# **Microsoft Teams**





## What is Microsoft Teams?

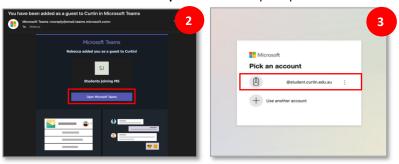
Microsoft Teams is a centralised communication and collaboration hub that combines persistent workplace chat, video meetings, file storage (including real-time collaboration on documents), and application integration (Office 365). Microsoft Teams is made up of chats, teams and channels.

#### How is Microsoft Teams different for students?

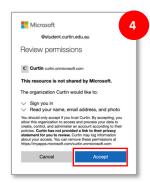
Students can now be invited as <u>guests</u> to the staff Microsoft Teams <u>tenant</u>. This gives them basic access to the application, where they are able to **communicate with staff members that have invited them to a team**.

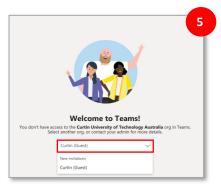
### How can a student can access a Team?

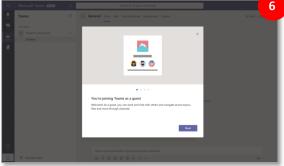
- 1. Open up your **Curtin Student email** and find the email sent by Microsoft Teams.
- 2. Select Open Microsoft Teams
- Log in with your Curtin Student OASIS ID and password when prompted.



- 4. **Accept** the review permissions from Curtin.
- 5. When prompted, select the drop down icon and select **Curtin (Guest)**.
- 6. Now you will have access to teams as a **Guest**.







### **PLEASE NOTE:**

- Students can only communicate with Staff and Students within a team they are in.
- Students cannot search for other staff members or students who they are not in a team with.
- Students must be invited into a team by a staff member to talk to them over Microsoft Teams.