



# Student Guide – Preparing to use Teams

This guide will cover how to install Teams on your devices and the features relevant to your learning experience.

#### Contents

1	Free access to Microsoft 365	1
2	What will I use Teams for?	1
3	How do I install Teams?	2
4	How do I log in to Teams?	2
4	I.1 What if I already use Teams for work, another university, or in my personal life?	2
5	Do I need a camera and microphone?	3
6	Do I have to add my picture?	3
7	Do I have to join a Team?	3
8	How do I manage my notifications?	3
9	Get help	3

## 1 Free access to Microsoft 365

Microsoft 365 is available free for Murdoch students. You can install Office on up to 15 devices in addition to your Murdoch-supplied device if you have one, including:

- 5 computers (Windows or Mac)
- 5 tablets
- 5 smartphones.

Teams is just one app within Office 365 among many others available to you. For a full list, when you are logged in to myMurdoch Learning, open a new browser tab and enter office.com in the URL field.

### 2 What will I use Teams for?

Teams is an online tool that allows you to chat with people individually, within small groups, or within a Team. Depending on how Teams is being used in your units, you might use Teams to:

- · communicate and collaborate with teaching staff and fellow students
- participate in online lectures and tutorials (Teams Online Session)
- · complete group projects or form study groups



#### 3 How do I install Teams?

You can use Teams in your <u>browser</u>, or you can <u>download the desktop app</u> for both Windows and Mac. We recommend using the desktop app for full functionality.

# **Download Microsoft Teams for Windows desktop**

#### Teams for home or small business

Download Teams

#### Teams for work or school



#### **Download Teams for your desktop**



Ensure that you select *Teams for work or school*.

Teams is also available as a mobile app in both the iOS App Store and Google Play Store.

## 4 How do I log in to Teams?

Upon launching Teams for the first time, you will be asked to log in to your account. Enter in your username in the format of *yourstudentID@student.murdoch.edu.au* and click sign in. Then enter in your Murdoch password if prompted.

# 4.1 What if I already use Teams for work, another university, or in my personal life?

If you already have a Teams account you will not need to download Teams again. You will however need to become familiar with switching between Teams accounts. To do this, sign out of your current Teams account by clicking on your initials/photo and choosing *Sign out*. Then close the Teams app. On restarting the app you should see the option to *Use another account*. Select this and enter your Murdoch credentials.

In the future, your Murdoch account will appear in the list under Pick an account to continue.

## 5 Do I need a camera and microphone?

If you have no microphone or camera you can still join a Teams Online Session. You will just have no webcam image of yourself. You won't be able to communicate verbally, but you can still type in the chat.

## 6 Do I have to add my picture?

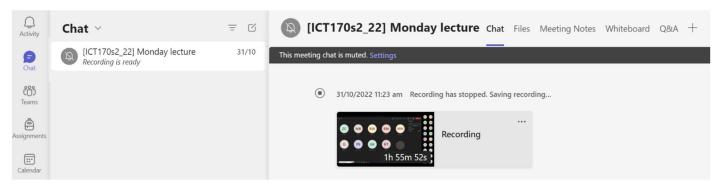
Adding a profile picture is optional. If you do add a picture, we recommend using one that is professional. Remember, you will be interacting with academic staff and potentially industry guests. To add your photo, click the circle in the top right corner, showing your initials. You will see a link there to add a picture.

If you decide not to add a picture, your picture will display as your initials.

## 7 Do I have to join a Team?

No, you do not have to join a Team. If your unit uses a **Teams class site** you will automatically be added. You do, however, have to join any **Teams Online Sessions** when scheduled.

After each session, a thread in Chat will automatically be created. This will contain all of the chat that occurred during the meeting, any files that were uploaded, and the final recording once processed.



## 8 How do I manage my notifications?

To manage your overall Teams notifications:

- click the three circles in the top right corner next to your initials or photo
- choose Settings
- choose Notifications

You can also customise notifications for individual Chat threads:

- click the 3 dots to the right of the title of the Chat, and choose Leave
- instead of leaving a Chat you may like to Mute or Hide the chat instead.

## 9 Get help

#### myMurdoch Student IT

Get connected with the technology, apps and facilities you need to support your studies.