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Microsoft Teams
Signing In To Microsoft Teams

To open the desktop app:

1. Double-click on the Teams shortcut on your desktop

or

2. Click the Start button
3. Click Microsoft Corporation
4. Select Microsoft Teams

The Teams Screen

If you don’t have the desktop app, you can sign in via www.office.com.

The desktop and web app look almost identical. Note that the mobile app doesn’t support desktop sharing.
Sidebar Navigation

- **Activity**
  Displays a feed of all the recent Teams activity in the middle pane.

- **Chat**
  Start a private chat with a colleague. Any recent chats you have taken part in will display in the middle pane (you can click one if you want to resume the conversation.

- **Teams**
  Displays existing teams in the middle pane. You can also search for or create new teams from here. When you select a team in the middle pane, the related conversations appear in the right pane.

- **Calendar**
  Displays your Outlook calendar.

- **Calls**
  Start a telephone call with a contact.

- **Files**
  Displays any files that you have shared or received through private chat or teams. You can also view files on your OneDrive.

- **...**
  Displays a list of apps that you have added to Teams.

- **Apps**
  Displays a list of apps that you can add to Teams.

- **Help**
  Gives you access to Teams help.

- **Office 365 app only**
  Allows you to download the desktop version of Teams.
The Mobile App

To open the mobile app:

1. On your mobile device, tap the Teams icon
2. Sign in to Office 365 when prompted
The Settings Menu

Click your profile icon at the top right of the screen to access the **Settings** menu. You will see 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. Point to **Available** to view options for changing your availability (*Available, Busy, Away* or *Do not Disturb*)
2. Set a specific status message
3. Click **Saved** to display messages you have saved
4. Access various settings such as changing themes and the types of notifications you want to receive
5. Make the text in the Teams window larger or smaller by clicking + or –
6. Display a list of keyboard shortcuts you can use with Teams
7. Download the mobile version of Teams
8. Sign out of Teams
Using Chat

Sending a Private Message

1. Ensure that Chat is selected in the sidebar
2. Click the New Chat button at the top of the middle pane
3. Click in the To box and start to type the recipient's name
4. Select the required name from the drop-down list
5. Click in the Type a new message box at the bottom of the right pane
6. Press ENTER to send the message

For longer messages, use SHIFT + ENTER to create a line break.

Replying to Private Messages

1. View the message
2. Click in the Type a new message box at the bottom of the right pane
3. Type your reply, then press ENTER to send it

Emojis

You can use these in both private and team chat. They are a visual representation of an emotion. For example, if you wanted to express that you were feeling happy, you might send someone an emoji of a smiling face; if you thought something someone said was funny, you might send a laughing emoji. Emojis can help to save time (i.e. sending a quick response instead of typing something out).

1. Click the Emoji icon underneath the message box
2. Select an option from the menu
Formatting a Message

If you have a longer message to send, you can add some basic formatting such as adding emphasis with bold text, or adding bulleted or numbered lists:

1. Click the **Format** icon underneath the message box to expand it

   ![Format Icon]

2. Apply formatting as required, then send the message

Setting Delivery Options

You can set this in both private and team chat.

1. Click the **Set Delivery Options** icon underneath the message box

   ![Set Delivery Options Icon]

2. Select the required option from the menu

Sending Attachments

To add an attachment to a message:

1. Click on the **Attach** icon underneath the **Type a new message** box

2. Select the file location

3. Navigate to and select the relevant file

4. Click **Open**
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5. Press **ENTER** to send the message

   When you attach a file, it will also display on the **Files** tab for the relevant team

**Working with Received Files**

1. Point to the received file in the right pane
2. Click on the **More Options** icon  
3. Select the relevant option from the menu

**Sending Attachments**

You can send all kinds of files in chats such as Microsoft Office documents, jpg image files etc. Once you have sent a file in chat, recipients can decide what they want to do with that file.

6. Click in the message box and type your message
7. Click on the **Attach** button underneath the **Type a new message** box

8. Select the file location

   ![File Location Options]

   - **Recent**
   - **Browse Teams and Channels**
   - **OneDrive**
   - **Upload from my computer**

9. Navigate to and select the relevant file
10. Click **Open**
11. Press **ENTER** to send the message
When you attach a file, it will also display on the **Files** tab for that conversation.

### Working with Received Files

When you receive a file in a chat, there are a number of options available for working with the file. You can choose to do nothing and come back to it later, you can open the file in the appropriate program (either the online or desktop version), get a sharing link, download the file or make it into a tab).

4. Point to the received file in the right pane

5. Click on the **More Options** button

6. Select the relevant option from the menu

### Liking Messages

Teams provides you with the option of providing feedback on a message you have received without having to reply. You can do this by selecting to **like** a message which shows the person you have received it.

1. Point to a message in the right pane

2. Click on **Like** 👍

### Saving Messages

Chats can get very busy so you can flag or save messages to make it easy to find them later.

1. Point to the message

2. Click the **More** button ⋮
3. Select **Save this message**

To view your saved messages, click your profile picture at the top right of the window and select **Saved**.

When you save a message, you can remove it from the **Saved** section by clicking the **Bookmark** icon next to the saved message.

### Editing and Deleting Messages

There may be occasions when you send a message that contains spelling errors or incorrect information. Fortunately, you can edit messages once they have been sent to correct any mistakes or add information. You also have the option to delete messages after they have been sent. Conversations will automatically be deleted after 30 days.

To edit a message:

1. Navigate to the relevant message
2. In the message, click **More options**
3. Select **Edit**
4. Modify the message as required
5. Press **ENTER** to send the message

To delete a message:

1. Navigate to the relevant message
2. In the message, click **More options**
3. Select **Delete**
Team Chat

1. Click **Teams** in the sidebar
2. Select the relevant **Team**
3. Click in the **Type a new message** box at the bottom of the right pane
4. Type your message then press **ENTER**

Adding a Subject to a Chat

In Team chat you can add a subject line to introduce a new topic. This will make it easier for you to view related messages and will also help you to search for it later.

1. Select the relevant **Team**
2. Click the **Format** icon underneath the chat box
3. Type a **Subject**
4. Type the rest of your message
5. Press **ENTER** to send the message

Replying to Messages in Team Chat

Replying to messages is slightly different in team chat to how it is in regular chat. In Team chat, it is likely that there will be multiple conversations appearing at the same time. You can respond to a specific message to ensure that it is clear which message you are replying to, to avoid confusion or interrupting other conversations.

1. Select the relevant **Team**
2. Click **Reply** underneath the relevant message
3. Type your reply, then press **ENTER**

Mentioning People

1. Click in the **Type a new message** box
2. Type @ then type the name of the person you want to mention
3. Continue typing your message
4. Press **ENTER** to finish

- When you mention someone, they will receive a notification and it will appear in their **Activity** list.
- You can't @mention someone who is not part of the team.
Activities and Notifications

The Activity tab in the sidebar notifies you when someone @mentions you or directly interacts with a message or conversation you’ve started. The number on the Activity bell shows how many alerts you have waiting.

To view your activities and notifications:

1. Click **Activity** in the sidebar

To set notification options:

1. Click your profile image at the top right of the Teams window
2. Click **Settings**
3. Click **Notifications**
4. Set the required notification options
5. Click the **Close** button at the top right of the window

Keyboard Shortcuts

There are many keyboard shortcuts you can use in Microsoft Teams. Here are the most useful ones:

<table>
<thead>
<tr>
<th>Key Combination</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRL + E</td>
<td>Go to Search</td>
</tr>
<tr>
<td>F1</td>
<td>Open Help</td>
</tr>
<tr>
<td>CTRL + =</td>
<td>Zoom in to the Teams Window</td>
</tr>
<tr>
<td>CTRL + -</td>
<td>Zoom out of the Teams Window</td>
</tr>
<tr>
<td>CTRL + 1</td>
<td>Open Activity</td>
</tr>
<tr>
<td>CTRL + 2</td>
<td>Open Chat</td>
</tr>
<tr>
<td>CTRL + 3</td>
<td>Open Teams</td>
</tr>
<tr>
<td>CTRL + 4</td>
<td>Open Calendar</td>
</tr>
<tr>
<td>CTRL + O</td>
<td>Attach a file</td>
</tr>
<tr>
<td>SHIFT + ENTER</td>
<td>Start a new line in the chat box</td>
</tr>
</tbody>
</table>

To see the full list of keyboard shortcuts, type `/keys` in the command box at the top of the window and press **ENTER**.
Top Tips

1. Use a subject line in team chat to make your topic stand out and to help you search for it later. Click the Format button under the chat box to access the subject line.

2. Tag people with an @mention to get your message noticed. They will receive a notification in their Activity feed about the conversation. Type @ and start to type their name. When it appears in the suggestion list, just click to add it to the conversation.

3. Stay in the loop with activity alerts. The Activity tab notifies you when someone @mentions you or directly interacts with a message or conversation you’ve started. The number on the Activity bell shows how many alerts you have waiting.

4. No need to email files. Add a file to a team to give access to everyone who needs it. Everyone’s edits will now show up as they’re made. Click the Files tab to work with a file.

5. Keep updated with notifications to stay current. You can set the type of notifications you want to see by clicking your profile image at the top right of the window and selecting Settings. Click Notifications and set the required options.
Meetings
Holding a meeting in Teams is a quick and easy way to chat with team members.

Scheduling a Meeting
1. Click on Calendar in the sidebar
2. Click New Meeting
3. Fill in the relevant details, then click Schedule
4. Review the details and edit if necessary, then click Close

Accepting a Meeting
1. Go to your email Inbox
2. Open the meeting invitation email
3. Click on Accept and select the relevant option

Joining a Meeting
To join a meeting:
1. Click on Calendar in the sidebar
2. Select the relevant meeting
3. Click Join

Once you’ve joined the meeting, you can use the Conversation pane to add more people to the meeting if you wish.

Choosing your Audio and Video Settings
To turn the microphone one and off:
1. Click the phone/mic button.
To turn the camera on and off:

1. Make sure your camera is connected and set up or use the built-in camera on your laptop.
2. Click the **camera** button.

![Camera Button](image)

If you're using a webcam, you can blur your background if necessary:

1. With the webcam turned on, click the **Blur Background** button.

![Blur Background Button](image)

Once you've set up your audio and video options, click **Join Now** to join the meeting.

💡 You can also access these controls once you've joined the meeting by selecting the relevant commands on the meeting controls bar.

The Meeting Window

![Meeting Window](image)
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Zoom into shared content

- Use the keyboard shortcuts **CTRL +** to zoom in and **CTRL –** to zoom out or
- Hold down the **CTRL** key and scroll with your mouse

Showing the Participant List

1. In your meeting controls, click the **Show Participants** icon

![Show Participants icon](image)

From here you can invite additional attendees if you wish.

Showing the Conversation Pane

1. In your meeting controls, click the **Show Conversation** icon

![Show Conversation icon](image)

2. The **Meeting chat** panel will open at the right of the screen for you to add messages to the meeting

Sharing Your Screen in a Meeting

1. In your meeting controls, click the **Share** icon

![Share icon](image)

2. Select what you want to share (**Desktop**, **Window**, **PowerPoint** or **Whiteboard**)
3. When you’ve finished sharing, click **Stop Sharing** in your meeting controls
What Can I Share?

Share only the essentials. Clear confidential information from the screen or share an application instead of everything on your desktop.

<table>
<thead>
<tr>
<th>Desktop</th>
<th>Show your entire screen, including notifications and other desktop activity. Best for when you need to seamlessly share multiple windows.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Window</td>
<td>Show just one window, and no notifications or other desktop activity. Best for when you only need to show one thing and want to keep the rest of your screen to yourself.</td>
</tr>
<tr>
<td>PowerPoint</td>
<td>Present a PowerPoint file others can interact with. Best for when you need to share a presentation and want others to be able to move through it at their own pace.</td>
</tr>
<tr>
<td>Whiteboard</td>
<td>Collaborate with others in real time. Best for when you want to sketch with others and have your notes attached to the meeting.</td>
</tr>
</tbody>
</table>

Including system audio

Sharing your system audio lets you stream your computer audio to meeting participants through Teams. You can use it to play a video or audio clip as part of a presentation.

1. In your meeting controls, click the **Share** icon

2. Tick the **Include system audio** checkbox
Share PowerPoint slides in a meeting

If you choose to share a PowerPoint file in a meeting, participants will get some special capabilities:

They'll be able to move around to different slides without interrupting the main presentation and they can sync their view back to the presenter's view with one click.

1. In your meeting controls click the Share icon.

2. In the PowerPoint section, select the file you want or select Browse to find a different file.

The PowerPoint section lists the most recent files you've opened or edited in your team SharePoint site or your OneDrive. If you select one of these files to present, all meeting participants will be able to view the slides during the meeting. Their access permissions to the file outside of the meeting won't change.

If you select Browse and choose to present a PowerPoint file that hasn't been uploaded to Teams before, it will get uploaded as part of the meeting. If you're presenting in a channel meeting, the file is uploaded to the Files tab in the channel, where all team members will have access to it. If you're presenting in a private meeting, the file is uploaded to your OneDrive, where only the meeting participants will be able to access it.
Blurring the Background in a Meeting

Once the meeting has started, you can still blur the background if you want to turn your webcam on.

1. In your meeting controls, click the More icon
2. Select **Blur my background**

Connecting to a TV

1. Locate the HDMI socket on your laptop
2. Identify the HDMI cable on your TV and plug it into the HDMI socket on your laptop

3. Start your Teams meeting

Changing the audio settings

To play the sound through the TV instead of your laptop speakers:

1. Click the More button in your meeting controls

2. Select Show device settings
3. Click the **Speaker** drop-down arrow and select your TV from the list.

4. Close the **Device Settings** panel.

5. When you have finished your meeting, unplug the HDMI cable from your laptop. The sound will then revert back to your laptop speakers automatically.

If you usually connect your laptop to one or more external monitors, ensure that your display is set to **Duplicate** rather than **Extend**. Use the **Windows** key + P to bring up the menu. Once your meeting has finished, you can re-set it to **Extend**.

**Leaving a Meeting**

To leave a meeting:

1. Click the **Hang Up** icon.

**Ad Hoc Meetings in Private Chat**

To start an ad hoc meeting from a private chat:

1. Click the **Chat** icon in the sidebar.
2. Click on **Audio** or **Video Call**.

To receive a call:

1. Click on one of the **Accept** options.
Ad Hoc Meetings in Team Chat

To start an ad hoc meeting from a Team chat:

1. Click the Teams icon in the sidebar
2. Select the required team and channel
3. Click the Meet Now icon under the message box

To receive a call:

1. Click on one of the Accept options
Appendix

Meeting Etiquette

- Use video if circumstances and internet connection support it. Remember to use background blur to minimize distractions. You can’t see what’s behind you but everyone else can.

- Stay on mute when you’re not talking. Nobody wants to hear you cough or listen to your dog whimper about needing to go out.

- If you’re the meeting organiser, mute everyone on the call if background noise is an issue. People often forget to mute themselves. If they won’t do it, you should.

- When sharing webpages, zoom in. This helps your attendees see what you’re showing, which is usually smaller on their end. Ctrl + (plus) and CTRL – (minus) will zoom for most browsers.

- Use chat to help share resources and information during meetings without causing a distraction.

Adding MS Teams to Your Phone & Authenticating using inTune

This will need to be authorised by the Server team.

Adding OneNote to Teams

Additional apps can be added to Teams to increase functionality. Here we will look at adding OneNote – a digital notebook where you can capture, organise, find and use information.

1. Click on More Added Apps in the Sidebar
2. Select the OneNote app

You can add the OneNote app to a tab so it's easily accessible. Click the Add icon (+) to the right of the tabs at the top of the Team window and select OneNote.

Adding Other Apps a Team

1. Click on More Added Apps in the Sidebar
2. Click in the Search bar and type the app name or click on More Apps to see the full list
3. Select required app
4. Follow the on-screen prompts to install
Using Help

If you’re stuck, you can use the Help button at the bottom left of the Teams window. Select **Topics**, then enter your search criteria or click one of the links on the page.