

Tech Blast

The latest tips and information from JA Staff



Microsoft Teams

Microsoft Teams is available to all MVLS/SALS Staff Members. It is a useful tool for communication.

For Staff members on shared PCs: Teams can be signed into from email.sals.edu. Once logged into email click on the “**Apps**” icon in the top left corner and select “**Teams**”.

For Staff on non-shared PCs: Teams can be downloaded and installed from [here](#). (Do not install on shared PCs, such as one on your circ desk or reference desk). Teams allows for chat communication between Staff members. You can even create group chats! (Talk to your supervisor about creating or joining existing groups). It’s also a great tool for meetings with Staff or even external sources (note files cannot be shared with external sources). Video or audio only meeting options are available via Teams.

Useful Links

Access Teams via the [Web](#)

How to start [Chats](#)

Joining a [Meeting](#) (choose join on the web for shared PCs)

If you have any questions about Teams, please contact computer support for assistance.