

How to use Microsoft Teams

Academic Affairs Department
2024

Teams

- A service that integrates various features specialized for team collaboration
 - Online meetings (video conferencing and calls)
 - Text chat (similar to text apps like LINE)
 - File sharing and collaborative editing
 - Often used in real-time online classes
- The dedicated app is useful and recommended
 - Notifications help prevent you from missing important notices and updates
- Accessible via a web browser
 - Recommended browsers: Chrome, Edge

How to install the PC application

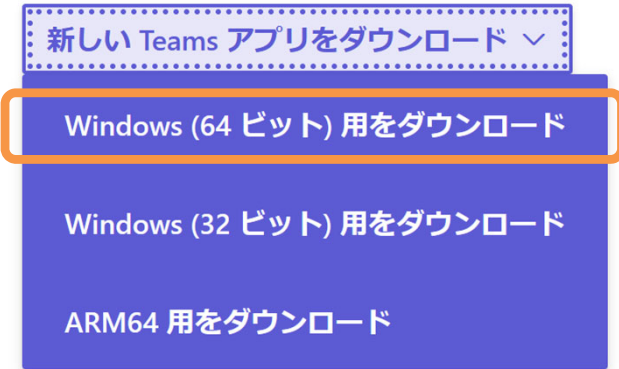
- May already be installed as it is part of Microsoft 365

- Search for 'Teams' in the Start menu (Windows) / Finder (Mac)

- If not installed yet

職場/学校向けの Teams

顧客や従業員とのコミュニケーションが簡単になります。Teams アプリをダウンロードして、セキュリティを維持しながらファイルの作成、共有、保存を始めましょう。



新しい Teams をインストールできない場合は、アプリ インストーラーを最初にダウンロードしてください。 >

- Access to

<https://www.microsoft.com/ja-jp/microsoft-teams/download-app>

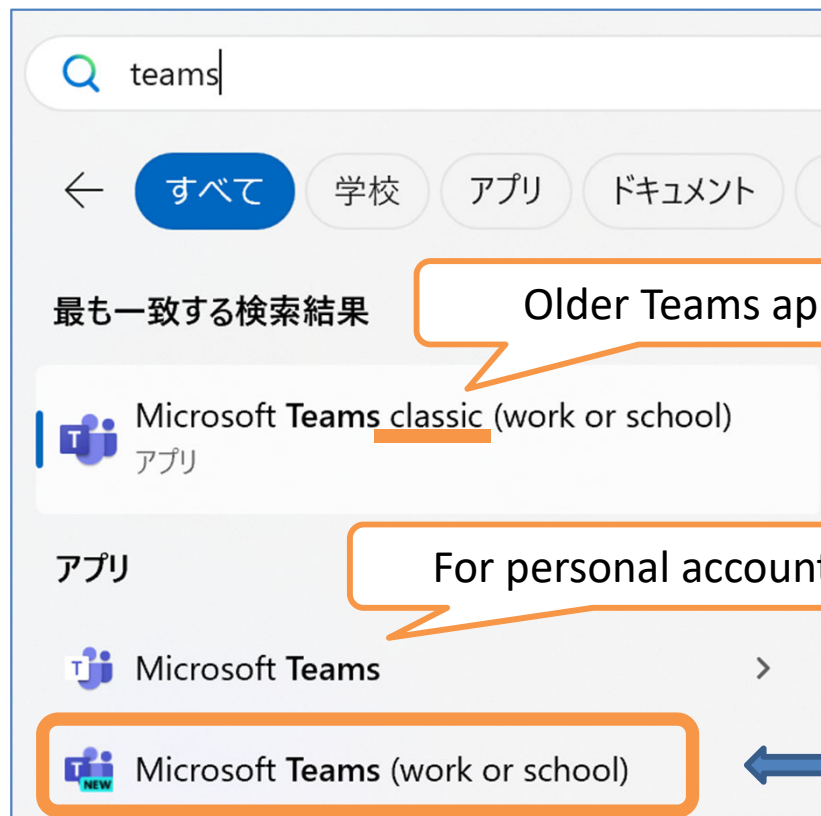
- Download the new Teams app (e.g. for Windows (64 bit)) and follow the installation instructions

- On Mac [download new Teams]

How to start the PC application

■ Launch the app

■ Windows: Start menu → Search for 'teams'



Launch the one with "New" on the icon among the three versions of Teams available on Windows 11 (After launching, pin it to the taskbar)

■ Mac: Finder → Application → Microsoft Teams

How to access the PC application

■ Sign in

- Email field: Your own Okadai Gmail address

Example: pXXXXXXXX@s.okayama-u.ac.jp

- Integrated Authentication System login:

Okdai ID and password

- Once you successfully log into Teams, a list of the teams you belong to will be displayed

How to access the website via a web browser

- <https://teams.microsoft.com/>

- There are various other access routes

- e.g. via <https://www.office.com/>

- Sign in

- *Omitted if signed in with another service

- Email field: Your own Okadai Gmail address

- e.g. pXXXXXXXX@s.okayama-u.ac.jp

- Integrated Authentication System login:

- Okadai ID and password

- 'Do you wish to maintain your sign-in status?' → 'Yes'

- 'Get the app' → Select 'Use web app instead'

- Once you successfully log into Teams, a list of the teams you belong to will be displayed

If you have trouble signing in successfully

- The sign-in page may not open if you have signed in with a different account in the past
→ Fix it using one of the following methods
 - Add another account (Switch accounts)
 1. Click on the profile icon in the top right-hand corner
 2. Select 'Add another account' on the bottom of the menu
 - Sign out properly once
 1. Click on the profile icon in the top right-hand corner
 2. Select 'Sign out' in the top right of the menu
 3. When sign-out is completed, Teams will restart
 4. 'Create or add another account'

Team list screen

The screenshot shows a web application interface for managing teams. On the left is a vertical sidebar with icons for 'アクティビティ' (Activity), 'チャット' (Chat), 'チーム' (Team), '課題' (Assignment), 'カレンダー' (Calendar), '通話' (Call), 'OneDrive', and 'アプリ' (App). The main content area is titled 'チーム' (Team) and features a 'クラス' (Class) dropdown menu. Below this, there are two team cards: '電子〇〇論II' (Electronic Engineering II) and '国際〇〇学概論A' (International Engineering A). Each card has a three-dot menu icon to its right. A '新規' (New) button is visible between the cards. At the top right, there is a search bar and a button to 'チームに参加/チームを作成' (Join team/create team). Four orange callout boxes provide additional information:

- Callout 1:** Clicking the Team button on any screen will take you back to the Team screen, and another click will return you to the Team List screen. (Points to the 'チーム' icon in the sidebar)
- Callout 2:** Various settings, such as changing the display format, are available here. (Points to the three-dot menu on the top right)
- Callout 3:** You can arrange them in any order you like by dragging and dropping. (Points to the team cards)
- Callout 4:** Can be hidden if not required. Hidden teams can be displayed at the bottom. (Points to the three-dot menu on the right of the '国際〇〇学概論A' card)

Team screen (Posts in the 'General' channel)

The screenshot displays the Microsoft Teams interface for a team named '電論' (Denron). The left sidebar shows navigation options: アクティビティ (Activity), チャット (Chat), チーム (Team), 課題 (Assignment), カレンダー (Calendar), 通話 (Call), and OneDrive. The main area shows the 'General' channel with a list of posts and a 'New post' button at the bottom. Annotations highlight key features:

- Team name:** Points to the '電論' team name in the left sidebar.
- Files shared on this channel:** Points to the 'ファイル' (Files) tab in the top navigation bar.
- Initiating video conferencing:** Points to the video call icon in the top right corner.
- Various team settings, e.g.:** Points to the 'ホーム ページ' (Home page) link in the left sidebar.
- Various channel settings, etc.:** Points to the '一般' (General) channel link in the left sidebar.
- Channel list:** Points to the list of channels in the left sidebar, including 'チームA' (Team A) and 'プロジェクト' (Project).
- Some teams have a large number of channels, or they may be in hidden:** Points to the '非表示のチャンネル' (Hidden channels) link in the left sidebar.
- Post Reply:** Points to the '返信' (Reply) button under a post.
- New post:** Points to the '投稿を開始する' (Start posting) button at the bottom.
- List of posts:** Points to the list of posts in the main area, including a post about a 5-minute discussion and a post about a 5-minute discussion.

Information on the start of the conference

The screenshot displays the Microsoft Teams interface. On the left sidebar, the 'チーム' (Team) icon is selected. The main area shows the 'チームA' (Team A) channel, which is currently in a conference state, indicated by a video camera icon and the text '会議中' (In progress). A call bar at the bottom of the main area shows the duration '00:56' and a '参加' (Join) button. An orange callout box points to this button with the text 'Join a meeting'. Another orange callout box points to the 'チームA' channel name in the left sidebar with the text 'Channel conference in progress'. The top navigation bar includes a search bar and the user's profile (岡山大). The bottom of the screen shows a '投稿を開始する' (Start posting) button.

Information on the start of the conference

Join a meeting

Channel conference in progress

投稿を開始する

Conference screen (participation setting)

The screenshot shows a Zoom window titled "チームA" で会議中 (Meeting with Team A). The window displays participation settings. On the left, a video preview area shows a camera icon and the text "カメラはオフになっています" (Camera is turned off). Below the preview is a camera toggle switch, currently off, and a settings gear icon. On the right, the audio settings are shown. The "コンピューターの音声" (Computer Audio) option is selected with a blue checkmark. Below it, the "PC のマイクとスピーカー" (PC Microphone and Speaker) section shows a microphone toggle switch turned on and a volume slider. Below that, the "電話の音声" (Telephone Audio) option is shown with a handset icon. At the bottom, the "部屋の音声" (Room Audio) option is shown with a speaker icon. The "音声を使用しない" (Do not use audio) option is shown with a radio button. At the bottom right, there are two buttons: "キャンセル" (Cancel) and "今すぐ参加" (Join Now). The window also shows the user's name "岡山大学" (Okayama University) in the top right corner.

Whether the sound emitted by the PC itself is treated as equivalent to a microphone input

ビデオと音声のオプションを選択してください

カメラはオフになっています

コンピューターの音声

PC のマイクとスピーカー

Check microphone on/off carefully. Normally it should be off and only on when speaking.

Check camera on/off carefully

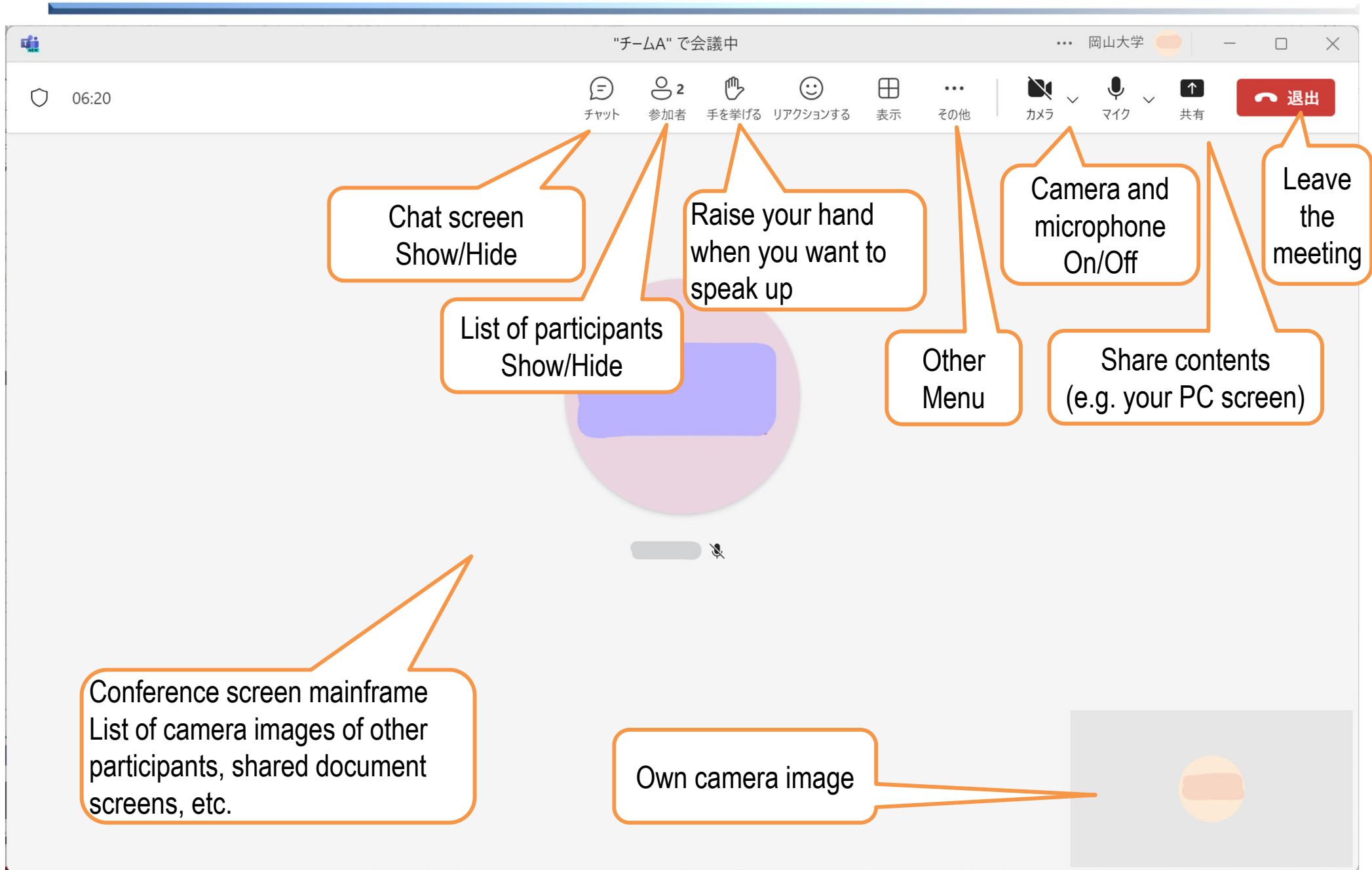
All options can be changed during participation

Join a meeting

キャンセル

今すぐ参加

Conference screen



How to access the site via the smartphone app

- Install 'Microsoft Teams' in the respective stores.
- Launch the app and sign in.
 - Enter your own Okadai Gmail address in the email field.
Example: pXXXXXXXX@s.okayama-u.ac.jp
 - Enter your Okadai ID and password on the login screen.
- In the smartphone app, the function menu on the left-hand side of the PC version moves down.
 - The rest of the usability is roughly the same.
- Make sure you set up notifications for each channel.
 - Default is to notify only replies, direct mentions, and chats to your posts.

Teams has many features

- Follow your teacher's instructions for further information.
 - Each class uses a different team. Follow any instructions from the teacher.
- Practice alone or with a friend.
 - You can chat with a group of two or more people without a team.
 - Can create teams for university activities.
 - **Note:** The content you post in the team and the chat will be recorded and remain even if you delete or edit them. We do not monitor it, but it must not be used for purposes unrelated to university activities, illegal purposes or to infringe or attack the interests of others!