


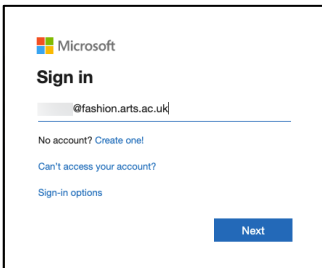
ual:

Microsoft Teams - Quick Start Guide

You can also [view these instructions on YouTube](#).

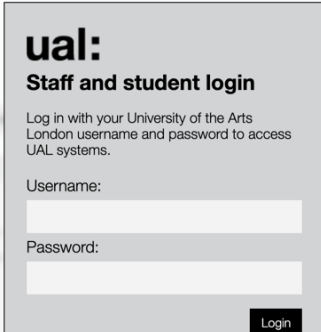
Creating a Microsoft Teams online meeting

- 1) Go to <https://teams.microsoft.com>
- 2) If you need to login:
 - a. Type your UAL email address on the **Sign in** screen
- 3) On the toolbar on the left, choose the **Calendar** icon 
- 4) Click the **New meeting** button.



Microsoft
Sign in
@fashion.arts.ac.uk
No account? [Create one!](#)
Can't access your account?
[Sign-in options](#)
Next

- b. Enter your UAL **username** and **password**, then click **Login**

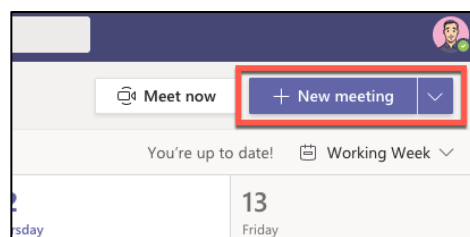


ual:
Staff and student login
Log in with your University of the Arts London username and password to access UAL systems.
Username:
Password:
Login

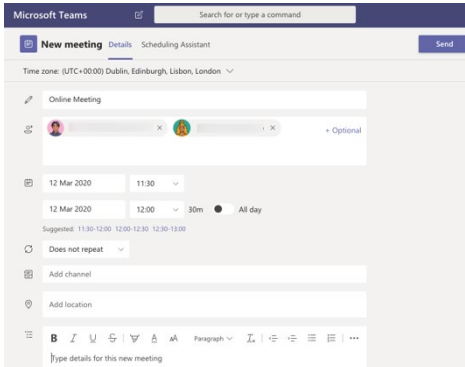
- c. On the **Stay signed in?** screen, choose **Yes** if this is your own computer or **No** if it is a public computer



Microsoft
@fashion.arts.ac.uk
Stay signed in?
Do this to reduce the number of times you are asked to sign in.
 Don't show this again
No **Yes**



- 5) Fill in the meeting details (title, attendees, date, time, description, etc.)



Microsoft Teams
Search for or type a command
New meeting Details Scheduling Assistant **Send**
Time zone: (UTC+00:00) Dublin, Edinburgh, Lisbon, London
Online Meeting
12 Mar 2020 11:30
12 Mar 2020 12:00 30m All day
Suggested: 11:30-12:00 12:00-12:30 12:30-13:00
Does not repeat
Add channel
Add location
Type details for this new meeting

- 6) Click the **Send** button.

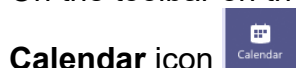
The attendees you added will receive an invitation via email to join this meeting.

Joining and running a meeting

To join a meeting

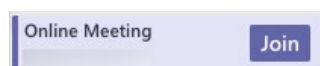
- 1) Go to <https://teams.microsoft.com>
- 2) If you need to login:
 - a. Type your UAL email address on the **Sign in** screen
 - b. Enter your UAL **username** and **password**, then click **Login**
 - c. On the **Stay signed in?** screen, choose **Yes** if this is your own computer or **No** if it is a public computer

- 3) On the toolbar on the left, choose the

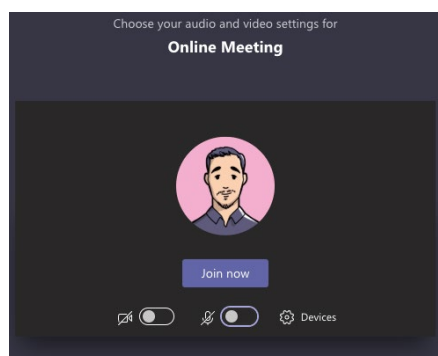


Calendar icon


- 4) In the calendar, locate the meeting and click the **Join** icon



- 5) If you do not see the **Join** button, click the meeting in your window and then click the **Join** button.
- 6) Before joining the session you can setup your audio and video. Click **Join now** when you are ready.




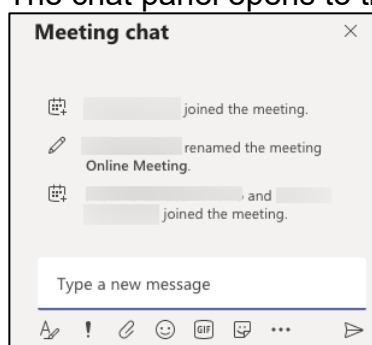
To end/leave a meeting

- 1) Move your mouse pointer near the bottom of the Teams screen and click the red **Hang up** icon 


Chat with participants

You can use the chat feature to type messages to the participants in the meeting.


- 1) Move your mouse pointer near the bottom of the Teams screen and click the **Chat** icon 
- 2) The chat panel opens to the right

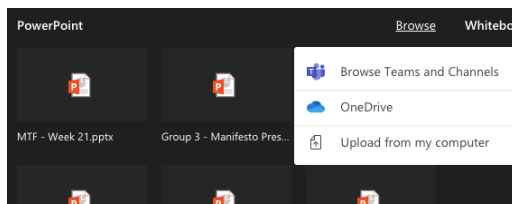


- 3) You can now type your messages in the textbox at the bottom.

Advanced tip: Click the **A** icon  to open an advanced editing window to format your message.

Share a presentation

- 1) Move your mouse pointer near the bottom of the Teams screen and click the **Sharing** icon 
- 2) In the **PowerPoint** section, choose the file if it appears or click **Browse** and choose the appropriate option.



- 3) Use the arrows to scroll through your presentation and to stop presenting, click the **Stop presenting** button

