



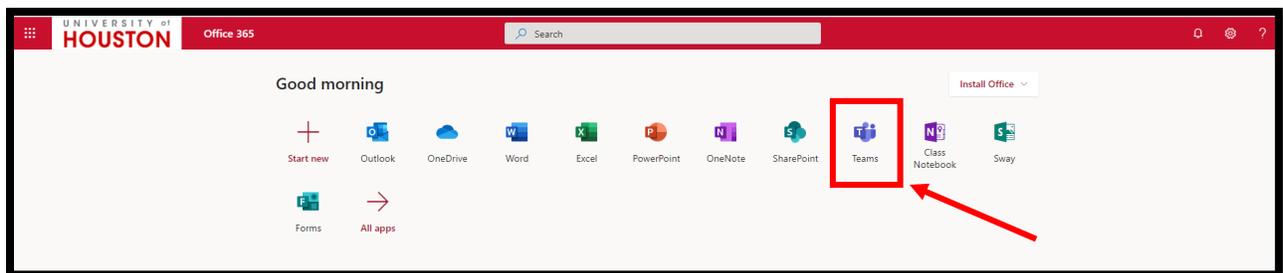
Accessing Faculty Senate Meetings via Microsoft Teams

Microsoft Teams is an Office 365 application that supports collaboration, sharing files, and hosting synchronous meetings – all in one place. Faculty Senate will be using Microsoft Teams for Senate and Committee meetings and related activities during the COVID-19 pandemic. This quick guide will help senators in getting started in Microsoft Teams and participating in upcoming Faculty Senate meetings through Teams. Microsoft Teams can be accessed through Office 365 via a web browser, as well as through the Teams app. Instructions for both ways of access are described below, as well as etiquette recommendations for participating in Faculty Senate meetings via Teams.

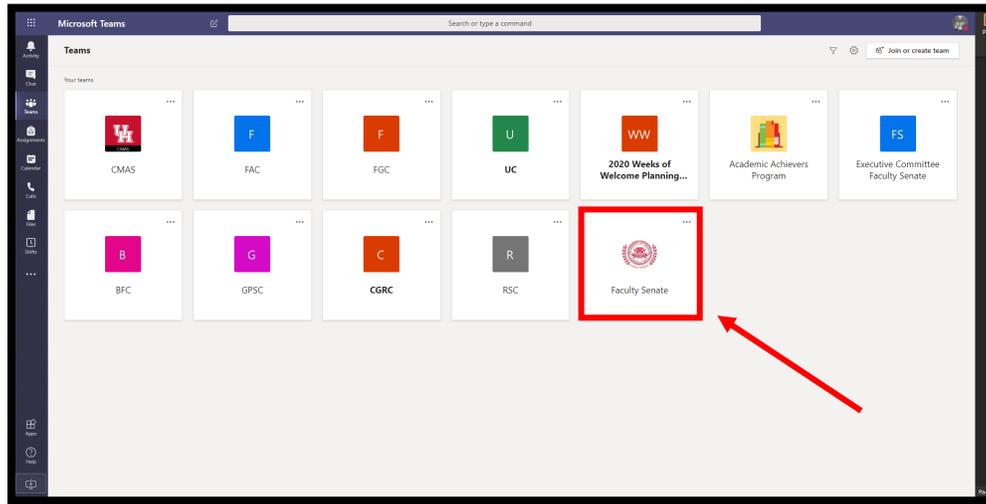
How to access Microsoft Teams through Office 365 via a Web browser:

1. Go to <https://login.microsoft.com>
2. Enter username@cougarnet.uh.edu as your “organizational account.”
3. Enter your existing CougarNet password as your password.

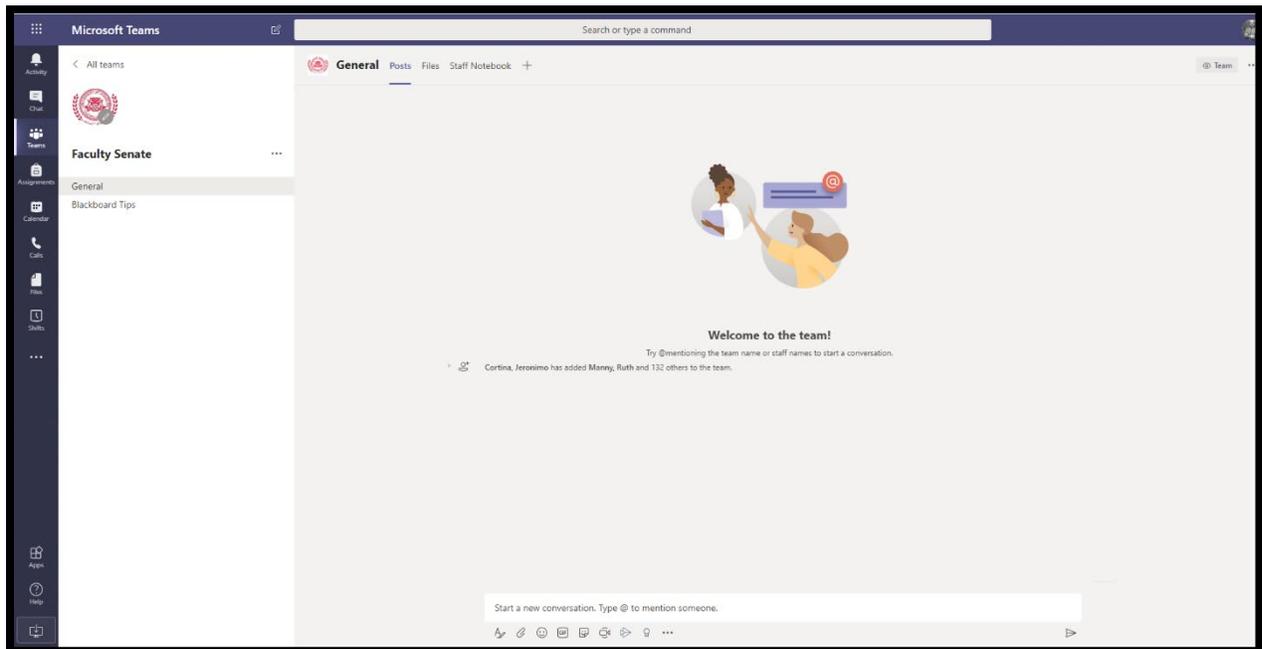
Once you login into Office 365, you will see the available Office 365 applications. Click the **Teams** icon, and you will be taken to the Teams application.



Once you are inside Teams, you should see a screen of Your Teams. One of the teams that you should see is **Faculty Senate**.

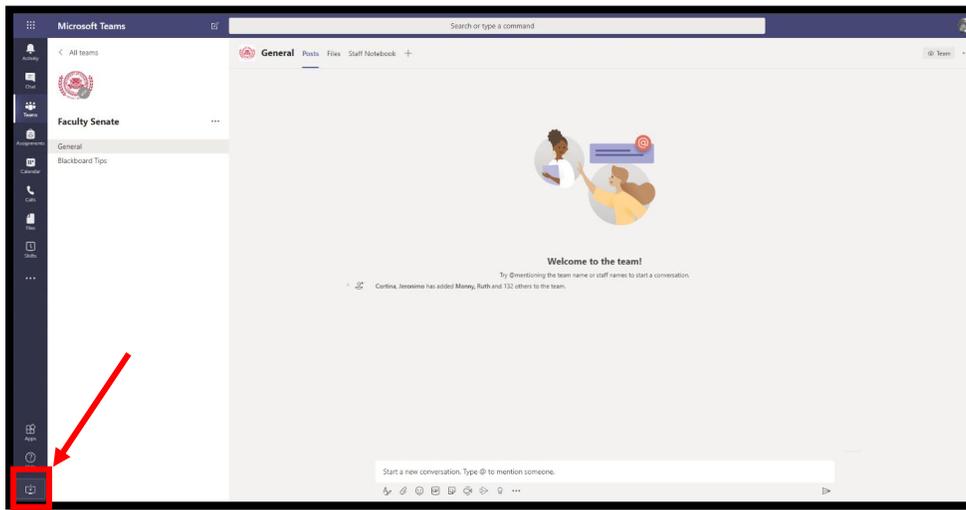


Once you click the Faculty Senate team, you will see a screen with Posts for this team.

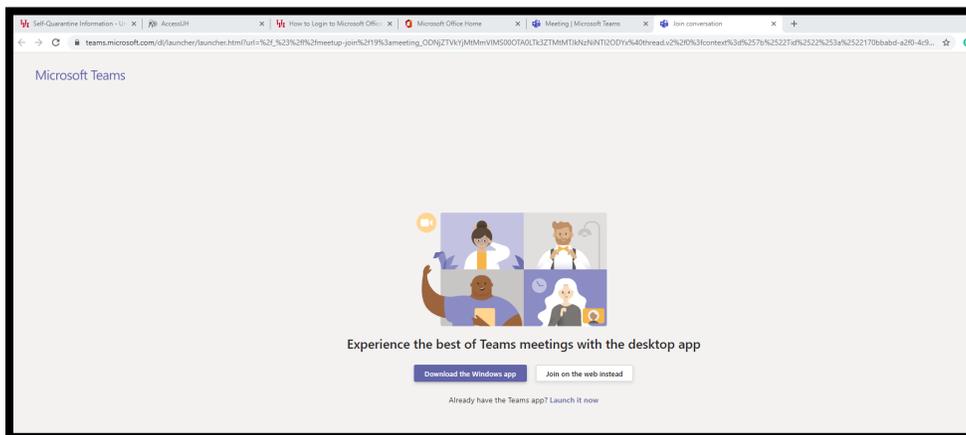


How to access Microsoft Teams through the app:

Having the Microsoft Teams app installed on your computer or mobile device offers ready access to the Faculty Senate team and provides features, such as notifications for updates and activities within the team and closed captioning and background blurring for video meetings. There is a Microsoft Teams app for Windows, iOS, and Android devices. The Teams app can be found at the lower-left corner of the Teams window or through your device's app store.



When you join a Teams meeting, you may also be prompted to download the Teams app.



After downloading the app, sign in with `username@cougarnet.uh` and your CougarNet password.

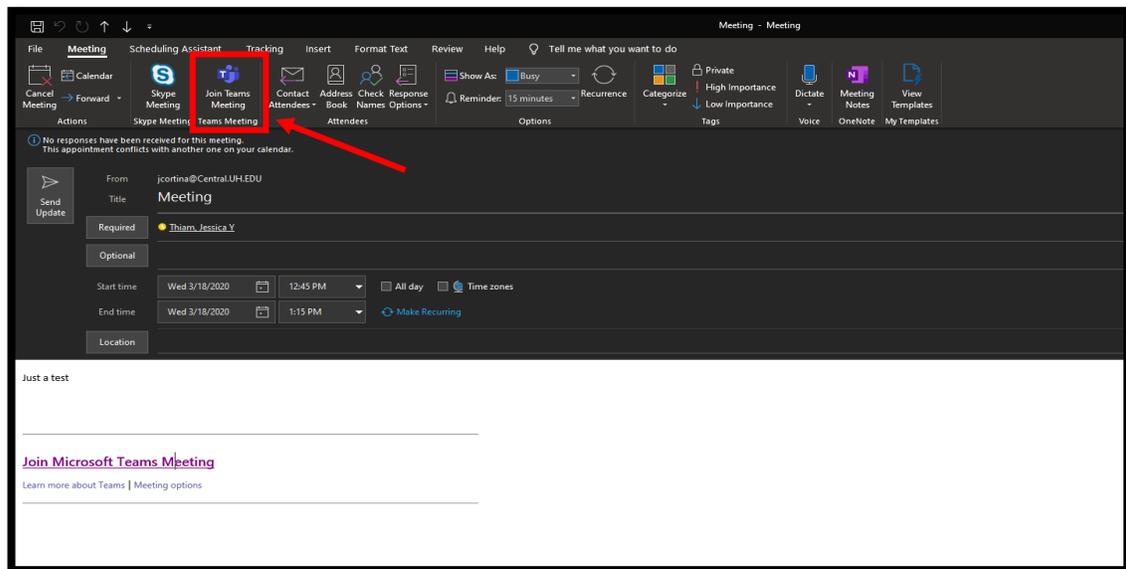
Note: For your UH devices, your IT group may choose to push out this app. You may also be able to install it yourself, if you have administrative rights to install software on your device. However, if you are not able to install the app, you can still fully participate in Faculty Senate meetings by accessing Teams through Office 365 via a Web browser.

How to participate in a Faculty Senate meeting via Teams:

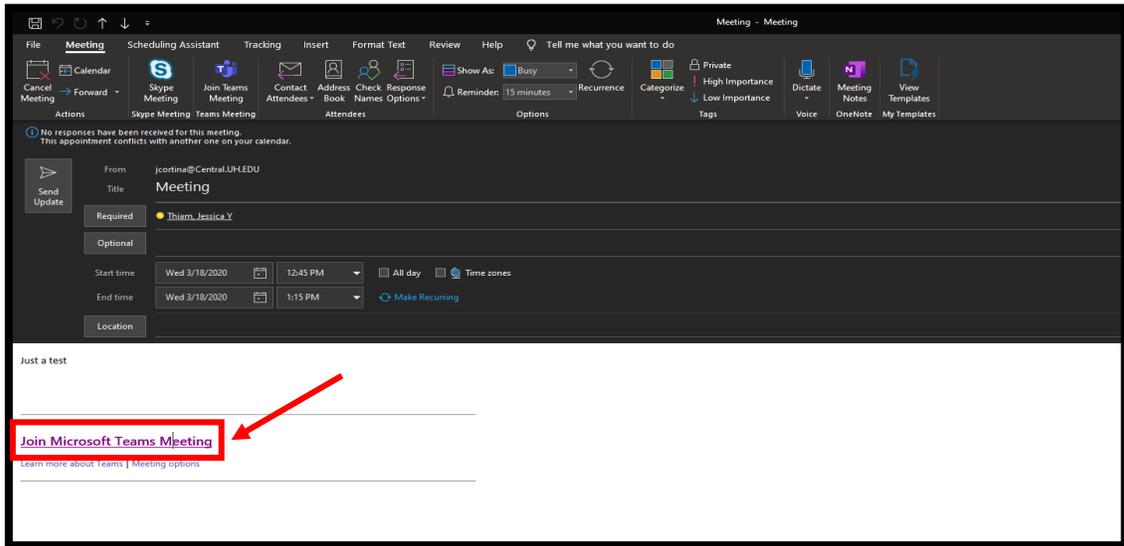
There are three things to keep in mind -

- You will be invited through an Outlook calendar invite to participate in a Faculty Senate meeting taking place in Teams.
- When you accept the calendar invite, the meeting information will populate directly into your Outlook calendar.
- You will join the scheduled meeting through Teams. There are three ways to access the meeting – 1) via the **Join Teams Meeting** icon in the Outlook calendar item, 2) via the **Join Microsoft Teams Meeting** link in the Outlook calendar item, and 3) via the **Join** button in the Teams calendar item.

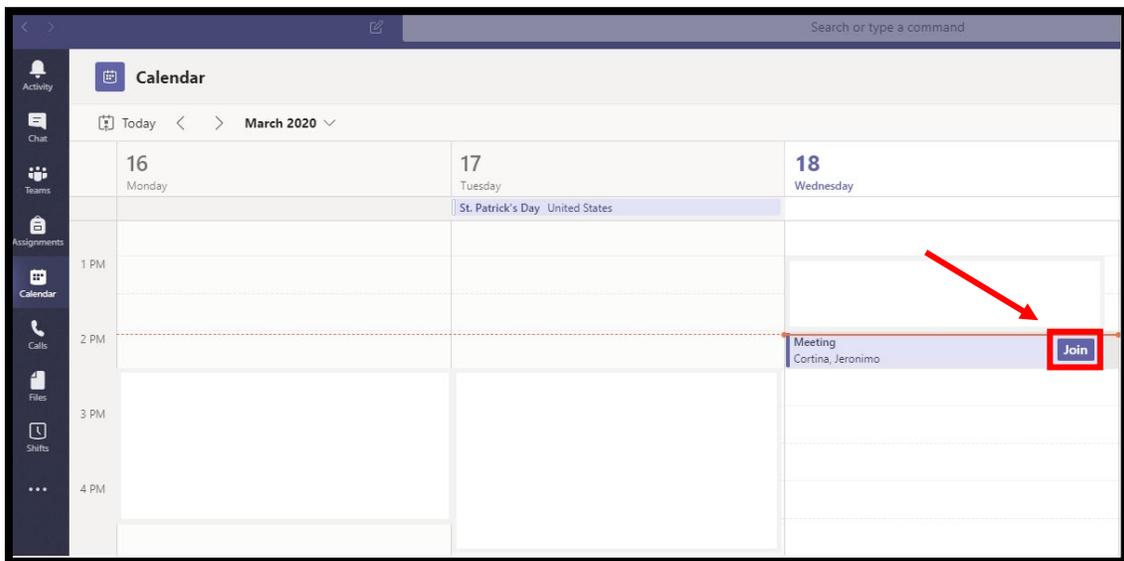
The first way to join a scheduled meeting in Teams is to open the Outlook calendar item and click on the **Join Teams Meeting** icon in the top menu bar.



Another way to join a scheduled meeting in Teams is to open the Outlook calendar item and click on the **Join Microsoft Teams Meeting** link in the text area of the calendar item.

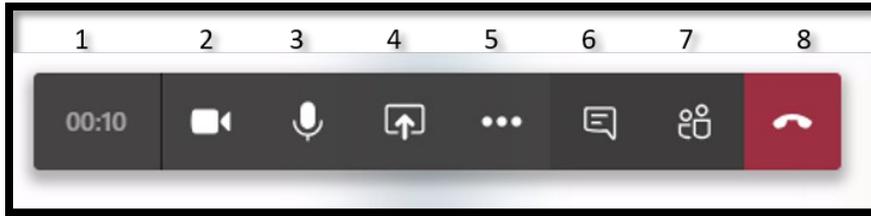


A third way to join a scheduled meeting in Teams is through the Calendar view within Teams. There will be a **Join** button in the Teams calendar item.

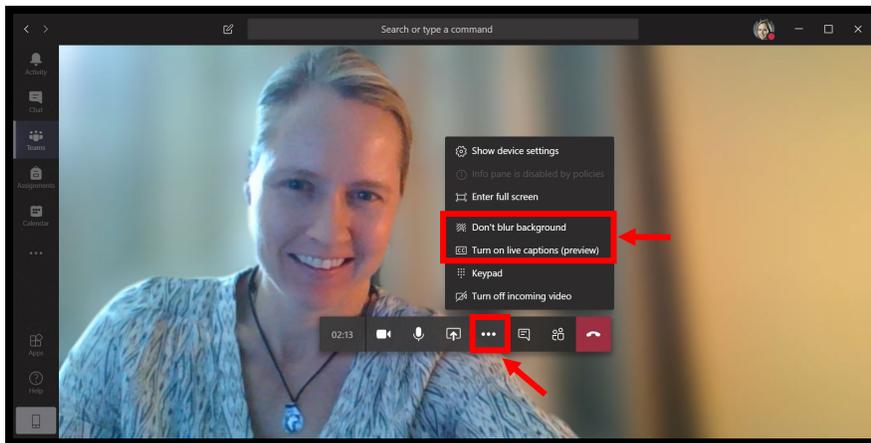


Etiquette recommendations for participating in Faculty Senate meetings via Teams:

- When you join the meeting, **mute** your microphone. This will reduce background noise.
- Become familiar with the “Control Panel” options once you join the meeting. The Control Panel will appear when you mouse over the center video area of the Teams meeting. These options include -
 1. Timer
 2. Video camera (click to turn your video on/off)
 3. Microphone (click to mute/unmute your mic)
 4. Share your screen icon (don't click because everyone will see your screen)
 5. More actions icon
 6. Chat icon
 7. Participants icon
 8. Hang-up icon



- If you choose to use video, keep in mind that everyone will be able to see you. Try to use a well-lit room and focus your video camera to your line of sight.
- If you are accessing the meeting via the Teams app, you can use additional options to blur the background and view live closed captioning.



- The chat will mainly be used to indicate when people want to have a turn to speak (described next). If you have links to resources or other notes to share, you can post them in the Meeting Notes area. *Note that we ask senators to refrain from posting backchannel discussion to the chat during the meetings.*

- When you want to talk during the meeting, post a message in the chat with the next number and your name. This will let the moderator know that you want to speak via your microphone. To post in the chat, type the number and your name and then click the airplane icon to post the message.
- When the moderator gives you the floor to speak, remember to unmute your microphone by bringing up the Control Panel and clicking the mic icon. Make sure your background is as quiet as possible so that others will be able to clearly hear you.

