



Nottingham Trent  
University

## Short guide to using MS Teams

There are several ways to access Microsoft Teams and Teams meetings and this short guide outlines the main options available.

### Accessing Teams

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#### Teams desktop app (recommended).

As an NTU employee, you have access to Microsoft 365, including apps such as Word, Excel, PowerPoint and Teams.

Using the desktop app is usually the quickest, easiest and most reliable way to access Teams.

To download the Teams desktop app:

1. Go to the Teams download page.
2. Click Download for Desktop > Download Teams. If a prompt appears, Open or Save the download.
3. Once the download finishes, it should open automatically and prompt you to sign in. Enter your NTU log-in and password.

#### Teams in a web browser

To access Teams in your web browser, go to [teams.microsoft.com](https://teams.microsoft.com) and log in with your NTU account.

#### Teams mobile app

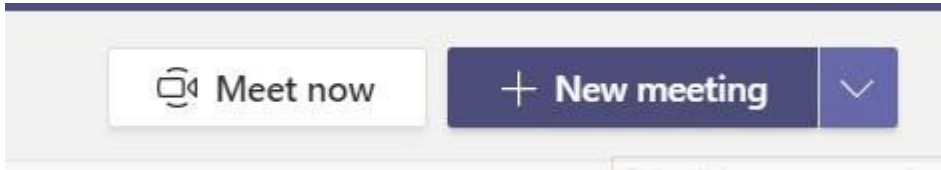
Go to the App Store (iOS) or Play Store (Android) and search for 'Microsoft Teams'. The app is free to download. Once you've downloaded it, sign in with your NTU account.

### Setting up a Teams meeting

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To **schedule a meeting** in Teams:

1. Open Microsoft Teams.
2. Go to Calendar (on the left navigation panel).
3. Click **+New Meeting**.



4. Add the title, date, time and other important info. You can invite students as a group by entering Module.MODCODE where it says 'required attendees' (a list of different modules with similar codes will appear so be careful when selecting the right one).

5. If you'd like the meeting to be associated with a Teams channel (e.g. your module's channel), click where it says 'Add channel', and select the associated channel from the list of available teams.
6. Once you've filled in everything you want, click Save (top right) and the attendees will receive the invite.

To schedule a meeting with other NTU staff you may want to use the Scheduling Assistant option to check their availability.

## Join a Teams meeting

### Joining through your Teams calendar

To join a meeting in **Teams**, open the Teams desktop app, go to **Calendar** (left side) > **Join** (for an in-progress meeting).

### Joining through your Outlook calendar

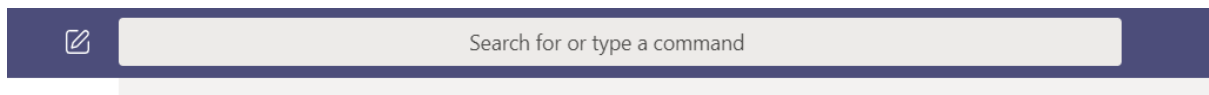
To join a meeting from **Outlook**, go to your **Calendar** or the meeting **invitation** > **Join Microsoft Teams meeting** > Open Teams

[This short video tutorial shows you how easy it is to set up a meeting in Microsoft Teams using your Outlook calendar](#)

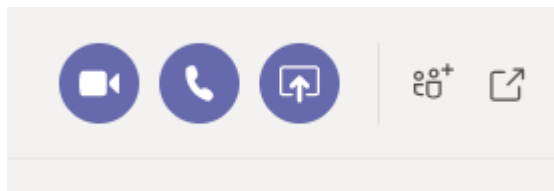
## Start a Teams call

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To start a call instantly, use the **search bar** at the top of the Teams app to search for the person you would like to speak to.



Click on their name to be taken to the chat area. Then select from the **video call**, **audio call**, **screen sharing**, **add participants** and **pop-out** options in the top right.



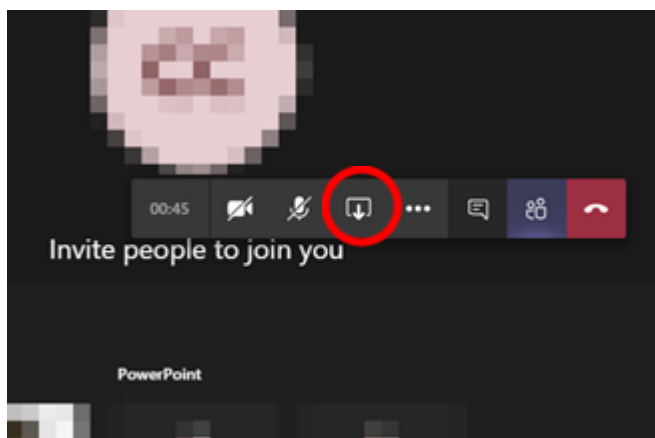
To start an instant video or audio call with **multiple people**, you can use the **add participants** button or you may first want to start a chat by clicking the **chat icon** on the left side of the search bar. This will take you to an empty chat page where you can enter the names of the people you would like to talk to. Once you've started added people, the icons above will reappear and you can call the other people at the same time.

## Sharing screens in meetings

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Resource adapted from Microsoft Teams resources 1.

To share your screen in a meeting, select Share on the control bar on your meeting screen (to open this, move your mouse on the Team window screen).



Choose to present your entire desktop, a window, a PowerPoint file, or a whiteboard.




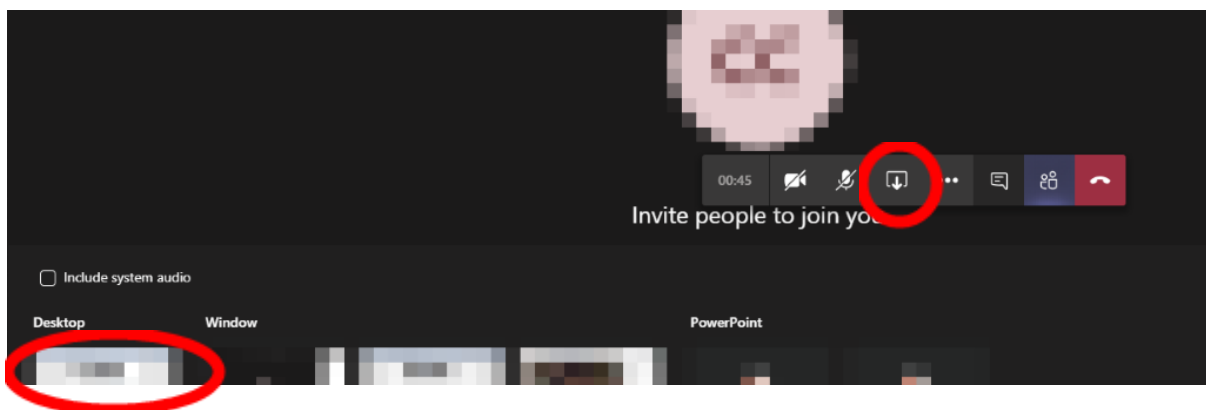
Sharing your desktop screen might be preferable to sharing the individual PowerPoint document so that students can't view other slides.

### Include system audio

Sharing your system audio lets you share audio from your computer to other members in a meeting. You can use it to play a video or audio clip as part of a presentation.

To share your system audio:

Select **Share**  in your meeting controls and then **Include system audio**. When you share your audio, all your system audio will be included in the meeting. For more on sharing system audio, look at Microsoft's guide to [sharing system audio in a Teams meeting](#).




### Share PowerPoint slides in a meeting

If you choose to share a PowerPoint file in a meeting:

- Students will be able to move around to different slides without interrupting the main presentation.
- They can sync their view back to the presenter's view with one click.

To share a PowerPoint presentation:

1. Select **Share**  in your meeting controls.
2. In the **PowerPoint** section, select the file you want. Select **Browse** to find a different file.

**Share your entire desktop screen (instead of a PowerPoint file) if you don't want your students to control the PowerPoint slides.**

See [Microsoft's video guidance for sharing screens](#).