Microsoft Teams Quick Start Guide

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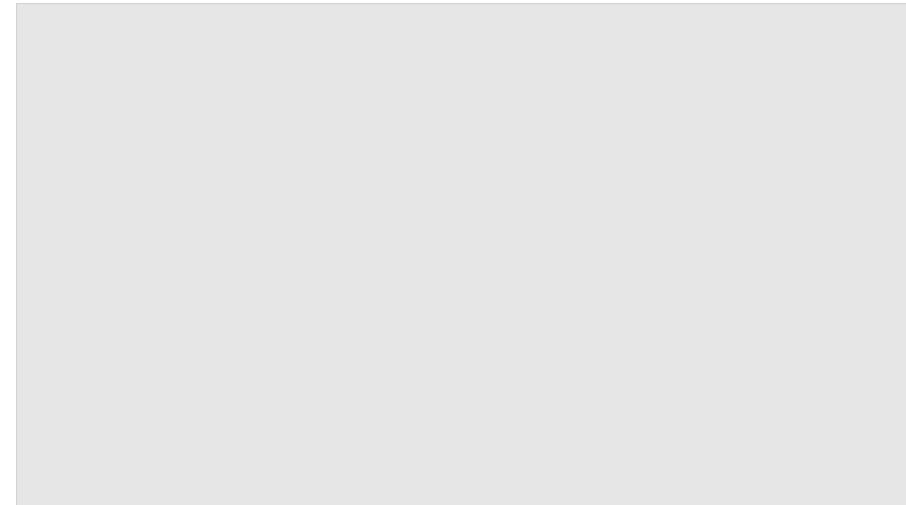One-on-one individual chats and group chats can be done on Teams.

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Teams Overview

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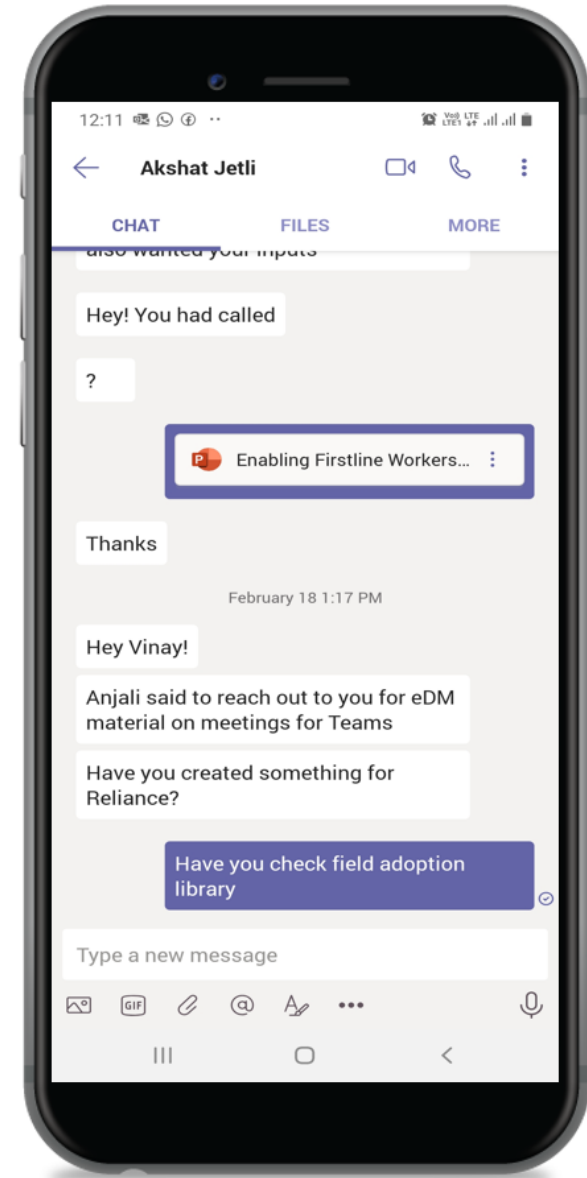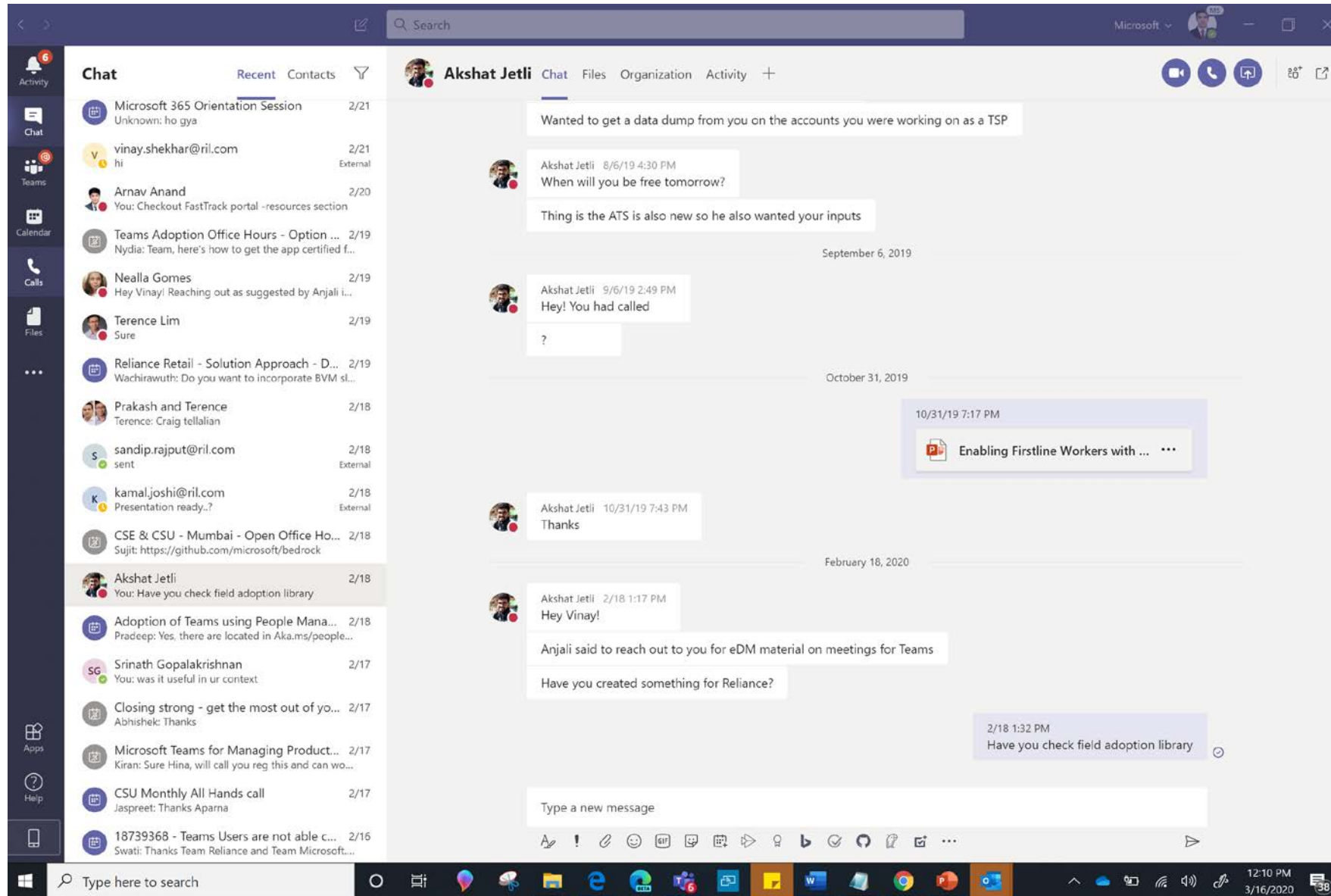
Microsoft Teams

Your Hub for Teamwork in Office 365

Chat, video conferencing, and voice calls are combined allowing you to work remotely with ease.

Download Teams –
- ✓ Via Browser - https://aka.ms/getteams or
- ✓ Via iOS/Android App store - Download Microsoft Teams

Participate in 1:1 or Group Chat

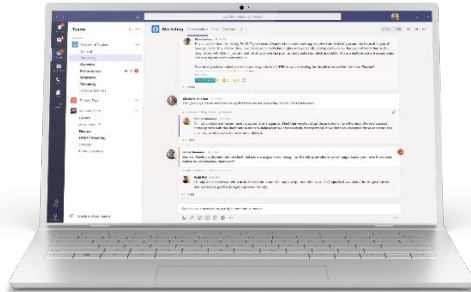# Join or Schedule Meetings from any device

Collaboration in Teams

Teams access from any where, any device

Download Teams – https://aka.ms/getteams or Download from iOS or Android appstores
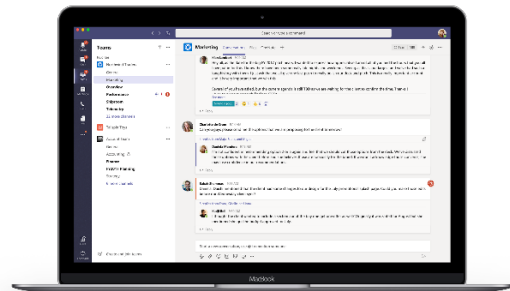
Desktop

Windows 7+

OS X 10.10+

Mobile
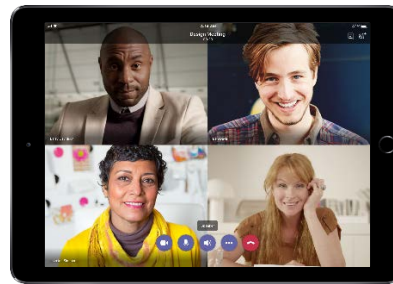
iPad

iPhone

Android

Web
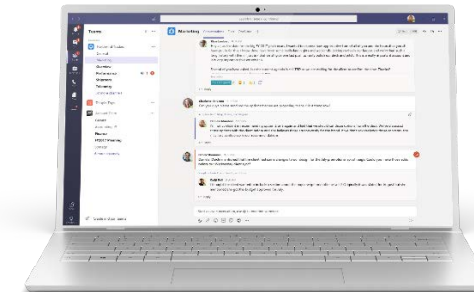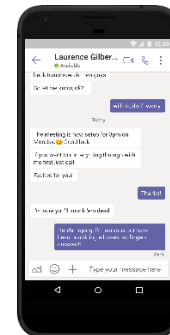

Edge RS2+
Edge Chromium

Google Chrome
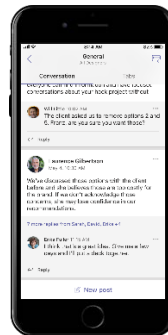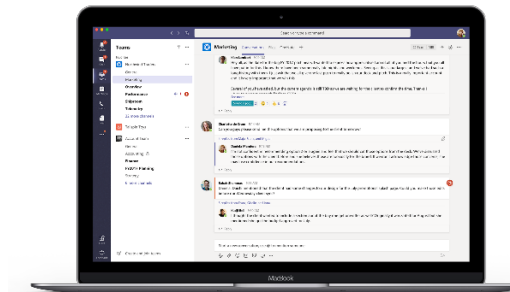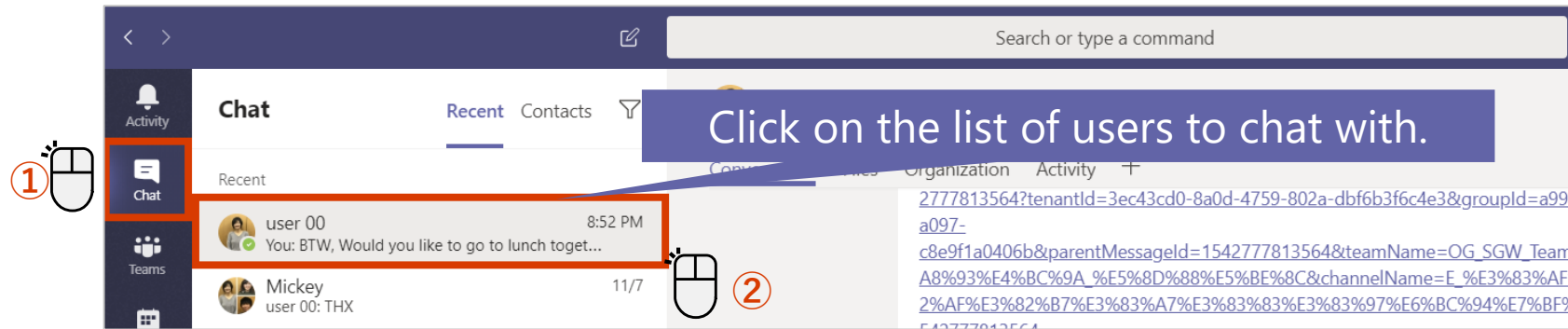

Linux DEB 64-bit

Linux RPM 64-bit

How to use Chat

One-on-one individual chats and group chats can be done on Teams.

Start a 1:1 Chat

If you want to chat, call or share information individually, use Chat.

<To chat with someone who has chatted recently>

Click on the list of users to chat with.

<To start a **New Chat**>

After clicking the "New Chat" button, enter a name for "Member".

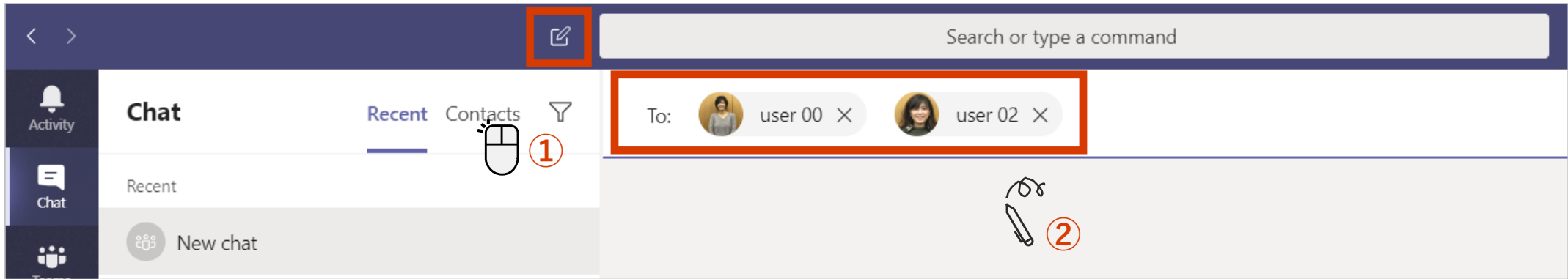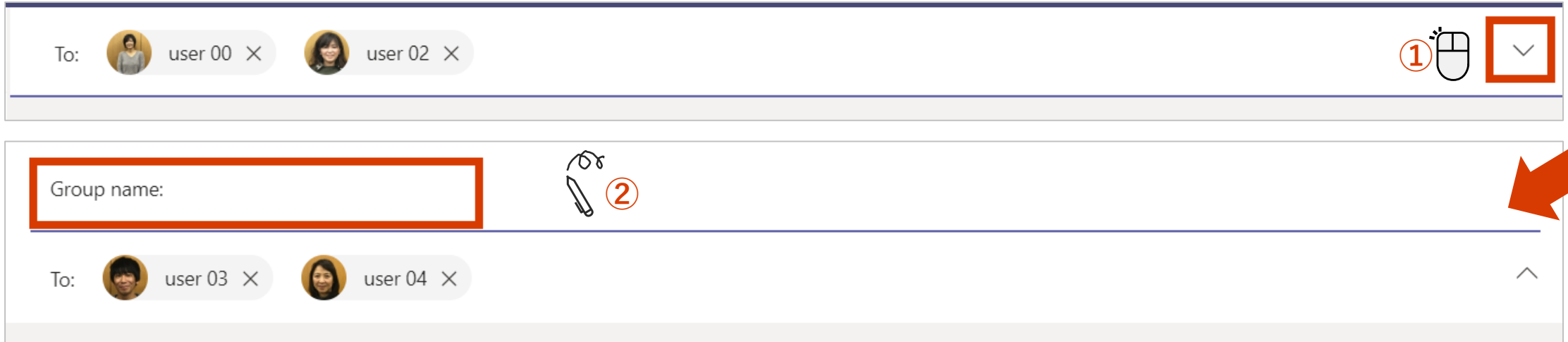Click to select from candidate members.
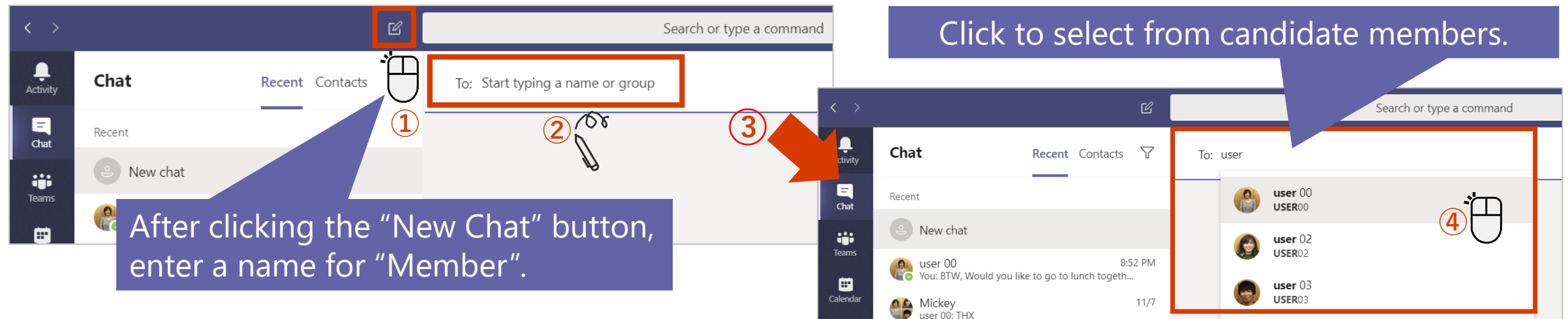
Start a Group Chat

You can also use group chats to chat with multiple people, who are using Teams.
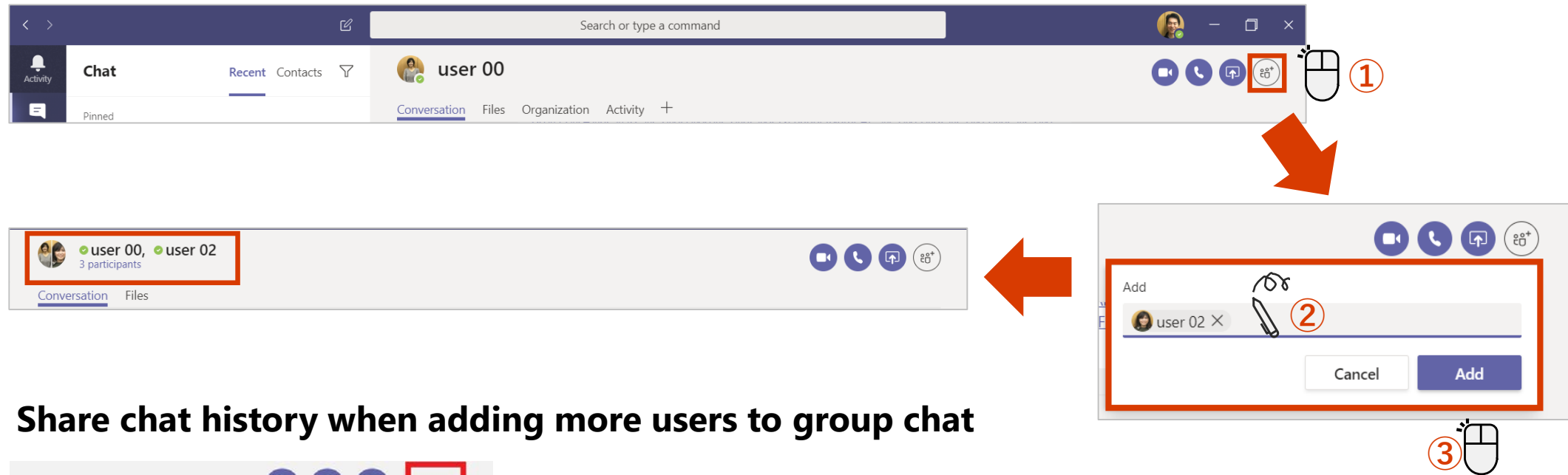
Create a Group Chat
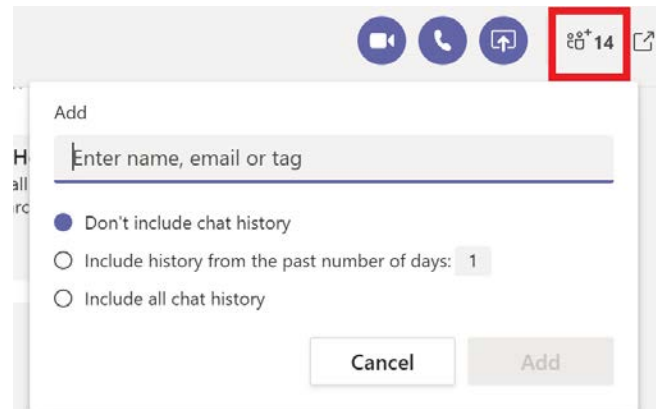

Rename the Group Chat

Add more users to a chat

You can add users after starting a chat.
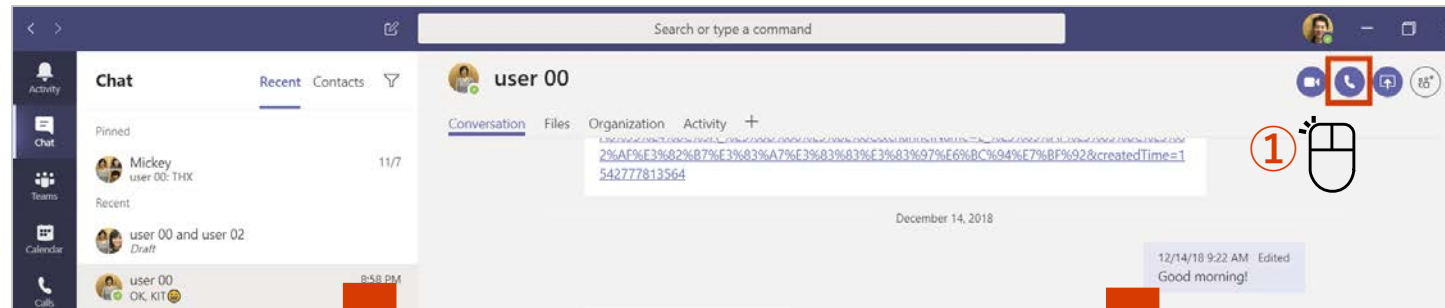
Converting a single user chat to a group chat

Share chat history when adding more users to group chat

Start a call from 1:1 chat

You can switch from an individual chat to a phone call.

User00 screen during a call
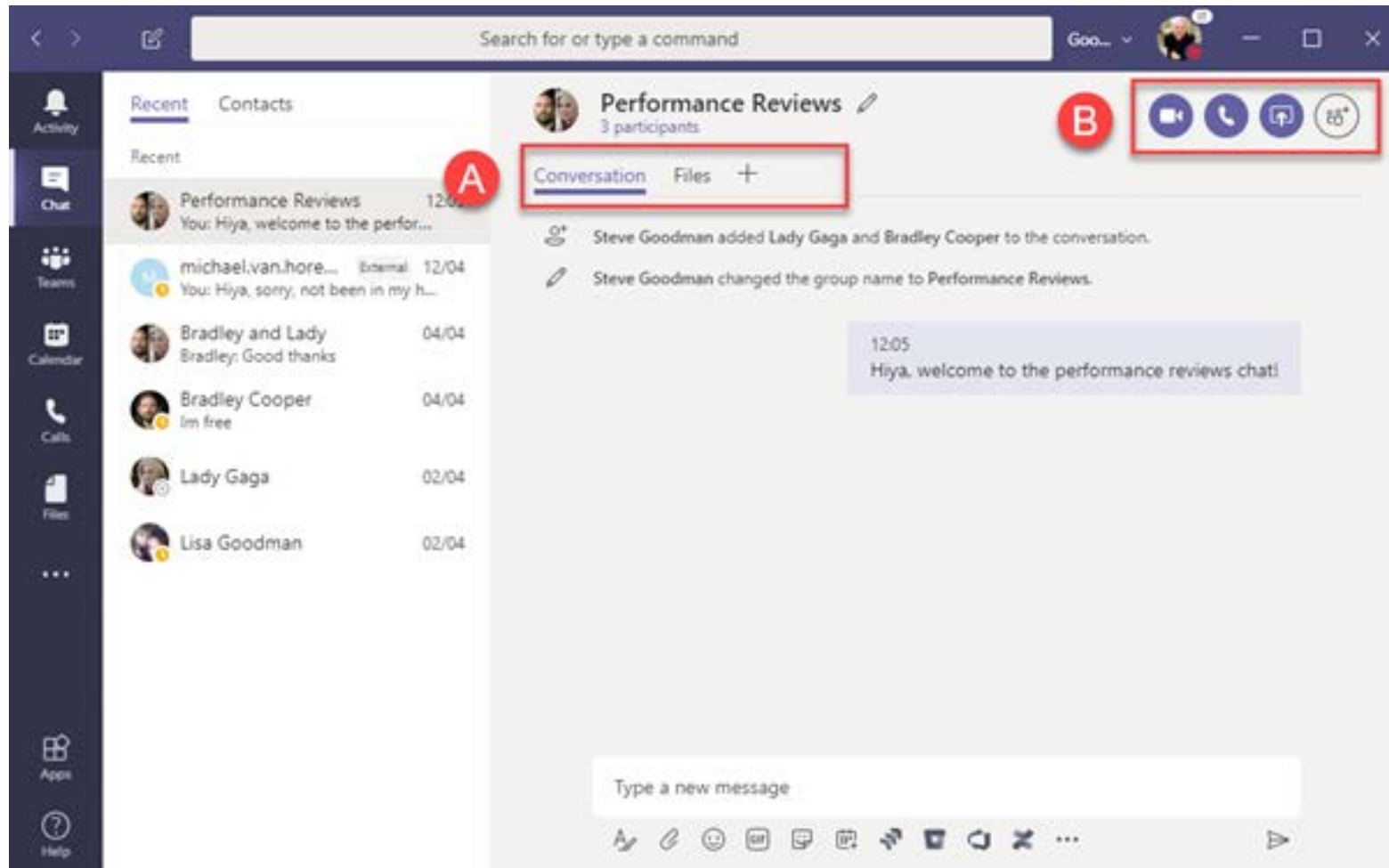
Screen calling User00

User00 screen notification

user 01
is calling you

Click the "Disconnect" button
to finish・

Start a call from Group Chat

How to setup and join Meetings

You can switch from an individual chat to a call or schedule a team meeting.

Schedule a meeting in Teams

You can book a meeting in advance from Teams.
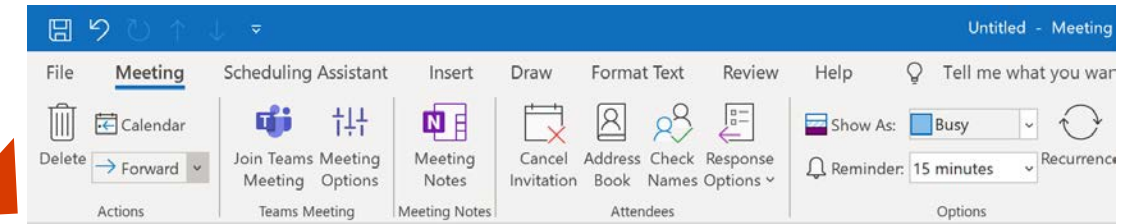

You can Invite specific users to the meeting.

You can also select a channel for the meeting. Users can join the meeting using join link on the channel.
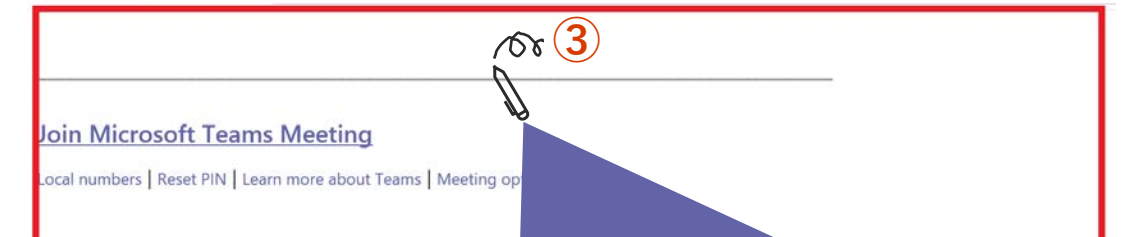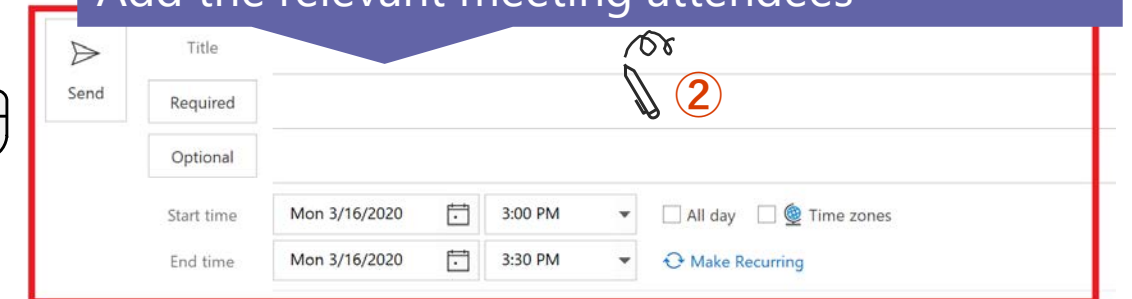
Schedule a meeting in Outlook

You can also set up a meeting to be booked in advance from Outlook.

Add the relevant meeting attendees

When all entries are complete, press Send. You can check what you've sent from both the Outlook calendar and the Teams calendar.
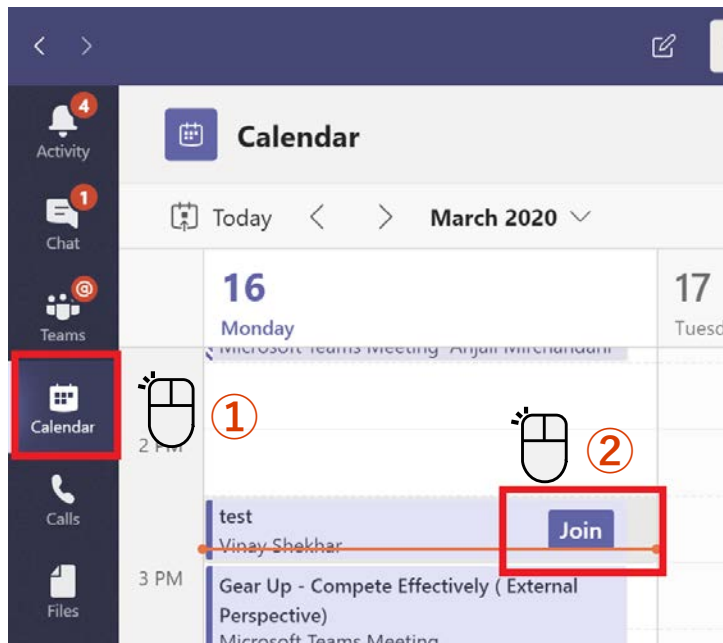
Describe the content of the meeting agenda.

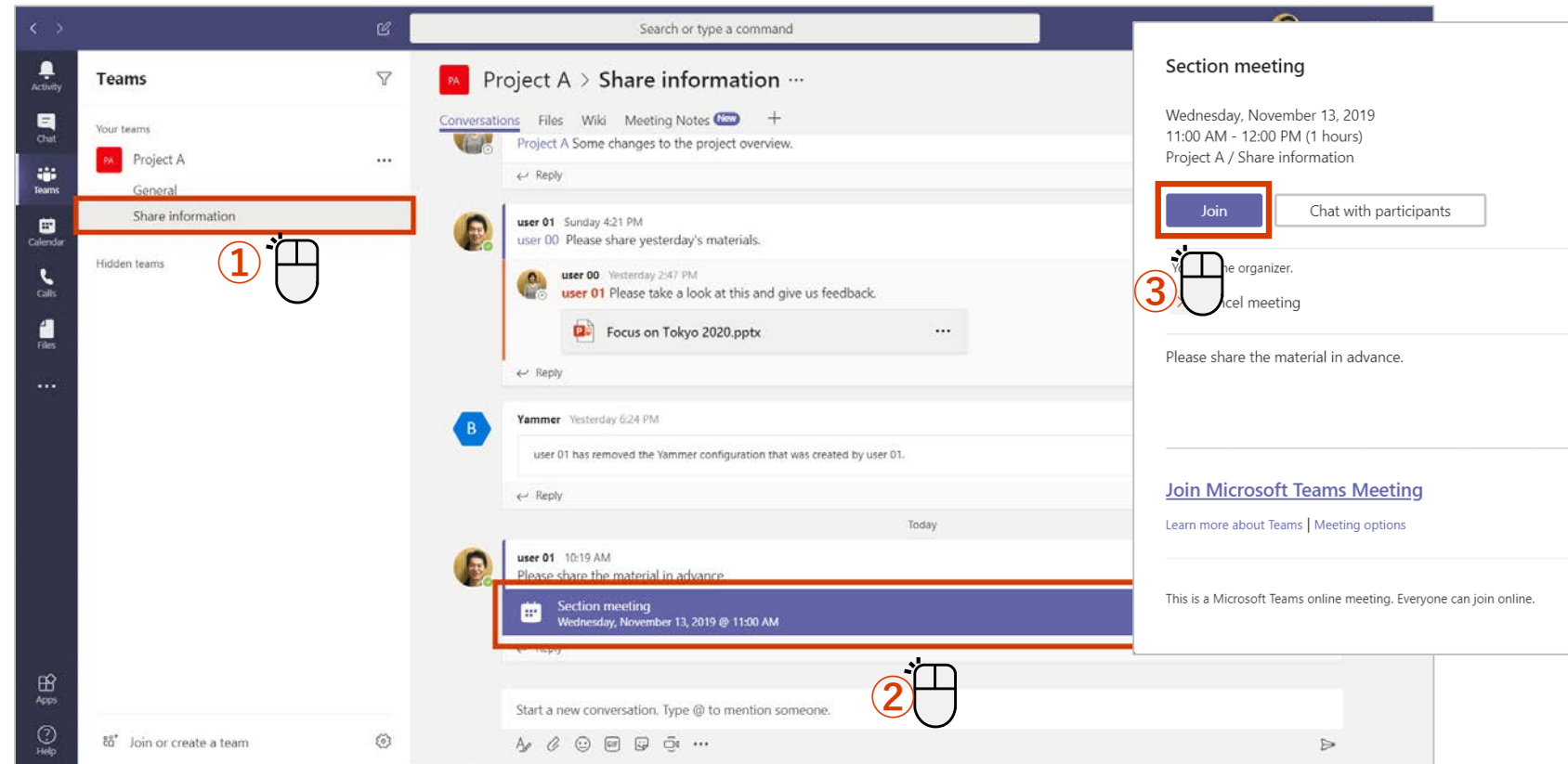# Join the meeting from calendar or Teams channel

Join the meeting from Calendar tab in Teams
Or
Join the meeting booked from the Teams channel *(if you booked from the channel when setting up the meeting).*
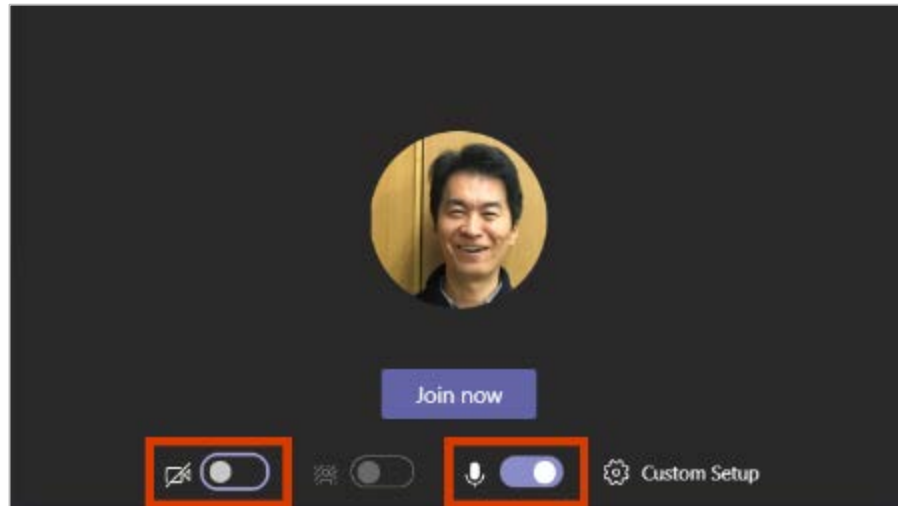
From Calendar

From Channel in Teams
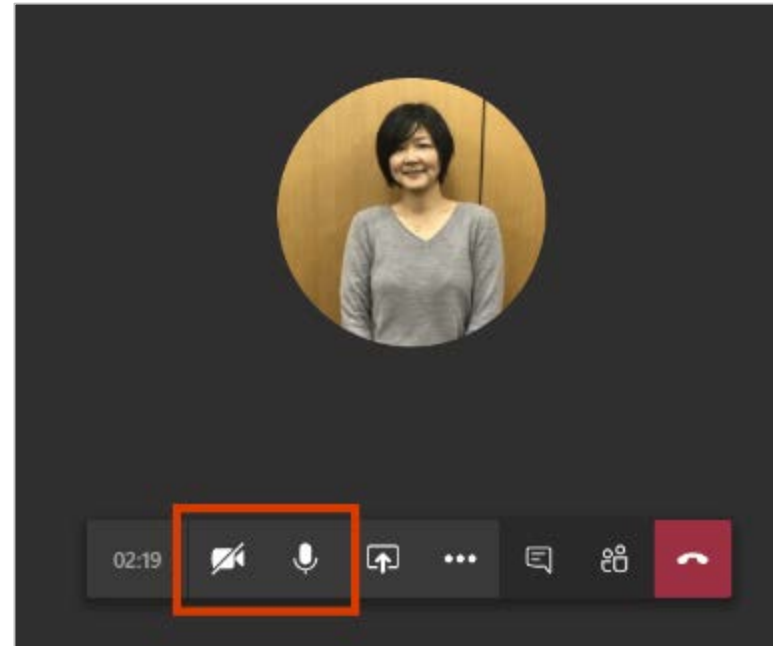
Turn the camera and microphone on / off

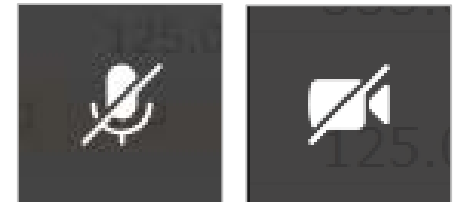You can set the camera and microphone settings before or after joining the meeting.
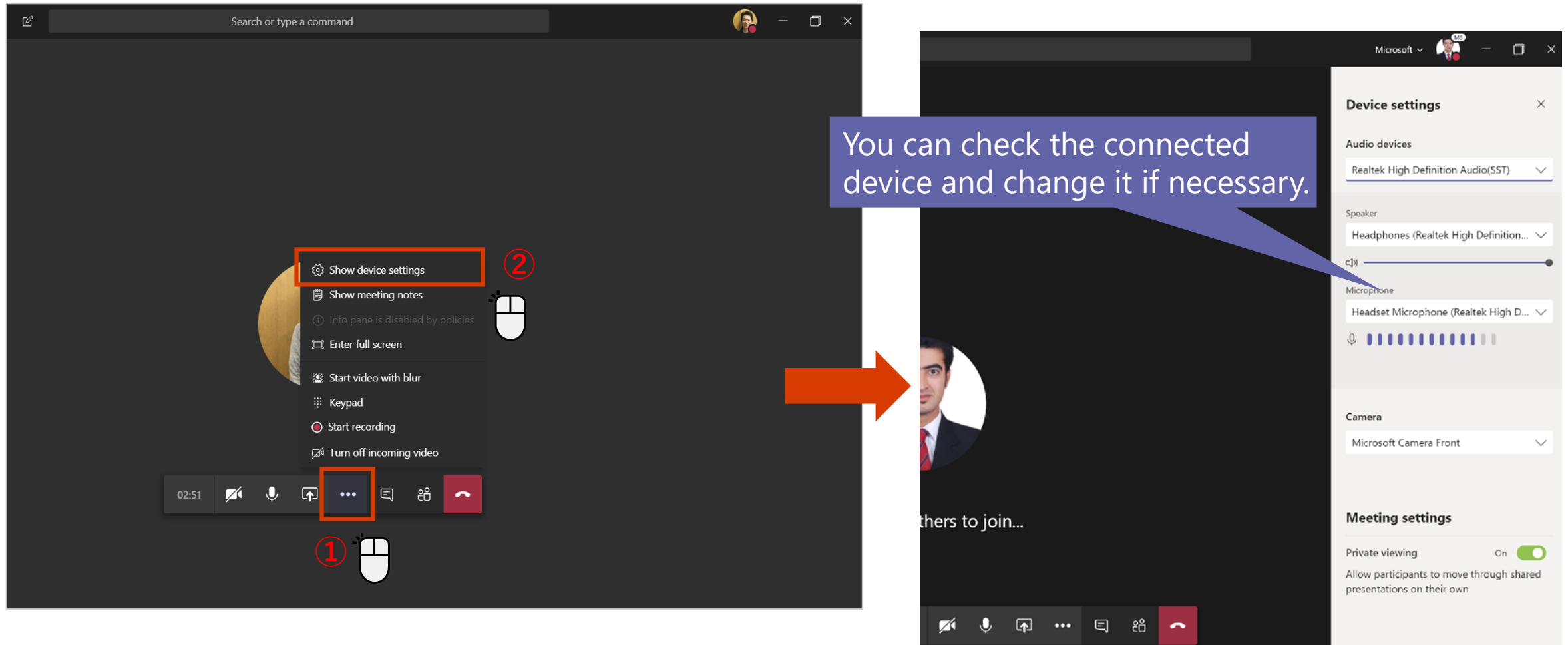
<Set before joining>

<Set after joining>

ON Status icon

OFF Status icon

① 🖱 ② 🖱

Join now

02:19

Custom Setup

When the camera is turned off, the photo will be displayed if the user's photo is registered.

Check the device settings for the meeting

This can be changed when multiple audio devices are connected.

You can check the connected device and change it if necessary.

Share your screen with meeting participants

As a means of sharing materials during a meeting, there is a function to share the desktop screen itself.
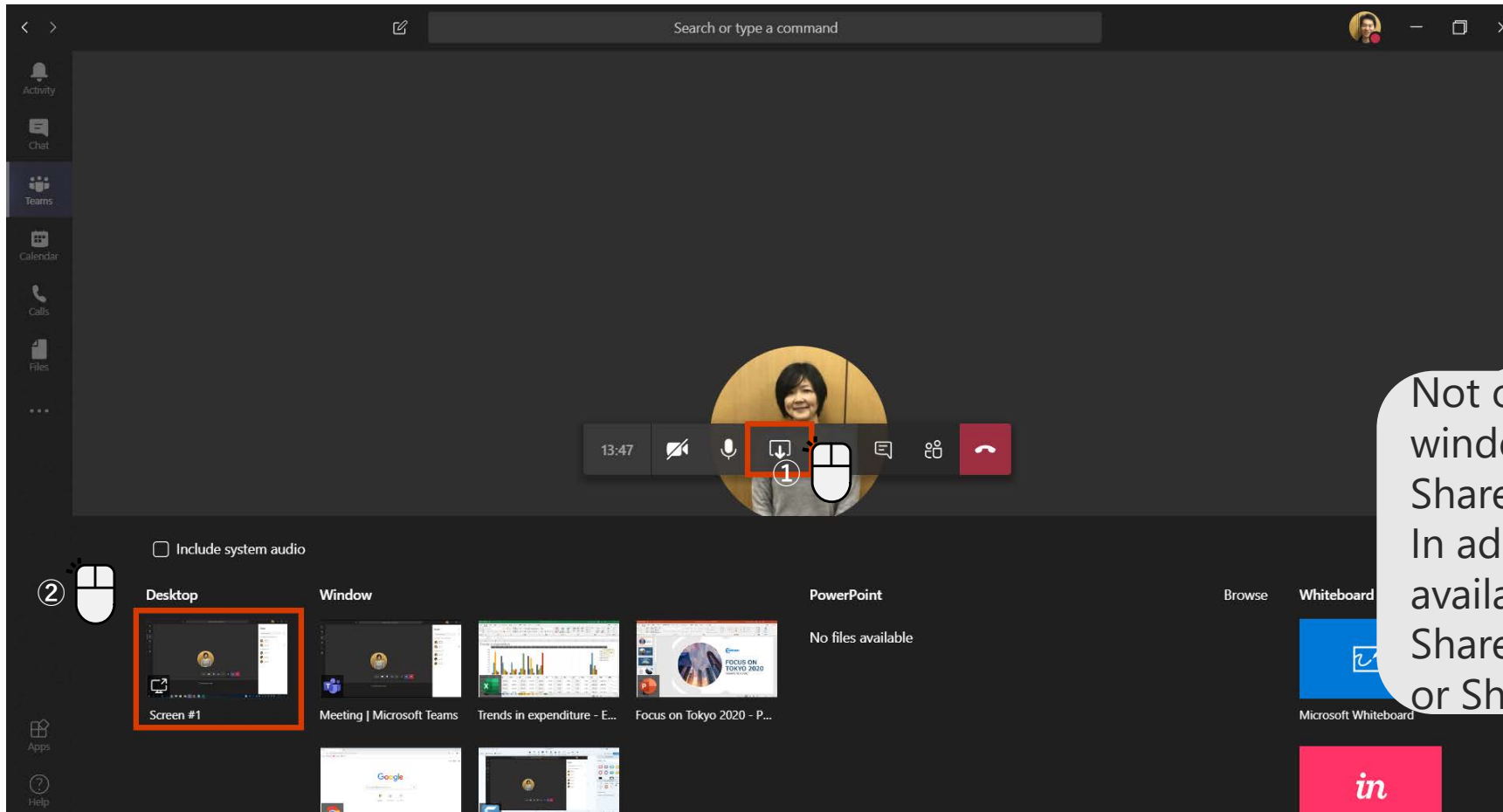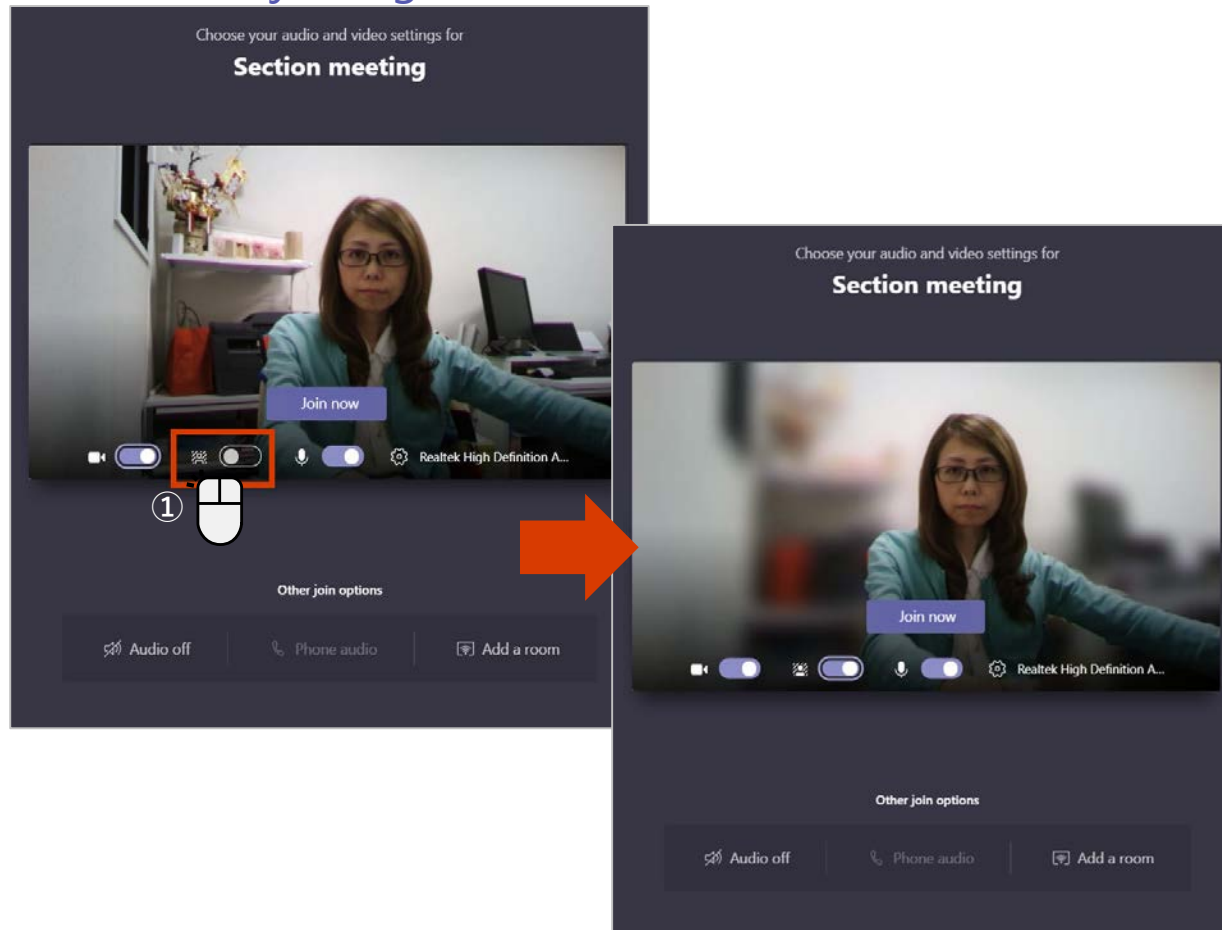

Not only the desktop, but also windows (app screens) or
Share PowerPoint.
In addition, added apps are also available!
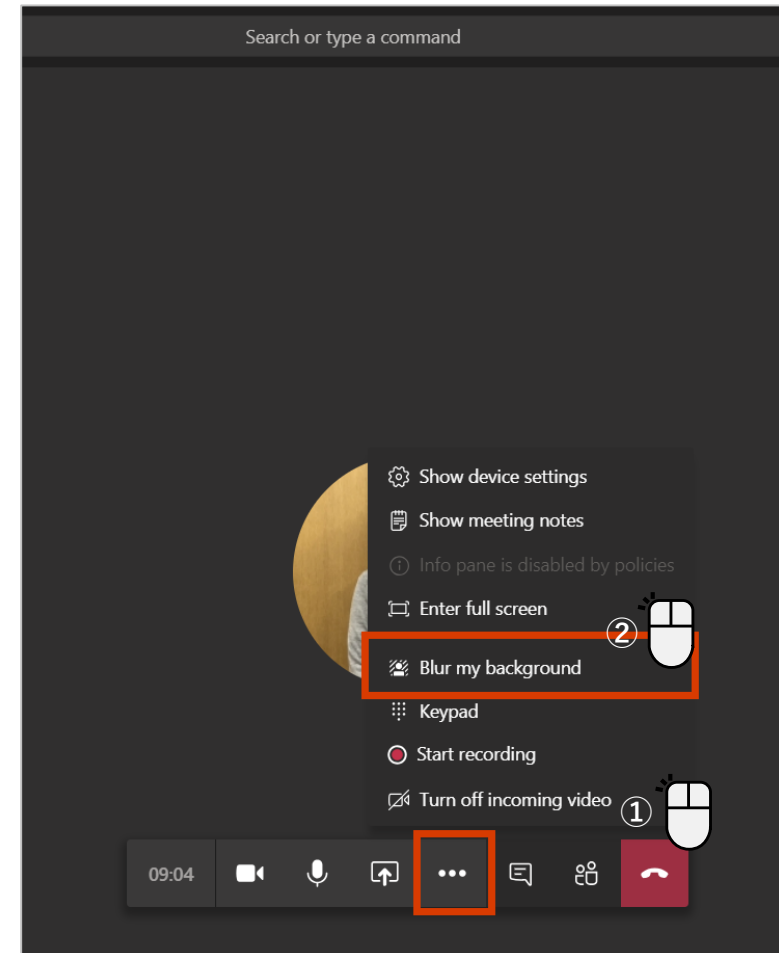Share Desktop (with System Audio) or Share con

Blur the background

The background blur function recognizes the human face and blurs the rest of the background.

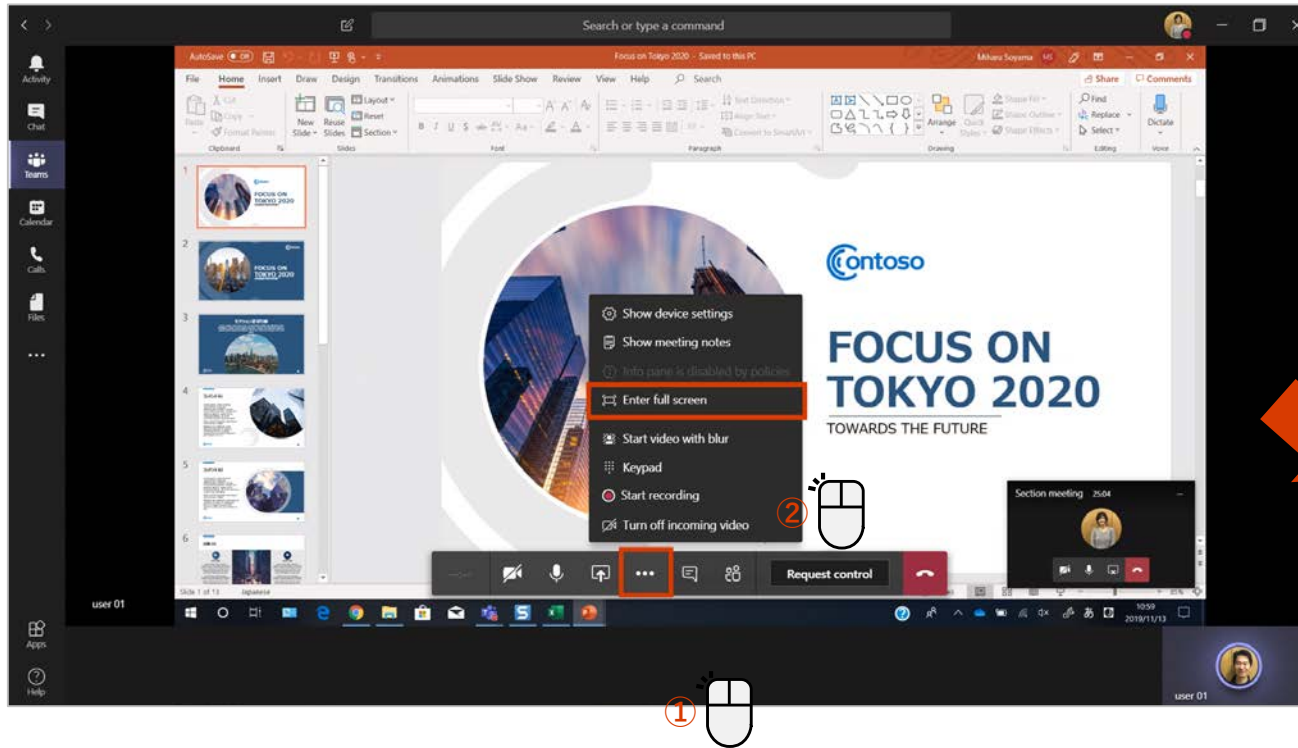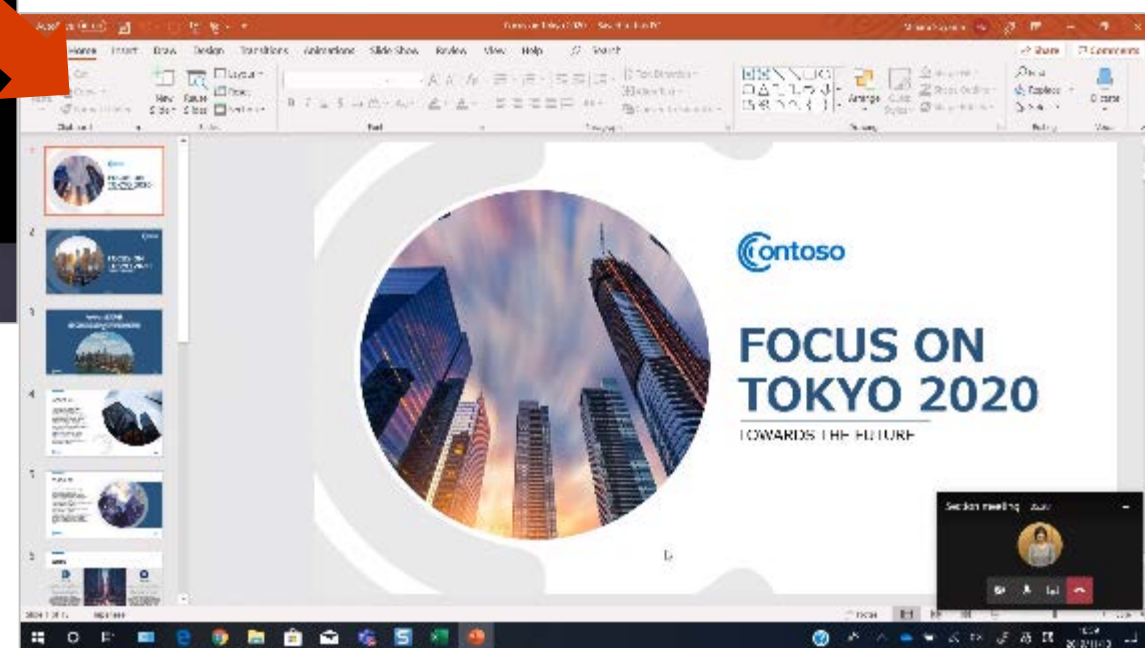<Set before joining>

<Set after joining>

Full screen display

For example, when sharing documents, it is easier to view by using full screen display.
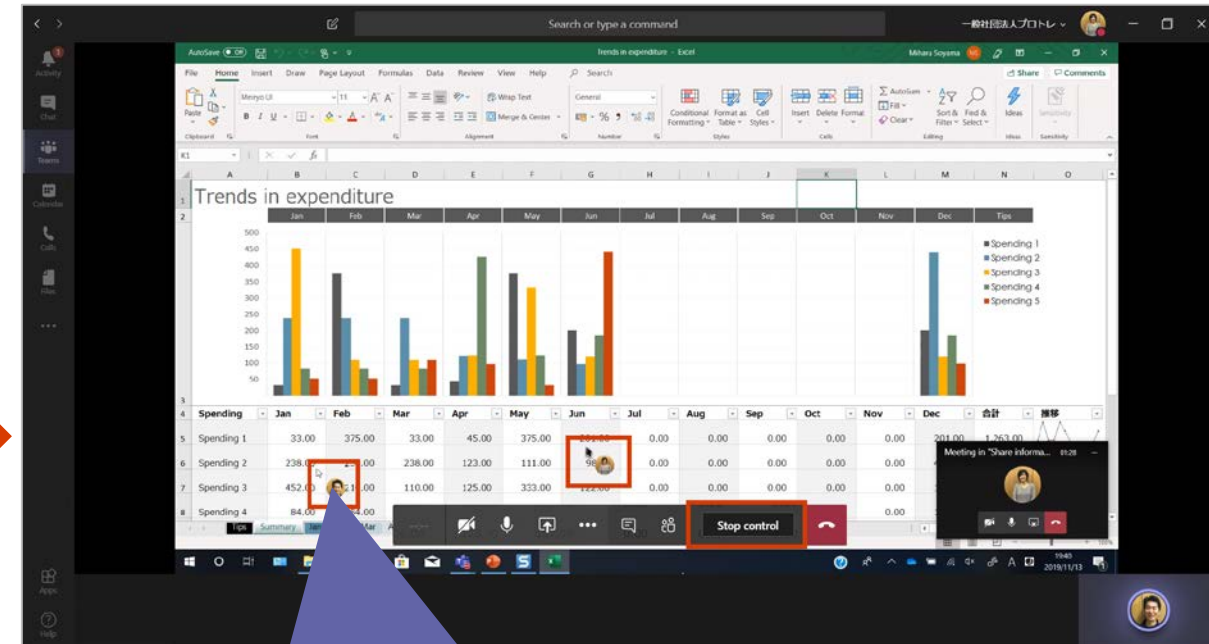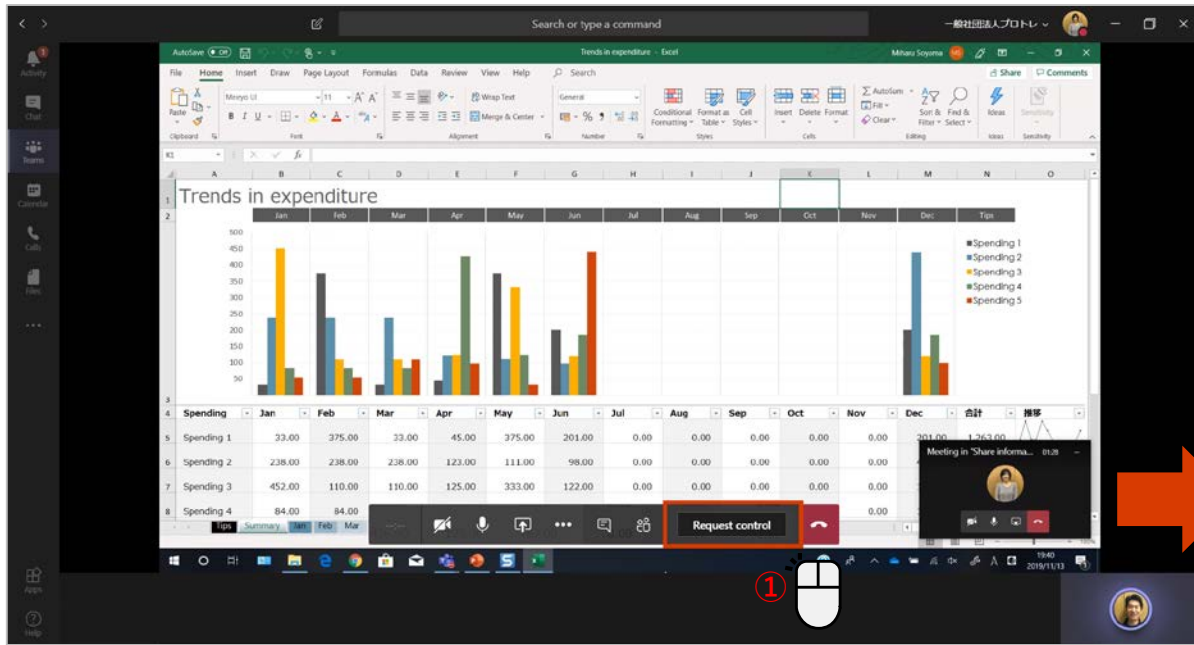

Full screen display is restored with [Esc] key
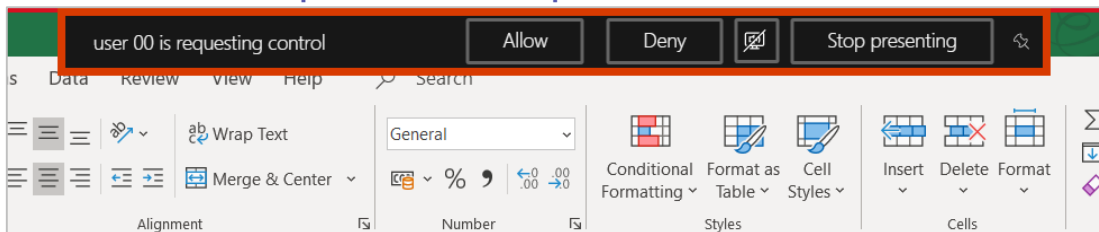
Have someone interact with your screen 1

[Request Control] allows you to operate the presenter's screen.

\<When requesting authority to operate\>

\<When requested to operate\>

The user icon is displayed on the operating mouse.

Have someone interact with your screen 2
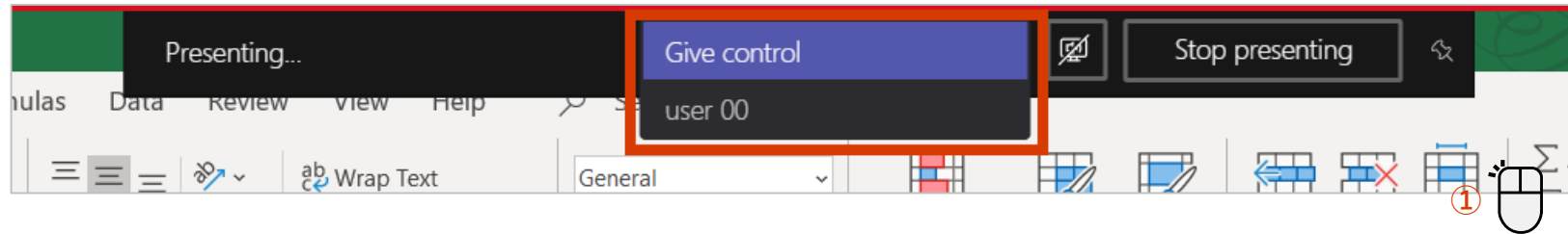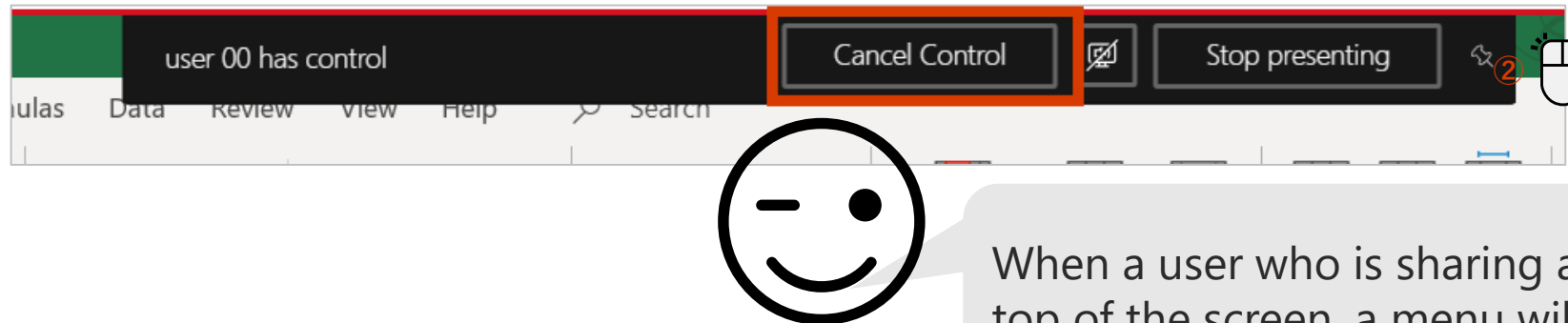
The presenter can give control to the participants and operate the displayed screen.

\<When passing the authority to operate\>

\<When regaining authority to operate\>

When a user who is sharing a screen. points to the top of the screen, a menu will appear.

Have a conversation during a meeting

You can check if you're listening to audio or include important information in the chat.

Create meeting minutes

[Meeting memo] is prepared so that you can take notes during the meeting.

Meeting notes are displayed in tabs so everyone on the team can see them.

Record a meeting

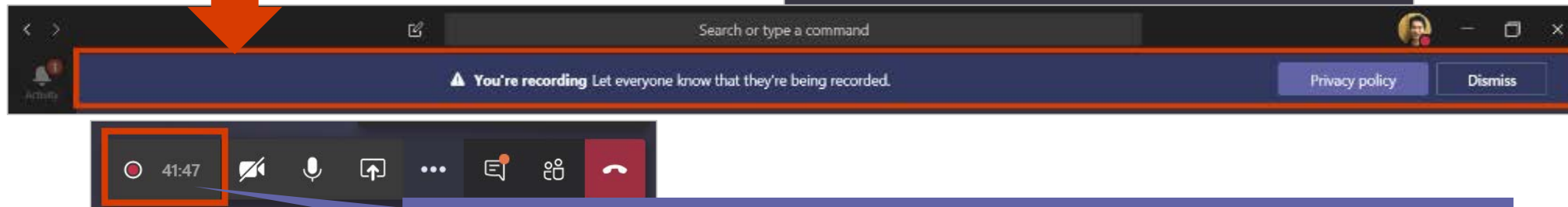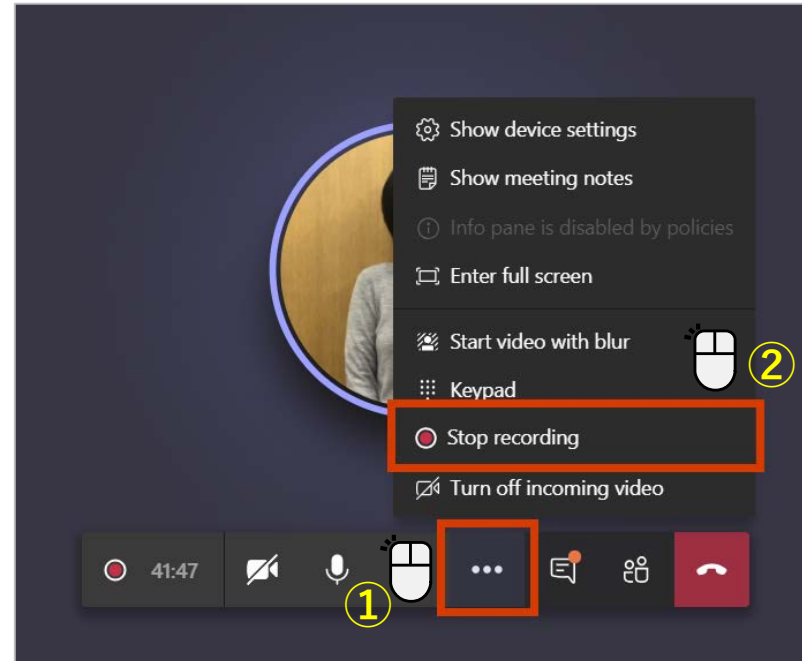You can leave a recording for users who could not join the meeting.

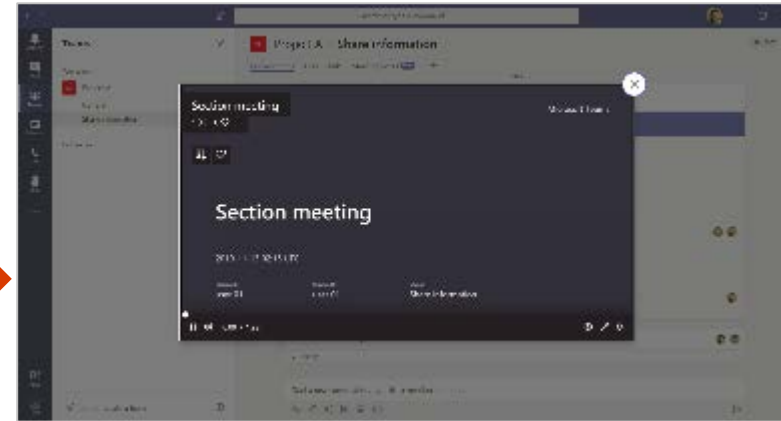<When recording a meeting>

<To stop recording>
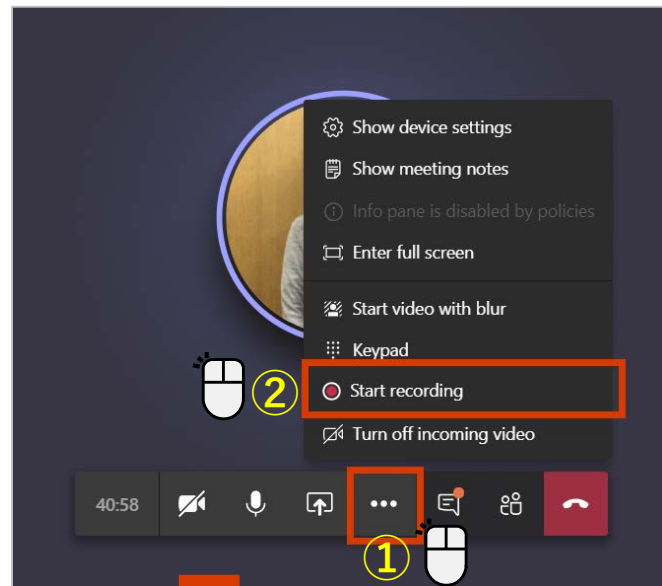
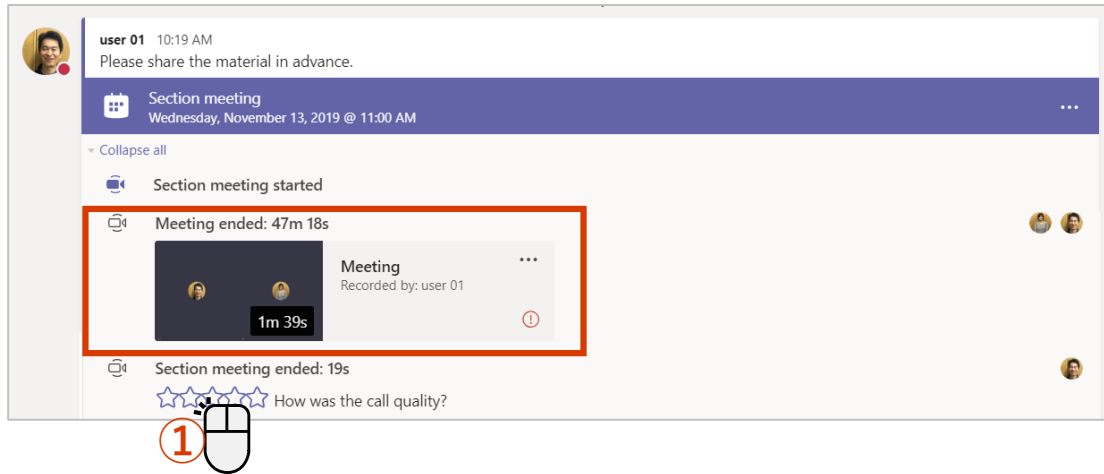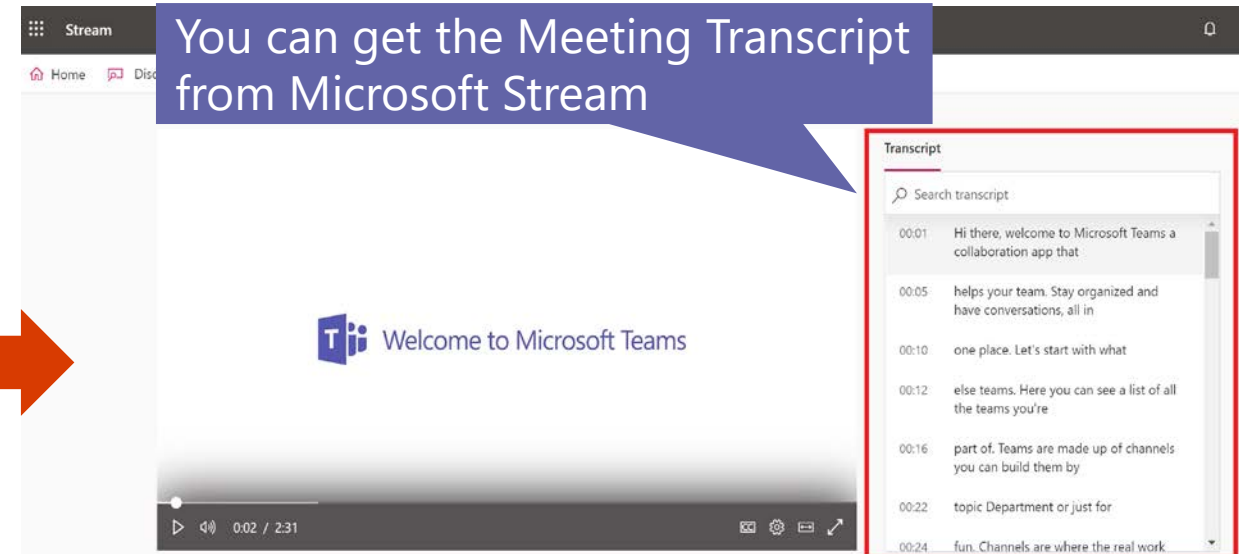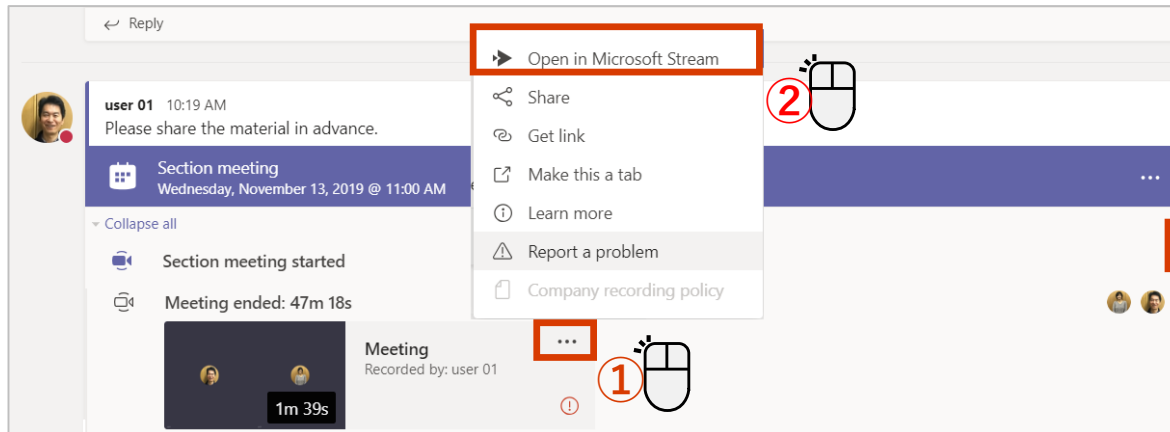A recording message and a record button are displayed.

Watch the recorded meeting

When you record a meeting, it is automatically uploaded to Stream. The recording can be viewed from the channel or if you want the meeting transcript, Open in Microsoft Stream.
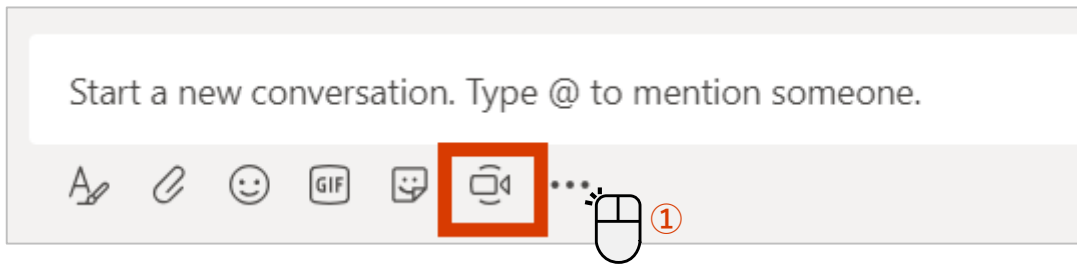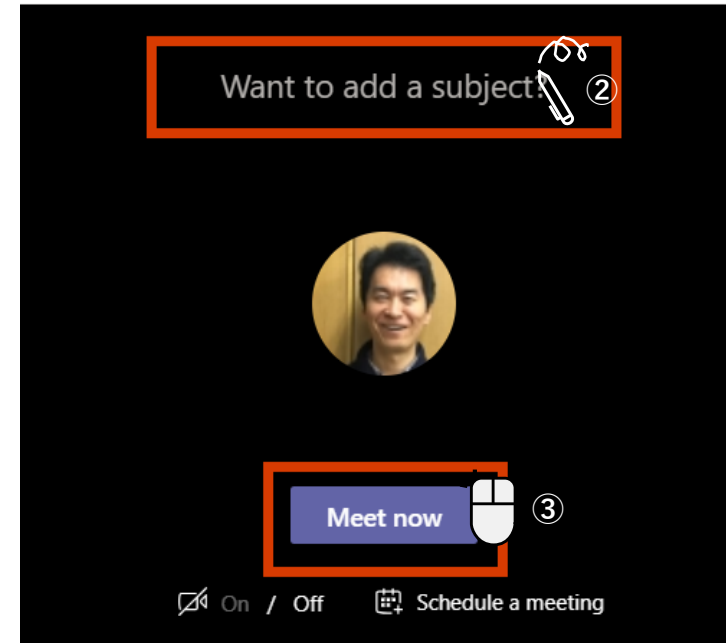
<Watch the recorded meeting on Teams>

<Watch the recorded meeting on Stream>

You can get the Meeting Transcript from Microsoft Stream

Start a meeting from a channel

You can start a meeting right away from a channel conversation.

<Start meeting>

Start a new conversation. Type @ to mention someone.

①

Want to add a subject? ②

Meet now ③

☒ On / Off   🗓 Schedule a meeting

<Join the meeting>

Precondition meeting   00:26

①

Join

🎥 Precondition meeting started

↩ Reply

When the meeting is over, the channel is displayed.

🎥 Precondition meeting ended: 47m 18s

↩ Reply