

Using Microsoft Teams Effectively

A Quick-Start Guide for Students

- 1 Messaging Instructors: Use Chat, Not WhatsApp
- 2 Turn On Notifications
- 3 Keep Teams Up to Date
- 4 Accept Course Invitations
- 5 Participating in Class Meetings

1 Message Your Instructors on Teams — Not WhatsApp

Teams Chat is the university's official channel for instructor communication

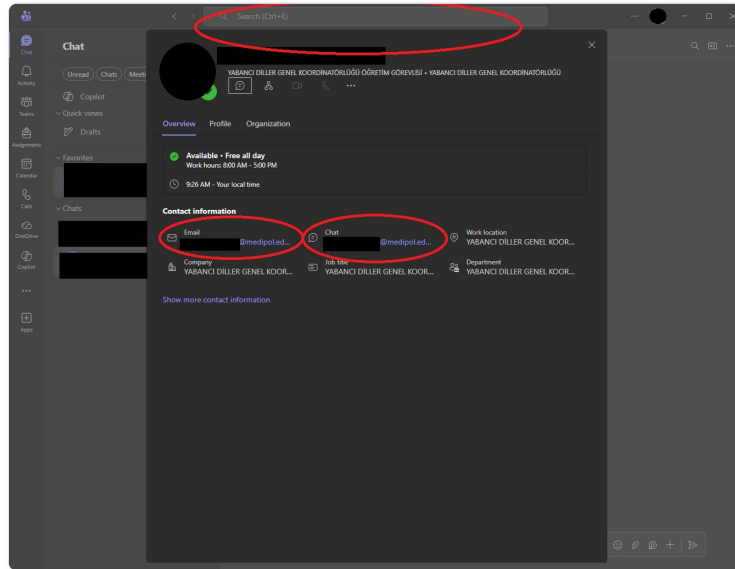
Your instructors use **Microsoft Teams Chat** as their official way of messaging students about coursework, assignments, and class updates. Please use Teams instead of WhatsApp or other personal messaging apps to contact your instructors — it keeps academic conversations organized, searchable, and professional.

How to start a chat with your instructor

- 1 Open Microsoft Teams and click **Chat** in the left-hand menu.
- 2 Click the **New chat** icon (pencil and paper icon) at the top of the chat list.
- 3 Type your instructor's name in the "To" field and select them from the list.
- 4 Type your message and press **Enter** to send it.

TIP

You can also message an instructor directly from your class channel: click on their name wherever it appears (for example, next to a post) and select **Chat** from the pop-up card.



Clicking on an instructor's name opens their contact card — use the search bar (top) to find them, or the "Chat" and "Email" fields under Contact information to reach them directly.

Good etiquette when messaging on Teams

- Start your message with a greeting and clearly state which course you're asking about.
- Keep questions about assignments, grades, or attendance in Teams Chat rather than in class group chats, so they stay between you and the instructor.
- Allow reasonable time for a reply — instructors may not be online at all hours, just like email.

2 Turn On Notifications

Never miss a message, assignment, or class announcement

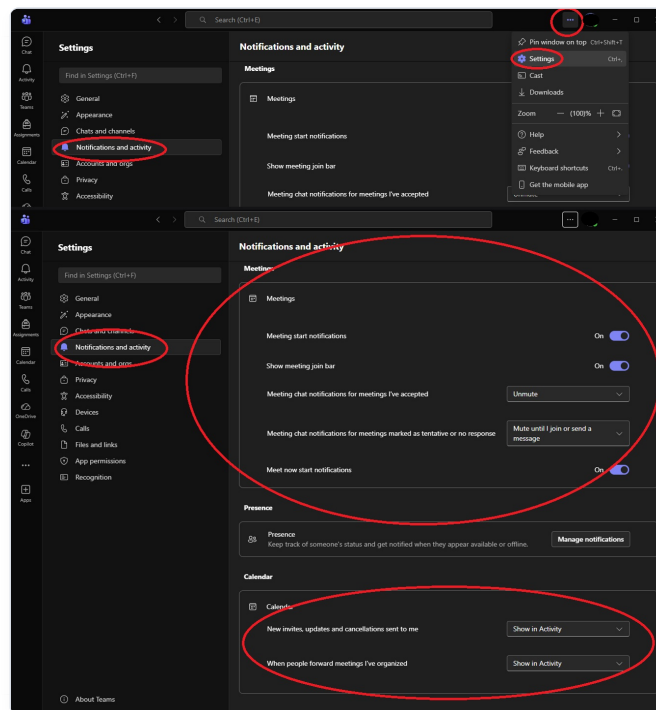
If notifications are turned off, you can easily miss an important message from an instructor or a new assignment posted to your class. Turning notifications on takes less than a minute and ensures you're alerted right away.

On desktop (Windows / Mac)

- 1 Click your profile picture in the top-right corner of Teams.
- 2 Select **Settings**.
- 3 Go to the **Notifications** tab.
- 4 Make sure notifications for **Chat**, **Channels**, and **Meetings** are set to "Banner and feed" (or your preferred option) rather than "Off".

On mobile (iOS / Android)

- 1 Also make sure notifications are allowed for the Teams app in your phone's **system settings** (Settings → Notifications → Teams), otherwise Teams cannot send alerts even if enabled inside the app.
- 2 Open the Teams app and tap your profile picture, then go to **Notifications** to review your in-app preferences.



Click the ... menu in the top-right corner → **Settings** → **Notifications and activity**, then make sure the toggles for meeting and chat notifications are turned on.

TIP

If you're getting too many notifications from busy channels, you can mute individual channels instead of turning off notifications entirely — that way you'll still catch direct messages and mentions.

3

Keep the Teams App Up to Date

New features, bug fixes, and reliability improvements

Microsoft regularly updates Teams to fix bugs, patch security issues, and add new features. Using an outdated version can cause meetings to freeze, chats to fail, or features like Raise Hand to be missing entirely. Check for updates regularly, especially before an important class or exam.

Platform	How to Update
Desktop app	Click your profile picture → ... (more options, if shown) or check Settings → About → Check for updates . The desktop app also updates automatically in the background from time to time.
Windows / Mac (Microsoft Store / App Store install)	Open the Microsoft Store or App Store, go to your Library / Updates section, and update Teams if a new version is listed.
Android	Open the Google Play Store , search for Microsoft Teams, and tap Update if available.
iPhone / iPad	Open the App Store , tap your profile icon, scroll to Teams, and tap Update if available.

TIP

Turning on automatic app updates on your phone or laptop means you'll always have the latest version without having to check manually.

4

Accept Course Invitations

So your classes show up automatically in your calendar

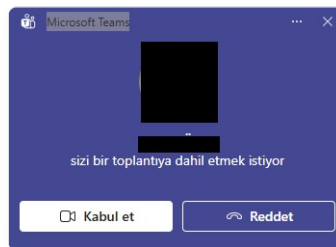
When your instructor schedules a class meeting, Teams sends a **personal invitation** to every student in the class. Accepting this invitation adds the class to your Teams and Outlook **Calendar** automatically, and you'll get a reminder notification shortly before it starts.

How to accept a class invitation

- 1 Look for the invitation in your **email** (Outlook) or as a card in the class channel in Teams.
- 2 Open the invitation and click **Accept** (you can also choose "Tentative" if you're not sure, but "Accept" is recommended so the class is clearly marked in your calendar).
- 3 Go to the **Calendar** tab in Teams to confirm the class now appears with the correct day and time.

IMPORTANT

If you don't accept the invitation, the class may not appear in your calendar and you won't receive a reminder before it starts — even though you can usually still join it from the class channel. Always accept invitations as soon as you receive them.



When class is about to start, you may also see a pop-up like this — click **Accept** to join.

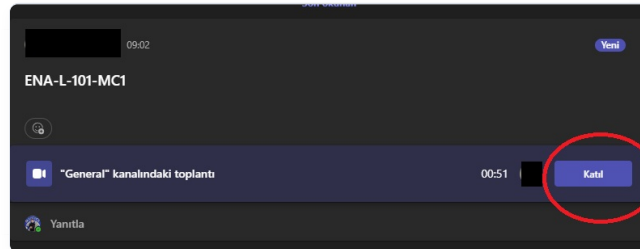
5 Participating in Class Meetings

Making the most of in-meeting tools

Teams meetings include several built-in tools that help classes run smoothly, especially in larger groups where speaking over one another isn't practical.

Joining the meeting

When it's time for class, look for the meeting post in your class channel and click **Join**.



A scheduled meeting appears as a post in the class channel — click **Katıl** ("Join") to enter.

RH Raise Hand

Click the **Raise Hand** icon in the meeting toolbar when you want to ask a question or speak, without interrupting the instructor. Your hand icon appears next to your name so the instructor can call on you in order. Click it again to lower your hand.

RX Reactions

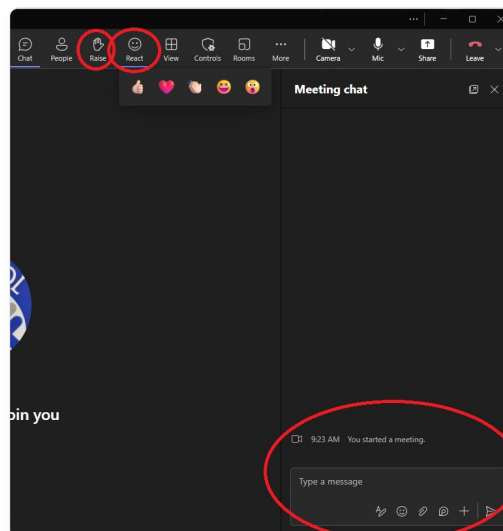
Use quick reactions (like a thumbs up, heart, or clap) to respond silently — for example, to confirm you can hear the instructor or agree with a point — without disrupting the flow of the class.

CH Chat

Open the meeting **Chat** panel to ask quick questions, share links, or answer polls in writing without interrupting whoever is speaking. Instructors often check the chat between points.

MC Mute / Camera

Keep your microphone muted when you're not speaking to avoid background noise, and unmute only when the instructor calls on you or you raise your hand.



The **Raise** and **React** buttons in the meeting toolbar, and the **Meeting chat** panel on the right.

Quick checklist before every class

- ☒ Teams notifications are turned on so you don't miss the start time.
- ☒ The Teams app is updated to the latest version.
- ☒ You've accepted the class invitation so it's in your calendar.
- ☒ You know how to use Raise Hand and Chat during the meeting.

NEED HELP?

If you run into any technical issues with Teams, message your instructor through Teams Chat or contact your department for support.