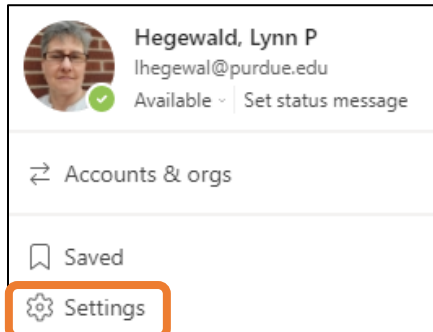


## Microsoft Teams – Purdue Online MSECE

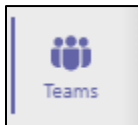
### To download MS Teams:

1. You can download Teams on any device using this website: <https://www.microsoft.com/en-us/microsoft-teams/download-app>
2. Log in with username@purdue.edu and your Purdue password (not BoilerKey).
3. Once Teams is installed, click the picture icon in the upper right and then **Settings** to set your preferences.

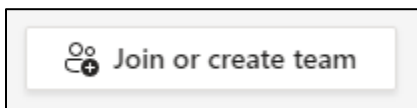


### To join the MSECE team:

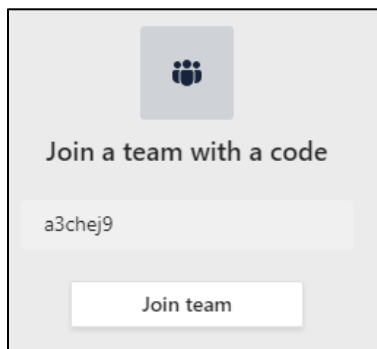
1. With Teams open, click **Teams** on the left.



2. Click **Join or create team** in the upper right.



3. In the box **Join a team with a code**, enter the following code, **a3chej9**, and click **Join Team**.



## To use the Team:

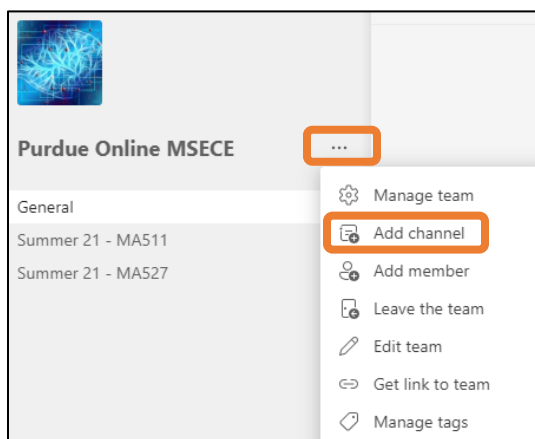
### Existing channels:

I have set up a few channels within the team.

- General: Please use this channel for any general communications with your peers.
- Summer 21 – MA511 & Summer – MA527: Please use these channels to communicate with your classmates in these classes.

### To set up a new channel:

You may set up a new channel. Click the three dots next to the team name, and then select **Add Channel**.



### General guidelines for the Purdue Online MSECE team:

- **DO:** As always, keep all discussions professional.
- **DO NOT:** Please do not post solutions to any homework or exams, and do not share exam or quiz details until the exam or quiz is closed.
- **To chat with Lynn:** The easiest way to reach Lynn is to message her directly on Teams: Click **Chat** on the left and then search for her name at the top to begin a conversation. You can also call her on Teams by clicking the **Audio Call** button once her name is up in the chat area.

### Teams resources:

- [Manage your Teams notifications](#)
- [MS Teams Tutorial in 10 minutes \(video\)](#)