

# Student's Quick Guide to 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

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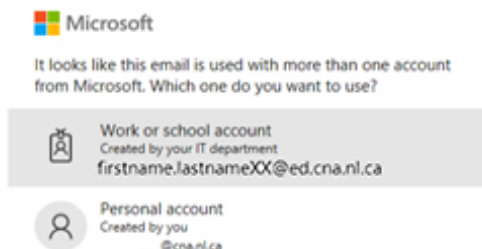
To use Microsoft Teams from your home computer:

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.

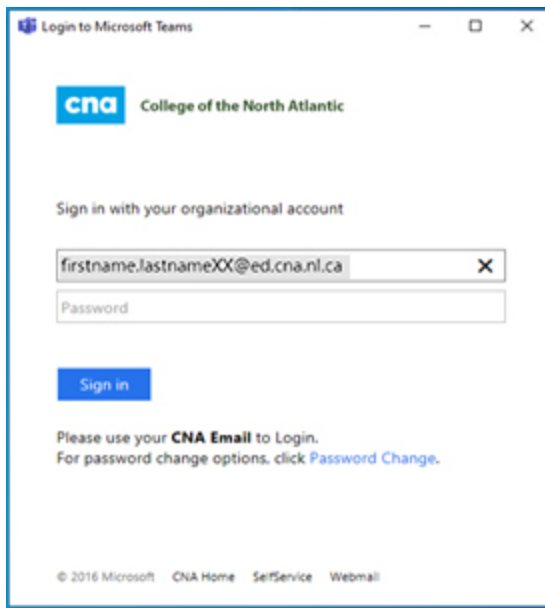
2. Double-click  to open Microsoft Teams.
3. Login with your email address.



4. Choose "Work or school account" if prompted.

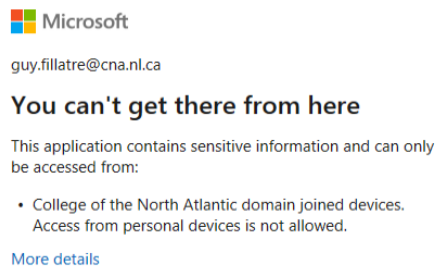


5. Enter your password for your CNA email.



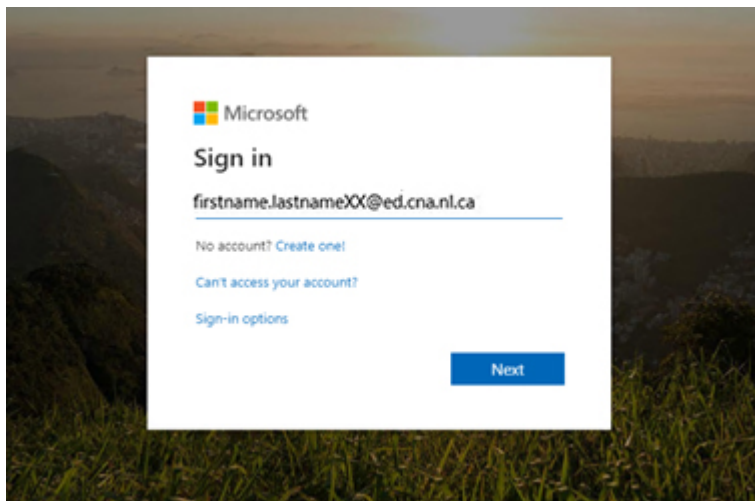
The screenshot shows a web browser window titled "Login to Microsoft Teams". The page header includes the "cna" logo and "College of the North Atlantic". Below this, it says "Sign in with your organizational account". There are two input fields: the first contains the email address "firstname.lastnameXX@ed.cna.nl.ca" and has a small "X" icon to its right; the second is labeled "Password". A blue "Sign in" button is positioned below the password field. At the bottom of the form area, there is a note: "Please use your **CNA Email** to Login. For password change options, click [Password Change](#)". The footer of the page contains the text "© 2016 Microsoft CNA Home SelfService Webmail".

6. You may get this screen next. If so, just click the X in the top right corner.



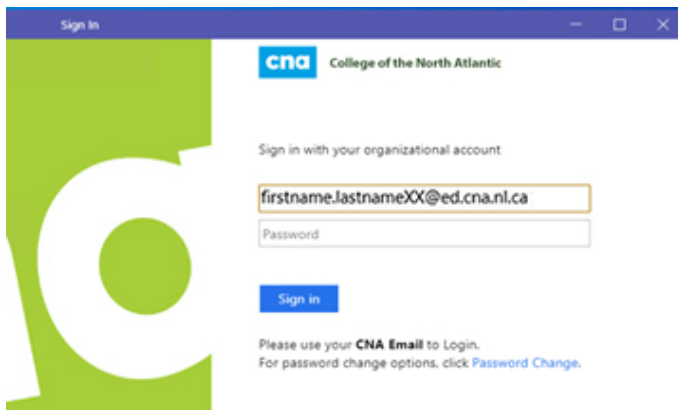
The screenshot shows a Microsoft security warning. At the top left is the Microsoft logo and the text "Microsoft". Below that is the email address "guy.fillatre@cna.nl.ca". The main heading is "You can't get there from here". Below this, it states: "This application contains sensitive information and can only be accessed from:" followed by a bulleted list: "• College of the North Atlantic domain joined devices. Access from personal devices is not allowed." At the bottom left, there is a link that says "More details".

7. Go through the sign-in process again.

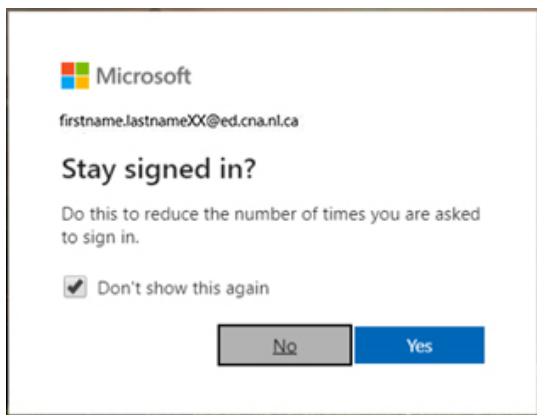


The screenshot shows a Microsoft sign-in page overlaid on a background image of a landscape. The page features the Microsoft logo and the text "Microsoft" at the top. Below that is the heading "Sign in". The email address "firstname.lastnameXX@ed.cna.nl.ca" is entered in the sign-in field. Underneath the field, there are three links: "No account? [Create one!](#)", "Can't access your account?", and "Sign-in options". At the bottom right of the sign-in box, there is a blue "Next" button.

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

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**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

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

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

# Share Resources

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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

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[Download Microsoft Teams Quick Guide.](#)

[Get started with Microsoft Teams.](#)