How to Access & Use Microsoft Teams

Microsoft Teams is a special application of Office 365 that can be utilized for the online instruction of courses. It can be accessed using your Lindenwood University Outlook account.

1. On the home page of Lindenwood University's website, click on "Office 365" under the "Email" tab in the top right portion of the page.

2. Click on the "Access Office 365" in the central yellow area of the page.

3. Log into Office 365 using your Lindenwood email address and password.

4. After logging in, you should be taken immediately to a home screen that displays a multitude of applications. Look for and click on the "Teams" application, which should be positioned between the "Tasks" and To-Do" applications toward the bottom of the list of applications.

5. Upon arriving at the Teams home page, there should be a tab in the top right corner that says "J$ t   orner that says   ornD   ba   ap

9. Click "Next" to create the course.

10. In the next window that appears, type into the text box the email addresses of the students you would like to add to the course. Press the "Add" button

14. OPTIONAL: To further edit your course, select the "Manage team" option after clicking the three dots to the right of your course's name in the white bar on the left. A tab bar with several options should appear. Select the one that says "Settings."

    a. From here, several different tabs (including those that say Member Permissions, Guest Permissions, and @mentions) should appear across the screen. Click on any of these tabs to show check boxes that allow you to alter the displayed setting.

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