

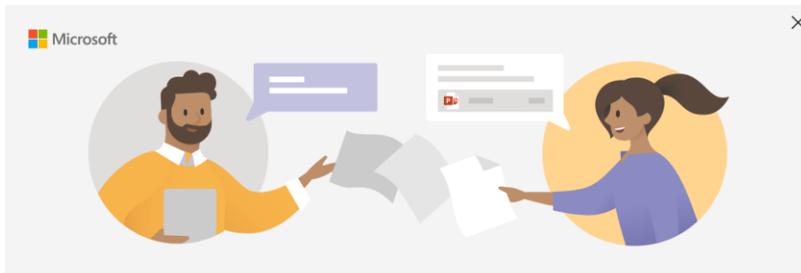
# How to use Microsoft Teams

## Logging into Teams

Click on the start menu, scroll down to Microsoft, and select the Microsoft Teams icon:



On the Welcome Screen, type your CPP email address and click the Next button:



Enter your work, school, or Microsoft account

[Learn more](#)

You will be redirected to the University Single Sign On screen. Type your Bronco username and password and click Log In:

Microsoft Teams Login

CalPolyPomona

BroncoName  
jdbustamante

Password  
●●●●●●●●

[Forgot Password?](#) [Don't have an account?](#)

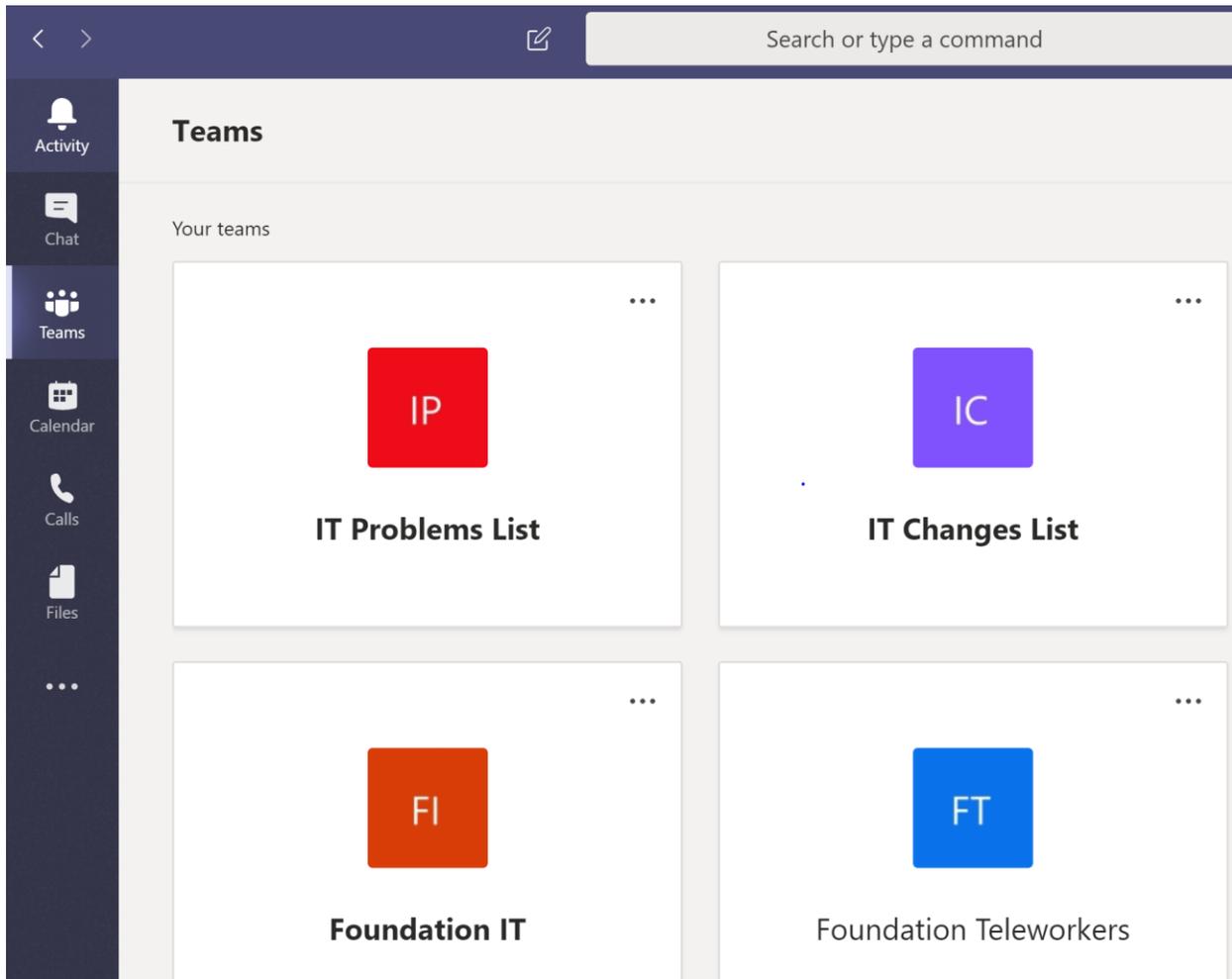
Log In

CalPolyPomona

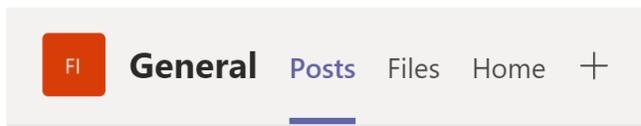
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# Join Teams

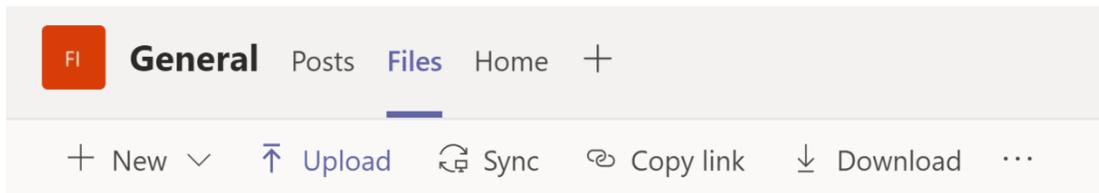
Once signed in, click “Teams” on the Navigation bar located on the left to view a list of Teams you’ve been invited to join.



Once you’ve selected a Team, you can join and contribute to the message board by clicking Posts:



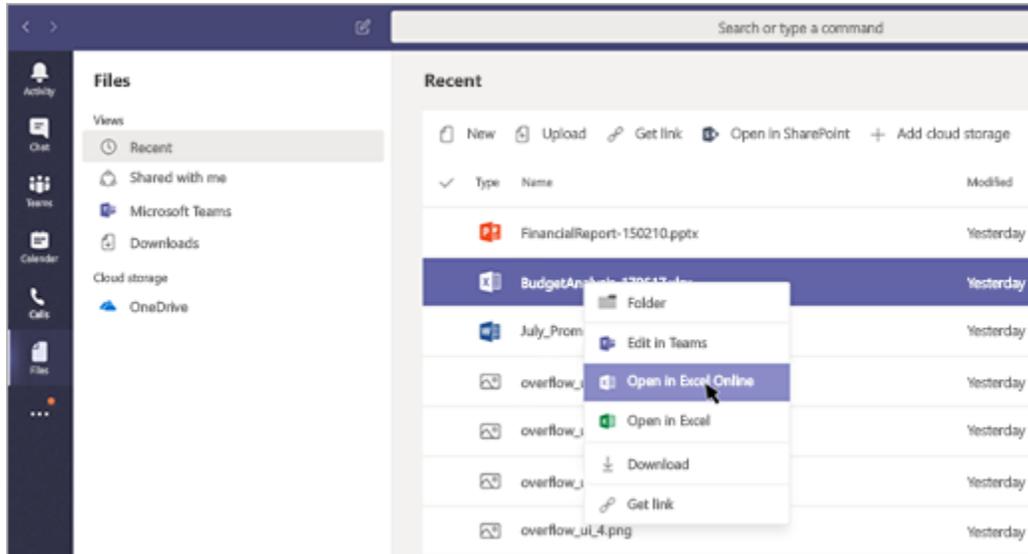
You can view or edit posted files, or upload your own file by clicking Files:



## Edit a file in Teams

To get started, select a file; either from your files list that's located on the left side of the app, the files tab at the top of a chat or channel, or one attached to a message.

By default, the file will open in edit mode inside Teams and you can start making changes right away. To open an Office file on the web or in its desktop app, right-click the file or select More options **...** on the right side of the app.



When editing a file in Teams, your ribbon of tools will be at the top of the window. With your standard tools, you'll also get four buttons in the top right corner.

**Comments:** This is where you can leave comments while reviewing the document. Just like you would in any Office app.

**Conversation:** This will show you the chat or channel thread inside Teams that relates to the file.

**More options (those three dots):** This is where you can choose to open in a browser, the desktop app, or download the file.

**Close:** This will close the file and take you back to where you were in Teams when you first opened the file.

Non-Office files can't be edited once you upload them to Teams. You need to update your original files in their respective apps, then upload them again.

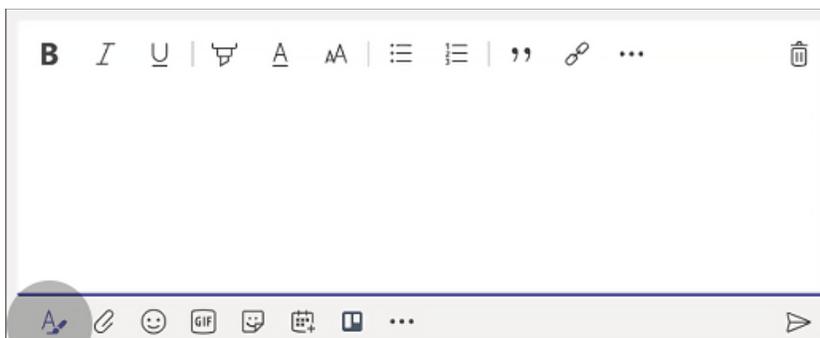
# Chat

You start one-on-one and group chats by selecting New chat  at the top of your chat list:



## Start a one-on-one chat

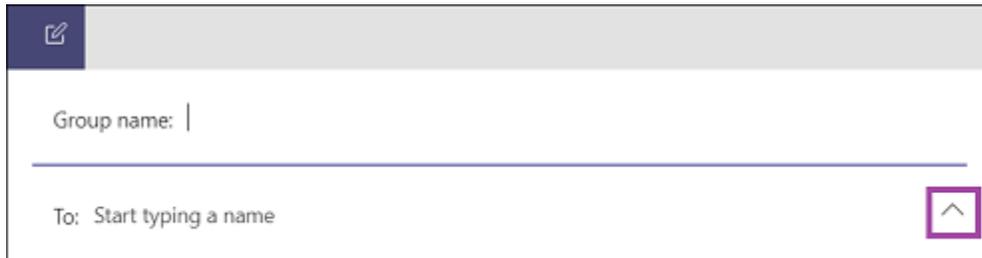
Once you've selected New chat  and entered the person's name, compose your message in the box at the bottom of the chat. To open your formatting options, select Format  beneath the box where you type your message.



When you're ready, select Send . This starts the chat.

# Start and name a group chat

Start one the same way you start a one-on-one chat: select New chat  at the top of your chat list. Select the down arrow to the far right of the To field and type a name for the chat in the Group name field. Then, type the names of the people you'd like to add in the To field.

A screenshot of a chat application interface for creating a group chat. At the top left, there is a dark blue square button with a white pencil icon. Below this is a light gray header bar. The main area is white and contains two input fields. The first field is labeled "Group name:" and has a vertical cursor. Below it is a horizontal line. The second field is labeled "To: Start typing a name" and has a small purple square button with a white upward-pointing arrow on its right side.

This starts a new conversation. Everyone who has access to the group chat can send messages.

You can include up to 100 people in a group chat.

## Create a Team

Please contact Foundation IT at [fdnhelpdesk@cpp.edu](mailto:fdnhelpdesk@cpp.edu) to request a new Team.