MICROSOFT TEAMS

USER MANUAL

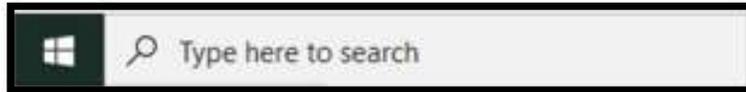# Contents

Sign in and get started with Teams

Sign in to Teams

Ways to Start Teams.

- You can access Teams on through the web Browser URL
  https://teams.microsoft.com/ ;
- You can download the Mobile App available for iOS and Android ; or

- In <u>Windows</u>, click **Start** > **Microsoft Teams**.

Right Click on **Microsoft Teams** and select **Pin to Taskbar**
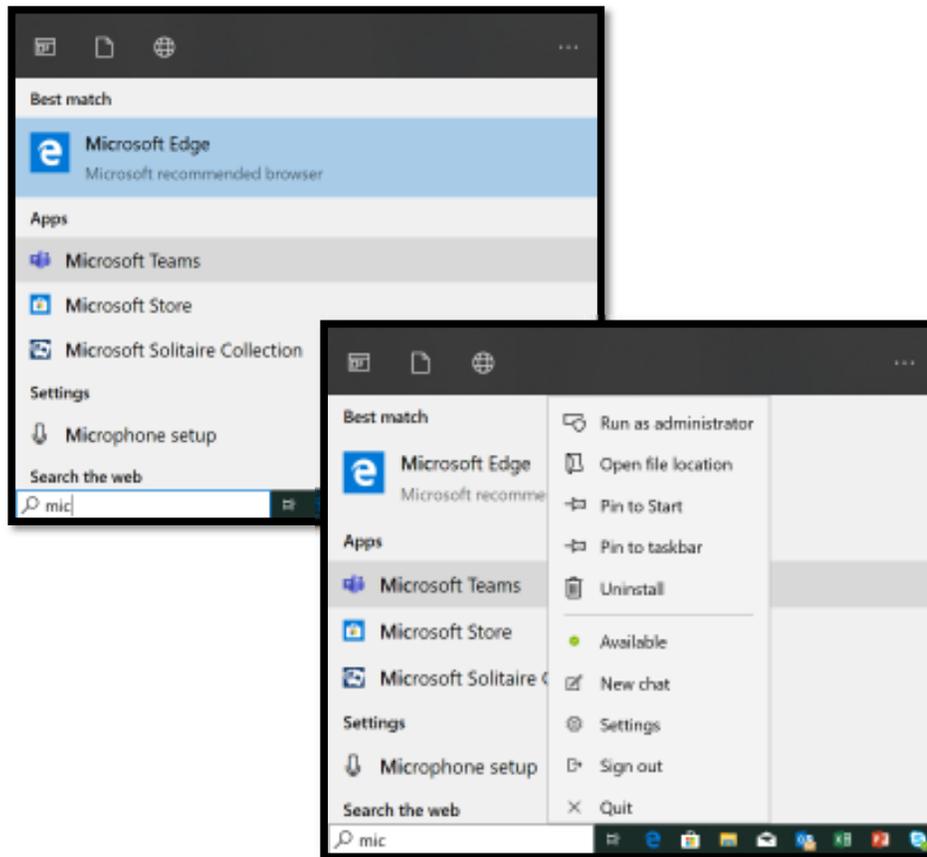
The Microsoft Team Icon is now pin to your taskbar for easy access

Sign in with your Office 365 username and password.

Schedule a Meeting through Outlook

1. Open your **Outlook** [icon] calendar to [icons] schedule a meeting
2. Click on the **New Teams Meeting** button
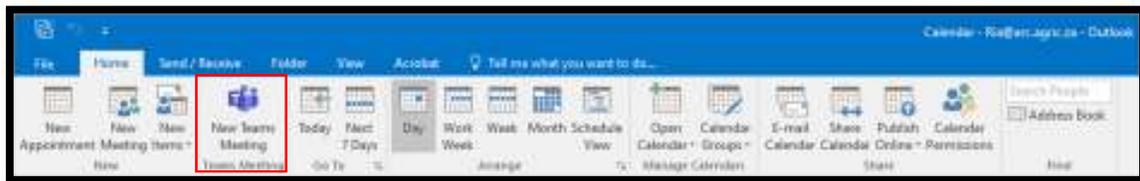
3. Invite all the attendees in the **To** field
4. Fill in the **Subject** of the meeting
5. Schedule the **Start** and **End** times
6. Type a **Message** regarding the meeting if needed
7. Click the **Send Update** button to send the invitation.
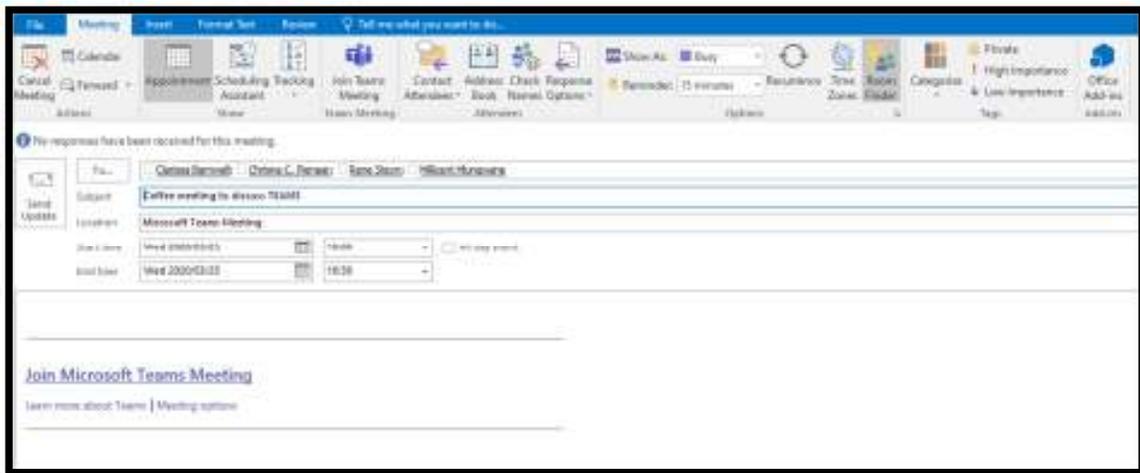
How to connect for a Teams meeting

1. Open your Outlook Calendar
2. Double click on the meeting invite to open it
3. Click on the Join Skype Meeting link in the message box
4. Follow the instructions further to Join the meeting
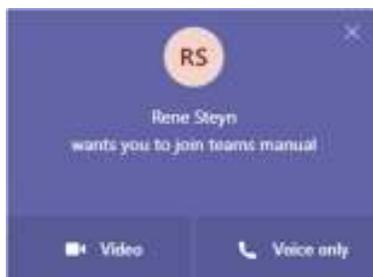
TEAMS - The Screen Layout
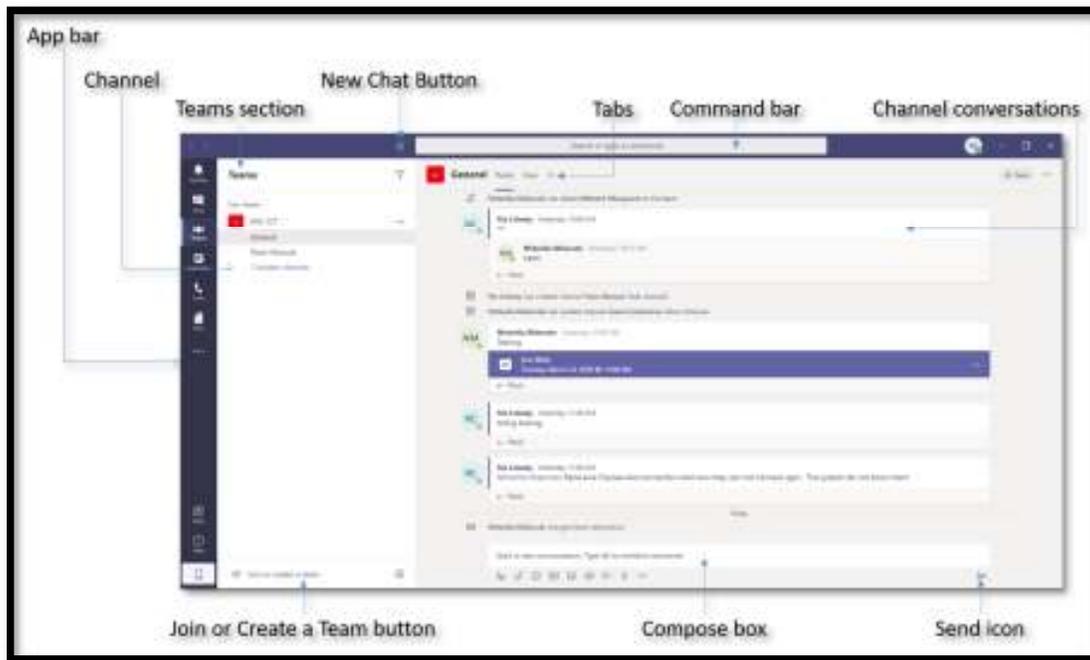
- **App bar:** Here you can navigate to the various sections in Teams. From the top, you'll see the following icons:

  - *Activity* 🔔 is where you'll find mentions, replies, and other notifications.

  - *Chat* 💬 is where you'll see your recent one-on-one or group chats and your Contacts list.

  - *Teams* 👥 displays all the Teams you are a member of.

  - *Meetings* 📅 is synched with your Outlook calendar and displays all your upcoming meetings.

  - *Files* 📄 aggregates all the files from all the Teams you are a member of. It is also where you access your personal OneDrive for Business storage.

  - *[…]* includes links to apps that are tied to Teams and the channels within Teams.

- **Teams section:** Above, the Teams icon is selected in the App bar, so the list of the teams we are members of are displayed here.

- **Channel:** A dedicated section within a Team to organize conversations and tasks into specific topics or projects.

- **Join or Create a Team button:** Clicking this button takes you through the process of creating or joining a team. This button is only visible when the Teams icon is selected in the App bar.

- **New Chat button:** Clicking this button selects the Chat icon in the App bar and allows you to start a new chat with an individual or a group.

- **Command bar:** This bar at the top is used to query apps or perform a search in Teams.

- **Tabs:** Switch between different Teams pages with these tabs. Conversations and Files are automatically included; the + sign tab allows you to add shortcuts to content in Teams.

- **Channel Conversations:** This section displays all the conversations in the selected channel. Chats in Channel Conversations are persistent, so if you've been away, it's easy to scroll through to get caught up when you get back. Chats can include visual indicators such as the @mention, which indicates that the chat specifically mentions a user, or a red bang to indicate high importance. Take note that chats are open by design so everyone in the team has visibility to the conversation to help speed up the decision-making process when needed.

- **Compose box:** This is where you can type a message to start a conversation. You can send a quick chat or expand the Compose box to access rich formatting tools.

- **Send icon ▷:** When you're ready to share your chat, click the Send icon to post your chat to the team.
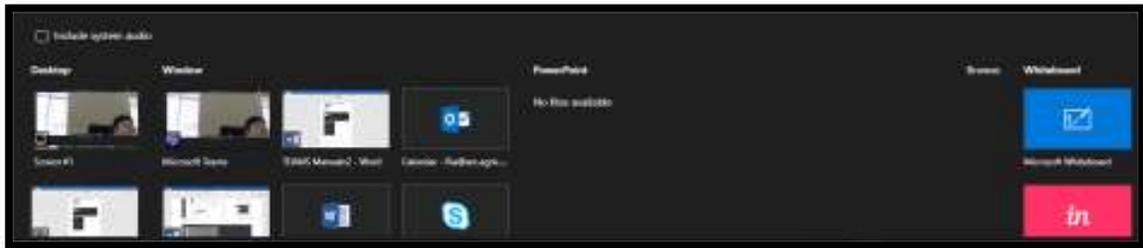
The Video Call

When joining a Teams conversation you can set these settings to suit your meeting requirements.
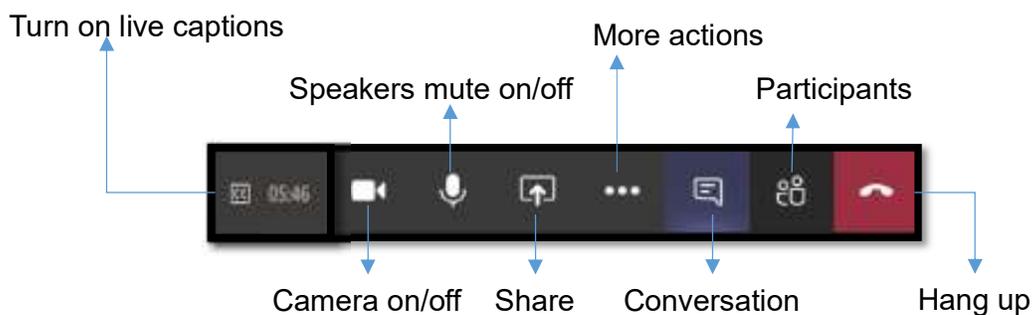
Share

Share your screen with the audience

More Actions

More actions can be taken for example meeting notes, or to blur out your background.
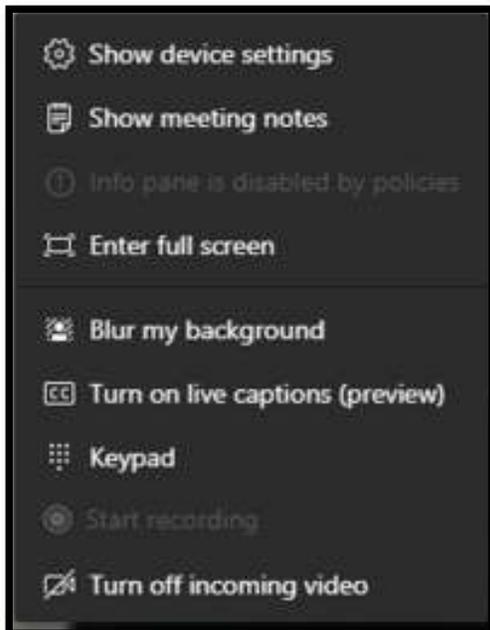
Show conversation

Show participants

Pick a team and channel

A *team* is a collection of people, conversations, files, and tools — all in one place.
A *channel* is a discussion in a team, dedicated to a department, project, or topic.

The best way to get familiar with teams and channels is to pick a team and channel and start exploring!

1. Select **Teams** on the left side of the app and then pick a team.
2. Select a channel and explore the **Conversations**, **Files**, and other tabs.

Chat and share files in Teams

Start a new conversation...
...with the whole team

1. Click **Teams** , then pick a team and a channel.
2. In the box where you type your message, say what's on your mind and click **Send** .

...with a person or group

1. At the top of the app, click **New chat** .
2. In the **To** field, type the name of the person or people you want to chat with.
3. In the box where you type your message, say what's on your mind and click **Send** .
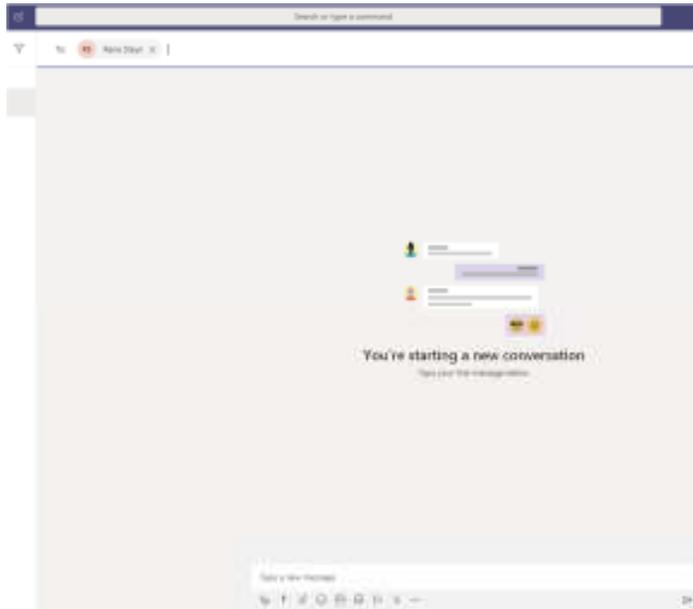
Reply to a conversation

Channel conversations are organized by date and then threaded. The replies in threads are organized under the initial post so it's easier to follow multiple conversations.

1.   Find the conversation thread you want to reply to.
2.   Click **Reply**, add your message, and click **Send** ▷ .

Have fun with emoji, memes, and GIFs

Express yourself and impress your co-workers!

1.   Click **Sticker** 🙂 under the box where you type your message, then pick a meme or sticker from one of the categories.

The Sticker ☺ catalogue contains a wide variety of customizable stickers and memes — you can even upload your own! Check out Emoji ☺ for smiley faces and Giphy [GIF] for animated GIFs.

Share a file

Sometimes words aren't enough, and you need to post a file to a channel conversation.

1. In your channel conversation, click **Attach** 📎 under the box where you type your message.

2. Select a file.
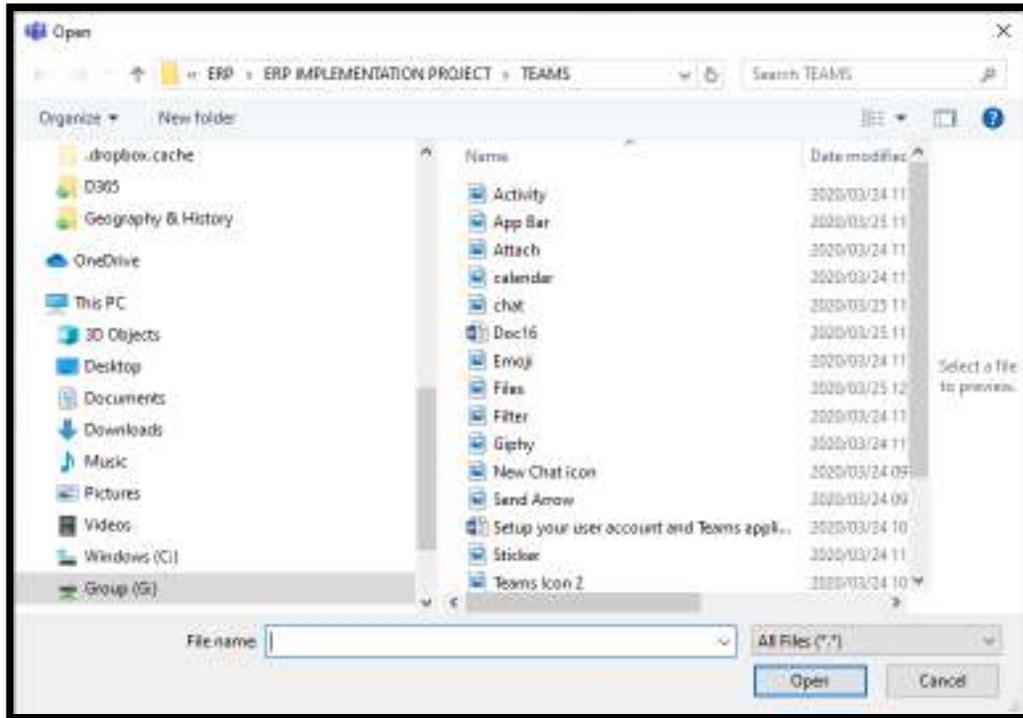
3. If you're uploading a file from your computer, select a file, click **Open**, and then **Send** ▷ .

Note: You can always see all the files you post to a channel by going to the **Files** tab at the top of the screen

Collaborate in Teams

@mention someone

An @mention is like a tap on the shoulder — a way to get someone's attention in a channel conversation or a chat.

1. In the box where you type your message, type @, then type the first few letters of the person's name. You can also @mention entire teams and channels.
2. Select the person. Repeat for as many people as you want to @mention.

Each person you @mention gets a notification in their Activity feed. Check for a red circle next to **Activity** 🔔 right now to see if someone has @mentioned you!

Stay on top of things

Notifications let you know when someone @mentions you, likes something you've posted, or replies to a thread you started. The Activity feed helps you stay on top of all your notifications.

1. Click **Activity** 🔔 .
2. **Feed** shows you a summary of everything that's happened in the channels you follow.
3. Click **Filter** 🝘 to show only certain types of notifications such as @mentions or reactions.
4. Select **Feed** > **My Activity** to see a list of everything you've been up to lately in Teams

Search for messages, people, or files

Searches cover your entire organization — all the teams and channels that you're part of.

1. Type a phrase in the command box at the top of the app and press Enter.
2. Select the **Messages**, **People**, or **Files** tab.
3. Select an item in the search results. Alternatively, you can select **More** filters to further refine your search results.