

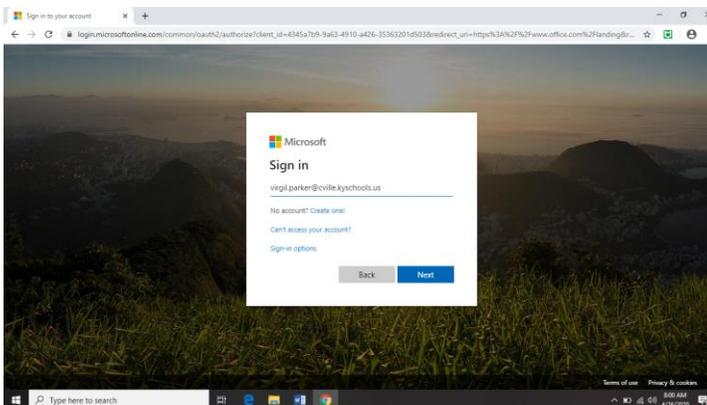
## Microsoft Teams – Getting Started.

These instructions are for using Microsoft Teams on a desktop. This is the easiest way to set up a meeting. Individual users can use mobile devices (iphone, android phone, ipad...) to attend meetings, but they will need to first download the free App – Microsoft Teams from their app store. (this is a normal app download, everyone downloads apps all the time)

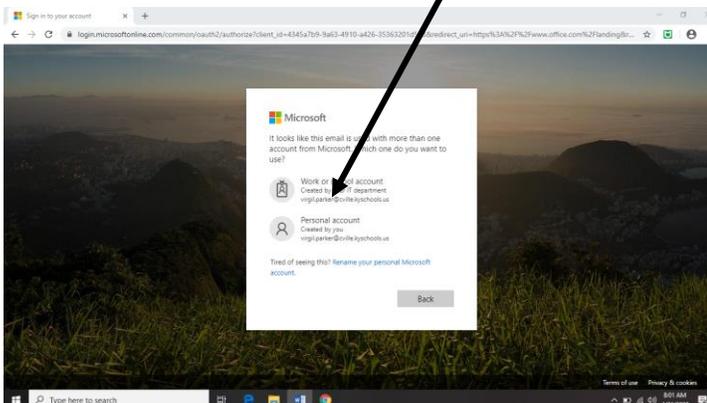
-first go to Cville Home page and click on the School Web Mail link



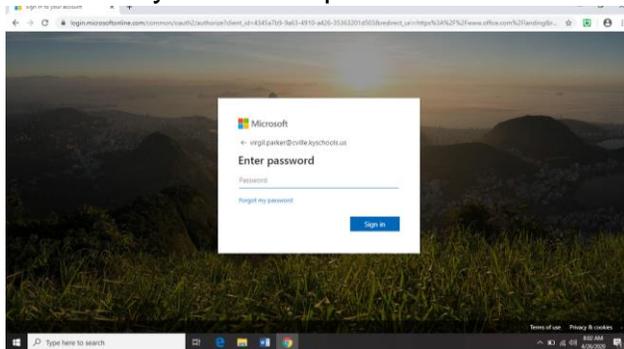
Login with your school credentials. Make sure to use your full email address, not just your username



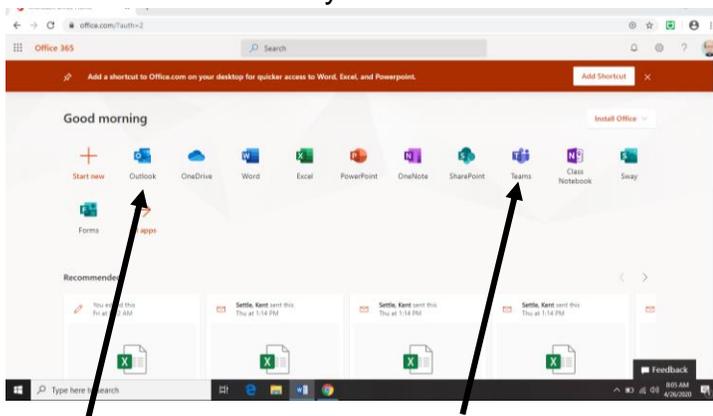
If prompted, select Work or school account



# And enter your school password

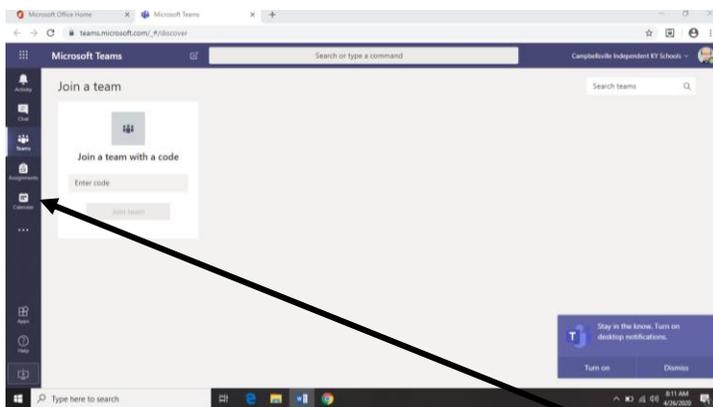


This is the first screen you see.

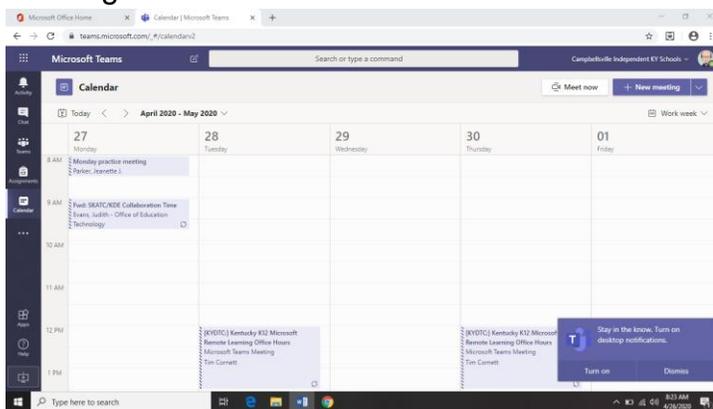


Outlook is for your email and Teams is for Microsoft Teams

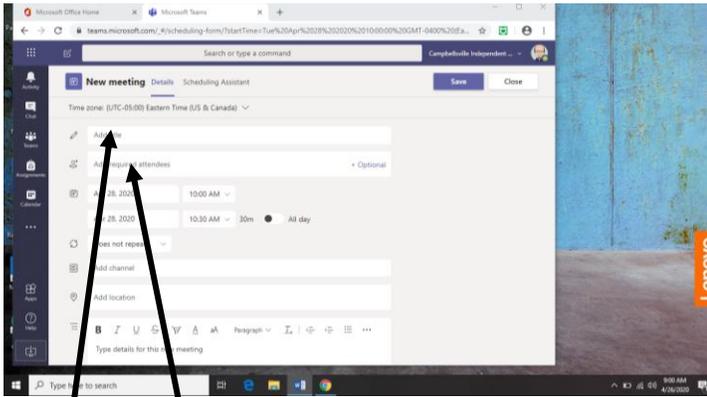
Below is the first screen you see when Teams opens



on the left side of the screen there is an icon for Calendar. This is where you will be setting up meetings. Below is what it looks like.



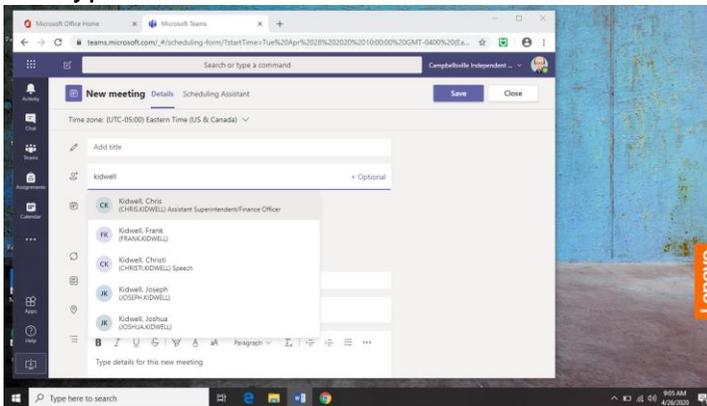
To set up a meeting, simply click on date and time you want the meeting and you will get the below screen.



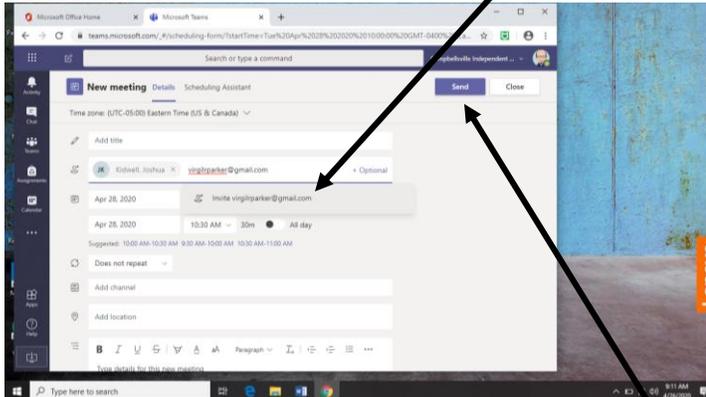
Notice several fields you need to fill out.

Add title- Give the meeting a meaningful name

Add required attendees- type in the email addresses of all you want to attend. Teams will search our users as you start typing the names. For instance, if I want to invite CHS student Cole Kidwell, I can type in Kidwell and Teams will find all Kidwells in our system and I can click on the one I need.



(notice also that I will also need to know Cole's actual first name.) After you click on one, then you can start typing in the name of your next attendee. Teams will only pull up a list of users in our domain. If you were wanting to invite someone from outside our domain, simply type in their email address and Teams will give you a link to invite that person to the meeting. Click on that and they will be included.



next you can set the suggested time for the meeting, the start time and the end time. The end time is the suggested part. The meeting will continue until you end it.

Once all the fields are complete click on the Send button. That will send an email to everyone in the list with a link to join the meeting. It will also set the meeting in everyone's calendar and they can join the meeting by clicking on the meeting in their calendar.