# Instructions for Using Microsoft Teams for LSUHSC Employees

Johnny Huynh found out on Monday afternoon, March 16, 2019, that LSUHSC does not have a HIPAA-compliant agreement with Zoom, but it does have one with Microsoft. He just ran a couple of test meetings on Tuesday morning between his LSUHSC user account and his personal Gmail account to simulate a meeting with a non-LSUHSC user.  He used an Android phone, an iPhone, a MS Surface Book, a Dell desktop computer, and a MacBook Pro for the test.  All of the devices were able to join the meeting successfully.  Based on what he observed during the testing:

Computers

* Windows machines that don’t have MS Teams installed will be prompted to open the meeting using the MS Edge browser.
* Apple computers that don’t have MS Teams installed will be prompted to run the meeting using a web browser.
* You can install the MS Teams app ahead of time by going to the following webpage:
	+ - [https://products.office.com/en-us/microsoft-teams/download-app#desktopAppDownloadregion](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fproducts.office.com%2Fen-us%2Fmicrosoft-teams%2Fdownload-app%23desktopAppDownloadregion&data=02%7C01%7Cssimo3%40lsuhsc.edu%7C08709d6d6d47449d35c708d7caa1a9d3%7C3406368982d44e89a3281ab79cc58d9d%7C0%7C0%7C637200667992394277&sdata=7ykE3GSMOG6TqRdCsWjX%2FWva1FnR6eyhGmCy%2Fpm5ZTY%3D&reserved=0)
		- Just click on “Download Teams” to download and install.  The link above is for Windows computers.

iPhones and Android

* You have to install MS Teams beforehand.  It’s free from the App Store/Google Play.
* You would then create a free account or join as a guest.  I tested it with join as a guest and it worked easily.
* When meeting with somebody that is using an iPhone/Android device, it is important to stare directly into the camera because the camera angle displayed on the mobile device isn’t as wide as a computer.

Setting Your Meeting

* Go to the LSUHSC webpage and go to the Office 365 (The first time, after that you can use the app if desired.  More on that below)
* Go to MS Teams and select the calendar option on the left side menu
* Create your meeting

The Meeting

* During your first meeting, if the program is not already installed, you will be prompted to install the app or run it in a web browser.  I suggest running it on the app.
	+ The app will make it easier to schedule future meetings by not having to go through the LSUHSC website.  Also, after you log into MS Teams the first time, it will automatically sync with your Outlook calendar.  This will allow you to run the meeting directly from your Outlook calendar.
* Click “Join Microsoft Team Meeting” from your calendar appointment or email.
* Some interesting features
	+ You can blur out your background so people can’t see where you’re at.
	+ There is a closed captioned option.
	+ Based on a one-on-one meeting, both sides were able to share content at the same time.  I couldn’t test with more than that.
	+ This is part of the Microsoft Office 365 cloud, which will integrate the various applications together like Word, Outlook, OneDrive, etc. together.