Mena College of Management

E-learning/Distance Learning Manual

Using MS Teams

Get Microsoft Teams

Application is available for free installation in all Desktop platforms (Windows & Mac) OS, also available on Smartphone platforms (Android & iOS).

Click for Windows OS
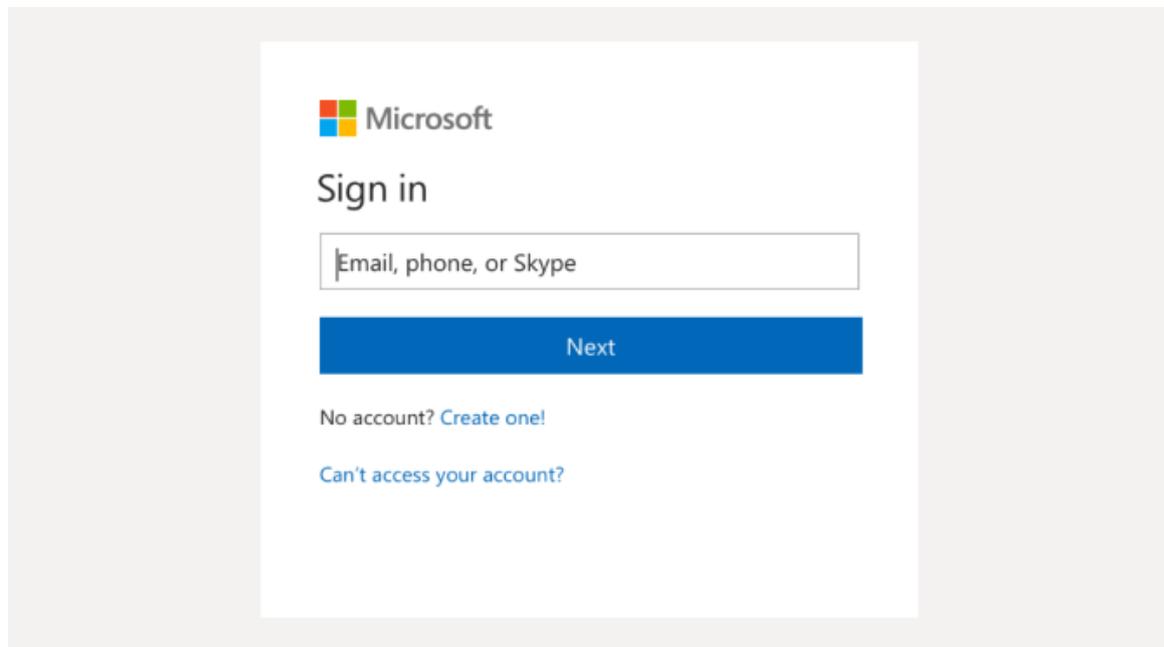
Click for MacOS

Click for Android OS

Click for iOS

Sign in

In Windows, click **Start** > **Microsoft Teams**.
On Mac, go to the **Applications** folder and click **Microsoft Teams**.
On mobile, tap the **Teams** icon. Then sign in with your Microsoft 365 username and password provided by the college to all students.
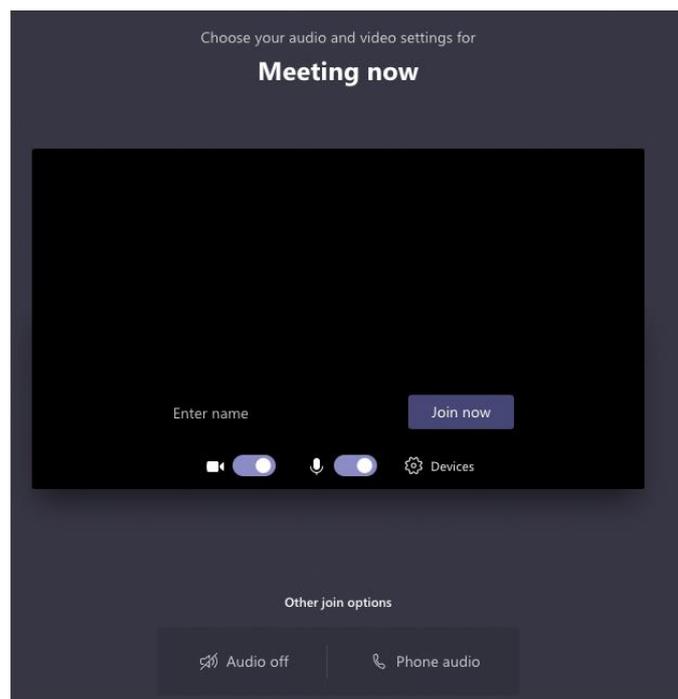
Start a conversation

With the whole team... Select **Teams** ⊞ , pick a team and channel, write your message, and click **Send** ▷ .

With a person or group... Click **New chat** ✎ , type the name of the person or group in the **To** field, write your message, and click **Send** ▷   .
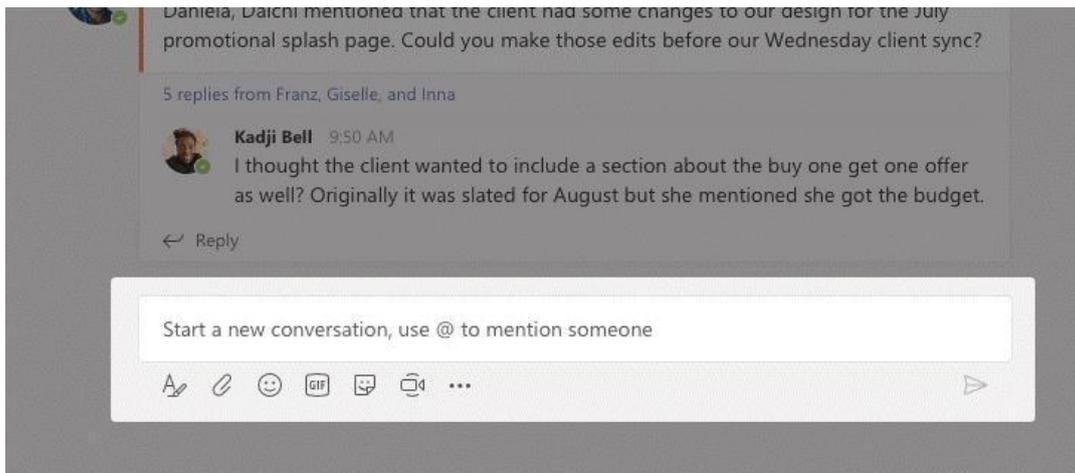

Joining a class

Every teacher adds his/ her students to each team based on the class list. Once teacher adds a student as a member of the class, the student will be prompted to join the class by **"Join now".**

Pick a team and channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic. Select **Teams** 👥 and choose a team. Pick a channel to explore **Posts**, **Files**, and other tabs.
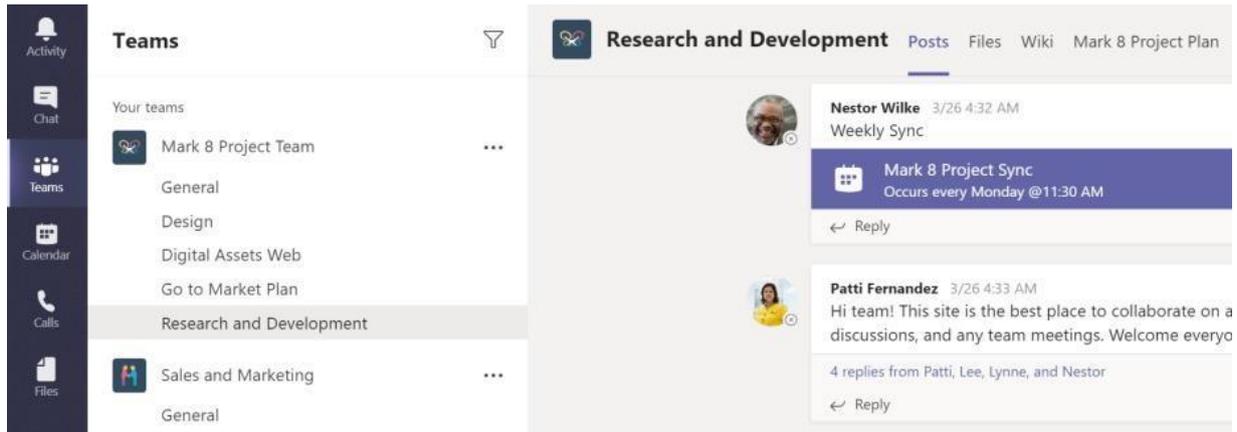

Start an impromptu meeting

Click on **"Meet now"** just below where you type a message to start a meeting in a channel. (If you click **Reply**, and then **Meet now**, the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.
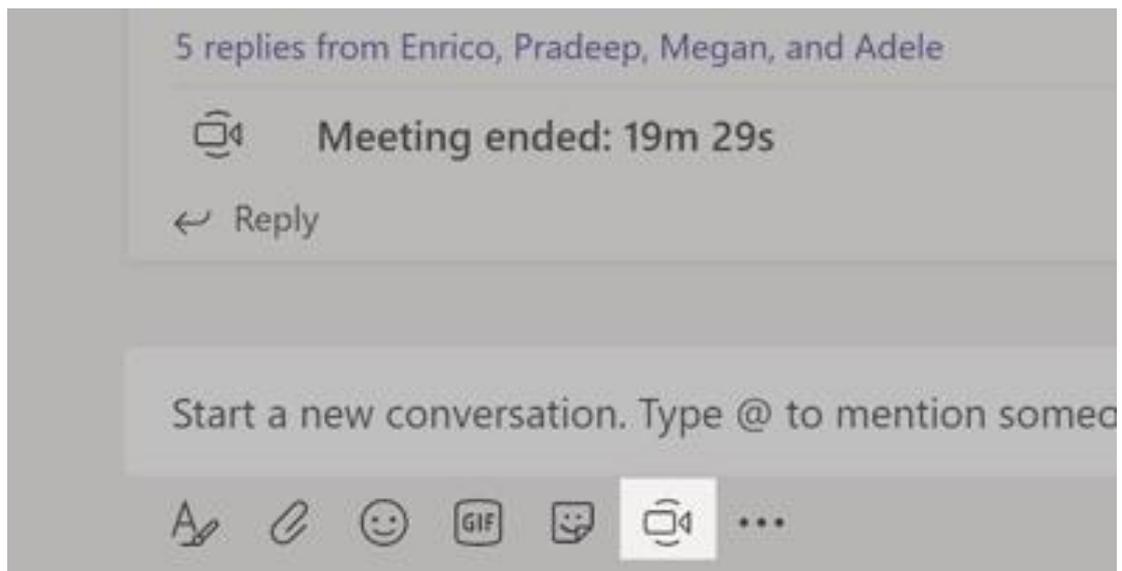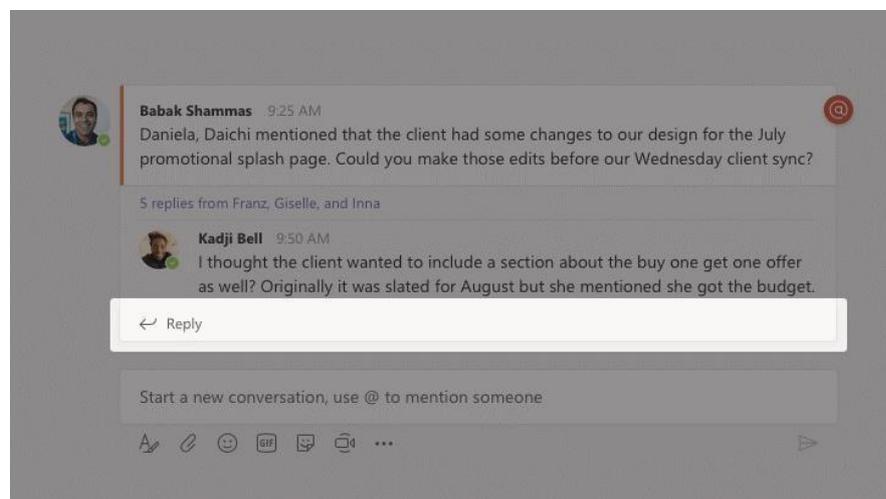
Make video and audio calls

Click **Video call** or **Audio call** to call someone from a chat. To dial a number, click **Calls** on the left and enter a phone number. View your call history and voicemail in the same area.
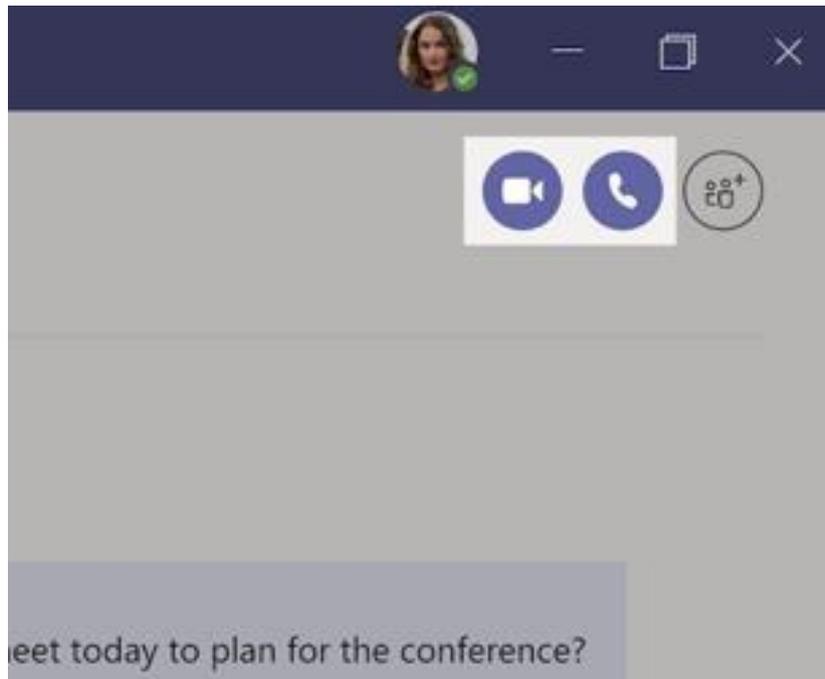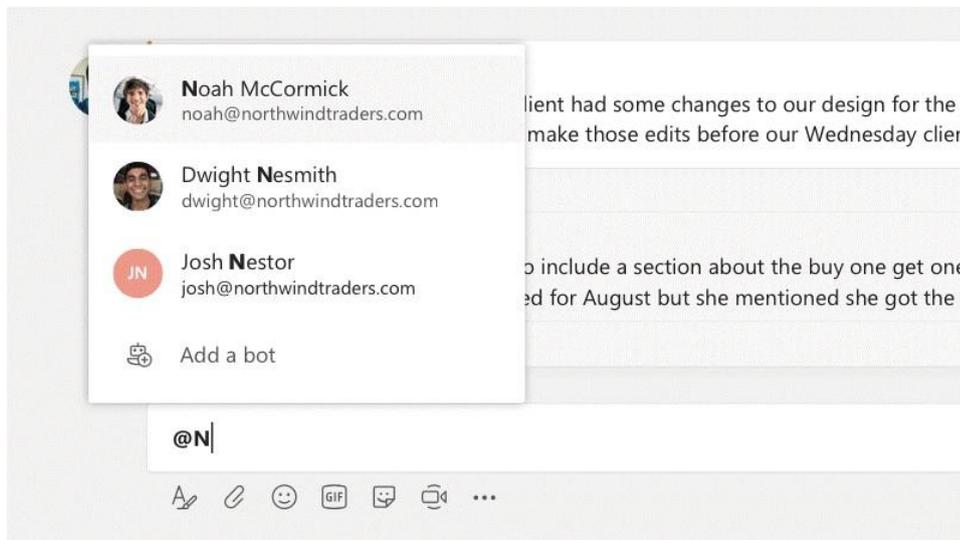

Reply to a post

Channel posts are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send** ▷

@mention someone

To get someone's attention, type @, then their name (or pick them from the list that appears). Type @**team** to message everyone in a team or @**channel** to notify everyone who favorited that channel.


Add an emoji, meme, or GIF

Click **Sticker** 🙂 under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.
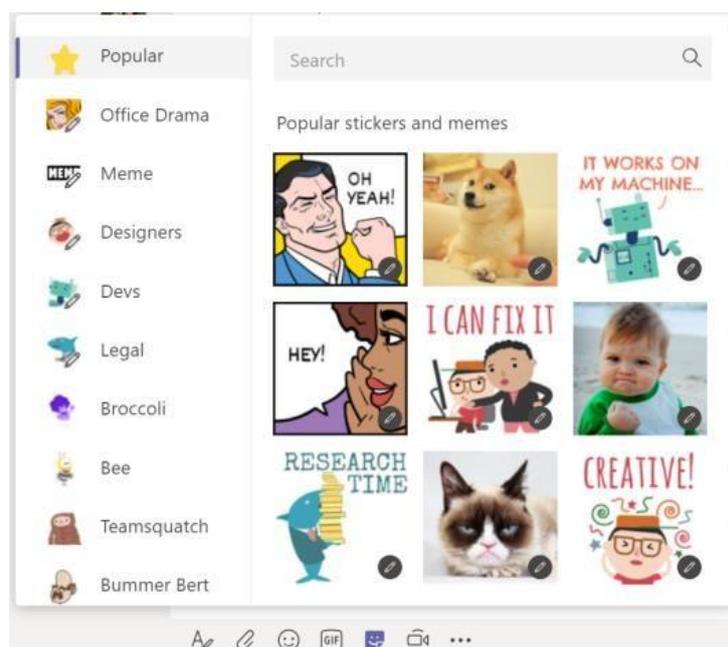
Stay on top of things

Click **Activity** 🔔 on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. To set up notifications for a channel, choose next to the channel name, then **Channel notifications**.
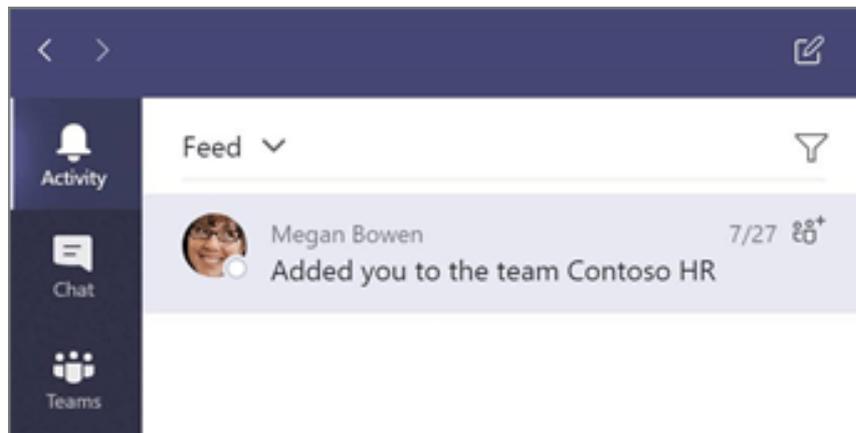
Add a tab in a channel

Click ＋ by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.
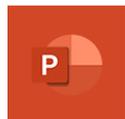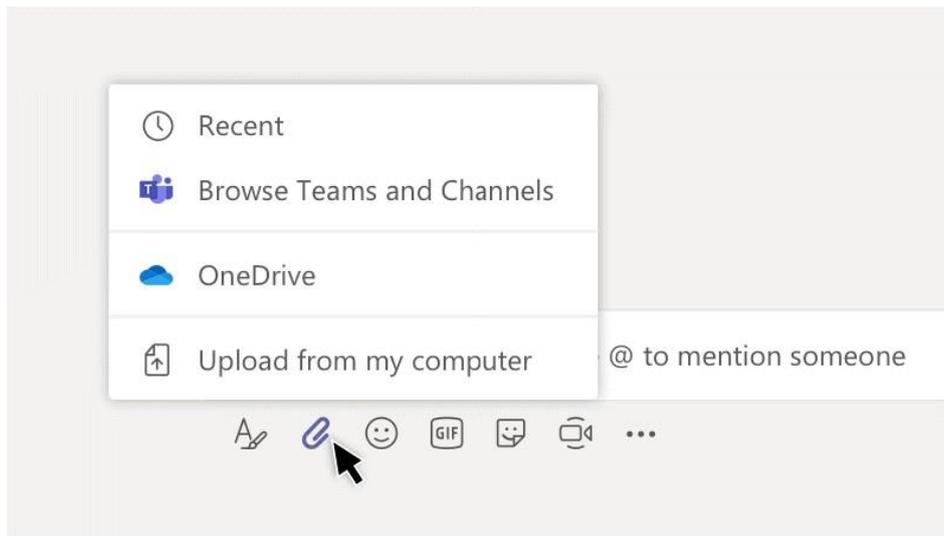
Share a file

Click **Attach** 🖉 under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.

Work with files

Click **Files** ▯ on the left to see all files shared across all of your *teams*. Click **Files** at the top of a channel to see all files shared in that *channel*. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!
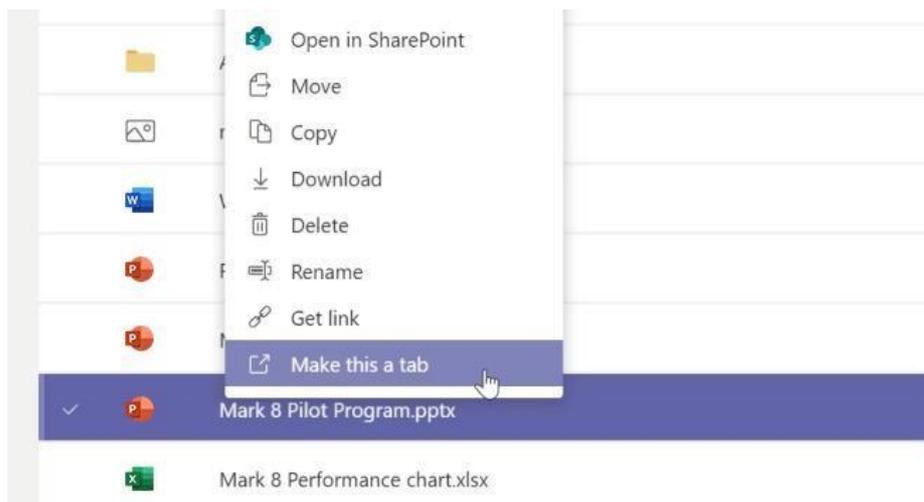
Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the **Messages**, **People**, or **Files** tab. Select an item or use the filters to refine your results.