# Microsoft Teams
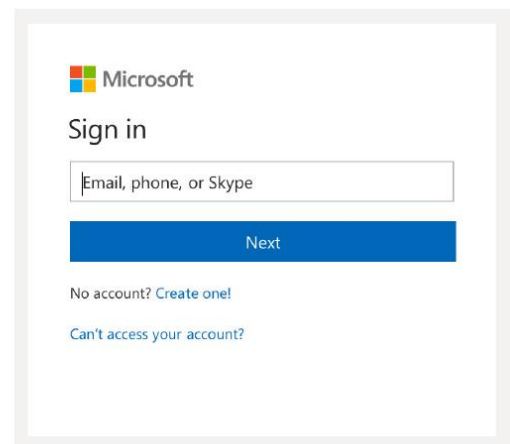
## SIGNING IN TO TEAMS

### SIGNING IN TO TEAMS

1. Start Teams

-In Windows, click the Start Windows (icon) > Microsoft Corporation > Microsoft Teams

- For Mac users, naviagte to the Applications folder and then click on Microsoft Teams
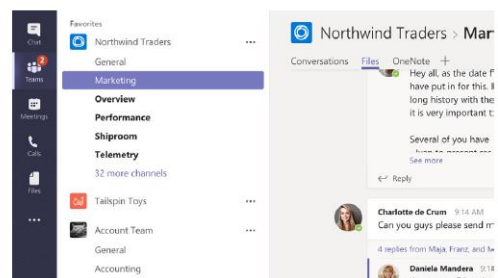
- For mobile users, tap on the Teams icon

2. Sign in with your Office 365 username and password

### PICK A TEAM AND A CHANNEL

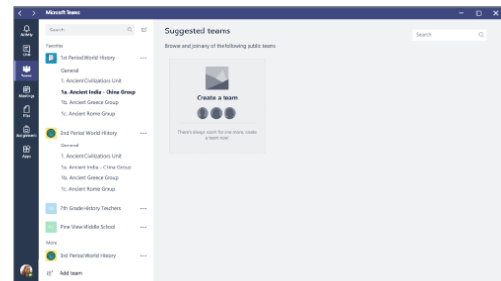1. Click on Teams to the left side of the app and the choose a team

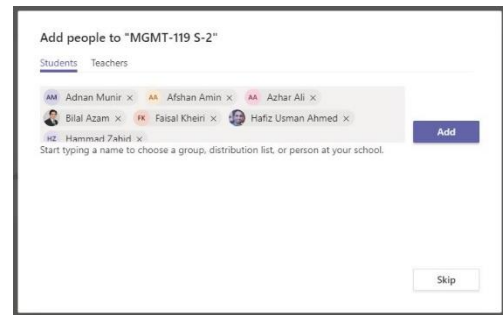2. Choose a channel and explore the Conversations, Files, etc.

# TEAMS AND CHANNELS

## CREATE A TEAM

1. Select Create team at the bottom of the teams list

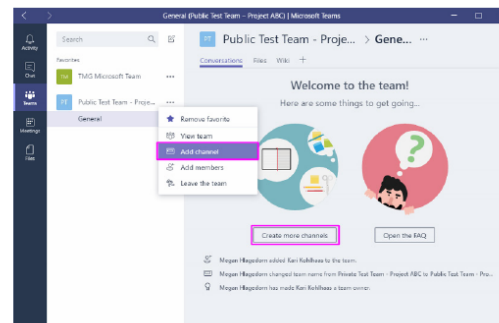2. Enter the name and short description for your new team



## ADDING PEOPLE TO THE TEAM

1. In the Create team prompt, enter a team member's name and find them in the list.

2. Click Done
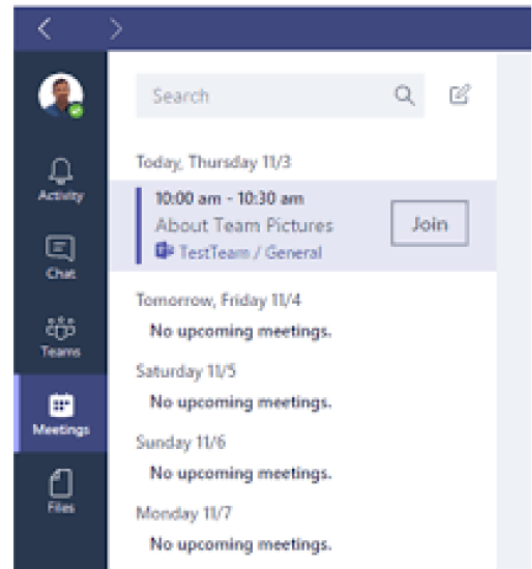


## CREATE A CHANNEL FOR THE TEAM

1. Select the row of dots (***) next to the team name

2. Select Add channel

3. Enter a name and a description for your channel
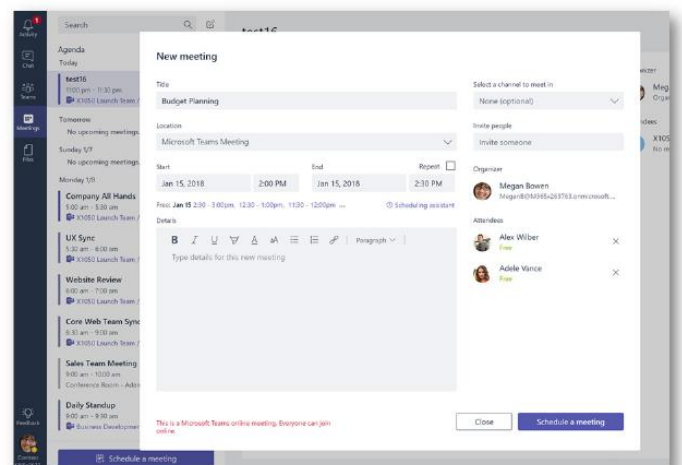
4. Select Add

# MEETINGS IN TEAMS

## JOIN A MEETING ON YOUR SCHEDULE

1. Select Meetings

2. Choose a meeting to join

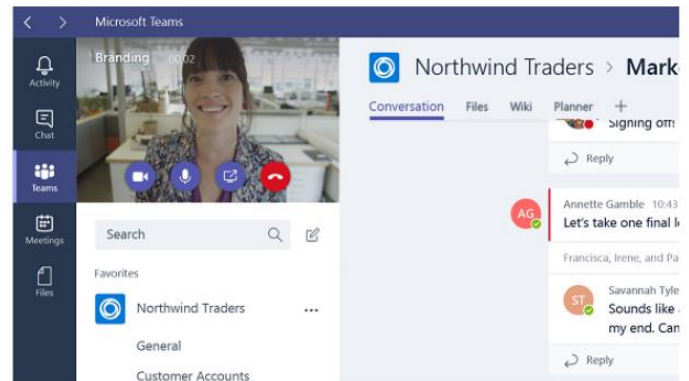3. Select Join



## SCHEDULE A MEETING

1. Select Meetings

2. Select Schedule Meeting

3. Enter a title, start and end time, and brief description of the meeting

4. Enter the names of the people invited in Invite People

5. Select Schedule Meeting



* Tip : in Add Channel select the Team name, it will automatically invite all the member of selected team for Video Conference
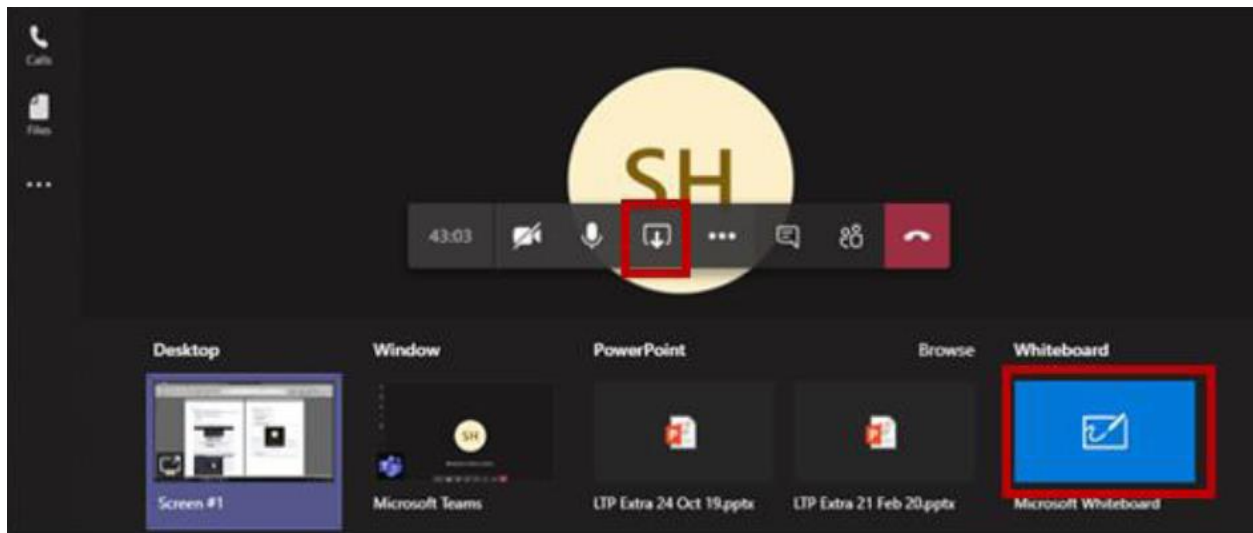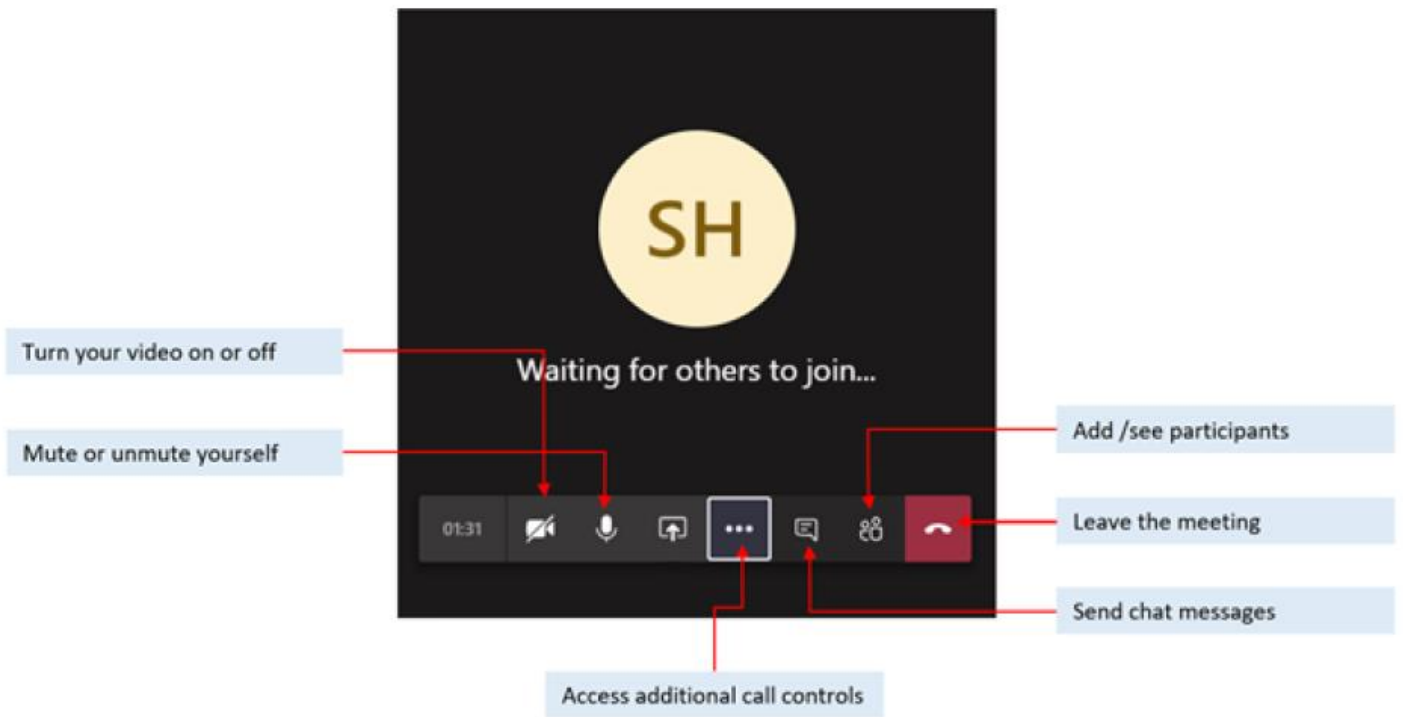
## START A MEETING

1. Select the video icon in a new conversation, or select the video icon in an
existing conversation to keep all the context

2. In your video preview, create a name for the meeting, then select Meet now

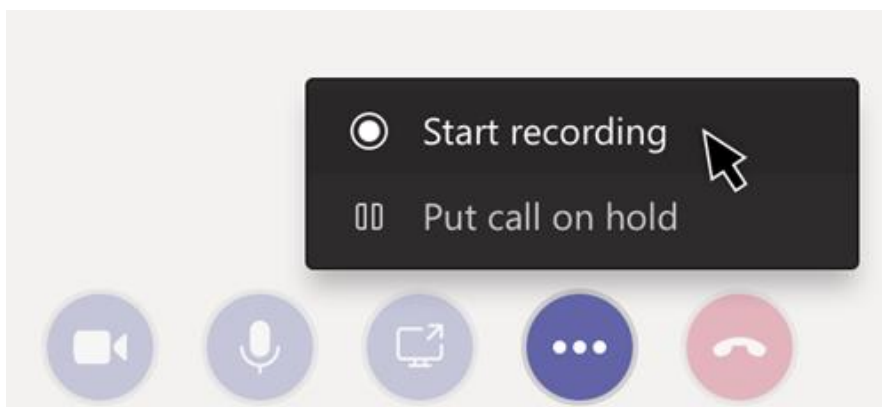3. Select the names of the team members who you want to invite to the meeting



## JOIN A MEETING

1. Look out for the video icon in a conversation to find a meeting

2. Select Jump In to participate in the meeting

Turn your video on or off

Mute or unmute yourself

Add /see participants

Leave the meeting

Send chat messages

Access additional call controls

Waiting for others to join...



## Share Screen or White Board



*Start Recording if you want to record the session. End recording at session end. Video will be automatically saved to Microsoft Streams, visible for Team in default.*
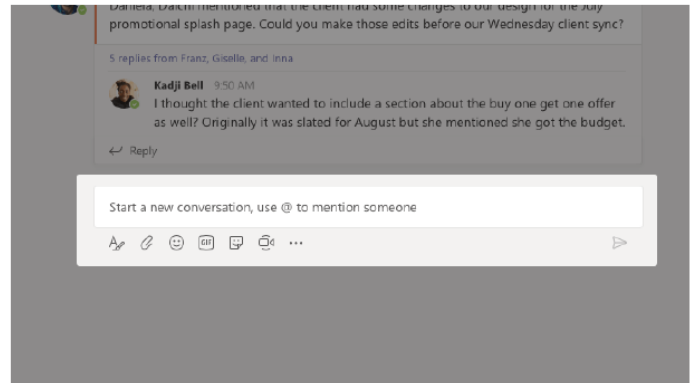
# WHERE RECORDED VIDEOS (Meeting) GET SAVED

Videos get saved on Microsoft Stream. In default if meeting initiated for a Team, its Team member get video viewing rights in default.
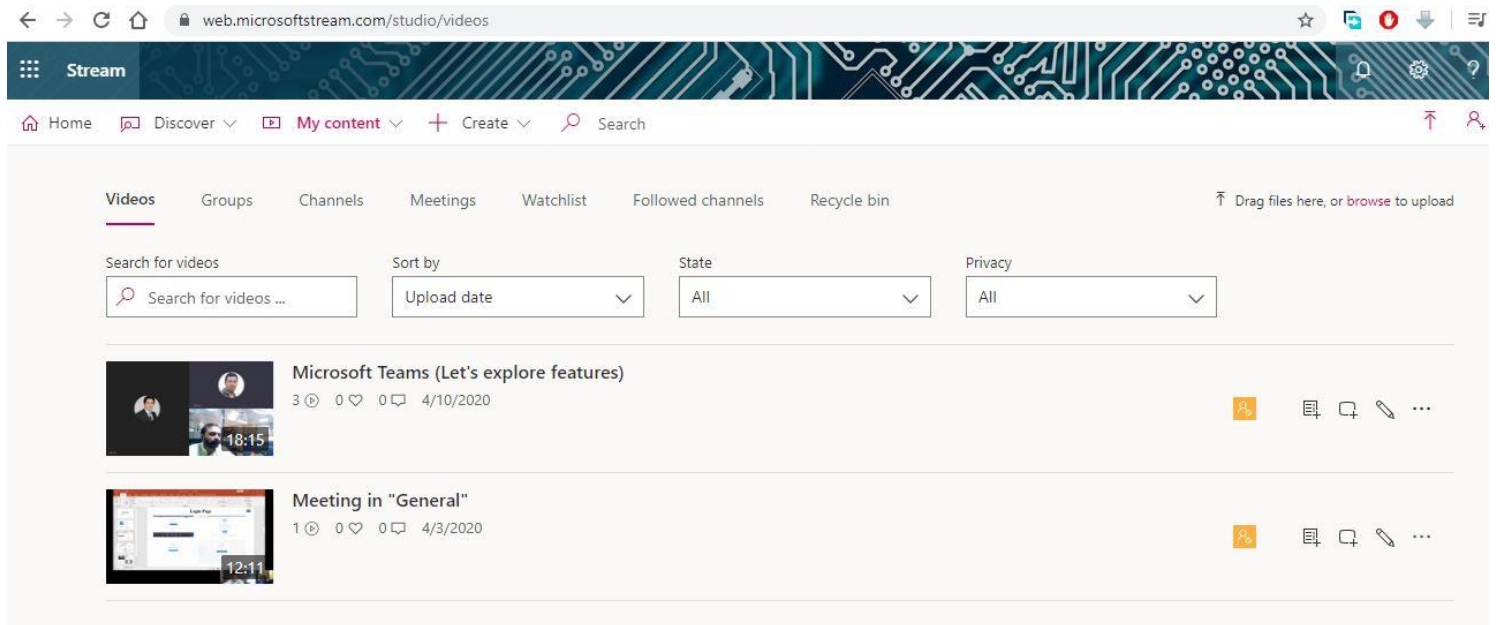
# SHARE FILES AND CHAT

## STARTING A NEW CONVERSATION WITH THE ENTIRE TEAM

1. Click on Teams, then select your team and channel

2. In the compose box, type out your message and then click Send



## START A CONVERSATION WITH A PERSON OR A SELECT GROUP

1. Click New Chat at the top of the application

2. In the To prompt, type the name of the person or the people you want to begin chatting with

3. In the compose box, type your message and then click Send

## REPLYING TO A CONVERSATION

1. Locate the conversation you want to reply to

2. Click Reply, add your message and click Send