

## How to Download Microsoft Teams and then join a class team

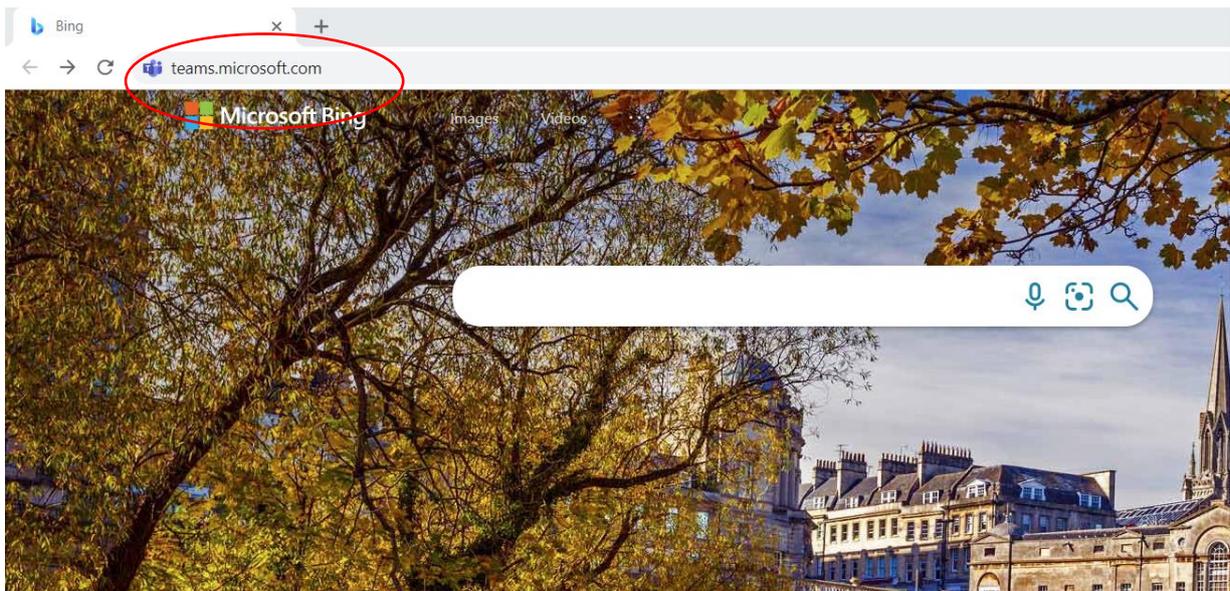
The English Language Centre uses Microsoft Teams for its in-sessional classes. Teams is easy to use, highly interactive, and has all the functionality you need for your classes on one platform – video calls, chat, announcements, file sharing, file storage, student and tutor contacts, your Outlook calendar, and much more, all linked to your University of Liverpool account. Competence in use of Teams is a valuable transferable skill that you will be able to add to your resumé/CV. Many employers are now using Teams, particularly in the age of remote and hybrid working.

Teams is not like Zoom – you need to join the class’s team before you can join the meeting. If you are unfamiliar with Microsoft Teams, you can watch these videos on [how to download/install MS Teams](#) and [how to join a class team using a code](#). Alternatively, the instructions below will help you download the Teams app to your computer/laptop and then join a class team so that you can access your online classes.

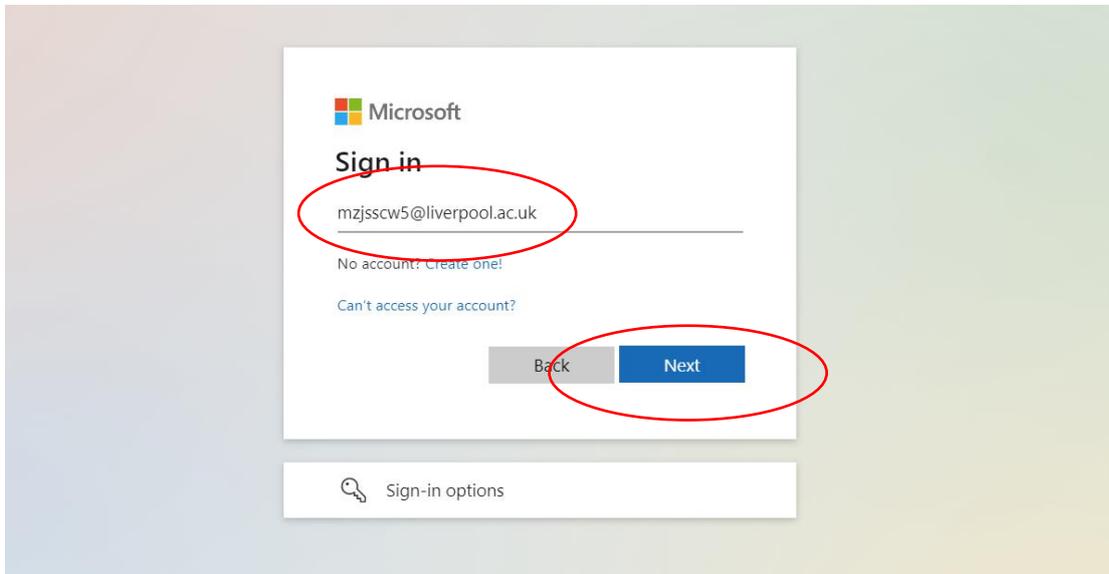
We recommend you use Teams **on a PC or laptop** for the best experience. The Teams app on your phone will have much less functionality.

### How to download Teams

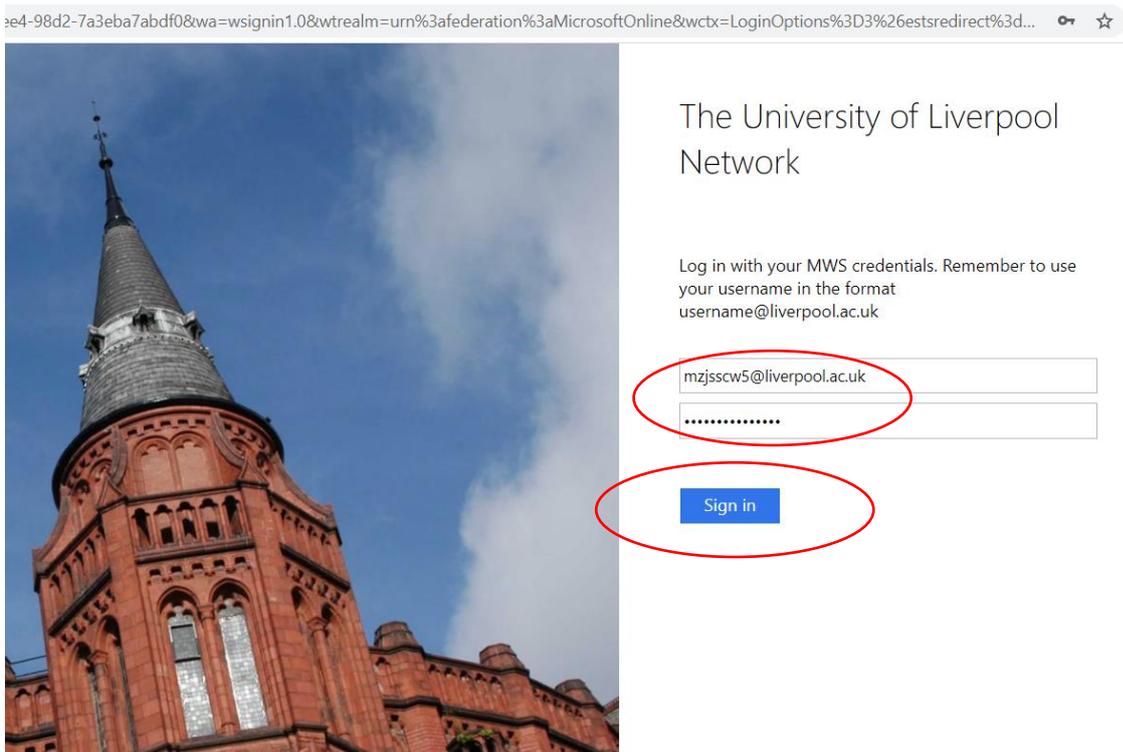
1. Go to [teams.microsoft.com](https://teams.microsoft.com) in your internet browser.



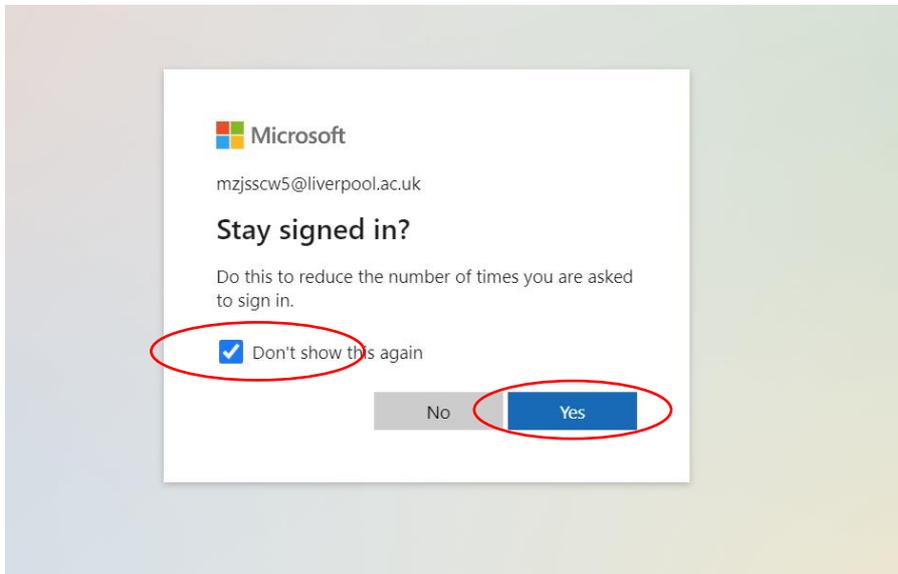
2. Sign into your Microsoft account using your university username @liverpool.ac.uk (not your usual Liverpool email address). Then click 'Next'.



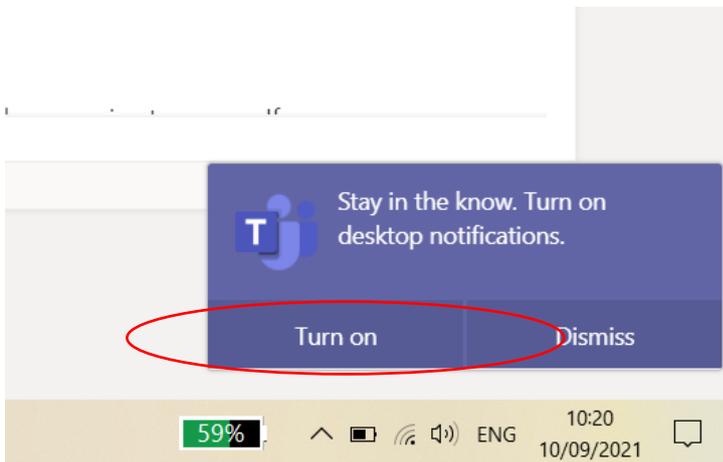
3. You will arrive at the University of Liverpool's sign in page. Enter your username @liverpool.ac.uk again, and then your MWS password. Then click 'Sign in'.



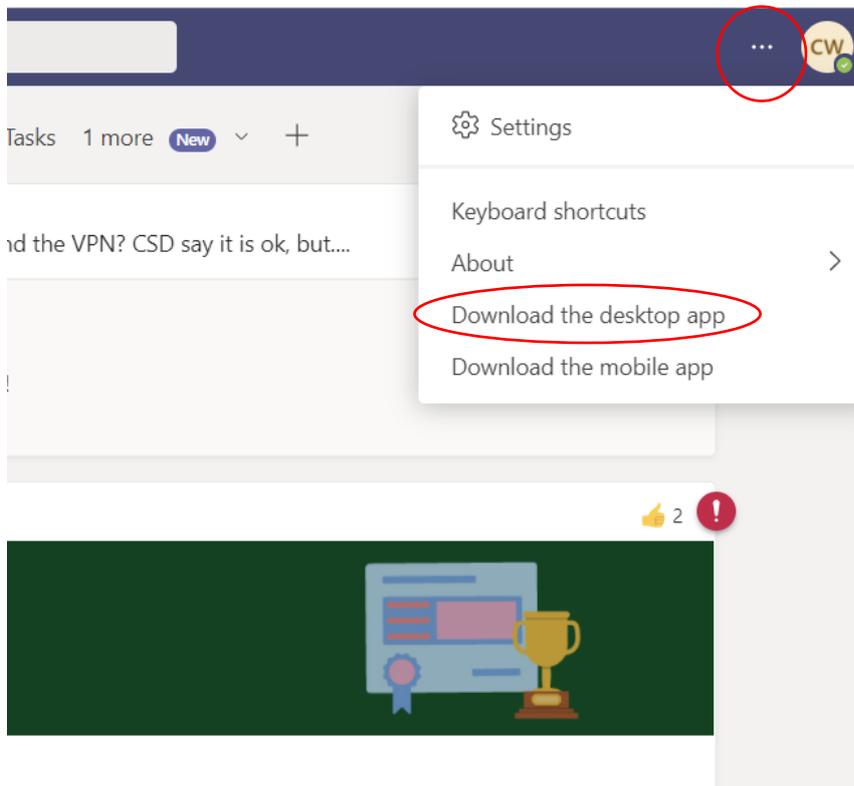
4. You may have to enter additional login information (e.g. a dual factor passcode) to access your account.
5. You will be asked if you want to stay signed in. It's a good idea to click 'Yes' for ease of access in the future.



6. Teams will open in the web app. At the bottom there will be a pop-up asking you if you want to allow notifications. It's a good idea to click 'Turn on' because you will receive notifications of chat messages, starts of meetings etc. by pop-up.



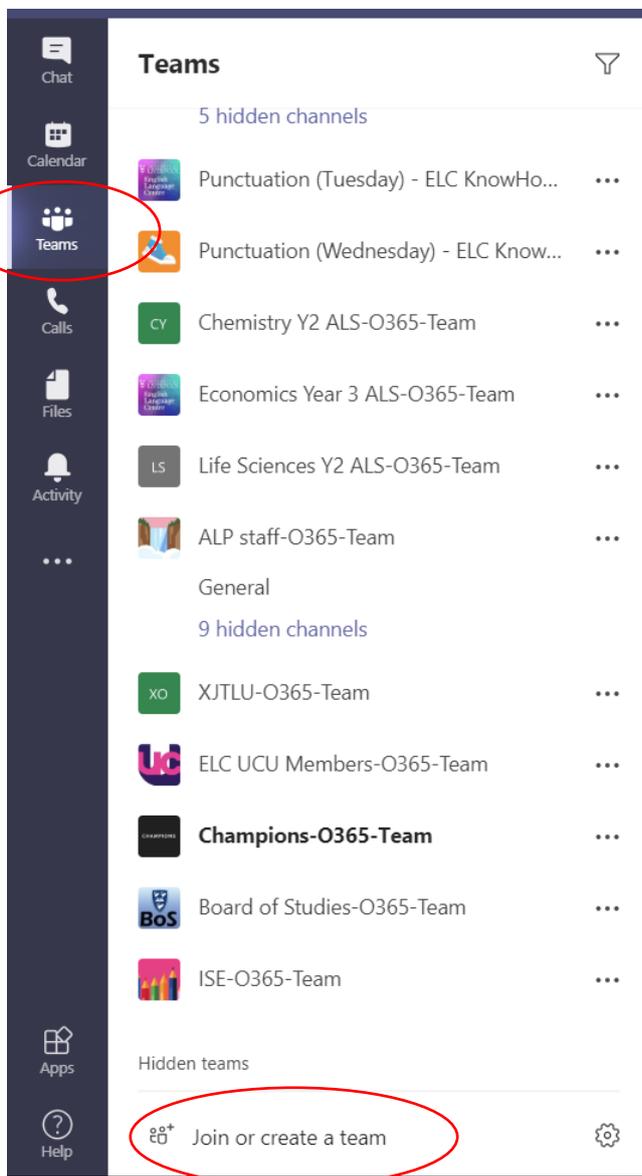
7. If you want to download the Teams desktop app, click the three dots next to your initials in the top-right corner and click 'Download the desktop app'.



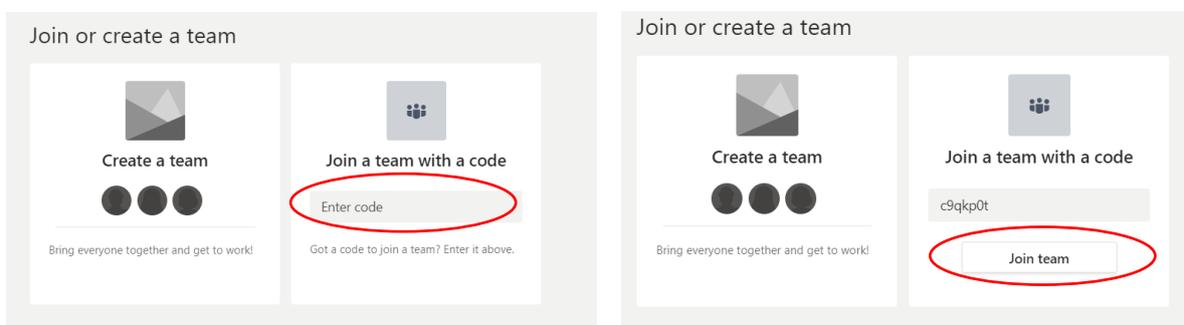
8. The file will download. You will then need to save/run and open the file in the usual way you download any programme.

### **How to join a class team**

9. Click 'Teams' tab. All the teams you're a member of will show, either as a list down the left of the page, or as rows of icons. Click 'Join or create a team' – this will be at the bottom of the list of teams or to the right of the page, depending on how your page is set up.



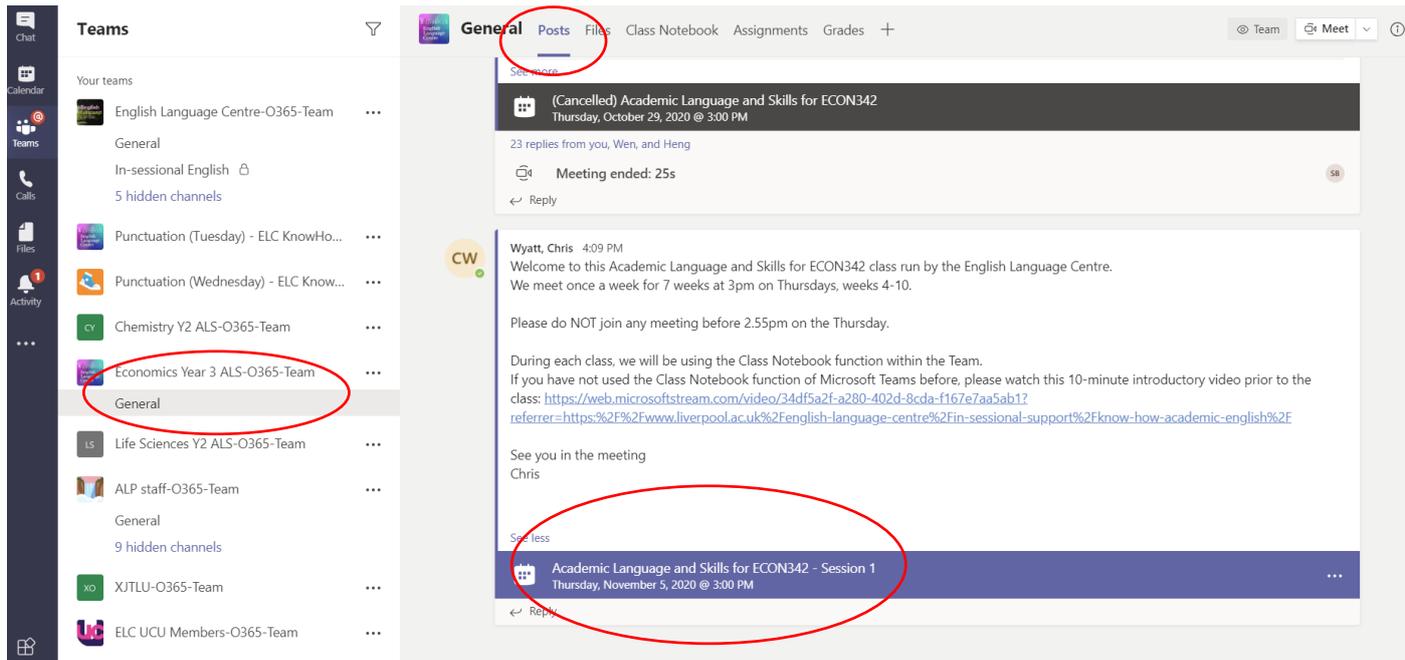
10. Find the access code for the class you want to join – maybe it will be in an email or at the end of a completed sign-up form. You need to enter the code for the team into the field under the instructions to ‘Join a team with a code’. Enter the access code and then click ‘Join team’.



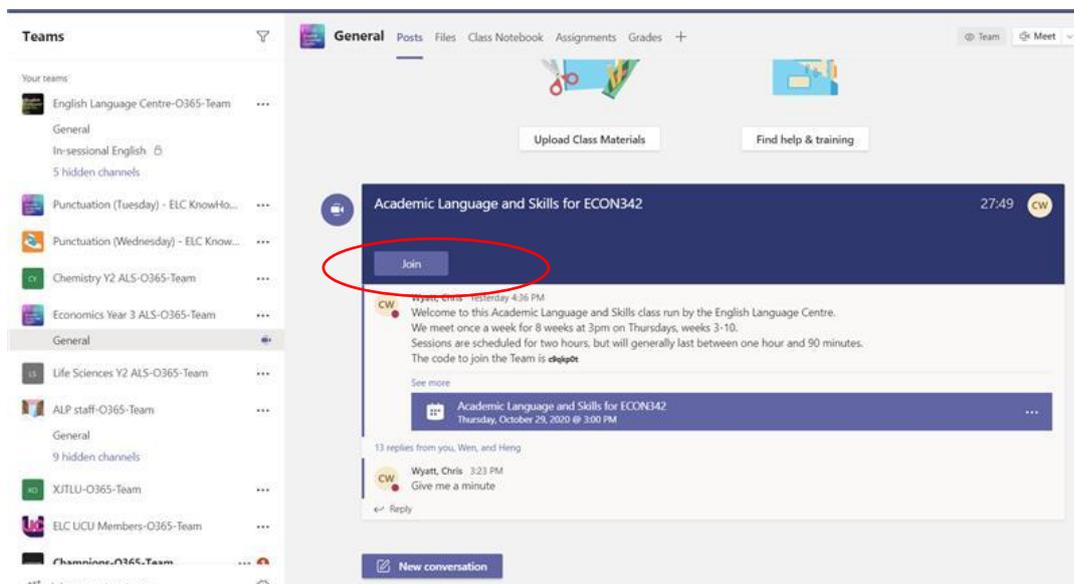
**How to join a team meeting (i.e. an online class)**

11. Now you are a member of the team, you can access announcements, the team chat, links to join meetings (online classes), shared documents and class materials in the ‘Files’ tab. Your teacher will set up the meeting and you will receive an invite via university email and Teams notification.

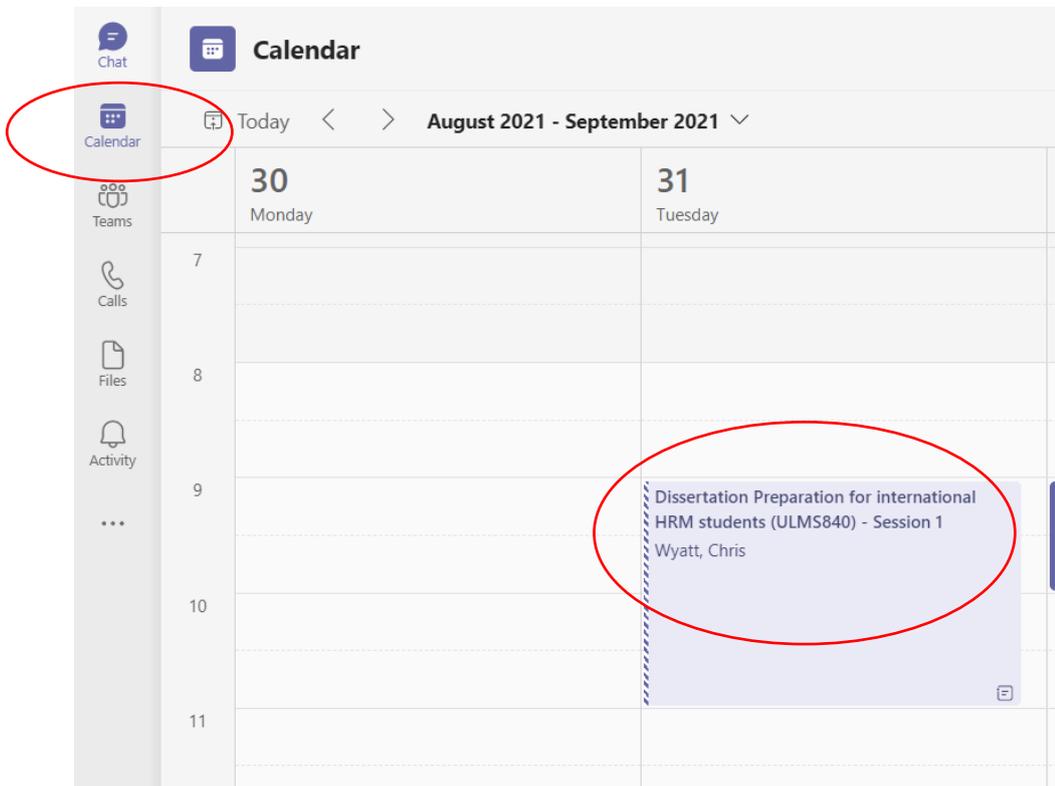
12. In the 'General channel' of your new team, in the 'Posts' section, you will see the announcement for the meeting. Click this to enter the meeting space.



13. Once the meeting has started, you will see a 'Join' button. Click this to join the meeting, and you will enter the meeting room and your class will begin.



14. Team meetings will also appear in your Teams Calendar. Click the 'Calendar' tab on the left, and click the meeting.



15. Click 'Join'. This will also bring you into the meeting room where your class is happening.

