
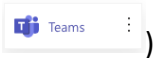





## Accessing Microsoft teams

Access Microsoft (MS) Teams via your web browser, desktop app, or mobile device.

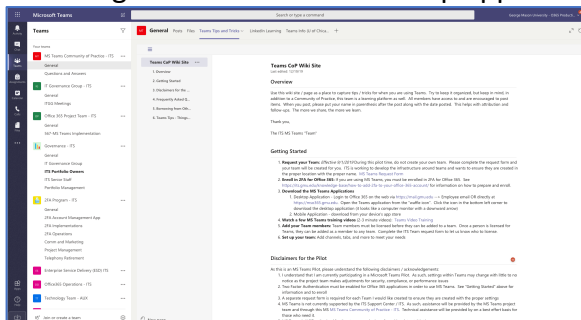
1. Access via web browser:
  - a. Navigate to <http://mso365.gmu.edu>
  - b. Select “Employee Email”
  - c. Login with your NetID, strong password, and 2FA via Duo
  - d. If not on a shared computer, select “Stay Signed In” option to reduce the number of login prompts
  - e. Click the App Launcher Icon (  )
  - f. Select MS Teams from the list (



2. Access via MS Teams Desktop App
  - a. Download the desktop app from within the MS Teams web app or from Microsoft at <https://products.office.com/en-us/microsoft-teams/download-app>
  - b. From within the web app, there will be an icon (  ) located on the bottom-left of the screen below “Help” to download the desktop app
  - c. Login with your NetID, strong password, and 2FA via Duo
3. Access MS Teams from your Mobile Device by downloading the app from the app store from Microsoft at <https://products.office.com/en-us/microsoft-teams/download-app> on your mobile device

## Navigating MS Teams

MS Teams looks the same whether you are accessing it via the web or desktop application.



Highlights of the navigation bar contain the following:

- Activity – latest posts, reactions, etc. from chats or channels you participate in
- Chat – one-to-one or group chat conversations. These persist across platforms and devices
- Teams – The groups to which you belong, including their channels and related content
- Calendar – an embedded view of your Office 365 calendar to help when scheduling team meetings
- Files – quick access to recent Teams files from a single location or access to your OneDrive for Business files

## Chat

Chat provides private conversations between individuals and groups. The Chat tool may be used to:

1. Chat (text) with co-workers
2. Launch audio or video calls within the system. Note for those with MS teams loaded on a mobile device, these will ring like phone calls.
3. Share your desktop for collaboration
4. Share documents and files

## Teams

### Overview

Teams consist of groups of users working together around a particular topic. This can be a department or group, committee, project, or any shared interest. Each team consists of the following user roles:

1. Owners – those with permissions to configure team settings and manage membership
2. Members – those who have access to the team

### Channels

Channels represent the sub-topics within a team. Teams may have many channels and they may be open to all members or a subset of the team. Each



channel has a set of associated tabs that is customizable by the Team’s owners.

- Posts – this is the conversation area within a channel. Similar to chat, this is an area to converse and share
- Files – this is a shared file space for the channel. Share and collaborate on documents right in the browser without having to email them back and forth. Version history is also tracked.
- Team Notebook – OneNote notebook for the channel (available for “Staff Teams”)
- Other Tab Options – Customize the channel by adding other tabs including MS Planner, Office applications, Forms, and even embedded web pages (URLs)

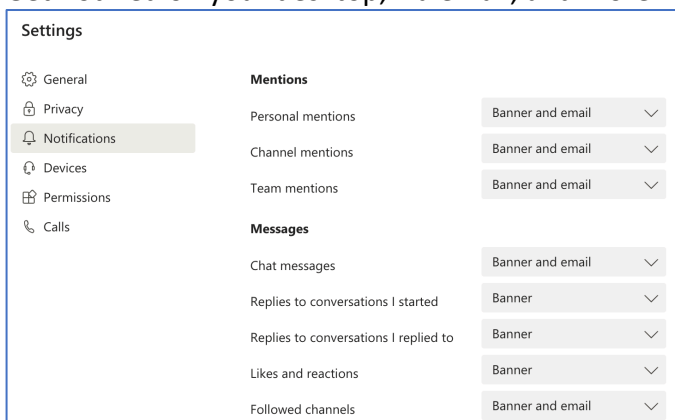
### Notifications

MS Teams allows for notifications on desktops and/or mobile devices in response to a variety of actions. Customize notification settings

- Desktop Client: click your profile picture (or initials if no profile picture) at the top-right and then select Settings > Notifications
- Mobile App: select More ≡ > Settings > Notifications

For more information, see the [MS guide on configuring notifications.](#)

Get notified on your desktop, via email, and more



### @Mentions

“At Mention” are used in posts to notify users when they are mentioned. By typing the “@” sign before the person’s name, their name will be

pulled in from the directory as you type it. This is a quick way to type a general post, but make sure specific people receive it.

### More Help

#### Microsoft Training Videos

Video Tutorials and additional training are provided by Microsoft on the [MS Teams Video Training Page](#). Videos are typically less than 5 minutes long and include topics such as:

- Quick Start
- Intro to Microsoft Teams
- Setting up and Customizing your Teams
- Collaborating in Teams and Channels
- And more...

#### Mason’s MS Teams Community of Practice

In addition to the general training provided by Microsoft, Mason has created a MS Teams Community of Practice. The Community of Practice is a team for interested Mason users, which provides a space for a crowd-sourced forum and communication of Teams updates and resources.

### Request Access

Please visit the [Microsoft Teams entry](#) within the [ITS Service Catalog](#) for additional information, eligibility, and to request access. There will be a link at the top-right to request MS Teams.

Two-Factor Authentication using Duo must be enabled for an Office 365 account in order for it to be licensed for MS Teams. When you are enrolled in 2FA for Office 365 you will AUTOMATICALLY be granted access to MS Teams. Request 2FA for O365 on the ITS Website at <https://its.gmu.edu/service/2fa-for-o365/>.

*MS Teams is a self-service application. Training and support provided by ITS is limited to account access questions.*