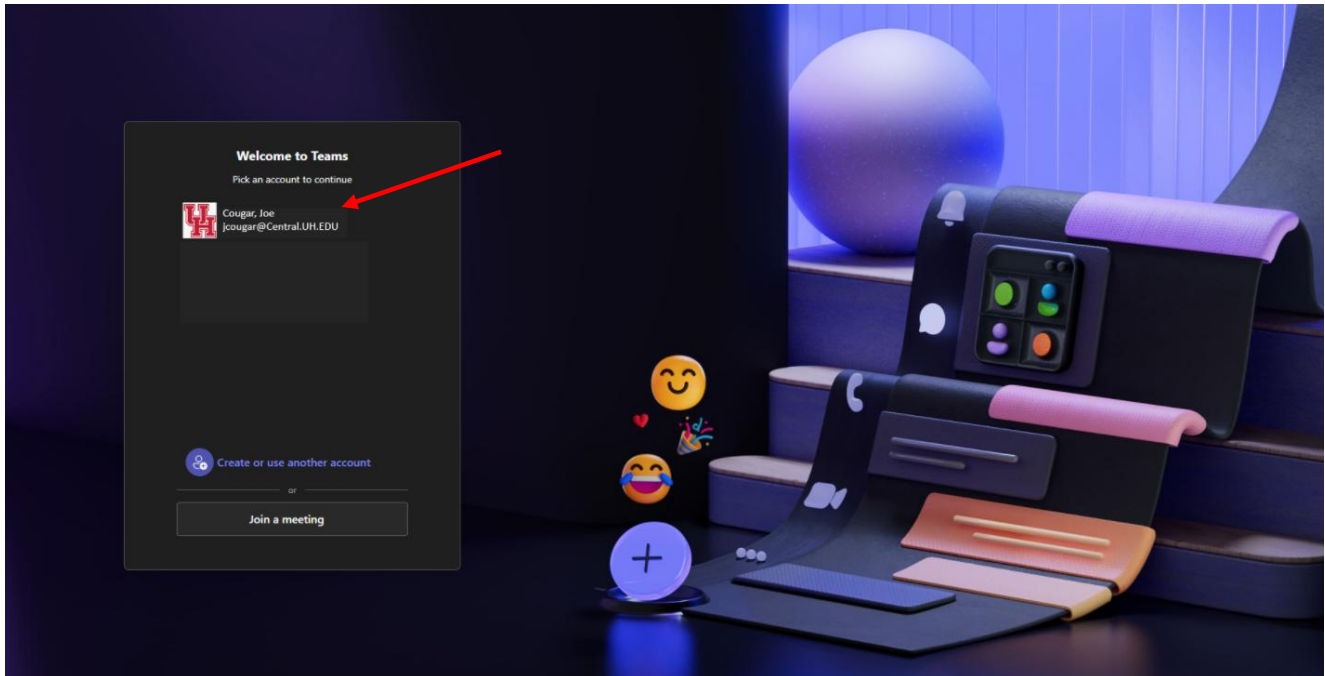
To open Microsoft Teams:

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

Sign in using CougarNet credentials

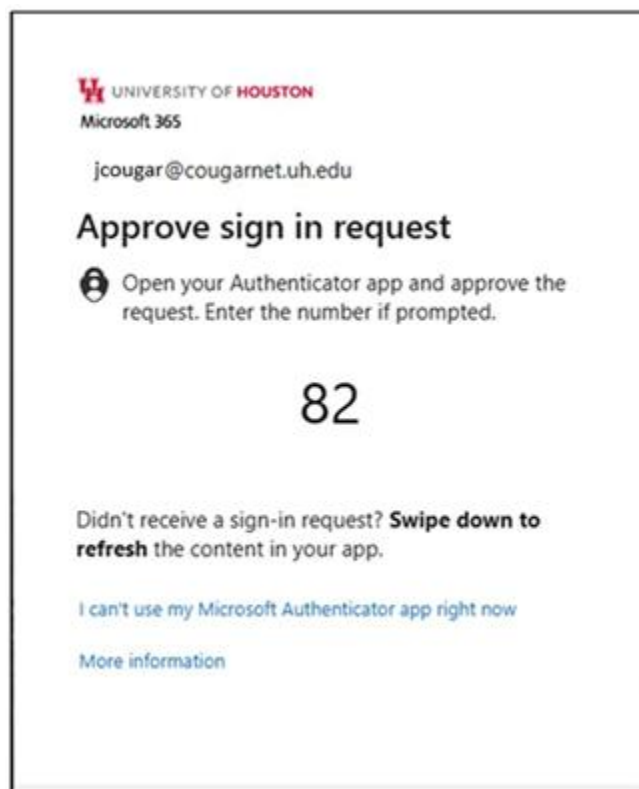
1. In the Sign in Address field, enter your **Microsoft 365 email address** (for example: CougarNetID@cougarnet.uh.edu).
2. Click **Next**.
3. In the Password field, enter your **CougarNet password**.
4. Click **Sign in**.
5. In the Microsoft Authenticator app, enter the **number** displayed on the screen.
6. Tap **Done** on the Microsoft Authenticator app.

Note: Your username and password will be automatically saved after the first successful login.



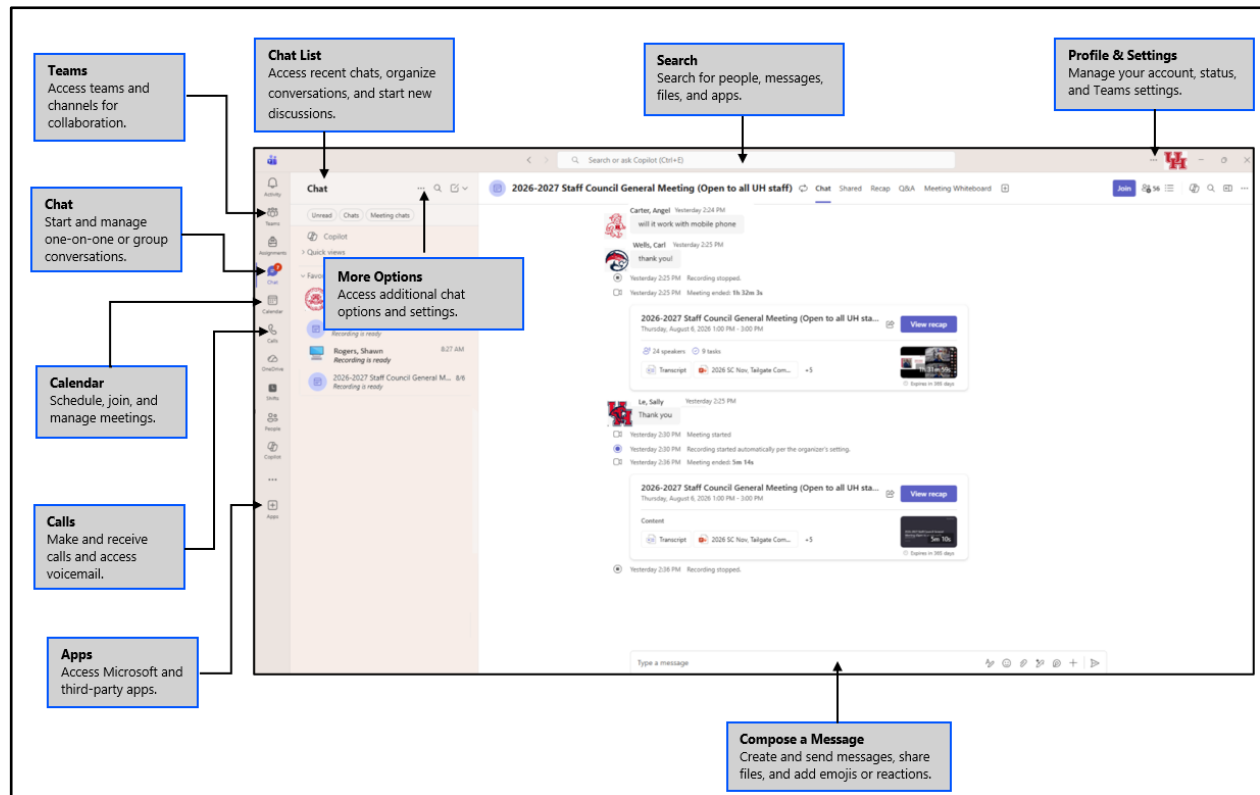
Sign in to Microsoft Teams using the web browser

1. Go here: teams.microsoft.com
2. In the Sign in Address field, enter your **Microsoft 365 email address** (for example: CougarNetID@cougarnet.uh.edu).
3. Click **Next**.
4. In the Password field, enter your **CougarNet password**.
5. Click **Sign in**.
6. In the Microsoft Authenticator app, enter the **number** displayed on the screen.
7. Tap **Done** on the Microsoft Authenticator app.



Microsoft Teams Main Window

Microsoft Teams brings chat, meetings, calling, files, and apps together in one place.

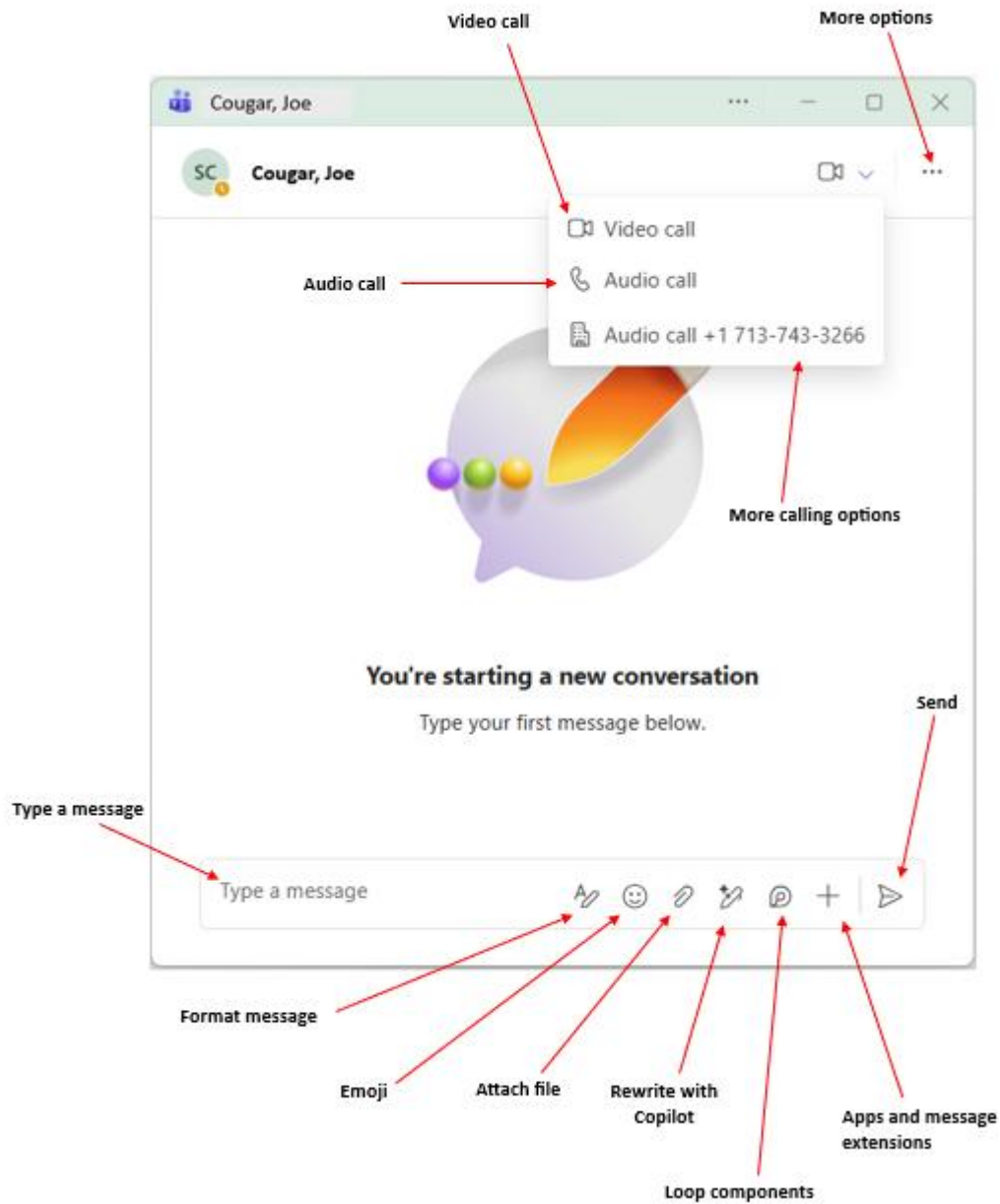


Benefits of Microsoft Teams

- Chat and collaborate in real time.
- Stay connected from your desktop or mobile device.
- Organize discussions, files, and projects in teams and channels.
- Quickly find messages and shared content.
- Access Microsoft 365 apps in one place.

Microsoft Teams Chat Window

Microsoft Teams chat lets you connect with individuals, groups, and meeting participants in one place.



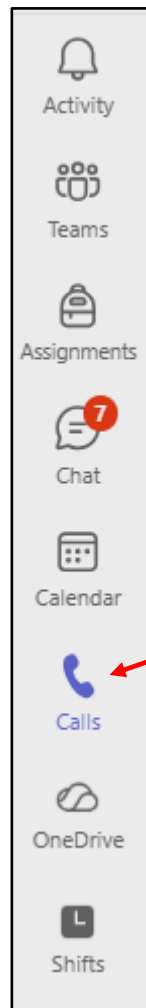
Note: Available chat features may vary based on your Microsoft 365 licensing and permissions.

Add Contacts to Speed Dial

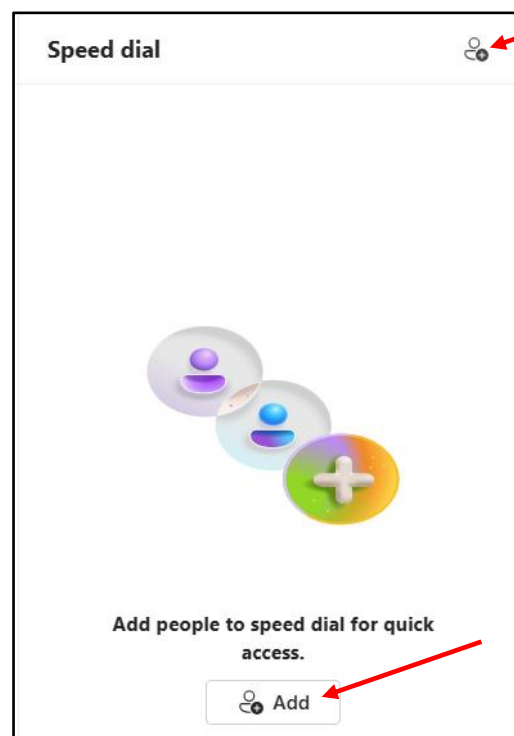
Create a Speed Dial list for people you contact frequently. Adding contacts to Speed Dial allows you to quickly call or chat with them without searching for their name each time.

Add Someone to Speed Dial

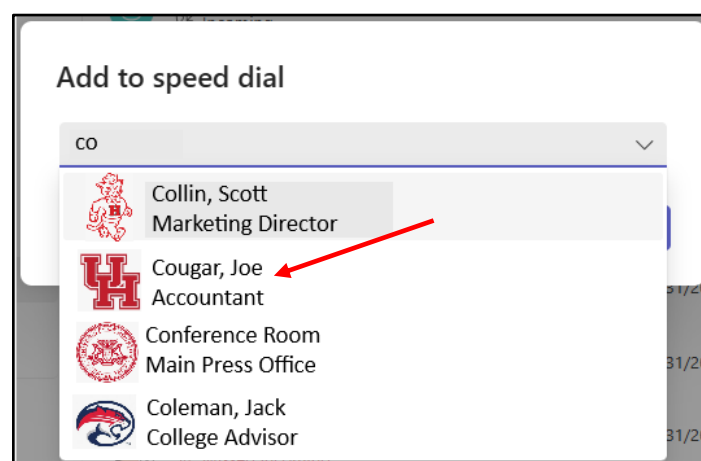
1. Select **Calls** from the Teams navigation pane.



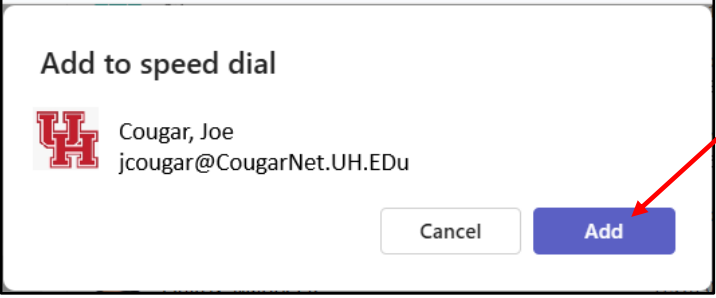
2. Under **Speed dial**, select **Add a contact**. You can select **Add a contact** at either the top or bottom of the Speed dial list.



3. Search for the person by name.
4. Select the **person** from the search results.

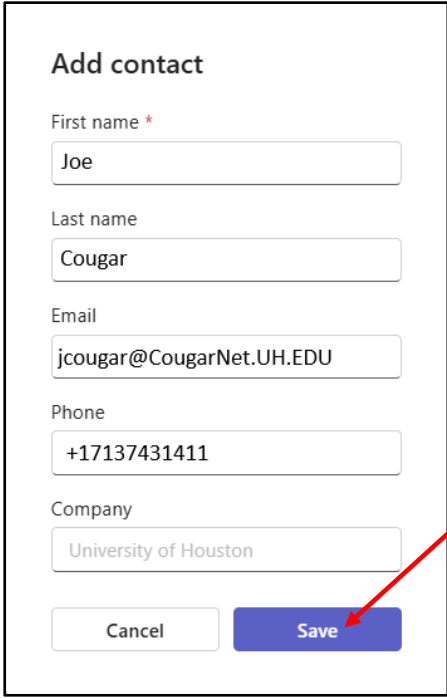


5. Select **Add**.



The screenshot shows a dialog box titled "Add to speed dial". On the left is a red "UH" logo. To its right, the text "Cougar, Joe" and "jcougar@CougarNet.UH.EDu" is displayed. At the bottom right, there are two buttons: a white "Cancel" button and a blue "Add" button. A red arrow points to the "Add" button.

6. Click **Save**.



The screenshot shows a form titled "Add contact". It contains several input fields: "First name *" with "Joe", "Last name" with "Cougar", "Email" with "jcougar@CougarNet.UH.EDU", "Phone" with "+17137431411", and "Company" with "University of Houston". At the bottom, there are two buttons: a white "Cancel" button and a blue "Save" button. A red arrow points to the "Save" button.

Note: The contact will now appear in your **Speed dial** list for quick access.



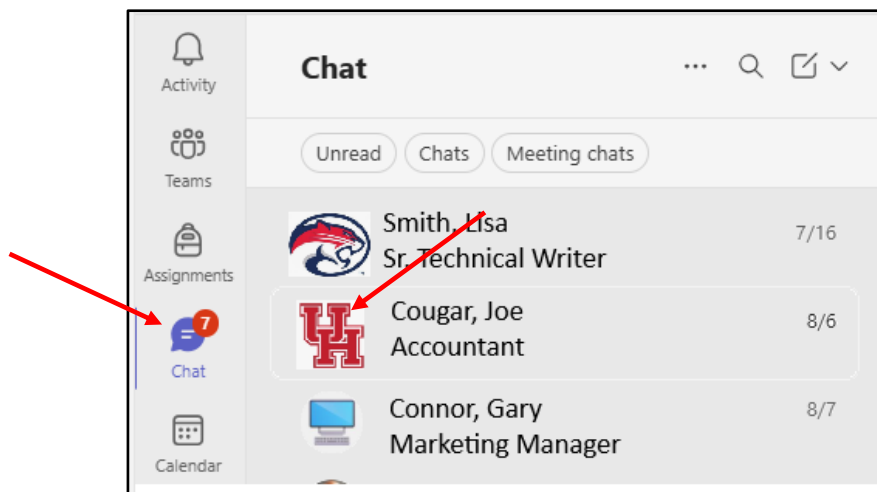
The screenshot shows a "Speed dial" list. At the top, the title "Speed dial" is on the left and a plus icon is on the right. Below the title, there is a single entry consisting of a red "UH" logo followed by the text "Cougar, Joe".

Pop out a Chat

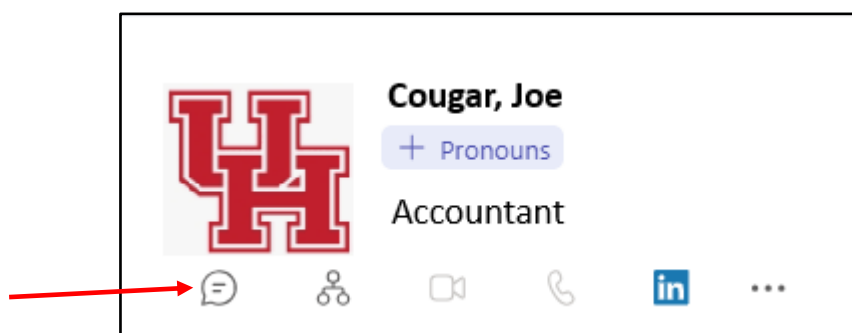
Open a chat in a separate window to continue conversations while working in other areas of Teams. Multiple chats can be opened in separate windows at the same time.

To Pop Out a Chat

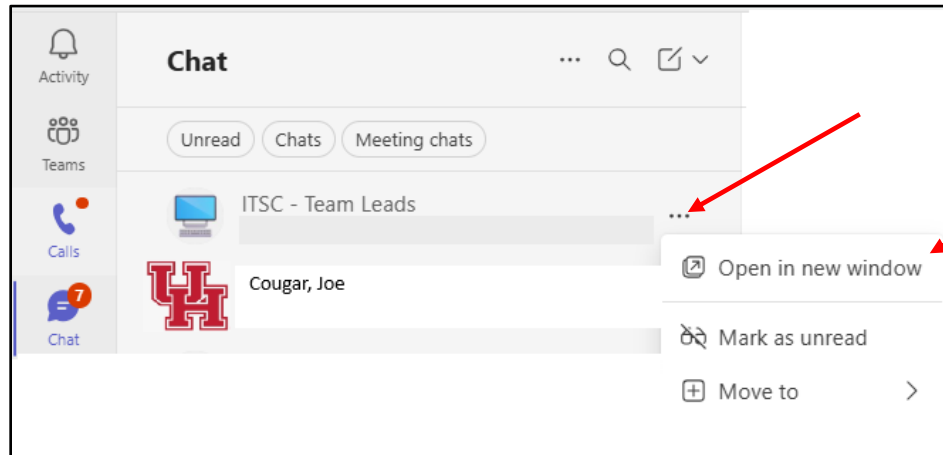
1. Select **Chat** from the Teams navigation pane.
2. Hover over the **picture** icon of the conversation you want to open in a separate window.



3. Click the **Start a conversation** chat icon.



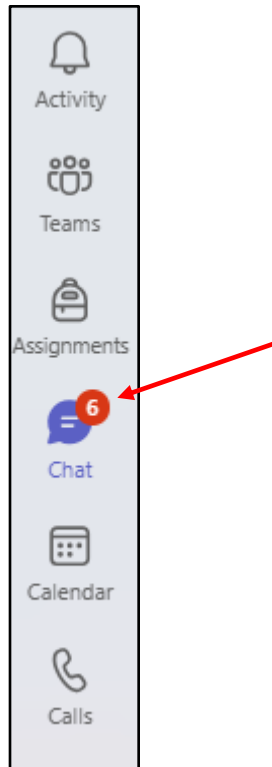
Note: You can also select **More options (three dots)** and choose **Open in new window**.



Send a Chat Message

Start a one-on-one or group chat to communicate with other Teams users.

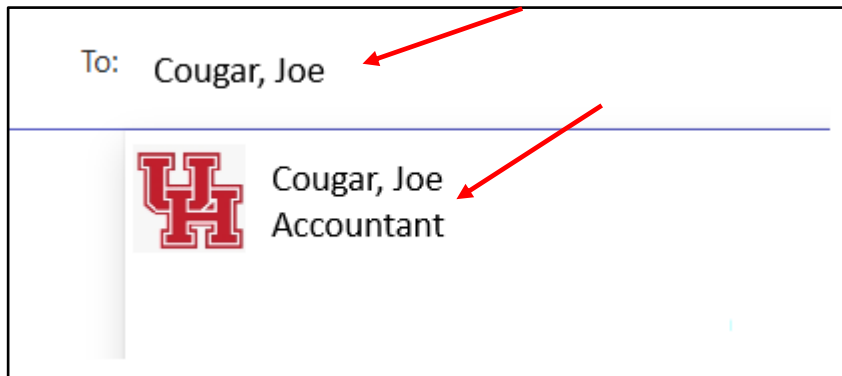
1. Select **Chat** from the Teams navigation pane.



2. Select **New chat** (the pencil-and-paper icon) at the top of the Chat list.



3. In the **To:** field, enter the name of the recipient.
4. Select the person to start a new chat with.



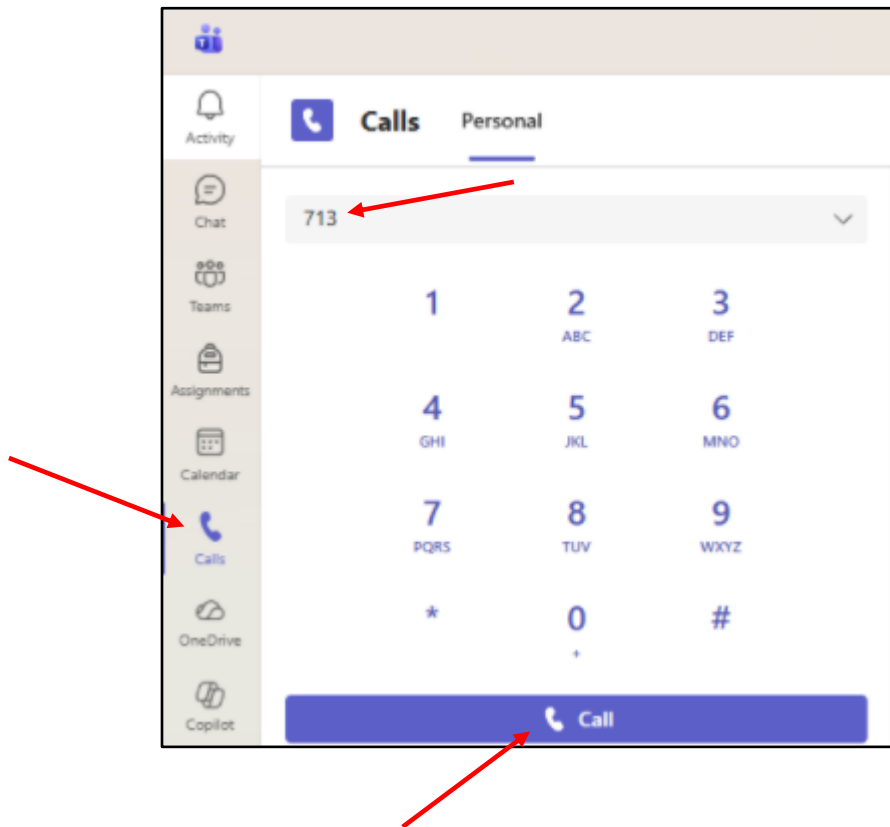
5. Type your message in the **message area**.
6. Select **Send**.



Make a Call

Call a phone number

1. Select **Calls** from the Teams navigation pane.
2. In the **Dial a number** field, enter the phone number.
3. Select **Call**.

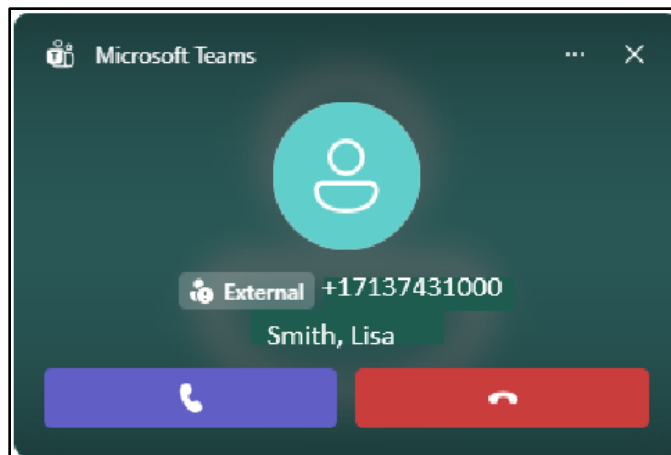


Answer a Call

When you receive a call in Teams, an incoming call notification appears on your screen.

To respond to the call:

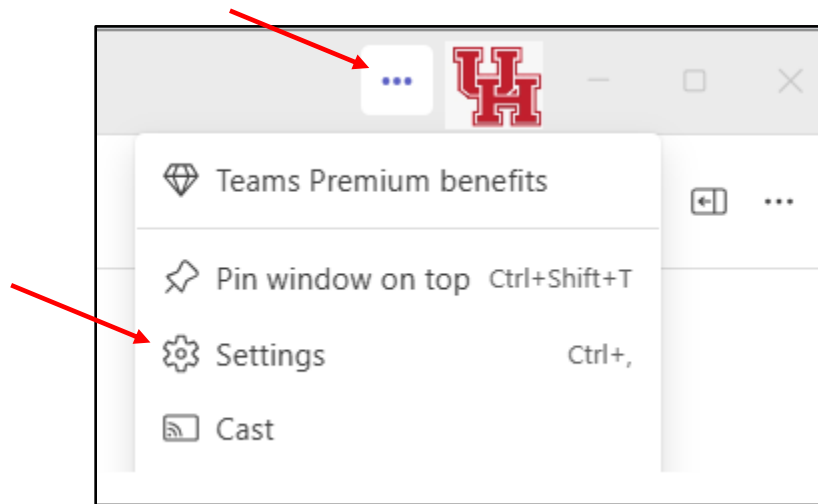
- Select **Answer** (phone icon) to answer with audio.
- Select **Decline** (red phone icon) to decline the call.



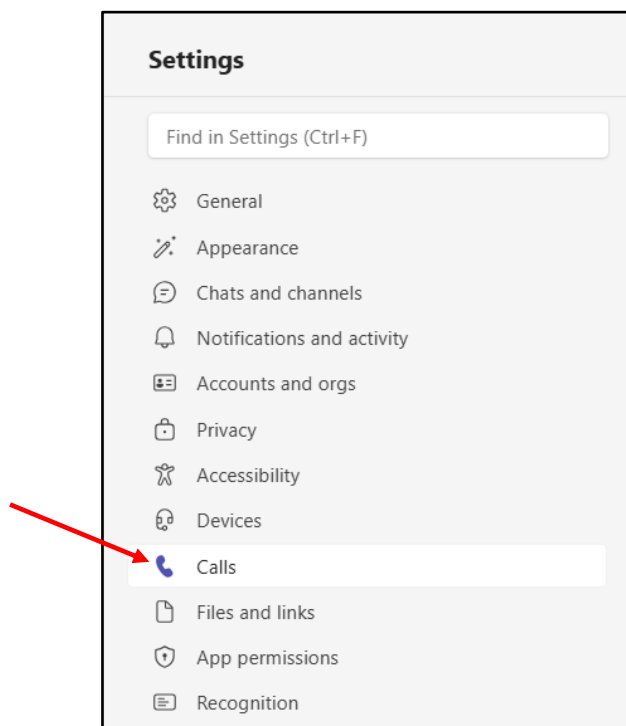
Set Up Voicemail

To set up voicemail

1. Select **Settings and more (...)** next to your profile picture, and then select **Settings**.



2. Select **Calls**.



3. Under **Manage voicemail**, select **Record a greeting**.
4. Follow the **prompts** to record and save your greeting.
5. Click the dropdown menu to **choose what happens when the call is redirected to voicemail**.

The screenshot shows the 'Manage voicemail' settings page. At the top, there is a tab labeled 'Manage voicemail'. Below this, there are several sections:

- Record a custom greeting**: This section contains a button labeled 'Record a greeting'.
- Choose a language for your default greeting**: This section contains a search bar with a magnifying glass icon and a dropdown arrow.
- Choose what happens when the call is redirected to voicemail**: This section contains a dropdown menu with the text 'Choose what happens when the call is...' and a dropdown arrow.
- Set up text-to-speech customized greeting option**: This section contains a button labeled 'Write a custom greeting'.

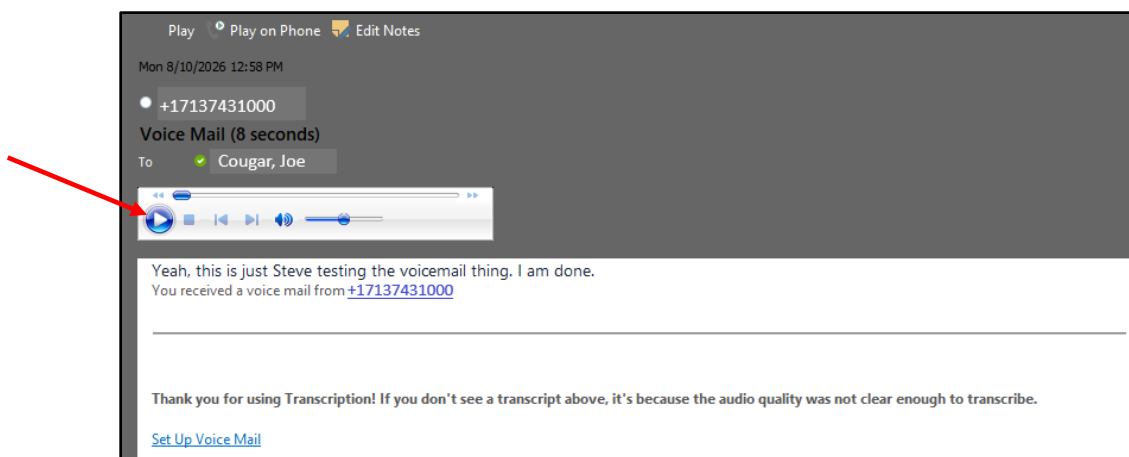
Two red arrows are pointing to the 'Record a greeting' button and the dropdown menu in the 'Choose what happens when the call is redirected to voicemail' section.

Listen to Voicemail in Outlook

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

To listen to your voicemail 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.

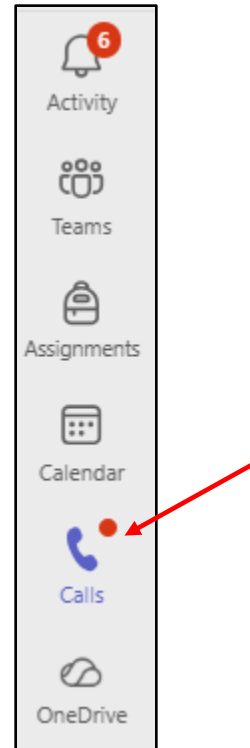


Note: If you don't see voicemail in your Inbox, check the Call Logs or Voicemail section. Depending on your Teams and voicemail settings, voicemail messages may be listed under Call Logs instead of being delivered directly to your Inbox.

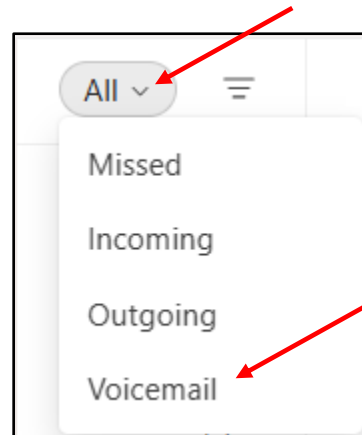
Listen to Voicemail in Microsoft Teams

To listen to voicemail in Microsoft Teams

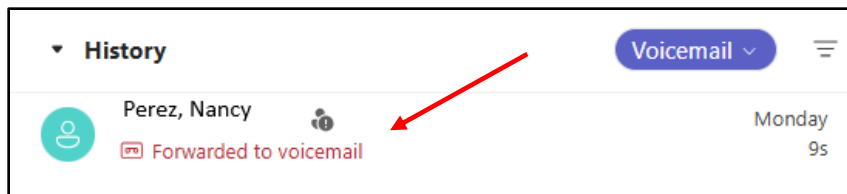
1. On the left side menu, click **Calls**.



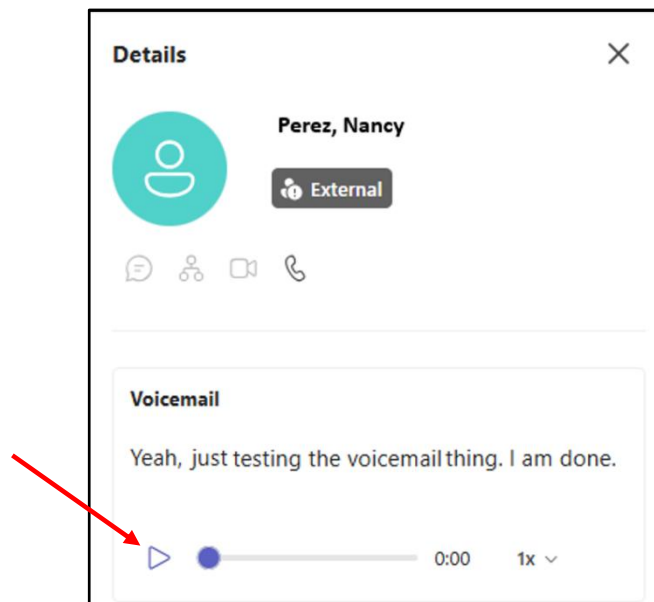
2. Click **All**.
3. Select **Voicemail**.



4. Select the **voicemail** to hear.



5. Click the **arrow** to listen to voicemail.

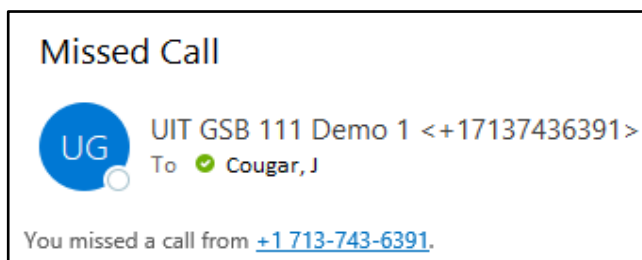
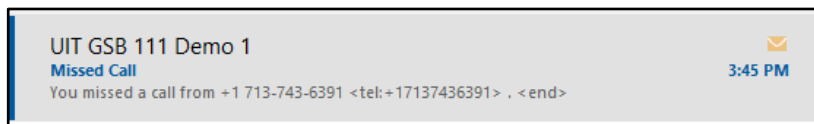


View Missed Calls in Outlook

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

To view missed calls in Outlook

1. Open **Outlook**.
2. Look for an **email** with Missed Call in the subject.

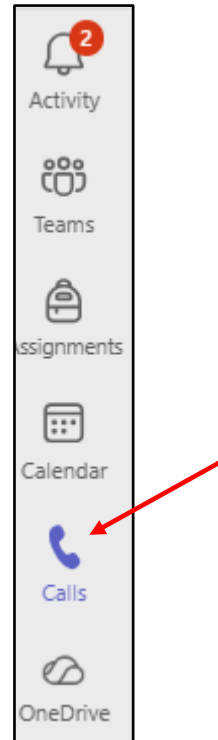


View Missed Calls in Microsoft Teams

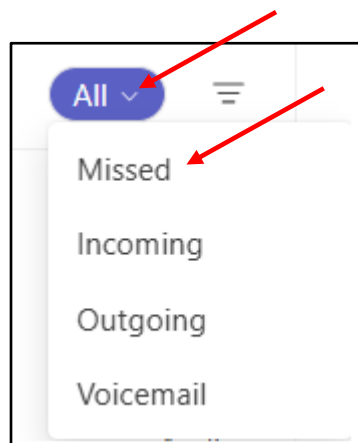
View missed calls from your call history and return calls directly from Teams.

To view missed calls

1. On the left side menu, click **Calls**.



2. Click **All**.
3. Select **Missed**.

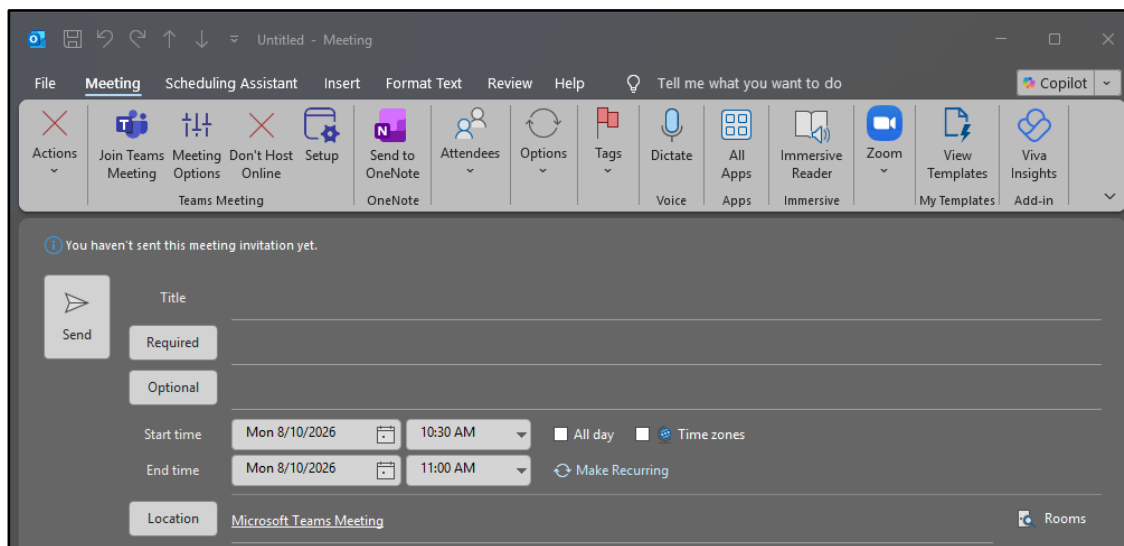
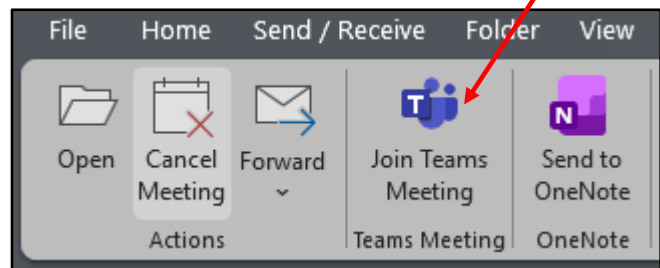


Schedule a Teams Meeting in Outlook

Schedule a Microsoft Teams meeting directly from Outlook and invite participants inside or outside the University. Meeting invitations include a Teams meeting link and may also include dial-in information if available for your account.

To schedule a Teams meeting in Outlook

1. Open your **Outlook Calendar**.
2. Select the **Teams Meeting** button on the toolbar.
3. Add the meeting **title, date, time,** and **attendees.**
4. Enter any meeting **details** or **agenda** information.
5. Select **Send**.

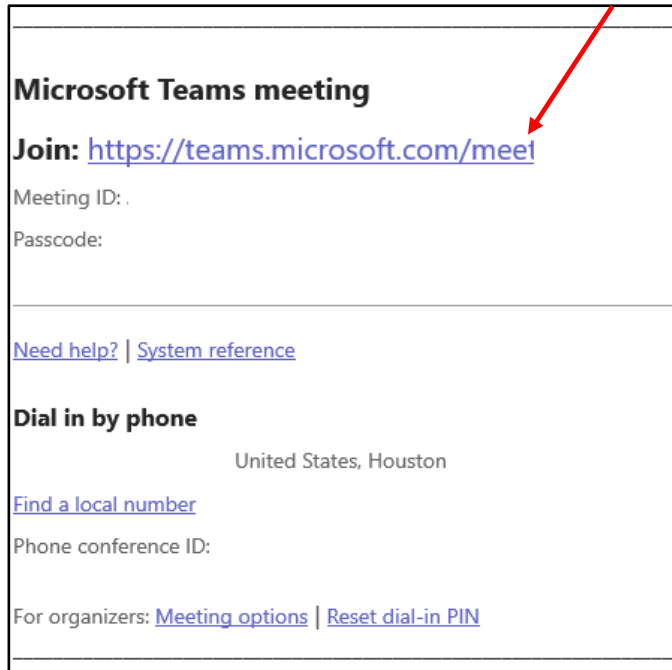


Meeting attendees will receive an invitation containing a link to join the Teams meeting. Depending on your organization's configuration, dial-in information may also be included in the meeting invitation.

Join a Meeting Without a Teams Account

People without a Teams account can join a Teams meeting using a supported web browser or the Teams app.

1. Open the meeting invitation and click the **link**.



Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet>

Meeting ID: .

Passcode:

[Need help?](#) | [System reference](#)

Dial in by phone

United States, Houston

[Find a local number](#)

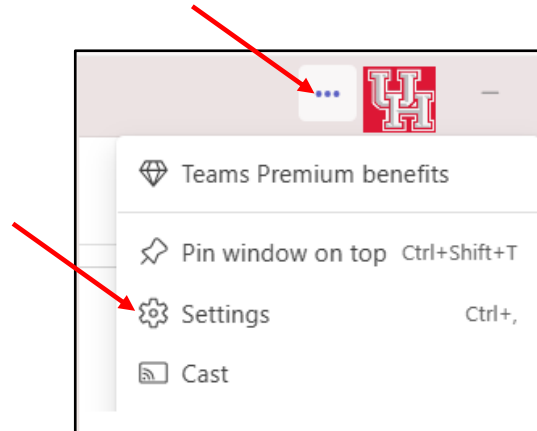
Phone conference ID:

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

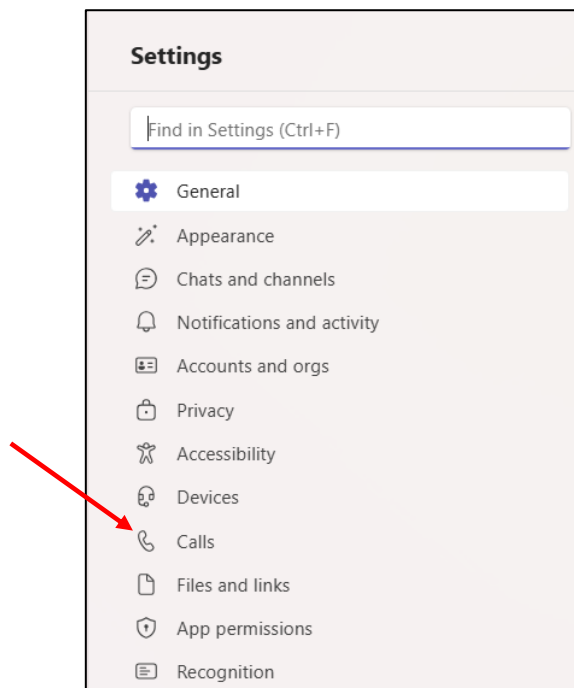
2. If prompted, choose whether to:
 - Open the meeting in the Teams app, or
 - Continue in your web browser.
3. Enter your **name** if prompted.
4. Choose your **audio** and **camera** settings.
5. Select **Join now**.
6. If a meeting lobby is enabled, wait for the organizer or another participant to admit you to the meeting.

Forward Calls

1. Select **Settings and more (...)** next to your profile picture, then select **Settings**.



2. Select **Calls**.



3. In When you can't answer a call, click the drop-down menu and select the option to **Redirect to voicemail**.

Call handling and forwarding

→ Manage call handling and forwarding

Forward all calls

Off ☐

When you receive a call

Do not ring anyone else ✓

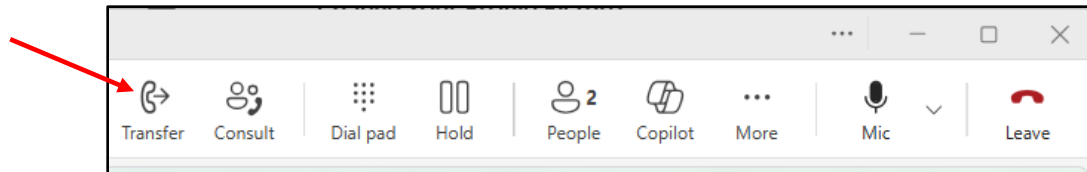
When you can't answer a call

Do not redirect calls ✓

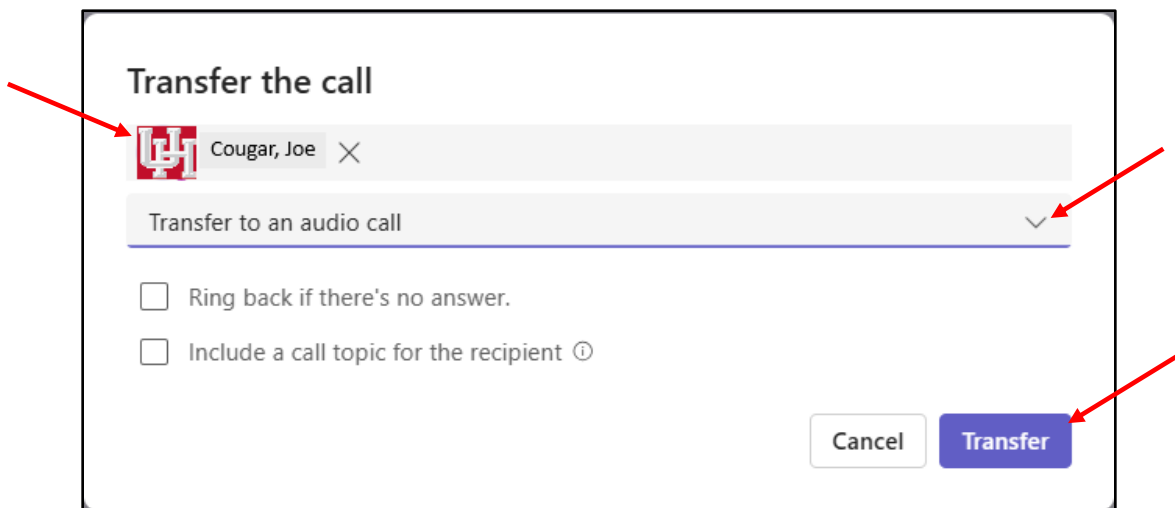
Transfer a Call

To transfer a call

1. In the Conversation window, click **Transfer**.



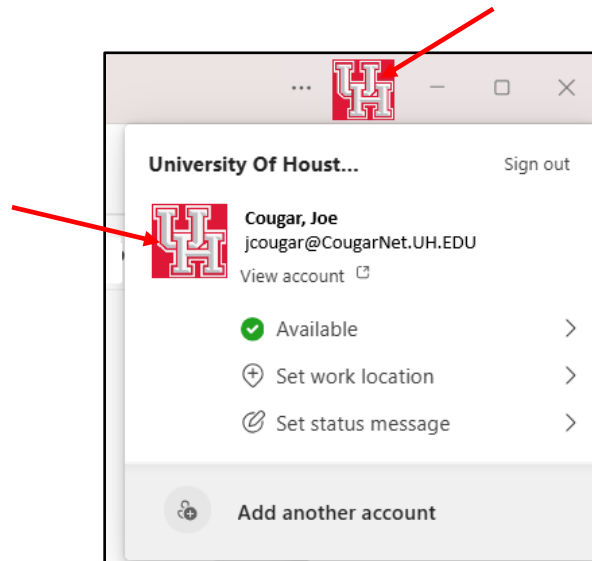
2. Enter the **name** of the person to transfer the call to.
3. Choose an **option** from the drop-down menu.
4. Click **Transfer**.



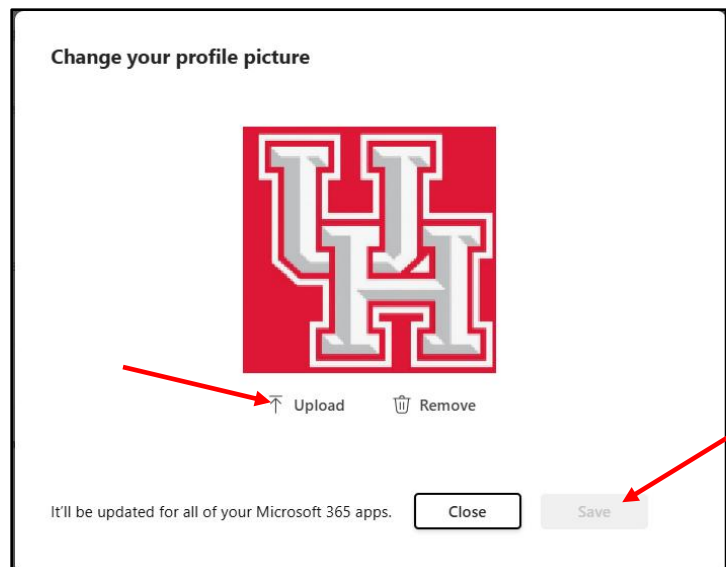
Change Your Profile Picture

To change your profile picture

1. Select your **profile picture** in the upper-right corner of Microsoft Teams.
2. Select **Change profile picture**.



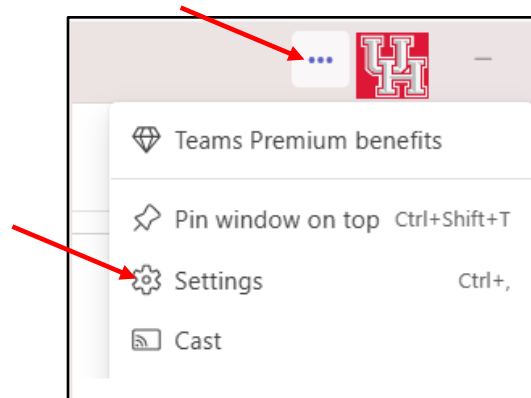
3. Select **Upload picture**.
4. Browse to and select the **picture** you want to use.
5. Select **Save**.



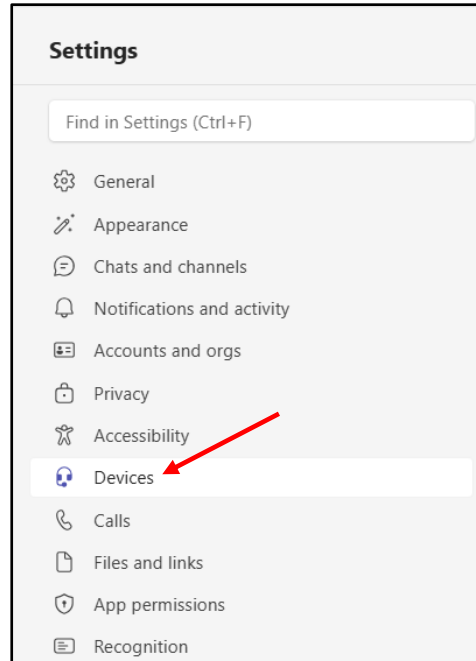
Configure Audio/Video Devices

To access device settings

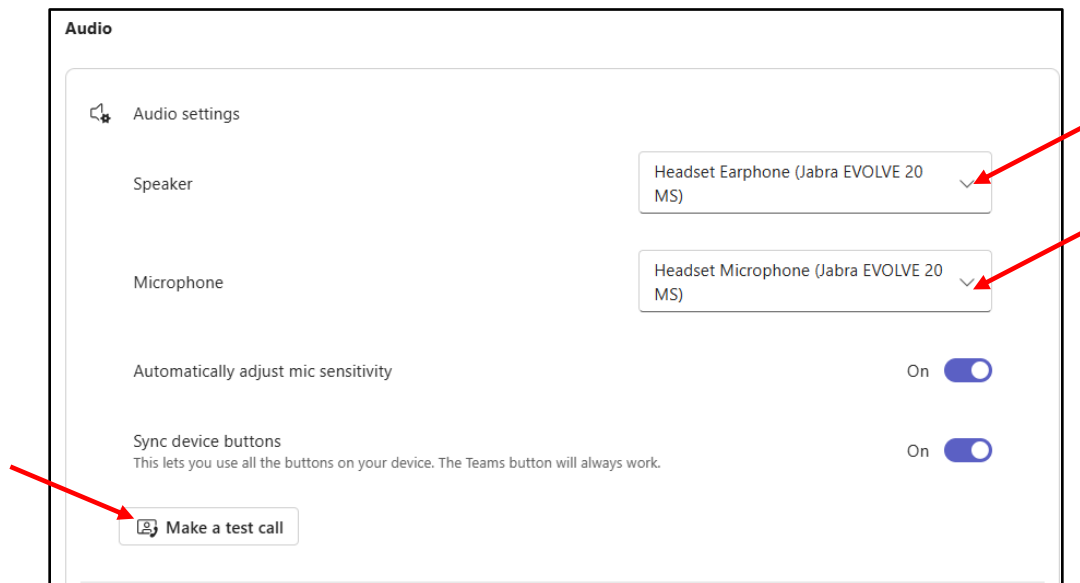
1. Select **Settings and more (...)** next to your profile picture, then select **Settings**.



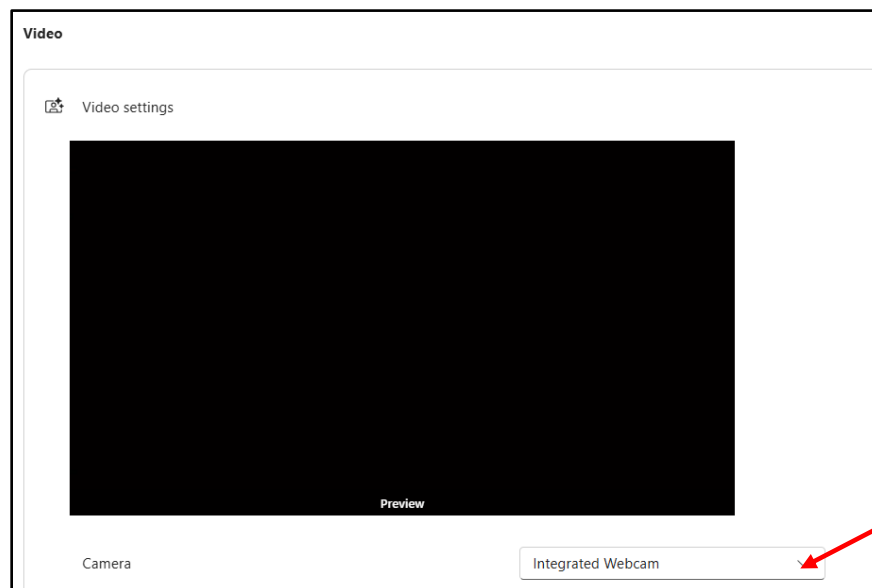
2. Select **Devices**.



3. Under **Audio devices**, choose the speaker, microphone, or headset you want to use.
4. To verify your settings, select **Make a test call**.



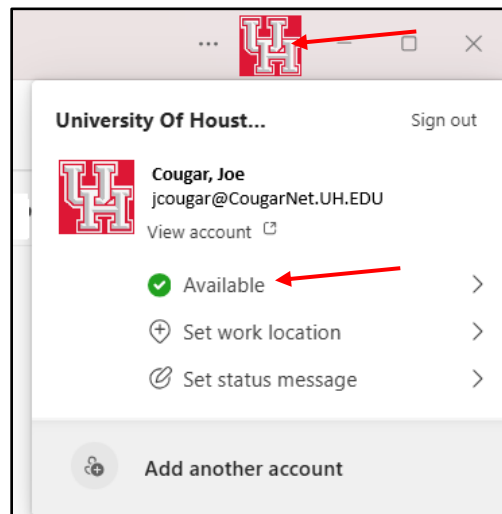
5. Under **Video**, select the video device you want to use.



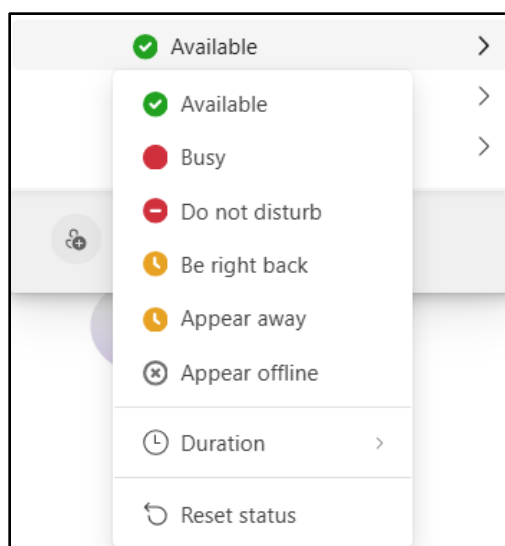
Set Your Presence Status

To change your status

1. Select your **profile picture** in the upper-right corner of Microsoft Teams.
2. Select your **current status** (for example, Available, Busy, or Do not disturb).



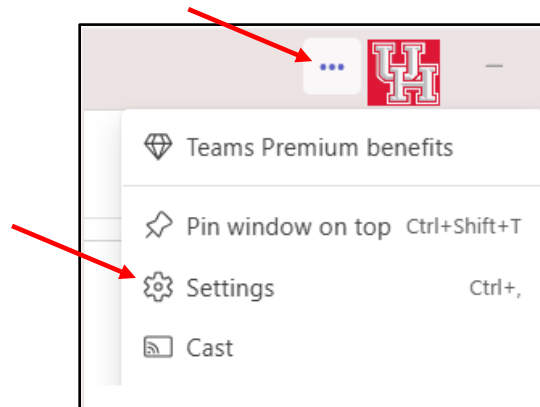
3. Choose the **status** you want to display.



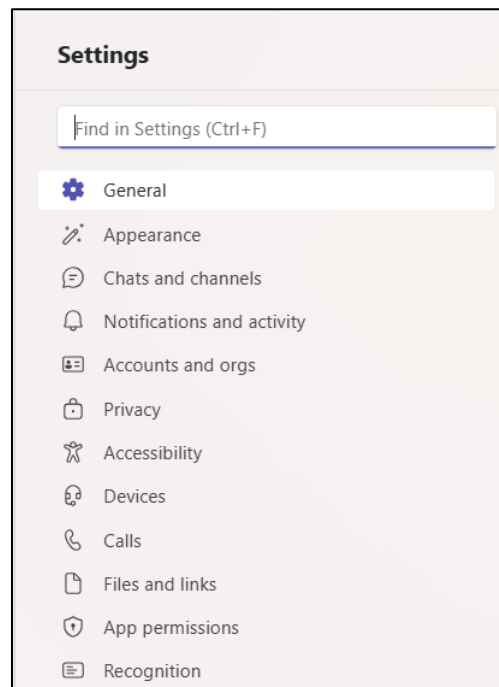
Change Your Teams Settings

To change your Teams settings

1. In Microsoft Teams, select **Settings and more (...)** next to your profile picture in the upper-right corner, then select **Settings**.



2. In the Settings window, select the **category** you want to modify and update the available options as needed.

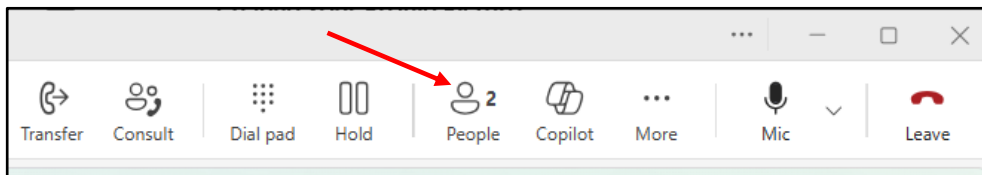


Start a Group Call or Meeting

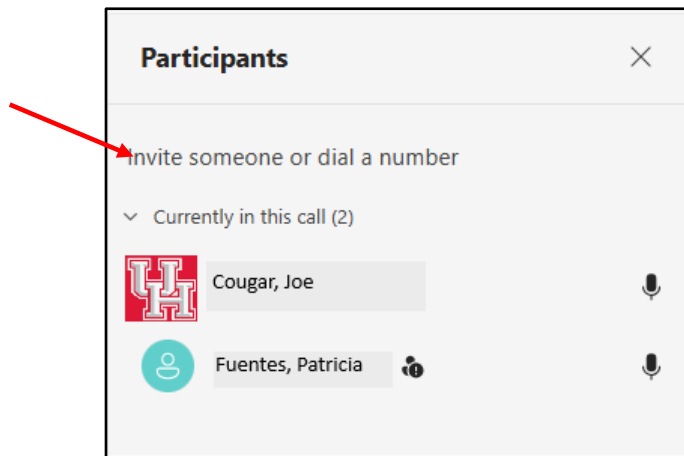
Microsoft Teams provides several ways to connect with multiple participants. Choose one of the following methods to start a group call or meeting.

Option 1: Add Participants to an Active Call

1. During a call, select **People** or **Participants** from the call controls.



2. In the **Invite people** box, enter a name, phone number, or email address.
3. Select the **person** from the search results.

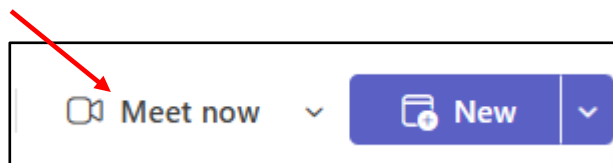


Option 2: Start an Instant Meeting

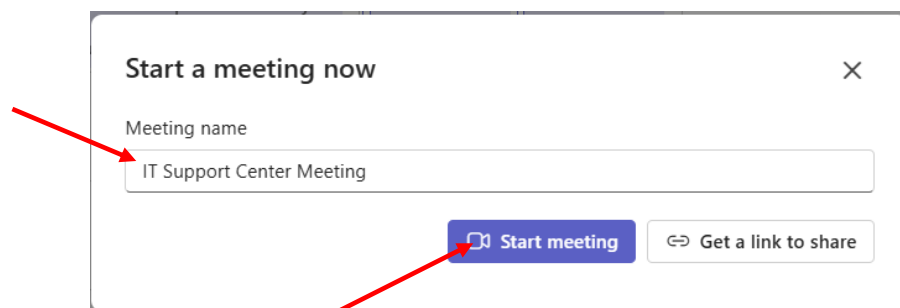
1. Select **Calendar** from the Teams navigation pane.



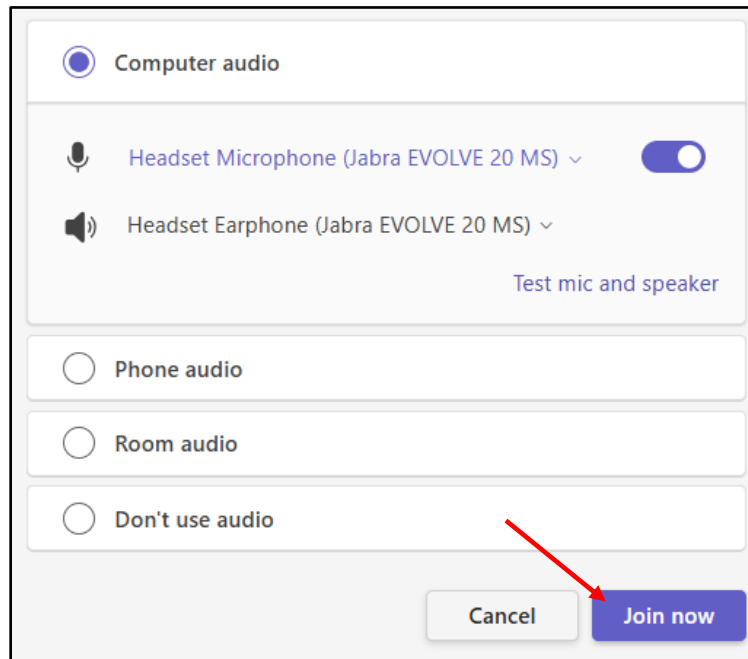
2. Select **Meet now**.



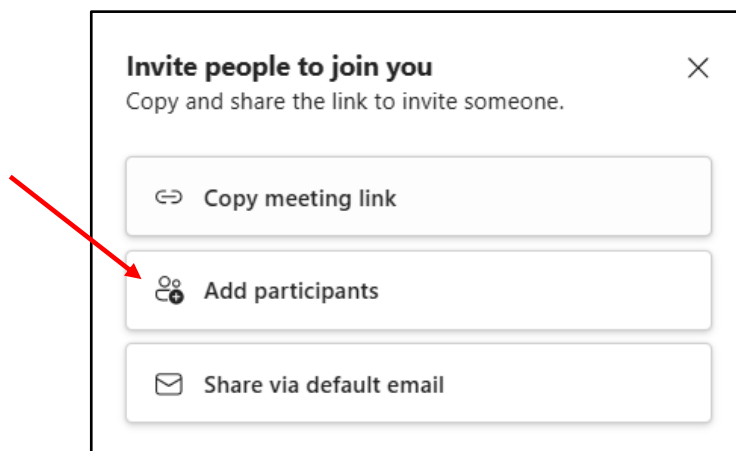
3. Enter a meeting **name** if desired.
4. Click **Start meeting**.



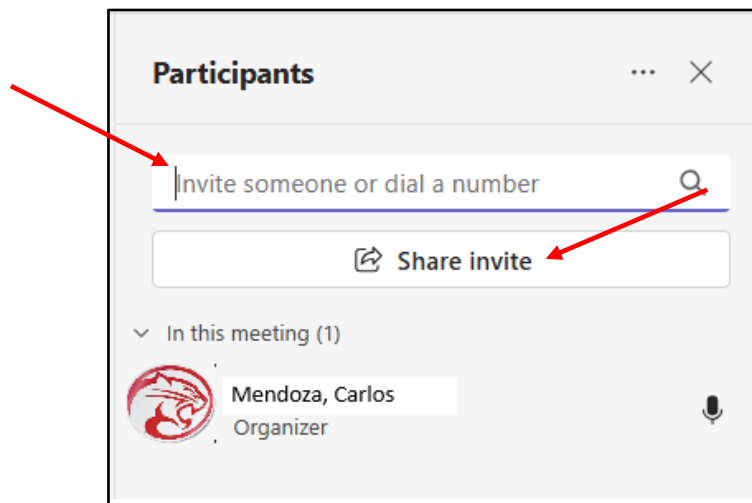
5. Choose your **audio** settings.
6. Select **Join now**.



7. Click **Add participants**.



8. Add **participants** to the meeting or click **Share invite**.

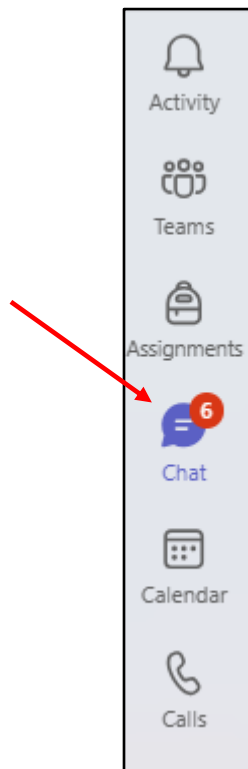


Start a Video Call

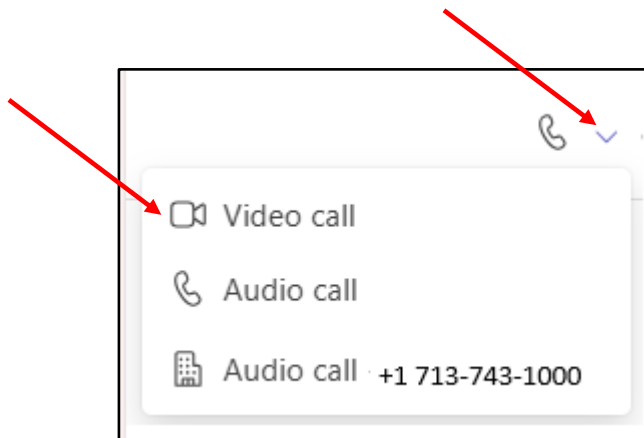
Microsoft Teams allows you to start a video call from a chat, add participants during the call, and enable or disable your camera at any time.

Start a Video Call

1. Select **Chat** from the Teams navigation pane.

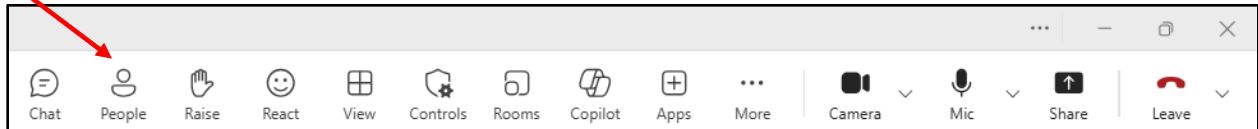


2. Open an existing **chat** or start a new chat.
3. Select **Video call** (camera icon) from the drop-down menu.

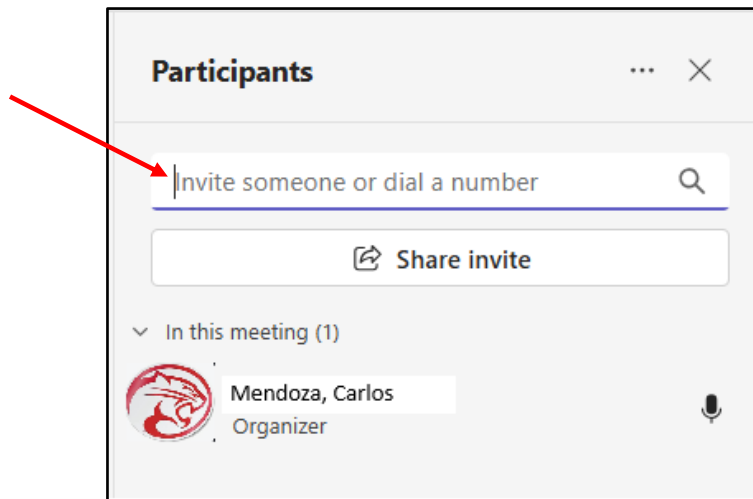


Add Participants to a Video Call

1. During the call, select **People** or **Participants** from the call controls.

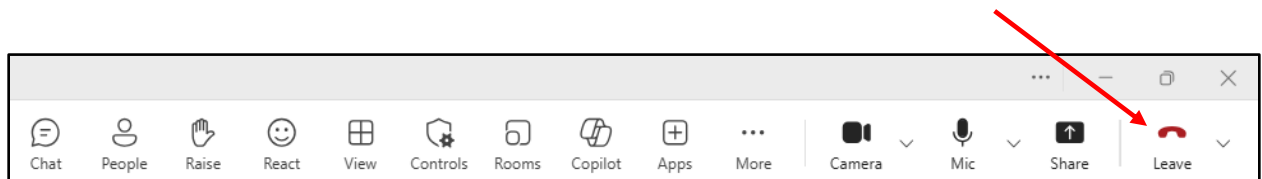


2. In the **Invite people** box, enter a name, phone number, or email address.
3. Select the **person** from the search results to add them to the call.



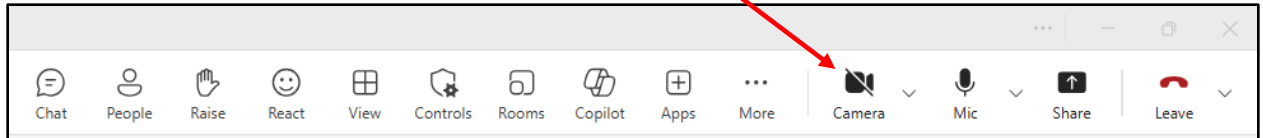
End a Video Call

1. Select **Leave** to leave the call.
2. If available, select **Leave** or **End call for everyone** (meeting organizers only).



Turn Video on or off During a Call or Meeting

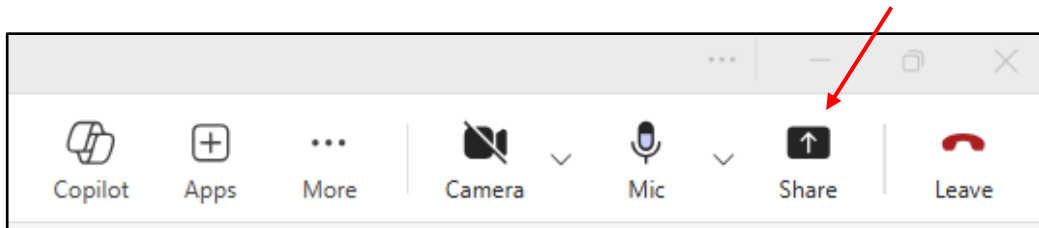
1. During a call or meeting, select **Camera** from the call controls to turn your video on or off.



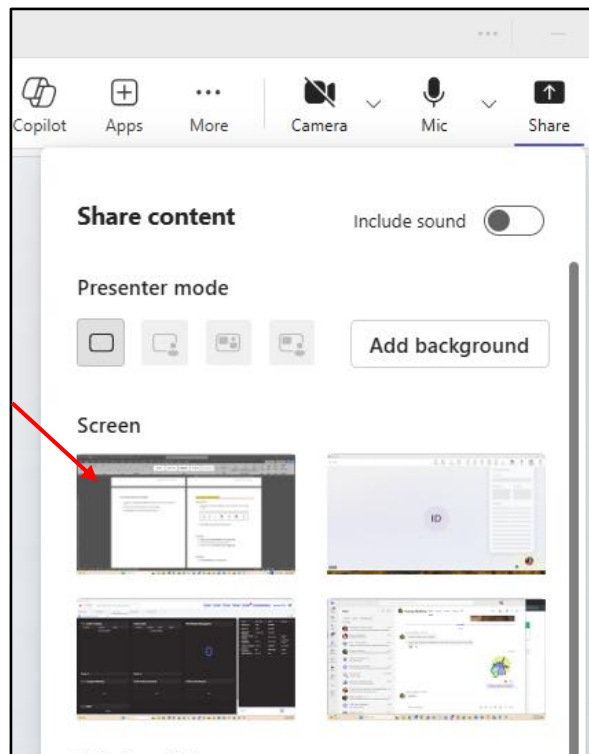
Share Content in Microsoft Teams

Share Your Screen

1. During a call or meeting, select **Share** (the screen-sharing icon) from the meeting controls.

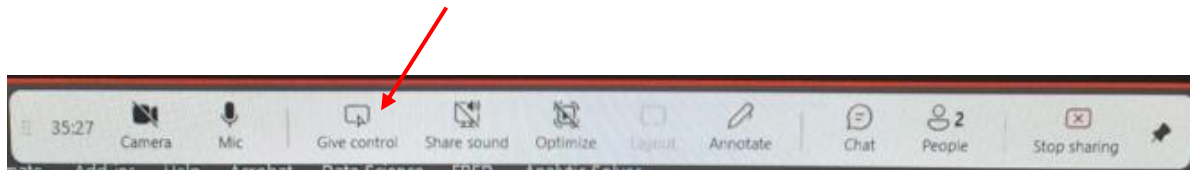


2. Under **Screen**, select the screen you want to share.

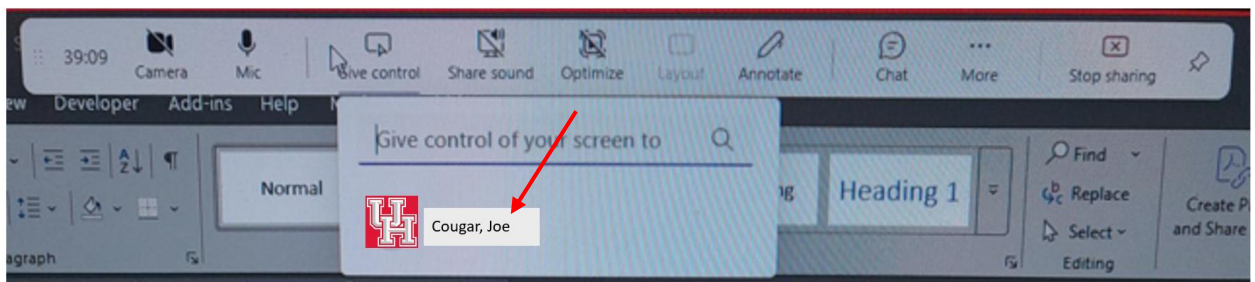


Give Control

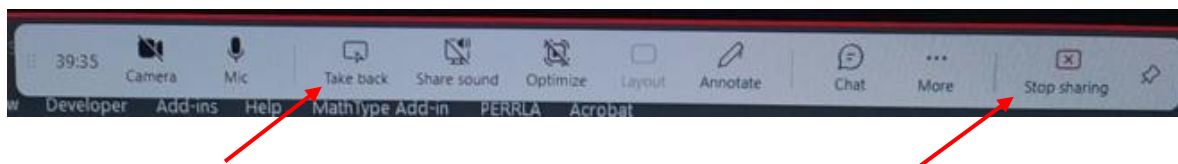
1. While sharing, select **Give control** from the sharing toolbar.



2. Select the participant you want to give control to.

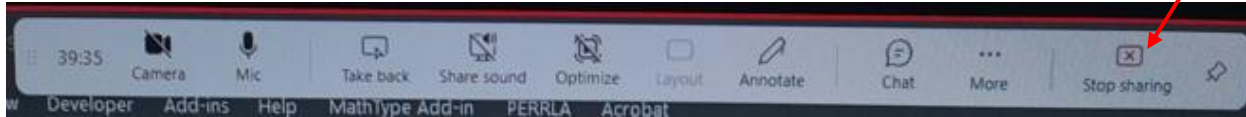


3. To regain control, select **Take back** or **Stop sharing**.



Stop Sharing

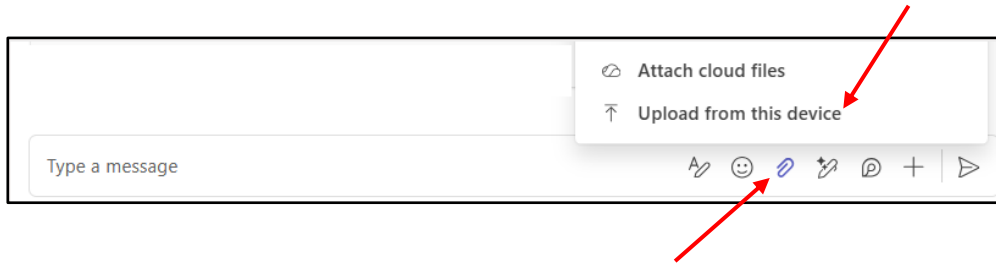
1. Select **Stop sharing** from the sharing toolbar.



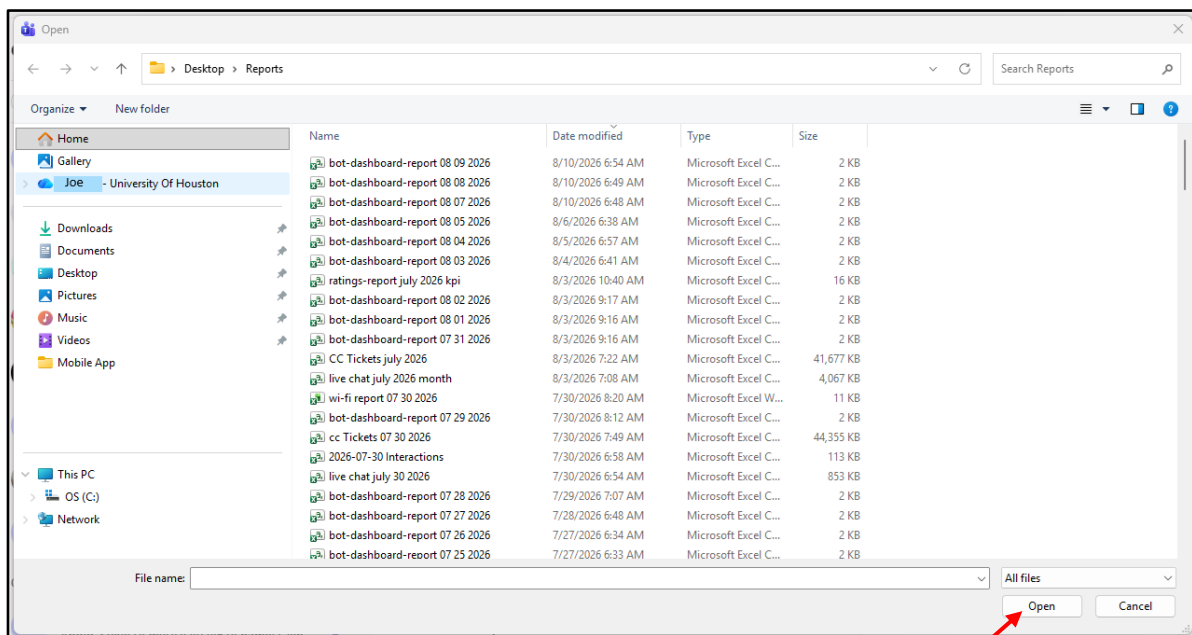
Share a File in Microsoft Teams

Sharing a file in a chat

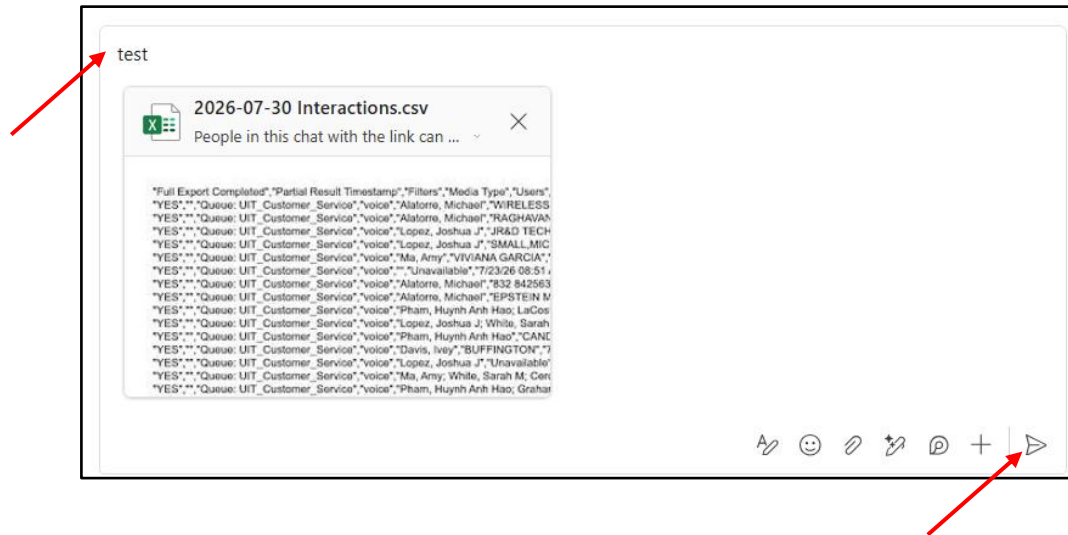
1. Open the chat where you want to share the file.
2. Select **Attach** (paperclip icon) below the message box.
3. Select **Upload from this device**.



4. Browse and select the file.
5. Select **Open**.

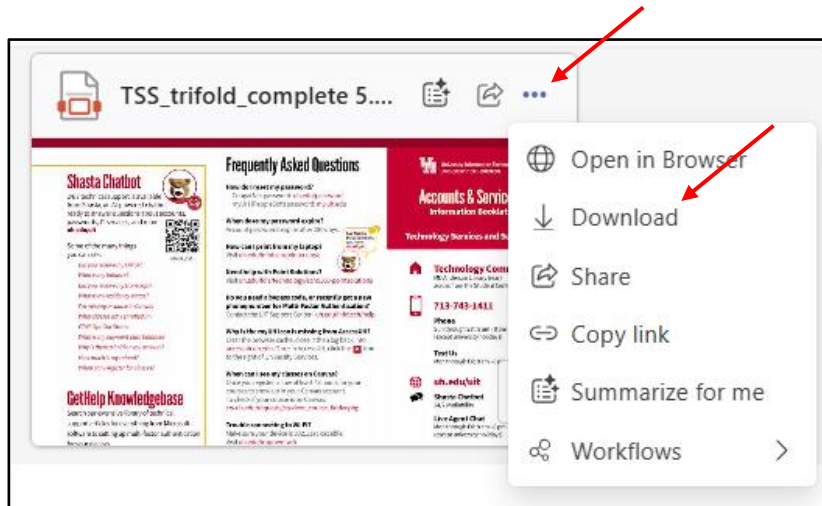


6. Add a message if desired, then select **Send**.

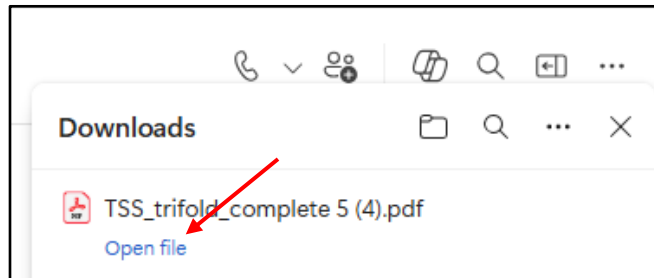


Save a file from a chat

1. Open the chat containing the file.
2. Select **More options (...)** next to the file.
3. Select **Download**.



4. Click **Open file**.

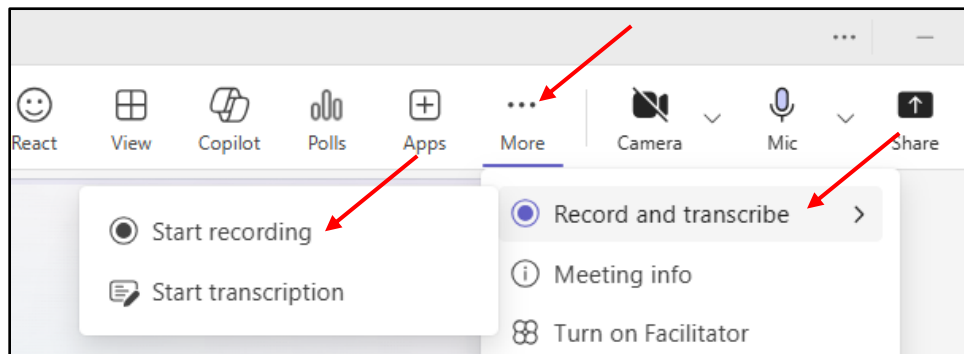


5. Once the file is open, click **File, Save As** and choose a folder location.
6. Select **Save**.

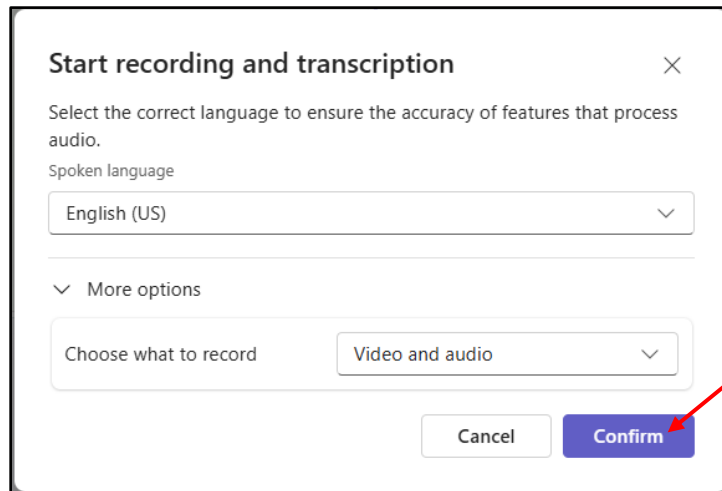
Record a Meeting in Microsoft Teams

Start Recording

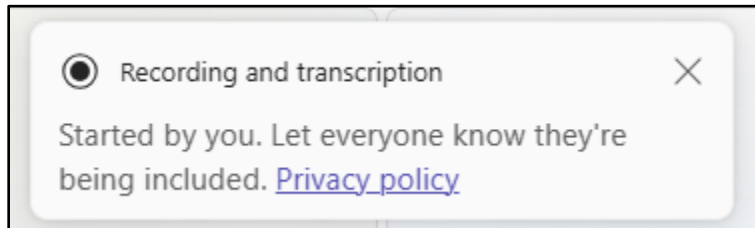
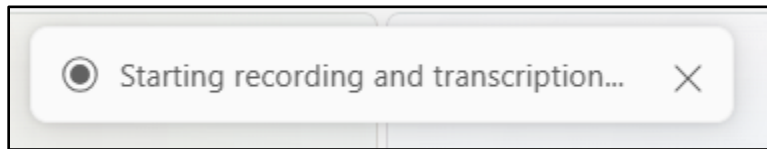
1. During a meeting, select **More (...)** from the meeting controls.
2. Select **Record and transcribe**.
3. Select **Start recording**.



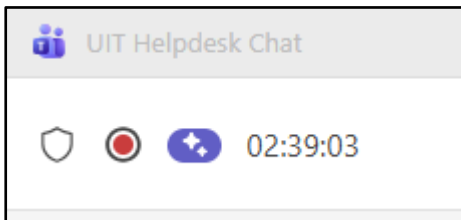
4. Click **Confirm**.



Note: A notification will appear to all participants indicating that recording has started.

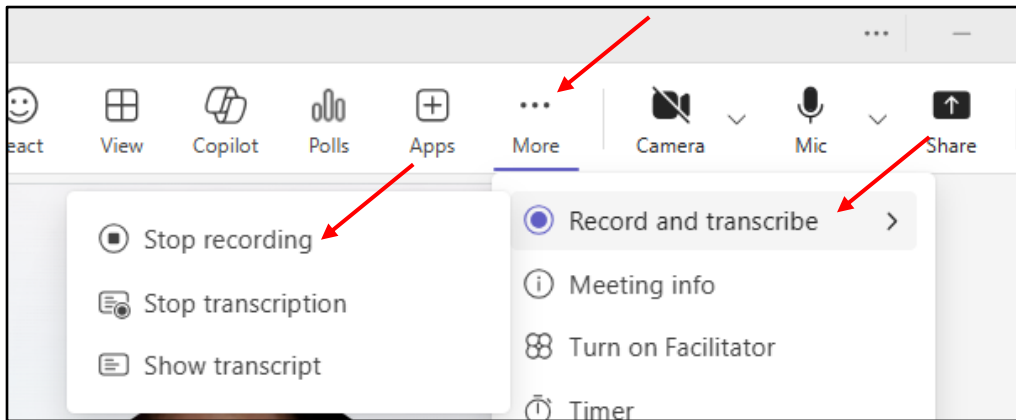


Recording Indicator: The red dot indicates that meeting recording is currently in progress.

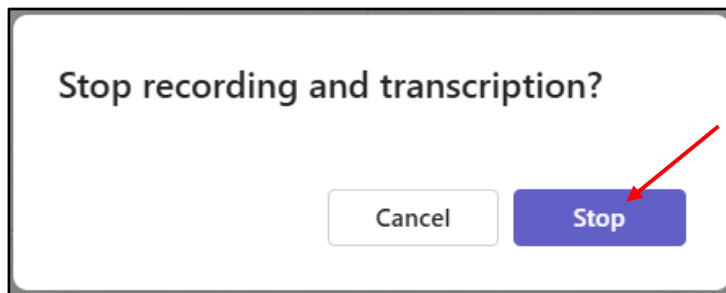


Stop Recording

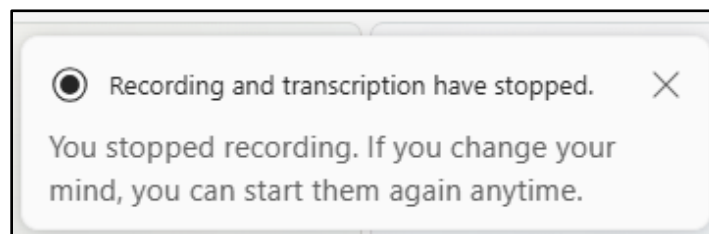
1. Select **More** (...) from the meeting controls.
2. Select **Record and transcribe**.
3. Select **Stop recording**.



4. Select **Stop**.

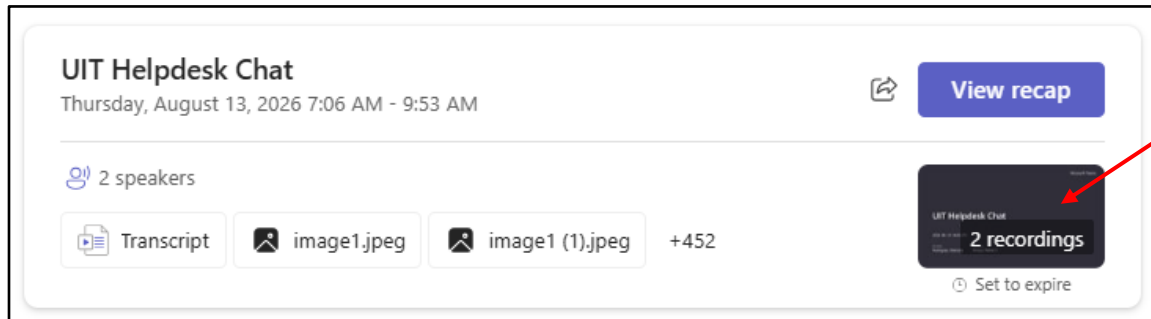


Note: A notification will appear indicating that the recording has stopped.



Access a Meeting Recording

1. Open the meeting **chat**.
2. Locate the meeting **recording**.
3. Select the **recording** to play it.

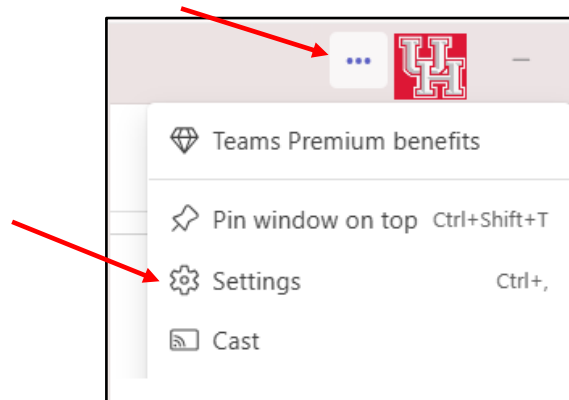


Assigning a Delegate

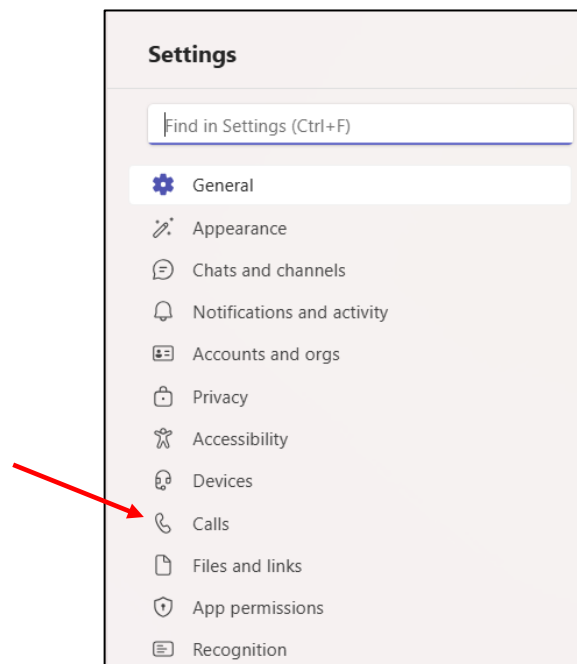
A delegate can make and receive calls on your behalf and manage certain call-related settings. Delegates are commonly used by administrative assistants and others who support users with high call volumes.

To assign a delegate

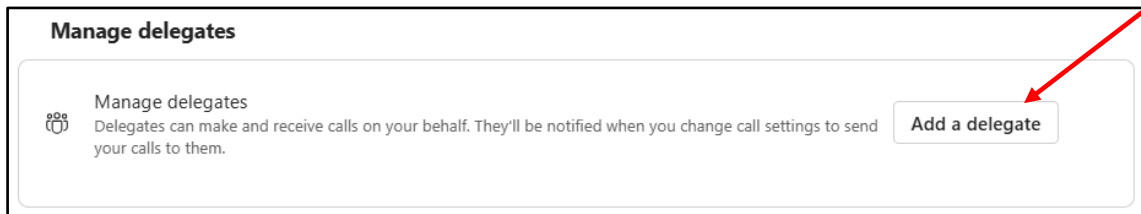
1. Select **Settings and more (...)** next to your profile picture, then select **Settings**.



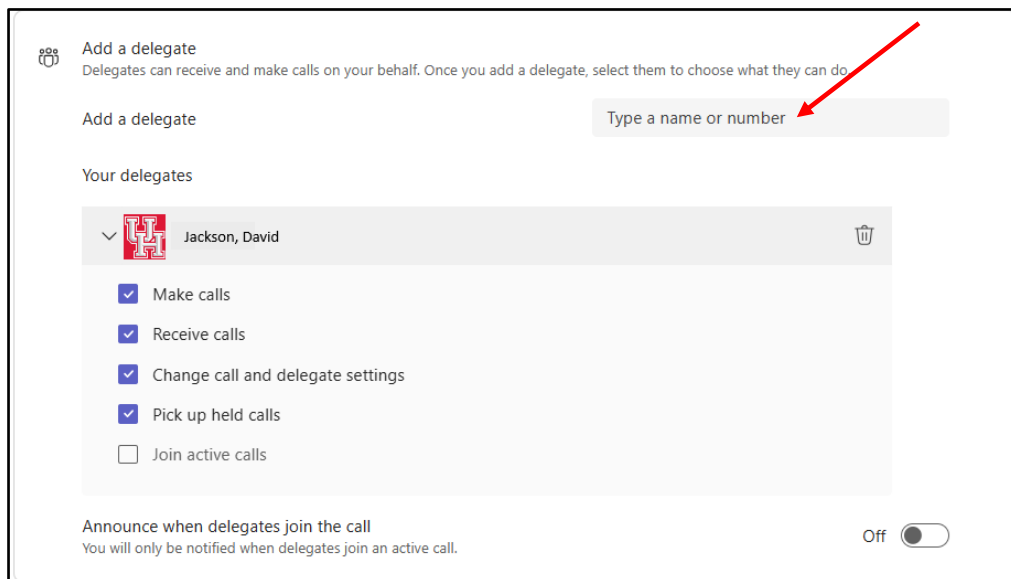
2. Select **Calls**.



3. Under **Manage delegates** or **Delegation**, select **Add a delegate**.



4. Enter the person's name in the **Add a delegate** box.
5. Select the **permissions** you want to grant.

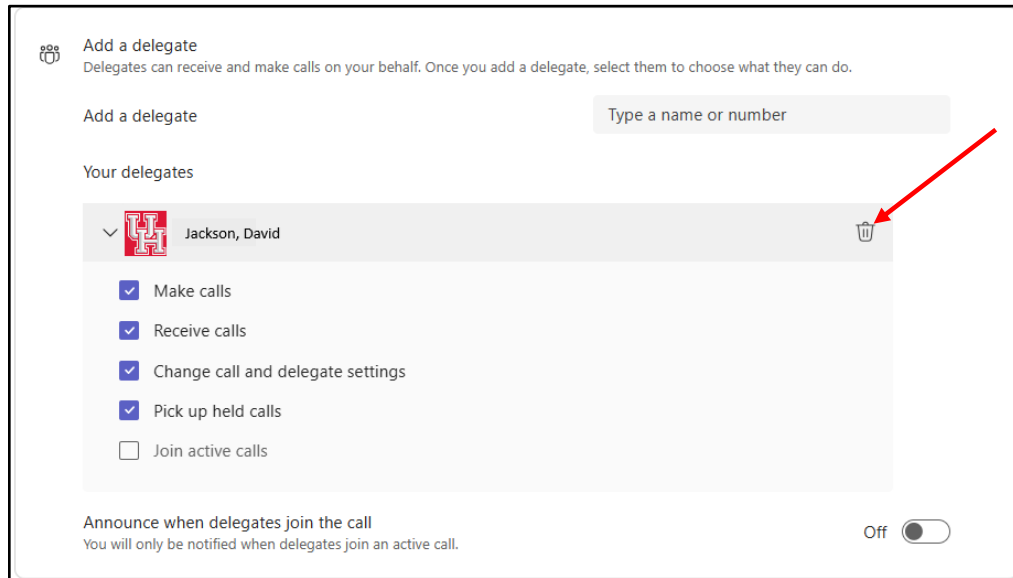


To manage or remove a delegate

- Uncheck the **permissions** you set for that delegate.

Or

- Click **Delete**.

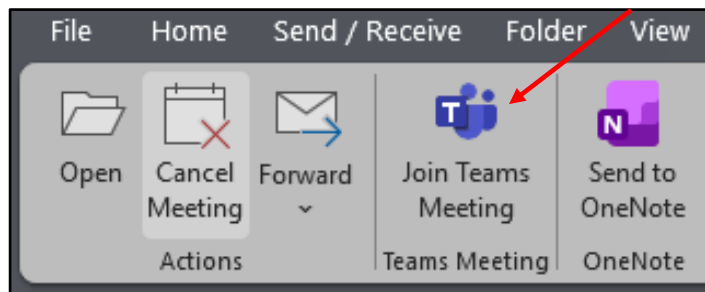


Schedule a Meeting on Behalf of Another User

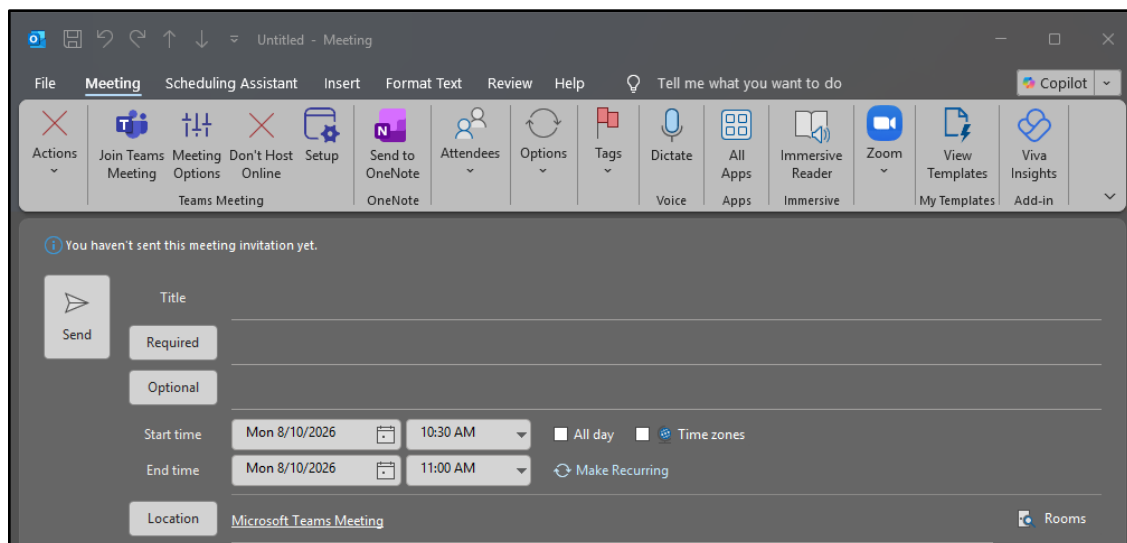
If you have delegate access to another person's calendar, you can schedule a Microsoft Teams meeting on their behalf using Outlook.

Updated Requirements

- You have delegate access to the person's Outlook calendar.
 - You are signed into Outlook and Microsoft Teams.
 - The person's account is configured to create Teams meetings.
1. Open the **calendar** of the person for whom you are scheduling the meeting.
 2. Create a **New Meeting**.
 3. Enable the meeting as a **Teams meeting**.



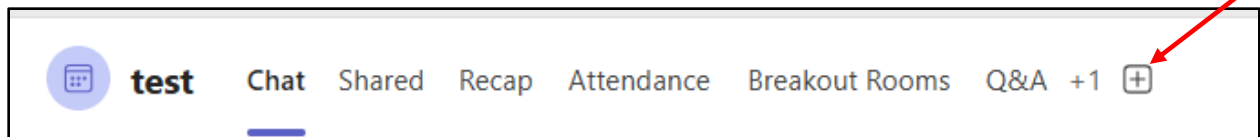
4. Enter the meeting title, attendees, date, time, and any meeting details.
5. Select **Send** to send the invitation to attendees.



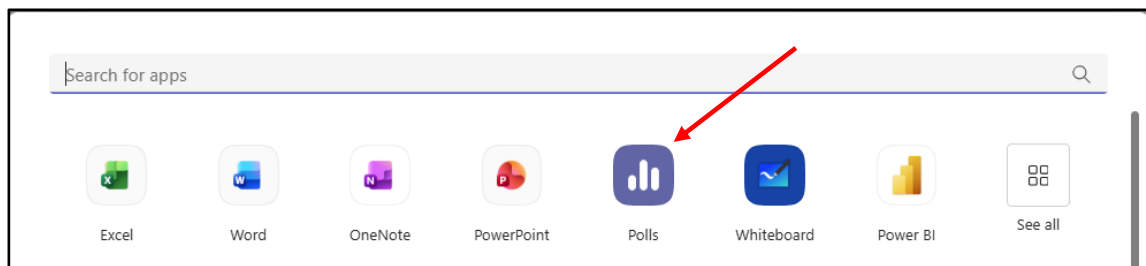
Create a Poll in Microsoft Teams

Use the Polls app in Microsoft Teams to gather feedback, collect responses, or conduct a quick vote in a chat, group chat, or channel.

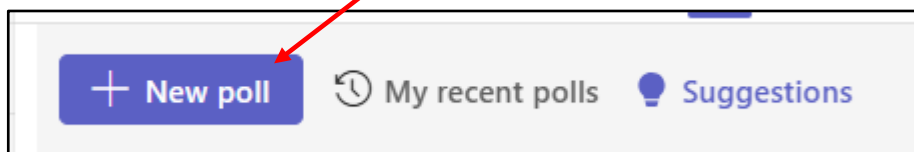
1. Open the chat, group chat, or channel where you want to create the poll.
2. Select **Add a tab (+)**.



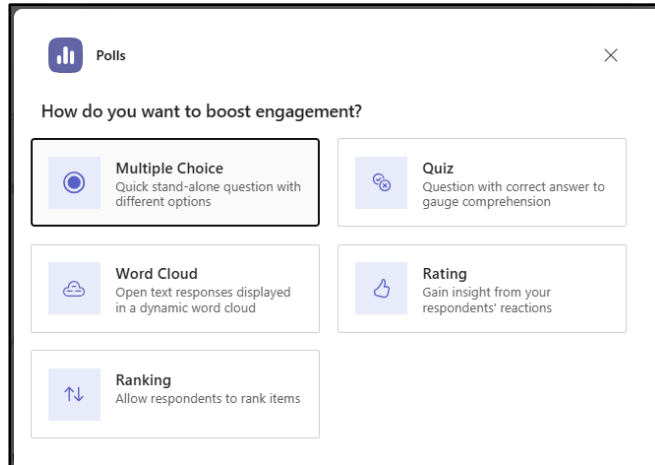
3. Search for and select **Polls**.



4. Click **New poll**.



5. Select the **Poll** type.



6. Enter your **question** and **response** options.

7. Click **Launch Now**.

