Faculty Instructions

In case of a Zoom outage, or other technical problems with Zoom, Microsoft Teams can be used as a temporary video conferencing alternative.

1. If you are using the browser version of Teams, use Google Chrome, as Safari will not work. To get to Microsoft teams, if Outlook is already open on your computer, you can get to teams by clicking on the dots in the upper-left corner and selecting Teams, otherwise Teams can be accessed by simply searching for “Microsoft Teams” or following the link below:


2. Log in to Microsoft Teams using your CSB/SJU credentials and inform students to do the same.

3. Click on Chat on the left sidebar
4. Click on the New Chat icon, circled below.

5. In the search bar that pops up, add each student or faculty member you want to be in the call either by name or by email, pressing enter after each entry.
6. Additionally, clicking on the pull-down tab, circled below, on the right of the name bar allows you to rename the chat. Using the class name is probably best.

7. Once the chat has been created, there will be a video and audio call option in the top right. Click on the video call option to begin the call.
8. To screenshare in Teams, click on the “open share tray” button on the bar at the bottom of the call. It will pull up multiple options. It is recommended to share the entire screen by clicking on “Desktop/Window”.

![Teams Share Screen](image1.png)

9. Click on the image of your desktop that appears in the next window and then click share at the bottom left to share your screen.

![Teams Share Desktop](image2.png)

From here, Teams functions almost identically to Zoom. On the bar at the bottom users can mute their mic or camera, type in a chat, add anyone to the call that might have been forgotten, and more.