

MICROSOFT TEAMS



Quick reference guide

Microsoft Teams is the ultimate messaging app for your organisation—a workspace for real-time collaboration and communication, meetings, and file sharing.

WHAT IS TEAMS?

What can I do with Teams?

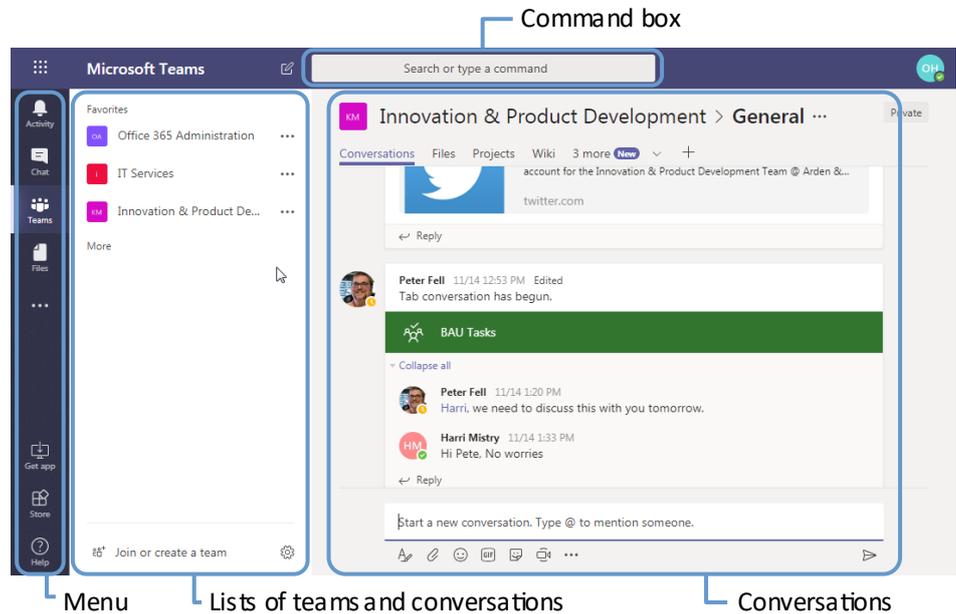
You can have private or public chats with you colleagues, hold meetings, share files, and work collaboratively on documents.

Teams keeps a persistent copy of all your conversations, so you can always go back and review what was discussed

How do I get on Teams?

Go to teams.microsoft.com

MICROSOFT TEAMS WEB APP



MENU

Activity View all activity from across your apps and teams in one place

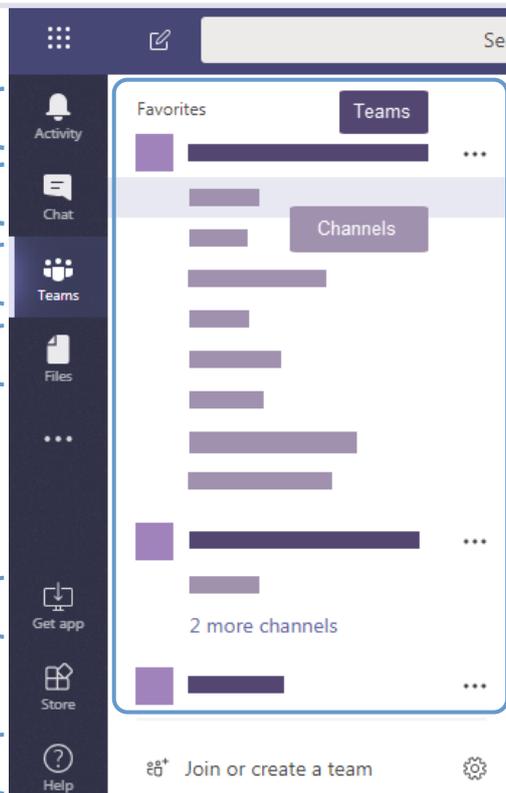
Chat Send private messages directly to individuals or a group

Teams Send public messages to your colleagues

Files Share files with your colleagues

Get App get a link to the app for your iPhone, iPad or Android device

Help Get user guides from Microsoft



This area changes depending on the menu item selected. When you select **Chat** from the menu this area shows a list of your conversations. When you select **Teams** (shown on left), this area shows a list of your **Teams** and the **Channels** for each team.

TEAMS AND CHANNELS

Teams are groups of people that you are a member of and **Channels** are conversations within each team.

Every team has a **General** channel where you can talk to your team and collaborate on projects. However, it is a good idea to create additional channels for each project or workstream.



ACTIVITY

Click **Activity** to see a list of recent activity from your teams. Click an activity to see it in context.

 **Show only certain activity** Click the filter button to see only the activity you want to. Many filters are available like unread chats, posts which mention you, and replies to your messages

Show your activity Click on the down arrow next to feed and select **My activity** to see your posts, replies and calls



CHAT

Click **Chat** to see a list of your private conversations. Click on a conversation to view it.

 **Start a new conversation** Click the New chat icon (next to the Command bar) and type in names, or a group.

 **Add someone to your chat** Click the **Add people** button in the top right corner of your conversation.

View recent chats Click **Recent** to show all your recent chats.

 **More options** Press to reveal additional options. Hover your cursor over the conversation name to reveal.

 **Pin** a conversation so it always appears in your conversation list.

 **Save your favourite contacts** Click **Add to favourite contacts**. View your favourites by clicking **Contacts** above the conversation list.

Meeting options These are located in the top right corner of the conversation panel

 **1. Video call; 2. Audio call; 3. Share your screen; 4. Add someone to the conversation**

MEET IN TEAMS

You can have meetings in Teams. When you schedule a meeting in **Outlook**, click the **Teams Meeting** button in the ribbon. A link to your meeting will automatically be added to the meeting invitation. Click this to launch **Teams** and join the meeting. You can add audio and video.



GET APPS

Apps are available for iPhone, iPad and Android phones and tablets. Click **Get App** and enter an email address to get sent a link to download the app.



HELP

Click **Help** and **Browse Topics** to find help and guidance written by Microsoft.

If you can't find the answer you are looking for or require any additional assistance or advice then contact us on ??????



TEAMS

Click **Teams** to see a list of your teams and channels. Click a channel name to see activity in the channel. If your channel is not listed, click more channels, then the name.

INTERACT WITH YOUR TEAM



1. Type your message, and press enter to send
2. Open a text editor to apply formatting to your message before you send it
3. Attach a file from **OneDrive** or your computer
4. Start an ad-hoc audio or video meeting

MANAGE YOUR TEAM Click the more options button next to the team name.



Add channel Create a new channel

Add members Add people to the Team

KEEP UP TO DATE

Use these options from the more options menu to make tracking activity easy.

Hide or Show teams will put them into separate groups

Thereby keeping the teams you use the most easy to access.

Pin the Channel It will always appear in the channel list and it's name will turn bold when there is new activity

Customise notifications for channels Choose whether you get notified of new activity or not.

Conversations Files Wiki +

COLLABORATION TOOLS Tabs can be used to collaborate with your team. They are displayed at the top of the conversation panel. The default tabs are:

Conversations Shows all the messages sent and received

Files Shows all the files that have been shared with the group

Wiki A website for the channel can be created

Additional tabs can be added to allow you and your team to collaborate. Click the **+** button to add.

Word, Excel and PowerPoint Documents can be saved as a tab and easily worked on by all members of the team

Forms Publish a questionnaire or survey for your colleagues to complete

Planner Prioritised, assign and track your teams tasks

Document Library Create a team file sharing folder