



A GUIDE TO MICROSOFT TEAMS

BINGARA CENTRAL SCHOOL



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Understanding Teams

What is a Team?

A team is a collection of people, conversations, files, and tools — all in one place. A channel, is a section within a Team for discussing a specific topic or project. The best way to get familiar with teams and channels is to start exploring a Team you are part of.

Sign in to Teams

Start Teams.

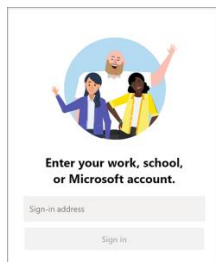
In Windows, click **Start**  > **Microsoft Teams**.

On a Mac, go to the **Applications** folder and click **Microsoft Teams**.

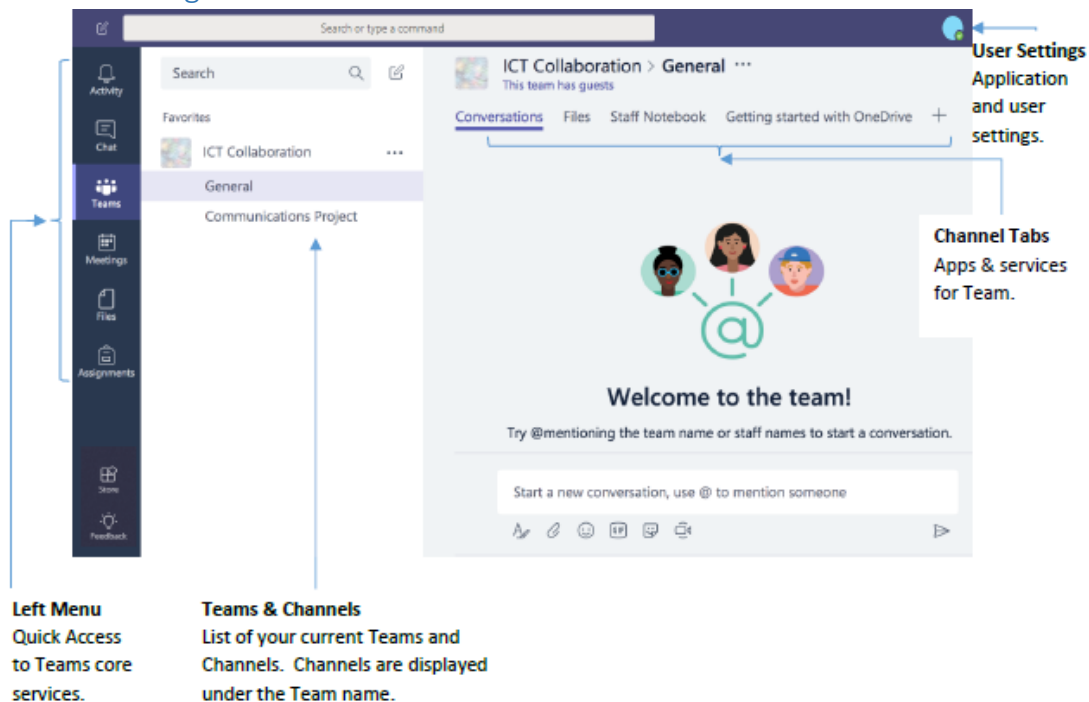
On mobile, tap the **Teams** icon.

Sign in with your Office 365 username and password.

Note: Teams is a part of Office 365, so you need an Office 365 Business or Enterprise license to use it. For details, see [How do I get access to Microsoft Teams?](#)

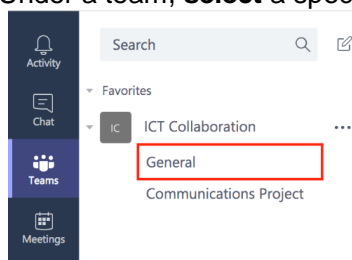


Teams Home Page



Selecting a Team or Channel

1. Select **Teams** on the left menu (if not selected already) and **click** the name of the Team to open.
2. Under a team, **select** a specific **Channel**.



3. Selecting a Channel shows **Conversations**, **Files** and **Notes** tabs for that channel. There may be additional tabs depending on the services that have been added.

Team Tabs

Tabs allow your team to integrate frequently used tools and services, have conversations about documents, generate instant analytics and more, all within your Team window.

By default, each channel comes with tabs for **Conversations** and **Files**, only Team Owners can add additional Tabs.

Accessing Tabs

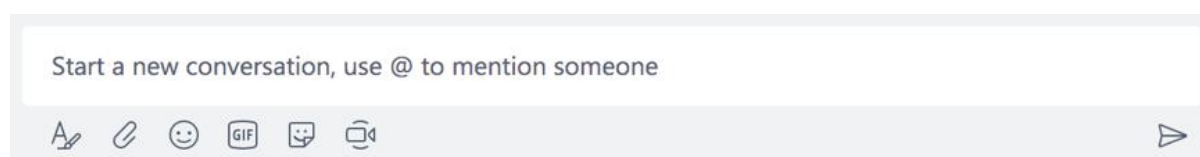
Tabs are visible at the top of a Channel, under the team and channel name. Depending on how many tabs are in a particular team, it may be necessary to scroll to see them all.

The Conversations Tab

The **Conversations** tab appears in all **Channels** by default. All team members can view and add to conversations in all Channels – there are no private **Channels**. Use the @ icon and type a person's name to mention them, when someone is mentioned they will receive a notification. Conversations are different from chats because they are visible to everyone in a Team, the conversation is not private.

To Post a New Conversation

1. **Select a Team Channel.**
2. **Click the Conversations tab.**
3. **Write** a post using in the **text box** at the bottom of the screen.



To Reply to a Conversation

1. To reply to an existing conversation click **Reply** at the bottom left of the Conversation thread to add a comment to.




Adding a File to a Post

1. **Click the paperclip icon** from the tools displayed under the text box.
2. **Select Upload from my computer.**
3. **Select** the file to add to your post and click **Upload**.

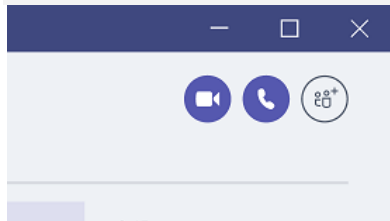
Documents shared in a conversation are added to the library for that channel, located under the **Files Tab**.

Making a call

You can make one-on-one or group calls with anyone in your organization directly from a chat without having to host a team meeting. These calls are private and won't appear in any team conversation. Entries for the calls will appear in your chat, though.

1. **Go to** your **chat list**, and click **New chat**  to start a new conversation.
 2. **Type** the name or names into the **To** field at the top of your new chat.
 3. Then click **Video call**  or **Audio call**  to start a call.
- Up to 20 people can be on the same video call.

Note: If a group chat includes more than 20 people, calling buttons will be disabled.



If you're not currently in a chat with the person you want to call, you can start a new call from a command. Go to the **command box** at the top of your screen and type `/call`, then **type** or **select** the name of the person you want to reach.

You can also start a one-on-one call from someone's profile card. Open it by clicking their picture in a channel or from a search.

Note: If your organization is set up for it, you can [call a phone number directly](#), even for someone outside of your organization.

Blur your background in a Teams meeting

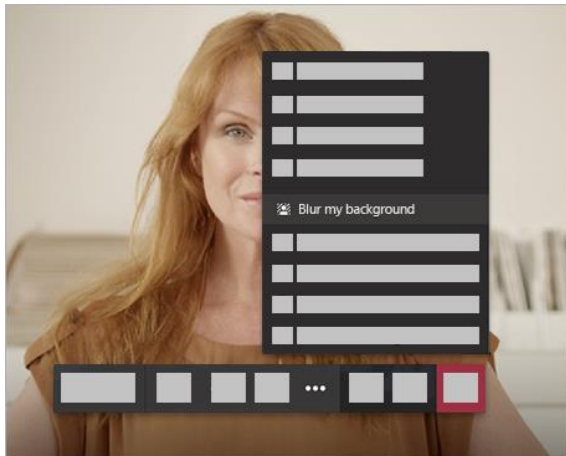
Not happy with your backdrop in a video meeting? Try **background blur**. You'll appear nice and clear while everything behind you is subtly concealed.

Note: Background blurring might not prevent sensitive information from being visible to other meeting participants.

To start a meeting with **background blur**, move the blur slider—the one to the right of the video slider—to the right on the Choose your **audio** and **video settings** screen when you're joining the meeting. **FYI, this only works for scheduled meetings.**



To turn on background blur during a meeting, **click More options *** > Blur my background**.



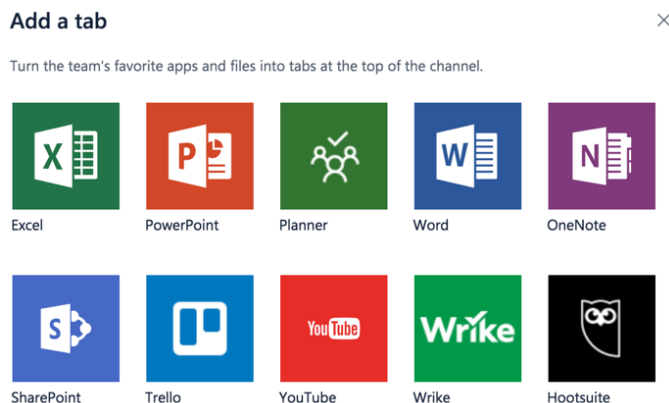
Not all devices support background blur yet, but we're working on it. To find out if it's available on your device, just try the method described above. Click **More options ***** in a meeting. If **Blur my background** appears in the menu, then you're in business!

Adding Tabs

By default, only Team Owners are able to add or remove Tabs within a Team, though the Team owner can change this setting to allow all team members to add Tabs if preferred.

Creating New Tabs

1. **Click the + button** on the tab row.
2. **Select the service, app or web page** to add to the new tab (some services require a paid subscription/license).



3. **Accept** the service agreement (if required) and follow the prompts to add the service, app or web page to the Channel.

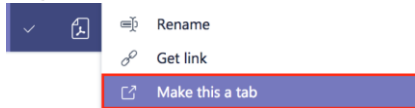
By using this tab, you agree to the developer's [License terms](#) and [Privacy statement](#).



Creating New Tab from a File

If there's an important document or presentation

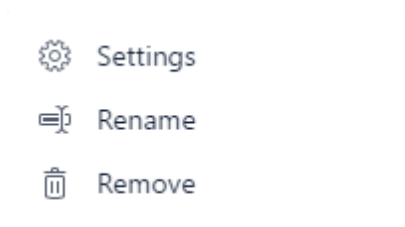
1. Go to the **Files tab** in your Channel.
2. **Right click** on the file to make into a tab.



3. Click **Make this a tab**.

Deleting a Tab

By default only Team owners are able to delete a tab, and default Tabs are unable to be deleted at all. To delete a Tab, mouse over **Tab name** and **right click**, select **Remove** from the pop-up menu.



Team Tools

Activity

The Activity section is a feed of all the notifications, replies and mentions across all Teams. Click **Activity** on the left menu to view.

Chat

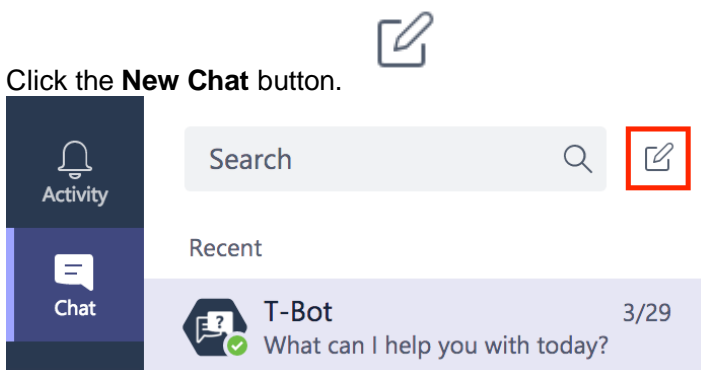
The Chat section is a list of private personal and group messages. Chat can be used to send a private message to a single person or multiple people. Messages sent using Chat do not appear in **Group conversations**.

The Chat feature can also be used to send messages to people via Skype for Business, though some Team features won't be available.

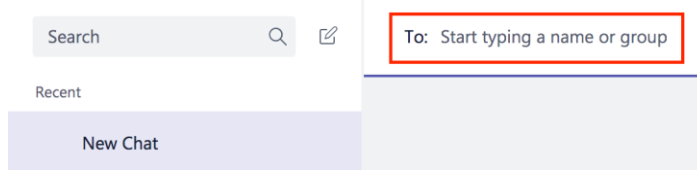
Click **Chat** on the left menu to view or send a Chat.

Creating a new private message

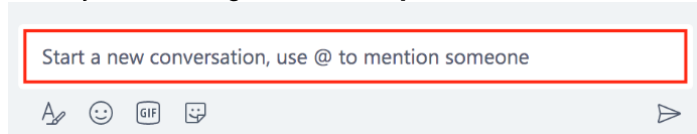
1. Click the **New Chat** button.



2. Enter the recipients' name in the **To: box**.



3. Write your message in the **compose text box**.



4. To see advanced formatting options expand the compose box by clicking **format**

5. To send your message, click the **send button**

Add a GIF, Emoji or Sticker to your message

1. While writing a message, add an **Emoji GIF** or **Sticker** by clicking on the appropriate icon.

Meetings

The Meetings section displays all scheduled team meetings, for all the Teams you are a part of as well as your personal Outlook scheduled appointments. Meetings can be viewed as a daily schedule or weekly agenda.

Click **Meetings** on the left menu to view.

Schedule a Meeting

1. Click **Schedule a meeting**.

This opens a meeting composition box.


2. Enter meeting details including location and recipients and Click **Schedule a meeting**.


Files

Share a file

Sometimes words aren't enough, and you need to post a file to a channel conversation.

Tip: Teams works particularly well with [Microsoft Office documents](#).

1. In your channel conversation, click Attach  under the box where you type your message.
2. Select from these options:
3. Recent
4. Browse Teams and Channels
5. OneDrive
6. Upload from my computer
7. Select a file > Share a link.

If you're uploading a file from your computer, select a file, click **Open**, and then **Send** .

You can always see all the files you post to a channel by going to the **Files** tab.

The Files section collects and displays all shared files across OneDrive for Business and all team channels you are a part of.

Click **Files** on the left menu to view. Files are displayed as a list (file path name indicates Team and folder location).

User Settings

User Settings provides access to settings specific to the user and Teams application as well as the ability to Log Off.

The icon will vary depending on the user name and profile photo selected.

1. Click **User Settings**, on the top right of the Teams window to view.

Logout

1. Click **user settings**.
2. Select **Log out**.