

Getting Started with Microsoft Teams and OneNote – For Faculty ARC Tutors

IMPORTANT: Mac computer users please make sure your default browser selection is set to Chrome. Need Help? Click here: [FAQs](#)

If you don't already have Teams, follow these three simple steps to get started:

Download and install

1. Go to teams.microsoft.com and select **Sign in**. Sign in with your **WCU** account and follow the steps on the screen.
2. Click **Get the Desktop App** or download the app for iOS or Android [from your phone's app store](#). You can also use the [web app](#) without any download required.
3. After downloading and installing, open the app and sign in again.



General Help Site for Teams:

<https://support.microsoft.com/en-us/teams?ui=en-US&rs=en-US&ad=US>

- Get started with [Teams Meetings](#)
- [Quick-start Guides](#)
- [Using the Toolbar](#) in Teams
- Meeting Controls in Teams:

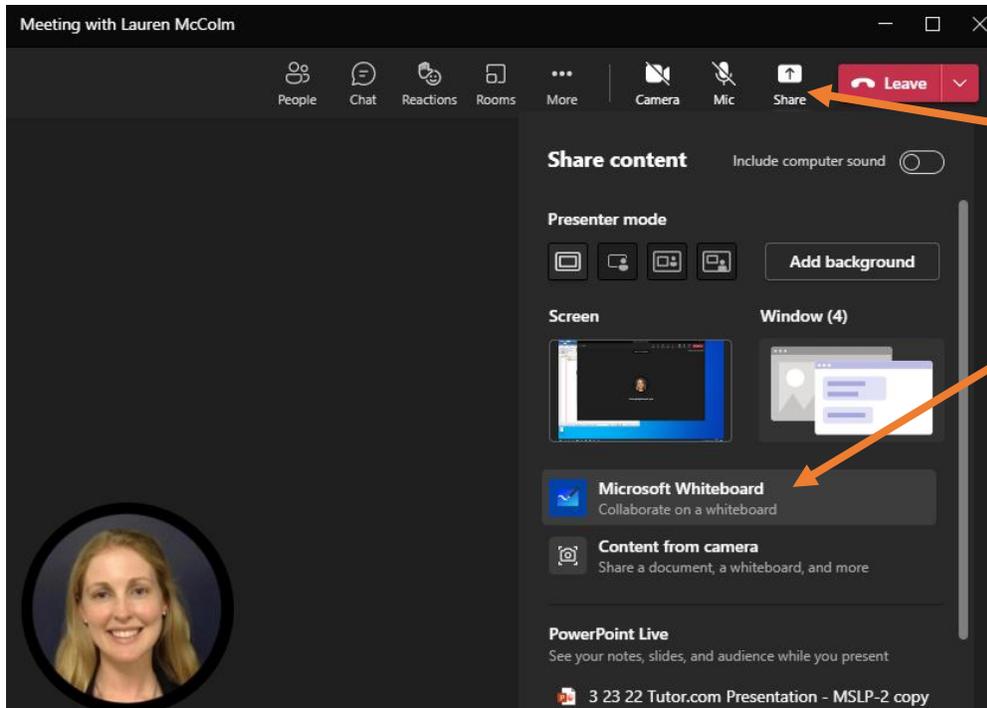
Meeting controls let you share content, create breakout rooms, and more during a session.



1. Click on **People** to see who's in the meeting .
2. Post in **Chat** .
3. Click on **Reactions** to raise your hand  or choose an emoji.
4. Click on **Rooms** to start a breakout room .
5. Open **More actions** .
6. Turn your camera on  and off .
7. Mute  and unmute  your microphone.
8. Click on **Share** to present content .

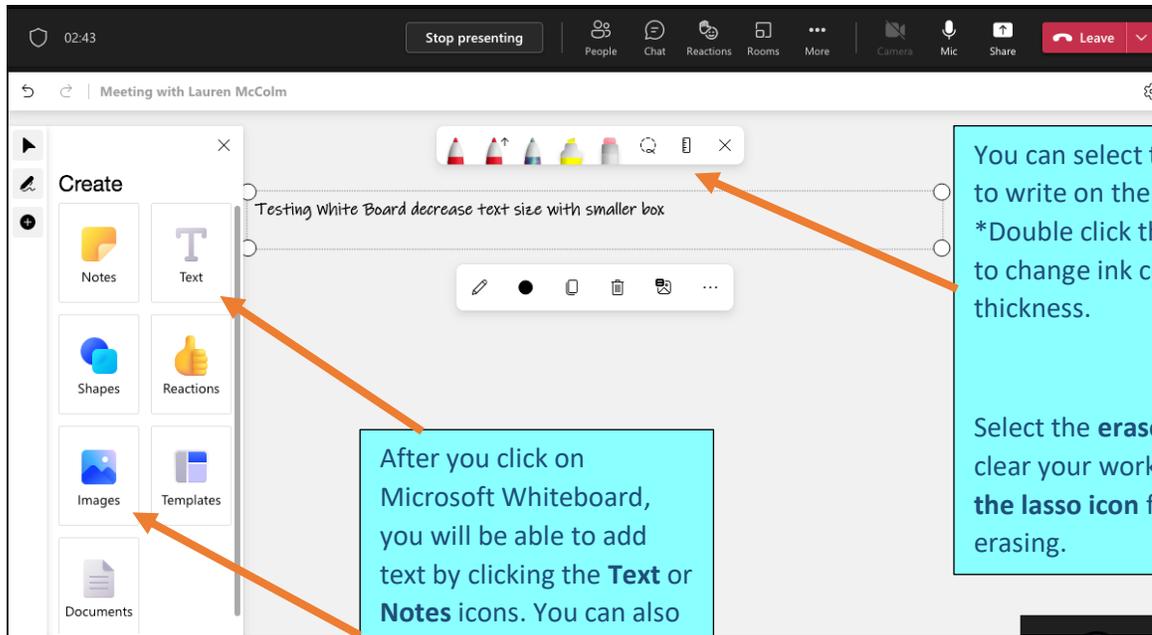
If you have **sound or camera issues** click 'More Actions' and choose 'Show device settings' then select in the drop-down menu the device you are using for sound.

- [Browser Client](#): no plug-in or download required to run Teams in a browser, when you click on 'Join Meeting' in your email confirmation, choose to open in browser (Chrome and Edge are the best browsers to use), and your meeting is ready to go right away!
***Please Note:** If you have issues with your Whiteboard function in Teams (this may occur if a student logs in as a guest instead of using their WCU account credentials through the Browser Client) you can use OneNote as a whiteboard alternative (OneNote instructions on page 4).
- [Share Content](#), such as documents and your whiteboard during meetings
- Using [Whiteboard](#) during meetings (more details below)



To access the whiteboard, click on **Share**.

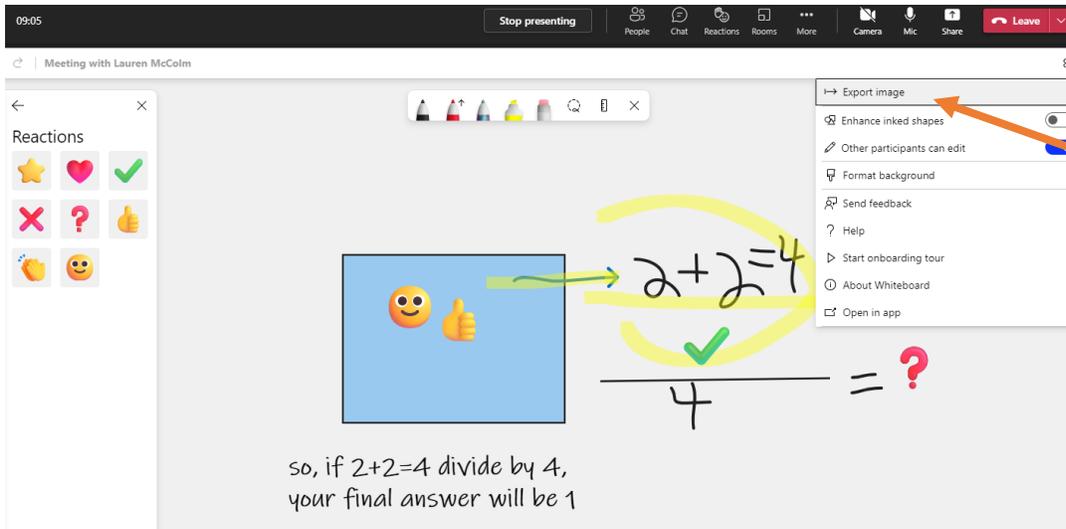
Then, click on **Microsoft Whiteboard**



You can select the **pen icon** to write on the board.
 *Double click the pen icon to change ink colors and thickness.

Select the **eraser icon** to clear your work area. Select the **lasso icon** for precise erasing.

After you click on Microsoft Whiteboard, you will be able to add text by clicking the **Text** or **Notes** icons. You can also add helpful **images**.



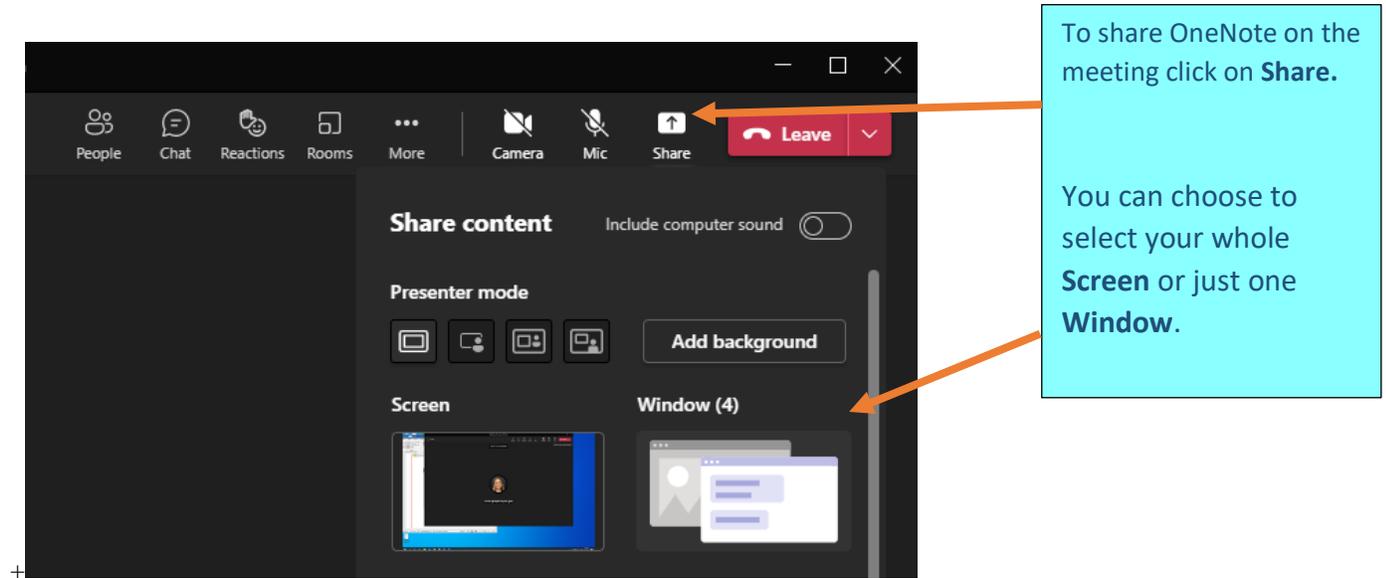
To save your whiteboard work, go to **settings icon**, then click on **export image**.

Can I access and continue working on a whiteboard after a Teams meeting ends?

After a Teams meeting, its whiteboard will be available to all participants from the Teams meeting chat, in a tab labeled **Whiteboard**. The whiteboard will also be available in the **Board Gallery** in the Microsoft Whiteboard apps for Windows 10 and iOS, so that meeting attendees can continue collaborating on a whiteboard even after a meeting has ended.

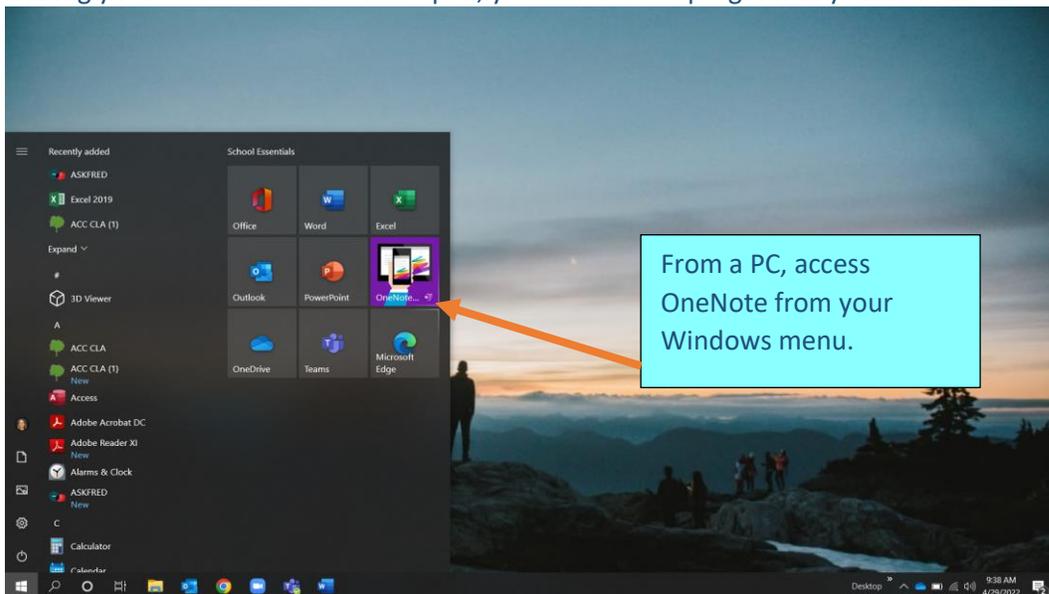
Using OneNote as a Whiteboard Alternative in Microsoft Teams

- [Share My Screen](#) during meetings to use **OneNote as your whiteboard**

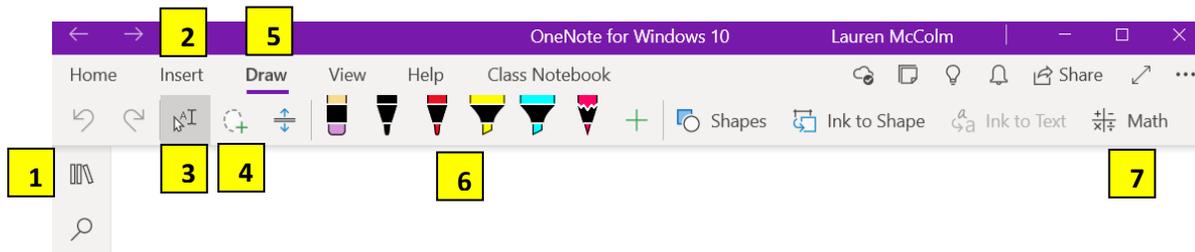


- [Start Using OneNote](#)
- [How to Download OneNote for Mac Tutorial Video](#) (start video at 0:45-2:30)

By sharing your screen with OneNote open, you can use this program as your whiteboard

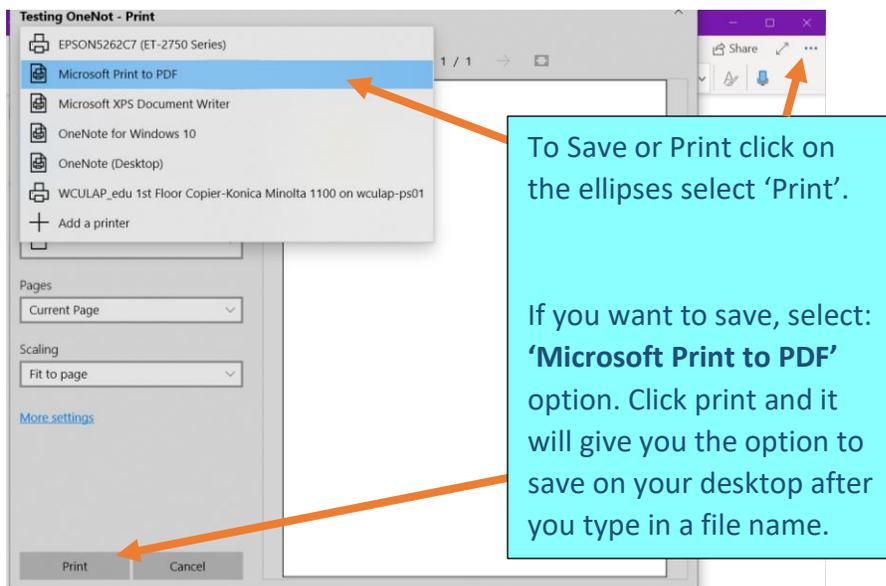


Once you open OneNote, you will see the screen display below:

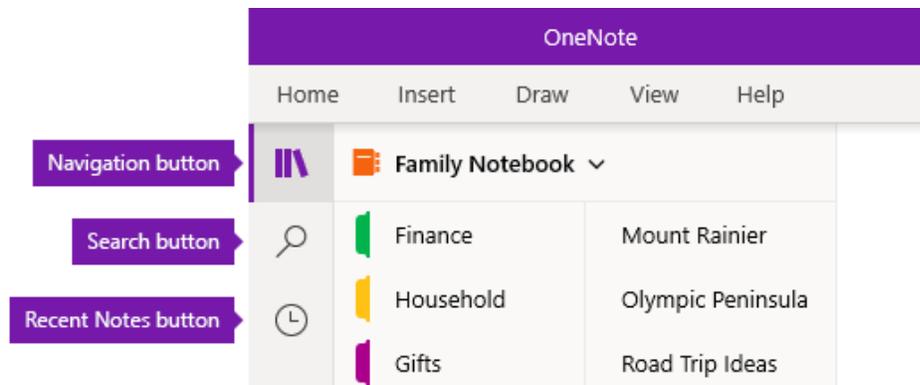


1. The **Navigation Button** toggles the navigation panes so you can create multiple pages of notes.
2. Click **Insert** and select Equations to create math equations.
3. Click the **Text Button** to add text to your notes.
4. Select the **Lasso Button** for precise erasing. First, use the lasso then click on the eraser.
4. Click the **Draw** option to always get back to your pen and pencil menu and notes.
6. Select the **pen, pencil, or highlighter** icons to write on the board. Double click the icons to change ink colors and thickness. You can select the **eraser** to clear your work area.
7. Click on the **Math Feature** button for mathematical symbols and functions.
 - o How to Use OneNote **Math Feature** Tutorial Video: <https://youtu.be/24Ly2ol9seo>

How to Save OneNote Documents as PDFs



Navigation and Auto-Save in OneNote



- The **Navigation** button toggles the navigation panes on () or off (). Click it to display your current notebook's hierarchy, to switch between pages, sections, and notebooks, or to create and organize sections, pages, and notebooks. Click the button again to hide the navigation panes and return to your current page
- **Save your notes** - OneNote doesn't have a Save button. OneNote automatically saves everything for you. If you delete something you can use the Undo button located in the upper left to revert a recent edit.