How to Use Microsoft Teams

Academic Affairs Division

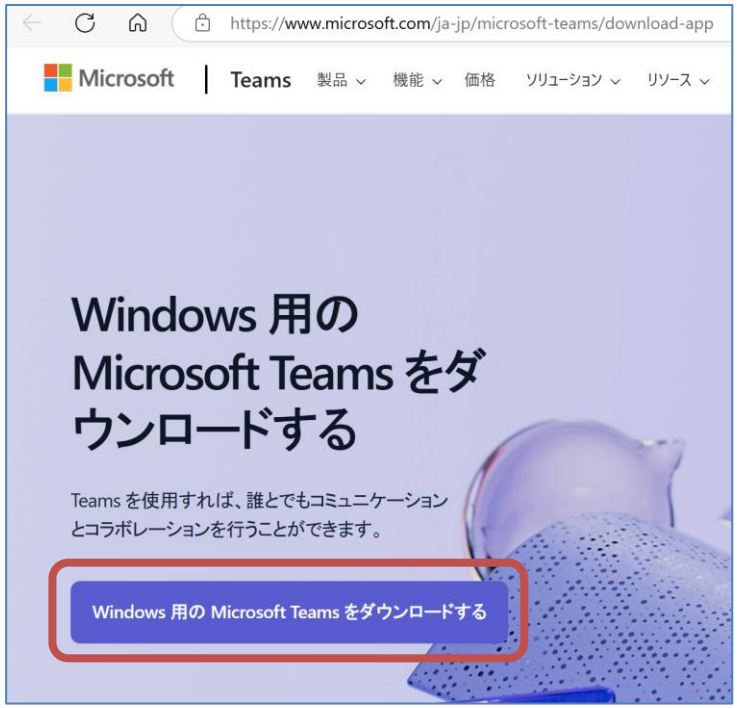
April 2026

Teams

- Microsoft Teams is a service that integrates various functions specialized for teamwork and class activities.
  - Online meetings (video conferences and calls)
  - Text chat (similar to LINE and other messaging apps)
  - File sharing and collaborative editing
  - Frequently used for real-time online classes
- The dedicated app is recommended for convenience
  - Notification features help prevent missing important information
- Accessible via a web browser as well
  - Chrome and Edge are recommended browsers

How to Install the PC App

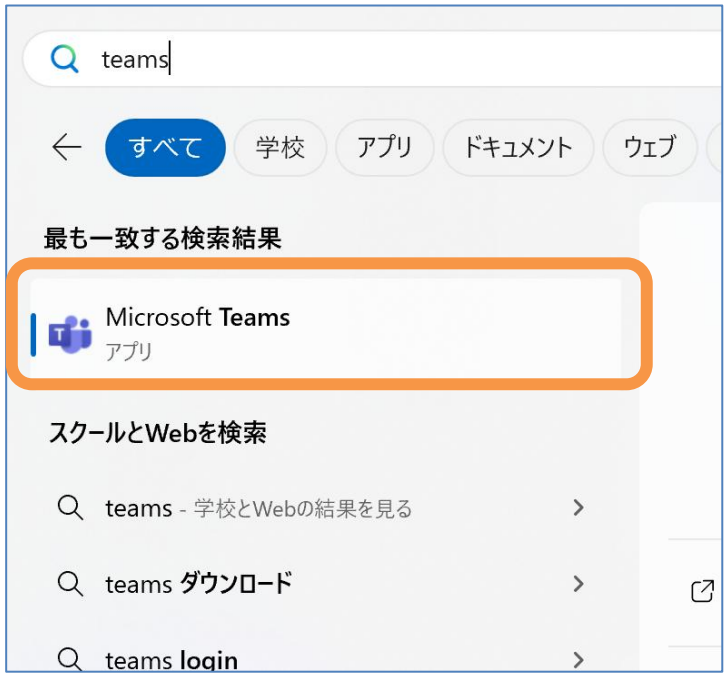
- Since Microsoft Teams is part of Microsoft 365, it may already be installed.
  - First, check whether it can be launched as described on the next page.
- If it is not installed:



- Go to: https://www.microsoft.com/ja-jp/microsoft-teams/download-app
- Click “Download Microsoft Teams”
- Open the downloaded file and follow the installation instructions

How to Launch the PC App

- Launch the application.
  - Windows: Start Menu → Search for “Teams”



In the past, there were multiple Teams apps for Windows depending on the purpose, but they have now been unified, so there should be no confusion.

Since you may use it frequently,
it is recommended to pin it to the taskbar.

  - Mac: Finder → Applications → Microsoft Teams

How to Access via the PC App

- Sign in
  - Email field: Your Okayama University email address

    Example: pXXXXXXX@s.okayama-u.ac.jp
  - Integrated Authentication System login:

    Okayama University ID and password
  - Once login is successful, a list of teams you belong to will be displayed.
- If you are using another account:
  - Click the profile icon in the top right corner, select “Add another account,” （別のアカウントを追加） and switch accounts.



How to Access via a Web Browser

- https://teams.microsoft.com/
  - You can also access via:

    https://m365.cloud.microsoft/
  - Sign in

    If you are using another account in the browser, note that you cannot switch accounts directly. You will need to sign out first.
  - field: Your Okayama University email address

    Example: pXXXXXXX@s.okayama-u.ac.jp
  - Integrated Authentication System login:

    Okayama University ID and password
    - When prompted with “Stay signed in?”, select “Yes.”
  - Once login is successful, a list of teams you belong to will be displayed.

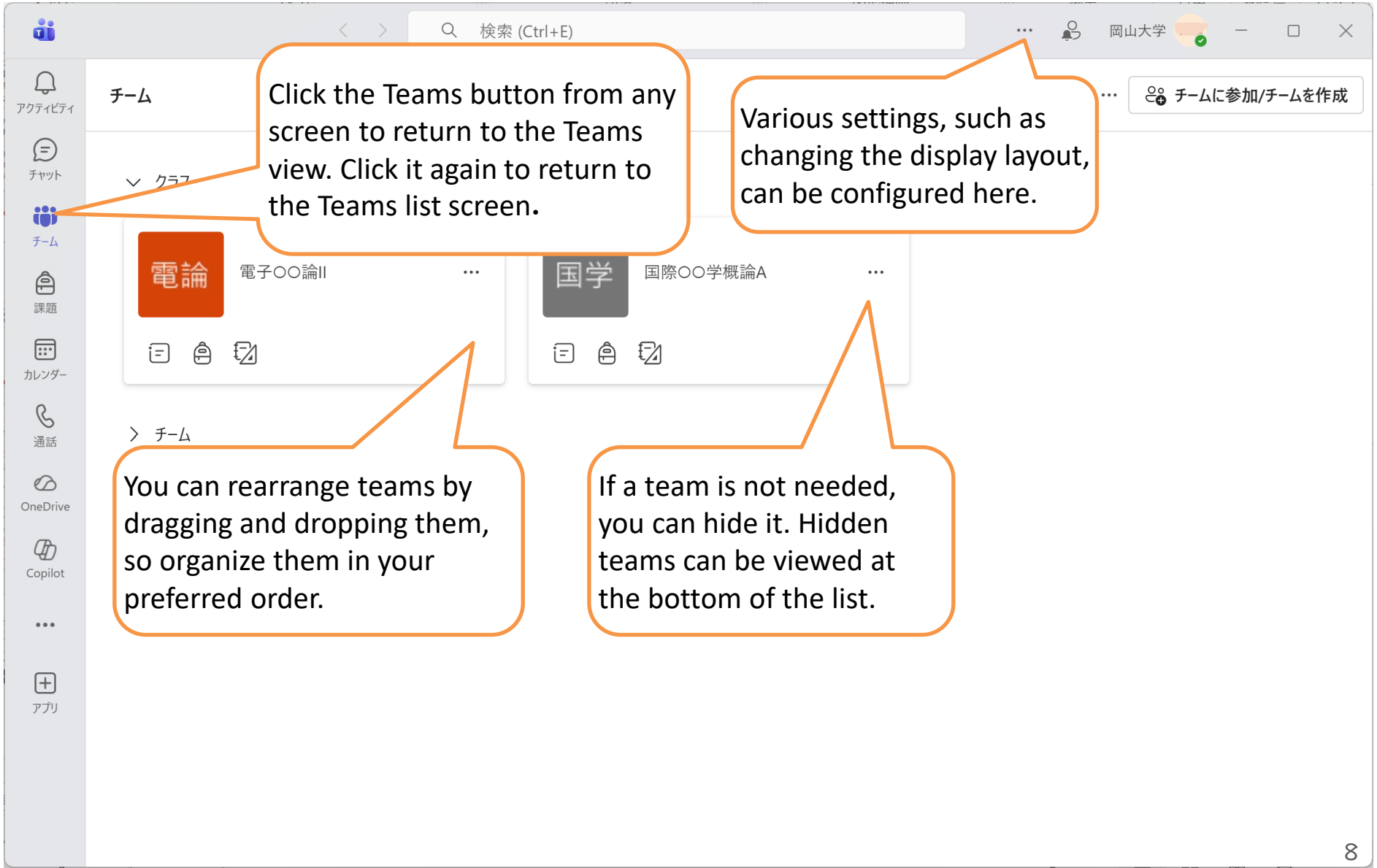
If You Cannot Sign In Successfully

- If you have previously signed in with another account, the sign-in page may not appear.

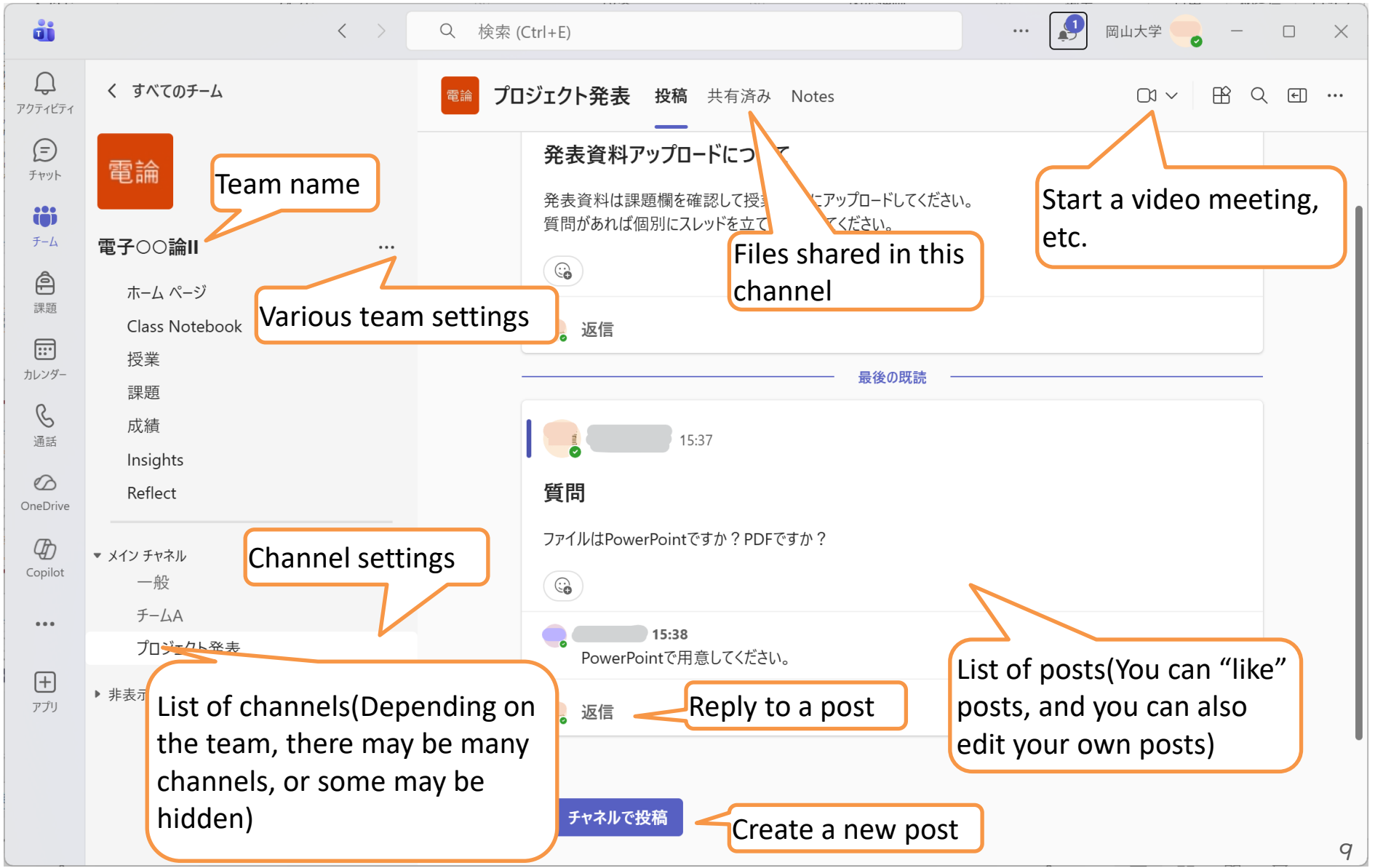
  → In that case, try one of the following:

  - Add (Switch to) Another Account
    1. Click the profile icon in the top right corner
    2. Select “Add another account” at the bottom of the menu
  - Sign Out Properly
    1. Click the profile icon in the top right corner
    2. Click “Sign out” in the upper-right area of the menu
    3. Once you have signed out of all accounts, Teams will restart
    4. Select “Create or add another account”

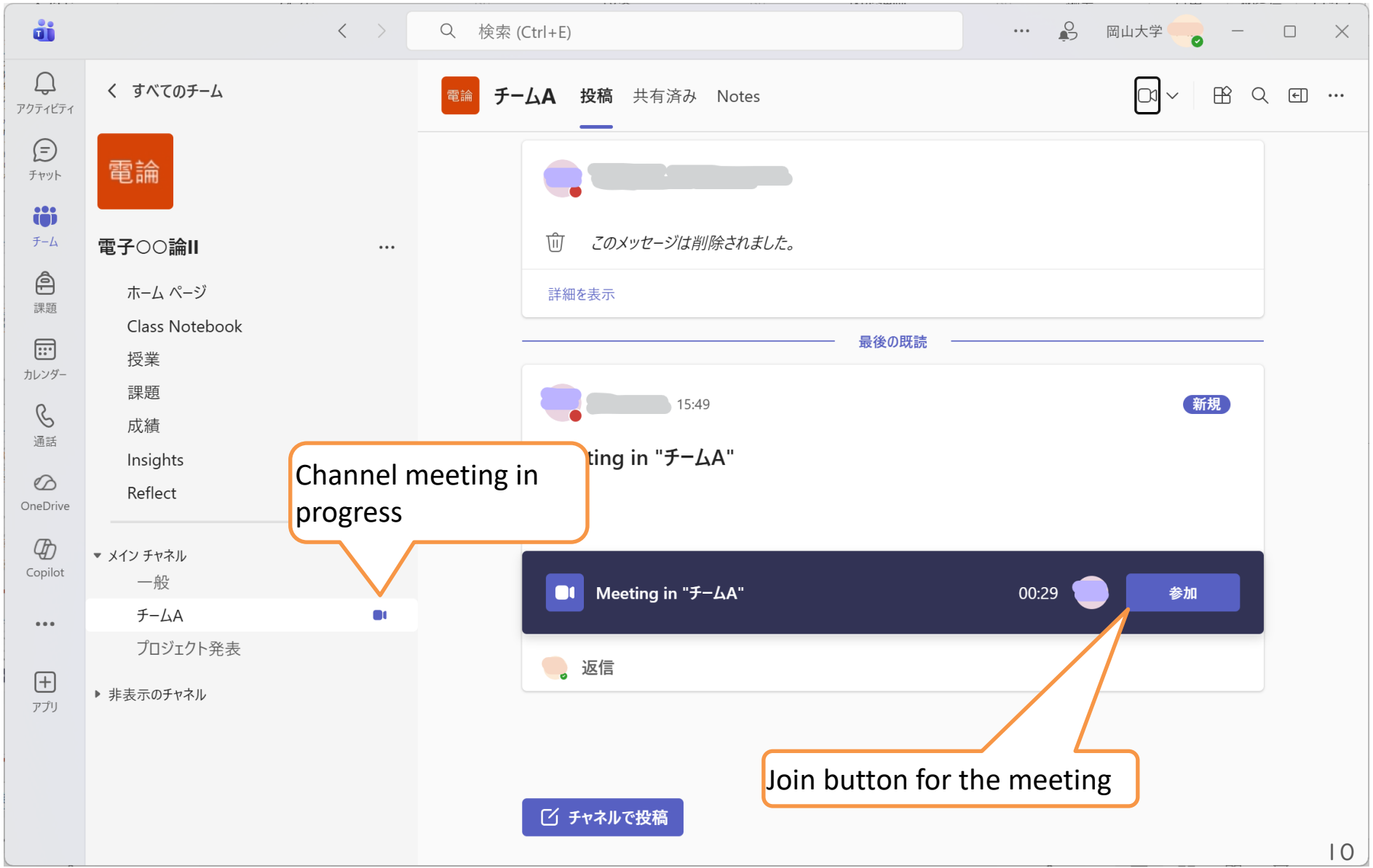
Teams List Screen



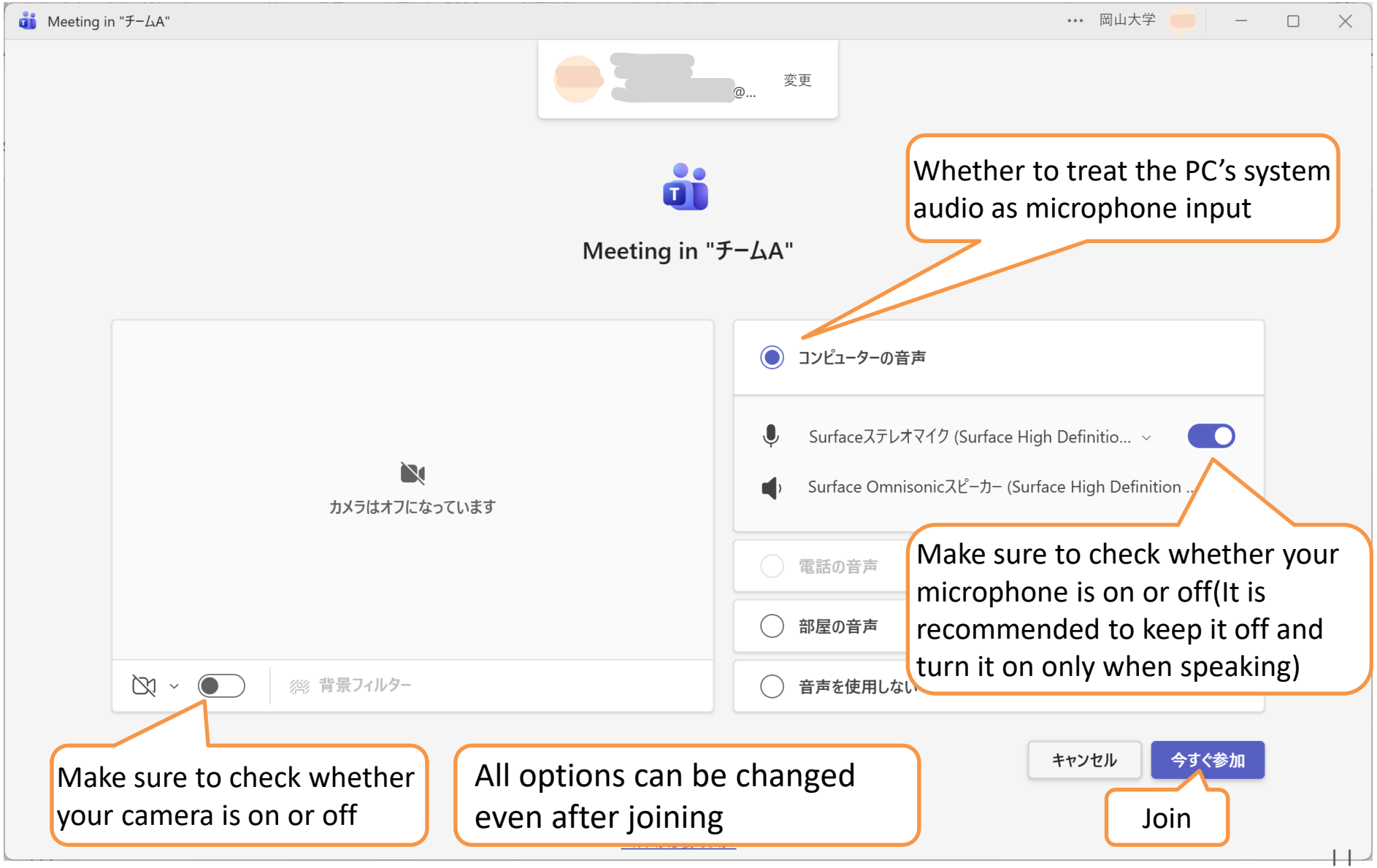
Team Screen (“General” Channel Posts)



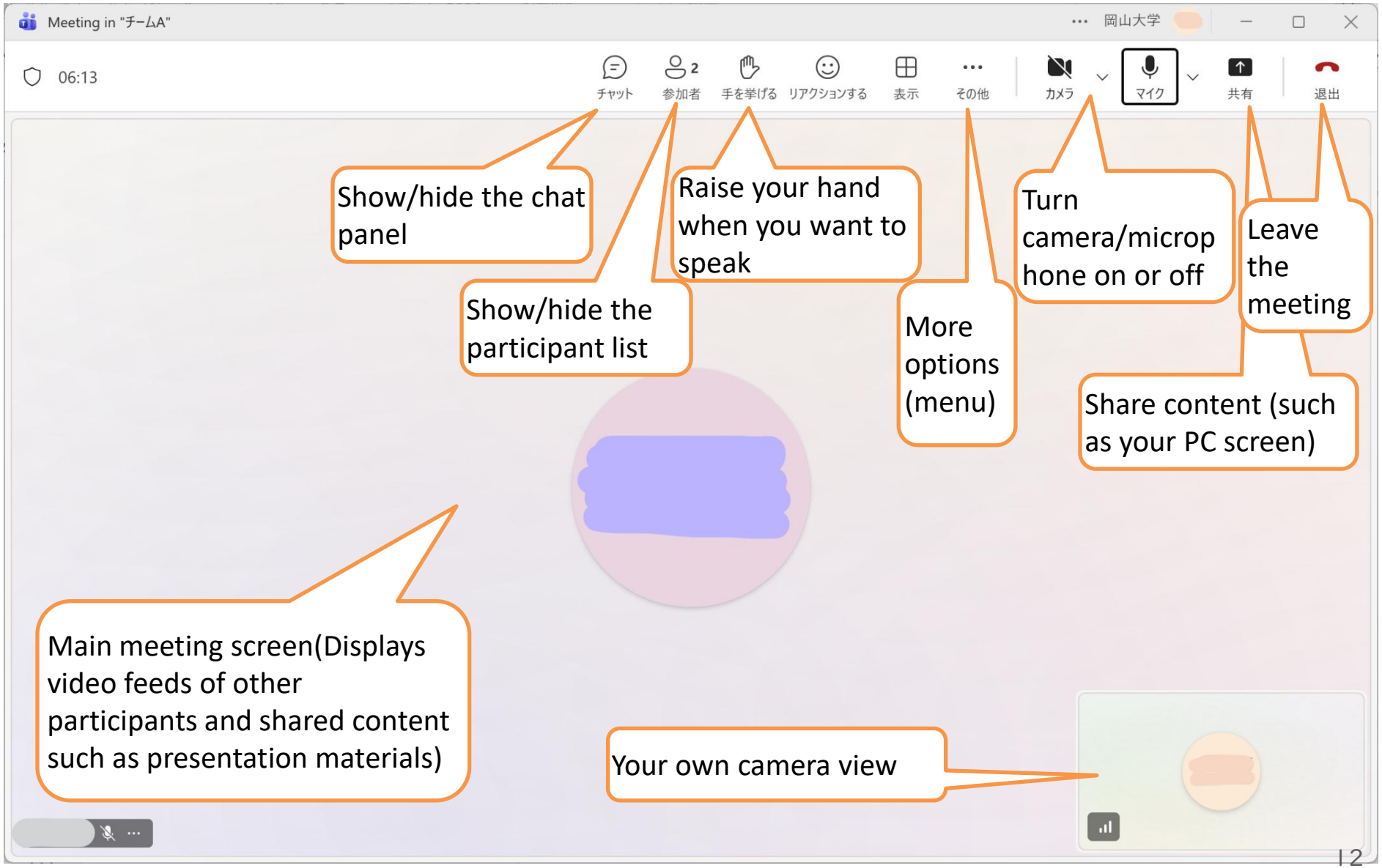
Meeting Start Notification



Meeting Screen (Join Settings)



Meeting Screen



How to Access via the Smartphone App

- Install “Microsoft Teams” from your app store
- Launch the app and sign in
  - Email field: Enter your Okayama University email address

    Example: pXXXXXXX@s.okayama-u.ac.jp
  - On the login screen, enter your Okayama University ID and password
- In the smartphone app, the feature menu (normally on the left in the PC version) is located at the bottom
  - The overall usability is mostly the same as the PC version
- Be sure to configure notification settings for each channel
  - (By default, notifications are only sent for replies to your posts, direct mentions, and chats)

Teams Has Many Features

- For detailed usage, please follow your instructor's instructions.
  - The way Teams is used may differ for each class. If your instructor provides any instructions, be sure to follow them.
- Try practicing on your own or with friends.
  - Even without a team, you can chat one-on-one or in groups with multiple people.
  - You can create teams for university-related activities.
    - Please do not create public teams.

    Note: Posts within teams and chats are recorded. Even if you delete or edit them, logs may remain. While activities are not actively monitored, do not use Teams for purposes unrelated to university activities, illegal purposes, or any actions that harm or attack others.