# Getting Started with Microsoft Teams

## Steps to creating/ requesting a Team in Microsoft Teams

To collaborate in Microsoft Teams, you first need to be either a member of a Microsoft Teams team or the creator of a Microsoft Teams team. To request the creation of a Microsoft Teams team:

1. Send an email to (or call) the Winthrop University IT Help Desk helpdesk@winthrop.edu or 803-323-2400.

    Be sure to include: The Desired Name of the team and the team owner. (Example email message below)
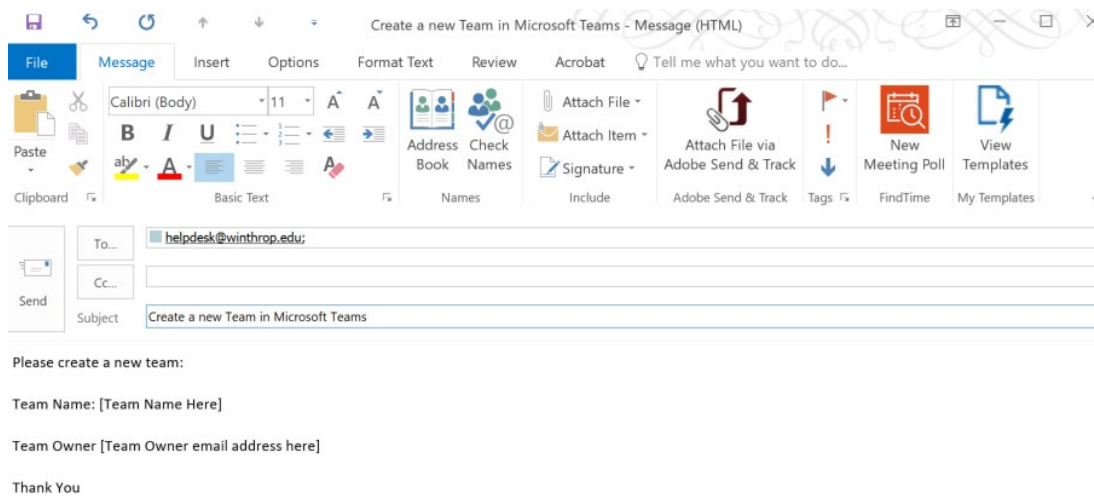


2. You will receive an email message when the team has been created. Once you have the confirmation email message.

    a. Go to the Microsoft Teams download page (URL listed below) and download the application
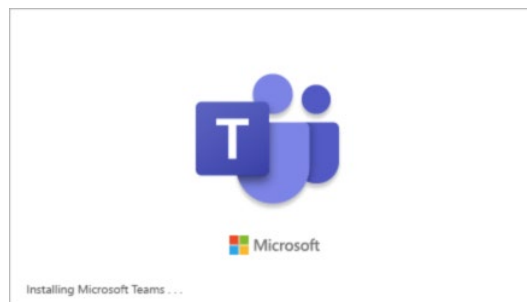        teams.microsoft.com/downloads
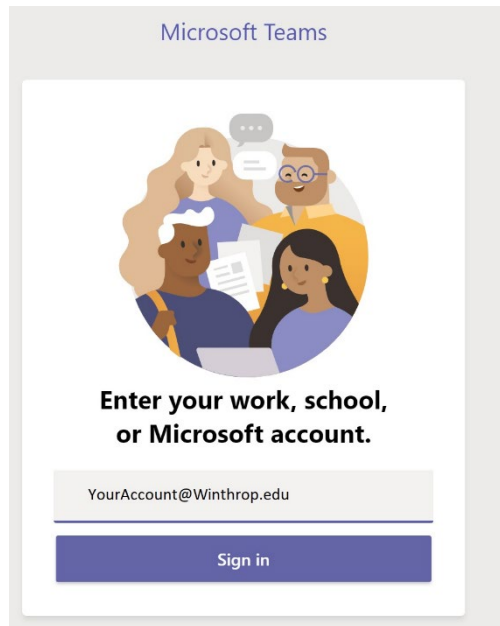
1. Click the "Download Teams" button
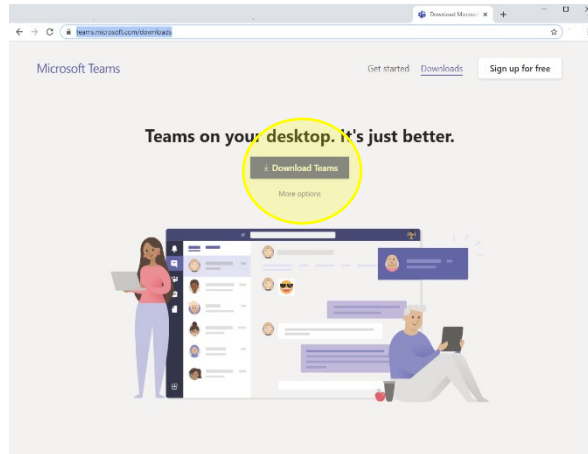


2. The Teams Application will be downloaded
3. Once the download is completed, click on the Teams installer executable
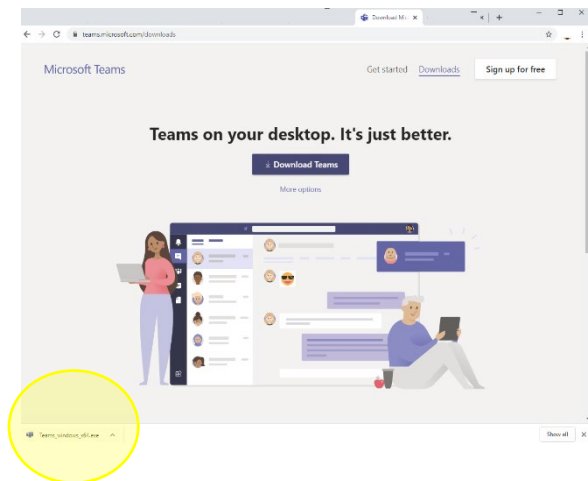


4. The Microsoft Teams application will begin to install

5. Once complete you will get the Microsoft Teams login screen



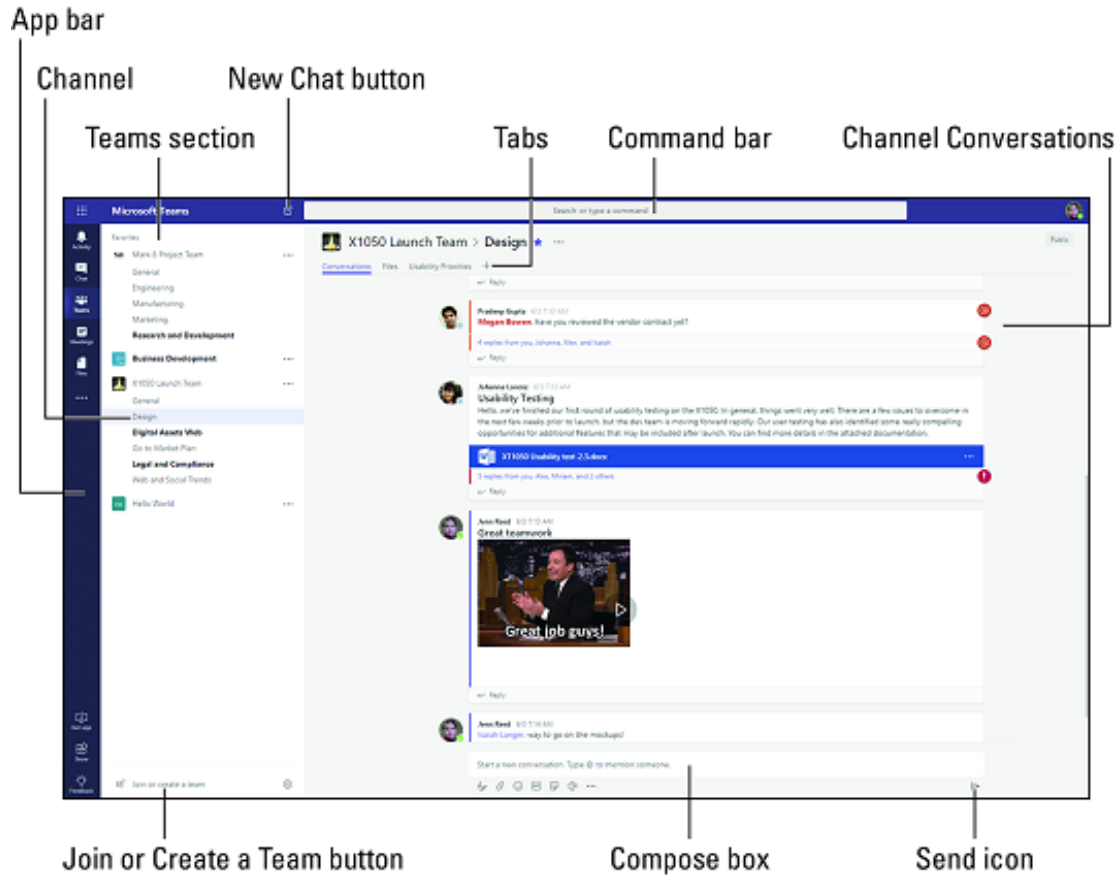6. Microsoft Teams will load and open

## Steps to using Microsoft Teams

Understanding the Microsoft Teams Window



- **App bar:** Here you can navigate to the various sections in Microsoft Teams. From the top, you'll see the following icons:
  - *Activity* is where you'll find mentions, replies, and other notifications.
  - *Chat* is where you'll see your recent one-on-one or group chats and your Contacts list.
  - *Teams* displays all the Teams you are a member of.
  - *Meetings* is synched with your Outlook calendar and displays all your upcoming meetings.
  - *Files* aggregates all the files from all the Teams you are a member of. It is also where you access your personal OneDrive for Business storage.
  - *[…]* includes links to apps that are tied to Teams and the channels within Teams.
  - *Store* takes you to apps and services that can be integrated into Teams.
  - *Feedback* takes you to the Microsoft Teams user voice page where you can leave feedback about the service.

- **Teams section:** Above, the Teams icon is selected in the App bar, so the list of the teams we are members of are displayed here.

- **Channel:** A dedicated section within a Team to organize conversations and tasks into specific topics or projects.

- **Join a Team button:** Clicking this button takes you through the process of joining a team. This button is only visible when the Teams icon is selected in the App bar.

- **New Chat button:** Clicking this button selects the Chat icon in the App bar and allows you to start a new chat with an individual or a group.

- **Command bar:** This bar at the top is used to query apps or perform a search in Teams.

- **Tabs:** Switch between different Teams pages with these tabs. Conversations and Files are automatically included; the + sign tab allows you to add shortcuts to content in Teams.

- **Channel Conversations:** This section displays all the conversations in the selected channel. Chats in Channel Conversations are persistent, so if you've been away, it's easy to scroll through to get caught up when you get back. Chats can include visual indicators such as the @mention, which indicates that the chat specifically mentions a user, or a red bang to indicate high importance. Take note that chats are open by design so everyone in the team has visibility to the conversation to help speed up the decision-making process when needed.

- **Compose box:** This is where you can type a message to start a conversation. You can send a quick chat or expand the Compose box to access rich formatting tools.

- **Send icon:** When you're ready to share your chat, click the Send icon to post your chat to the team

## Getting help from the Microsoft Teams Command bar

Microsoft Teams is intuitive to use, but you if you need quick assistance, the Command bar is your one-stop destination for help. You can do a search across conversations, users, files, and apps. For example, if you enter the word "launch" in the command bar, the left pane will display the search results grouped by Messages, People, and Files.



You can also run a command right from the Command bar by entering a slash ( / ). This action will display the available commands or shortcuts. Select the appropriate command from the list to initiate the command.

**TIP**
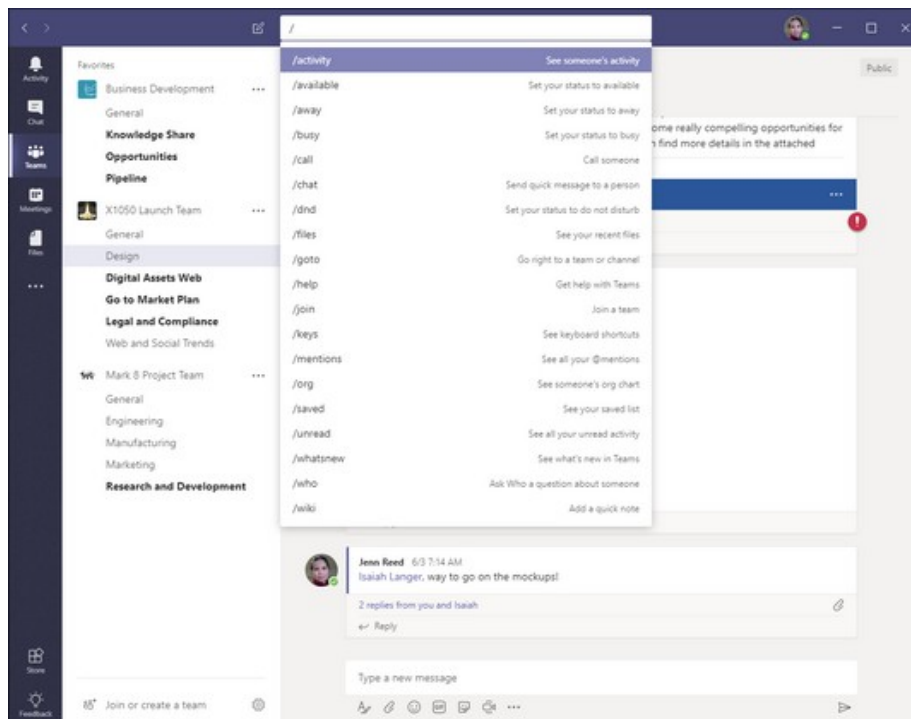
## Chatting in Microsoft Teams

To start a chat, click on the Compose Box and start typing your message while in either the Activity, Chat, or Teams sections. When you're done, click the Send icon to post your message. Depending on the culture of your team, you can spice up your chats with emoji's, Giphys, or stickers. You'll find a variety of options when you click these icons below the Compose Box.

TIP

Sometimes conversations in a Team can become noisy when there are many members talking about different topics. To help with that, take advantage of the threaded messages feature in Teams by replying directly to a specific message so the reply in in context with the original message.

## Sharing files in Microsoft Teams

1.      Select Teams from the App bar.

2.      Compose a message in the Compose box from a channel.

3.      Click the Attach icon (it looks like a paperclip) below the Compose box and select the source for the attachment you want to share.

4.      Select the file from the source and upload it. The file you uploaded will now be embedded in the message.

5.      Click the Send icon (it looks like an airplane) to post your message. The file you shared will also show up in the Files tab.

6.      Alternatively, you can go directly to the Files tab and click the Upload button to upload a file. Once the file is uploaded, click the name of the file to open it. Once opened, you can start a conversation with others regarding the document.



Opening a file in SharePoint from Teams.
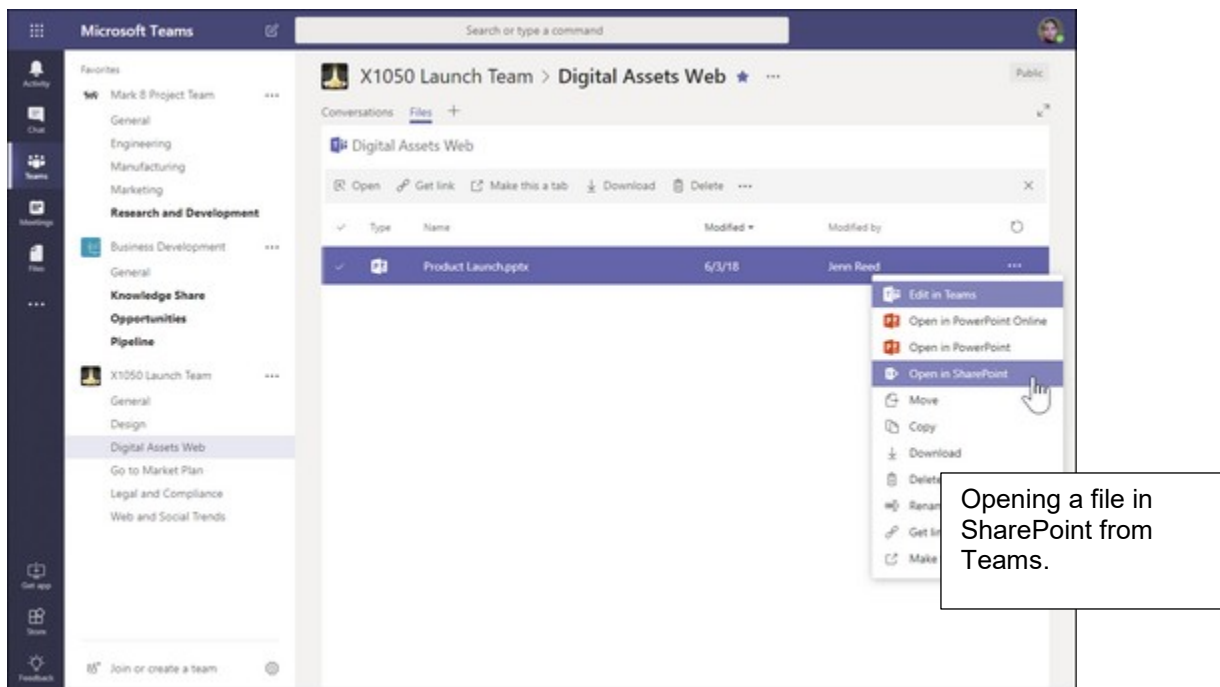
## Meeting and conferencing using Microsoft Teams
### Impromptu Meeting

Let's say for example you are chatting with three members of your team about an issue. After a lengthy back and forth and waiting times in between, you decided it's much faster to just get on a call and talk about the issue. To start an impromptu meeting:

1. Reply to the conversation thread and click the Video icon that appears at the bottom of the Compose box.
2. From the video window that pops up, enter a subject for your call.
3. Toggle the video camera on or off to choose between sharing your video or just audio.
4. Click Meet Now to start the conference.
5. When you're done with the meeting, click the red phone icon to end the call and leave the meeting.

A conference window will open with a pane on the right where you can invite others to join the meeting.
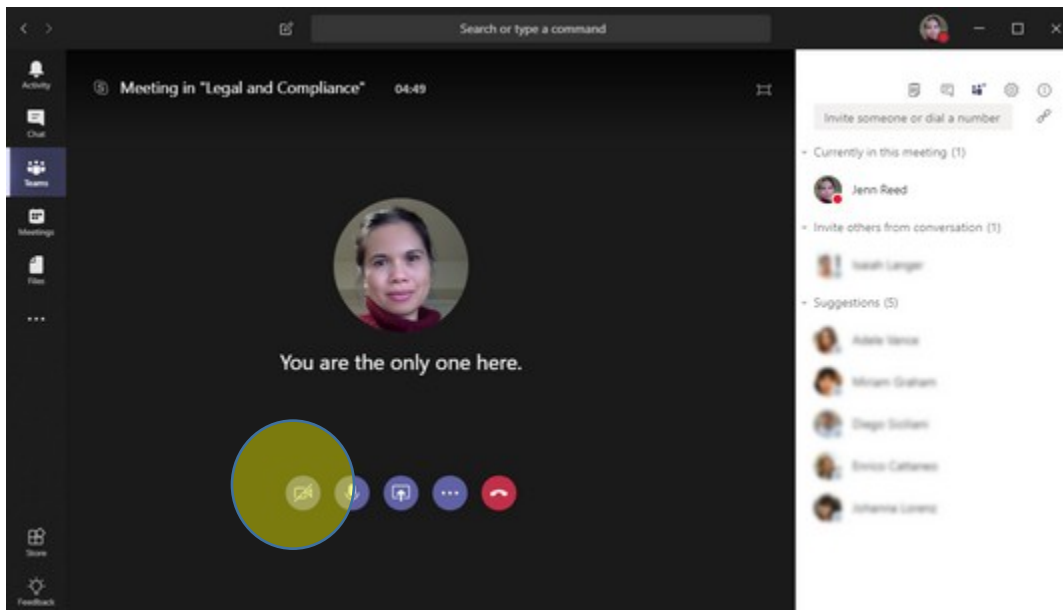


TIP

After the meeting, notes and conversations are posted to the channel so others who couldn't make it to the meeting can quickly catch up on what they've missed.

**Scheduling a Microsoft Teams meeting**

You can set up a formal meeting ahead of time and give the invited participants enough notice about a meeting. Like Outlook, formal meeting requests in Teams include a Meeting Title (the equivalent of Subject in Outlook), Location, Start and End Date or Time, Details, and a list of participants. In Teams, you can select a channel to meet in. When a channel is selected, artifacts from the meeting are posted in the channel.

To schedule a Teams meeting:

1.  Click Meetings from the Apps bar.

2.  Click the Schedule a Meeting button that appears at the bottom of the left pane.
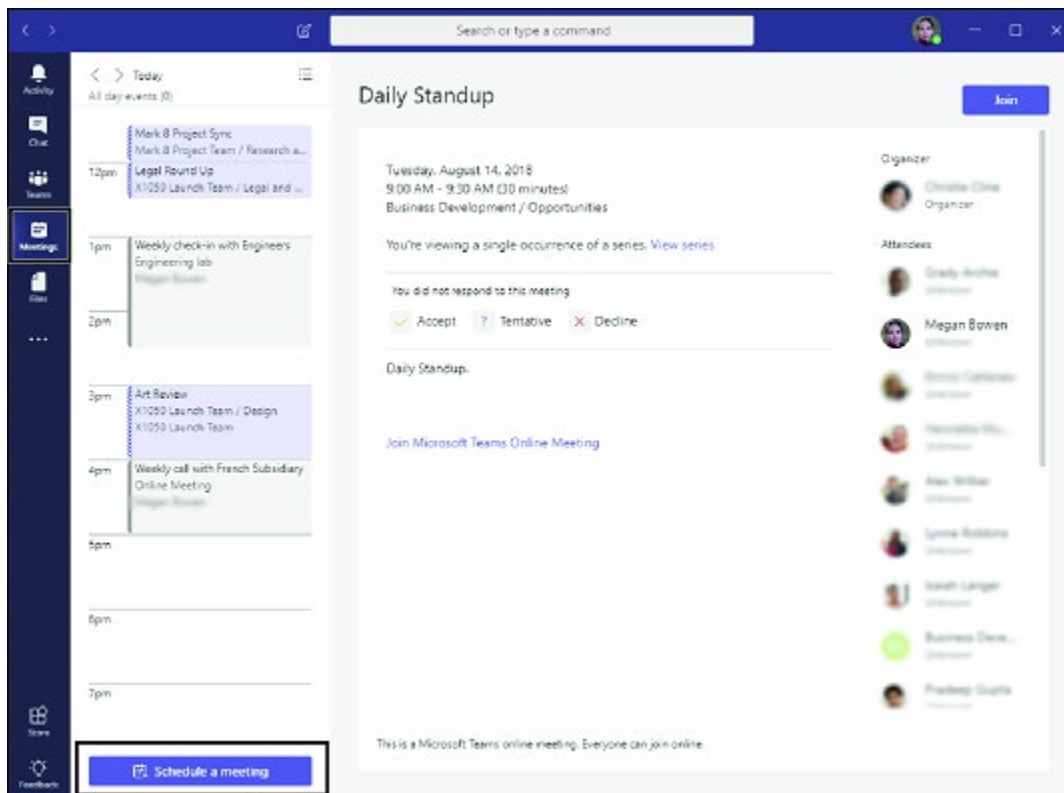


3.  From the New meeting window, enter the Title, Location, Start and End Date/Time, Details, Channel, and the names of the people you want to invite to the meeting.

Optionally, you can add a channel for the meeting.

4.  If you want to check people's availability, click Schedule Assistant above the Details section to display your participants' availability based on their Outlook calendars.

5.  Click the Schedule a Meeting button.
    The meeting is now scheduled and will appear in the Meetings section in Teams as well as in your Outlook calendar.

## Microsoft Teams University – Free Training

Faculty / Staff Collaboration Videos

Faculty and Staff Collaboration

Microsoft Teams University Educators

Teams University course collaboration

Teams Scenarios for Higher Ed

Outlined below are downloadable training resources:

Getting Started with Teams for Education PowerPoint Presentation

Welcome to Microsoft Teams PowerPoint Presentation