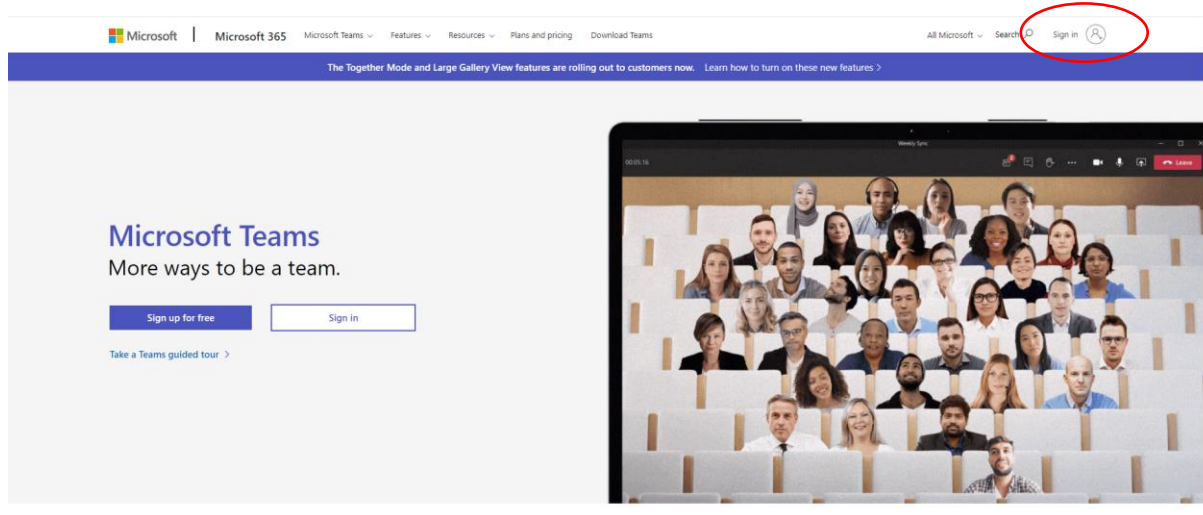


How To Get Started With Microsoft Teams

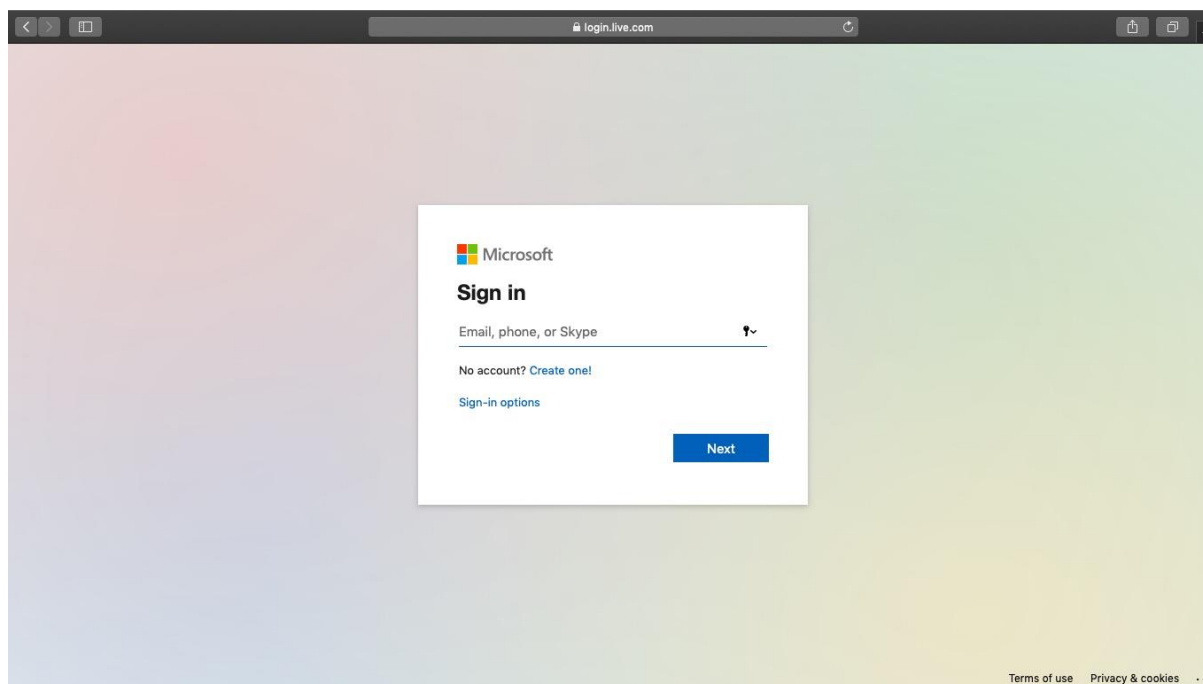
Here's a step-by-step guide to help you get started with Microsoft Teams:

1. Create an Account

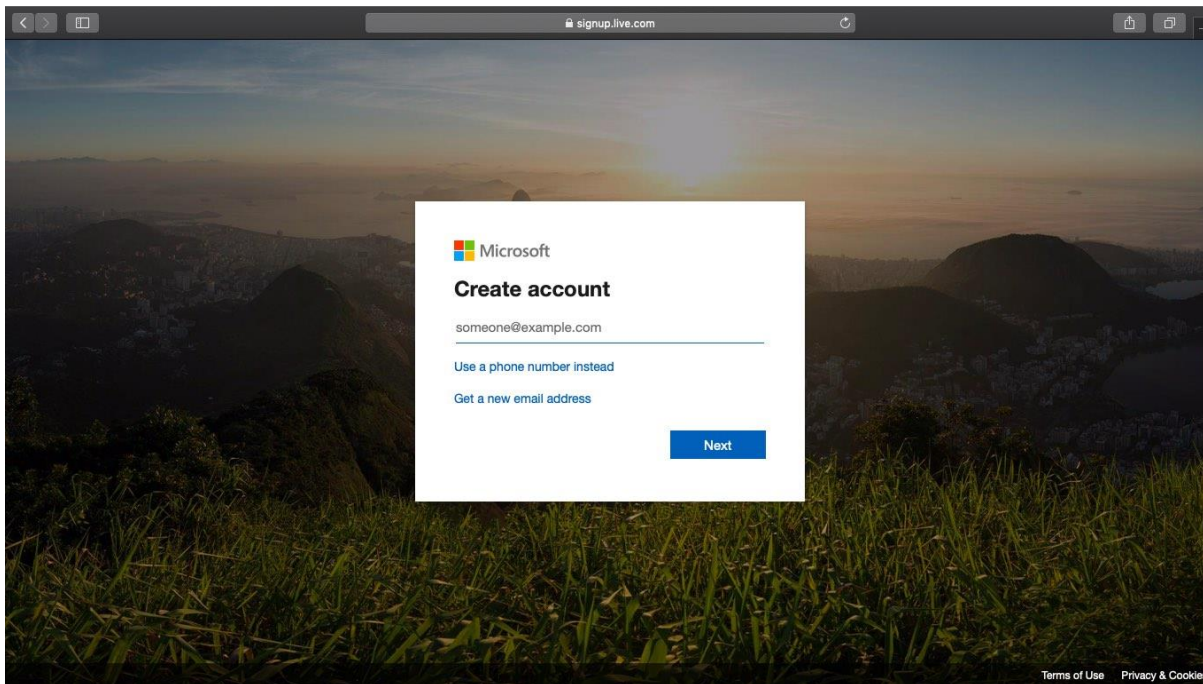
Step 1: Go to the Microsoft Teams webpage (<https://www.microsoft.com/en-US/microsoft-365/microsoft-teams/group-chat-software>) and click on the profile icon at the top-right corner of the screen.



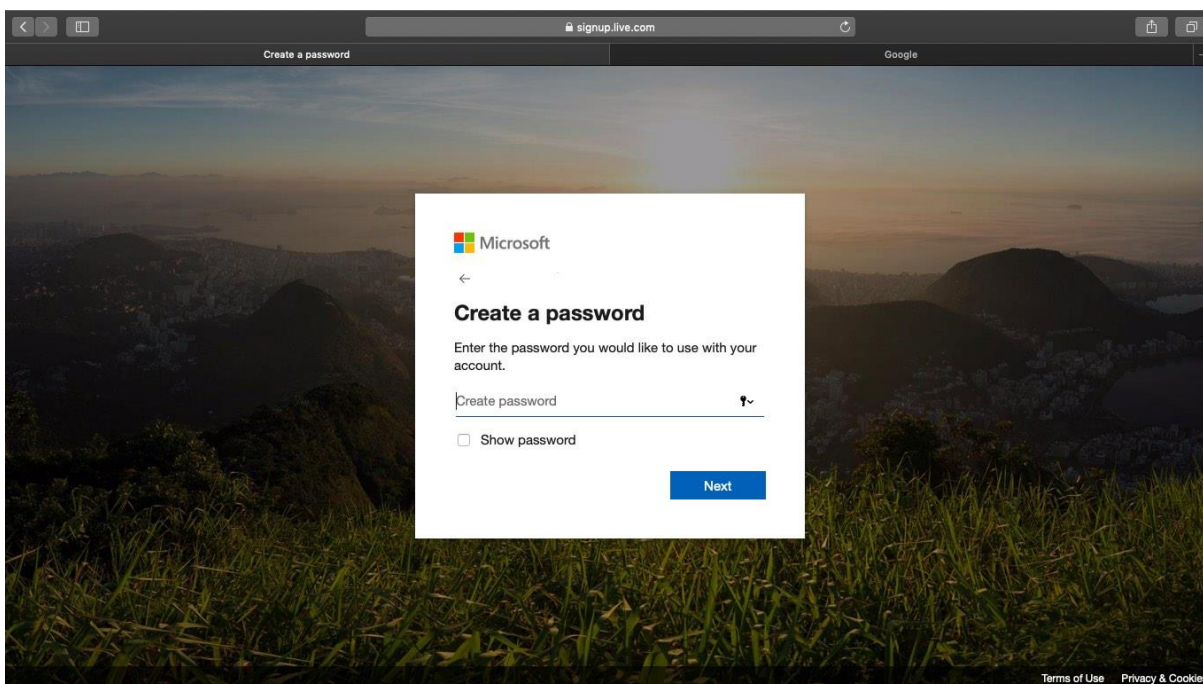
Step 2: In the “Sign in” page that appears, click on the “Create one!” link to set up a new account.



Step 3: On the “Create account” window, enter your email address (preferably a work email address) and click on the “Next” button.



Step 4: Follow the on-screen instructions to create a password and enter your details on the pages that follow.

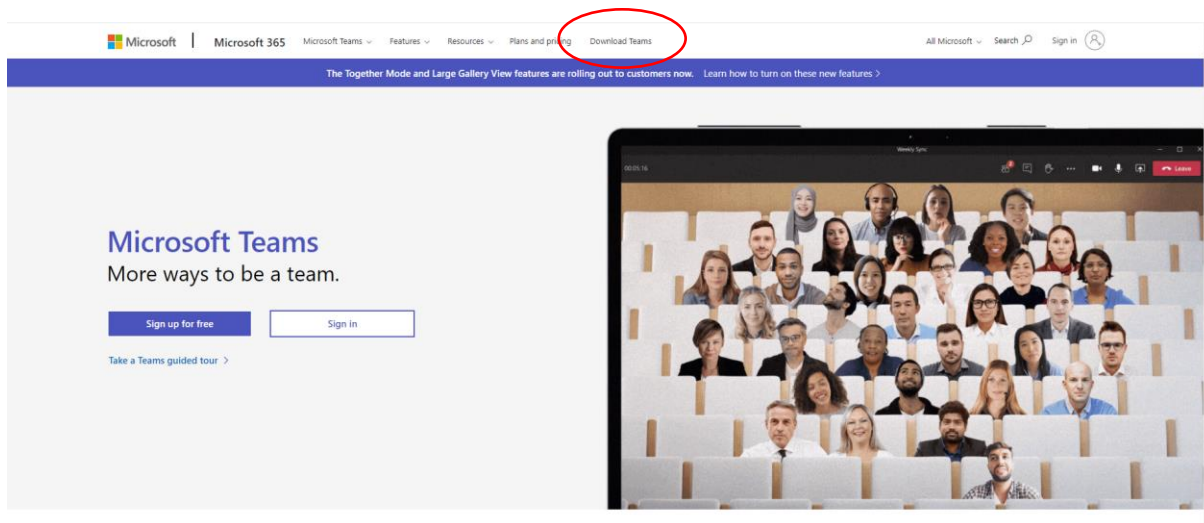


Once you’ve entered all your details and verified your email, visit the [Microsoft Teams homepage](#) to begin using the Teams web app.

2. Download Microsoft Teams App

A) For desktop

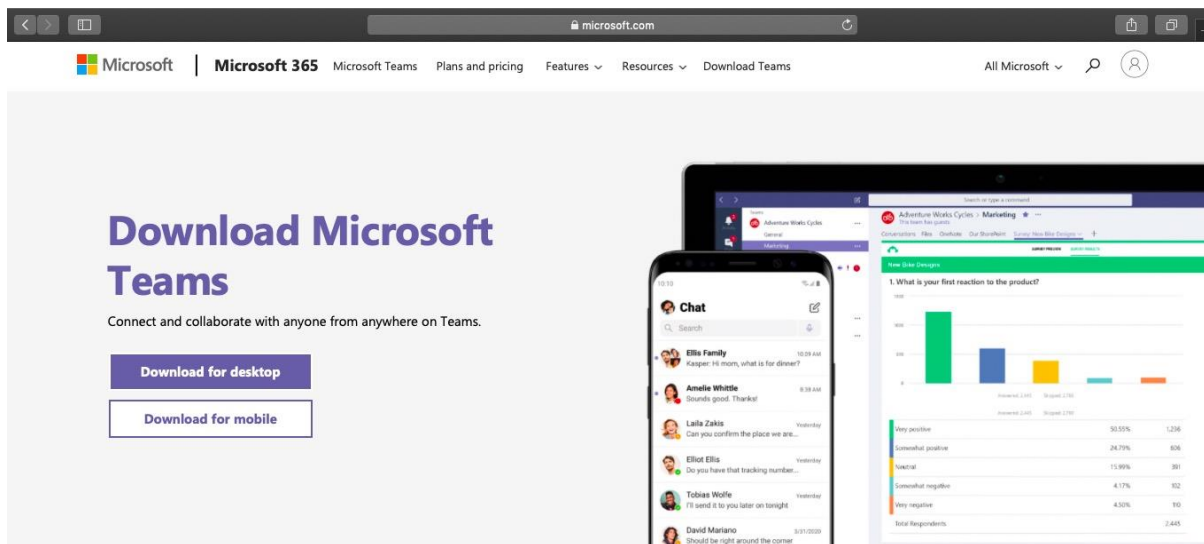
Step 1: To download the Microsoft Teams desktop app, return to the Microsoft Teams web page and click on “Download Teams” at the top of your screen.



Step 2: Click on the “Download for desktop” button to page jump to the download link for either Mac OS or Windows, depending upon your system.

This link will show up as “Download Teams.”

Click on this to proceed with your download.



Step 3: Open the downloaded file and follow the instructions provided to install Microsoft Teams.

B) For mobile

Step 1: Download the Microsoft Teams app from the iOS App Store or Google Play Store for Android.

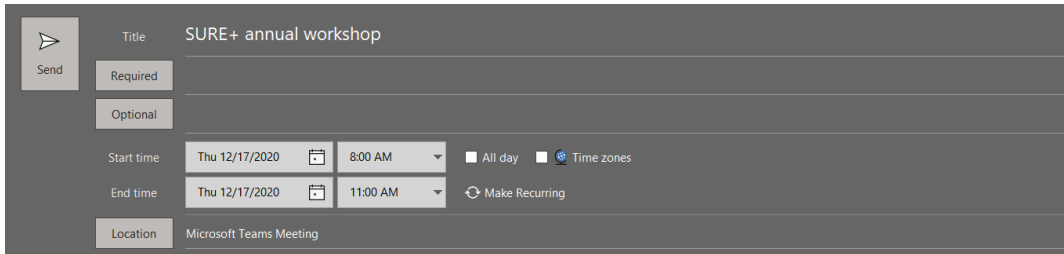
Step 2: Once installed, open the app and log in to your Microsoft account to start using Microsoft Teams.

How to join a meeting and share a powerpoint presentation using Microsoft Teams

Here's a step-by-step guide to help you join a meeting and share your powerpoint in Microsoft Teams:

1. Join the meeting

Step 1: Go to the Microsoft Teams link in the outlook invitation and click on the link:



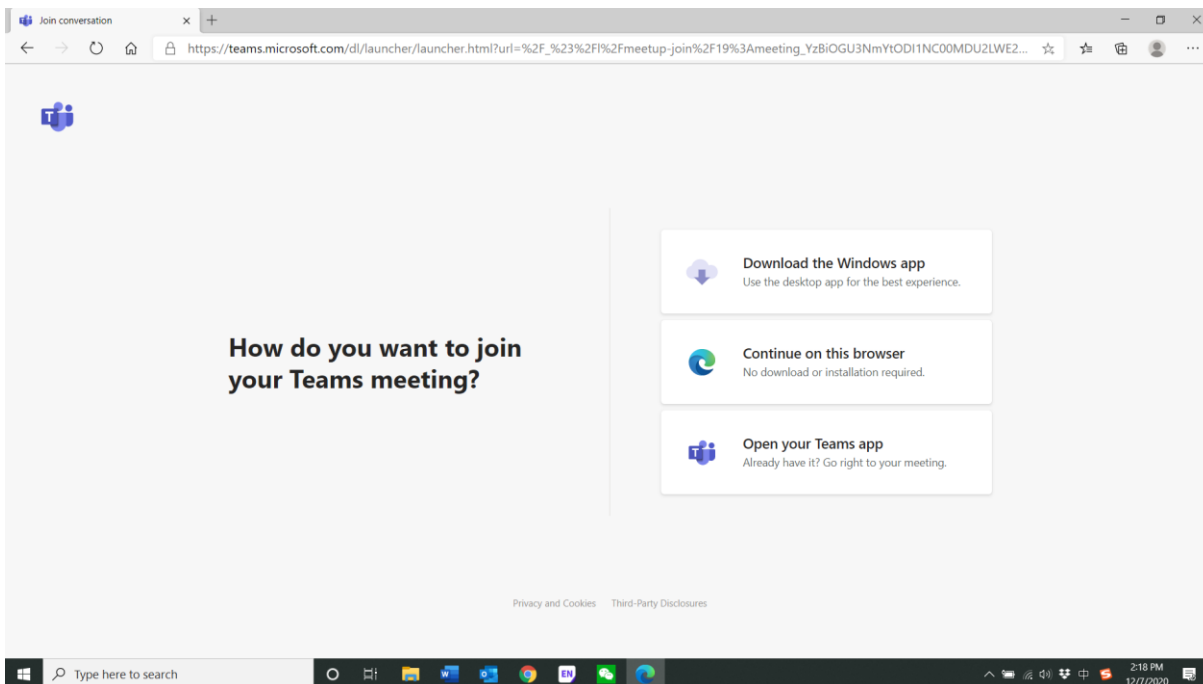
Microsoft Teams meeting

Join on your computer or mobile app
[Click here to join the meeting](#)

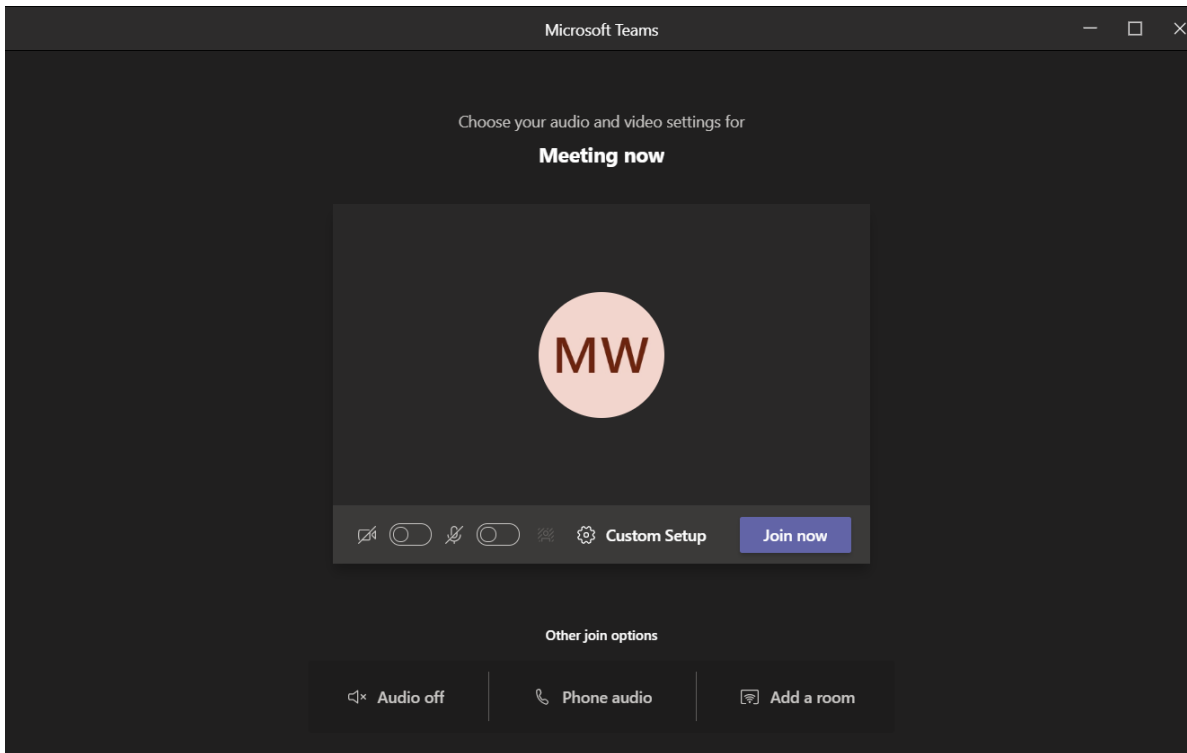
Let op: dit is een Microsoft Teams meeting

[Learn More](#) | [Meeting options](#)

Step 2: The link will be opened in your browser, click on "Open your Teams app" to join the meeting. Make sure that the app has been installed on your laptop before doing this. You can also join the meeting by clicking "continue on this browser". However, we recommend to use the app version for the best use of all required functions.

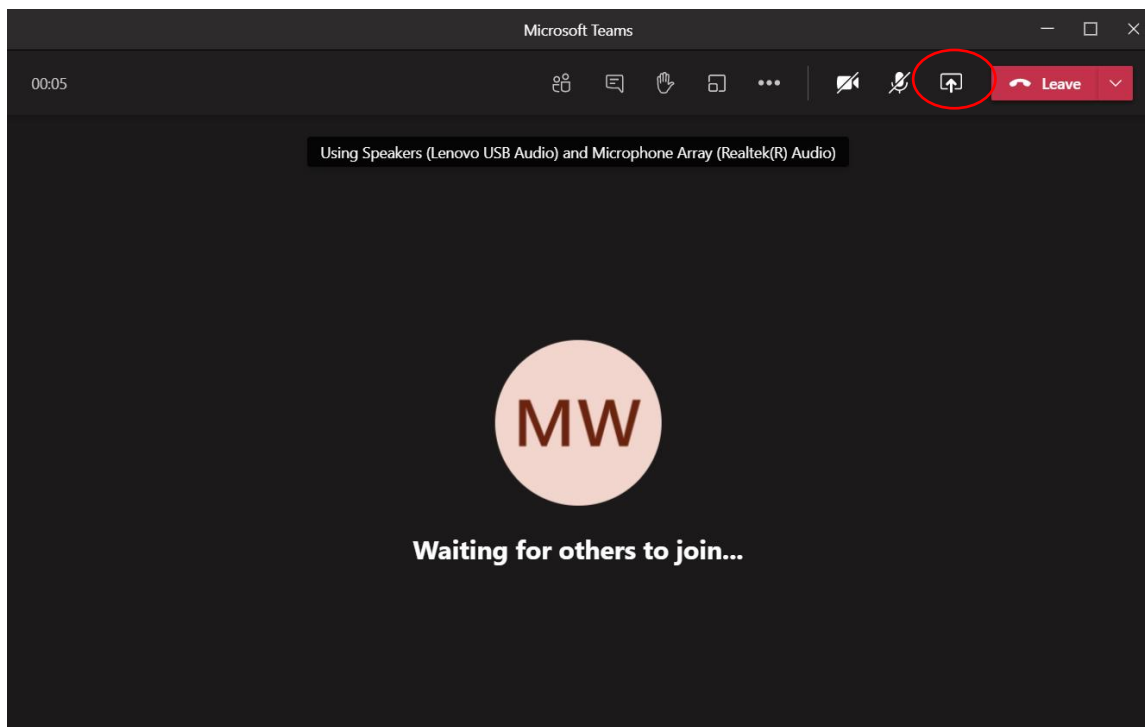


Step 3: Next in the pop-up app window, click on “join now” to join the meeting. We recommend to keep the microphones muted when joining the meeting. You can always unmute yourself during the discussion sessions to ask questions.

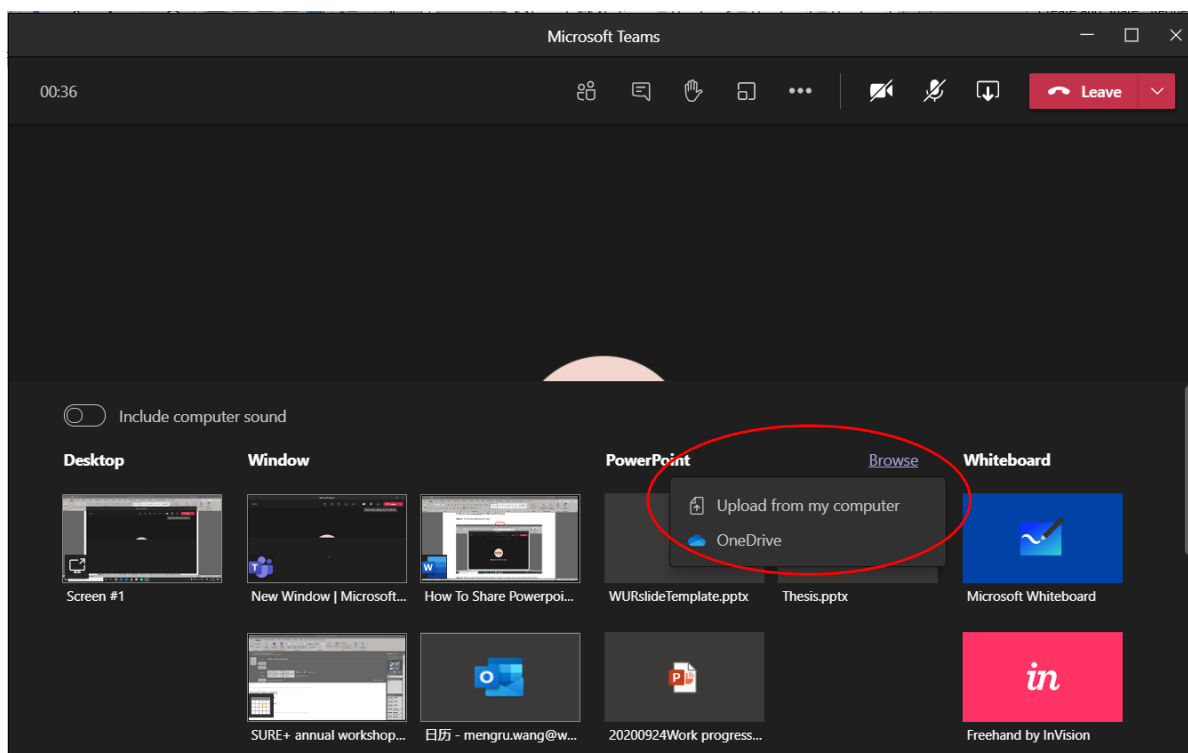


2. Share your powerpoint in Microsoft Teams

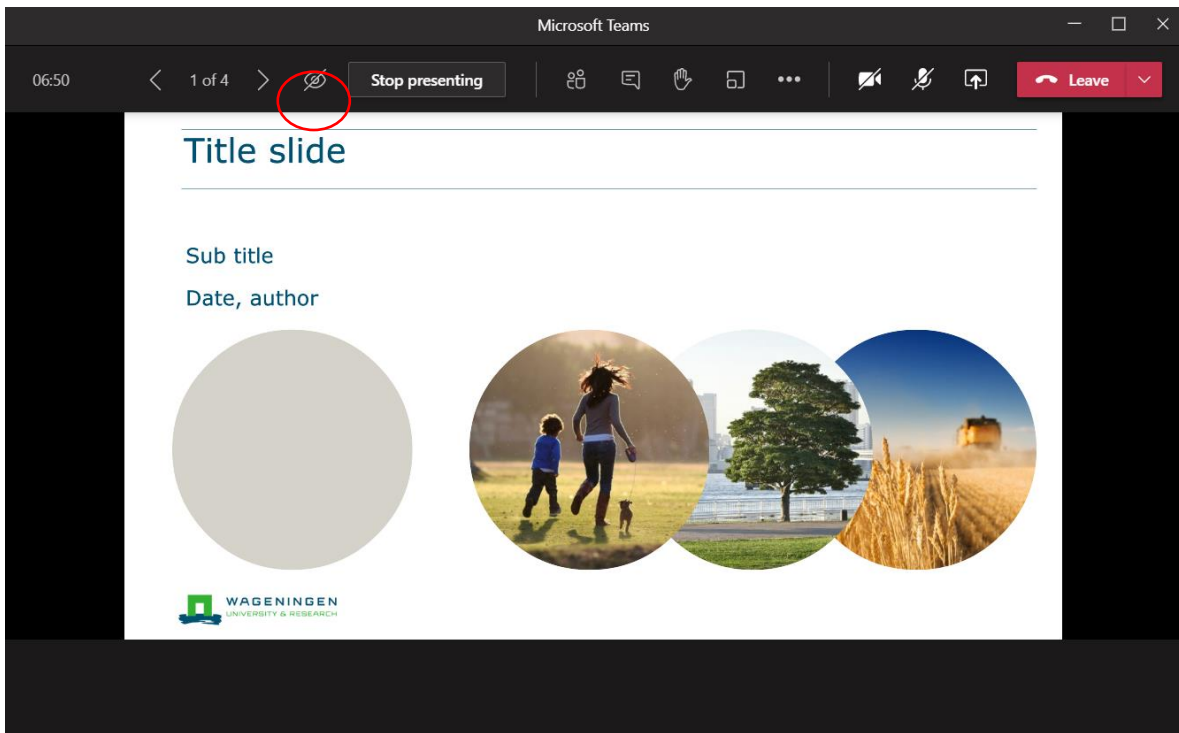
Step 1: On the top right corner, click on the symbol “share content” (on the left side of “Leave”).



Step 2: Click on the “Browse” button next to “PowerPoint”, click on “Upload from my computer” and then select the presentation from your folders. Please DO NOT click on “Desktop” to share your slides, because with that function you will not be able to see the participants anymore.



Step 3: Once the presentations are uploaded, you can start presenting! If you would like, you can put the “eye” button off so that the participants will not be able to screw your slides (only for themselves) during the presentation.



3. Take control of the presentation

Sometimes you may have more than one presenters for one presentation. To take control of the slides while another person is sharing, select Take control. Then, the second presenter can control the slides while he/she is presenting.

4. Stop presenting

When you are done with the presentation, please click on “Stop presenting” to stop sharing the screen.

