



Getting started with Microsoft Teams



1 Download the App

Microsoft Teams can be downloaded in PC and iOS and Android mobile devices in Google Play or App store.



2 Start Teams

To start the application in Windows, click Start button > Microsoft Teams.

On mobile, tap the Teams icon.



Microsoft Teams

3 Sign up/Log in

Sign in with your DLSU Office 365 username and password.



4 Create or Join a Team

A team is a collection of people, conversations, files, and tools — all in one place.



We can either create a private and public group and access multiple teams by switching between projects.

5 Adding Team Members

The best way to get familiar with Microsoft Teams is to customize its group by picking and adding members. This can be done by typing down their names or their email address.

Add people to "DLSU-CENTER FOR ANNOXATIVE CHEMISTRY AND PROGRAM"

Inviting a new member will automatically create a new conversation.



6 Start a conversation

Microsoft Teams provides a modern conversations experience, with threaded, persistent chat to keep everyone engaged.

