



Getting Started with Microsoft Teams

Information and Communication Technology Department

What can I do with Microsoft Teams?



Organize your Team

Create groups for relevant tasks, documents and communication



Enhanced Communication

Have chats with one person or multiple people. Start conversations with your team and have a constant thread of communication that you can go back in history and see.



Real-time Collaboration

Easily share files with your team members and work on them together in real-time.



Streamlined Meetings

Check member's availability and schedule meetings, phone calls or video meet-ups.



Reliable Security

Feel confident about the security of your Team, Channels, files, and projects with end-to-end security powered by Microsoft 365.

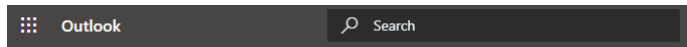
Initial Setup



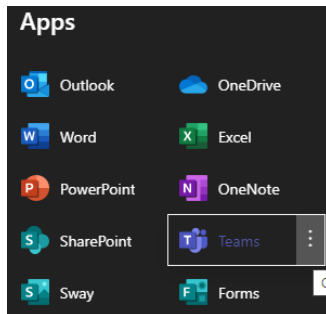
Signing into Teams

Browser Instructions


1. Using your **Username** and **password**, login to LPU's Microsoft Outlook Web Application at <http://mail.lpu.edu.ph>.
2. Click the **App Launcher** icon in the top left corner.



3. A dropdown will appear. Click the purple **Teams icon** to launch Microsoft Teams in your browser.



Desktop Instructions

1. Click on the **Windows icon**  located at the bottom left of your screen and start typing the word "Teams."
2. Click the **Microsoft Teams icon** at the top list. This will launch the Microsoft Teams desktop application.

Signing into Teams

On a Personal Device – Windows, Mac, Linux

Go to <https://teams.microsoft.com/downloads> and click **Download Teams**.

Download Teams

- You will be offered the installation file relevant to your device.
- Save this to a location on your device where you will find it again easily, for example the desktop.
- Double click the installation file and follow any on-screen instructions.

On an Android mobile device

Go to the **Google Play store** (or your usual **App store**), search for Microsoft Teams, download and install.

Signing into MS Teams

Once you have installed MS Teams on your device, when asked to sign in, use your campus account credentials: your campus **username@lpunetwork.edu.ph** (e.g. **juan.delacruz@lpunetwork.edu.ph**) and **password**.

Updating your Profile

Accessing Your Profile Settings

1. Click the **Profile icon** in the right corner of MS Teams.
2. Browse through the settings and change the ones that you would like or leave them set to their defaults.

Changing Your Profile Picture

1. Click **Change Picture**.
2. Click **Upload Picture**.
3. Select a picture from your files and click **Upload**.
4. Click **Save**.
 - The picture you select for profile will become your default profile picture in MS Outlook (and visa-versa).

Changing Your Status

By default, your status in MS Teams will update based on the events that are scheduled in your Outlook calendar.

1. Click on (or hover over) your **current status**. A drop-down will appear with additional options.
2. Choose the **appropriate status**.



**For any concern or assistance,
you may contact ICT Department
through:**

Email: ict@lpu.edu.ph

