

# Microsoft Teams Instructions

Access Microsoft Teams via <https://teams.microsoft.com> or an invite. If you aren't already signed in, use your Dillard account credentials.



## Sign in

@dillard.edu

No account? [Create one!](#)

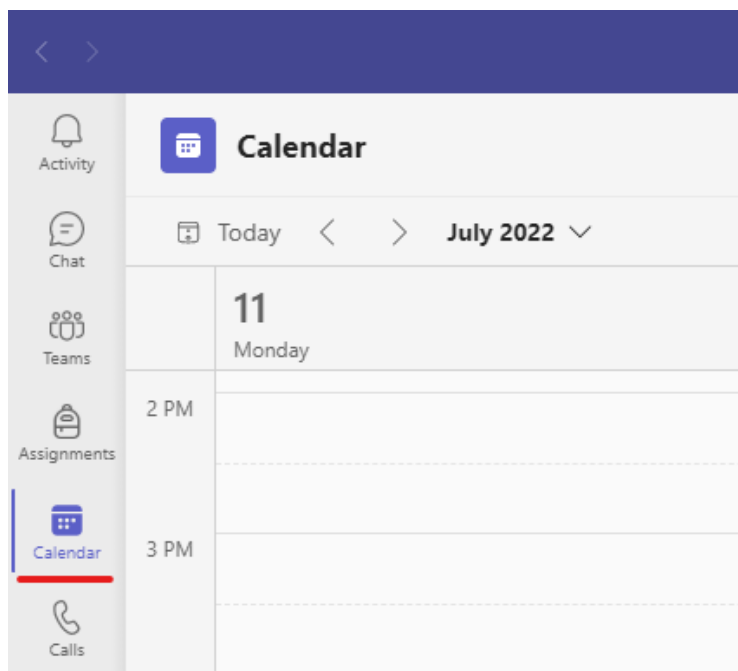
[Can't access your account?](#)

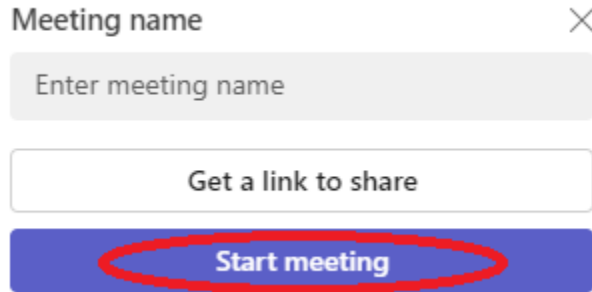
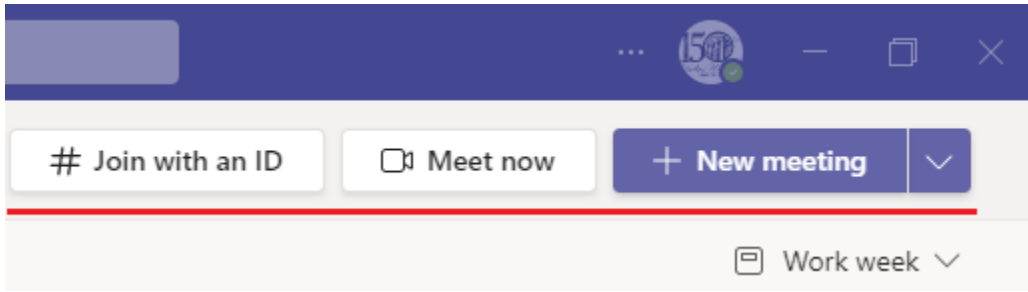
Back

Next

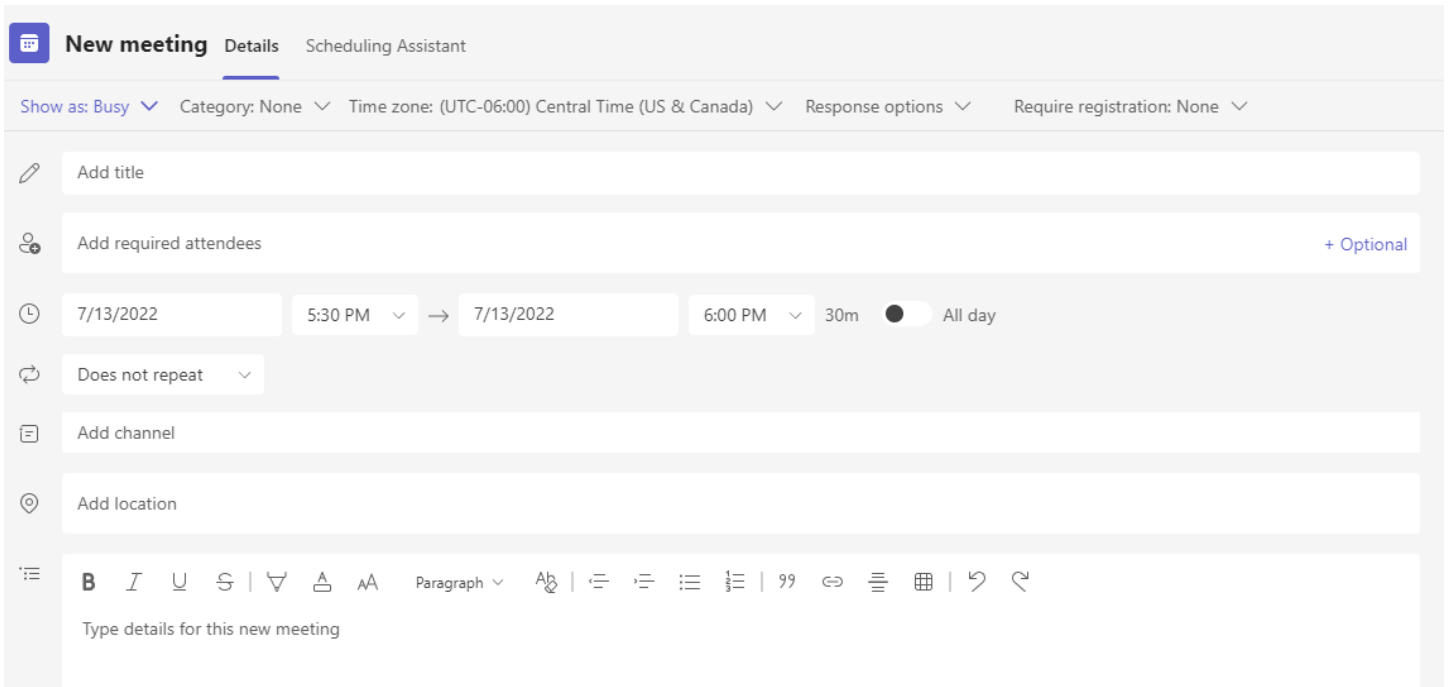
Teams also has a desktop application, here's the link to download Teams for work or school. <https://www.microsoft.com/en-us/microsoft-teams/download-app> If the download requires administrator approval on your Dillard provided computer, contact helpdesk for installation.

Once Microsoft Teams is launched in however manner, select "Calendar" on the left-hand side, then select "Meet now" to start a meeting or "New meeting" to schedule a meeting in the top right corner.



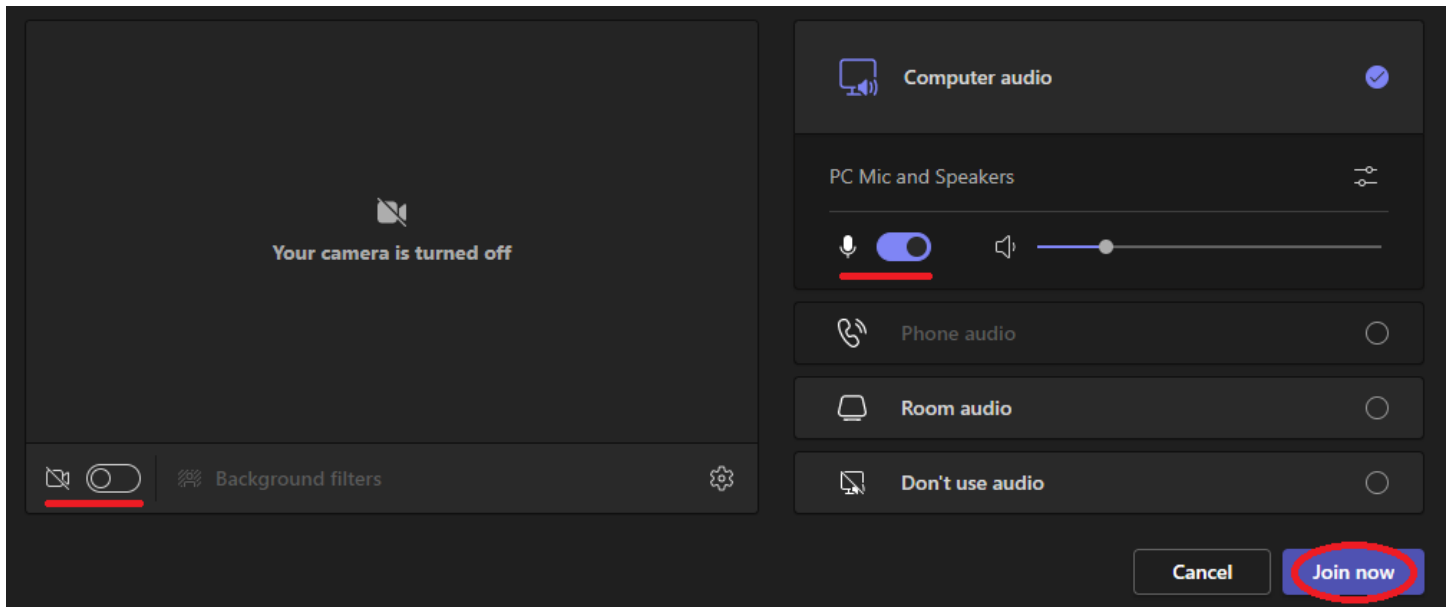


(Meet now Prompt)

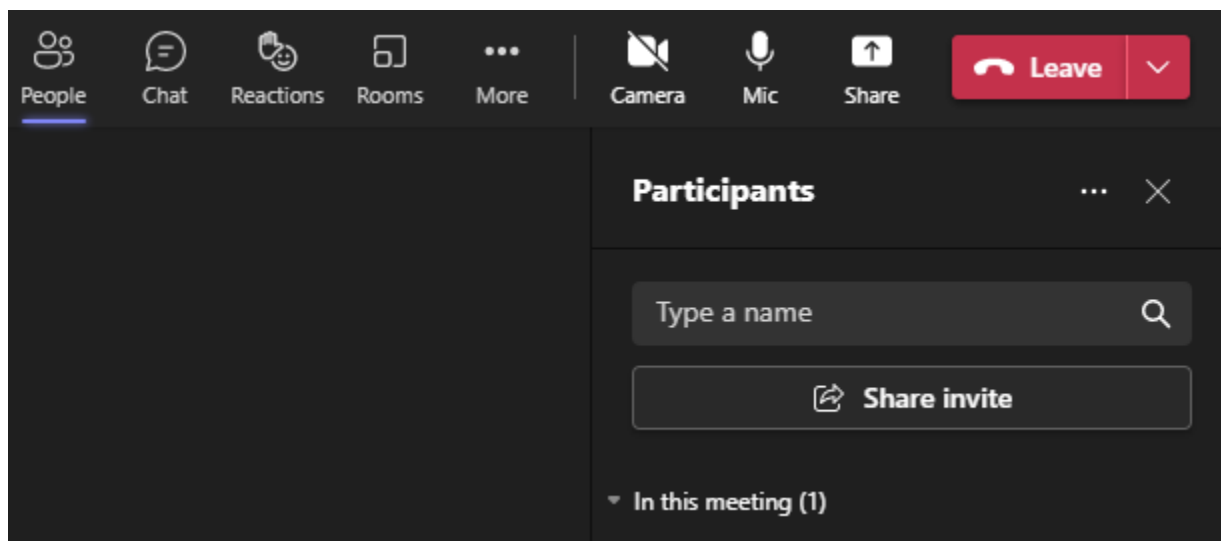
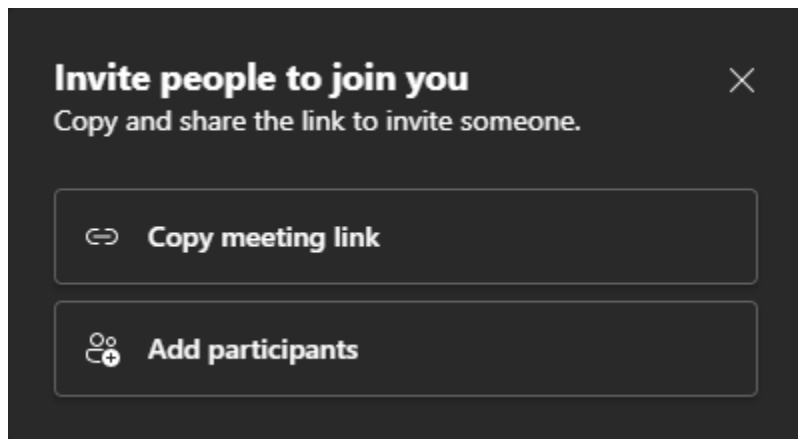


(New Meeting Prompt)

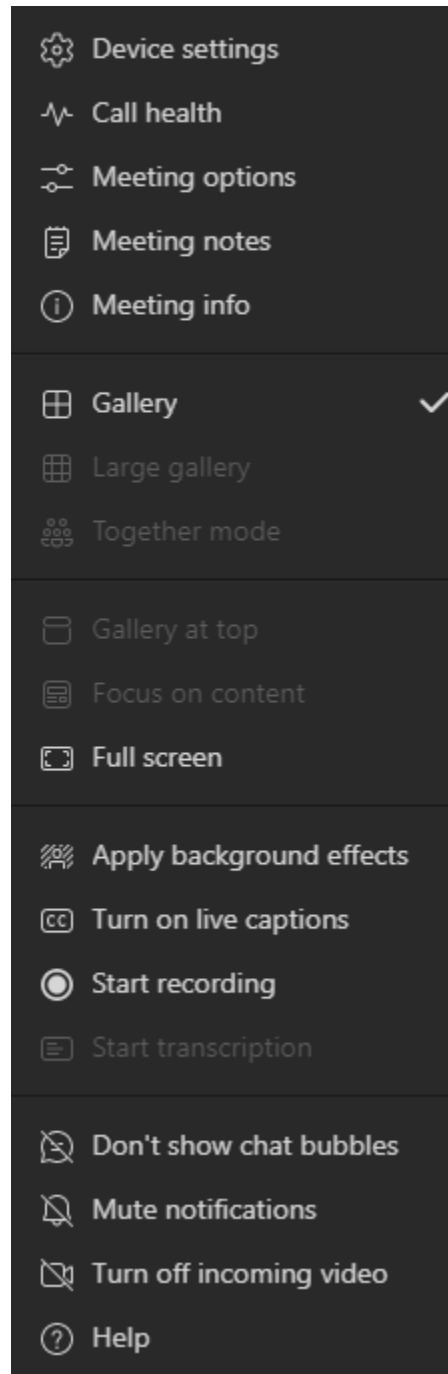
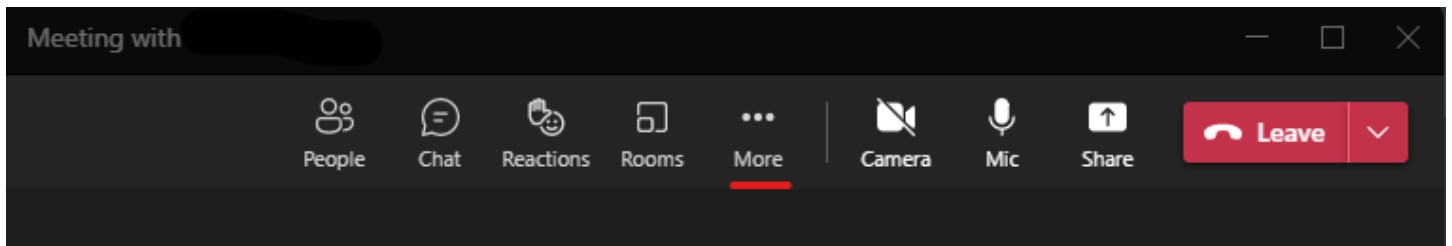
Once you start or join a meeting, the following screen will appear where you can make sure your microphone, camera, and speakers are enabled. Then select "Join now"



If you're the host, the following will prompt. Select "Add participants" and add them in the next field.

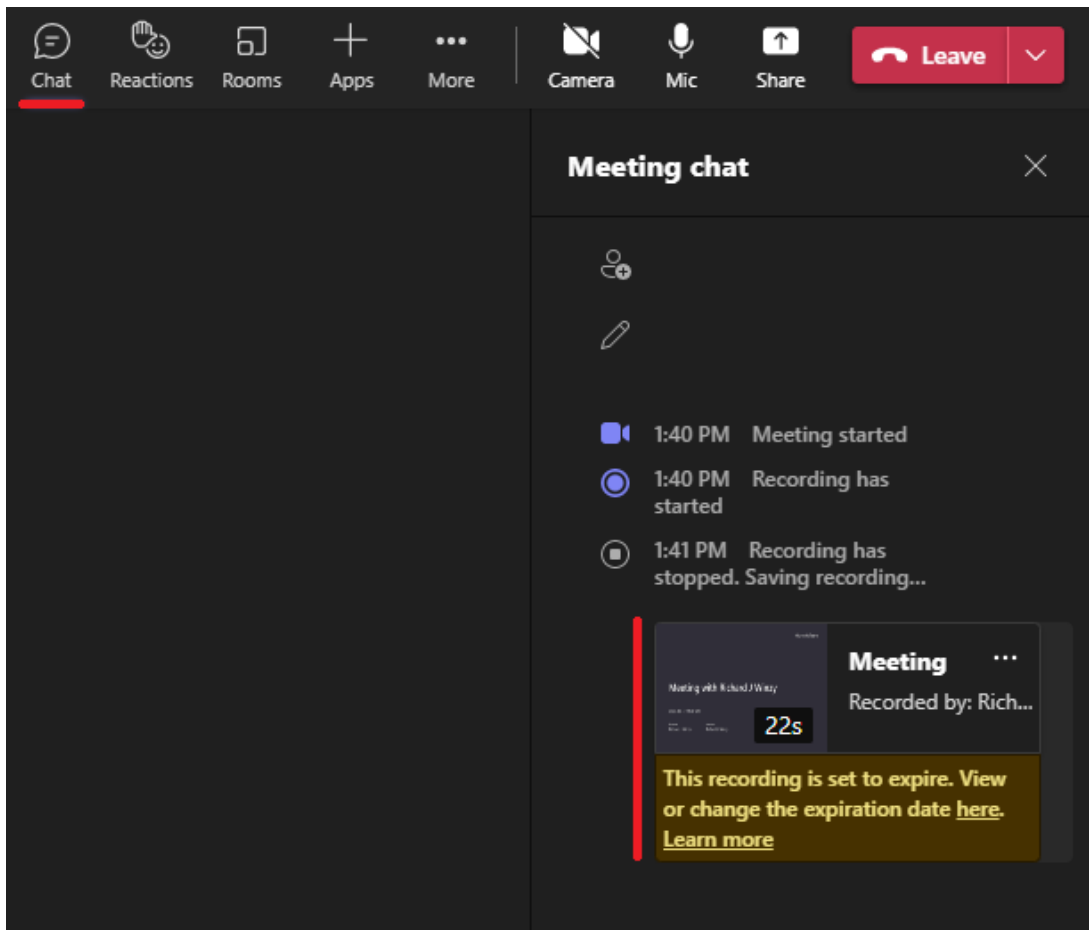


For more options for the call, select “More” and tap the appropriate setting you want to use or change. The host may select the “Start recording” and “Stop recording” similarly.

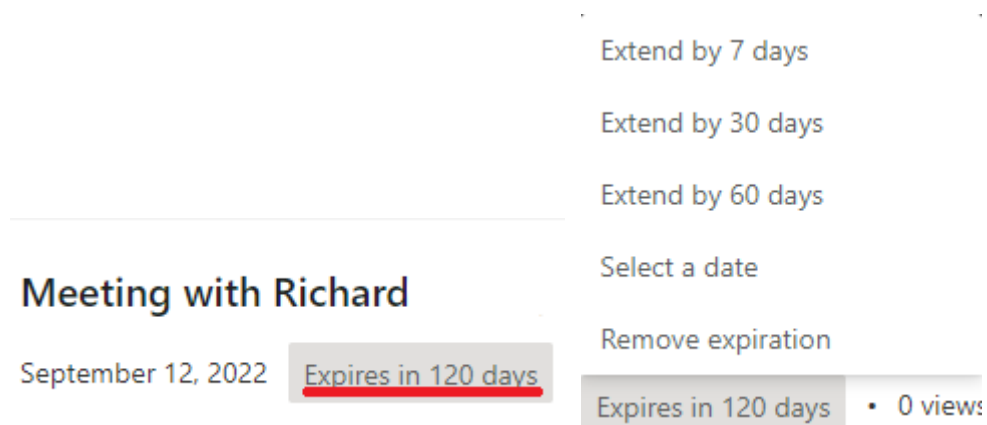


(More prompt)

Once the recording is stopped, it is then saved with a link to the recording in the chat. The default expiration date is 120 days unless changed by opening the recording and clicking the expiration box.



(Chat)



(Recording expiration options)