MICROSOFT TEAMS - WHAT DO I NEED

- To access Microsoft Teams and other integrated Microsoft products at CNA, you will need to use your CNA account.
- Web-conferencing uses a microphone (for the best audio experience, use a headset with a microphone) and a webcam.
- Teams fully supports the following Internet browsers, with noted exceptions for calling and meetings. This table applies to operating systems running on desktop computers.

Browser	Calling (audio, video, & sharing)	Meetings (audio, video, & sharing)
Microsoft Edge (Chromium-based), the latest version plus two previous versions	Fully supported	Fully supported
Google Chrome, the latest version plus two previous versions	Fully supported	Fully supported Sharing is supported without any plug-ins or extensions on Chrome version 72 or later.
Safari 14+	Calls not supported. Group calls fully supported. Video: Fully supported Sharing: Fully supported	Meetings: Fully supported Video: Fully supported Sharing: Fully supported
Safari 13.1+	Calls not supported. Group calls supported with full audio support. Video: Incoming only Sharing: Fully supported	Meetings are supported with full audio support. Video: Incoming only Sharing: Fully supported
Firefox, the latest version plus two previous versions	Not supported	Meetings are supported only if the meeting includes PSTN coordinates. To attend a meeting on Firefox without PSTN coordinates, users must download the Teams desktop client. Video: Not supported Sharing: Incoming sharing only (no outgoing)

Microsoft Teams

Microsoft Teams is an online collaboration platform within the Office 365 Suite where you, your instructor and your classmates can connect through shared notebooks, chat sessions, virtual meetings, and resource sharing.

## Get Started with Microsoft Teams

To use Microsoft Teams from your home computer:

1. Microsoft Teams is available as part of Office 365, so you may already have it installed on your computer. If not, go to https://teams.microsoft.com/downloads to download and install it.

2. Double-click to open Microsoft Teams.

3. Login with your email address.
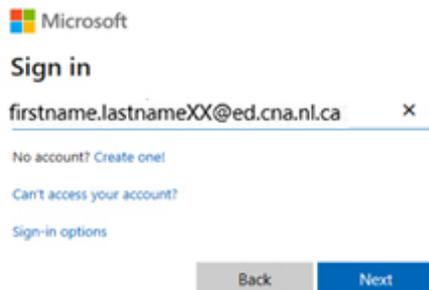
4. Choose "Work or school account" if prompted.
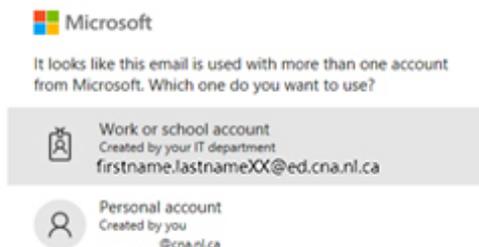
5. Enter your password for your CNA email.
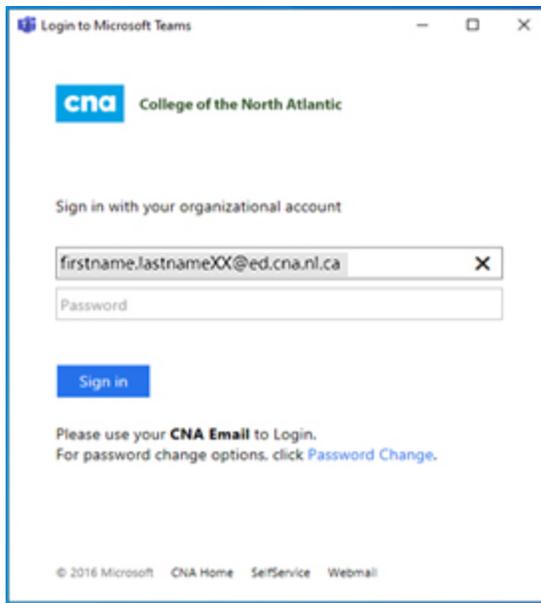
6. You may get this screen next. If so, just click the X in the top right corner.
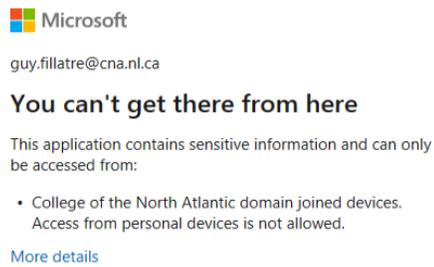
7. Go through the sign-in process again.
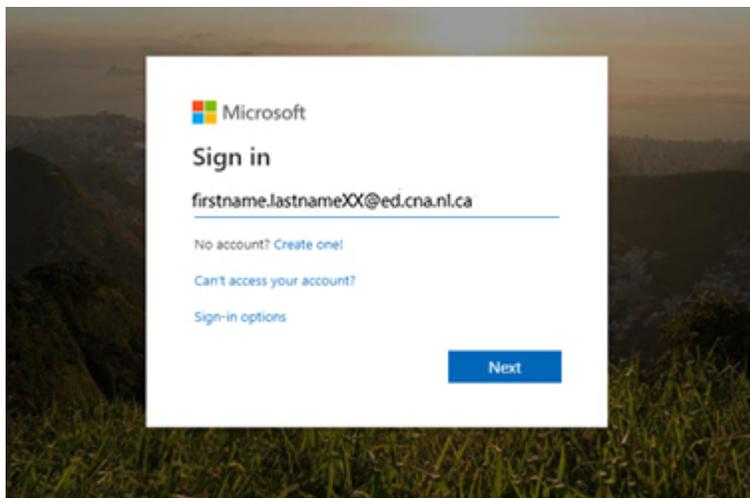
8. Enter your email address & password.
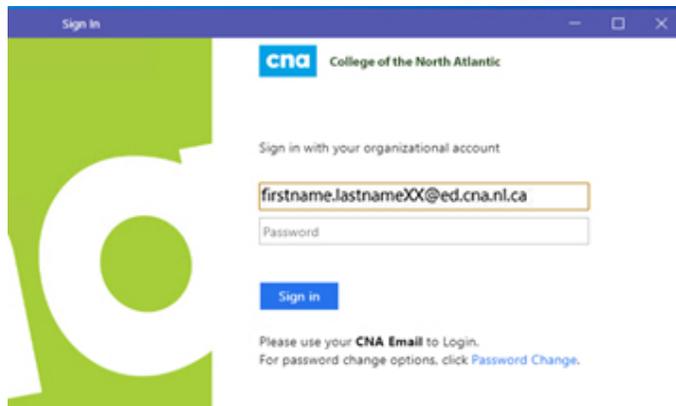
9. For security reasons, Check "Don't show this again", select No.
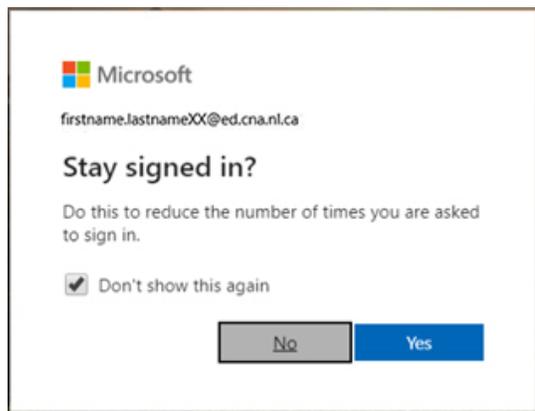
Microsoft Teams will then open.

Understanding Teams

**Files** is where you can upload files to your teams account. This is linked to your @ed.cna.nl.ca One Drive account.

Activity is where you locate your activity history such as meetings you have attended or calls you have made.

Chat is a chat function where you can message back and forth with any other active member of the institution.

Teams is where you locate the teams classes for which you are a member.

Calendar is your outlook calendar. This can be accessed via your 365 account, your outlook account, or teams.

Calls is where you can make calls to any member of the organization.

Planner is where you can set up lists of things to do and track their completion.

... is where you find additional apps and features of Teams.

Meet with Instructors and Students

Meetings in Teams include audio, video, and screen sharing.

1. [Quickly join a Teams meeting](#).

Share Resources

Classmates can open PowerPoint and Excel documents directly in Teams – word files through one drive online - and work together in real-time, even opening a chat to the side of a document. Click the links below for instructions.

1. [Share class materials](#).

2. [Use the Class Notebook](#).

Learn More About Microsoft Teams

[Get started with Microsoft Teams](#).