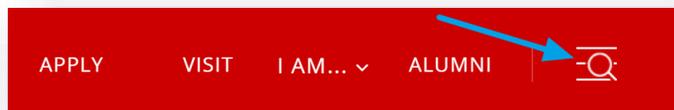


Teams for Students

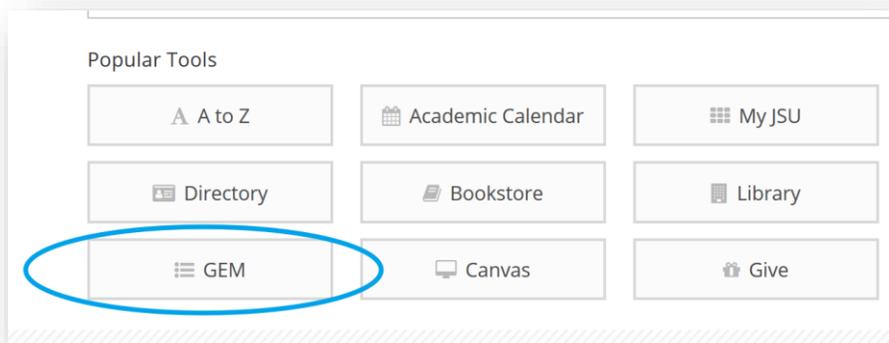
Part 1: Log in to GEM Email Account

Microsoft Teams is part of your Office 365 Suite at JSU. You can access your Teams app by logging into your GEM Office 365 email account. You can then download the Teams app from inside your email account. **Before we begin, make sure you are using Google Chrome or Mozilla Firefox.** Let's get started!

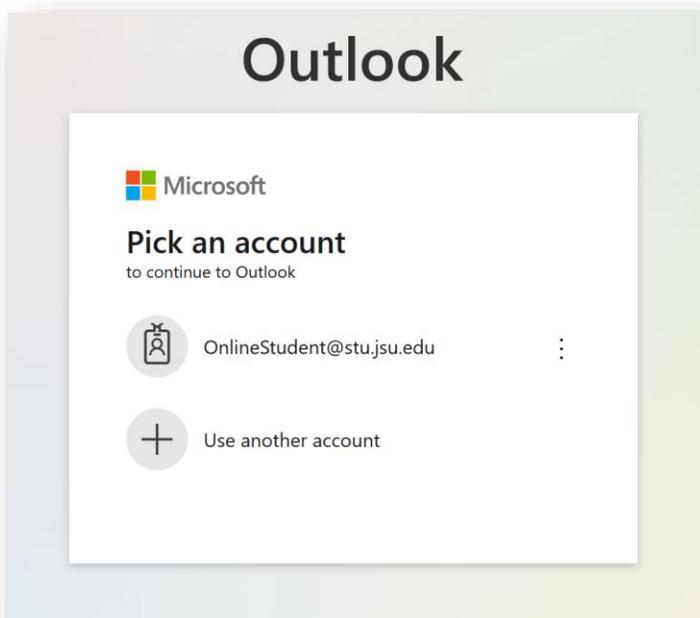
1. Log into your Office 365 email account. The easiest way to access your email address the first time is to go to the JSU website: <http://www.jsu.edu/>. Click on the magnifying glass on the homepage.



2. Click on GEM.

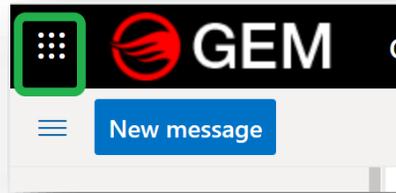


3. Log in to your GEM email account. (Log in with your email address and password.)

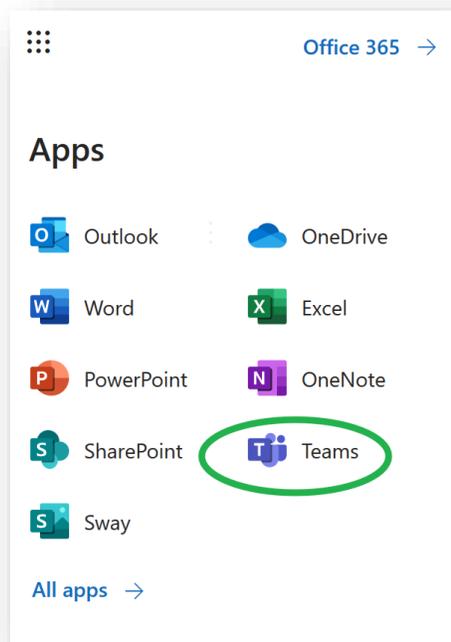


Part 2: Download the Teams Desktop App

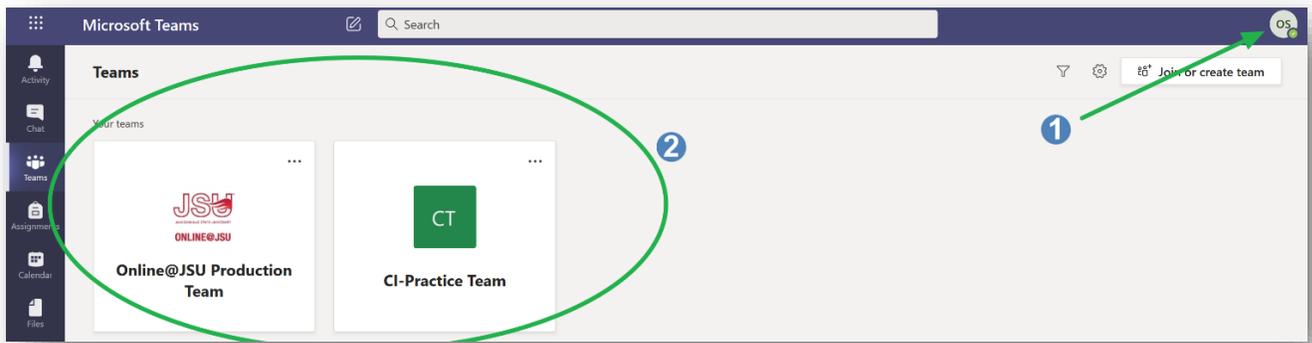
1. Once you are inside your office email account, click on the waffle iron icon in the top left-hand corner of the page.



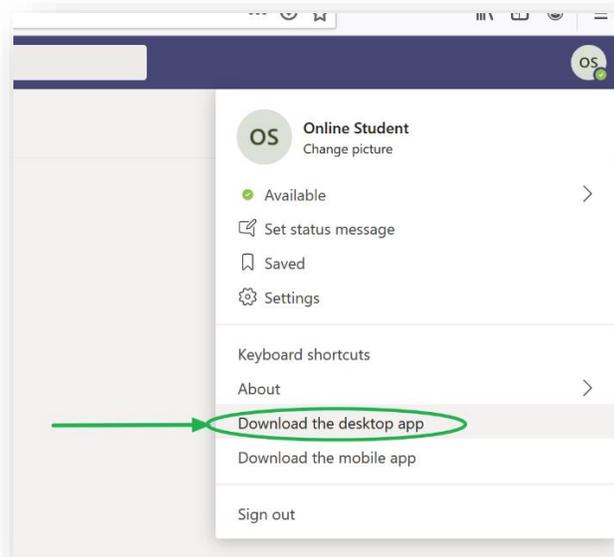
2. Click on the Teams link in the Office 365 app list.



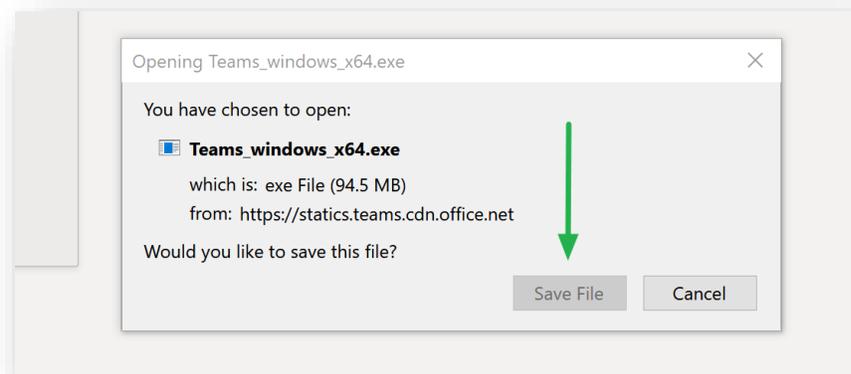
3. Teams will open in the Web Browser. You could land on your Teams course landing page where you will see your Teams courses [2]. **You do not want to use the web browser version of Teams. You want to use the Desktop App version of Teams.** Click on the icon in the top right-hand corner of the Teams page with your initials on it [1].



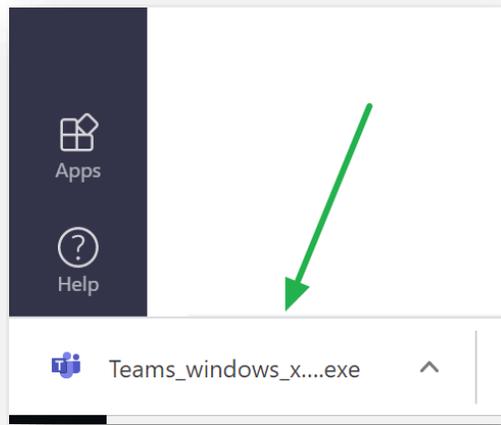
4. The first time you click on the icon, it may load an entirely new page. If it does, you will see an option to download the Teams desktop app---click on the link to download the desktop app. However, if it does not load on an entirely new page, you will see a link called “Download the desktop app.” Click on it.



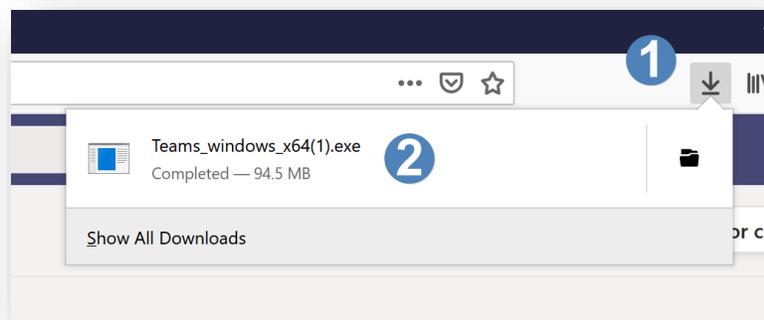
5. **If you are using Mozilla Firefox, click on “Save” in the popup box.**



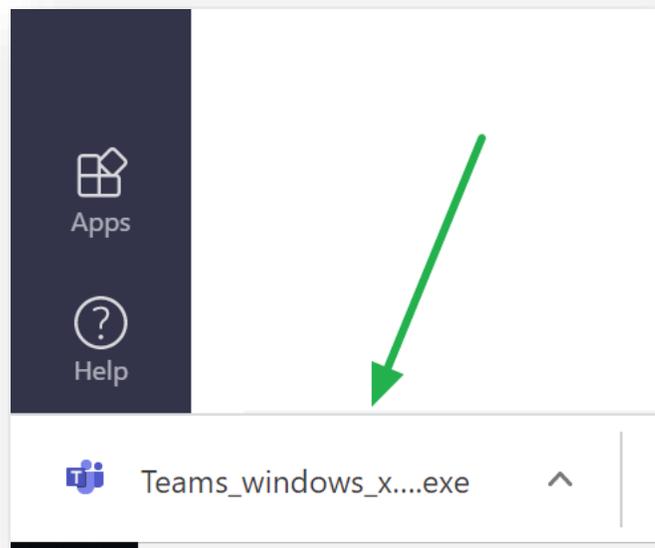
If you are using Google Chrome, Teams will load on the bottom left-hand corner of the page.



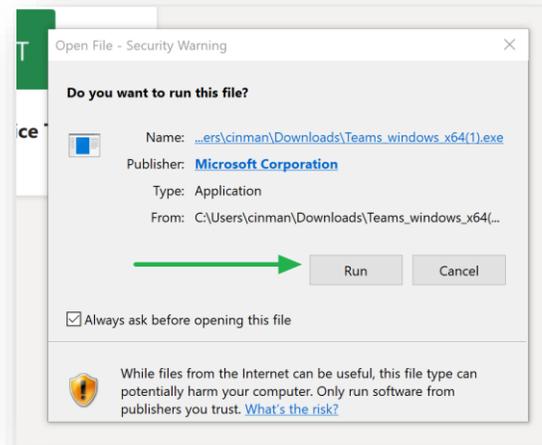
6. **For Firefox:** Click on the arrow [1] and then click on the file [2].



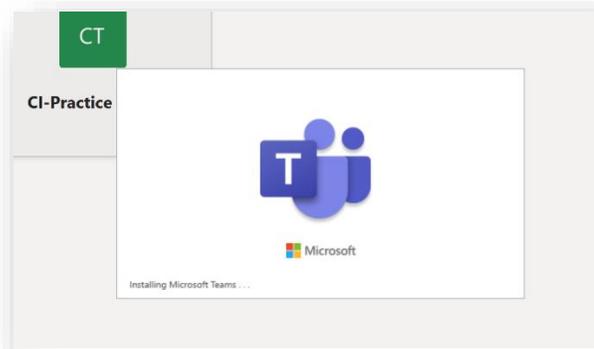
For Google Chrome: Click on the icon that has loaded in the bottom left-hand corner of the page.



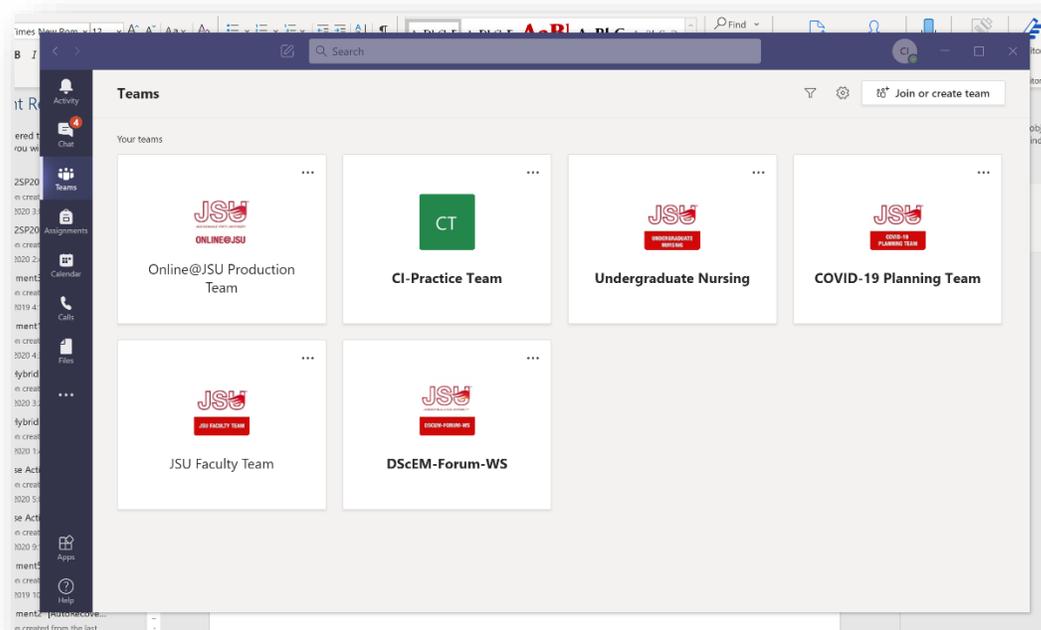
7. For Mozilla Firefox and Google Chrome: Click on Run.



8. You will see Teams initialize.



9. The Teams Desktop App will load and appear on your computer screen. Success!!!

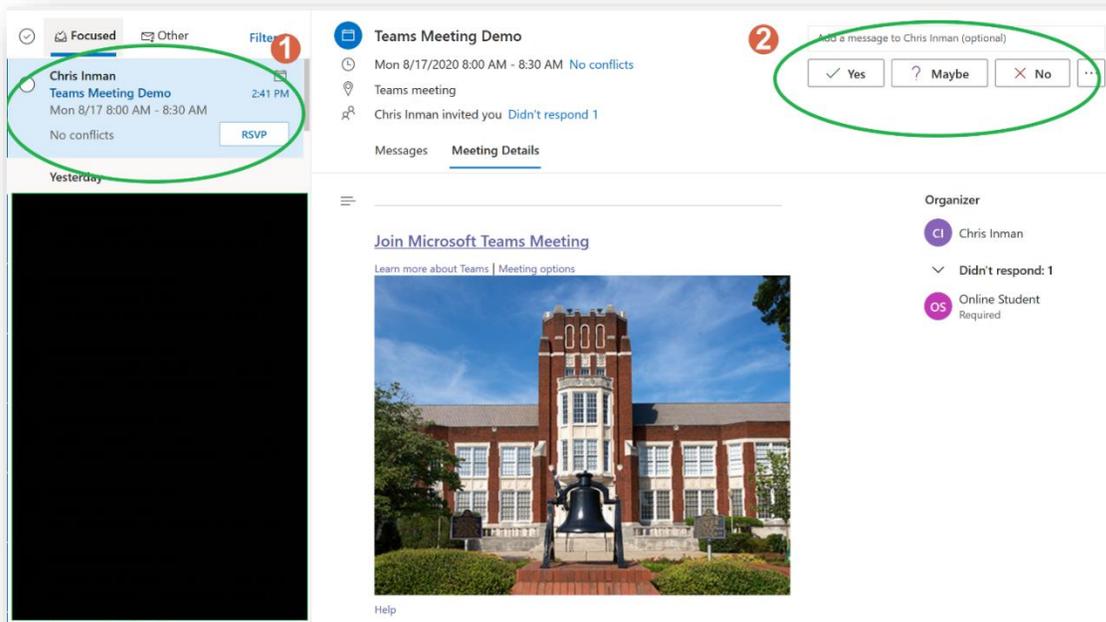


Part 3: Accessing a Teams Meeting

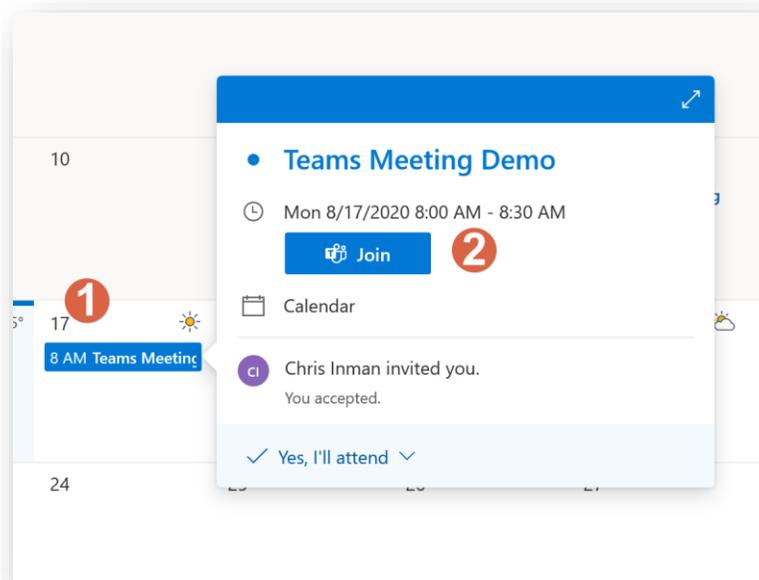
There are two ways an instructor can invite you to a Teams meeting.

Way Number 1: If an instructor invites you to a Teams meeting via their personal Outlook calendar--

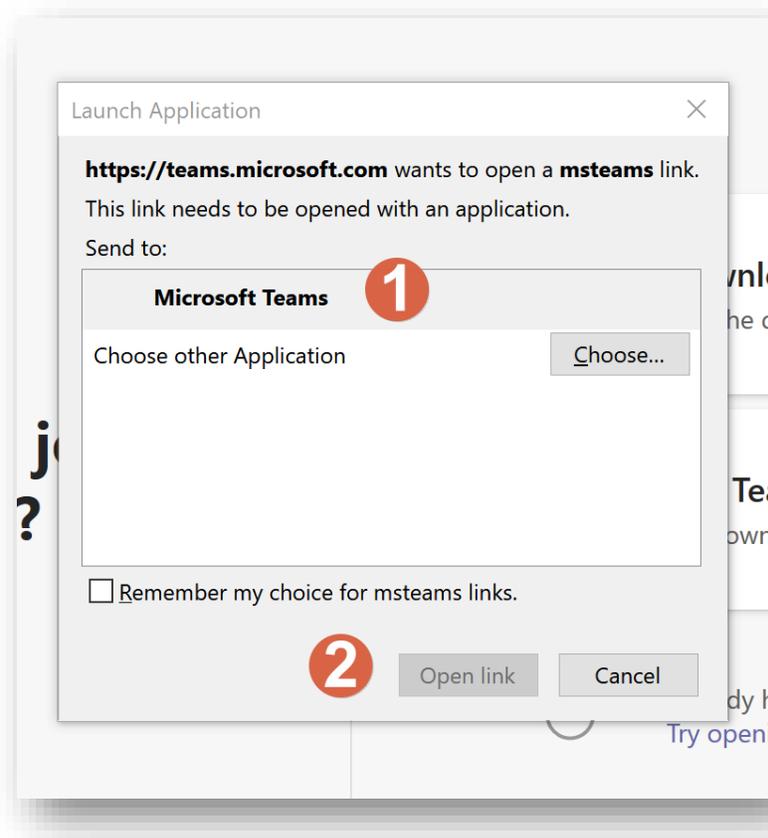
1. When an instructor invites you to a Teams meeting, you will receive an invitation in your GEM Outlook Email Account [1]. Click on “Yes” to add the meeting to your outlook calendar [2].



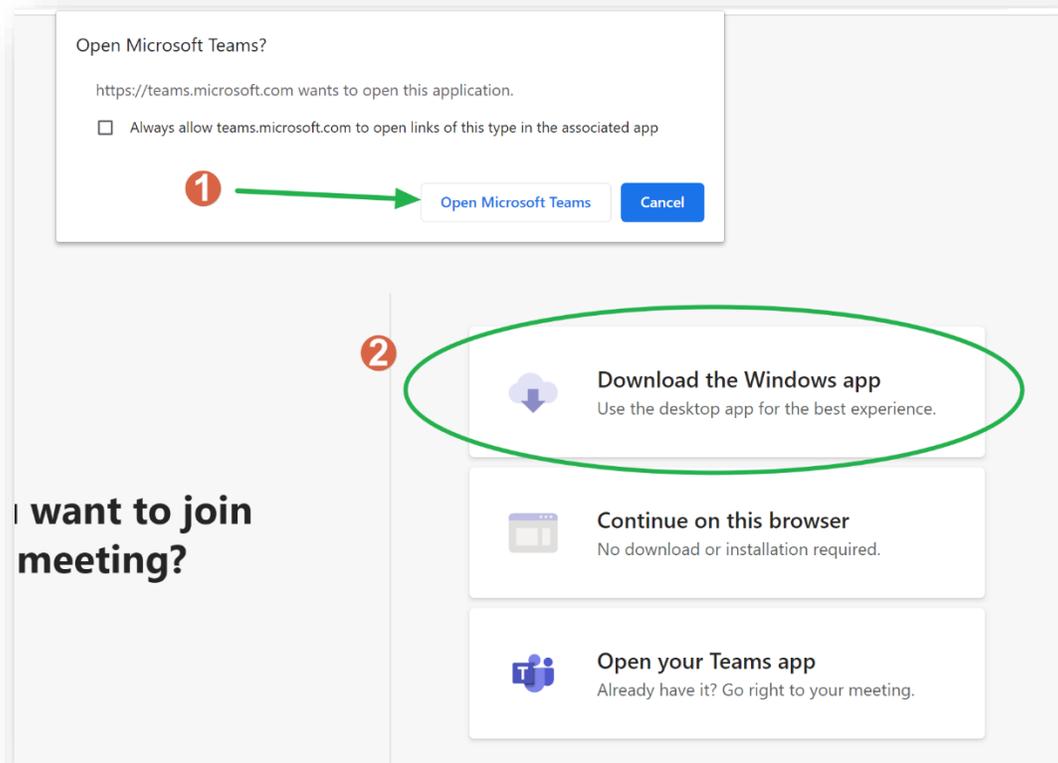
2. The Teams meeting will be added to your Outlook Calendar. To access your meeting, click on the meeting link in your Outlook calendar [1]. Then, click on the “Join” button [2].



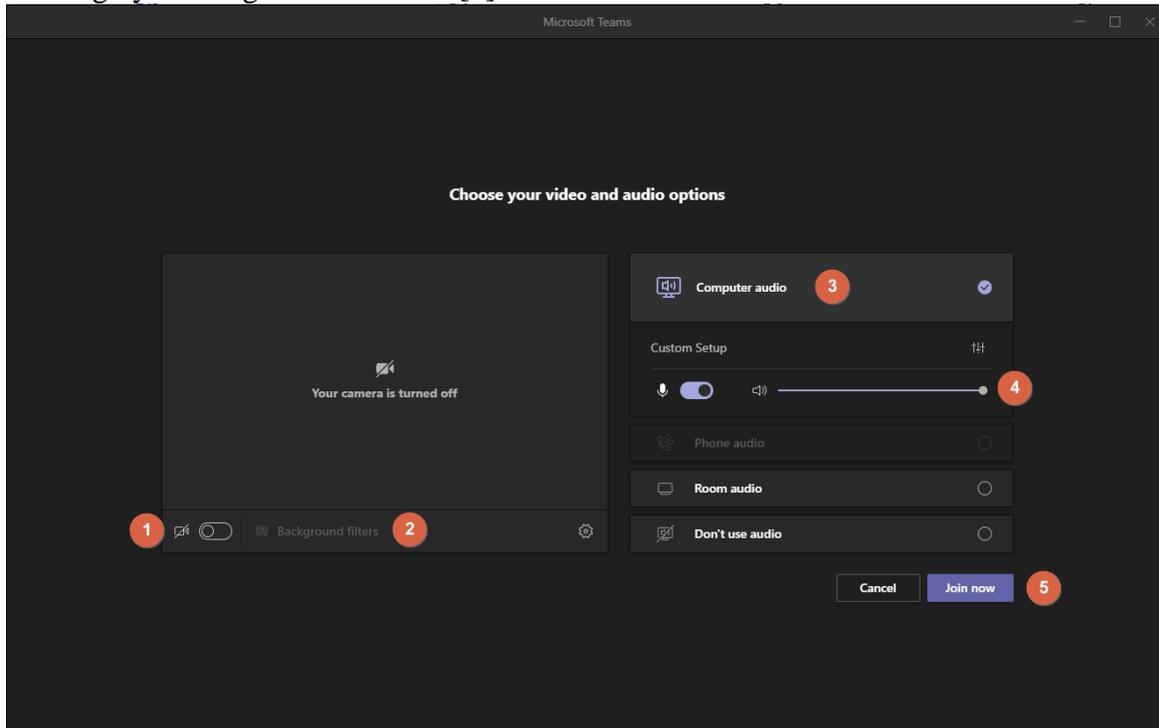
3. **If you are using Mozilla Firefox:** click on Microsoft Teams [1] and then click on Open Link [2].



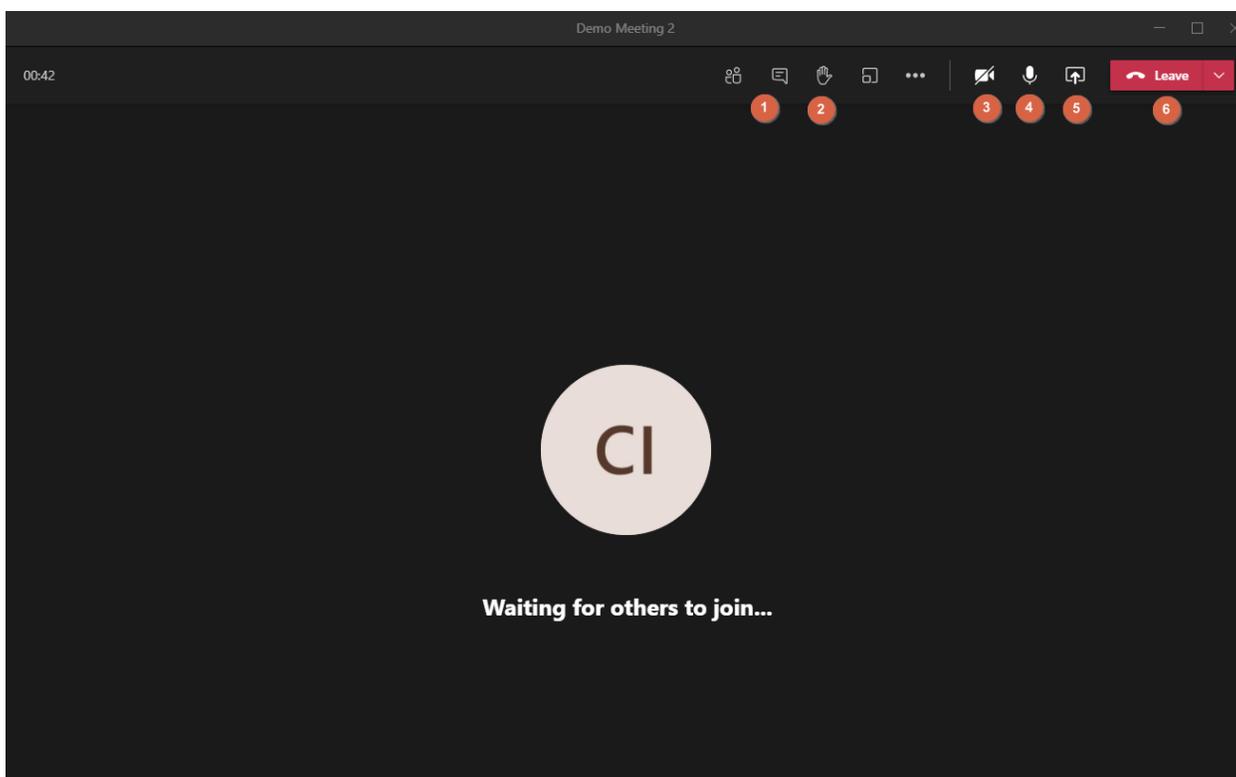
If you are using Google Chrome: click on “Open Microsoft Teams” [1]. If you have never downloaded the app, click on “Download the Windows app” [2].



4. You will see your webcam selection [1]. If you enable your webcam at this point, you can click on 'Background filters' [2] and choose a background filter. For large scale class meetings, we recommend leaving your webcam disabled until an instructor asks you a question or requests that you enable your webcam. You will also see your computer audio [3] and microphone volume level [4]. You can join the meeting by clicking on 'Join Now' [5].



5. **If you are using Mozilla Firefox or Google Chrome:** make sure you turn off your webcam [1] and microphone [2]. Then, click on the "Join Now" button [3].
6. You will then be inside the Teams virtual meeting.



You will see the following options:

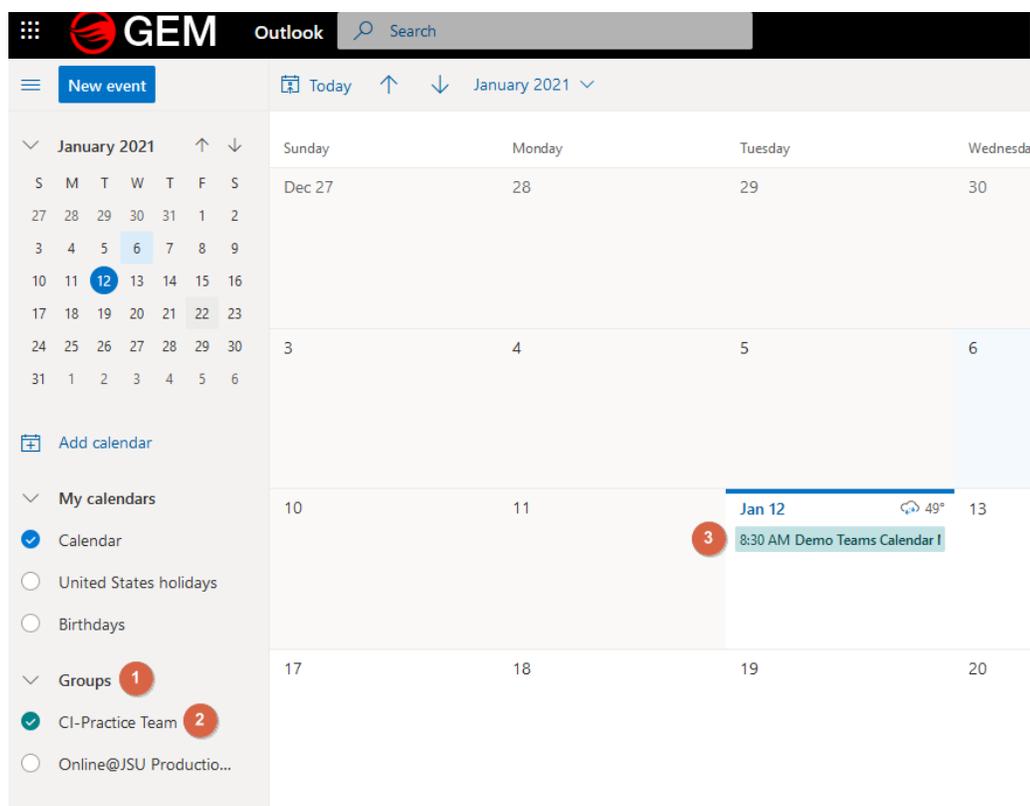
- 1 = text chat
- 2 = raise your hand microphone (turn off unless you are speaking)
- 3 = webcam (turn off unless you are speaking)
- 4 = microphone
- 5 = share (desktop or PPT)
- 6 = leave the meeting

Note for Mac users: if you are using a Mac and you experience any issues attempting to share your screen, follow these steps: https://airmore.com/fix-microsoft-teams-screen-sharing-not-working.html#_1

If you experience any issues, contact Online@JSU for assistance.

Way Number 2: If an instructor invites you to a Teams meeting via the course Team from the calendar inside the Teams app—

1. Login to your GEM Office 365 Outlook email account and go to your outlook calendar. Under Groups [1] you will see your course Team group [2]. If it is not enabled, click on it and enable it. Once you enable it, the course meeting invitation will appear on your Outlook calendar [3].



2. Click on the meeting in the Outlook calendar [1] and click on the Join button to join the meeting [2].

You would then follow steps 3 through 6 in Way Number 1; these steps are identical.

Note for Mac users: if you are using a Mac and you experience any issues attempting to share your screen, follow these steps: https://airmore.com/fix-microsoft-teams-screen-sharing-not-working.html#_1

If you experience any issues, contact Online@JSU for assistance.

Updated Spring 2021