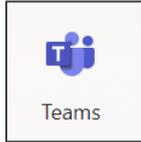


CUIMC IT: GUIDE TO MICROSOFT TEAMS FOR REMOTE WORKERS

- Accessing MS Teams
- Collaborating Via MS Teams
- Available Support

Accessing Microsoft Teams

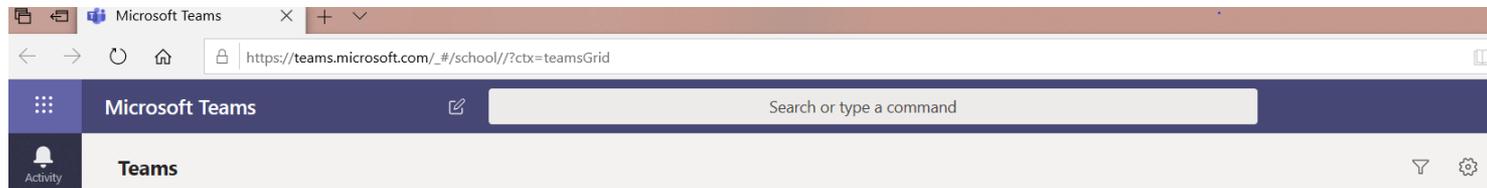
- You can access the Microsoft (MS) Teams application by navigating to the [Office 365](#) sign in page; logging on with your CUIMC email and password.
 - You will find this MS Teams logo under “All Apps”:The image shows the Microsoft Teams logo, which consists of a blue square with a white 'T' and three stylized human figures in blue, all within a white square border. Below the logo, the word 'Teams' is written in a small, black, sans-serif font.
 - The app can be downloaded to your PC, Mac, or smart devices such as mobile phones or tablets.
- A brief interactive demo for people who are new to MS Teams is available [here](#).

Collaborating Via Teams

- MS Teams offers users the ability to share files, secure chat with groups or individuals, and conduct meetings via audio and visual calls.
 - The sharing files function allows users to connect with others who are on the Medical Center (MC) Domain and co-author documents in real time.
 - Users can search MS Teams for any student, staff, or faculty member at the Medical Center to communicate with them by chat or group conversation.
 - Audio and visual calls can be made on PCs, Macs, iOS, or Android devices.

Questions?

- MS Teams users who need support can share their computer screens with remote team members and allow them to take keyboard controls to assist when required.
- Microsoft tutorials, training, and additional help are available in MS Teams. To access these, please log into MS Teams and type **/help** in the top search bar shown below.



- For any other questions, please contact the CUIMC IT Service Desk by email at 5help@cumc.columbia.edu or phone at 212-305-4357 (option 5).