

MS Teams: Guide for Students

Microsoft Teams is a collaboration App that helps your team or group stay organised and have conversations—all in one place.

For more information on how to use Teams look at the video below:

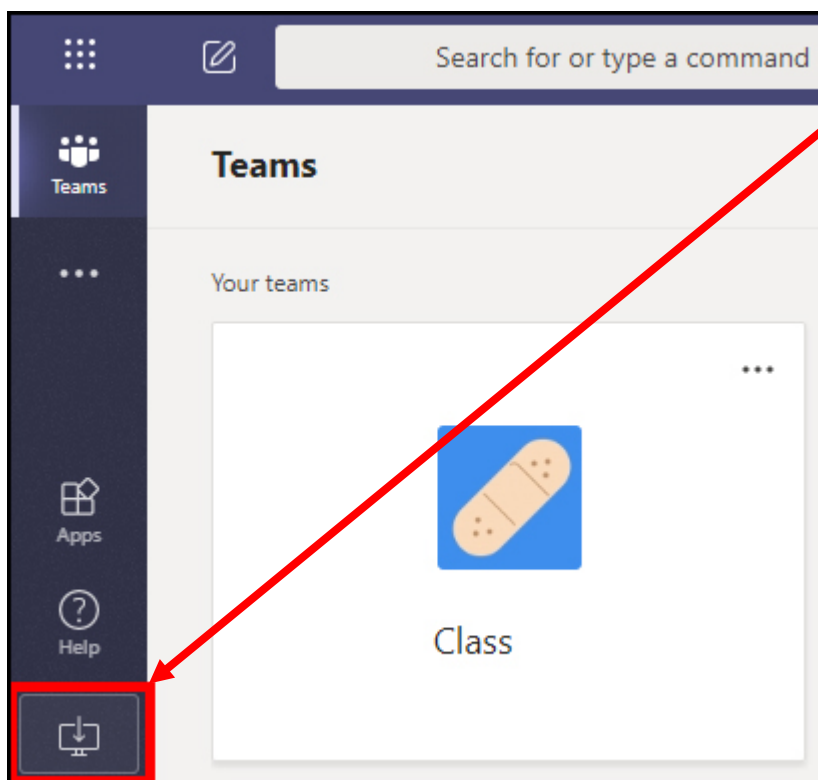
- [Video: Welcome to Microsoft Teams](#)

Access

You can access MS Teams with all your Office 365 apps on <https://office365.qub.ac.uk/> or via the Quick Links section in the Queen's Online homepage. Just sign in with your QUB *student number* and *password*.

Teams App

It is **recommended** you download the Teams App, to a laptop or desktop computer, to be enjoy the full range of features and functions. The MS Teams App can be downloaded by signing into your **QUB Office 365 account** and going to Teams, then click on the download symbol which appears at the bottom left of the menu.



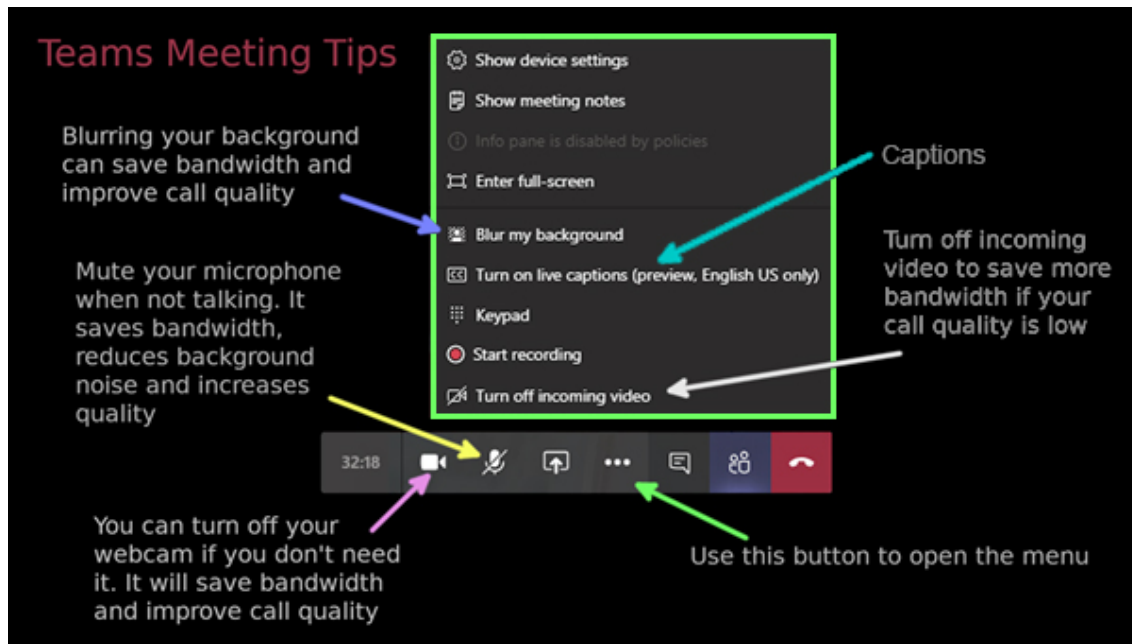
NB: You can download the Teams App for phones or tablets from the usual App stores. However, the desktop experience is best!

NB: After installing Teams, the next time you want access Teams, go to the Start (*or Applications*) button and select Teams.

Teams Meetings

Teams Meetings are online calls where you can participate using video, audio and chat.

- [Video: Join a Teams meeting](#)
- When you are joining a Teams Meeting, it is recommended you keep your microphone on mute unless you are speaking. It's also useful if you can use headphones while on the call (*to reduce audio feedback*)
- The picture below shows the tools you can use whilst in a Teams meeting



MS Teams for Students

Students **can**:

- Schedule a meeting or Meet Now
- Chat via the Chat window
- View participants list
- Upload files to Files area (*not Class Materials*)
- Create Meeting Notes
- Raise hand

Students **cannot**:

- Record a meeting (*this will be recorded by the Teacher*)

NB: As a student, you may have several Classes via Teams. Ensure you access the right class at the right time either via Teams or the email invite.