

Teams Basics for Students

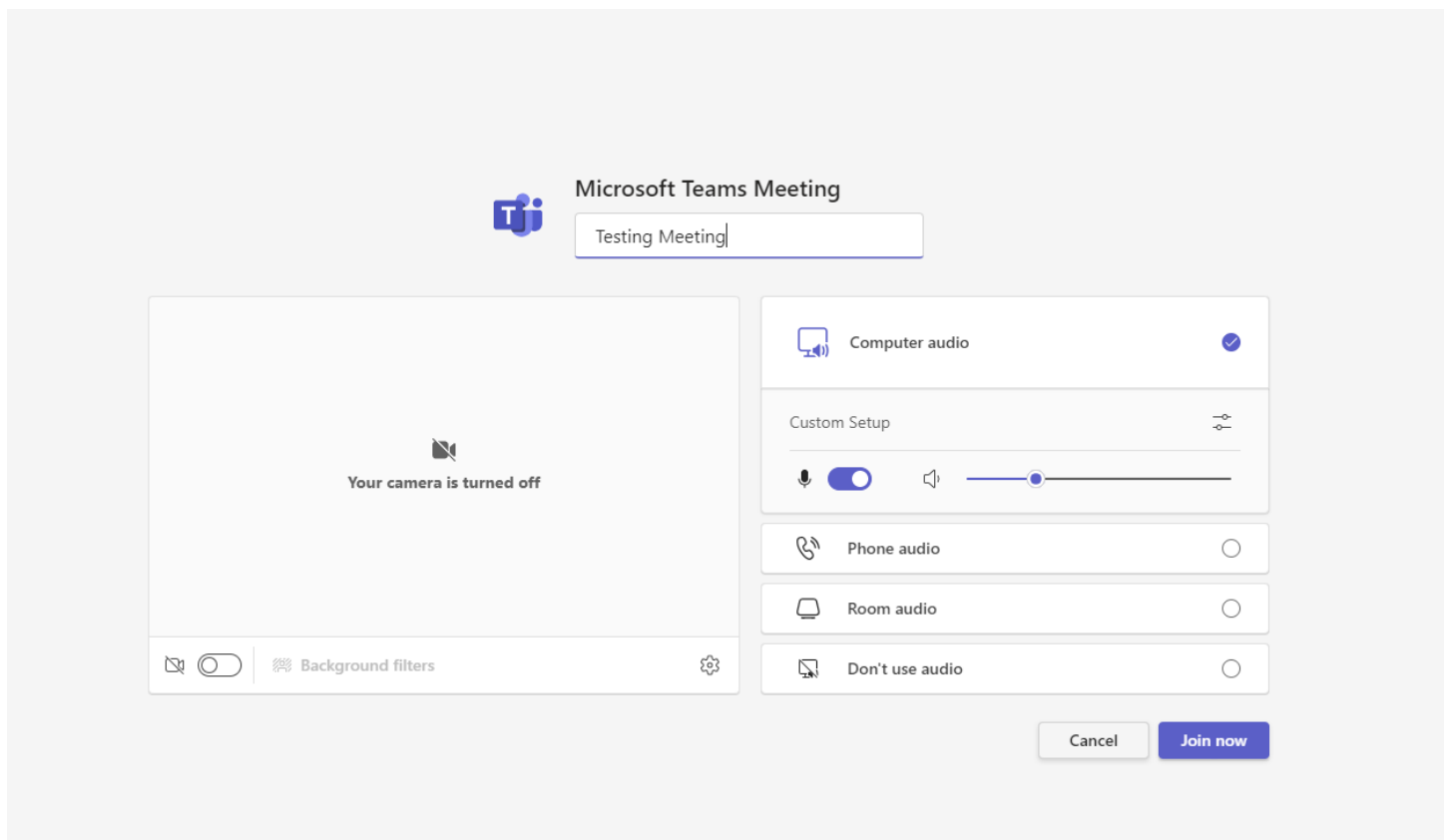
Microsoft Teams is a free to use tool that allows effective online training and courses. Teachers use Teams to conduct live class sessions with online students for a more interactive learning environment. Northwestern State University has Teams specifically for the courses, workshops, and meetings offered from campus.

To participate in Teams, you will need the following:

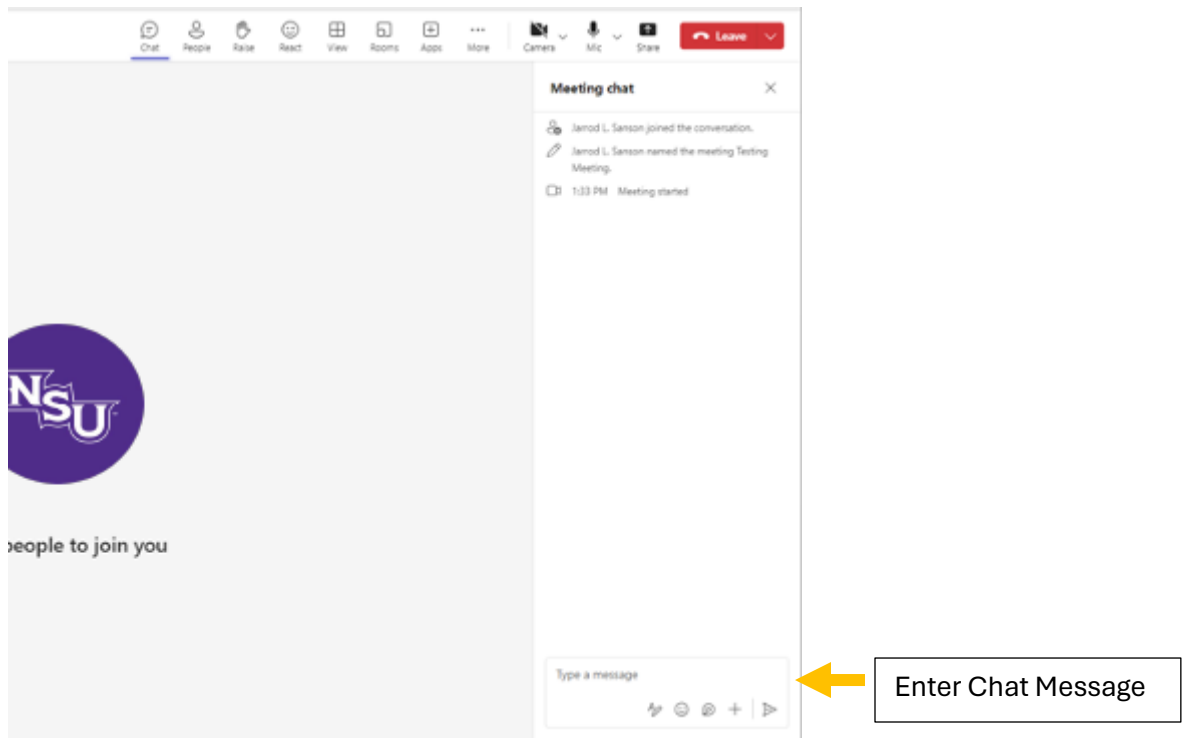
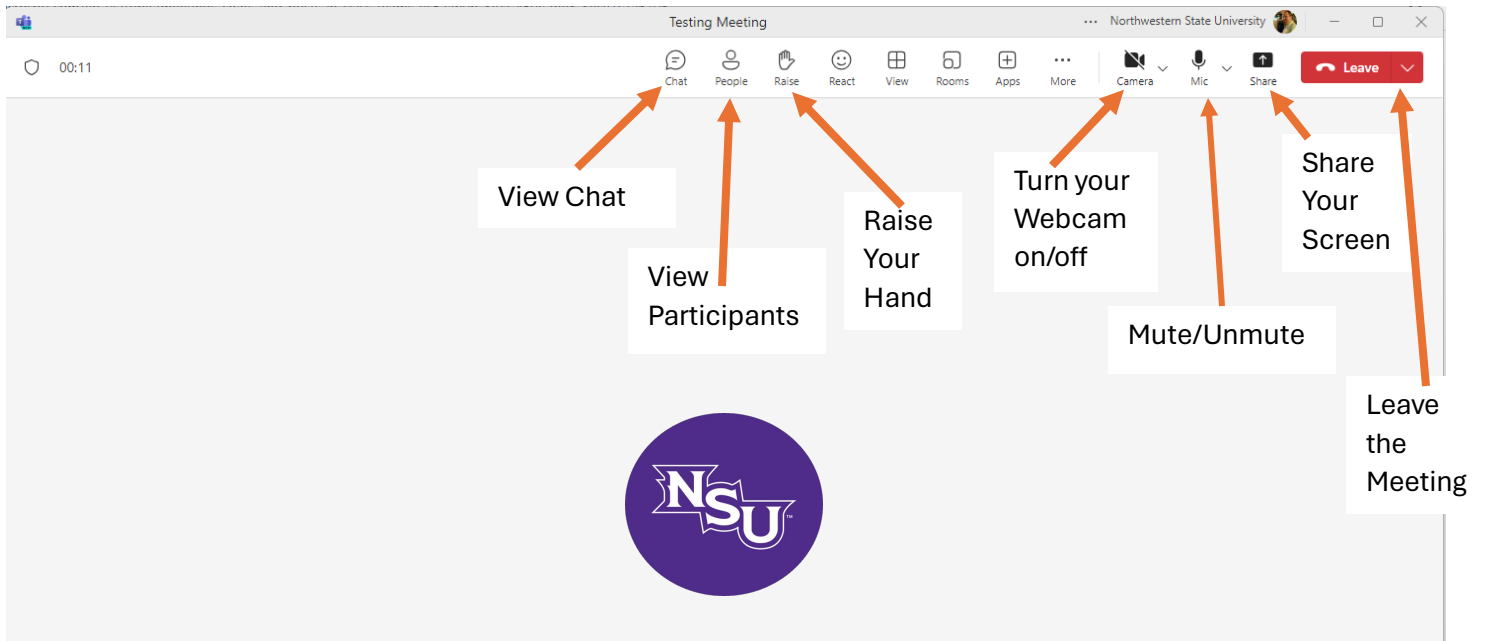
- The plugin on your web browser installed/enabled
- Webcam (recommended)
- Working speakers or headphones
- Working Microphone (Either built-in or external)

If provided with a link by your teacher to access the meeting, just click on the link.

If they are using Teams Meeting, to access the meeting, just click the “Join Now” located at the bottom right corner of the box.



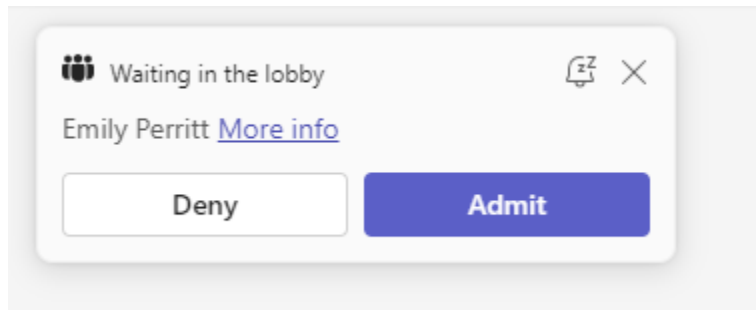
Teams Meeting Window and Interaction Tool Guides



What if I am not automatically let into the meeting?

You will see a message that says “Hang tight-we’ll let others know you’re waiting.”

Your professor will see:




When your professor is ready for you to join the conversation, he or she will click “Admit” and you will be allowed to connect to the conference.













What kinds of sharing can I do?

Share content

Screen, window, or tab
Choose what you want to share



 **Microsoft Whiteboard**
Start Whiteboard

PowerPoint Live
See your notes, slides, and audience while you present.

-  RACE (1)
-  doctah friday reminder
-  Task 9 pt 3
-   JohnnieHamptonMentalHealthLesson
-   JohnnieHamptonMentalHealthLesson
-  ETEC Task 9 Pt1#3
-  ETEC5760.Marcotte.NumberBonds
-  University Supervisor Professional Developm...
-  Deshotels APA PPT
-  Excel Organizing Your Data

[Show more](#)

Excel Live
Share a workbook for everyone to work on together.

-  3102 portfolio scores 2023-2024 Undergrads...
-  Spring 2024 Northwestern State University E...

In the Team Meeting, you can share the following:

- **Screen:** Share everything that is displayed on your monitor.
- **Window:** Share any application. Open applications will be displayed in the menu. You can scroll down to the bottom to choose.
- **Tab:** Share one of the tabs in your browser
- **PowerPoint Live/Excel Live:** Allows you to share presentation/programs live in your browser.

Can I connect to a Teams Meeting on my phone or iPad?

Yes, download the Teams app and click on the meeting link. When prompted, click “Join Now” and you will join the meeting area.

