

# What is it?

**Move around Teams**  
Use these buttons to switch between Activity, Chat, your teams, Calendar & Files.

**View and organize teams**  
Click to see your teams. In the teams list, drag a team name to reorder it.

**See your calendar**  
Click to see your schedule and join meetings.

**Access your apps**  
Find apps added for your teams or your personal use.

**Every team has channels**  
Click one to see the files and conversations about that topic, department, or project.

**Start a new chat**  
Launch a one-on-one or small group conversation.

**Use the command box**  
Search for specific items or people, take quick actions, and launch apps.

**Add tabs**  
Highlight apps, services, and files at the top of a channel.

**Manage profile settings**  
Change app settings, change your pic, or download the mobile app.

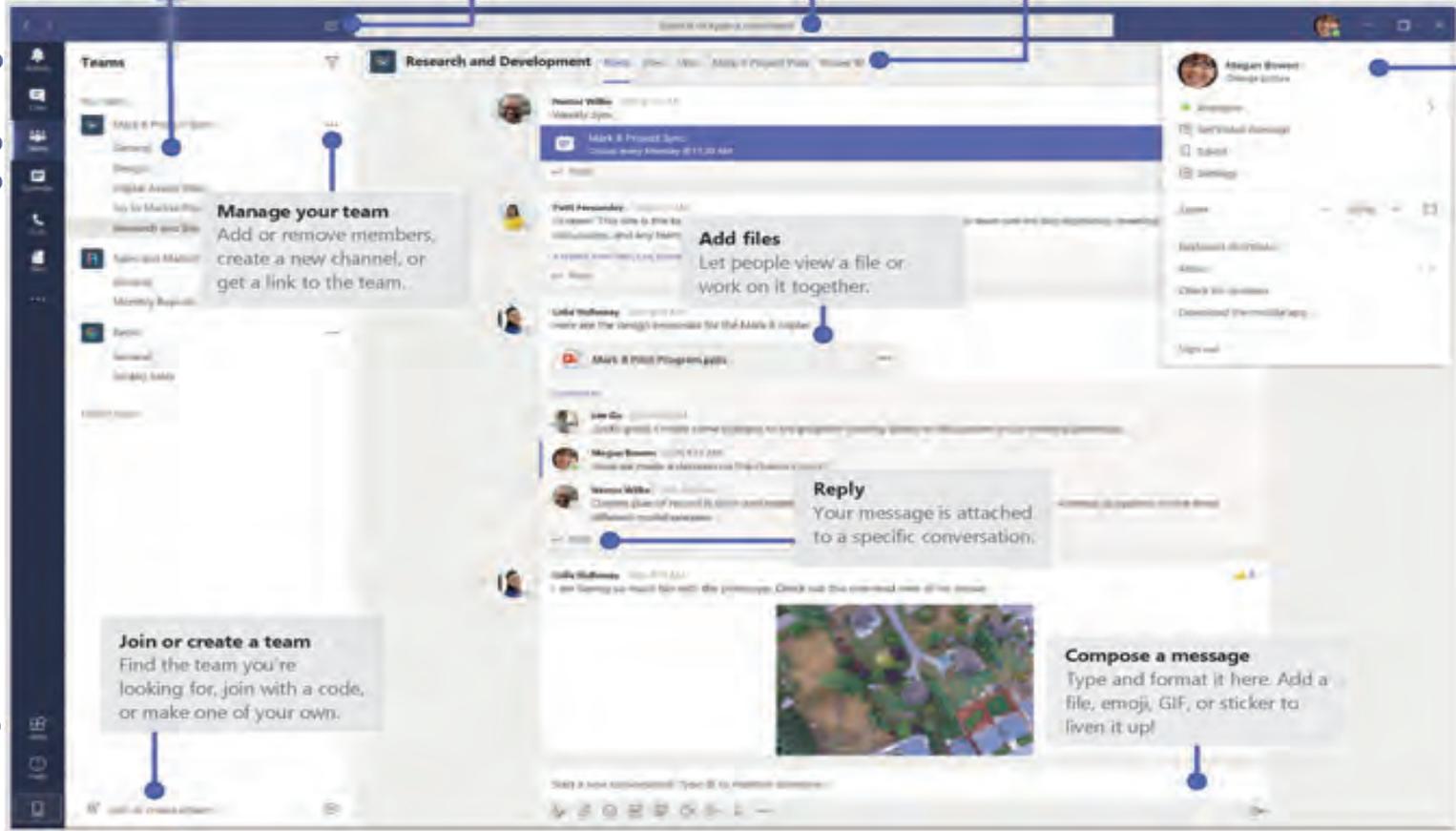
**Manage your team**  
Add or remove members, create a new channel, or get a link to the team.

**Add files**  
Let people view a file or work on it together.

**Reply**  
Your message is attached to a specific conversation.

**Join or create a team**  
Find the team you're looking for, join with a code, or make one of your own.

**Compose a message**  
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!



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## What is it?

- A communication and collaboration application (app) which is part of the Office 365 suite of programs including Word, Excel, Outlook.
- Bring together your work and communications (meetings and chats) into one space.
- Reduce the email burden by using instant messaging (chats), conversations within your teams and meetings (audio, video and chat)
- Use @mentions for individuals, channels or the whole team to get the attention of your audience
- Bring together all the useful elements of your work in team channels, including websites, documents, notebooks and apps. Restrict who can see the channel or allow the whole team to see it.
- Work wherever you need to with your choice of computer device, by using the web version, desktop app or mobile app.

## Download the App

- <https://teams.microsoft.com/download>  
Desktop App available for Windows (7, 8 and 10), Mac OS X and Linux.  
Mobile App available for iOS, iPad OS and Android.

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## Chat

- Start a chat with one person or multiple people - click on the new chat icon  and enter the name(s) of the people you want to message.
- Turn a chat into an audio call  or video call  using the buttons at the top of the chat.
- Know when a message has been read by looking for the  indicator beside your message.

## Meetings

- To join a meeting, click on the Join Microsoft Teams Meeting link in the meeting invite.
- Choose to join either:
  - a) using the app installed on your system (Windows, Mac or Linux) or the mobile app on your phone or tablet.
  - b) using the web browser (Chrome or Edge are recommended). Click on use browser option.
- In the joining preview, turn your camera and microphone on or off. 
- If your system supports backgrounds, click on the background filters icon  to use them.

These options provide focus on you and mask surroundings or colleagues/ family/ pets. Note blur/ backgrounds are not supported in the web browser version.
- Click the join now button to join the meeting.
- While on a call you may be able to share your screen or an app with information depending on the access you have been given. To share your screen click on the share screen button  and choose what to share.

**Desktop** - Everything running on your desktop can be visible - take care!  
**Window** - show the contents from a specific window/ app  
**PowerPoint** - show a presentation (viewers may be able to move forwards and backwards independently of the presenter).  
**Browse** - to search for a specific file.

A red border will indicate what you have chosen to share. Choose to Include Systems Audio if sharing a video with sound.

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## Booking a meeting

- A meeting can be created directly within Teams for specifically-invited people, for people in a channel or for a whole team
- In the Calendar tab of Teams, click on the new meeting icon 
- Enter the details of your meeting and either chose to invite specific people, or click on the 'add channel' field to select a team and channel for the meeting details to be placed into. ...
- To invite someone who is not in Teams to your meeting, just add their full email address

## Setting meeting options

- Those attending a meeting can be presenters or attendees. Click on the Meeting Options link in your invitation to set up specific named presenters (internal users). Doing this makes everyone else an attendee and limits their actions in the meeting.
- Attendees (non-presenters) cannot use the "mute all" feature, or start or stop recordings of meetings.
- You can also control who bypasses the lobby - a meeting organiser will be able to set this so that only the organiser goes straight into the meeting, forcing everyone else to wait in the lobby.
- To make an external person a presenter, promote them to presenter status once they join the meeting by clicking on the ... (more options) beside their name and choosing "make presenter".

## Recording a meeting

- A meeting can be recorded by the organiser or a presenter by clicking on the ...(more options) and choosing Start Recording. You can also Stop recording in the same way.
- Force the end of a meeting by choosing "End Meeting".
- If you are recording a meeting, you must inform the attendees at the start of the meeting. If anyone does not consent, do not record the meeting.

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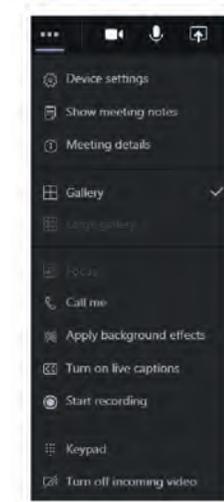
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## Other controls

- Mute and unmute yourself  (use Ctrl (Command on Macs), Shift and M)
- Turn on and off video  (use Ctrl (Command on Macs), Shift and O)
- Raise a hand to indicate your desire to speak or ask a question 
- Use the chat button  to send text messages or share information with the meeting

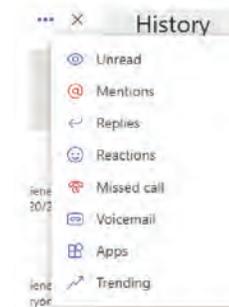
## More meeting options

- Change the view between gallery (3x3), large gallery (up to 7x7) and together mode (lecture theatre style).
- Use Live Captions to assist those with hearing or language difficulties.
- Apply background effects.



## Activity feed

- The activity feed will show where you have been @mentioned, or when someone has reacted to a post or replied to a post.
- Clicking on an item will highlight the relevant element in the main window.
- Filter your activity feed by clicking on the filter button 
- Enter a search term or choose from the categories
- Click on the settings cog  change your notifications



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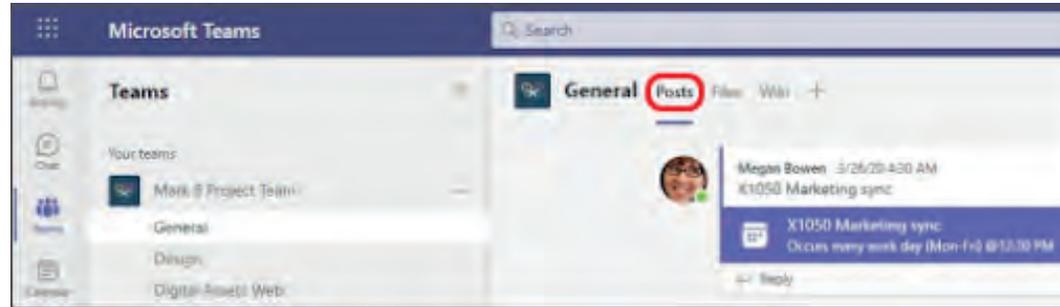
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## Conversations & messages

- When you go to any channel in Teams, the first tab you will see is Posts. Think of Posts as a big group conversation.
- Everyone who has access to the channel can see the messages on the Posts tab



- Another key thing to know about messages in a channel is that replies to a channel message stay attached to the original message. This way, the whole thread of the conversation can be easily followed by anyone reading it.
- To reply to a channel message, select the little Reply link underneath the message.
- To post a new conversation in the channel, select the New conversation button at the lower left on the Posts tab.
- To format a post: Click on the format icon , choose if this is a new conversation or an announcement, write your post, and 'post' it to the channel by using the send icon .
- When you reply to a post ensure you are using the reply option rather than creating a new post
- Attach files using the attach button . You can also add videos, forms, locations or praise.

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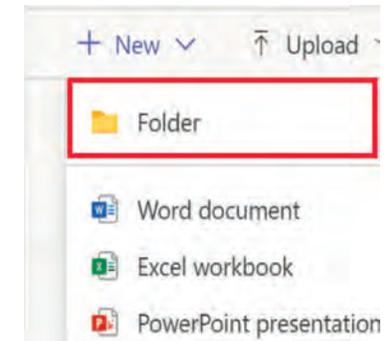
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## Channels & documents

- Use the general channel for announcements to the whole team
- Create channels to work by subject, e.g. Finance, Working Group.
- To create a channel, select a team then click add channel  Add channel
- You can make a channel private, which is useful for sensitive material. Note that you cannot schedule meetings from private channels.
- Every channel automatically gets a Posts tab and a Files tab ('Files' is Microsoft's word for documents)
- You can create as many subfolders as you want in the Files tab – useful for organising documents. To create a subfolder, go to the File you want to create the subfolder in, click the +New button and choose Folder
- To upload documents, go to the Upload button and click it, then follow the instructions
- When you open a document if you choose edit in Teams and open in browser (rather than edit on desktop), multiple people will be able to change a document at the same time (and you will be able to see who is changing the document in real-time)



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