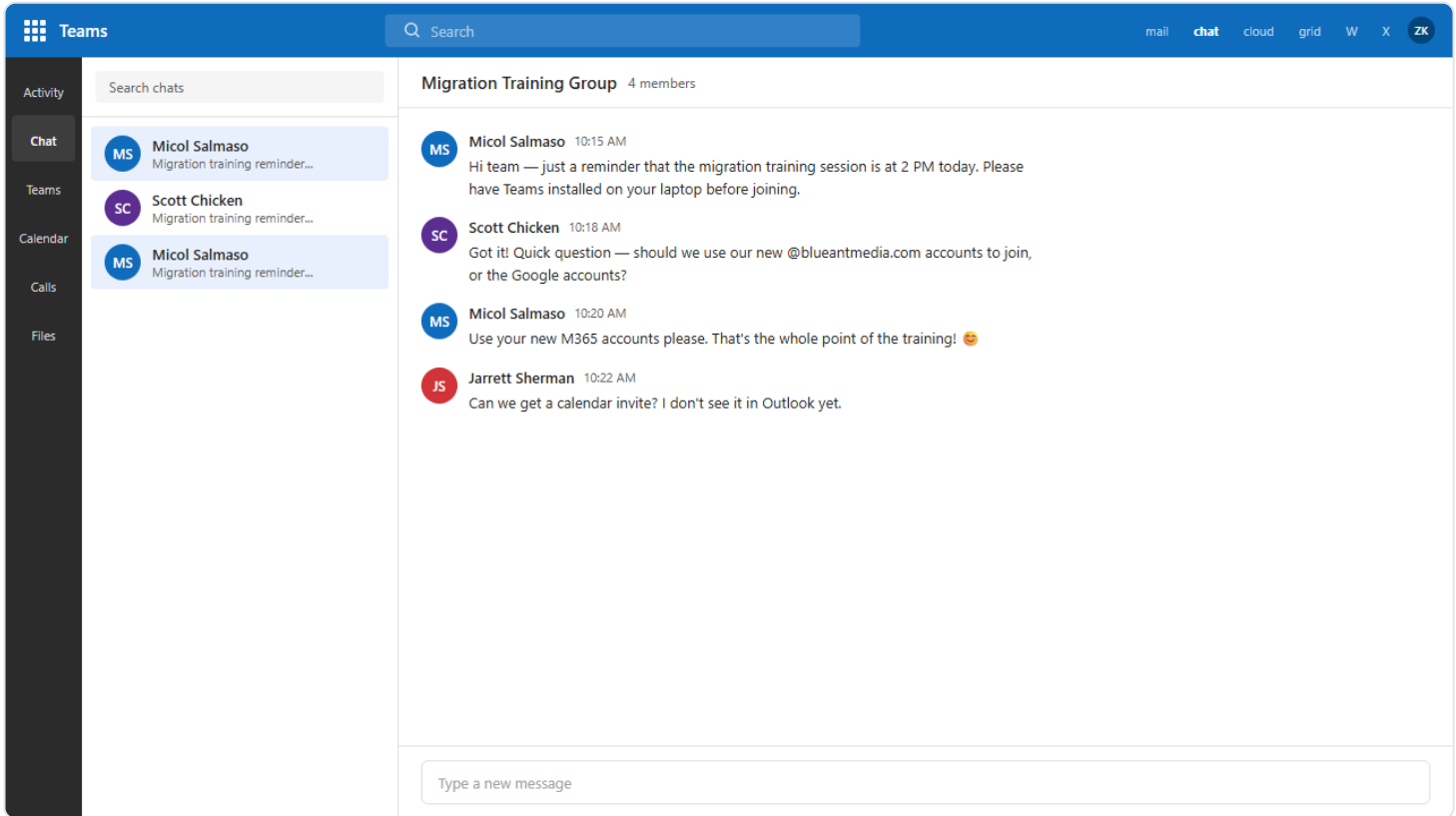


## Google Meet vs Microsoft Teams



Teams chat — your replacement for Google Chat

GOOGLE MEET	MICROSOFT TEAMS
Join via Google Calendar link	Join via Outlook Calendar link or Teams app
Google Chat for messaging	Teams Chat for 1:1 and group messaging
No persistent channels	Channels for ongoing team conversations
Screen share in Meet	Screen share + presenter mode in Teams
Meet recordings in Drive	Teams recordings in OneDrive/SharePoint
Breakout rooms	Breakout rooms (same concept)
Live captions	Live captions + transcription

## Getting Started

### Desktop App

Open **Microsoft Teams** from the Start menu or taskbar. Sign in with your @blueantmedia.com account.

## Web App

Go to **teams.microsoft.com** and sign in. Most features work in the browser.

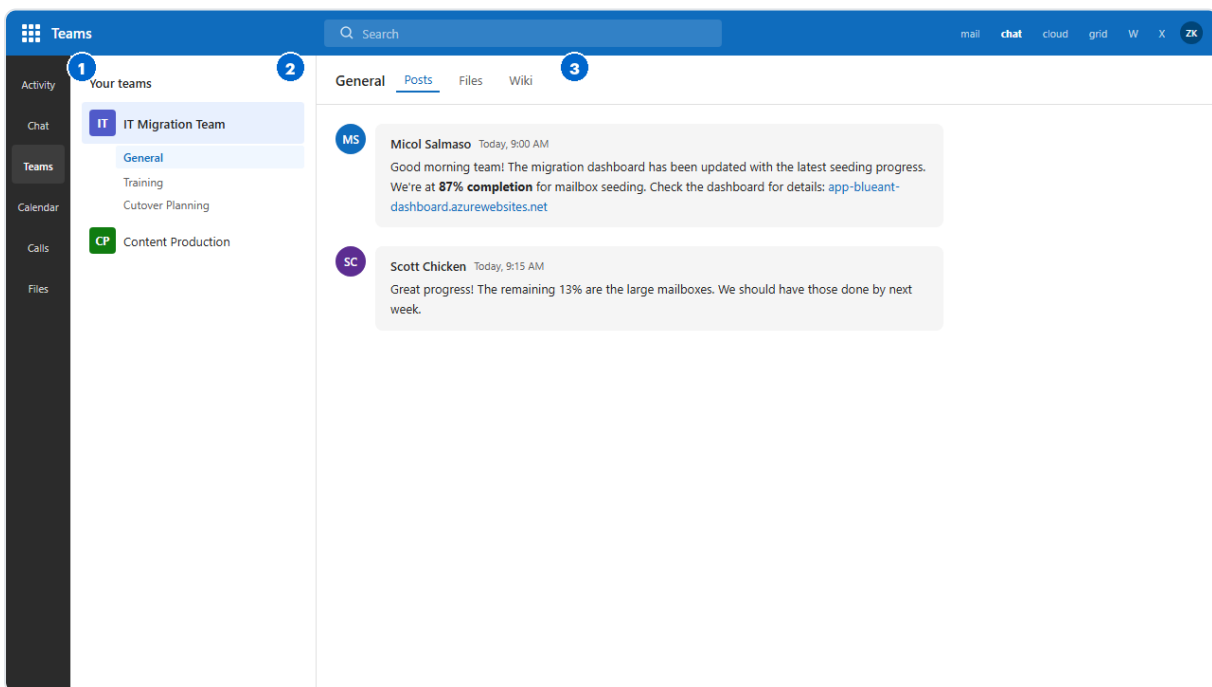
## Mobile App

Download **Microsoft Teams** from App Store or Google Play. Sign in with your work account.

## Teams Chat

- **1:1 Chat:** Click "Chat" in the left sidebar → "New chat" icon → type the person's name
- **Group Chat:** Start a new chat → add multiple people in the "To:" field
- **Format messages:** Use the toolbar below the message box for bold, italic, lists, code snippets
- **Share files:** Click the paperclip icon or drag-and-drop files into the chat
- **@mention:** Type @name to notify a specific person in a group chat

## Channels



Teams channel with posts, files, and tabs

Channels are persistent conversation spaces organized by topic within a Team.

- Click **"Teams"** in the left sidebar to see your teams and channels
- Each team has a **General** channel plus topic-specific channels
- Post in channels for conversations the whole team should see
- Use **@channel** to notify everyone in the channel

## Scheduling Meetings

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### Step 1

Click **Calendar** in the left sidebar → **" + New meeting"**

### Step 2

Add a title, date/time, and attendees (search by name)

### Step 3

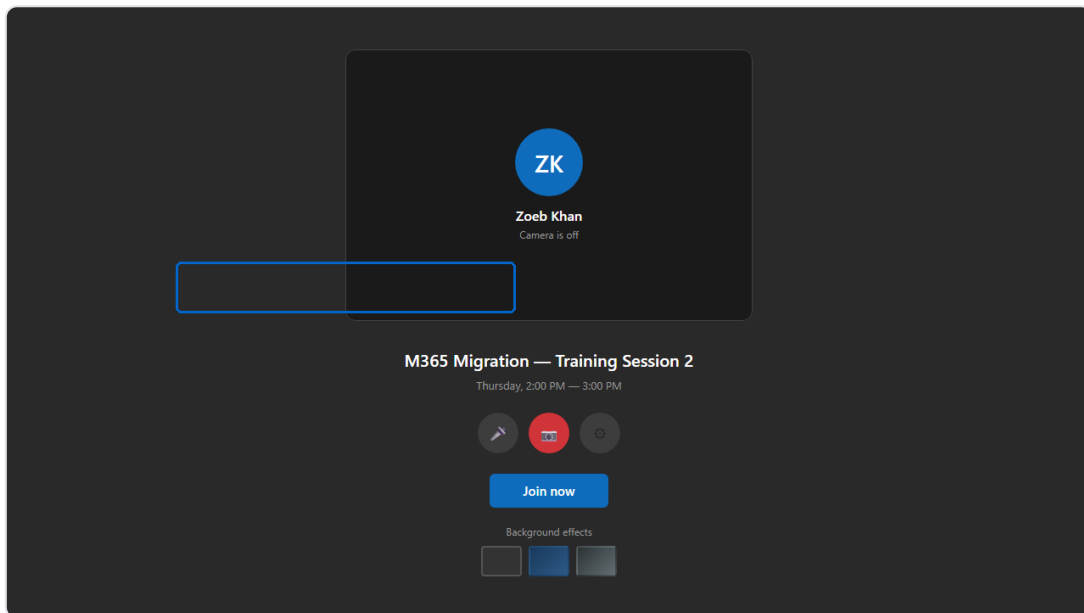
A **Teams meeting link** is automatically included. Click **Send**.

#### TIP

You can also schedule Teams meetings from Outlook. When creating a calendar event in Outlook, click the **"Teams Meeting"** toggle to add a Teams link.

## Joining Meetings

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Joining a Teams meeting — camera, mic, and background settings

- **From calendar:** Click the meeting → **"Join"** button
- **From link:** Click the Teams meeting link in any email or chat
- **From notification:** When a meeting starts, you'll get a pop-up notification — click "Join"

## During a Meeting

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**ACTION**

**HOW**

Share your screen	Click the <b>Share</b> icon → choose Screen, Window, or PowerPoint
Mute / unmute	Click the microphone icon or press <code>Ctrl+Shift+M</code>
Turn camera on/off	Click the camera icon or press <code>Ctrl+Shift+O</code>
Raise hand	Click the <b>Raise Hand</b> icon
Open chat	Click the <b>Chat</b> icon in the meeting toolbar
Record meeting	Click "..." → <b>Start recording</b> (if you have permission)
Turn on captions	Click "..." → <b>Turn on live captions</b>
Leave meeting	Click the red <b>Leave</b> button

## Meeting Recordings

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- Recordings are saved to **OneDrive** (for ad hoc meetings) or **SharePoint** (for channel meetings)
- The organizer and all attendees receive a link to the recording in the meeting chat
- Recordings include a searchable transcript

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Need help? Contact [m365support@blueantmedia.com](mailto:m365support@blueantmedia.com) or visit the M365 Help channel in Microsoft Teams.