

Microsoft Teams

Quick Sheet – Getting started using Teams

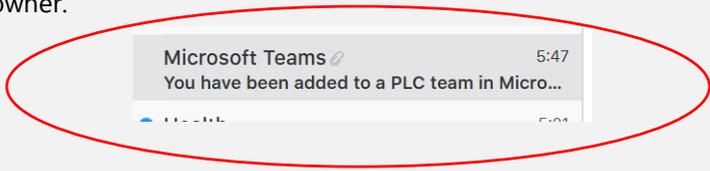


Getting Started with a Guest Invite

Teams is a handy chat based collaboration tool enabling you to work with others sharing data in a common space. If you have been granted access to Teams follow these steps if you have been sent a guest invite.

External Users - Guest Invites

- You will receive a Welcome email from the Microsoft Teams, team owner.

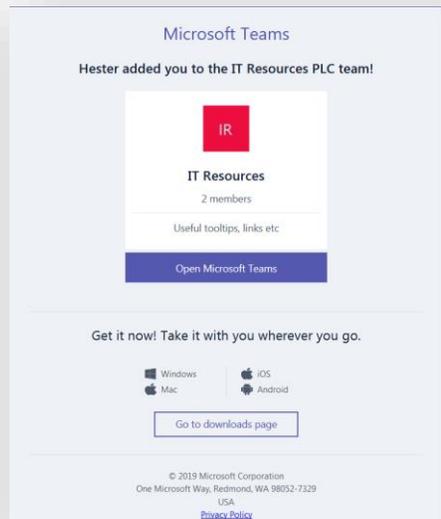


NOTE: As a guest member you have right to use chat, join meetings and collaborate on documents and much more.

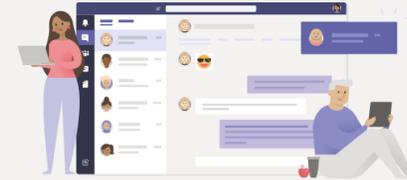
Open the email to learn more about teams and the team you have been setup

Accessing or Setting up your Account

- If you don't have a Microsoft account associated with your email address you can create one for free.



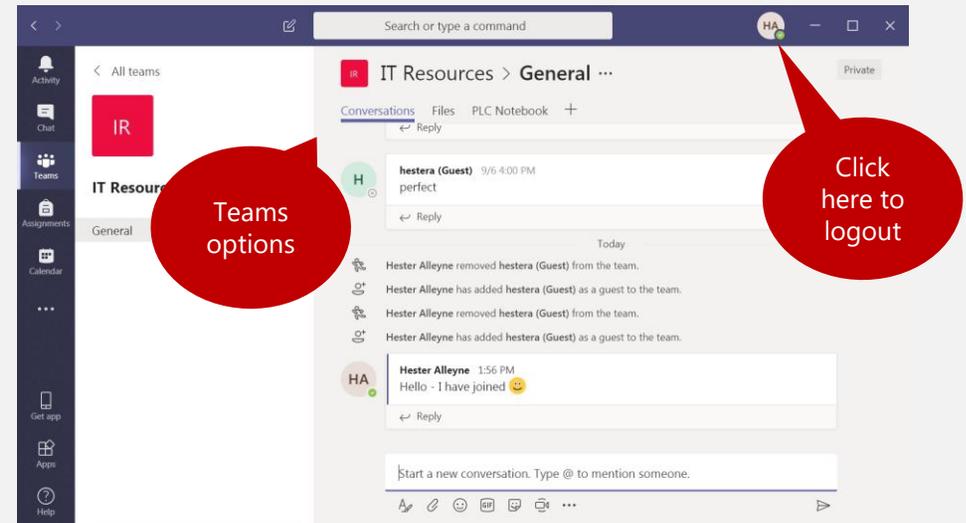
- Choose from the options **Download the Windows app** or if you already have the Teams app click the **Launch it now link**



Experience the best of Teams meetings with the desktop app



- When you are successfully logged into your account your screen will look similar to the one below:



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

You can learn more from our series of HLT Microsoft Teams Quick Sheets. For customised training & support email: ittraining@learningtrust.co.uk

