

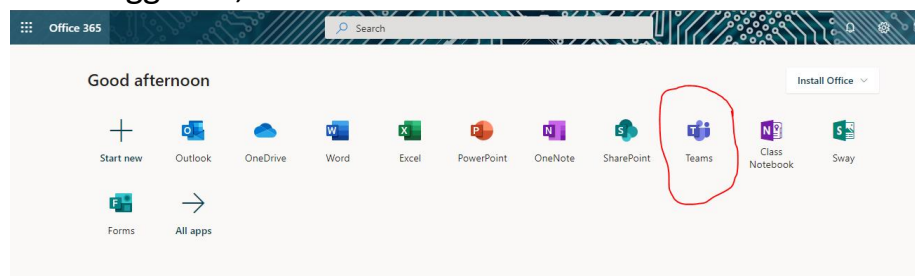
Microsoft Teams Student Manual

Things you need

- A computer
- An internet connection
- S Number and Password

Connecting to Microsoft Teams

- Go to login.microsoftonline.com
- Log in using Snumber@tbr.edu and your password. This is the same account you use when registering for classes. If your S Number is unknown or you have forgotten your password, contact the TBR helpdesk at **615-366-4444**.
- Once logged in, click on the Microsoft Teams Icon

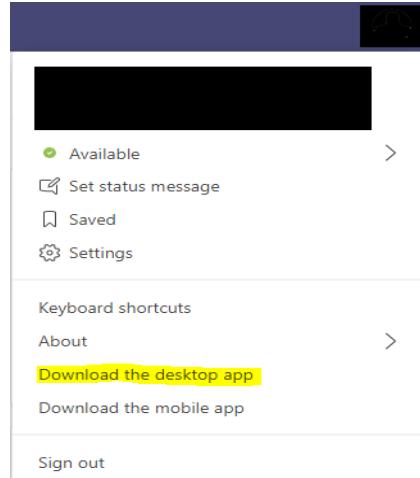


- Once loaded, you should see any classes/teams you are assigned to. If no teams are present, contact your instructor.

Installing the local client

- Once logged into Teams, If you would like the local application version installed, then click on your name in the top right-hand corner.

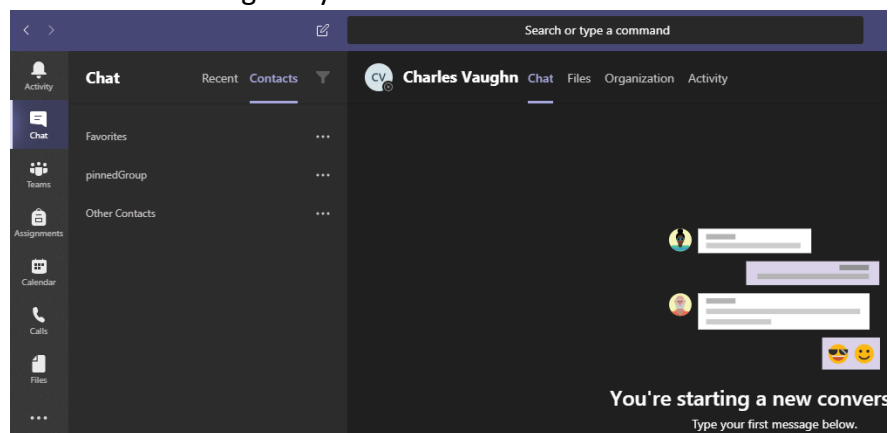
- Select the option **Download the desktop app**



- Run the application and sign in using your Snumber@tbr.edu account

Communicating with you Instructor

- To communicate directly to your instructor through Teams, click on the **Chat** icon, on the left-hand side.
- Type your instructors name into the search bar located at the top of the screen
- Select their name from the list
- Then start chatting away



Adding another account on your phone

- If you were using teams for another organization or system, you can still use teams for TCAT Murfreesboro
- Open the Teams App on your phone
- Click on the ellipses in the top left corner
- Choose **Settings**
- Choose **Add Account**
- **Sign into an existing account**

Using Teams for Class

- Each instructor will go over how teams will be used for their program.
- You can access files, assignments, and class postings for program under the tabs named for each section.

