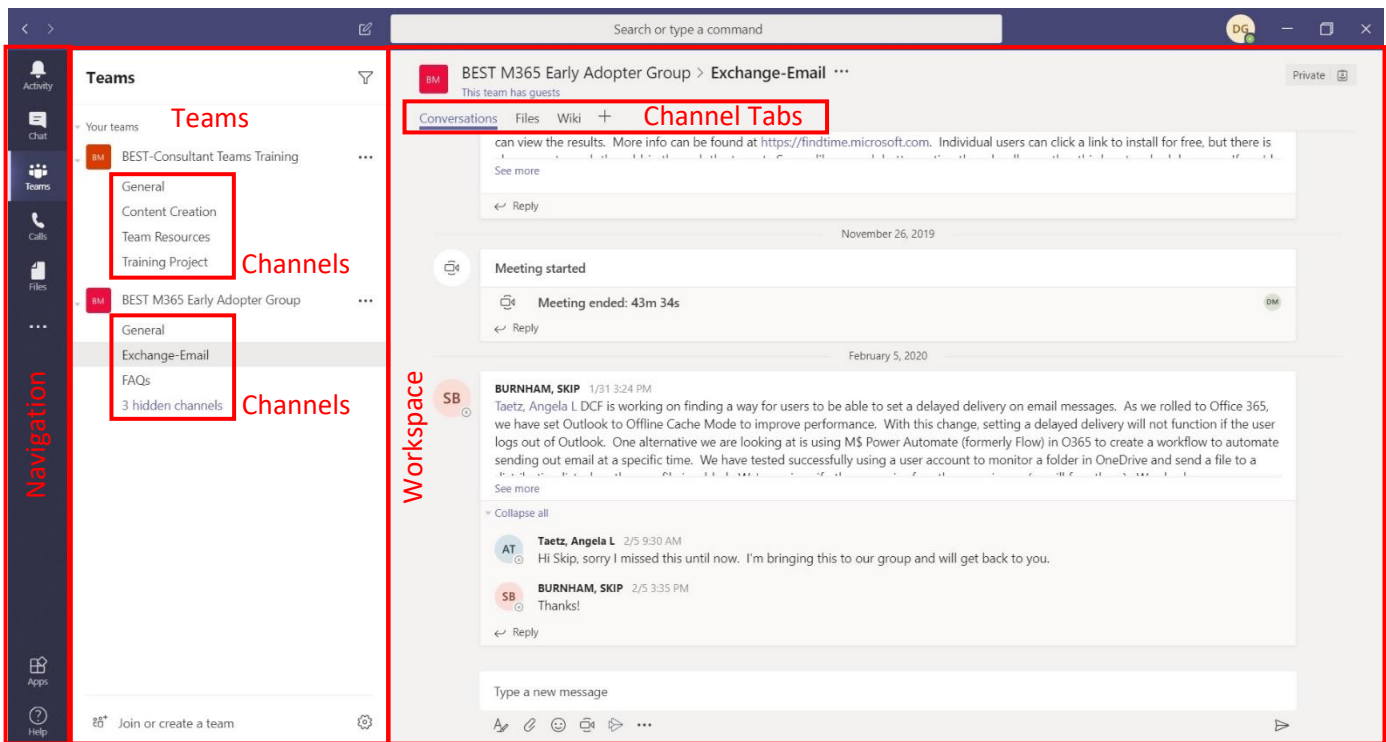


## Teams

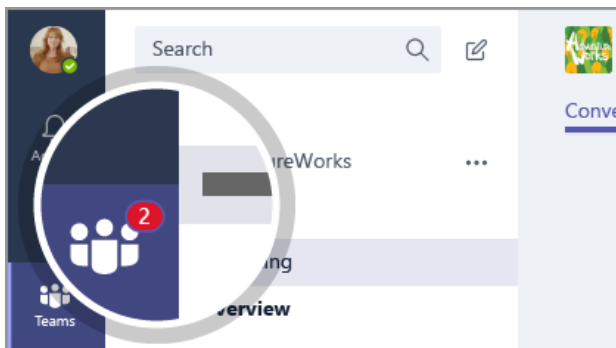


Microsoft Teams is a one-screen application that brings many useful features into one application. This includes; file access, file sharing, simultaneous editing, instant messaging, online conferencing and much more. The Teams interface is designed to be very minimalistic and user friendly. There are many different aspects of the Teams environment that can be accessed through the navigation buttons on the left.

### Select a Team and Channel

A team is a collection of people, conversations, files, and tools which are all in one place. A channel is a discussion topic in a team. The best way to get familiar with teams and channels is to select a team and channel and start exploring.

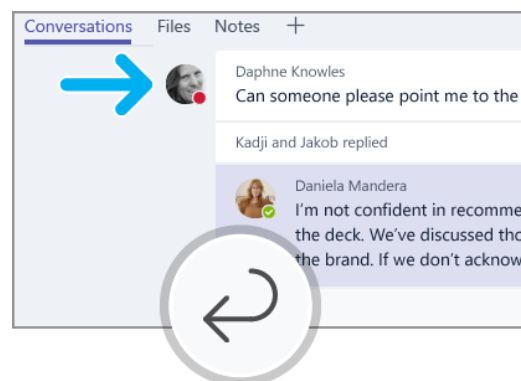
1. Select the **Teams** icon.
2. Under a team, select a channel and look at the **Conversations**, **Files**, and **Notes** tabs in the channel.



### Reply to a Conversation

Conversations in channels are organized by date and then threaded. The replies in threaded conversations are organized under the initial conversation and are easier to follow.

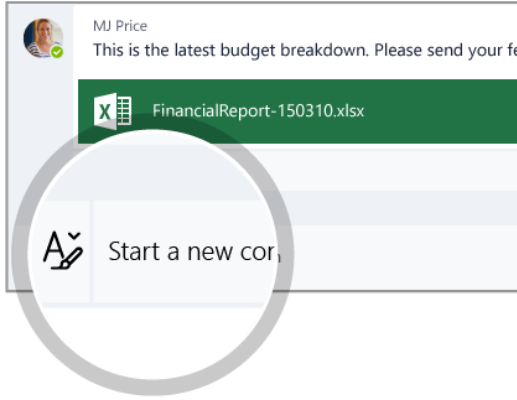
1. Find the conversation thread for which you want to reply.
2. Select **Reply**, add your message, and press **Enter**.



## Start a New Conversation

When you have a new topic or idea to introduce to the team, you can start a new conversation.

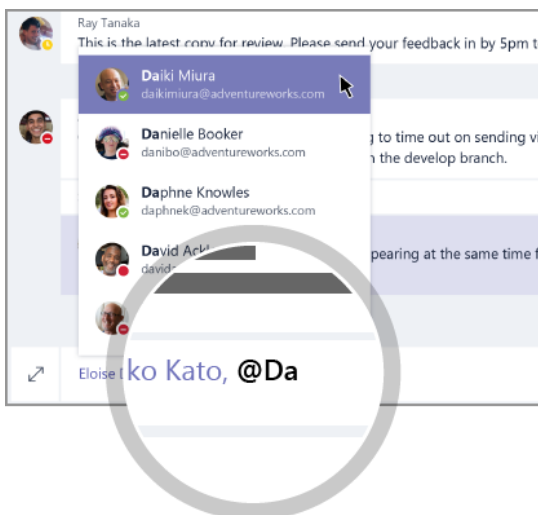
1. Select a team and channel.
2. In the **Start a new conversation** box, add your message and press Enter.



## @Mention Someone

When you want someone to receive a notification for a message you're sending, you are able to @mention the person. In fact, you are able to @mention a channel, a team, a person, or several people.

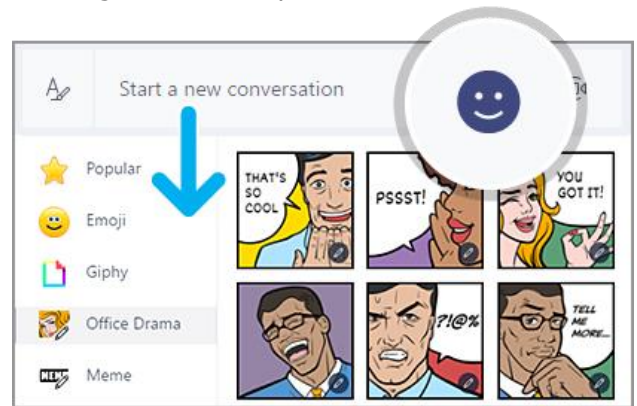
1. In the **Reply** or **New Conversation** box, type the @ symbol, then type the first few letters of the person's first name.
2. In the **Suggestions** box, select the person. Repeat for as many people as you want to @mention.
3. For those who you @mention, the @ symbol shows in the message in their **Channel** and on their **Team** icon. Check your **Team** icon now to see if someone has @mentioned you.



## Have Fun with Emojis and Stickers

Express yourself and impress co-workers with memes and customized stickers.

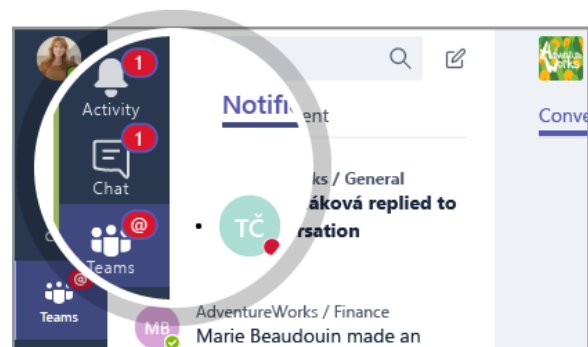
1. Select **Teams**, and then select a channel.
2. Select 😊 in your compose message box \ text editor.
3. We recommend **Office Drama** stickers, so select **Office Drama**.
4. Select a sticker, enter a fun caption and select **Done**.
5. **@mention** co-workers before you send the message, and then press **Enter**.



## Stay on Top of Things with Activity and Notifications

You can easily see when someone @mentions you, likes something you've posted, or replies to a thread you've started. Either a number appears or increments on the **Activity** and **Chat** icons. An @ will also appear on the **Teams** icon.

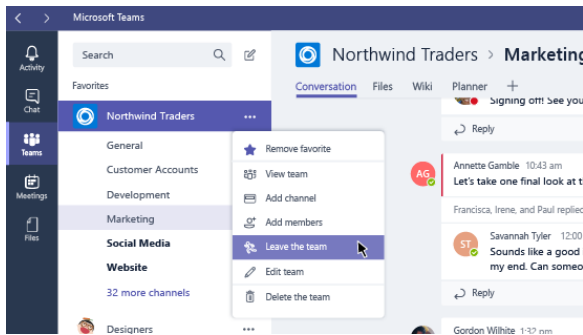
1. Select the **Activity** icon.
2. To view conversations that apply to you, select **Notifications**. Select **Recent** to view up-to-date Team conversations.



## Create a Channel for Your Team

1. Select **...** next to the team name.
2. Select **Add channel**.
3. Enter a name and short description for your channel.
4. Select **Add**.

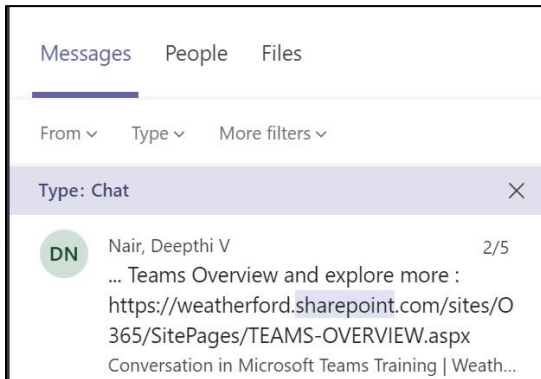
You can leave a team at any time by clicking the more icon next to the team name and selecting **Leave the team**.



## Search for Messages, People or Files


You can search across teams, channels, and files.

1. Type a phrase in the Search box and click **Q**.
2. Select **Messages, People** or **Files**.
3. Select the item in the search results. Alternately, you can click the **Filter** icon to sort or filter your search results.

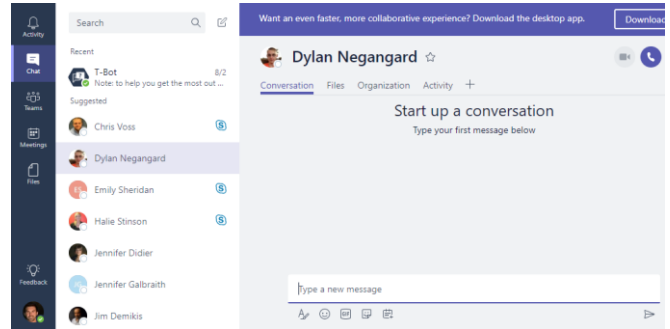


## Start a Chat with an Individual

One of the biggest perks of Teams is the ability to communicate with anyone quickly and easily. To start a chat with someone:

1. Click **Chat**  on the left-hand side at the top.

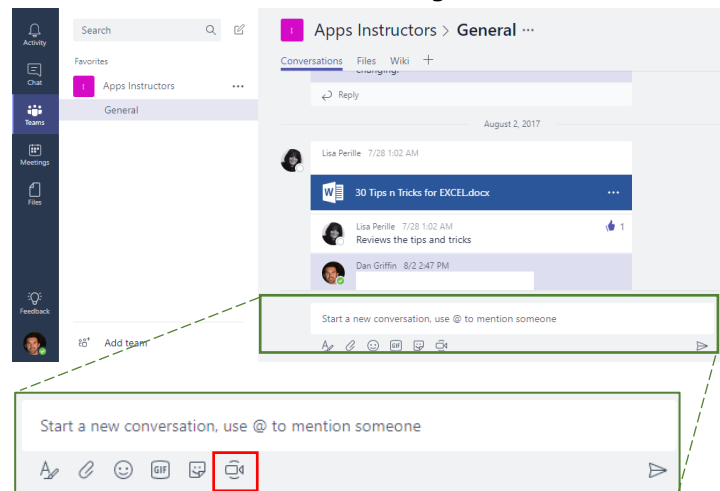
2. Here you will find a list of people with a search box at the top. If the person you want to talk to is in the list, you're ready to go. If you need to find someone do a search.
3. Once you see the person you want to chat with, simply click on their name and type your message in the chat channel.



## Start a Meeting with a Team

As projects come due and deadlines approach, it is important to be able to reach out and talk with your team at a moment's notice. Microsoft teams gives you the ability to do this very quickly. To start a group chat with a team:

4. Select the team you wish to communicate with.
5. Once in the correct team channel, click the **Video** icon below the new chat message bar.

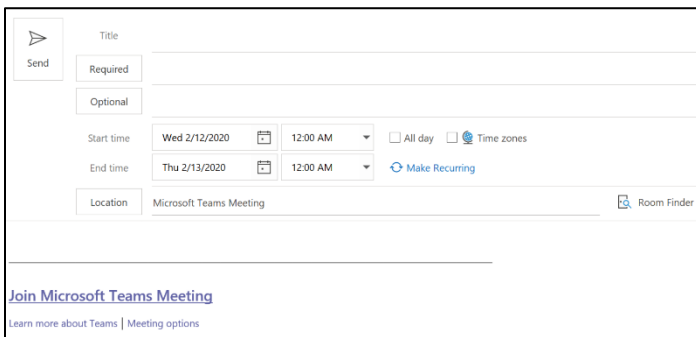
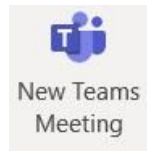


6. It will initiate a meeting with all members of that team's channel instantly. Note: It does not default to a video chat.

## Schedule a Teams meeting

Scheduling a Teams meeting is easily done in Outlook. It will use all the same great features that are included with outlook meeting invites. This includes the *Scheduling Assistant* and *Attendee Tracking* with the added benefit of a virtual meeting room through the Teams application. To schedule a Teams meeting in outlook:

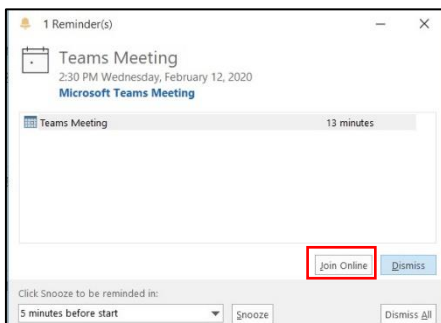
1. Open Outlook and navigate to the calendar.
2. In the ribbon at the top you should see a New Teams Meeting button.
3. When you click the New Teams Meeting button, it will open up a normal outlook meeting invite that will include the link to the online meeting space. This meeting link will work for anyone, including people outside the organization. Also, they don't have to be Teams users themselves.
4. Complete the meeting invite and send it out as usual.



## Joining a Teams meeting

Since Teams meeting invites are going through outlook, you'll receive an outlook notification when it's time to join your online meeting. When the outlook notification pops up:

1. Check to make sure the correct meeting or appointment is highlighted.
2. Click the Join Online button in the notification window.



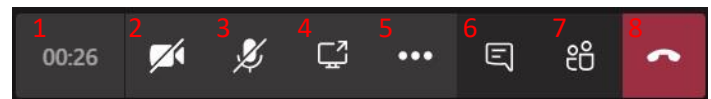
3. Teams will launch and take you to the join meeting screen. Here you'll have the opportunity to enable/disable your camera. You can use blur background if camera will be on, mute/unmute yourself or choose which audio and video device you'd like to use for the meeting. All this is done before you enter the meeting.



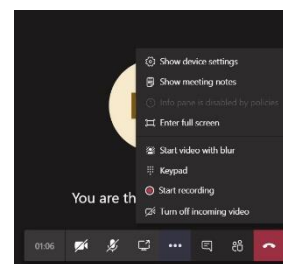
4. Click join now to be entered into the meeting space with the other attendees.

## Controls while in a Teams meeting

As a member of a Teams meeting you have the ability to share your screen or a whiteboard, chat, take meeting notes, start a recording and much more. The controls in a Teams meeting are very streamlined and easy to use. Teams meetings can host up to 250 attendees. The meeting controls are as listed below.



1. Meeting Duration
2. Camera on/off
3. Mic on/off
4. Share tray. Screen share, whiteboard, and PowerPoint
5. More options including recording and meeting notes



6. Chat
7. Participant list and controls
8. Hang up