# Microsoft Teams
## Quick Sheet – Getting started using Teams

## Login, Chat, Video & Conference Call

Teams is a handy chat based collaboration tool enabling you to work with others sharing data in a common space.

To get started with Microsoft Teams you need to login using your Microsoft Office 365 account.

- Open a Web browser then type the following Web address https://office.com and press they <**Enter**> key. From the Microsoft sign in screen type your school email address and password.
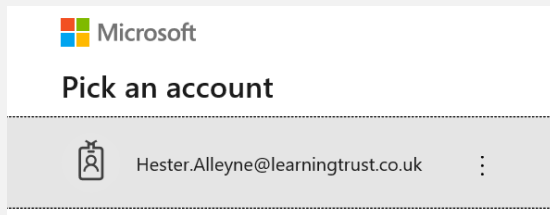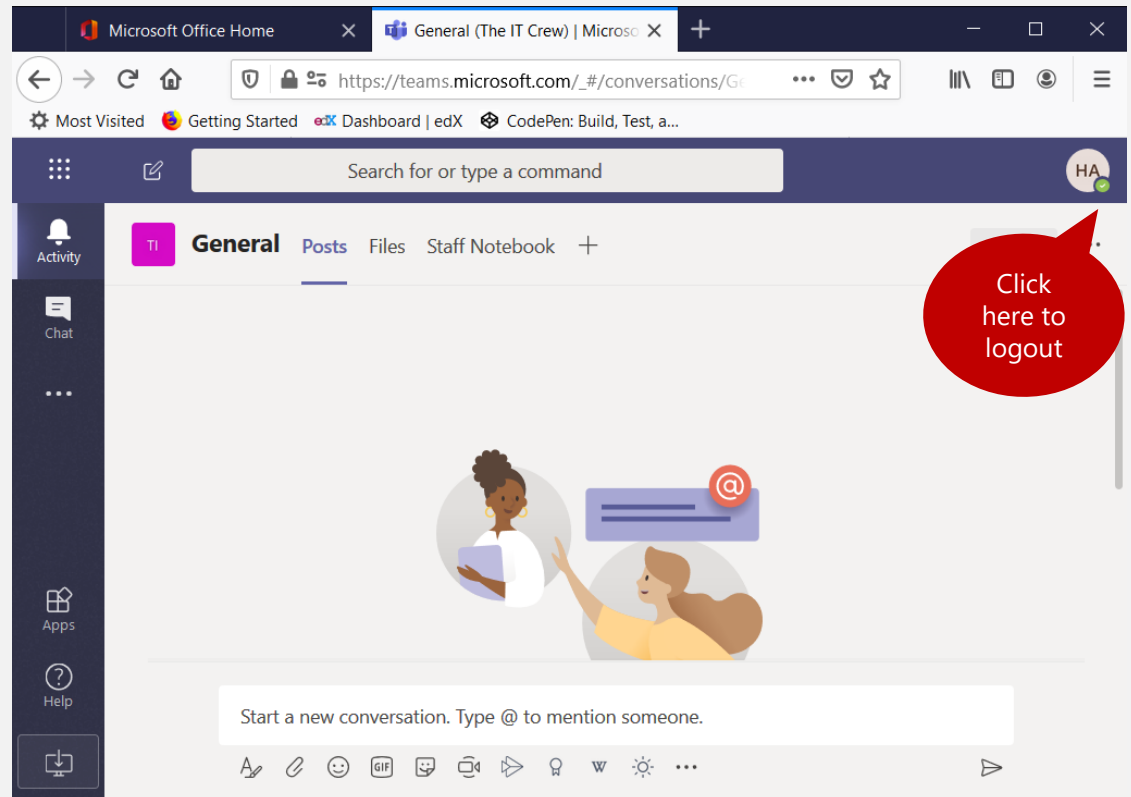


- The Microsoft Office 365 Screen appears, click the Teams icon to get started.
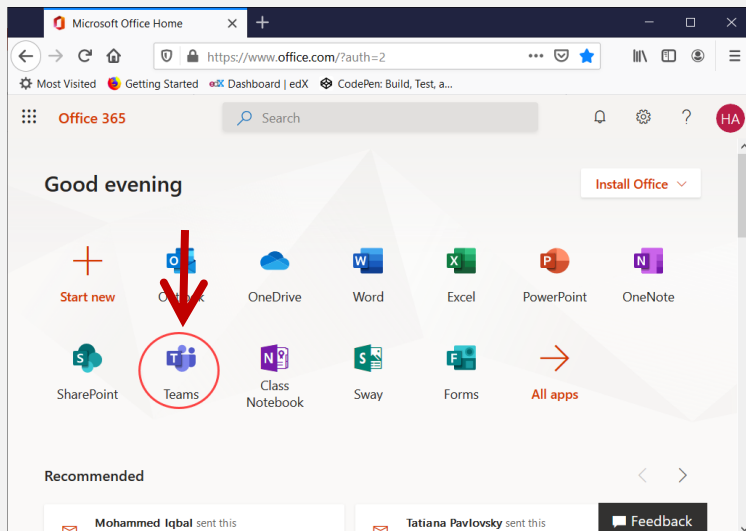


- The Teams Window opens:



- With your Teams window open you can use options to chat, upload files and much more.

  NOTE: If you are signed up to our support package, you can access O365 from https://www.learningtrust.co.uk scroll to the bottom of the page then click on O365

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1.

## Working with the Chat Tool use Teams to collaborate and chat with your colleagues

- Click the Chat icon to the left of the main window



Click to use Chat

To search for a contact type their name here

Click here to view and add participants

Type your message here

Click to Send
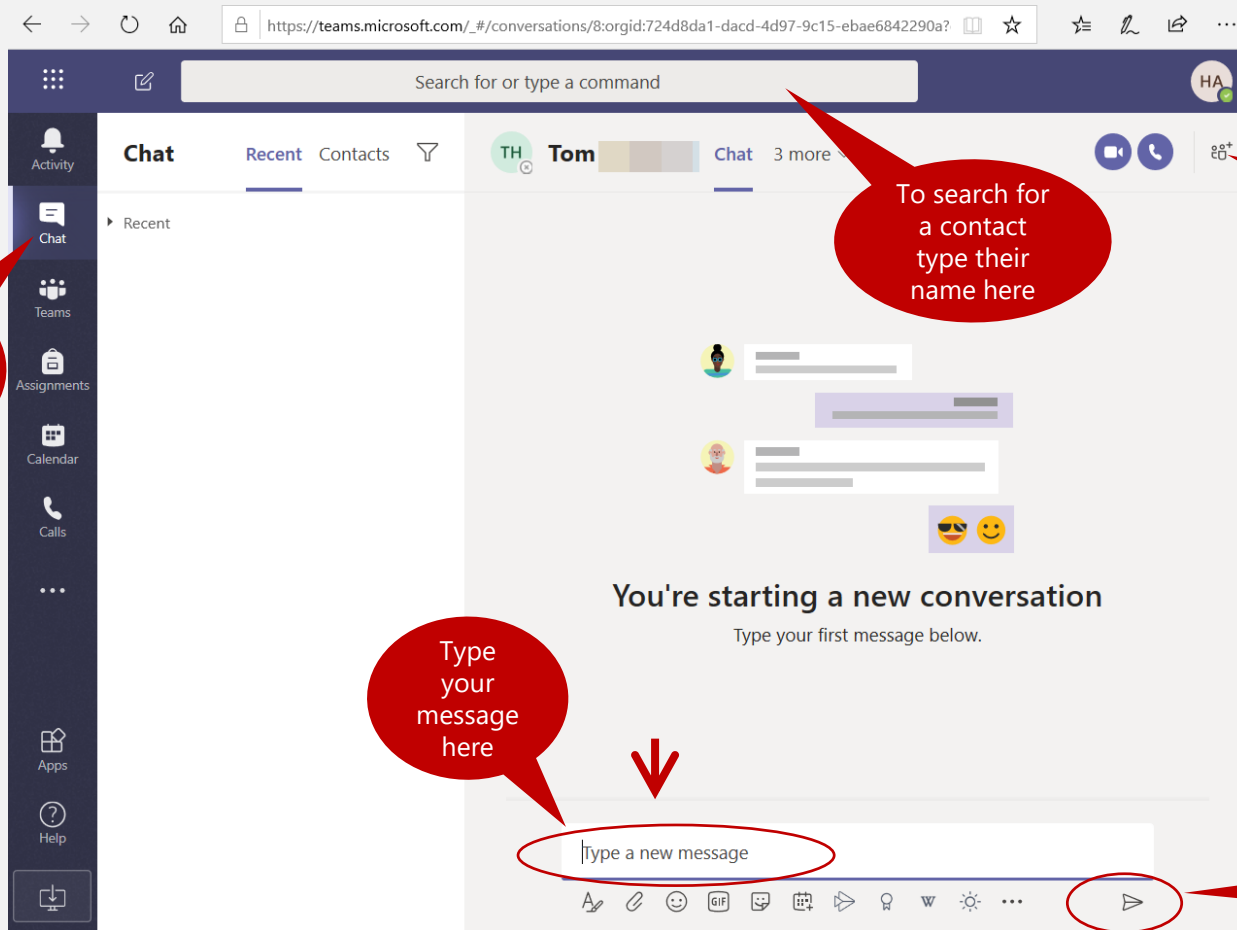
- Type your message in the message area, use the button beneath to attach files, add an Emoji and more. Press the <**Enter**> key or the **Send** button at the end of the toolbar.
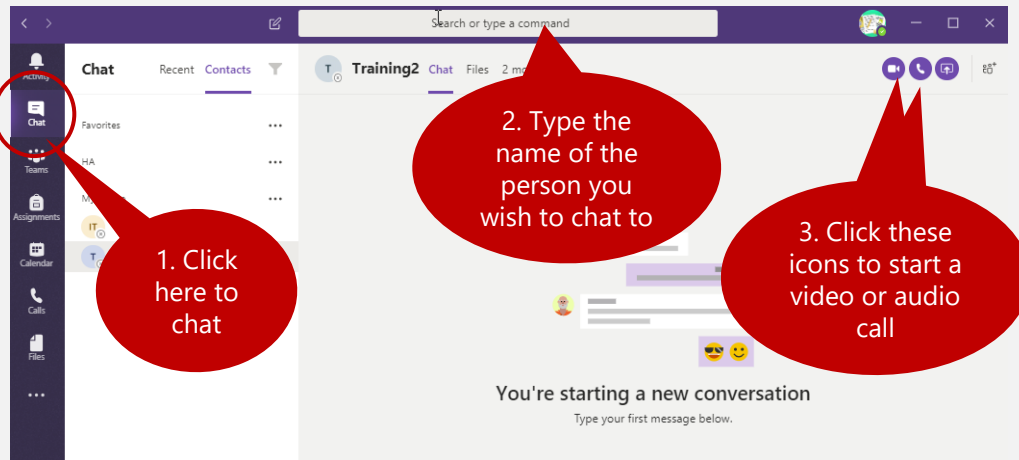
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2.

# Person to Person Video/Audio Call

You can make calls to any individual in your organisation. This can be done using various methods, this documents outlines those methods below:

## Using Chat for a Video/Audio Call:

- From your Teams window, click the Chat list and click **New chat**.
- Type the name(s) in the To field at the top of the new chat window.
- Click Video call or Audio call to start a call.

*2. Type the name of the person you wish to chat to*

*1. Click here to chat*

*3. Click these icons to start a video or audio call*

You're starting a new conversation
Type your first message below.

NOTE: You can only have up to 20 people can be in the same video call
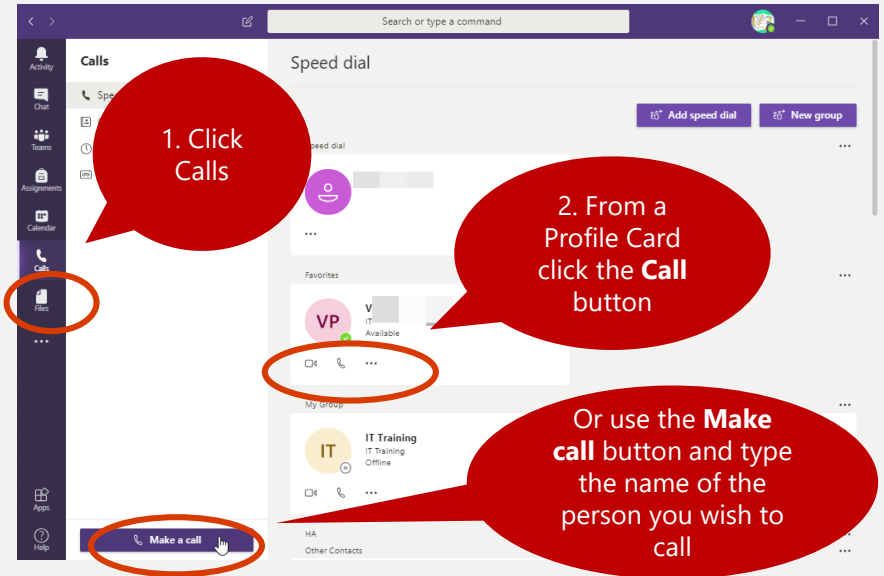
## To make a call without Chat

- Go to the command box at the top of the screen type **/call** then type or select the name of the person you wish to call.

*Type /call*

## Call using a profile card or directly – (Internal Staff)

- Open the profile card in a channel or from Search.

*1. Click Calls*

*2. From a Profile Card click the Call button*

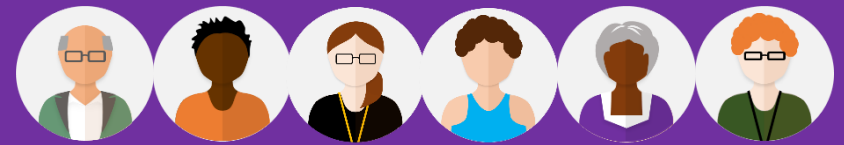*Or use the Make call button and type the name of the person you wish to call*

## To access & listen to Voicemail messages

Select the **Calls** button, then choose voicemail. A list of your voicemails appear. Click over the name of the voicemail you wish to hear.
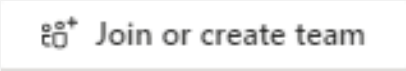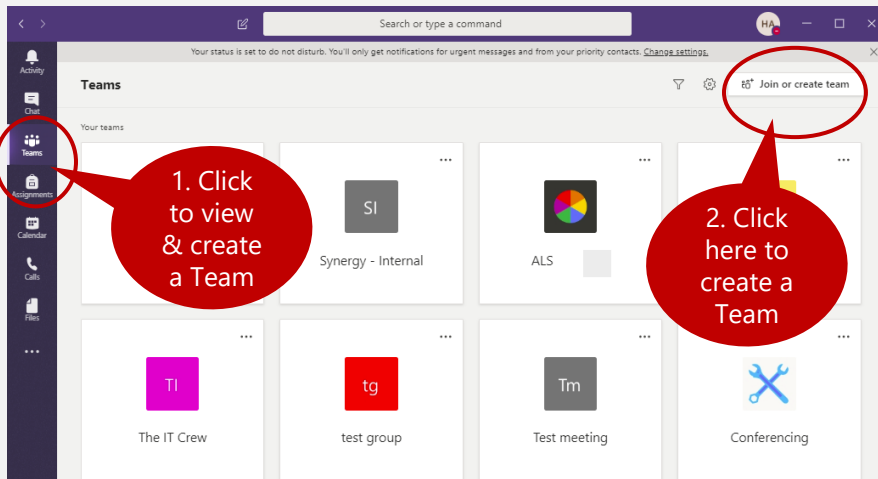
*Select voicemail, then click the listed call*
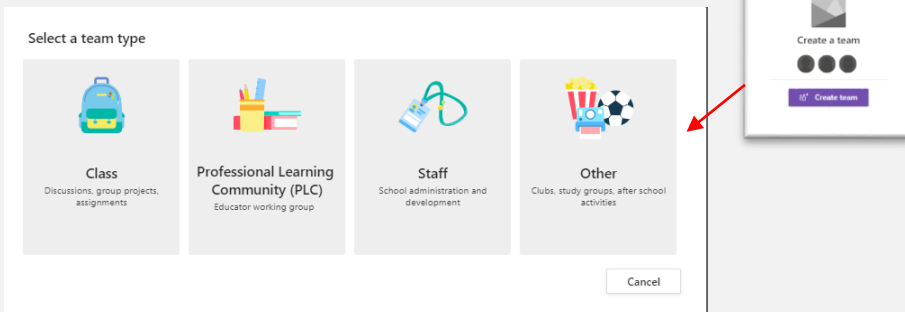
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3.
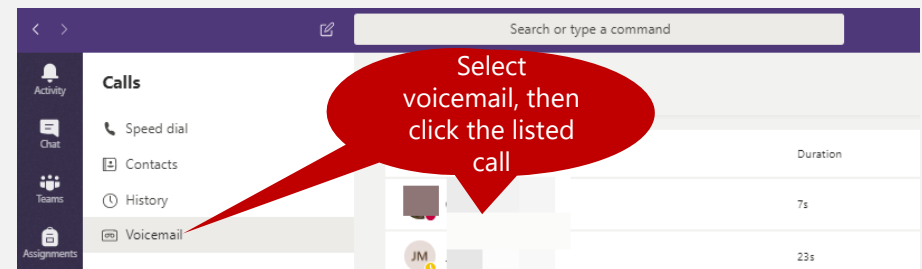
## Creating a Team Conference

Create a **Team** to enable chat and make conference calls. Your team can include both internal and external members.
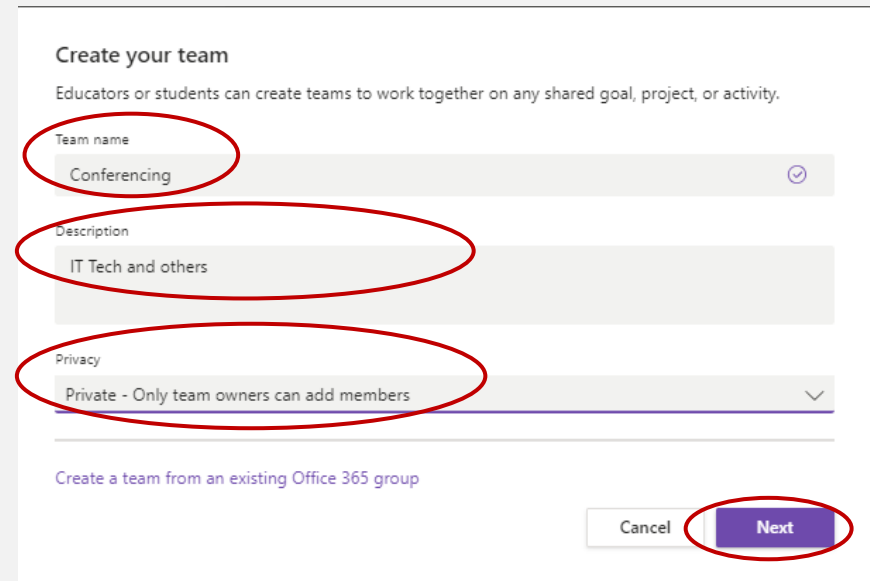
- Click the **Team** button to the left of your Team window

- Click the **Join or Create a team** button located to the top right of your screen
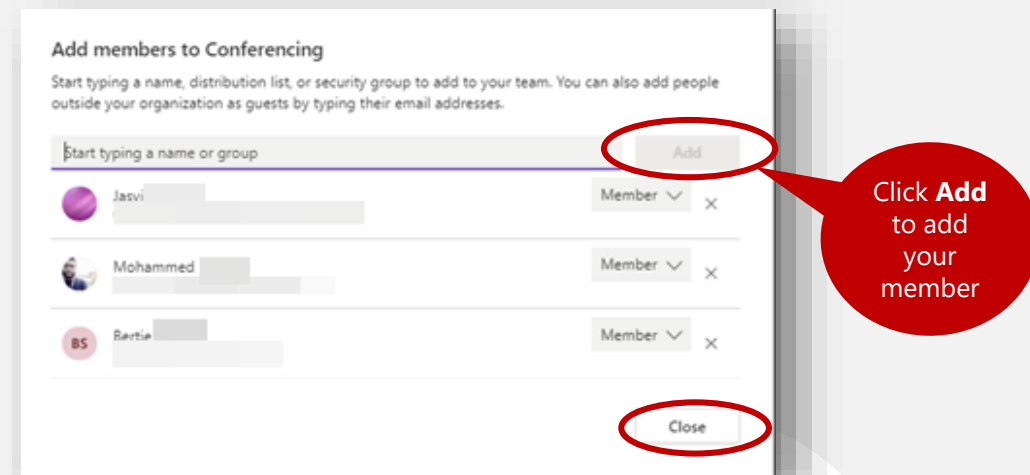
1. Click to view & create a Team

2. Click here to create a Team

**Create your team**

Educators or students can create teams to work together on any shared goal, project, or activity.

Team name

Conferencing

Description

IT Tech and others

Privacy

Private - Only team owners can add members

Create a team from an existing Office 365 group

Cancel    Next

- Your team is now created. From the Add members to Conferencing dialogue box add members by typing the name in the Start typing a name or group, then click **Add**, then.

**Add members to Conferencing**

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

Start typing a name or group    Add

Jasvi    Member

Mohammed    Member

Bertie    Member

Close

Click **Add** to add your member

- Click the **Create a Team** button. The Selection Team type appears, choose a team type i.e. *Other, Club study groups after schools activities:*

Select a team type

Class
Discussions, group projects, assignments

Professional Learning Community (PLC)
Educator working group

Staff
School administration and development

Other
Clubs, study groups, after school activities

Cancel

Create a team

Create team

For example working with Pupils choose the Class team.

- Click the **Close** button to continue.

4.

# Create a Team to make a Conference Call cont'd
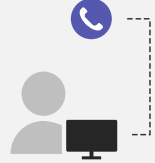
- Click **Close** when you have finished adding all your members to the group. Your new group members are now listed.
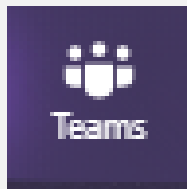
  *Please note screen will vary at this stage.*



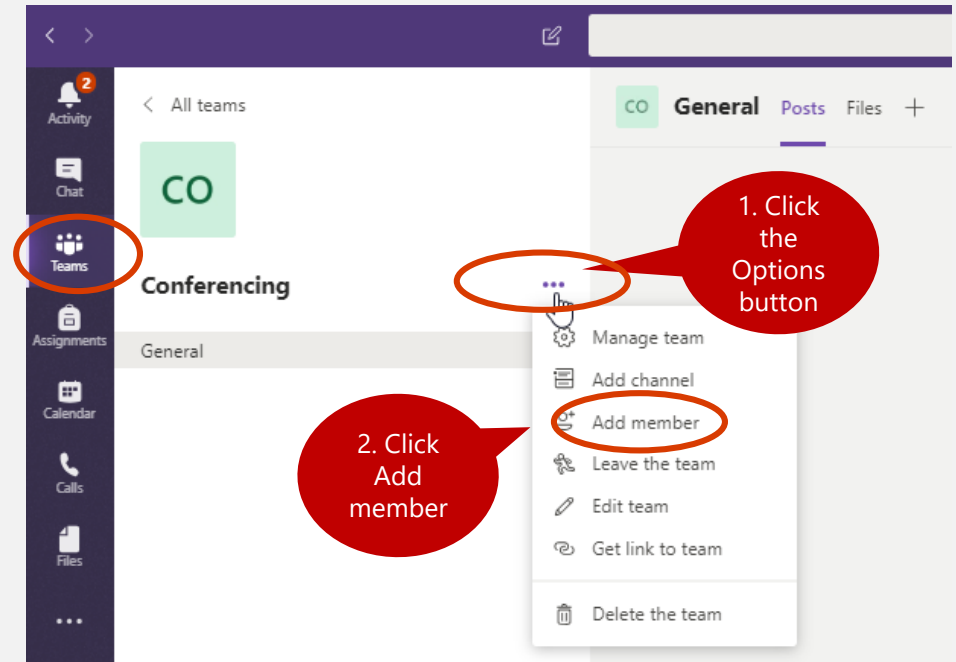Group members team may show here
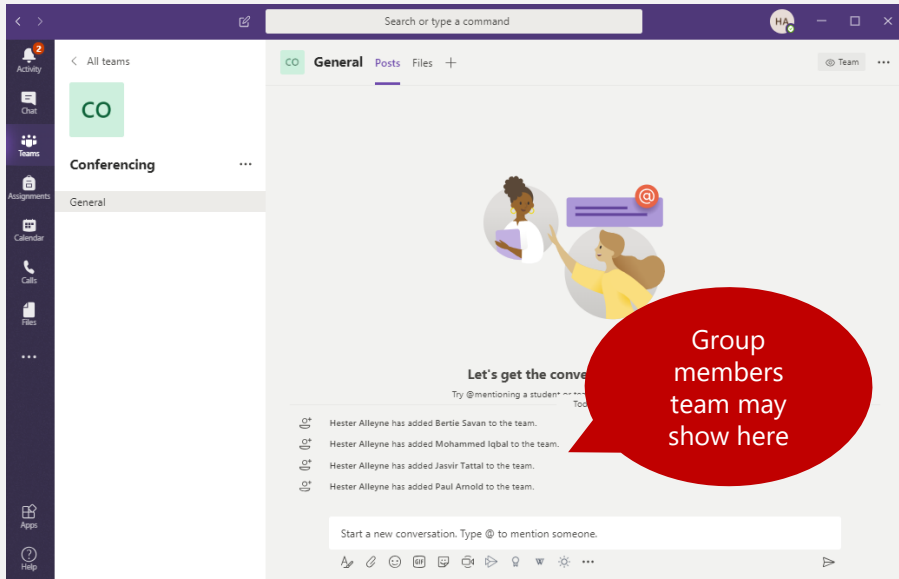
## To add an External Guest

If you need to add members who are not part of your organisation, follow the steps below:

- Click the **option** Teams



- From the Teams options, click the **Options** button ···
- Choose **Add member.**
- **For external parties type their email address**
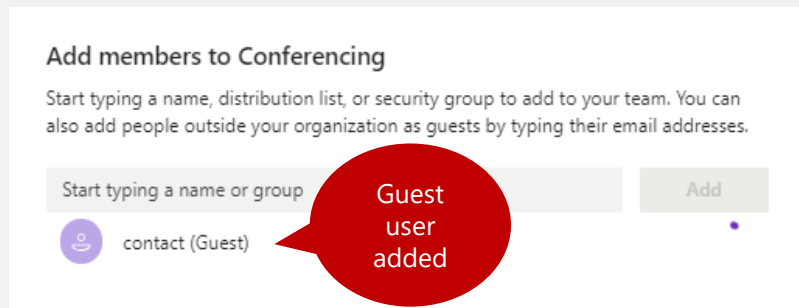- Click **Close.**



1. Click the Options button

2. Click Add member

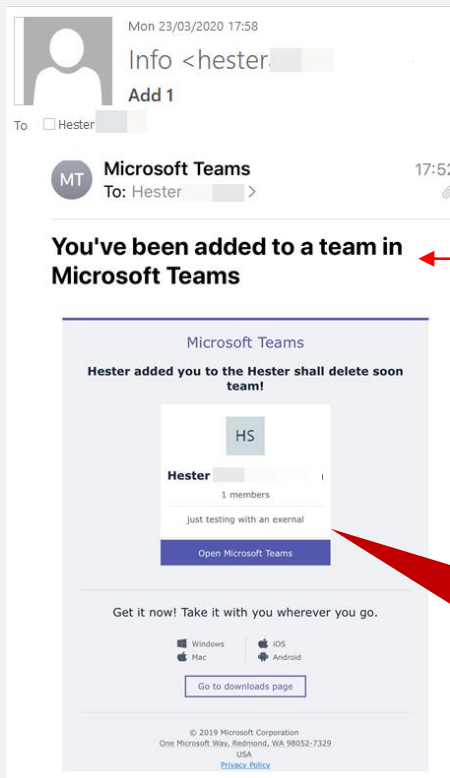- Your Team dialogue windows opens similar to the one below. The name of your Team shows in the main heading.



Name of Team show here

3. Type an email address then click Add

5.
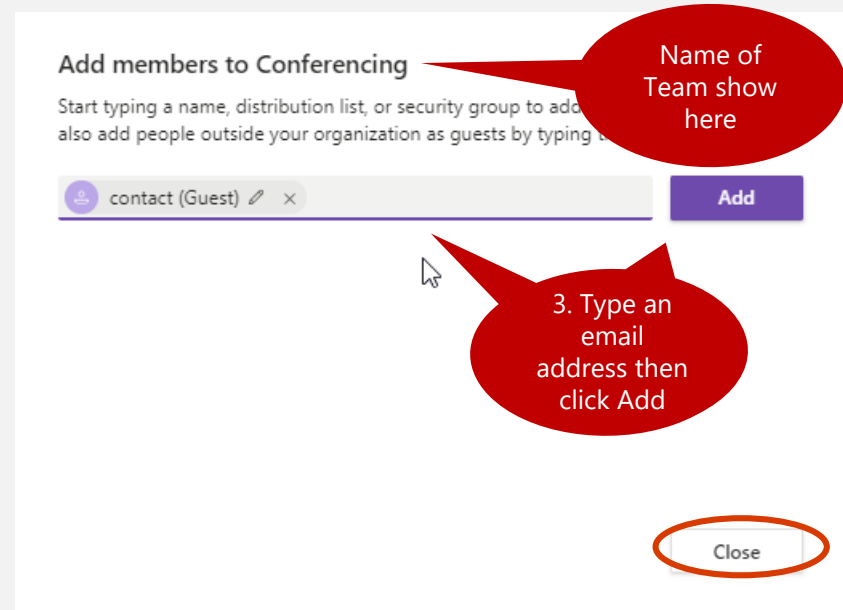
# Create a Team to make a Conference Call cont'd

- The external member is now added as a *guest*.

**Add members to Conferencing**

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

Start typing a name or group | Add

contact (Guest)

*(Guest user added)*

- The guest receives a welcome email message about joining Teams similar to the one below:

Mon 23/03/2020 17:58

Info <hester____

Add 1

To  ☐ Hester____

MT  Microsoft Teams                    17:52
To: Hester ____

**You've been added to a team in Microsoft Teams**

Microsoft Teams

Hester added you to the Hester shall delete soon team!

HS

Hester
1 members
just testing with an exernal

Open Microsoft Teams

Get it now! Take it with you wherever you go.
Windows / iOS
Mac / Android

Go to downloads page

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USA
Privacy Policy

*(Click to Open Teams)*

The example shown is a typical email received if you have been added to someone's Team. Follow the prompts to get started.
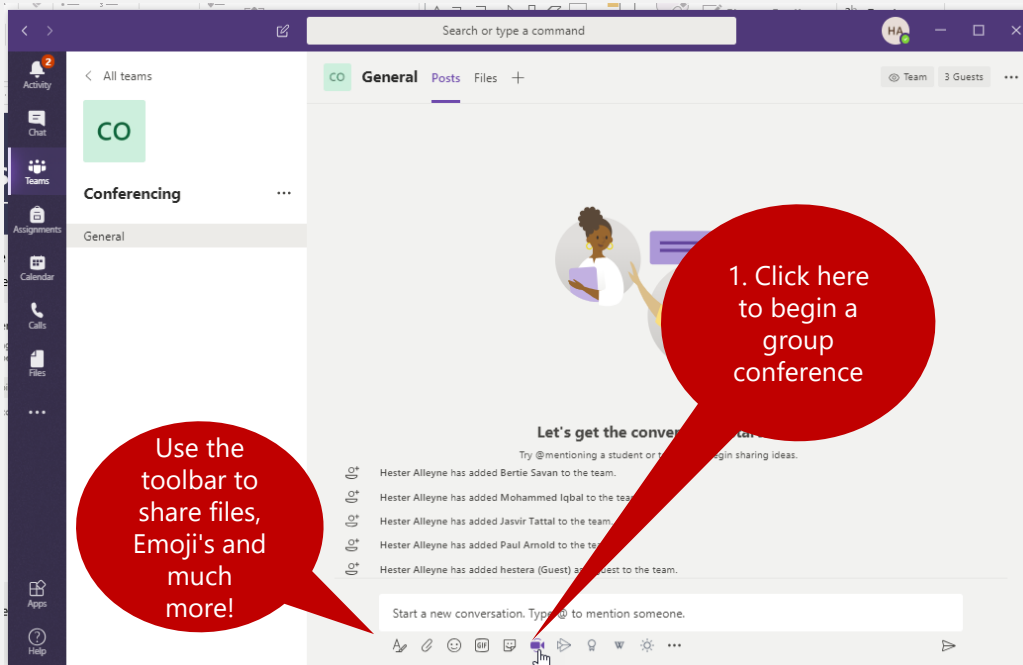
A separate guide is available. *HLT Quick Sheet Microsoft Teams - Getting Started with a Guest Invite*
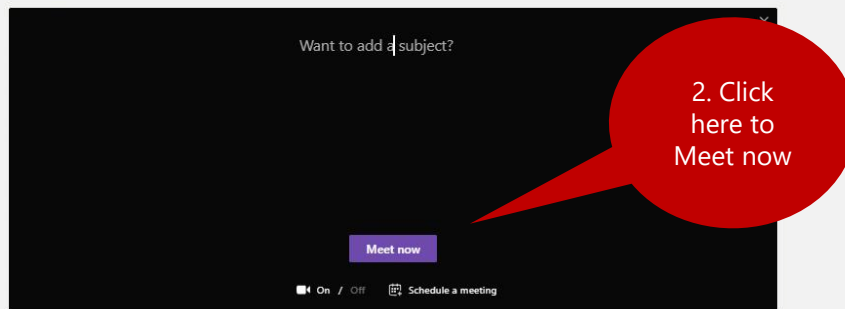
## To begin the Conference Call

- Click the video icon located on the teams chat bar – this allows Teams to conference in everyone who is part of your group.

- Everyone who is part of the team will be called, those who pick up the call as part of the Teams apps will automatically be joined in the conference call.

*(1. Click here to begin a group conference)*

*(Use the toolbar to share files, Emoji's and much more!)*

- Type a subject and click the **Meet Now** button.

Want to add a subject?

Meet now

On / Off   Schedule a meeting

*(2. Click here to Meet now)*

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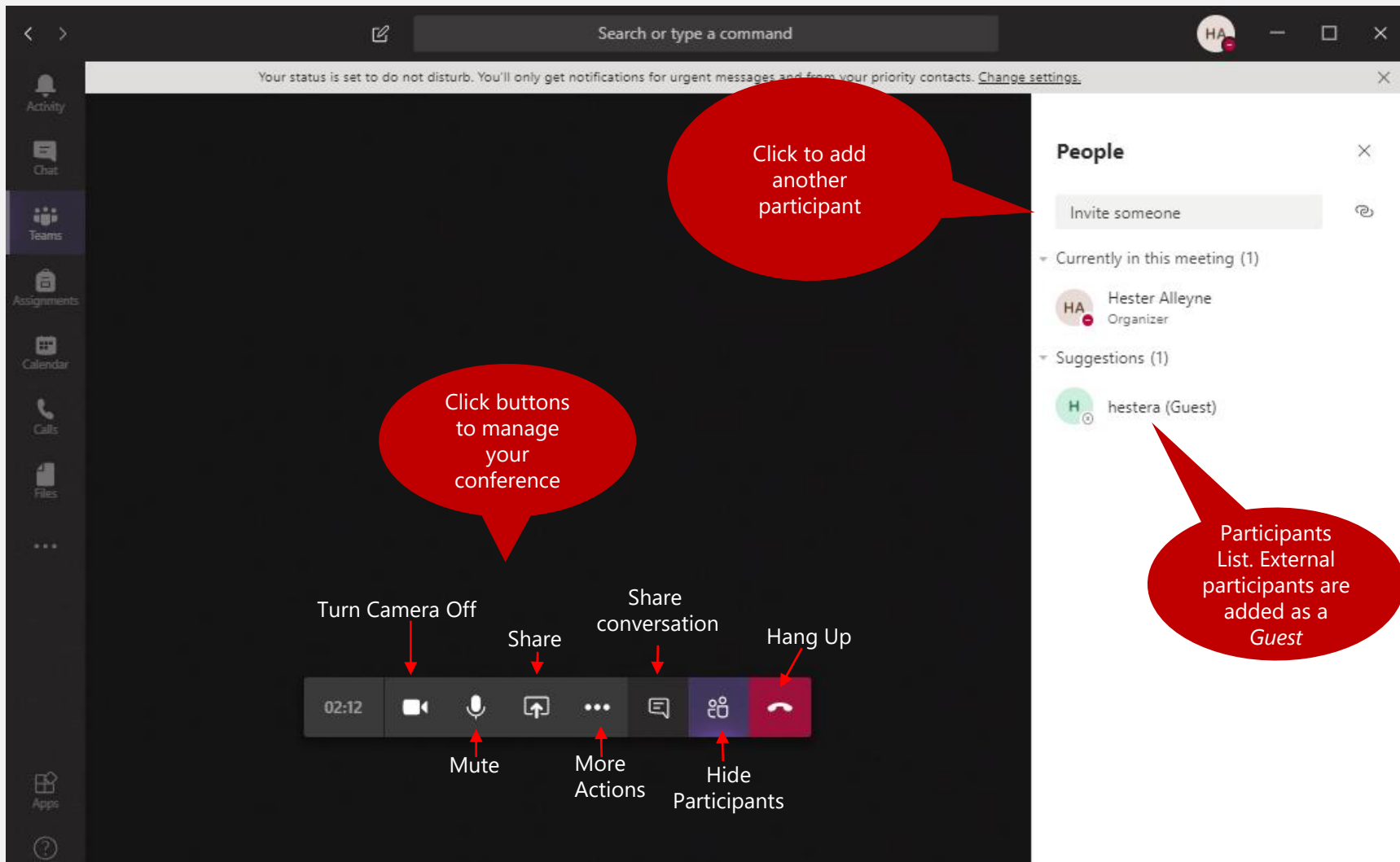# Create a Team to make a Conference Call cont'd

## To join a meeting

- Participants will need to click the **Join** button from the Activity screen. Make sure your Audio is not muted. Participants appear in your Conference window.



Click the Activity button to join the meeting

Click the **Join** button

Typical meeting screen & control buttons

# Create a Team to make a Conference Call cont'd
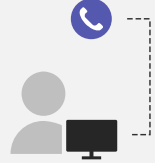
- Your screen should look similar to the one below. Use buttons in the Conference screen to assist with your conference call.



Click to add another participant

Click buttons to manage your conference

Participants List. External participants are added as a *Guest*

Turn Camera Off

Share

Share conversation

Hang Up

Mute

More Actions

Hide Participants

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