

Guide to Microsoft Teams Meeting

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Microsoft Teams brings together faculty, staff and students in conversations with added features to share content. MS Teams can easily connect individuals and groups for virtual meetings and virtual classroom instruction. It is integrated with Microsoft Office applications from Office 365.

To connect, download the Microsoft Teams app to your computer, tablet or phone. Use your McNeese email and password to log in.

For Computer App Download: Open Office 365 > Select the Teams app > Follow download instructions.

For mobile and tablet apps: Download from your device's app store.

Open the device app to create, edit or delete a meetings.

Need a Transcript for Closed Captioning? Read [Student Accommodations](#) article.

Videos

[Add Members to Team Meeting Group in Bulk \(Add all students in class\)](#)

[Microsoft Teams video training](#)
