

MTSU Accessing OFM Community Online Group Space in Microsoft Teams

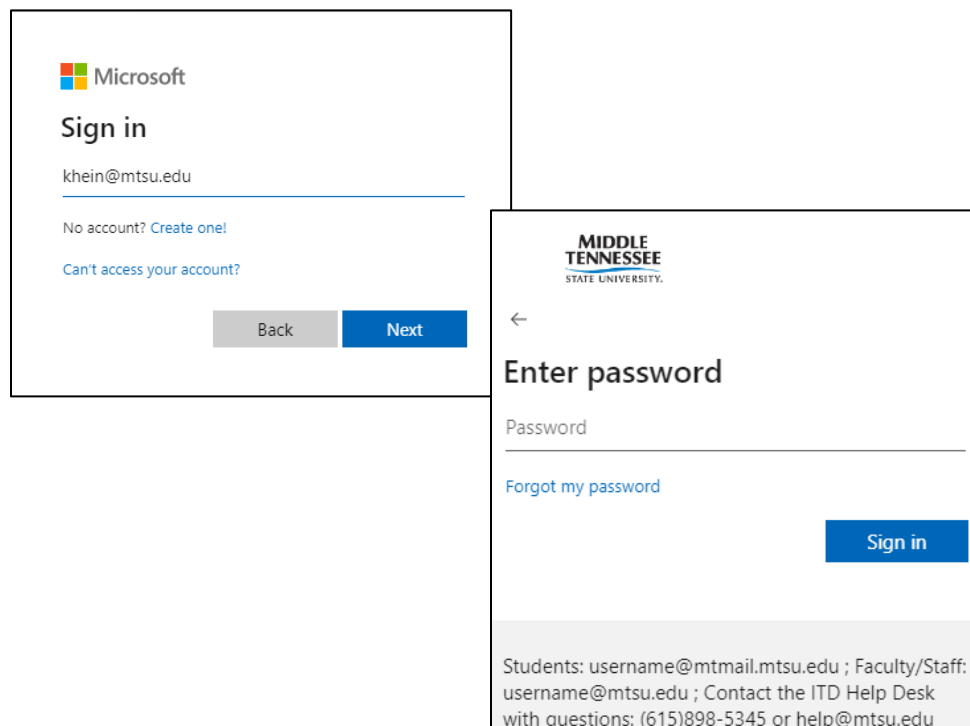
Accessing Microsoft Teams

Web Browser

To access Microsoft Teams from a **web browser**:

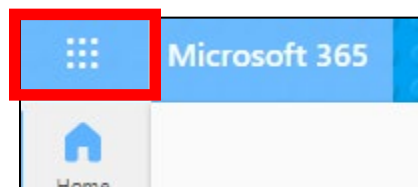
Go to <https://portal.office.com>

If asked to sign in, use your MTSU FSA credentials (shortname@mtsu.edu).



The image contains two screenshots of the Microsoft sign-in process. The left screenshot shows the Microsoft sign-in page with the email 'khein@mtsu.edu' entered and the 'Next' button highlighted. The right screenshot shows the MTSU 'Enter password' page with a password field and the 'Sign in' button highlighted. The MTSU logo is visible at the top of the right screenshot, and contact information for students, faculty/staff, and the ITD Help Desk is at the bottom.

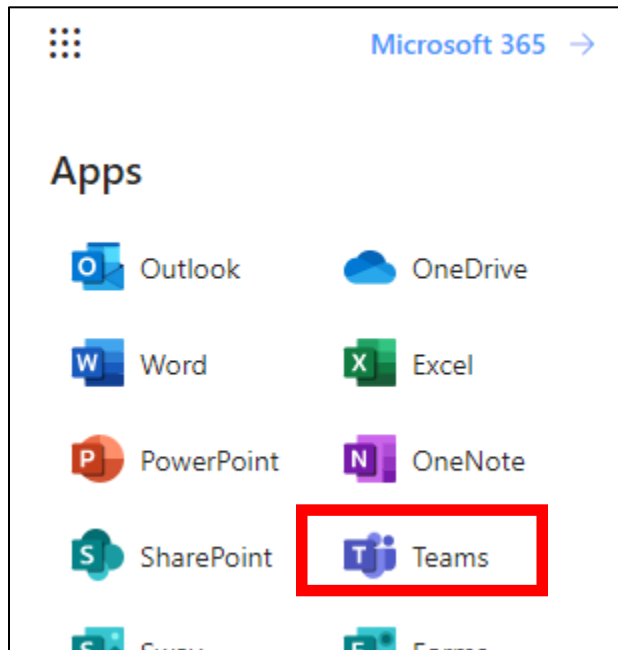
Click the **9-square waffle** in the upper left corner to display the Microsoft 365 apps available to you.



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Accessing Teams via a Web browser (cont'd)

Click on the **Teams** entry.



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Accessing Microsoft Teams (cont'd)

Client

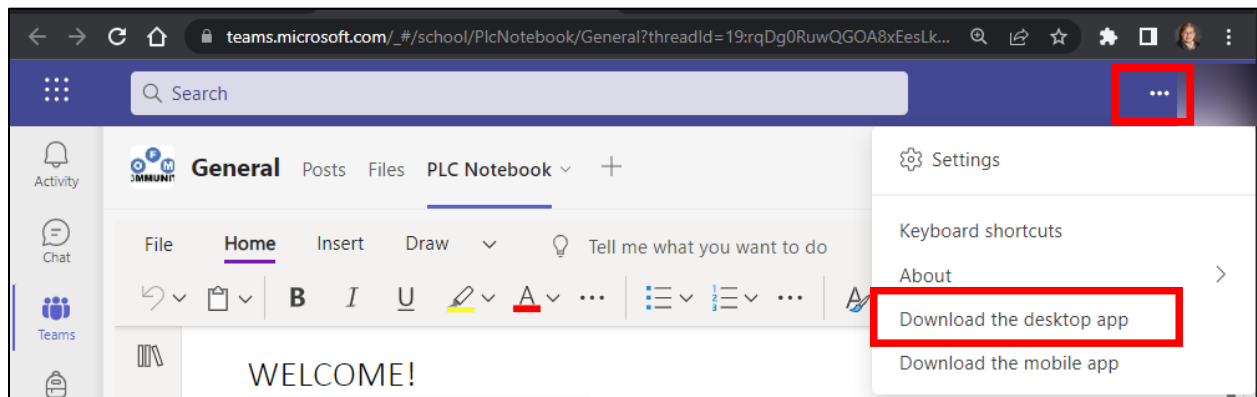
Teams can also be accessed via client software.

It is recommended the software be downloaded from the MTSU licensed Microsoft 365 site because it is the one licensed for business / enterprise rather than personal use.

Start with accessing Microsoft 365 via the web as directed above.

1. Go to <https://portal.office.com>
2. **Login with MTSU FSA credentials.**
3. Select the **9-square waffle** in upper left-hand corner
4. Select **Teams**

In the upper right corner, next to your Microsoft 365 profile picture, **click the three dots (...)** and select **Download the desktop app.**



Install the software once it has been downloaded.

Open the software application just as you would Microsoft Outlook or Microsoft Word, logging in with your MTSU credentials if asked.

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Teams Dashboard

The Teams dashboard provides access to all Teams in which you have been enrolled.

Look for the name of the OFM Community group in which you are participating, listed under the Teams available. Group names begin with **MTSU OFM – [name of group]**.



Clicking on the group name will reveal a Welcome screen where messages to the group may be posted. The *General* channel displays for all members of the MTSU OFM Community group.

A *Files* tab and a *PLC Notebook* tab may display at the top center of the screen. Your group will decide whether you will be using these collaborative features for sharing documents and notes.