

## QUICK START GUIDE FOR MICROSOFT TEAMS

Teams is the new collaborative workspace using Microsoft's Office 365 (O365). With Teams, you can bring together conversations, content, documents, chat, and video - all in one place to make working with your team simpler and more efficient.

### Accessing Team

#### Teams via the Web

1. **Open** a web browser and go to <http://www.lehman.edu/logins/>
2. Click on **Login** and then click on **Microsoft Office 365** under CUNY Logins
3. **Click on LOG INTO OFFICE 365**

Microsoft Office 365 for Education (For Students) NEW

Microsoft Office 365 for Education (For Faculty and Staff)

The City University of New York provides Microsoft Office 365 for Education to students at participating colleges via the Microsoft Office in Education program. The license you leave the University, at which point it will be in read-only mode and you will be prompted to pay a license fee to Microsoft or stop using Microsoft Office 365 for Education.

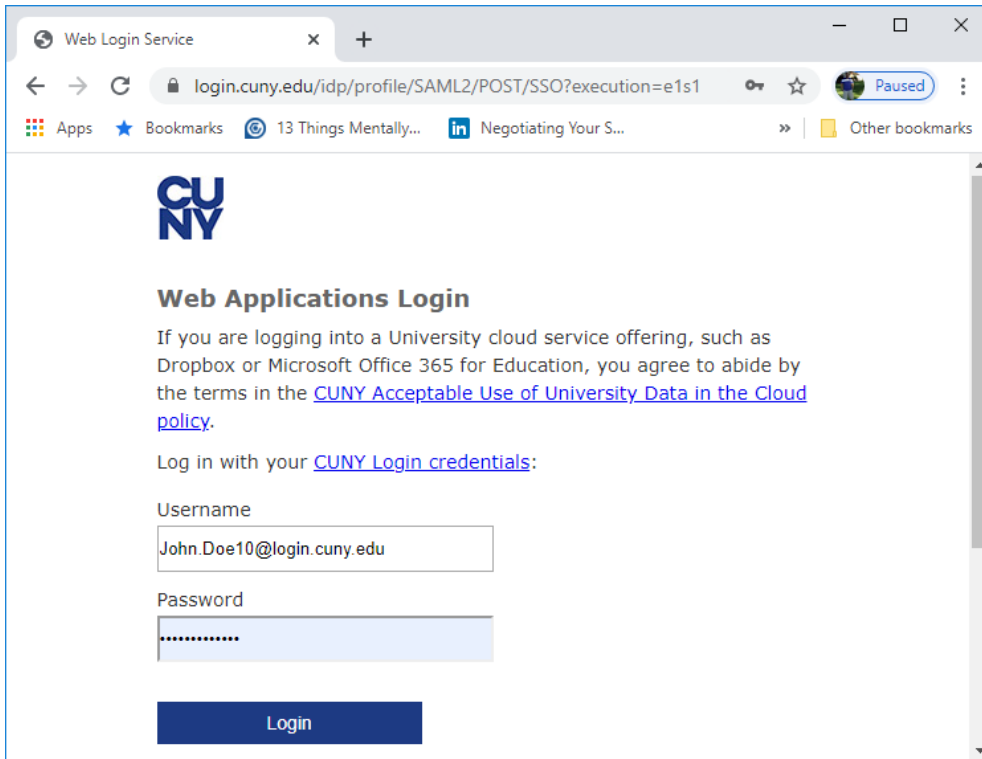
The Microsoft Office 365 for Education cloud applications and services vary by college but always include Outlook, online Microsoft Office and the downloadable Microsoft Office 365 ProPlus suite of Microsoft Office applications.

Students should visit their college website's technology pages or contact their college Help Desk to confirm participation and login credentials for the Microsoft Office 365 for Education program. Once confirmed, students can log in at <https://login.microsoftonline.com>.

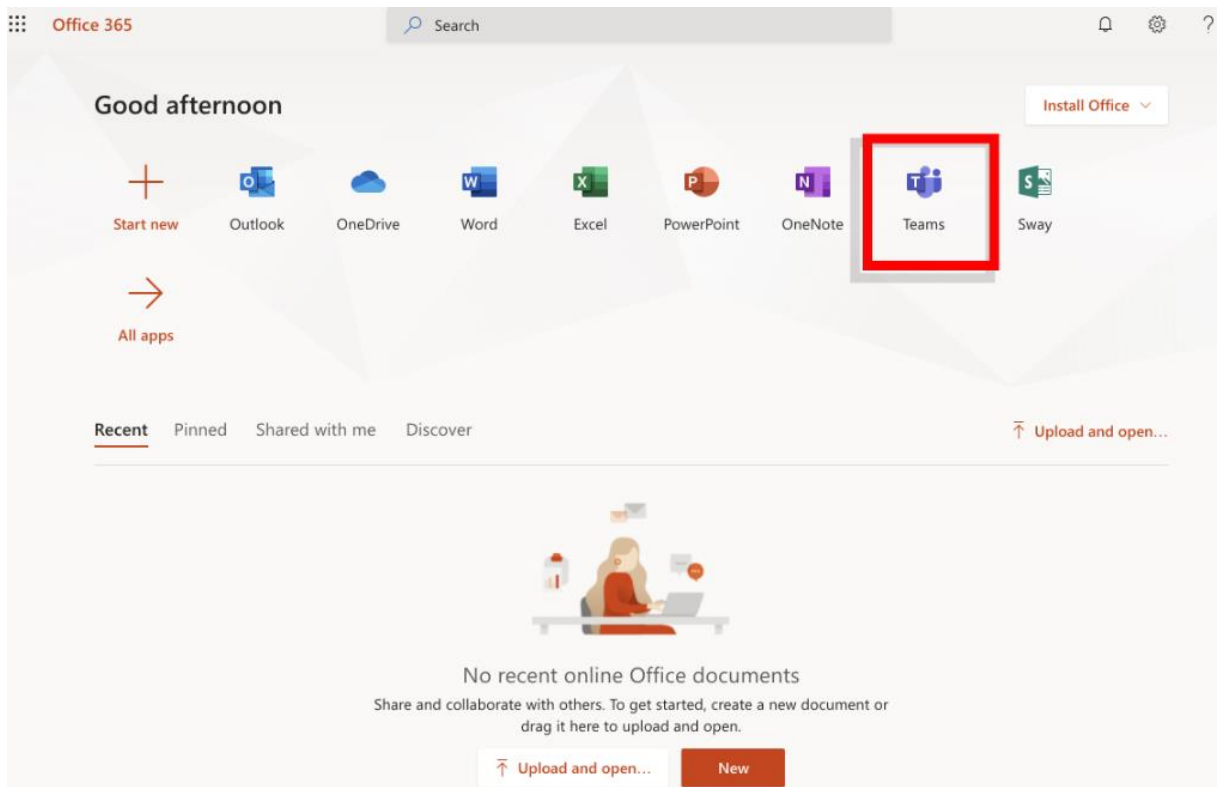
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Please review the [Acceptable Use of University Data in the Cloud Policy](#) PDF before storing, syncing, and/or sharing data in any of cloud service, including Microsoft Office 365 for Education. The following table summarizes what data can be stored so data is protected from unauthorized access.

4. Log in with your **CUNY Credentials** ([firstname.lastname##@login.cuny.edu](mailto:firstname.lastname##@login.cuny.edu)).



Scroll down and select **Teams** from the list of applications – This opens the Teams web app.



## Help Resources

### Teams Basics

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- [Microsoft Teams Training](#)
- [Teams Tips](#)
- [Microsoft Teams Quick Start Guide](#)

### Meetings & Organization

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- [Meeting and Calls in Teams](#)
- [Record a meeting in Teams](#)
- [Use Planner in Microsoft Teams](#)
- [Microsoft Teams: Using Planner to stay organized](#)

### Teams & Channels

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- [Organizing teams and channels](#)
- [Overview of teams and channels](#)
- [Favorite and follow channels](#)
- [Work in channels](#)
- [Video: Filter your activity feed](#)
- [Video: Manage notification settings](#)

### Chat & Calls

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- [Start chats and make calls](#)
- [6 things to know about chat in Teams](#)
- [Share your screen in a chat or call](#)
- [Contact groups in Chat](#)

Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-1111 or [help.desk@Lehman.cuny.edu](mailto:help.desk@Lehman.cuny.edu) if further assistance is needed.