

## Microsoft Teams at Wolfson College

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

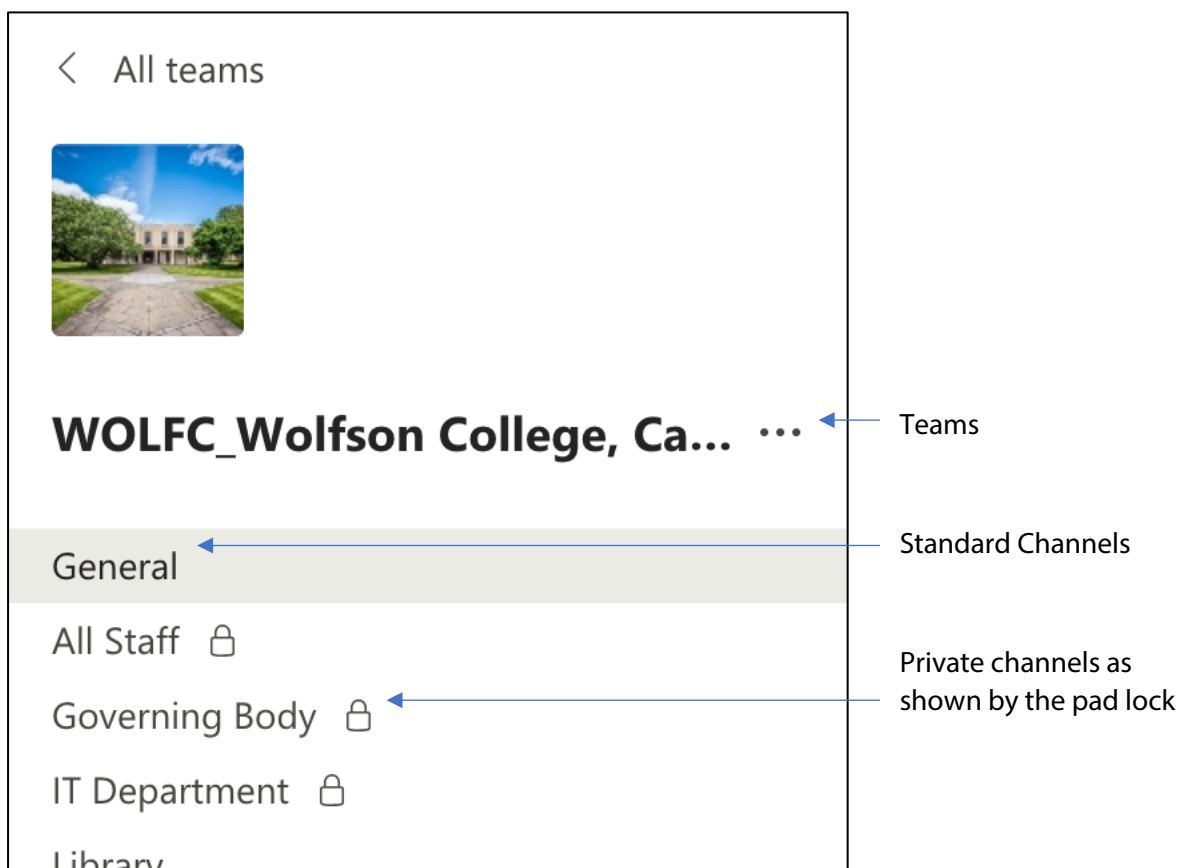
### Overview

**Teams** are groups of people brought together for work, projects, or common interests in our case Wolfson College is the Team but you may be a member of another Team such as a University College Department. Teams are managed and maintained by the Wolfson IT Department.

**Channels** are where you hold meetings, have conversations, and work on files together. We have created channels for departments – Other channels can be created by request.

There are two types of channels

- **Standard:** available and visible to everyone within our Team.
- **Private:** These can only be seen by those that have been invited.



## Keep everything in one place

Teams enables you to work on any device, wherever you have an internet connection (without using a VPN). It lets you connect, plan and get work done:

- Securely access and upload shared files
- Work on a file together: simultaneously co-author files
- Send private instant messages to individuals and groups, and grab their attention using @mentions to get quicker responses (which helps to declutter your email inbox)
- Post public messages and send emails to Channels
- Join online Teams meetings (audio and video calling) or Meet Now at the click of a button – you can manage meetings, move around during a meeting, screen share, present PowerPoint slides, use a digital whiteboard and take meeting notes
- Record meetings and videos – automatically save and stream them within Teams; it even automatically creates closed captions for you
- Stream live events to large audiences
- (note that we are limited to a maximum of 15 concurrent live events across all the University's Teams and Chats).
- Add other Microsoft apps and services such as Planner and Stream to help you be more productive.

## How to get Teams

You can use Teams on Windows, Mac and Linux devices. Each has different ways of accessing Teams – either in a web browser or by installing a native app specific to your device.

### Installation

- Visit the staff website <https://staff.wolfson.cam.ac.uk> and find the link on the “IT Information” page to download MS Teams for your computer.

A direct link to the Windows installation file is:

[https://www2.wolfson.cam.ac.uk/files/it/teams/teams\\_windows\\_x64.exe](https://www2.wolfson.cam.ac.uk/files/it/teams/teams_windows_x64.exe)

Or for Mac OS: [https://www2.wolfson.cam.ac.uk/files/it/team/teams\\_osx.pkg](https://www2.wolfson.cam.ac.uk/files/it/team/teams_osx.pkg)

When it has finished downloading, run it to install and then sign in with your raven credentials – As shown below.

- For other Mac OS and Linux go to <https://www.office.com/> in a web browser, log in to Office365 using with your University of Cambridge Microsoft account credentials. Once logged in you will see the Teams tile.
- For Android mobile devices go to Google Play Store [https://play.google.com/store?hl=en\\_gb](https://play.google.com/store?hl=en_gb)

- For Apple iOS devices visit the App Store:  
<https://apps.apple.com/gb/app/microsoft-teams/id1113153706>.

## Log in Screen

UNIVERSITY OF CAMBRIDGE

Sign in with your organizational account

lr478@cam.ac.uk

.....

Sign in

Please sign in with **CRSid@cam.ac.uk**

Alumni please sign in with **CRSid@alumni.cam.ac.uk**

For more information, click [here](#)

You will need to log in with your Raven credentials (even if you usually log in with an institutional email address):

- Username = **CRSid@cam.ac.uk**
- Password = Raven password\*

\*If you find that you do not have any office applications upon signing in then please reset your Raven password using the self-service form found here:

<https://password.raven.cam.ac.uk/forgotten-passwd> or contact IT by emailing the helpdesk for assistance.

## The Different versions of Teams

### Desktop app

For the best user experience, we recommend using the desktop app on a laptop or desktop computer if possible because the desktop app has all the features available in Teams and provides the best user experience.

### Web app

The web app has fewer features than the desktop app, in particular its support for calling (audio, video and screen sharing). All calling features are supported in Chrome and Edge (Chromium-based). **Calling features are not supported in Firefox, Safari or Internet Explorer.**

### Mobile app

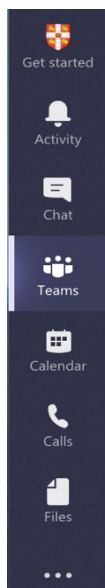
Teams does not work on mobile browsers so you will need to install the native app for your phones and tablets. The Teams mobile app offers a limited feature set compared to the desktop app, but is handy for messaging and video/audio conferencing. To work with

Office 365 documents, you will also need to download the native apps for those – you will be prompted to do so when required.

- **Android:** Support is limited to the last four major versions of Android. When a new major version of Android is released, the new version and the previous three versions are officially supported.
- **iOS:** Support is limited to the two most recent major versions of iOS. When a new major version of iOS is released, the new version of iOS and the previous version are officially supported.

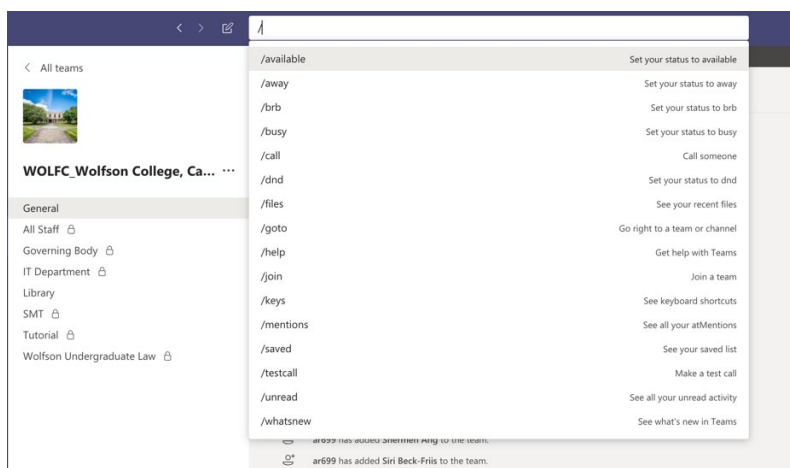
## Getting Started

Here's a quick look at the main sections within Teams.



- **Teams** – see the channels which you belong to. Inside channels you can hold on-the-spot meetings, have conversations, and share files.
- **Calendar**- See everything you've got lined up for the day or week. Or, schedule a meeting. This calendar syncs with your personal Outlook calendar.
- **Calls** – If you have used Skype before then this will look very familiar to you. In addition to making audio and video calls you can also share your screen to callers.
- **Activity** - Catch up on all your unread messages, @mentions, replies, and more.
- **Chat** – A messaging platform (MSN)

Located at the top is a search/command window. To search just type what you are searching for, commands start with / and if you type this you should see some suggestions.



**For more information and training on Teams Click on the Get started tab within Teams or visit: <https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>**