



Student Helpdesk

Teams Basics for Students

[Microsoft Teams](#) is a free online platform used by Northwestern State University to support live class sessions, workshops, and virtual meetings. Faculty use Teams to provide real-time instruction and interaction, creating an engaging and collaborative learning environment.

NSU maintains Teams specifically for university-sponsored courses, workshops, and meetings.

System Requirements

To participate in a Teams session, please ensure you have the following:

- The Teams browser plugin installed and enabled (if prompted)
- A webcam (recommended)
- Working speakers or headphones
- A functioning microphone (built-in or external)

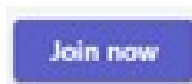
Joining a Teams Meeting

If your instructor provides a meeting link:

Simply click the link at the scheduled time and follow the on-screen instructions to join.

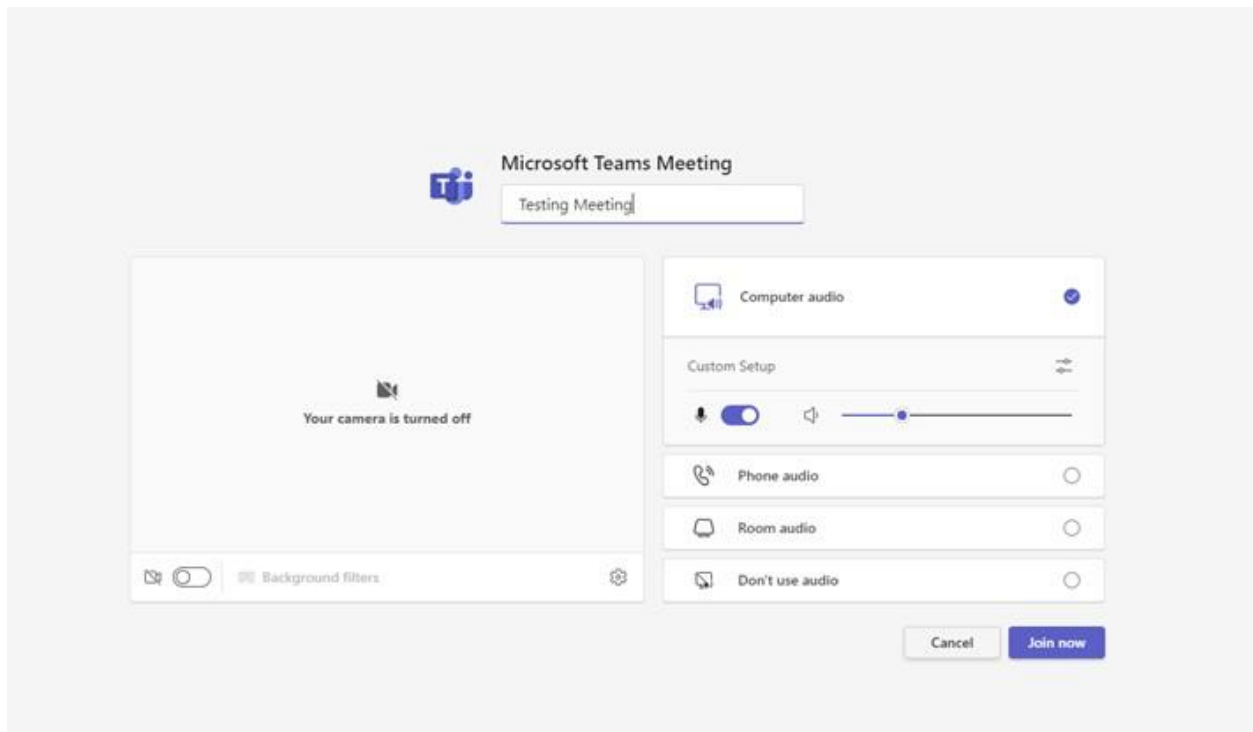
If your instructor is using a Teams Meeting link:

Open the meeting page and click **“Join Now”** located in the lower-right corner of the meeting window.





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Teams Controls and Features Guide

Dial pad	Hold	Transfer	Chat	People	View	Apps	More	Camera	Mic	Share	Leave
1	2	3	4	5	6	7	8	9	10	11	12

1. Connect participants via telephone
2. Places call in Hold status
3. Transfer Participant
4. Meeting Chat
5. Participants List
6. Meeting Layout

7. Install 3rd Party Applications
8. Meeting Options
9. Start or Stop local video device
10. Mute or Unmute local audio device
11. Share Content
12. Leave Meeting/End Call

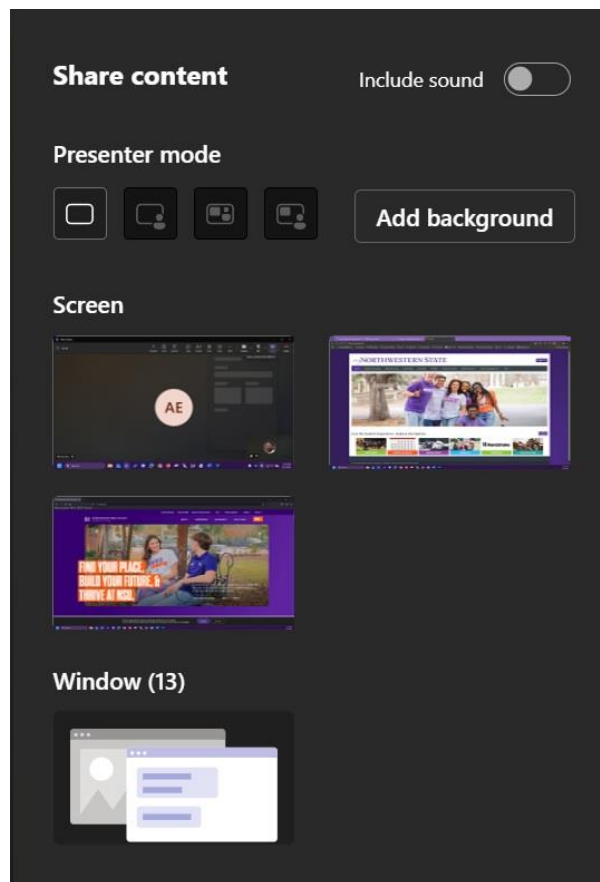


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Sharing Content

During a Microsoft Teams meeting, you have several options for sharing content with participants:

- Screen – Share everything currently displayed on your monitor. This allows participants to see all on-screen activity in real time.
- Window – Share a specific application window. All open applications will appear in the selection menu. If the application you want to share is not listed, scroll to the bottom to select it.
- Tab – Share a single tab from your web browser, allowing participants to view only that webpage without displaying your entire screen.
- PowerPoint Live / Excel Live – Share presentations or spreadsheets directly in your browser. This allows participants to view and interact with the content in real time while keeping control in your hands.



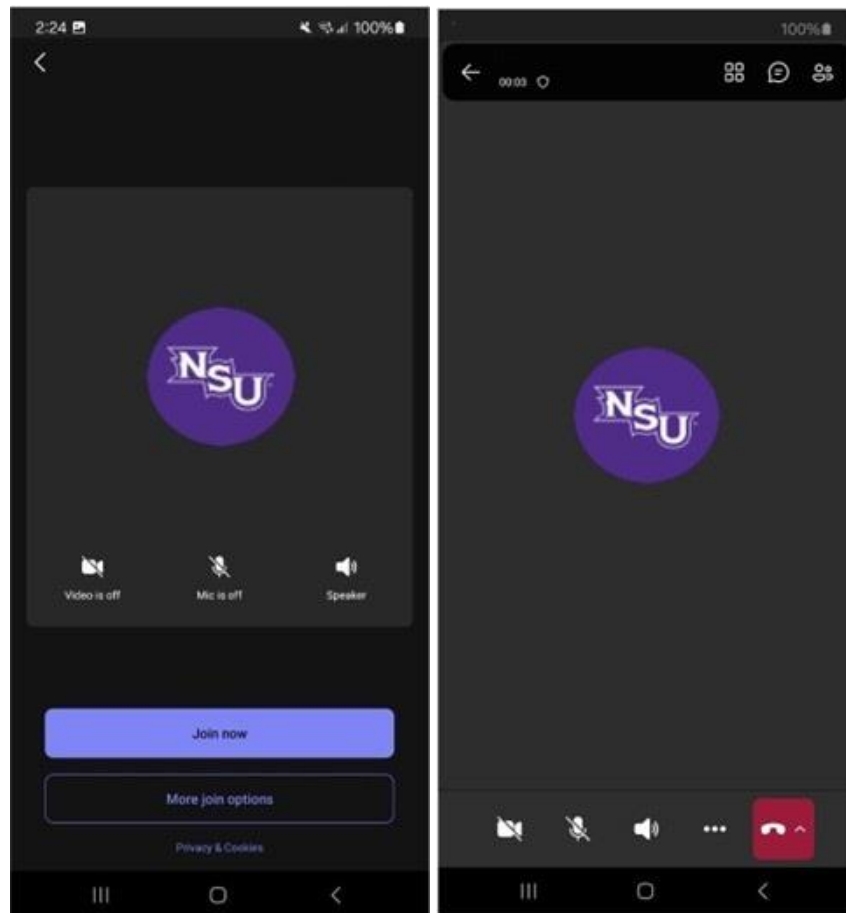


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Joining a Teams Meeting from a Mobile Device

To join a meeting from your smartphone or tablet, download the Microsoft Teams app from your device's app store. Once installed, open the app and select "Join now"

When prompted, enter the meeting URL provided by your instructor, along with your name and email address, and follow the on-screen instructions to connect.



If you experience any issues, be sure to verify the meeting link and your internet connection before contacting your instructor or the Help Desk for assistance.

Please note that you may see a message that states, **"This meeting is locked."** on either login method. This simply means the host has locked the meeting and must unlock for additional participants to join.
