



MS Teams for Students at Columbia State

Columbia State Students will use Microsoft (MS) Teams for participating in courses that include a live, synchronous component where the student and instructor interact in real time.

These courses are known as *Live Streaming* or as *Desktop Video Conferencing (DVC)*. Instructors and students interact using video, audio, chat, and screen sharing. MS Teams will operate on computers with either the Windows, Mac, Chrome, or Linux browsers. There are also iOS and Android apps available for mobile devices in the App Store and Google Play.

NOTE: You will need to log into your Columbia State Community College account in order to access your MS Teams classroom. Using any other credentials will not allow you to join.

Step 1: Locate your MS Teams Class Link

Students can locate the MS Teams link to join their live, synchronous classes in a variety of places:

- Via Online Campus in the Announcements. [See steps for logging into Online Campus](#)
- Via a ChargerNet (Outlook) email from your instructor. [See steps for checking your Columbia State email.](#)
- Via an Online Campus email from your instructor. [See steps for checking your Online Campus email.](#)

For example, when you log into your Online Campus course and click through to the homepage, your MS Teams class link will be located in the Announcements section. See below:

The screenshot shows the course homepage for 'Fundamentals of Communication - COMM-...'. The user is logged in as Marla Cartwright. The 'Announcements' section is highlighted with a red box. A 'Welcome!' announcement is displayed, dated August 18, 2023. The announcement text reads: 'Greetings! I am so excited to meet all of you next week! As you know, this is a Desktop Video Conferencing course, not a fully online course, which means you are expected to log in to class each Thursday from 2:30 - 5:30 p.m. You will join via Microsoft Teams every week. Here is your link for class: Microsoft Teams meeting'. A red arrow points to the text 'You will join via Microsoft Teams every week.' Below this, a red box highlights the text 'Join on your computer, mobile app or room device' and the link 'Click here to join the meeting'. The meeting ID is 271 295 153 86 and the passcode is ebaZRQ. Links for 'Download Teams', 'Join on the web', 'Learn More', and 'Meeting options' are provided. A 'Show All Announcements' link is at the bottom of the announcement card. To the right, there are sections for 'Class Updates' (no updates), 'Calendar' (Monday, August 21, 2023), and 'Upcoming events' (no events). A disclaimer is at the bottom of the page.

Fundamentals of Communication - COMM-...

Course Home Content Communication Course Work Course Tools Admin Tools Tutoring Library More

Announcements

Welcome! ×

Posted Aug 18, 2023 11:23 AM

Greetings!

I am so excited to meet all of you next week!

As you know, this is a Desktop Video Conferencing course, not a fully online course, which means you are expected to log in to class each Thursday from 2:30 - 5:30 p.m. You will join via Microsoft Teams every week.

Here is your link for class:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 271 295 153 86

Passcode: ebaZRQ

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

[Show All Announcements](#)

HELP for Faculty
Help For Faculty

Class Updates

There are no current updates for Fundamentals of Communication - COMM-2025-C04

Calendar

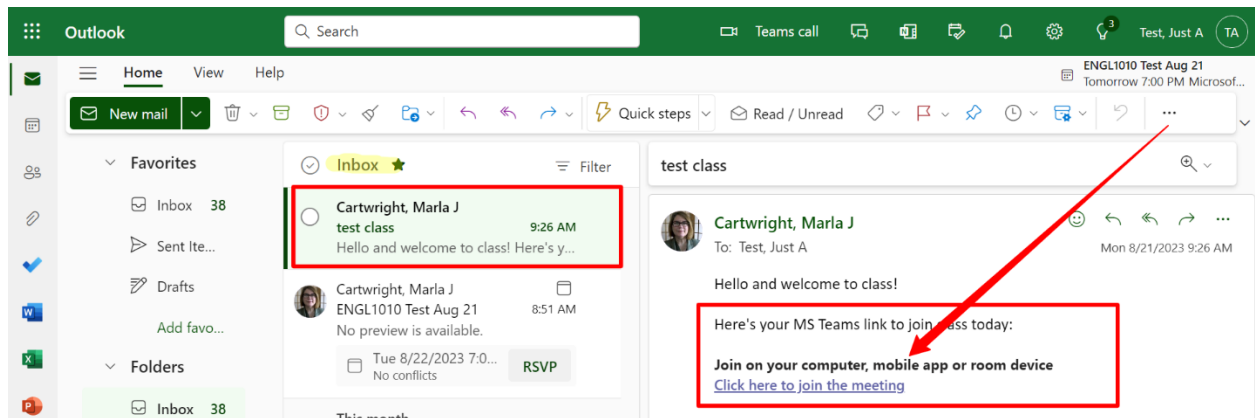
Monday, August 21, 2023

Upcoming events

There are no events to display. [Create an event](#)

Disclaimer: The views and opinions expressed in these pages are strictly those of the creator of this course. The contents of these pages have not been reviewed or approved by Columbia State Community College. Questions or Comments should be referred to the course instructor. The instructor is not responsible for the content of the pages that are linked outside of this course.

In addition, check your Columbia State inbox for information from your instructor:



Step 2: Watch these short videos

1. Click on this link for information: ["Join a Meeting."](#)
2. Click on this link for information: ["Participate in MS Teams."](#) Note that not all tool bar controls may be available to students.
3. Click on this link for information: ["MS Teams Quick Start Guide"](#) .

Step 3: 48 hours before the first day of class

1. Using a web browser, go to columbiastate.edu
2. Click on Online Campus at the top of the page



- Single Sign On Login page will appear

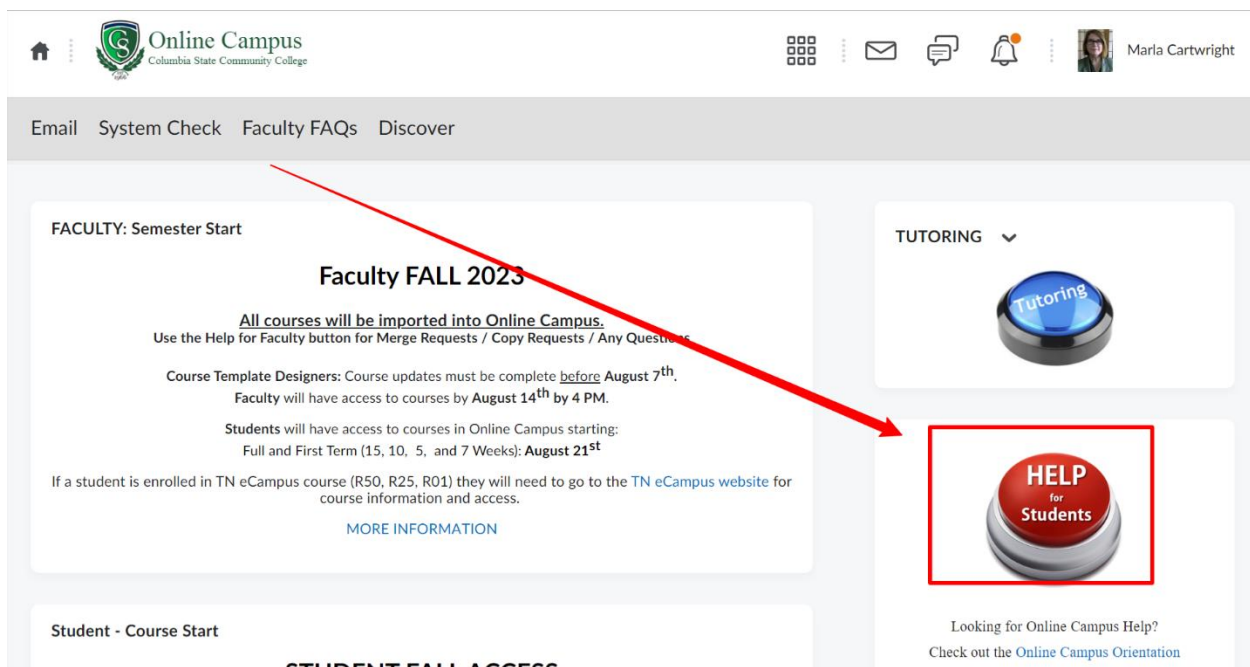
3. Enter your Columbia State Username and Password; Click Login.
4. In the My Courses section, click on the name of the course you are attending. **Look for a meeting link in Online Campus in either on the Course Home page or the Content page.**
5. Can't find the meeting link?

-Check e-mail in Online Campus

-Check e-mail in ChargerNet
(Online Campus and ChargerNet e-mail are not the same)

-Contact your instructor immediately if you cannot locate the link

You can use the red "Help for Students" button on the Online Campus homepage:



On the first day of class and every class session during the semester

1. Click on the meeting link.
2. MS Teams will open and you may be prompted for your Columbia State login credentials. Enter your Columbia State user name and password; click Login.

