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](http://www.google.com) and search for Teams desktop client or click on [here](http://www.google.com) and click to Download Desktop App.

2. Once installed, launch Teams and sign in with your CUNY credentials ([firstname.lastname##@login.cuny.edu](mailto: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.