

# Microsoft Teams Tutorial for Club & Project Leaders

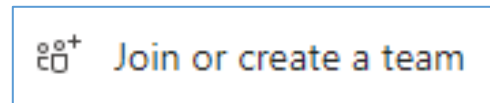
- Microsoft Teams is an online platform to host and record video meetings, upload files, and connect with youth in your club or project.
- Microsoft Teams is used by many Helena schools and businesses, so 4-H families should be fairly familiar with how to use it.
- Anyone you've added to the Team can add files, comments, etc., so be sure to check the Team and make sure it's being used appropriately.
- Step-by-Step Instructions:
  1. Take a look at <https://teamsdemo.office.com/> before beginning. This gives you a full overview of how Teams works. It takes about 5 minutes.
  2. When you are ready to use Microsoft Teams, please contact the Extension Office to receive a login and password that will provide you the access you need to host and record videos and add members. Keep this information in a safe place and do not share it with anyone.
  3. Go to <https://teams.microsoft.com> and sign in. You may need to click 'Use another account' and then type in the information provided from the Extension Office.
  4. You can choose to get a Microsoft Teams app or to use the web app instead. That's your choice!

5. To the left you'll see a Teams icon.

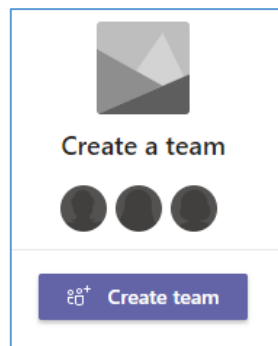


Please click on it.

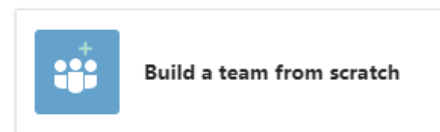
6. At the bottom of the screen you'll see  
Please click on it.



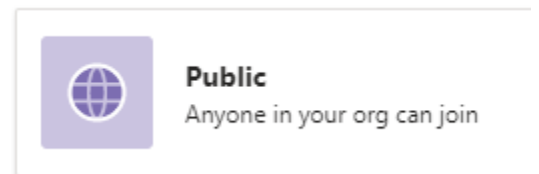
7. Next click



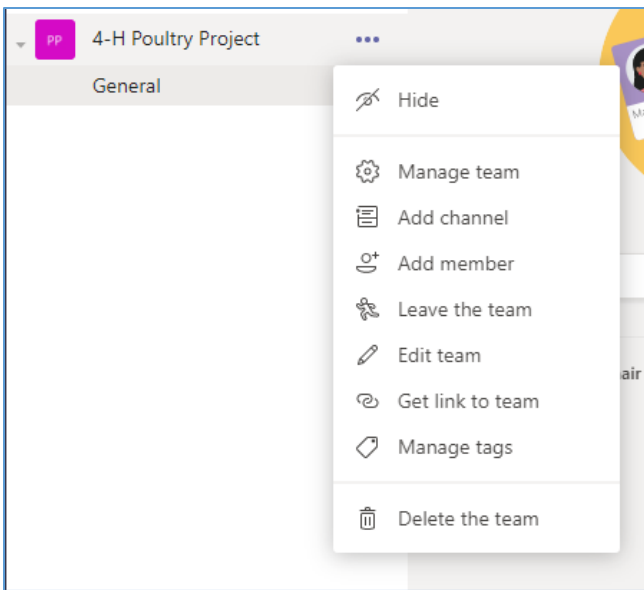
followed by



8. You will want this team to be public, so click



9. Name your team after your club or project.  
Add a description if you'd like. Click 'Create'.

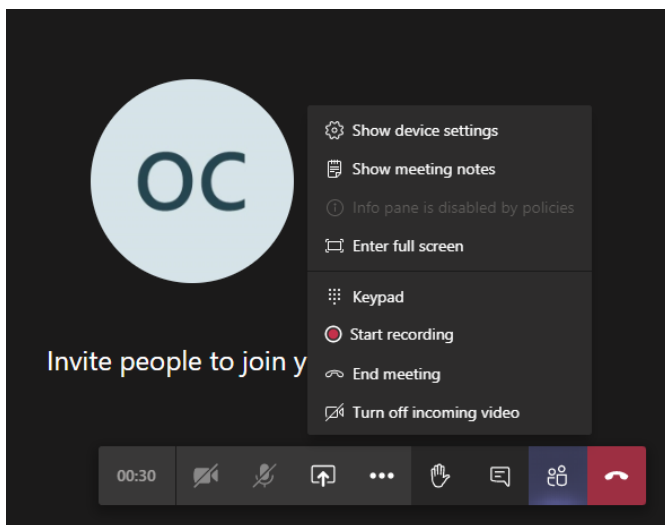
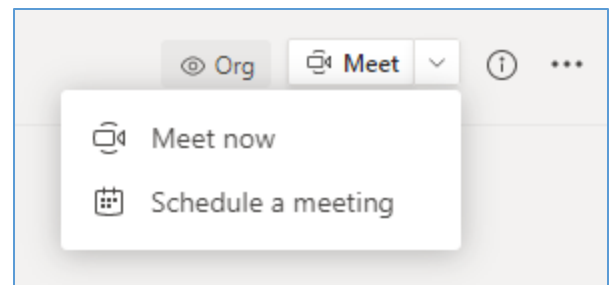


10. It will ask you to add members to your Team. You can do this by typing in the members' e-mails and clicking 'Add.' You can also skip this step and add members later by clicking the three dots next to your Team name and clicking 'Add member,' as seen in the image on the left. Once you add members they will receive an e-mail link to your Team.

11. From here you can make an announcement, add a file, and schedule a virtual meeting.

12. To schedule a virtual meeting, click the arrow next to the 'Meet' icon in the upper left hand side. You can choose to meet now or to schedule a meeting. See image below.

13. You can record the meeting once it's started by clicking the three dots in your control bar at the bottom of the meeting window and clicking, 'Start recording.' Make sure to let your attendees know this will be recorded. See image below. Make sure you stop the recording when you're finished! It will automatically save.



14. There are a lot of cool features to explore. You can't really ruin anything, and if you run into problems please contact the Extension Office for help.