

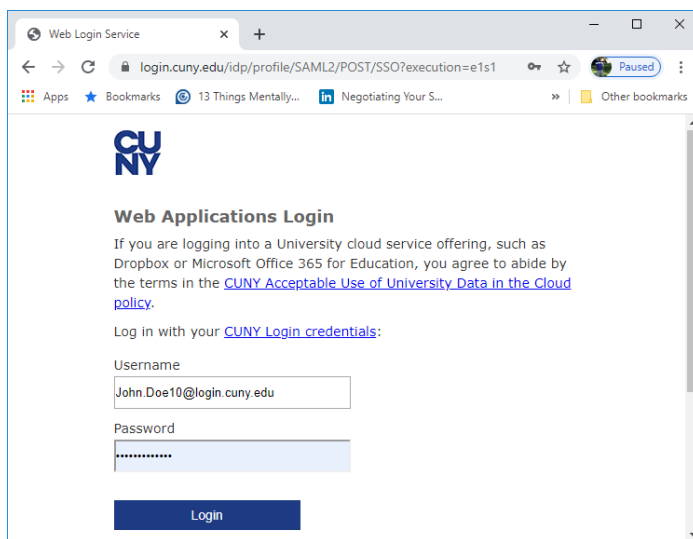
QUICK START GUIDE FOR MICROSOFT TEAMS

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

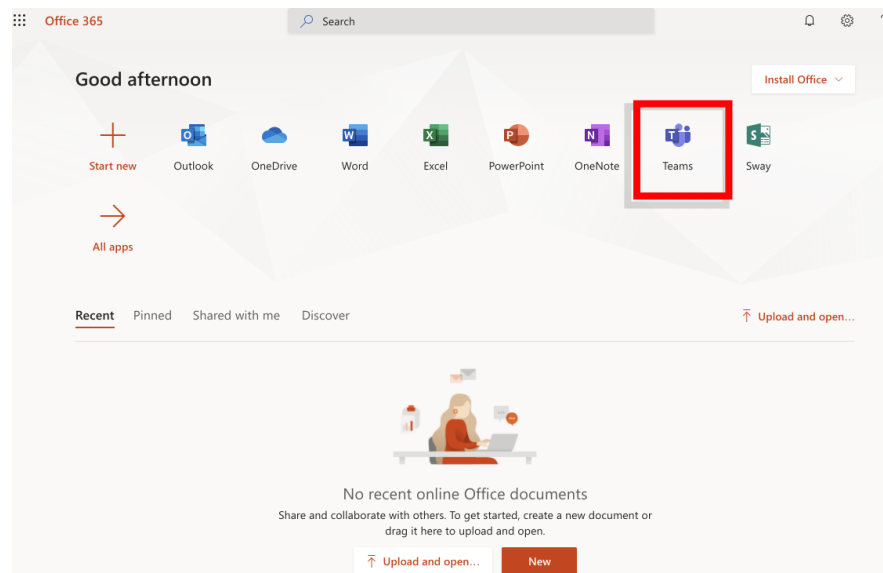
Accessing Team

Teams via the Web

1. **Open** a web browser and go to <http://www.lehman.edu/logins/>
2. **Click on Office 365 -> Click on LOG INTO OFFICE 365**
3. Log in with your **CUNY Credentials** (firstname.lastname##@login.cuny.edu).

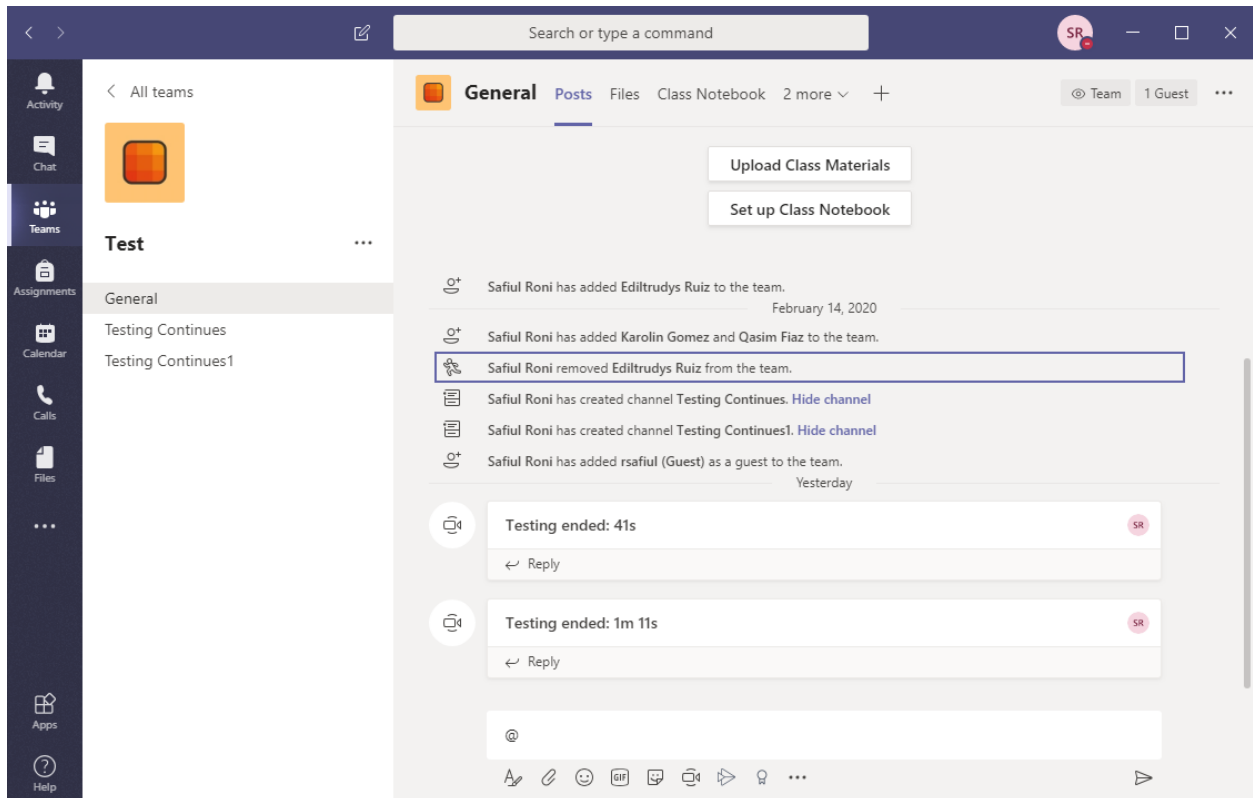


Scroll down and select **Teams** from the list of applications – This opens the Teams web app.



Teams on Personal Desktops and Laptops (Desktop Client)

1. Go to www.google.com and search for Teams desktop client or click on [here](#) and click to **Download Desktop App**.
2. Once installed, **launch** Teams and **sign in** with your CUNY credentials (firstname.lastname##@login.cuny.edu) and then click on Teams.



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.