

Utilizing Microsoft Teams to Counseling sessions:

From your computer/laptop

- Within a Browser search Microsoft Teams
- Find and Click the **Download Microsoft Teams on any Device** (see below) result from the search

Download Microsoft Teams on any Device

<https://teams.microsoft.com/downloads> ▾

Get Microsoft Teams on all your devices. We have desktop apps for Windows, MacOS, and Linux, as well as mobile apps for iOS and Android

- Click Download Teams

Teams on your desktop. It's just better.

↓ Download Teams

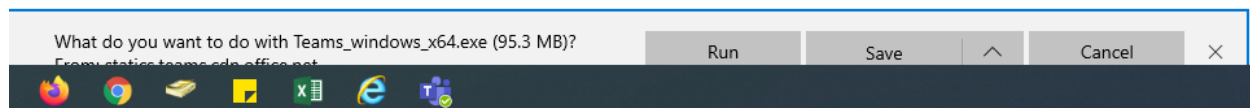
[More options](#)

- Click Run (this will take roughly 2 minutes)
 - It will automatically open on PC computers after downloading (roughly 30 seconds to open after download)
 - Mac users will need to search for the application on their computer from Spotlight

Get Teams on all your devices

Desktop

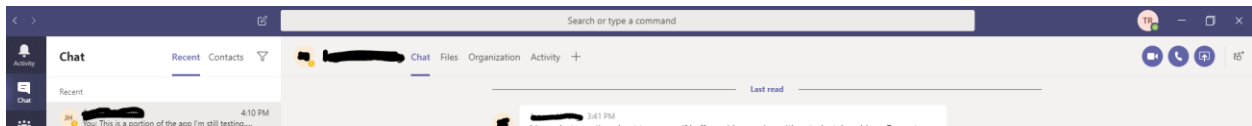
Mobile



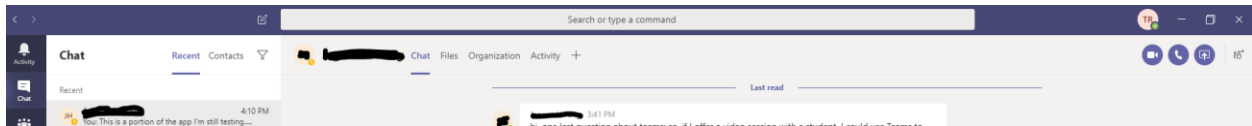
- Click Sign in
 - If not you will need to input your Mville email address and password
 - If you utilize you are email currently logged into your email via a web browser it may automatically sign you in
- Acknowledge any pop-ups you may receive

- To start a chat you can either click the notepad and pen icon to the left of the Search or Search a user and select the individual you would like to chat with
 - On the far right of this panel you will see below your initials (e.g. TR), four icons
 - Video Call
 - Phone Call
 - Screen Share
 - Add People (another way to add individuals to group conversations)

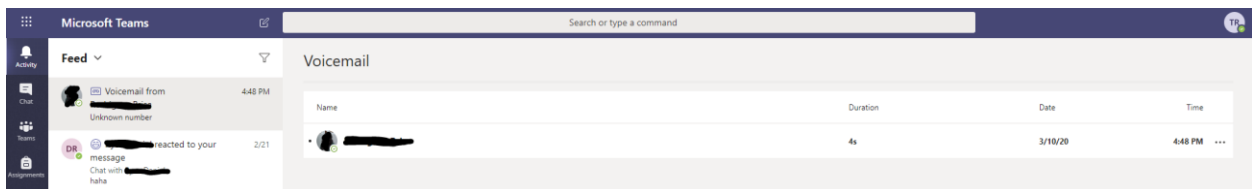
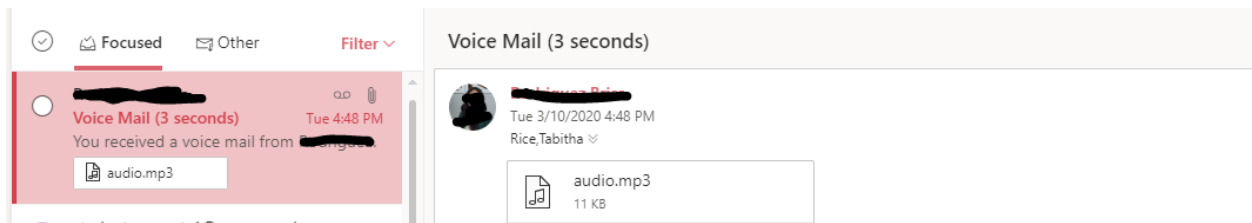
Below is a screenshot of the how your Microsoft Team panel will look after you have started a chat with another Mville user.

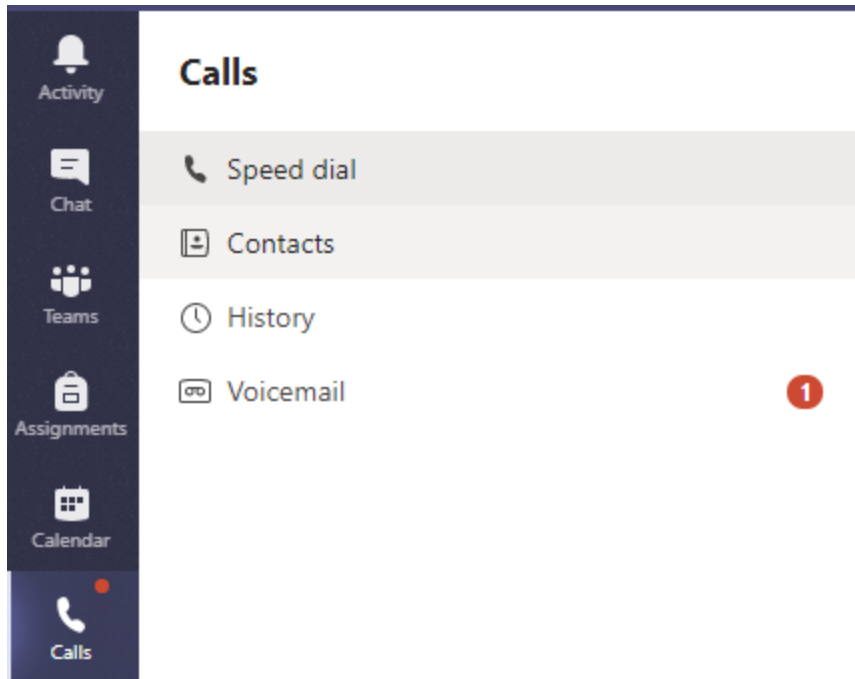


- You can create departmental or group conversations by clicking the Teams (three-person icon) indicated with wording **Teams** icon on near upper left corner of screen).
 - You can add either your department by searching your listserv (for your department/office) you already have in Outlook or typing names individually. (E.g. Student Health and Counseling listserv)



You can leave a voicemail that will prompt to their Mville email or when they log back into Microsoft Teams there will be a notification in **Activity** (upper left corner, bell icon) and **Calls** indicating there is a message of some type missed. It does provide a red circle with a number based on the missed messages. As you can see from the second screenshot below, I have a Voicemail, who it is from, length and date.





Download on Mobile Device

- Go to your App Store
- Search **Microsoft Teams or Teams**
- Install the Microsoft Teams App
- Open the App on your device
- Click **Sign In**
 - Use you Mville email address and password
 - Enable any pop up regarding access to your microphone, speaker, etc.
- Click the **Magnifying glass** to search for Mville users
 - Missed chats will go to the users Mville email address as long as they are not actively open in Microsoft Teams.

Downloading to your mobile device does not allow users to see your personal contact number. When you make calls from your personal device, your first and last name should appear on the receiving user's device (not your telephone number)