

CHAPTER 1

MICROSOFT TEAMS

InFocus

Microsoft Teams is one of a suite of products available in Microsoft Office 365. It is a platform for collaboration which allows users to interact with others in their organisation via file sharing, private messages, group chat and meetings.

In this session you will:

- ✓ gain an understanding of **Microsoft Teams**
- ✓ learn how to sign in to **Microsoft Teams**
- ✓ gain an understanding of the **Microsoft Teams** screen
- ✓ gain an understanding of the sidebar
- ✓ gain an understanding of the **Settings** menu
- ✓ gain an understanding of the **Notifications** settings
- ✓ learn how to download the desktop app
- ✓ learn how to log out of **Microsoft Teams**.

WHAT IS MICROSOFT TEAMS

Microsoft Teams is a software program that is integrated into Office 365. It is designed to provide users with a workspace that is focussed on chatting and collaborating with other

colleagues. You can use Teams to engage in chat with your team, make calls, conduct meetings, send private messages and much more.

How Does Microsoft Teams Work?

Microsoft Teams is a service that is integrated into Office 365 and provides users with a platform that allows you to participate in workplace chat, meetings, video and audio calls, and attachments.

Teams has three applications that you can use – the online app, the desktop app and the mobile app. This allows you to constantly check in and use the features available as part of Teams, no matter where you are or what device you are using (as long as you have an internet connection). Note that at the time of publication there were some features that only worked in the online version of Teams and not in the desktop app, and vice versa.

Teams

The main purpose of Microsoft Teams is to allow users to create and/or join groups known as **teams** where you can communicate and collaborate with colleagues. These groups can be **public** (visible to anyone within your organisation) or **private** (open to invited members only). Private groups can have up to 999 members while public groups have no limit.

Your organisation may create teams for many different existing groups within your organisation, such as departments, regions, and projects. It is therefore likely that you will be a member of more than one team at a time. You can use these teams to ensure you are discussing and sharing information only with the people to whom it is relevant, rather than with everyone in the organisation.

Channels

A channel is another place within a team where you can chat, collaborate and share files. Channels can be likened to the way in which you may create subfolders within a folder to ensure all your files remain organised. A channel is located within an existing team and provides a place for you to chat and share files about a specific subject or for specific members of the related team. For example, if you were a member of a marketing team, you might have separate channels for different campaign projects. When you create a team, a channel is created by default called the **General** channel. When you display the **Conversation** area of a team without any added channels you are actually displaying the **General** channel. This channel is intended to be used for general conversation within the team and for communication regarding subjects and files that are relevant to everyone in the team.

SIGNING IN TO MICROSOFT TEAMS

To sign in to **Microsoft Teams** you must have an Office 365 account. You can sign in using the Microsoft Teams website or the Office 365 site. Once you have signed in you can begin using all

the features of Microsoft Teams such as chat, meetings and the like.

Try This Yourself:

Before starting this exercise you MUST ensure you have a browser window open...

- 1 Navigate to **teams.microsoft.com**
If you use Office 365 the user profiles that you usually use to sign in to Office 365 will appear listed...
- 2 Enter your name and password or click on the profile you require, then enter your password
Let's try another way...
- 3 Close the browser tab, then navigate to the Office 365 sign in page if necessary
It may sign you in automatically in which case the Office 365 home page will display...
- 4 If necessary, enter your Office 365 account and password, then click on **[Sign in]**
- 5 Click on the app launcher, then click on the **Teams** tile to display the **Microsoft Teams** home page

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The image shows two screenshots. The top screenshot is the Microsoft Teams sign-in page, titled 'Microsoft Teams'. It has a 'Work or school account' section with a profile picture icon and the email 'ljamieson@alpheiusglobal.co..'. Below this is a 'Password' field, a 'Keep me signed in' checkbox, and 'Sign in' and 'Back' buttons. A link for 'Can't access your account?' is at the bottom. The bottom screenshot is the Office 365 app launcher, showing a grid of application tiles. The 'Teams' tile is highlighted with a mouse cursor. The top right of the app launcher shows the user's name 'Lucas Jamieson' and a profile picture. A red circle with the number '5' is positioned at the bottom left of the app launcher screenshot.

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For Your Reference...

To **sign in** to **Microsoft teams**:

- Sign in to Office 365, click on the app launcher, then click on **Teams**, or
- Sign in to **teams.microsoft.com**

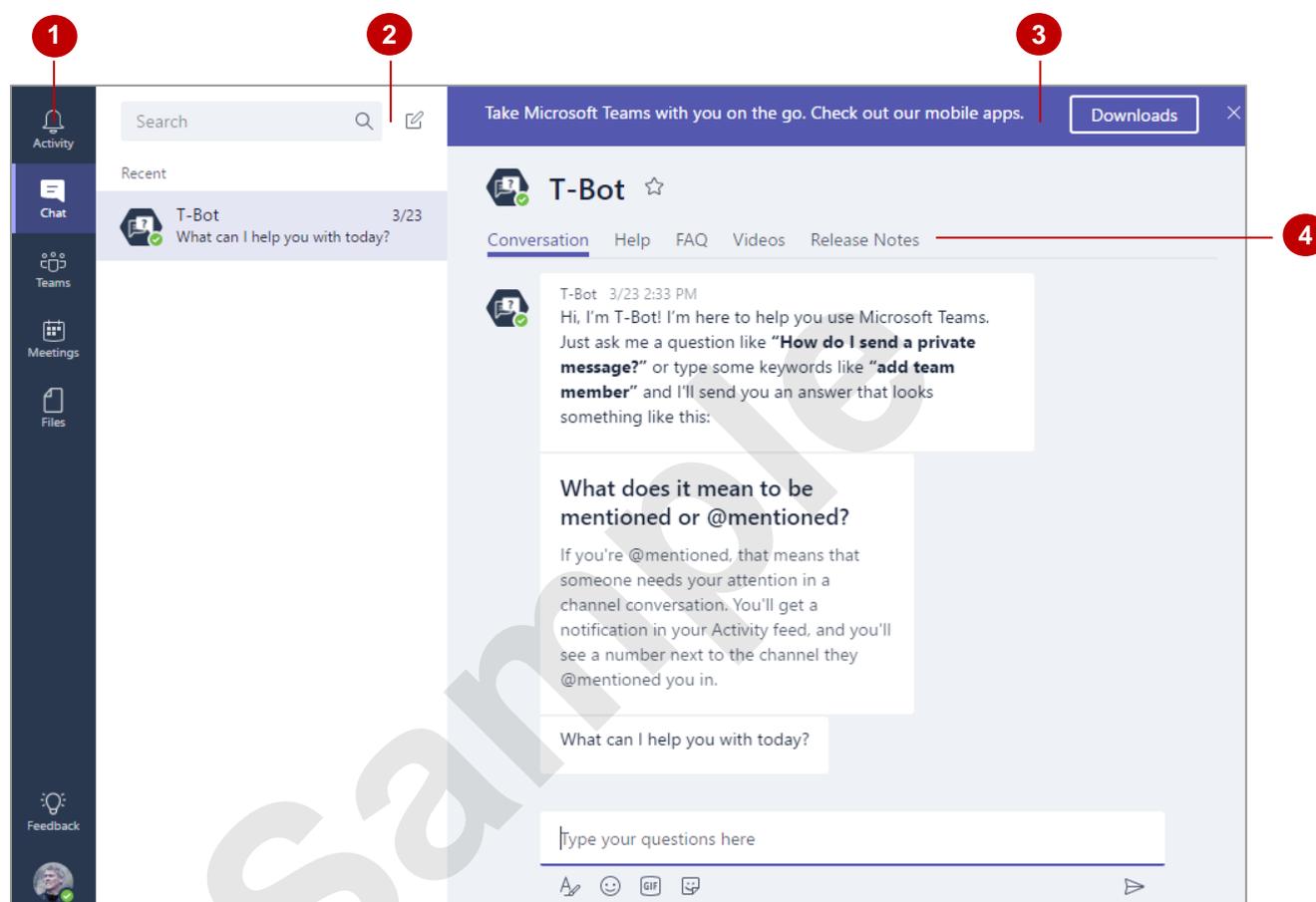
Handy to Know...

- The profile picture that you have chosen in Office 365 will be the same profile picture that is used in Microsoft Teams.

THE MICROSOFT TEAMS SCREEN

The Microsoft Teams screen is organised in to three main areas. In the sidebar, there are the main sections of Teams such as **Chat** and **Teams**. The middle pane acts as a kind of

navigation pane for whatever option is selected in the sidebar and the right pane provides the tools that make up that selected feature.

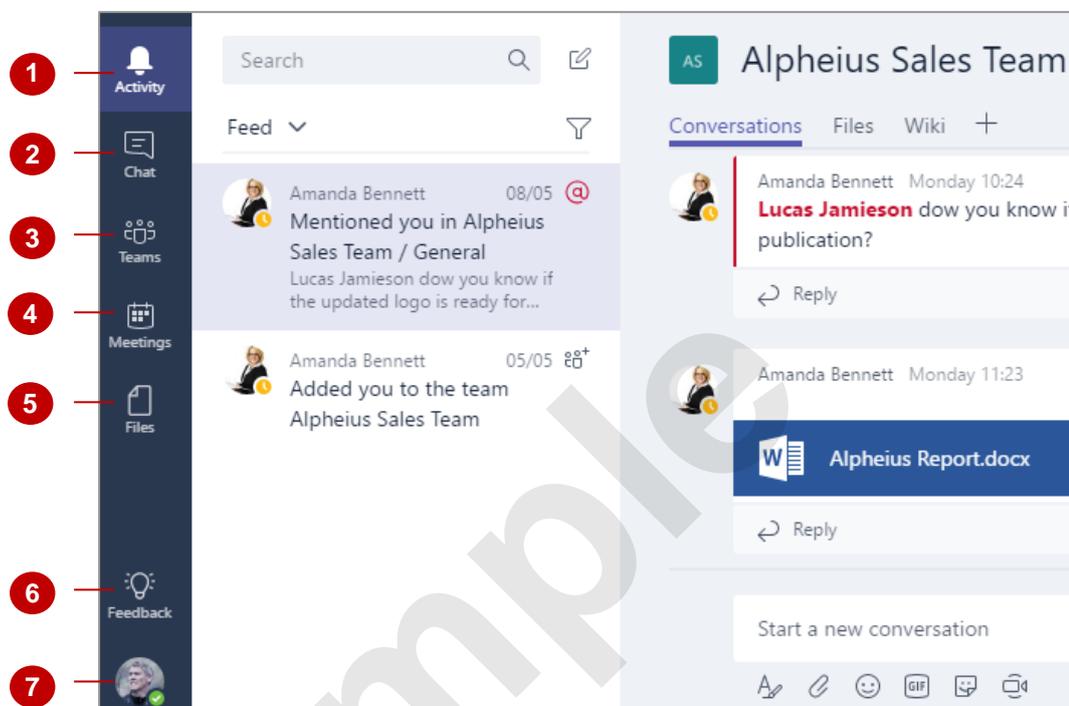


- 1 The sidebar contains all of the main features of Teams (**Activity**, **Chat**, **Teams**, **Meetings** and **Files**). Click on one of these options to display tools and options in the middle and right panes. The last two options in the sidebar are **Feedback** and your profile picture. These are the only two options in the sidebar that when selected do not display any content in the middle or right panes. When you click on **feedback** a browser window will open with a feedback page for Microsoft where you can provide feedback on your experience with Teams. Clicking on your profile picture displays a menu of options.
- 2 The middle pane displays different content depending on what feature is selected in the sidebar, however there are some similarities. For example, no matter what feature is selected in the sidebar, the middle pane always contains a **Search** bar and a **New** option. Of course, these tools are used differently depending on what feature is selected in the sidebar. For example, if **Chat** is selected in the sidebar, clicking on **New** in the middle pane will create a new chat, whereas if you clicked on **New** while **Teams** was selected, you would create a new team.
- 3 The right pane contains the tools to work with whatever feature you have selected in the sidebar. For example, if **Chat** is selected, the right pane contains the **Chat** area for whatever chat option is selected in the middle pane. In this page, you can do different things depending on what tab is selected.
- 4 No matter what option is selected in the sidebar and middle pane, the right pane will generally display an area with tabs along the top. The **Conversations** tab is selected by default. In this section, you can send and receive messages with whoever you have selected to chat with.

NAVIGATING WITH THE SIDEBAR

In Teams, the sidebar contains a number of options that, once selected display a particular section of teams. All the main features that you wish to use in Teams can be found in this

sidebar. For example, if you want to start chatting with members of a team, you would click on **Teams** in the navigation pane.

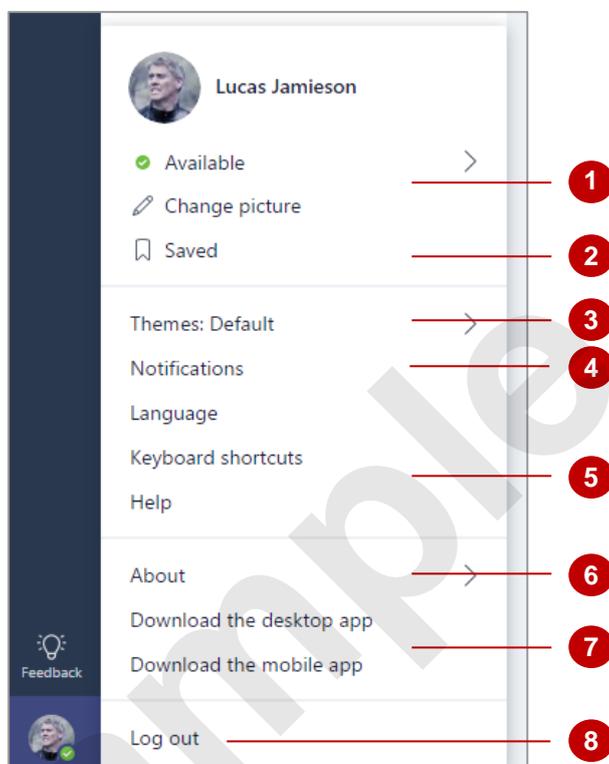


- 1 Click on **Activity** to view a feed of all the recent activity on Teams in the middle pane. You have the option to click on **feed** in the middle pane and select **My Activity** which displays everything you have done recently in Teams, or you can select **Team Activity** to display what has happened in Teams. You can choose to filter the types of activity you wish to display.
- 2 Click on **Chat** to start a private chat with another colleague. Any recent chats that you have participated in appear in the middle pane and you can click on them to start chatting again. In a private chat, nobody can read or respond to messages except the people you have invited to the chat (or who have invited you to the chat). In the right pane, the chat area is displayed where you can participate in conversations, view, share and upload files and more.
- 3 Click on **Teams** to display existing teams in the middle pane. You can also search for or create a new team using the options in the middle pane. Select a team in the middle pane to display the **Conversations** area for that particular team in the right pane.
- 4 Click on **Meetings** to view to display any upcoming meetings in the middle pane and options for scheduling a new meeting.
- 5 Click on **Files** to display any files that you have shared or received either through private chat or through teams. You can also view all of the files in your OneDrive.
- 6 Click on **Feedback** to display a web page where you can enter feedback on how to improve Teams.
- 7 Click on your profile picture to view a menu of options relating to how Teams appears.

THE SETTINGS MENU

You can access the **Settings** menu for Teams by clicking on your profile picture in the sidebar of the Teams window. This menu provides you with a number of options for customising how the

Teams workspace appears, such as changing the theme, changing your profile picture and modifying your notification settings.

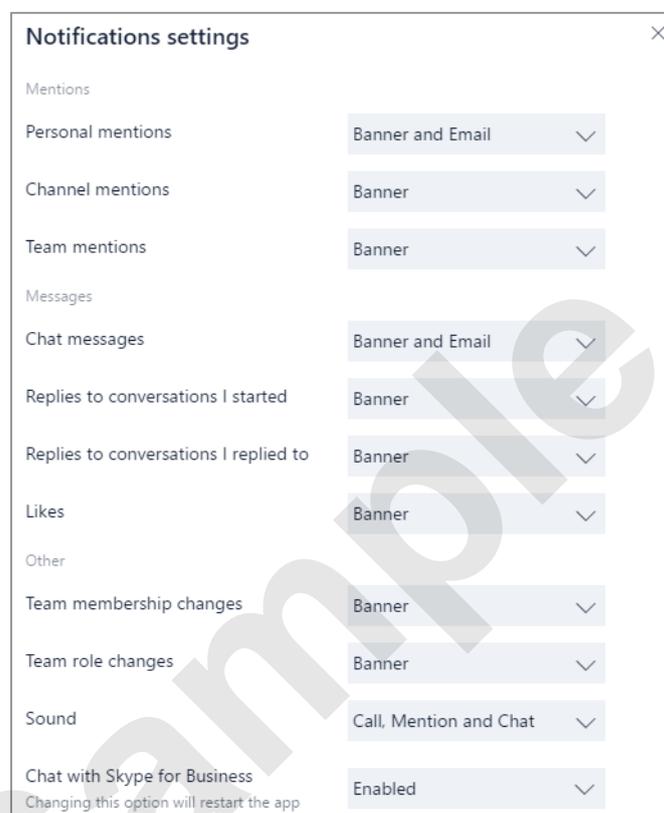


- 1 Click on **Available** to view options for changing your availability to **Available**, **Busy**, **Away** or **Do not Disturb**. Click on **Change picture** to change your profile picture.
- 2 Click on **Saved** to display any messages you have saved.
- 3 Click on **Themes** to display a menu of options. Select an option to change the theme of the Teams window.
- 4 Click on **Notifications** to display the notifications settings. Using these settings you can choose what notifications you receive and when.
- 5 Click on **Keyboard shortcuts** to display keyboard shortcuts. Click on **Help** to display T-bot chat.
- 6 Click on **About** to display a menu of options from which you can select
- 7 Click on **Download the desktop app** to download the desktop app version of Teams. Click on **Download the mobile app** to download the mobile version of Teams.
- 8 Click on **Log out** to sign out of Teams.

NOTIFICATIONS SETTINGS

In the **Settings** menu you can access **Notification** settings by clicking on **Notifications**. This displays the **Notification settings** window where you can select how you

want notifications to appear and what kind of notifications you want to receive.



Working With Notification Settings

The **Notifications settings** window allows you to specify how you would like to receive notifications. The notifications are divided into three sections – **Mentions**, **Messages** and **Other**. Under **Mentions** you can determine how you would like to receive personal, channel or team mentions. You can choose to receive a message via a banner or an email, just a banner, only show in feed or not receive a notification at all. You can also choose from the same options for message notifications.

Under **Other** you can specify the types of notifications you wish to hear a sound with, how often you wish to receive an email notifying you of notifications you have received. You can also choose whether **Chat with Skype for Business** is enabled. This allows you to chat with other Teams users within your organisation when they are signed in to Skype for Business with the same email account they use for Teams.

DOWNLOADING THE DESKTOP APP

Microsoft Teams can be used in the browser window, but it can also be downloaded as a desktop app so you can use it without having to open a browser window. Currently there are

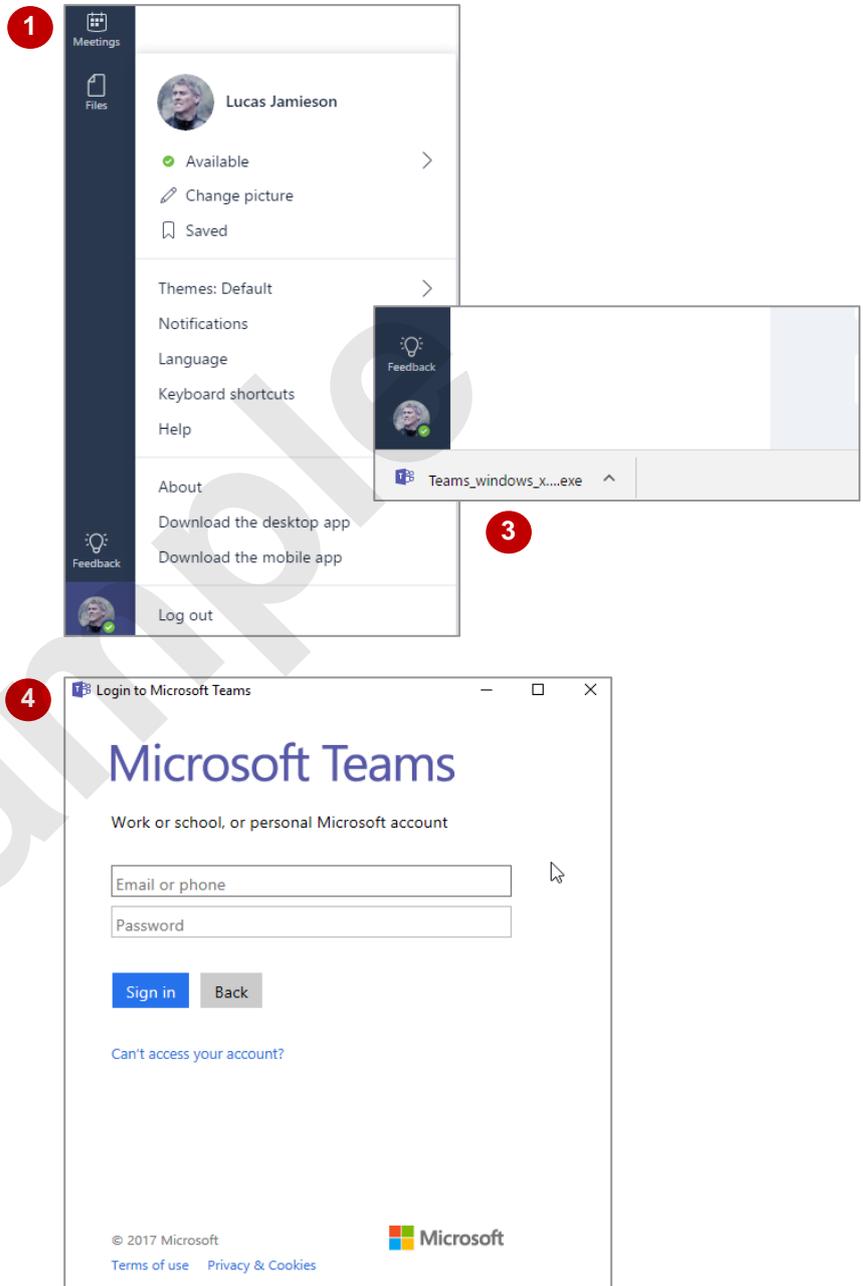
some features that are only available in the desktop app, such as video calls and meetings.

Try This Yourself:

Before starting this exercise you MUST ensure you are signed in to Teams...

- 1 Click on **Settings** (your profile picture) in the left pane to display a menu of options
- 2 Select **Download the desktop app**
- 3 Click on the **Teams.exe** file
- 4 Enter your user name and password for Teams, then click on **[Sign in]**

The app appears exactly as it appears in the browser with the same functionality



For Your Reference...

To **download** the **desktop app**:

1. Click on your profile picture in Teams
2. Select **Download the desktop app**
3. Follow the prompts to sign in

Handy to Know...

- Downloading the Microsoft Teams desktop apps ensures that you can always easily access the Teams workspace without having to search through open tabs in your browser window.

LOGGING OUT OF MICROSOFT TEAMS

When you are finished using Microsoft Teams you may like to log out of the Teams site. This is especially important if you are using a computer or device that is shared with others, as logging

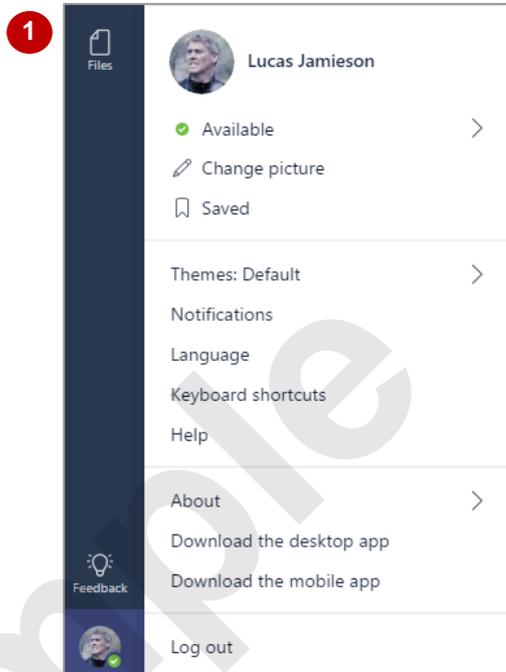
out ensures that others cannot access and use Teams using your profile.

Try This Yourself:

Before starting this exercise you MUST ensure you are signed in to Microsoft teams...

1 Click on your profile picture to display a menu of options

2 Click on **Log out**
You will be redirected to your sign in page



For Your Reference...

To **log out** of **Microsoft Teams**:

1. Click on your profile picture
2. Click on **Log Out**

Handy to Know...

- If you close the browser window that contains Teams, you will not automatically be signed you out.

CHAPTER 2 CREATING TEAMS

INFocus

Creating and taking part in teams is the whole purpose of Microsoft Teams. In this chapter, you will learn how to create a new team, add members and how to navigate the team home page.

In this session you will:

- ✓ learn how to create a team
- ✓ learn how to add members to **Teams**
- ✓ gain an understanding of the **Team** home page
- ✓ gain an understanding of the **Conversations** tab
- ✓ gain an understanding of the **Files** tab
- ✓ gain an understanding of **Team Wikis**.

CREATING A TEAM

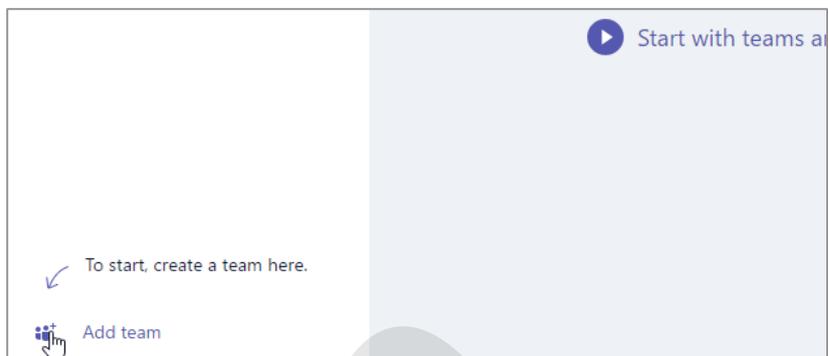
Some teams will already have been created by people within your organisation, however there may be times when you need to create a new team. Once you have created a team you can

add members to it so that you can collaborate with others by sending them messages, sharing files and the like.

Try This Yourself:

Before starting this exercise you MUST ensure you are signed in to Microsoft Teams...

- 1 In the sidebar click on **Teams** to display the **Teams** tools and options in the middle and right panes
- 2 Click on **Add Team** at the bottom of the middle pane, as shown
- 3 Point to **Create a team** in the right pane, then click on **[Create team]** to display the **Create your team** window
- 4 Type **Alpheius Marketing Team** in **Team name**
- 5 In **Description** type **Marketing department team**
- 6 Click on **[Next]**
Leave this screen open for the next exercise



2

Create your team

Collaborate closely with a group of people inside your company based on organization, project, initiative, or common interest. [Here's a helpful video](#)

Team name
Alpheius Marketing Team ✓

Description

Privacy
Private ▼

Add Microsoft Teams to an existing Office 365 group?
Looks like you're an admin of a group. You can add Microsoft Teams functionality without changing the existing group. [Yes, add Microsoft Teams functionality](#)

Next Cancel

4

For Your Reference...

To **create** a **team**:

1. In the sidebar click on **Teams**
2. Click on **Add team** in the middle pane
3. Click on **[Create a team]** in the right pane, then fill in the details as required

Handy to Know...

- In the **Create your team** window you can choose the privacy of your team. If you select **private** only people who are part of the team can view the team's content. However, if you select **Public** everyone in your organisation can view the teams content.