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/](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**
4. Log in with your CUNY Credentials (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

- Microsoft Teams Training
- Teams Tips
- Microsoft Teams Quick Start Guide

Meetings & Organization

- Meeting and Calls in Teams
- Record a meeting in Teams
- Use Planner in Microsoft Teams
- Microsoft Teams: Using Planner to stay organized

Teams & Channels

- 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

- 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 if further assistance is needed.