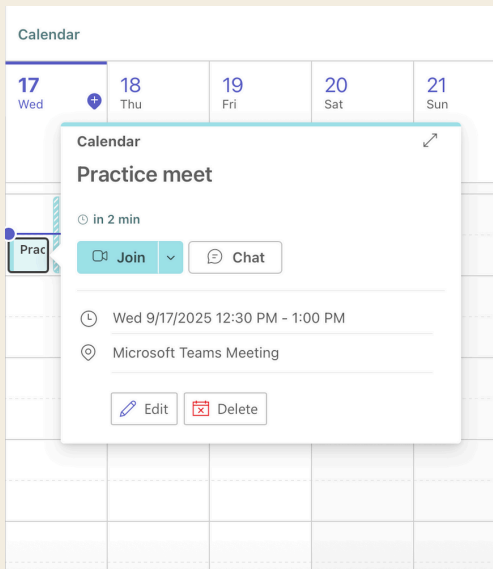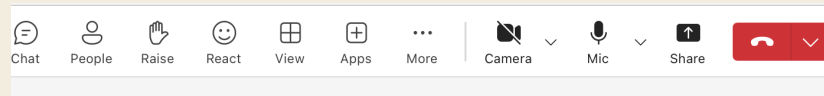# Navigating Microsoft Teams

Utica University recently started utilizing all Microsoft services! Due to many of our appointments being on Microsoft Teams, follow this guide to do some of the basics.
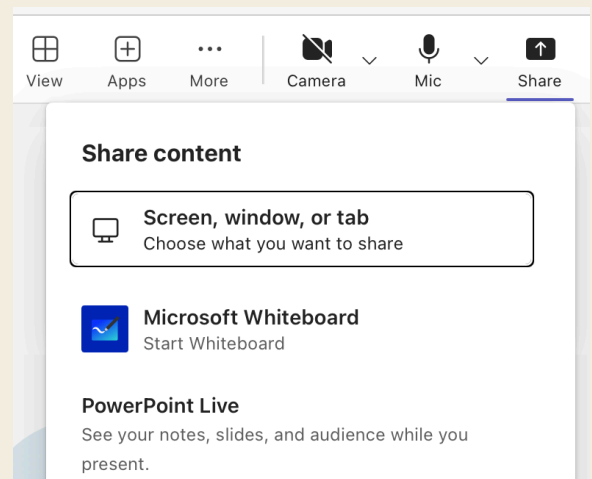
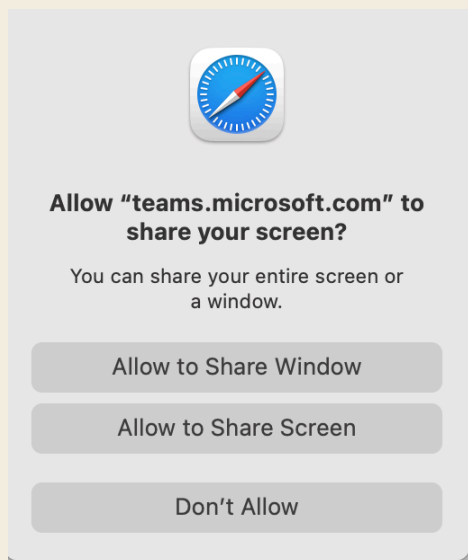**Step One** - Join the meeting from your Outlook calendar

Step Two - Click "Share" in the top panel

Step Three - Share your screen, window, or any other project you may have open

Step Four - Allow permission :)

Step Five - When you are done, press "Stop sharing"

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