Microsoft Teams Installation

1. Navigate to office365.clemson.edu in your web browser.

    a. This will bring you to our Clemson login page
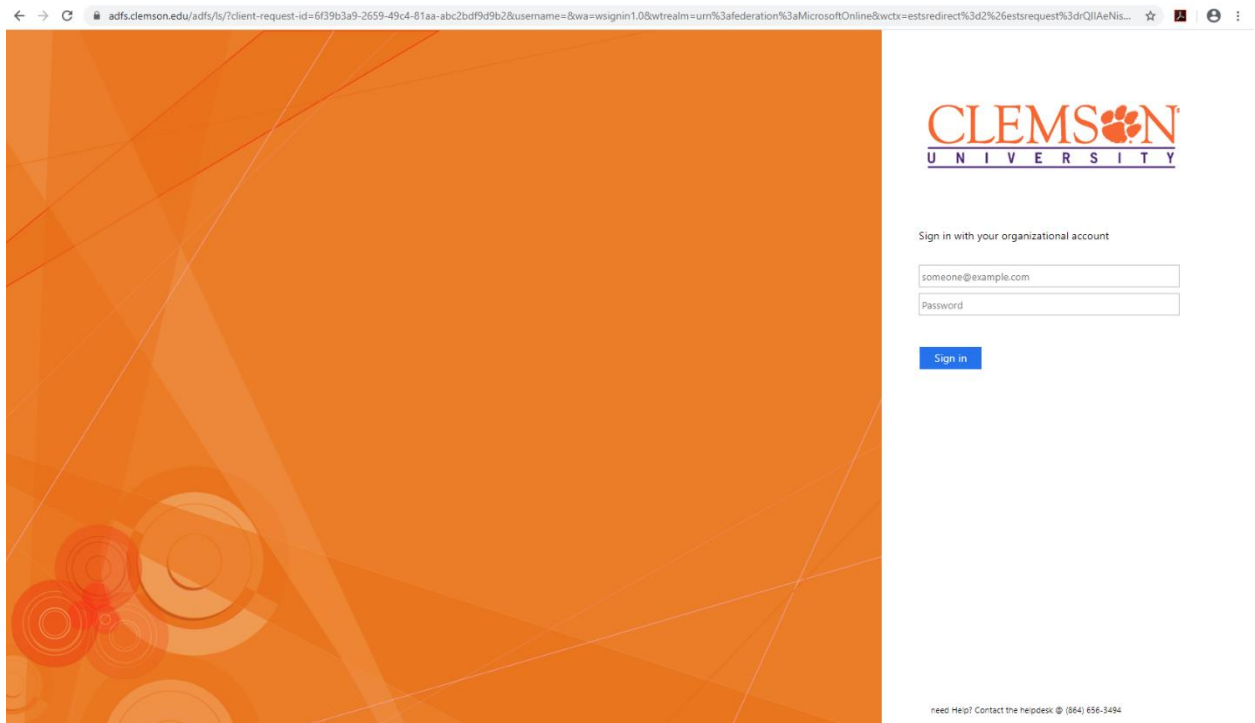
2. Log in with your Clemson credentials, using your-username@clemson.edu as the username.

3. On the top middle of the web page, you will see a search bar. Type Teams and select the application in the drop-down.
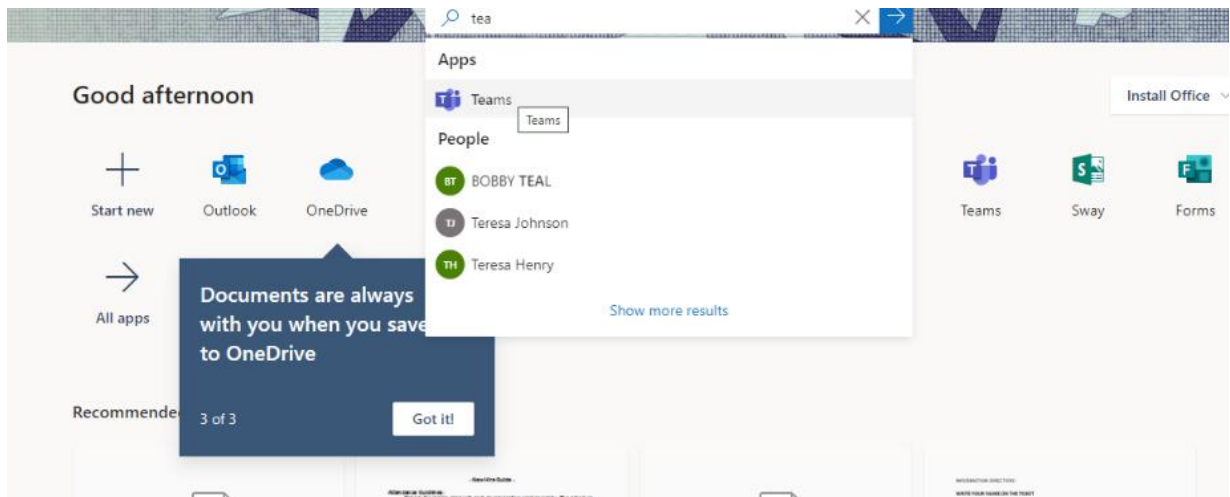

    a. This will open the browser version of Microsoft Teams.

4. In the bottom-left corner you will see an icon that shows an arrow pointing into a monitor. Click on this to start the installation of Microsoft Teams Desktop App.

5. You should see the installer start to be downloaded. Click on it so that it opens when the download is complete.
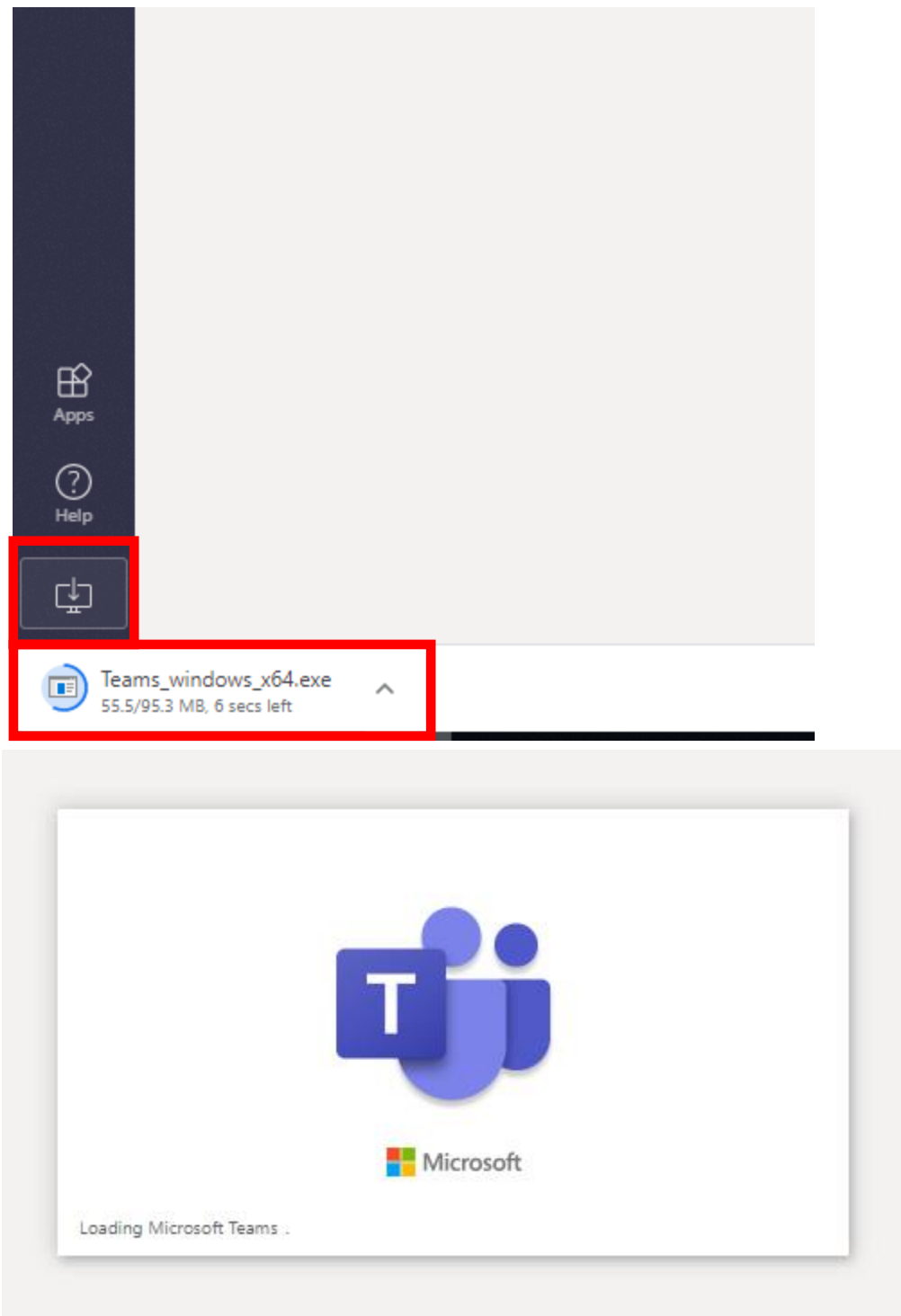
6. A window should appear stating that Microsoft Teams is installing and then the application should load and open. The appearance will be identical to the web version.

7. All your teams should be displayed on this home menu. You can join or create a Team by using the button in the top right corner.
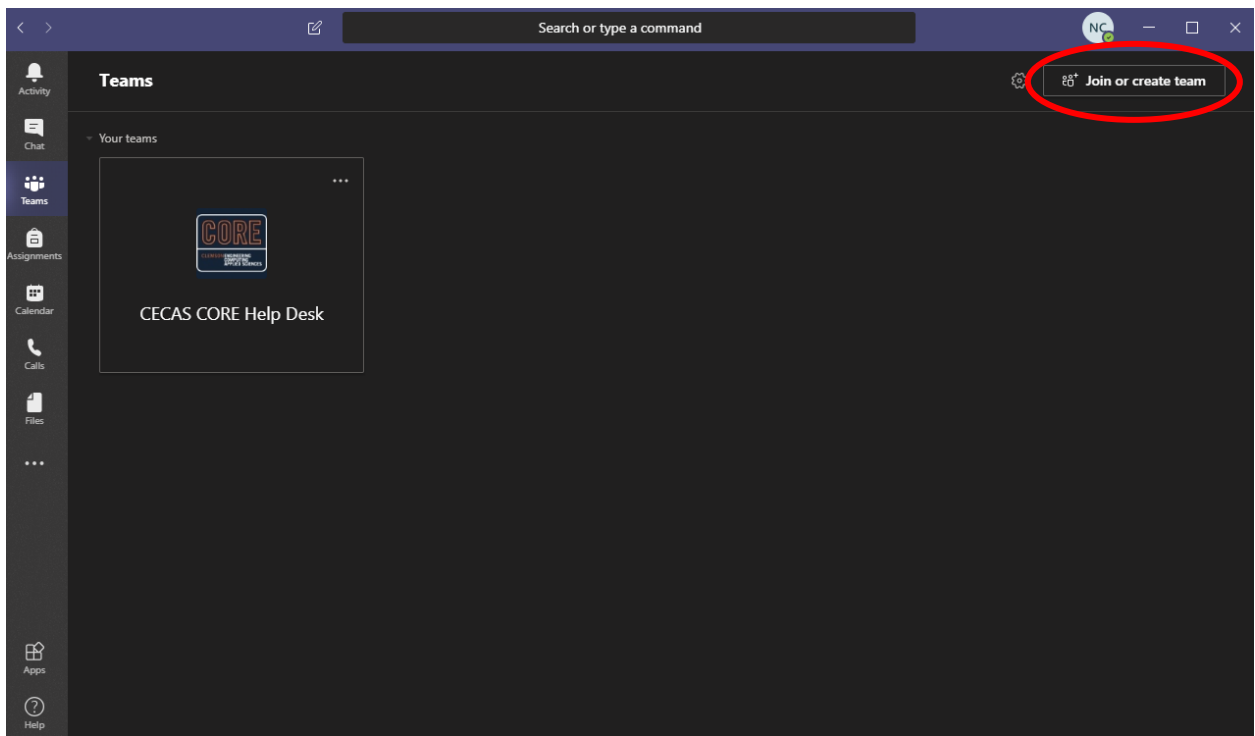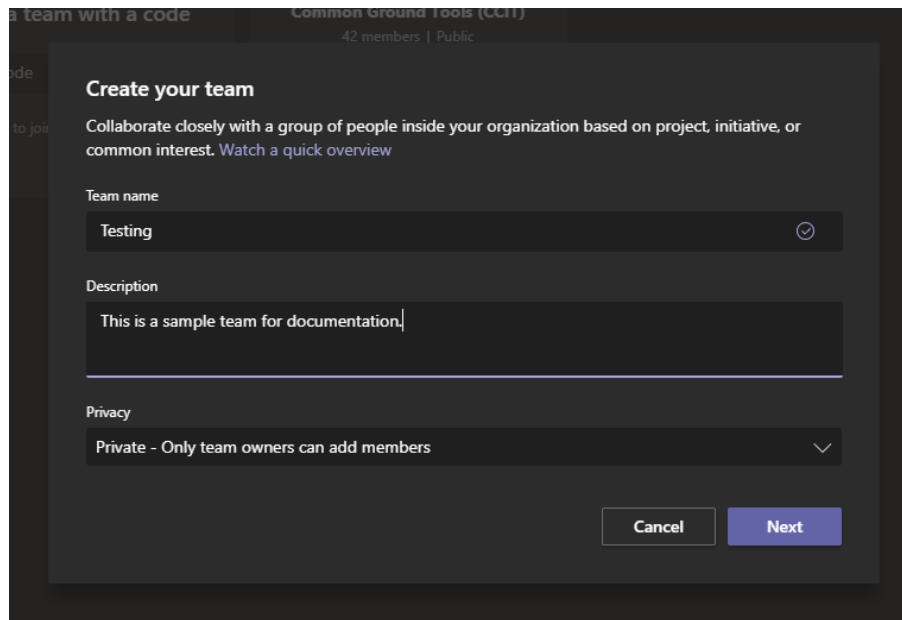
Creating Private Chats

1. To create a private chat, navigate to the Microsoft Teams Application and select the icon of a box with a pencil in it, directly left of the search bar at the top of the window.

2. This will automatically direct you to the "Chat" tab on the left menu bar where you can also view all your on-going chats. From here, you can add people in the "To:" field at the top of the window.

3. To view chats in the future, select the "Chat" tab from the left menu bar.
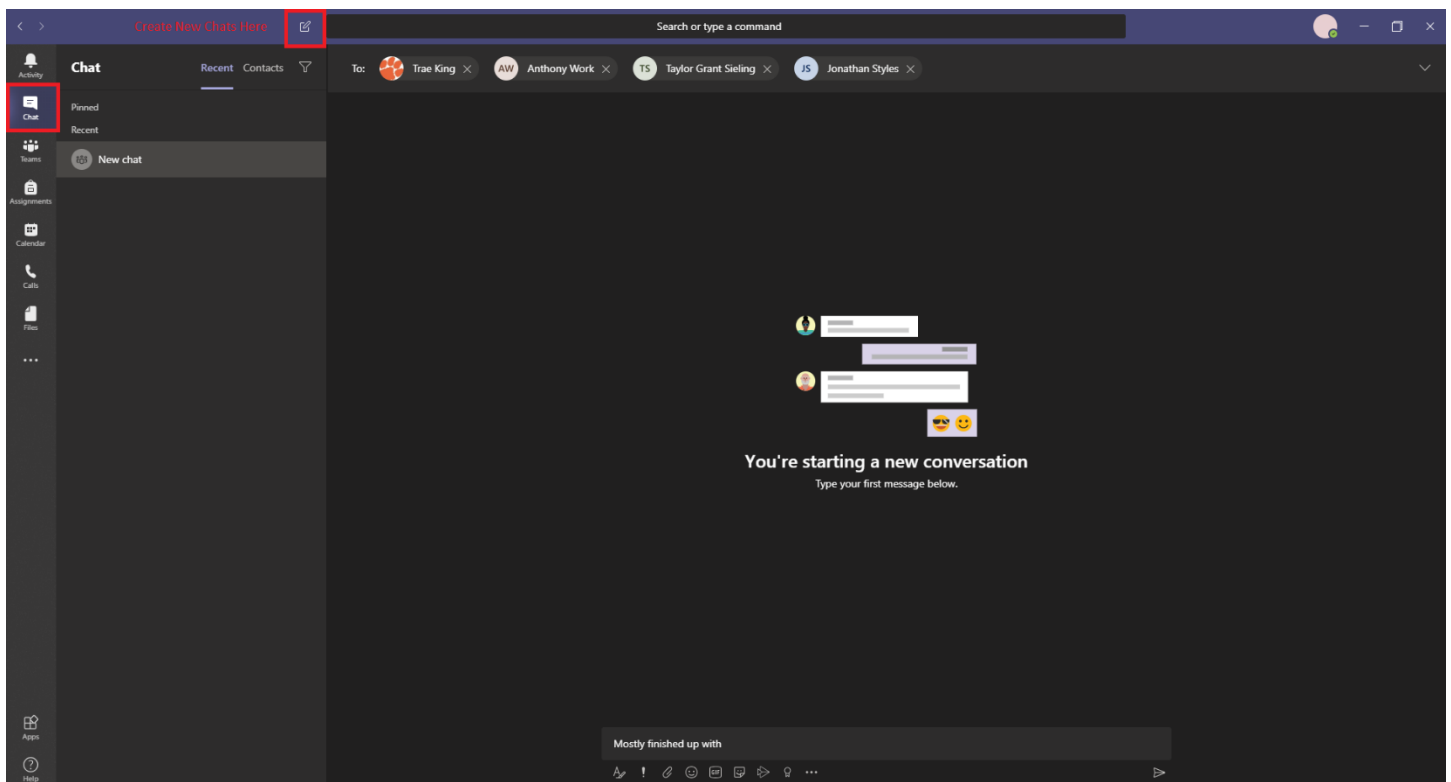
Creating Teams

1. Select "Join or create team" from the Microsoft Teams home page in the top left corner.

2. Next, click on Create a team and you should see this dialogue box.

3. You can then add members by searching for their names.

4. After the Team is created, you can add channels and manage the Team by pressing on the "…" next to the name of the Team.
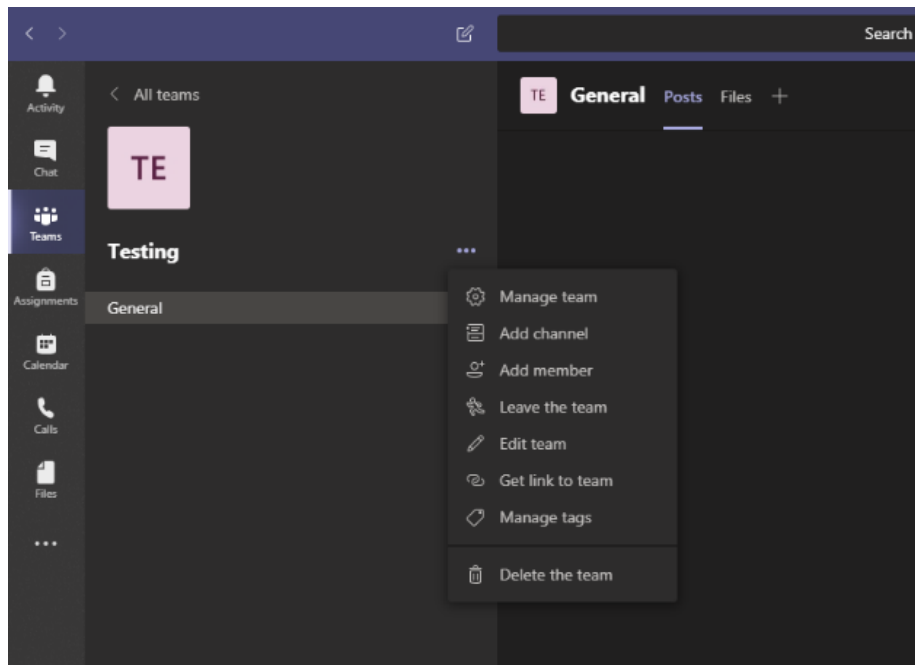
5. You can use the Chat side panel to create private messages to people outside of your Teams. You can also make group messages in Chat.