

You will be able to meet with your teachers and classmates online within Microsoft Teams. Think of it as your online meeting place for anything related to your classes. If your class uses Moodle, keep using it for assignments and downloads. For class lectures, discussions, or any live communication, use Teams.

Where do I get Teams?

Microsoft Teams can be used in a web browser such as Google Chrome or Edge. If you are using a desktop or laptop computer, it is recommended to install the desktop app. You can also use a mobile version of Teams by downloading an app on your mobile device at the Apple App Store or Google Play.

On a desktop or laptop, go to this address:

<https://teams.microsoft.com/start>

From this address, you can use your @mticollege.edu username and password to log into Teams.

To download the recommended Teams app, download and install it here:

<https://teams.microsoft.com/downloads>

How do I use Teams?

Please review the Teams Quickstart guide for a visual overview of the Teams interface.

Once you enter Teams, you will see classes that your instructors have set up. If you do not see an expected class, your instructor may not have set up the class, yet. Please check again soon or contact your instructor for more information.

To get an overview of Teams, view the following video (~3 minutes):

[Welcome to Microsoft Teams](#)

Once you have an idea of what Teams has to offer, take some time to review the Teams interface. Look over video tutorials for many features in Teams here:

[Microsoft Teams video training](#)

To communicate with your instructor and classmates, be sure to review the following specific skills in Teams:

- [Start chats and make calls](#)
- [Work in channels](#)

- [Join a Teams meeting](#)
- [Move around during a Teams meeting](#)
- [Join a meeting on the go](#) (meetings in Teams mobile app)

Your classes will primarily use Teams for online chats and meetings.