Getting started with Teams
For students

Microsoft Teams is a collaborative app that allows you to make calls, chat, make teams and work on and share files. You can access Teams on any device by going to [lancaster.ac.uk/office365](lancaster.ac.uk/office365). We recommend downloading the app for the best experience.

If you have used the Teams app before at a different institution, please make sure you sign out before signing in with your Lancaster University IT account.

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### The Menu

On the left of the screen, you’ll see a purple column. This is the main menu. From here, you can see:

- your notifications from across all the teams you are a part of
- your chats with others
- the teams you are in
- your calendar
- your files

Your calendar is integrated with your Lancaster University Outlook account. The files page shows you everything stored in your Lancaster University OneDrive and everything you store in Teams.

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### Teams

You can set up teams for many reasons, including project work, study groups, societies, or teaching modules. People can post messages to have discussions, collaborate on files or set up a video call between the team members.

Each team has a file limit of 250TB! That’s practically unlimited.

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### Joining Online Meetings

You can join a webinar or tutorial by clicking on the join link that you will either find on your Moodle, or sent to you by staff. When in a call, you can **raise your hand** by clicking the **hand icon** in the menu. You can join in on the meeting’s chat by clicking the **conversation icon**.

By clicking the three dots, you open another menu which lets you enable live auto-captioning as well as the ability to blur or change your background, or change your audio settings.

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For further help, search the Student Portal for Teams help.