Brochure

A guide to Microsoft Teams for Beginners

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technologies

Overview

In this Microsoft Teams for Beginners article we'll be sharing everything you need to know to setup teams, channels and get started in Microsoft Teams.

- What is Microsoft Teams
- Getting your team up and running
- Working in Channels
- Creating chats and group calls
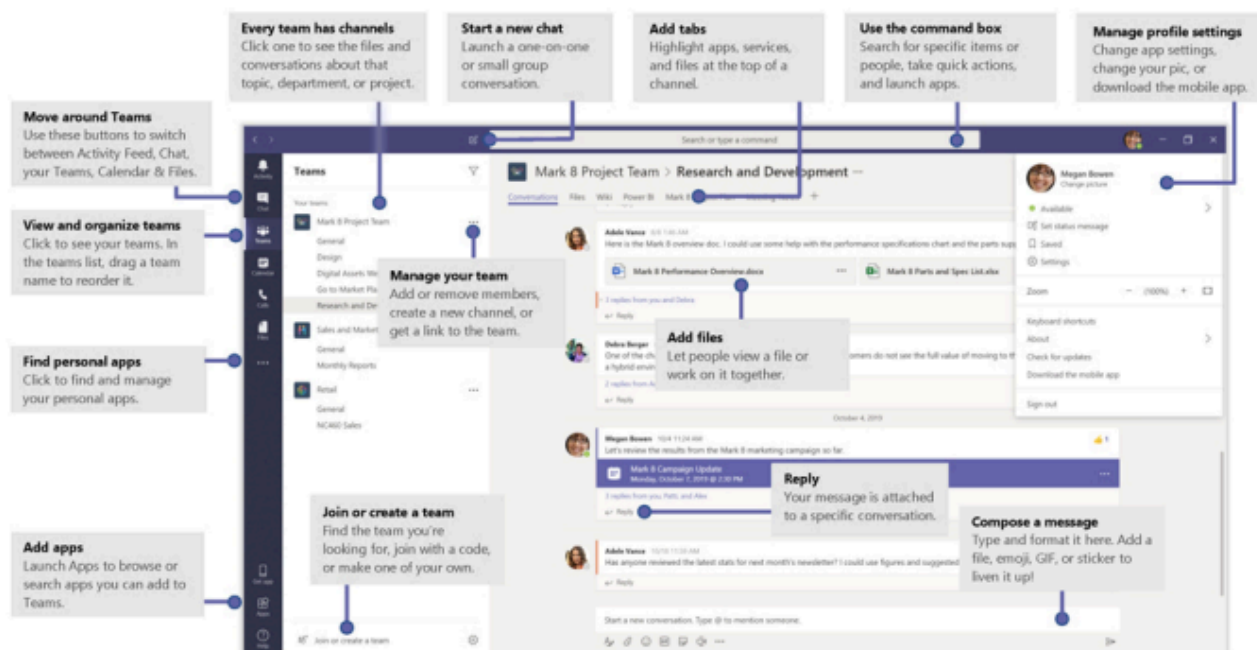- File Sharing and collaboration
- How to manage meetings

What is Microsoft Teams?

Think of Microsoft Teams as a collaboration hub that helps your team stay organised and have conversations, meetings, and share files - all in one place.

ACTIVITY

Your activity feed is where you can get a quick at-a-glance catch up on all your unread messages, @mentions, replies, and channel activity.

CHAT

Want to talk 1:1 or in a group? This is where chats come in, you can create private one-on-one chats or group conversations here.

TEAMS

The teams module is where the majority of the magic happens, it displays all of the teams that you're a member of and the Channels that make up your teams. You can have several Channels within a Team and can create them by topics, projects, departments or just for fun. Inside the Channels is where you can hold on-the-spot meetings, have conversations, and share all important GIFs.

CALENDAR

Clicking the Calendar icon will show you everything you've got lined up for the day, week or month. It syncs with your Outlook calendar, so you don't have to keep switching between Microsoft Teams and Outlook to book appointments.

CALLS

If your organisation has it set up, you can call anyone from Teams, even if they're not using Teams. You can also organise your contacts into groups for easy lookup and view your call history too.

FILES

The files module shows you all of the files that have been shared in your Channels, the recent files that you've been working on, and your OneDrive files that you can access directly through Teams.
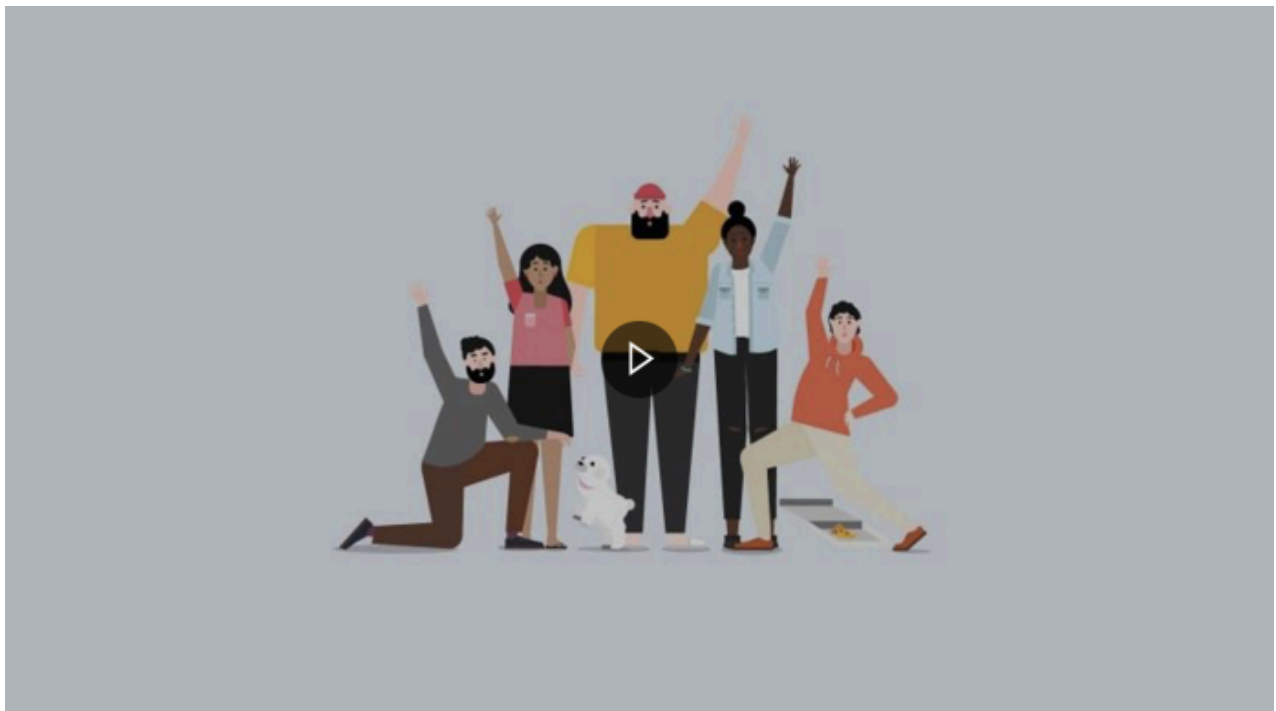
How to get your teams up and running

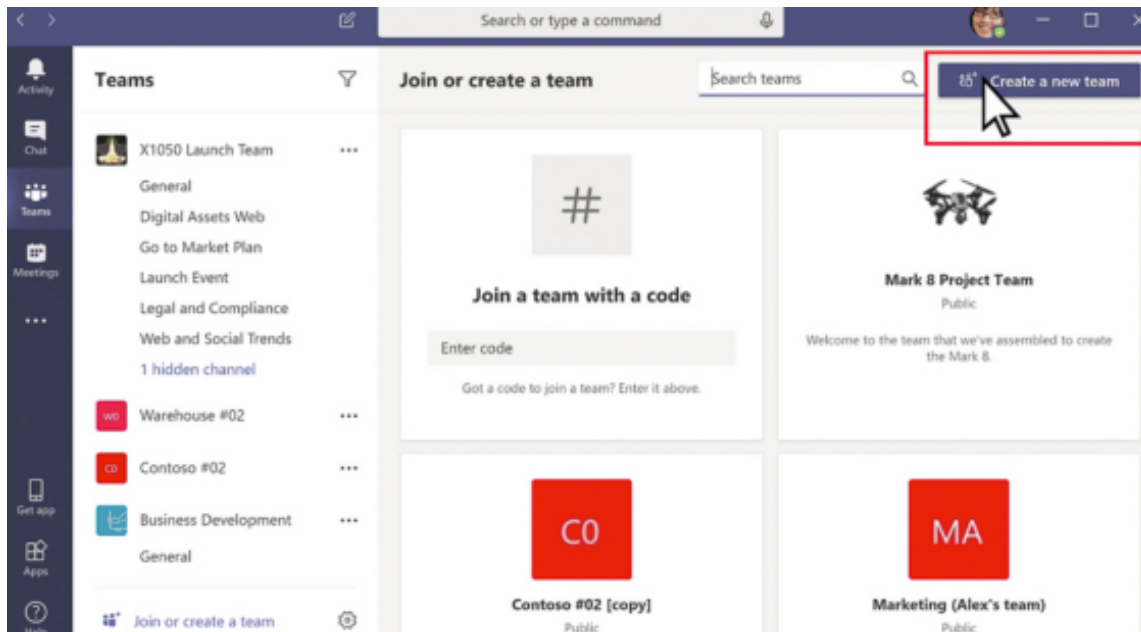To get your team up and running, you'll need to:

1. Create your team,
2. Invite members, and
3. Add channels

Here's a video that walks you through all three steps, so you can follow along and setup your virtual workplace in record time.
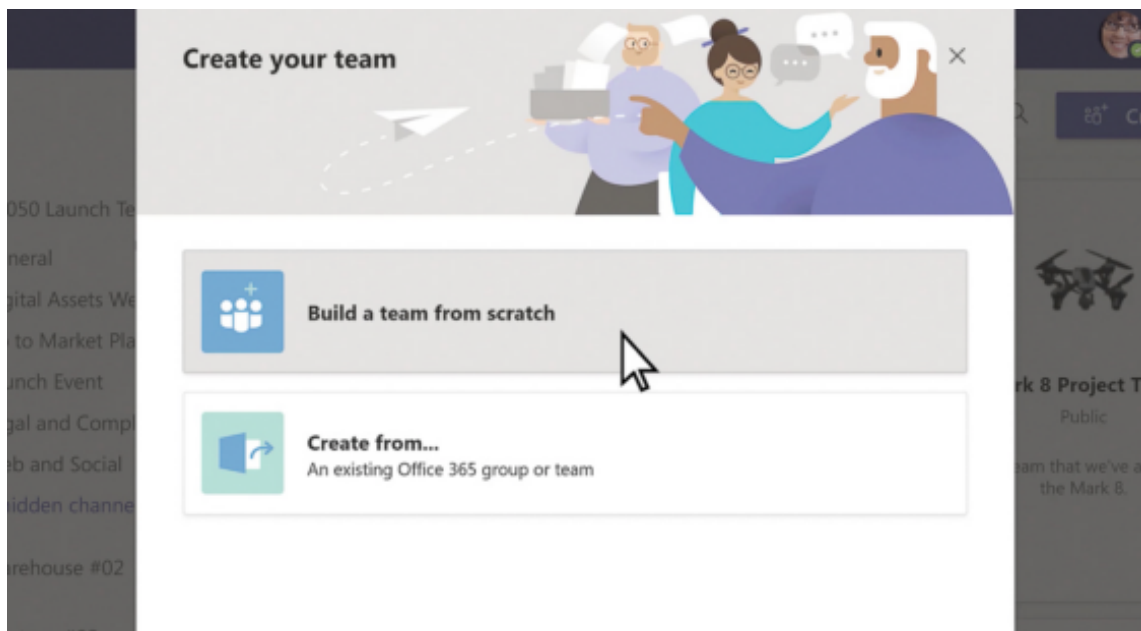
Step 1: Creating a Team

1. Navigate to the Teams module and click on Create a new team


2. Select Build a team from scratch

3. Choose whether you'd like your team to be: A. Private (meaning people would need to permission to join the team), B. Public (Anyone in your organisation can join), or C. Org-Wide (Everyone in your organisation automatically joins the team)
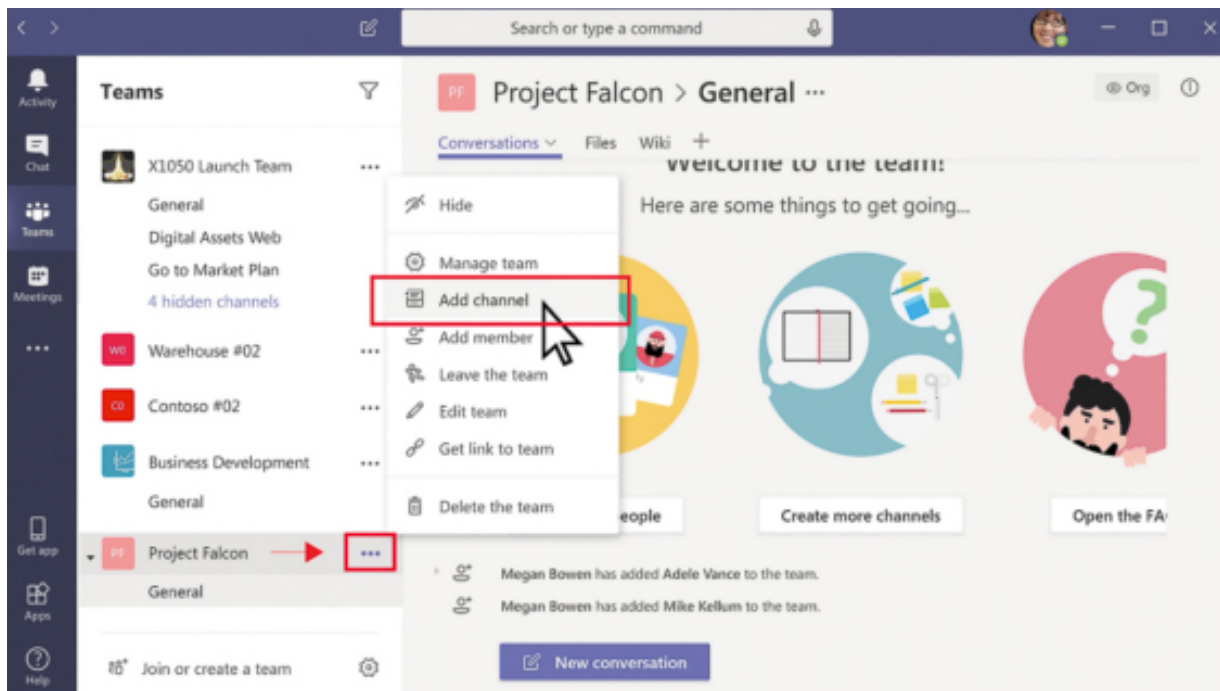
Step 2: Inviting Members

1. Add members to your team. Note: you can also add guests (people from outside your organisation) too. To do so, just type in their email address and click Add.
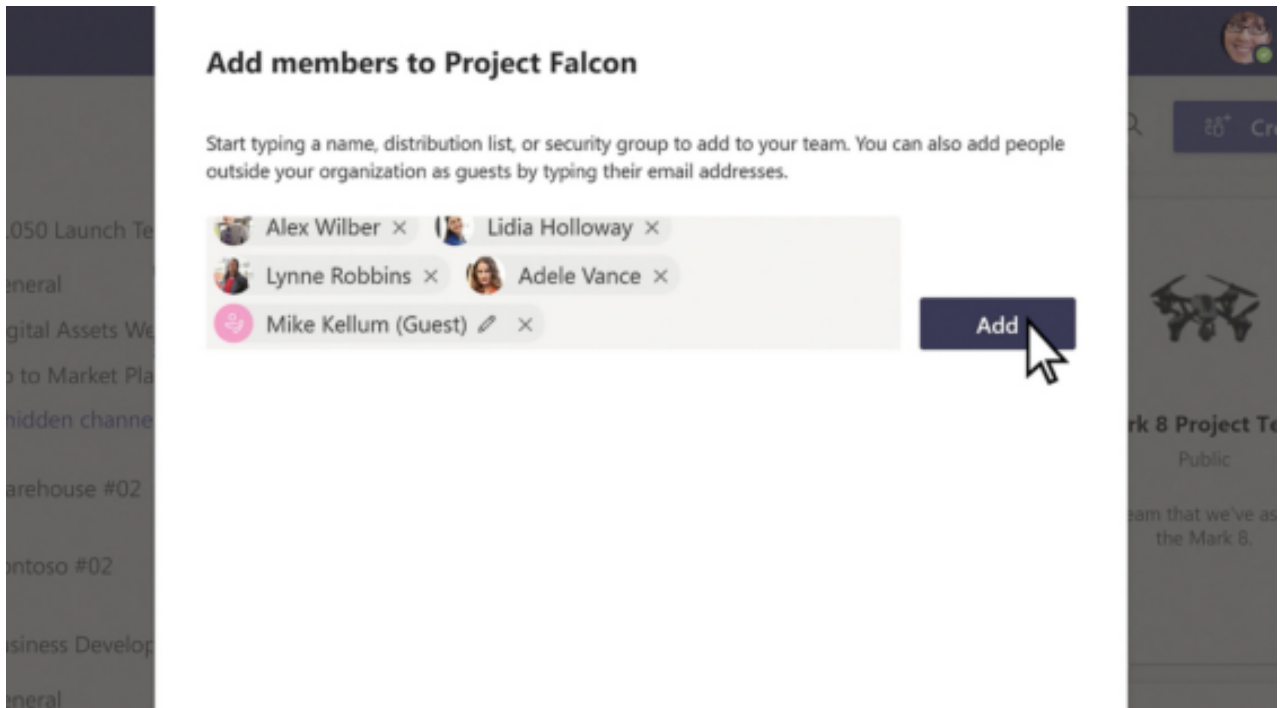
Step 3: Adding channels

1. To add additional channels to your team, click the more options icon (3 dots) next to your team name and select Add Channel.


2. Give your new Channel a name, a description and check the Show this channel in everyone's channel list, then hit Add
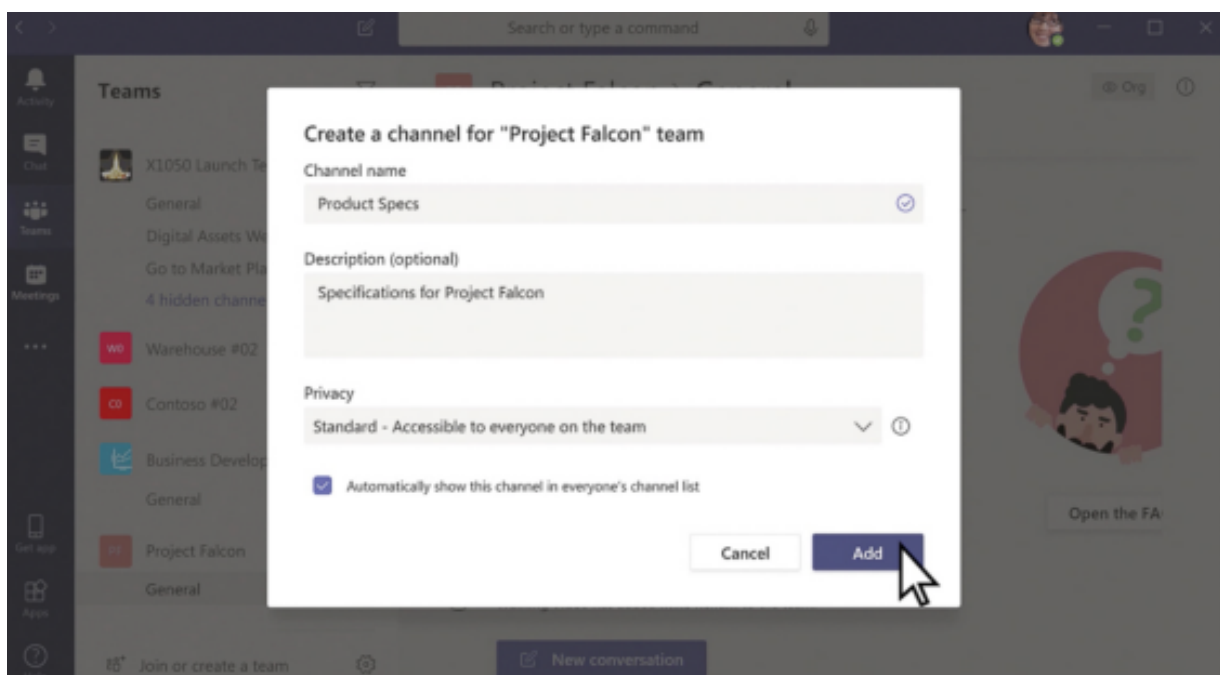
Working in Channels

Channels are where your team members collaborate, share files and engage in discussions. Every channel has a Posts tab, this is where you can post your messages. All of the channel conversations are stored in the Posts tab, so all channel members can view the discussion history to stay up to date on the latest goings on.
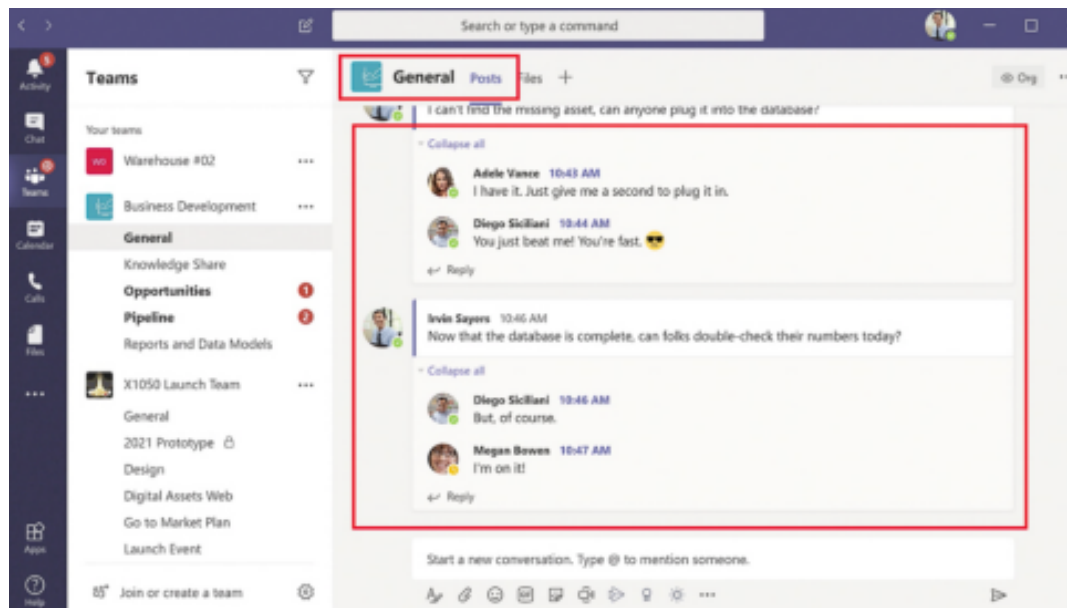

GETTING ATTENTION WITH @MENTIONS

If you want to get someone's attention in a channel, you can use @mentions. Simply type the @ symbol followed by the person's name and the person will receive a notification that they have been mentioned in your post.
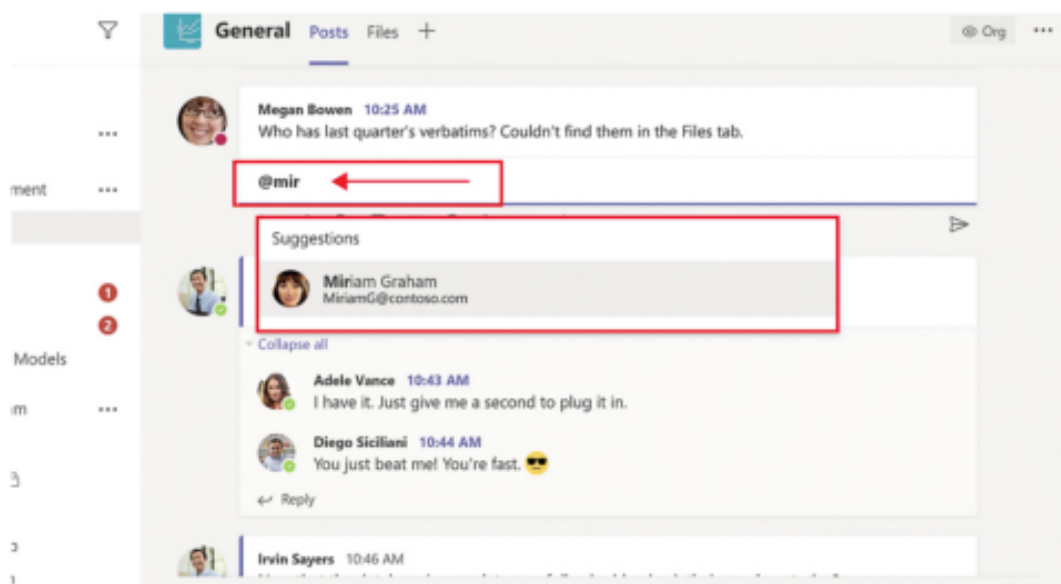
Chats & Calls

While channels are where most of the magic happens in Teams, sometimes you need to collaborate smaller groups or even talk privately in a 1:1 - enter Chats and Calls.
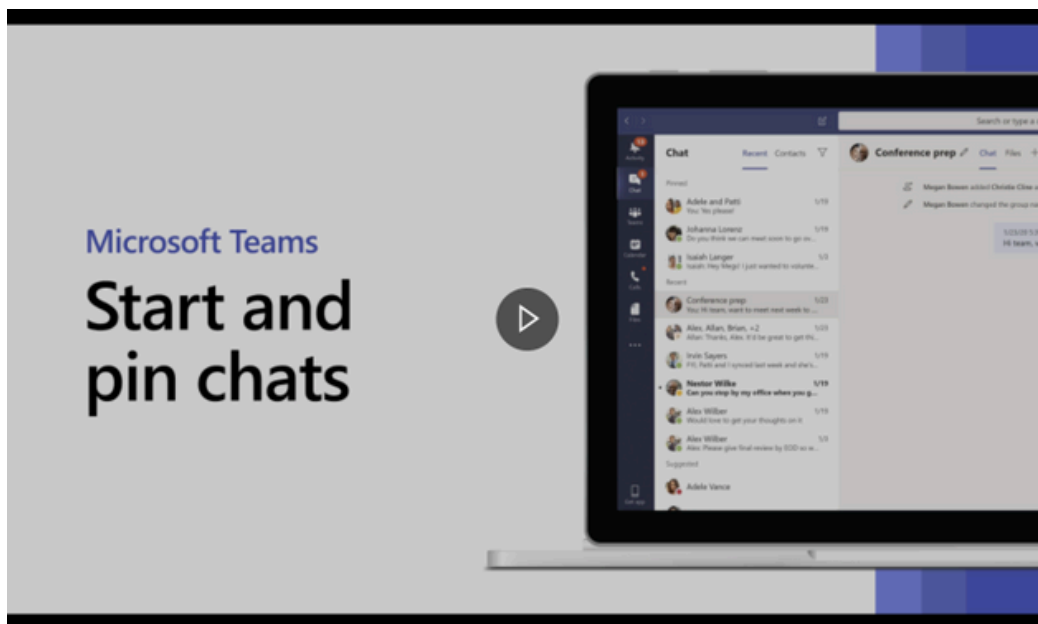
**HOW TO START A 1:1 OR GROUP CHAT IN TEAMS**

1. Click on the chat icon to see your private and group chats.

2. To start a new chat, click on the compose new chat icon

3. Type in the name(s) of the people you want to reach out to

4. To make an audio call or video call to the members of the chat – click the corresponding icons in the top right corner of your chat window
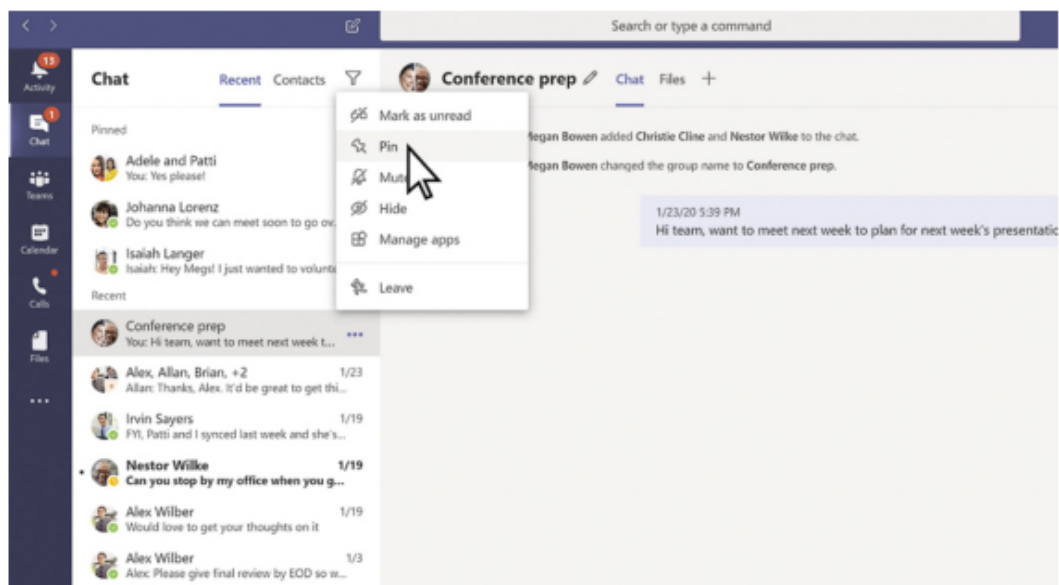
File Sharing

HERE'S HOW TO UPLOAD AND SHARE FILES IN TEAMS

1. Much like attaching a file to an email, click the attachment paperclip icon in your chat or channel window

2. Select your file
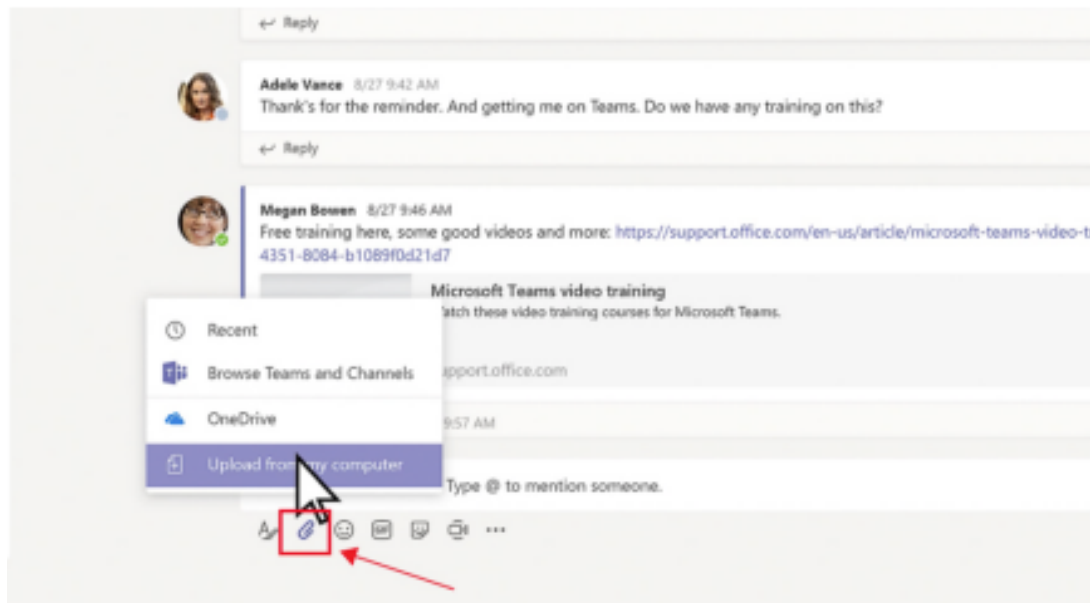
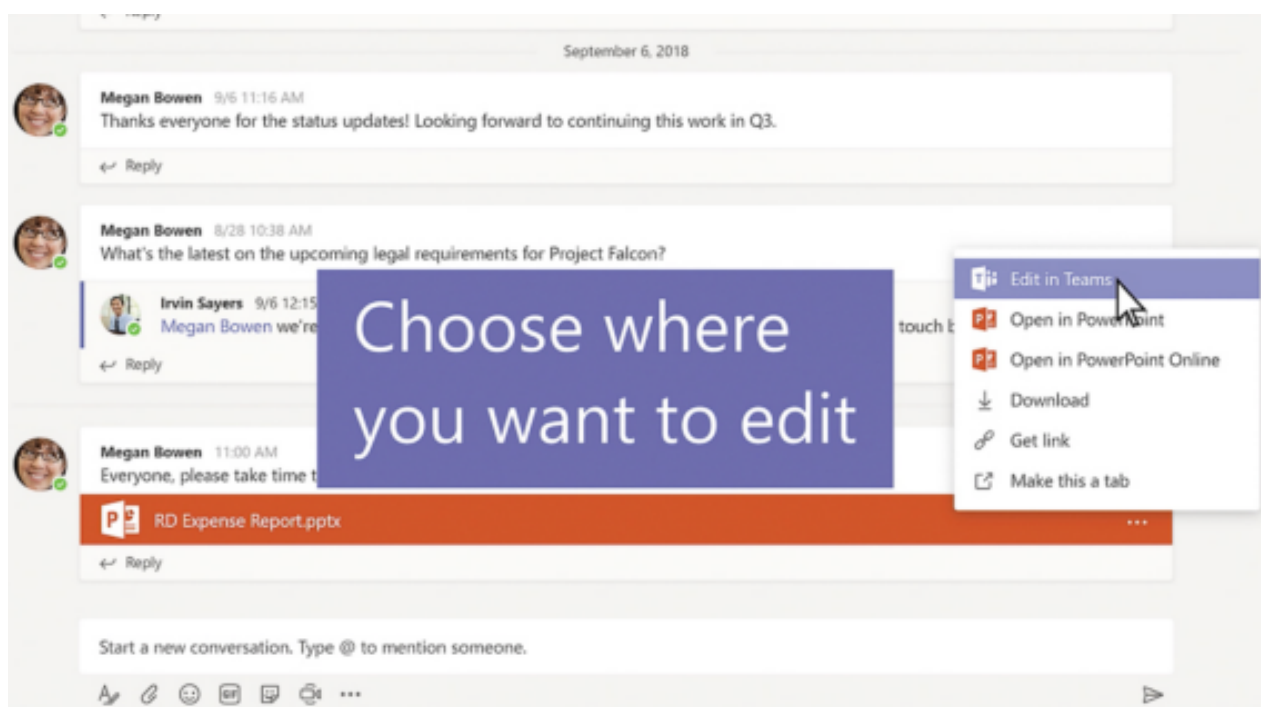3. (optional) Enter your message or @mention someone to get their attention and feedback.
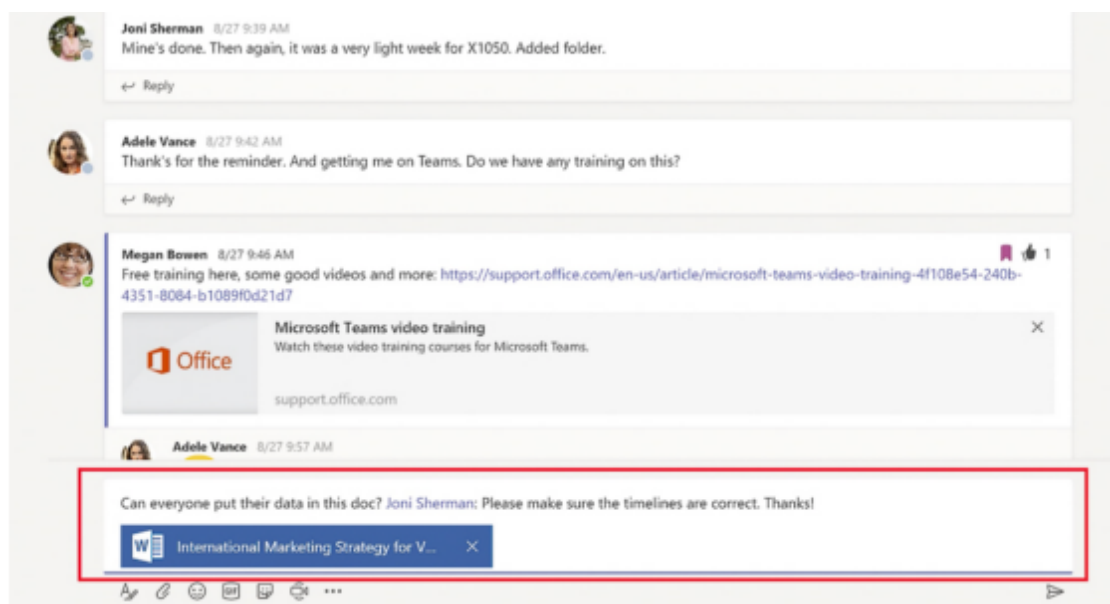
4. Every chat and channel has a Files tab. Here you can see all of the files that have been shared in the chat or channel.
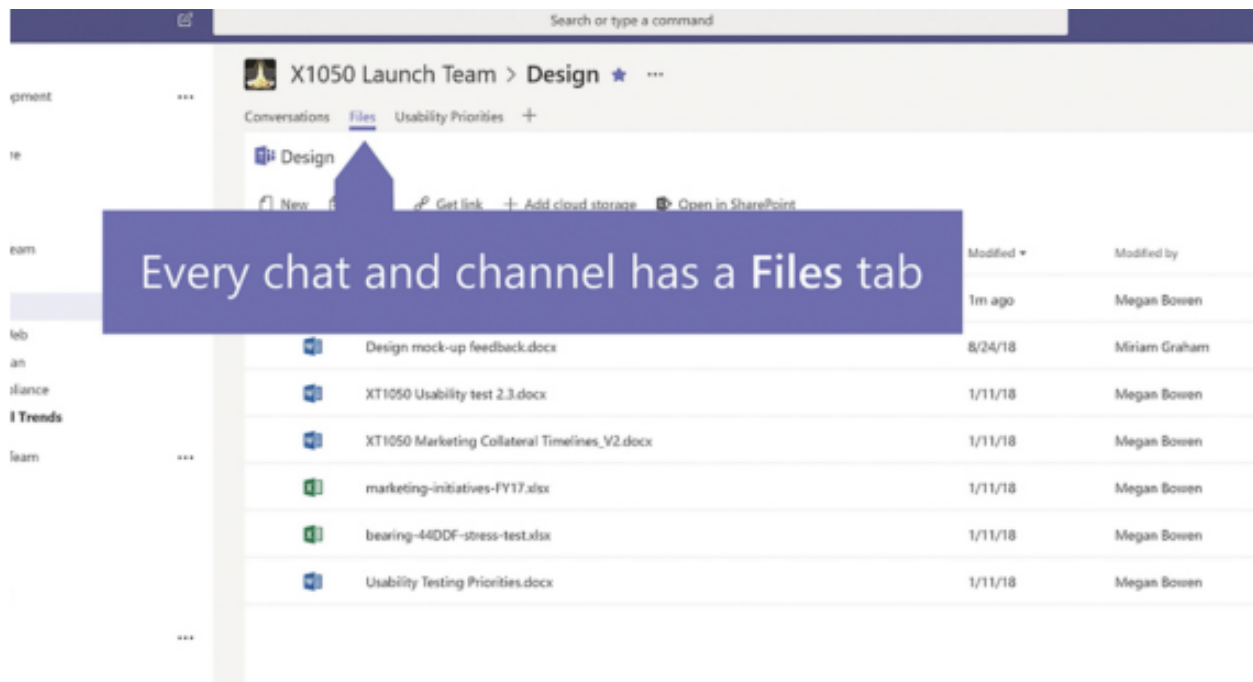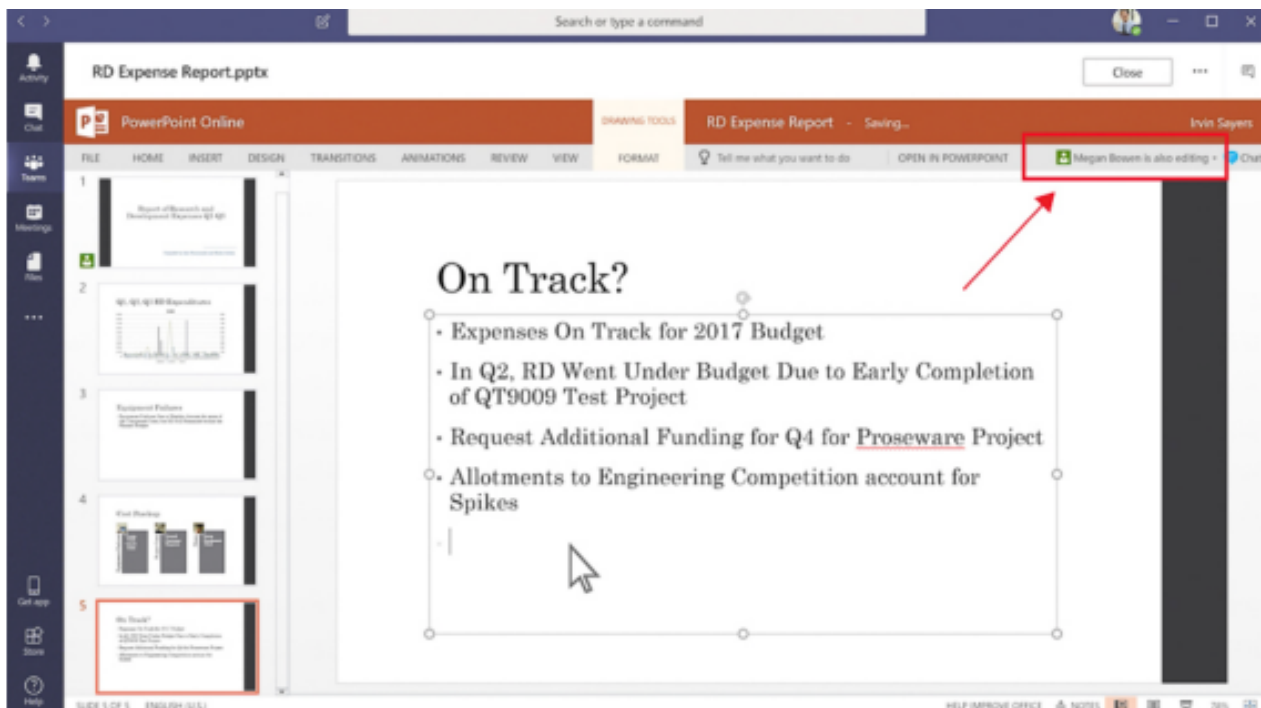

HERE'S HOW TO WORK ON A FILE TOGETHER IN TEAMS

1. Select the more options icon (3 dots) next to the file that you want to open and choose where you want to edit the file.

2. Teams will let you know who else is currently working on the file

3. If you need to ask a question about the file or get more information, you can start a conversation from within the file by clicking the chat icon in the top right.
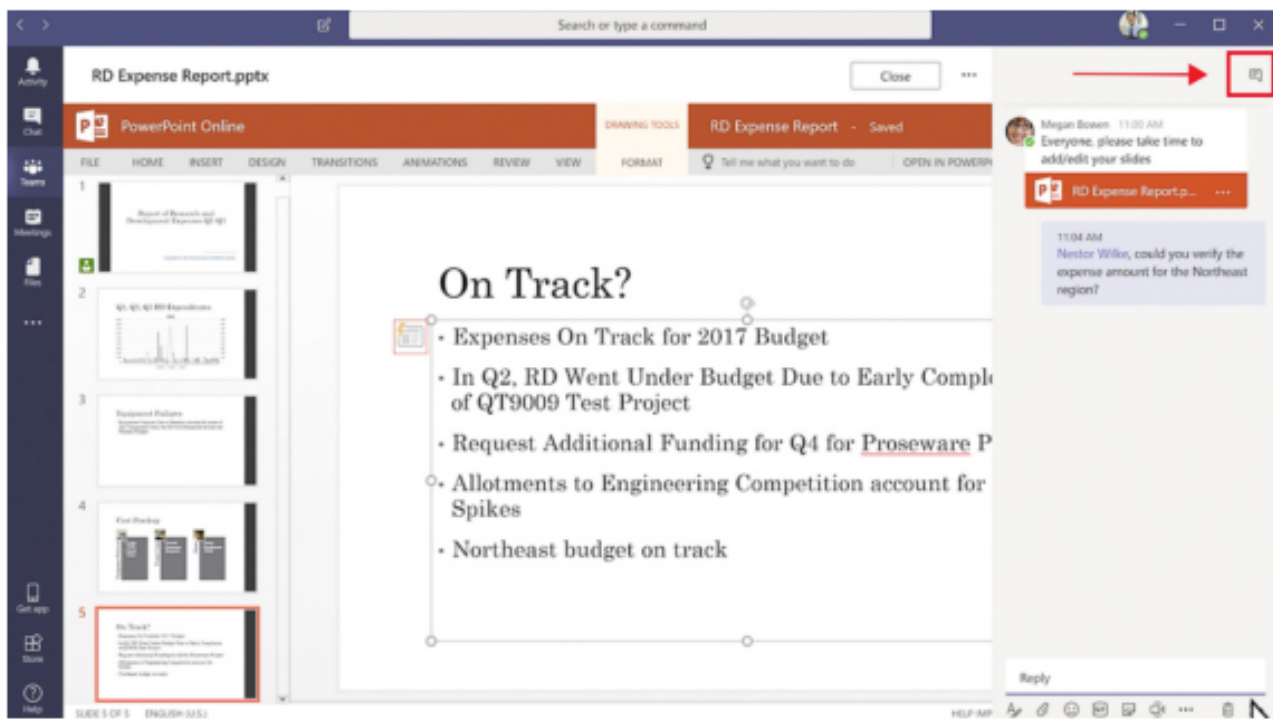
Meetings in Teams

Meetings. Undoubtedly one of Microsoft Teams best features. This is where you can setup 1:1 or group meetings, host meetings in channels and even create live events. But for now, we'll keep this beginner 101 friendly, so head into your teams Calendar module to get started on managing your meetings.
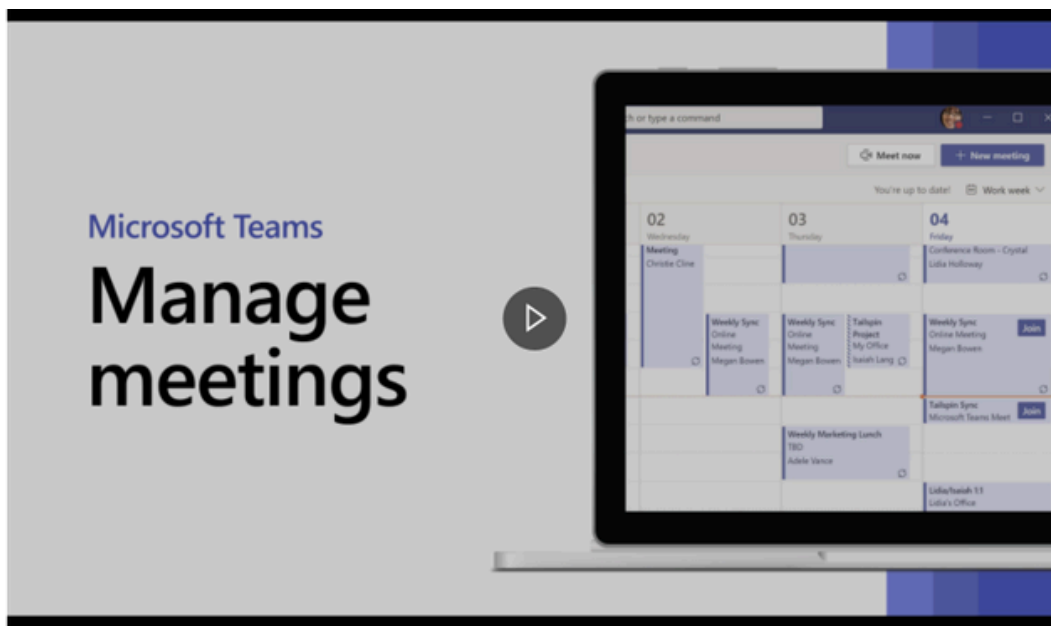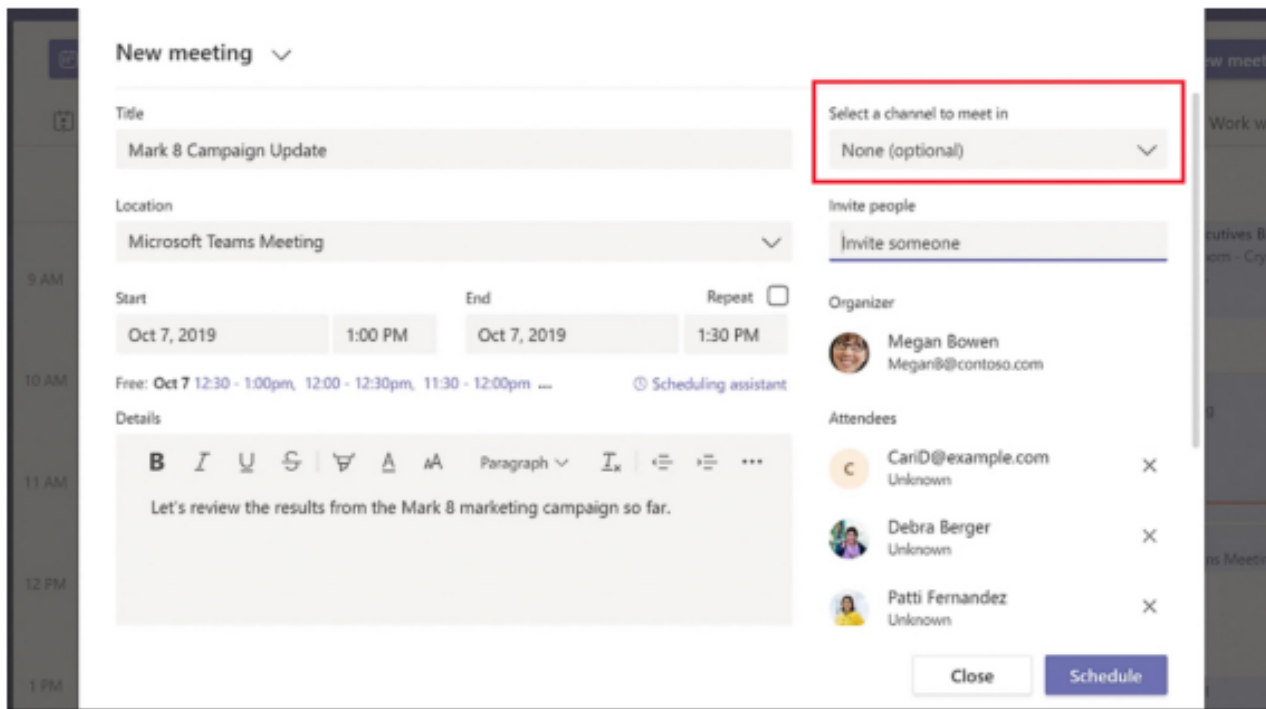

HOW TO CREATE A NEW MEETING IN TEAMS

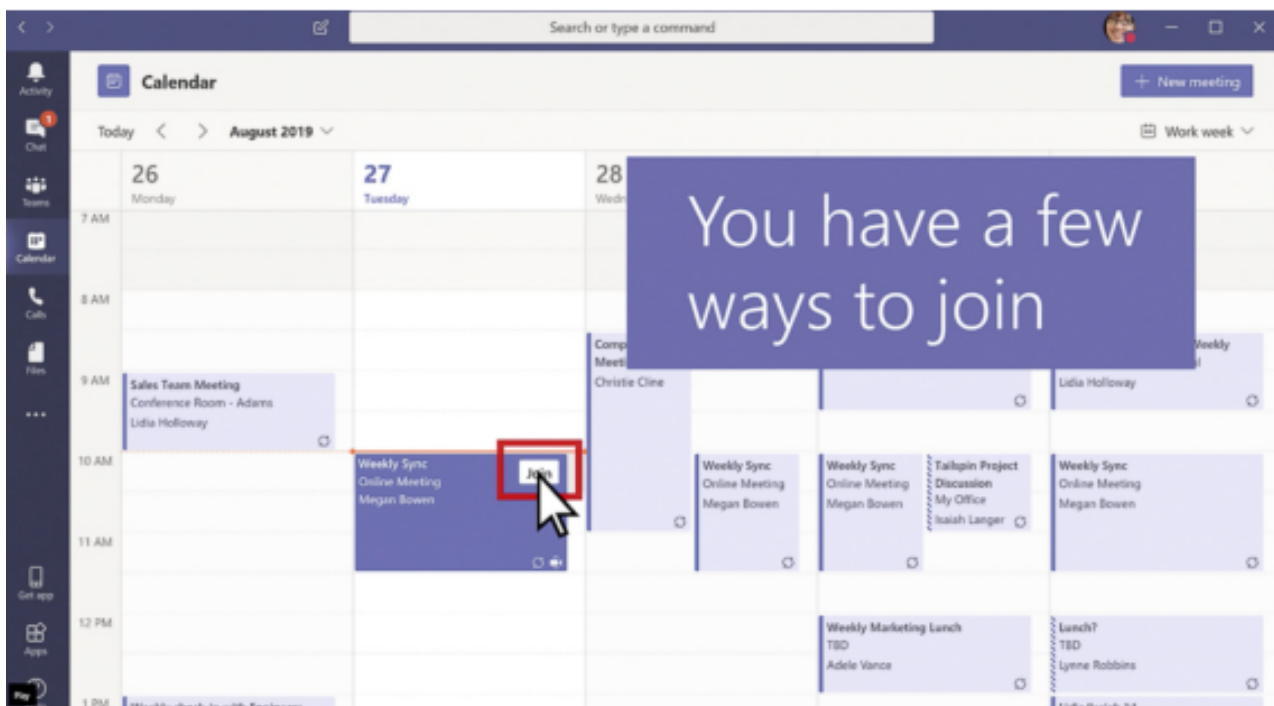1. Click the calendar icon and select +New Meeting
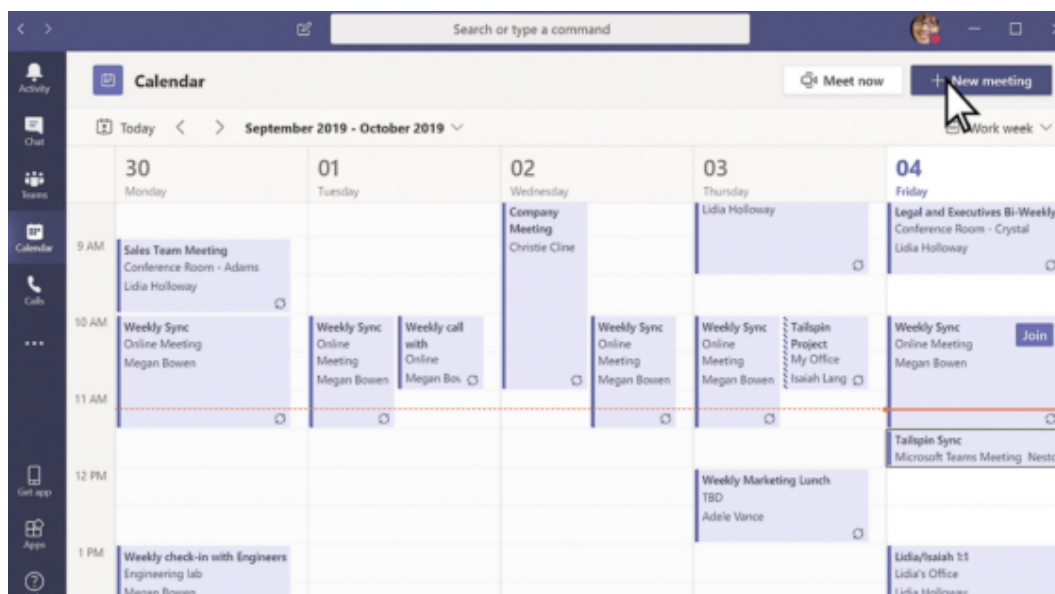
2. Give your meeting a title, select the start and end times, enter a description and invite people.
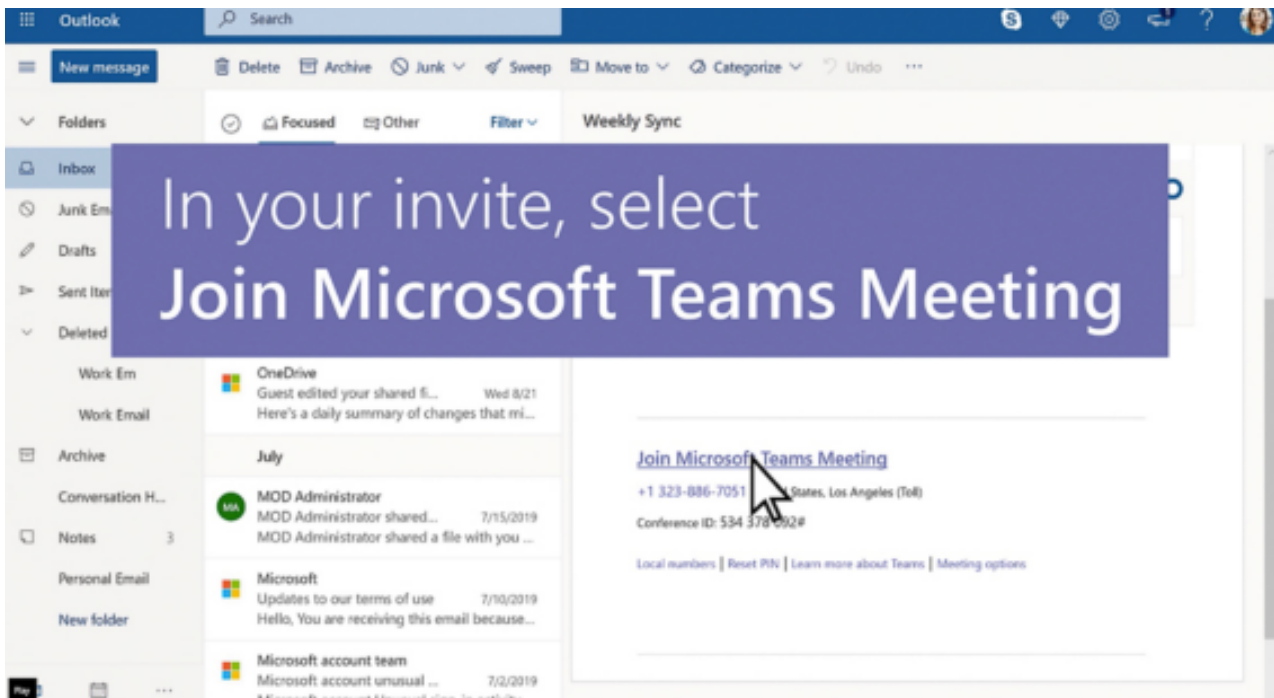

## HOW TO JOIN A MEETING, EVEN IF YOU DON'T USE MICROSOFT TEAMS

1. If you use teams, you can simply click the Join button on your teams calendar appointment.

2. If you don't use teams, you can click on the Join Microsoft Teams Meeting link in your email invitation.

3. You'll be prompted to either: o Install the Teams app and create an account, or o simply join the meeting using your web browser without having to install or create an account
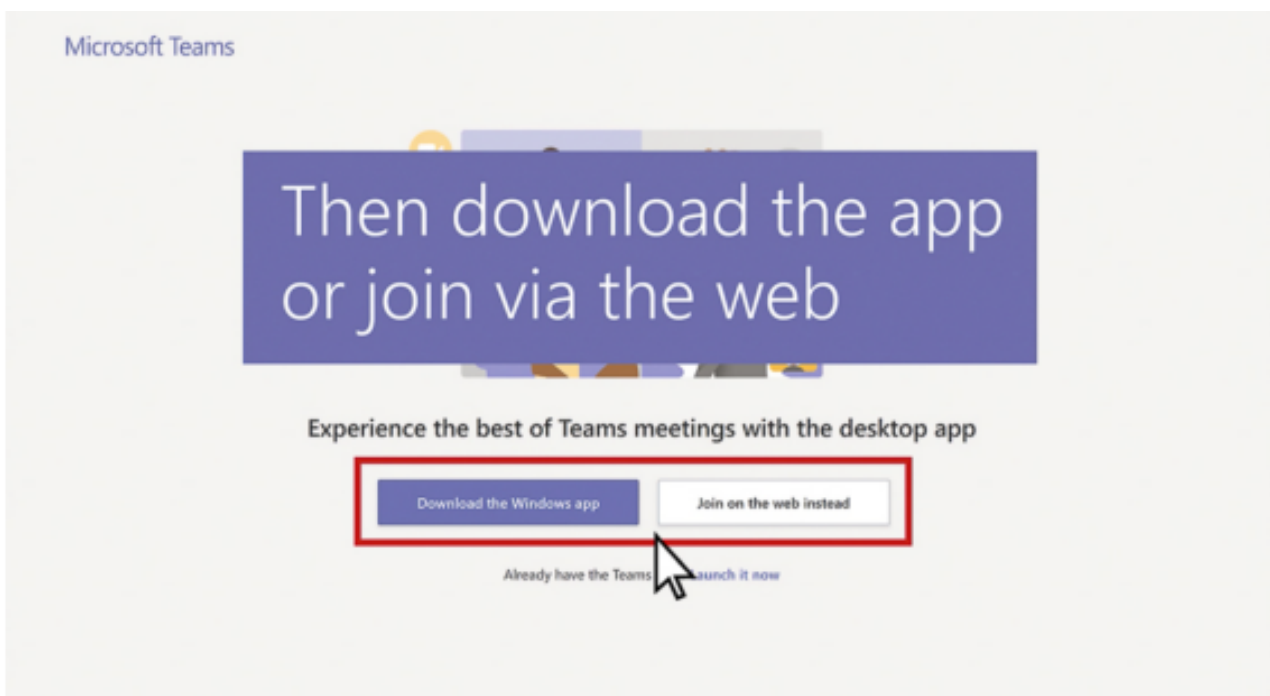
4. Clicking the latter will take you to the meeting where you can enter your name and click Join Now