

Microsoft Teams Quick Start Guide

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Teams Overview

A quick summary on core features of Teams and How to Download Teams

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How to use Chat

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

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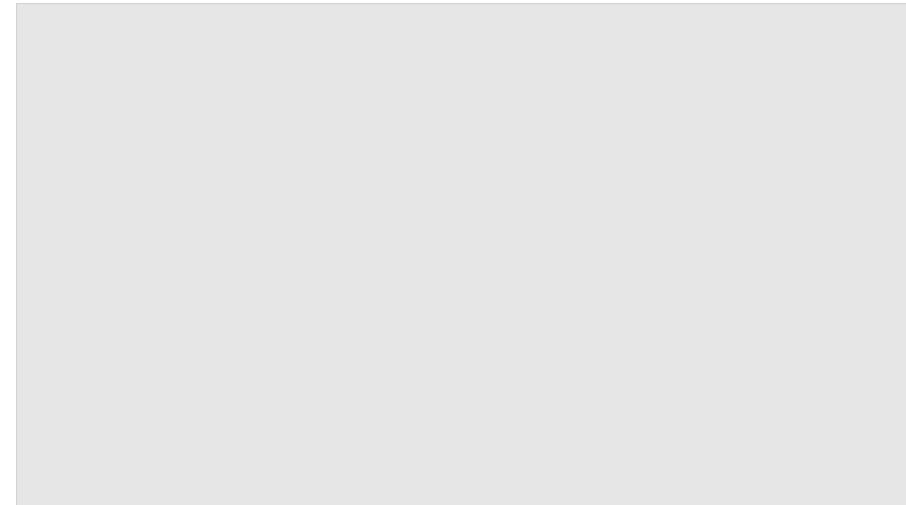
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How to setup and join Meetings

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

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Teams Overview

A quick summary on core features of Teams and How to Download Teams

Microsoft Teams

Your Hub for Teamwork in Office 365

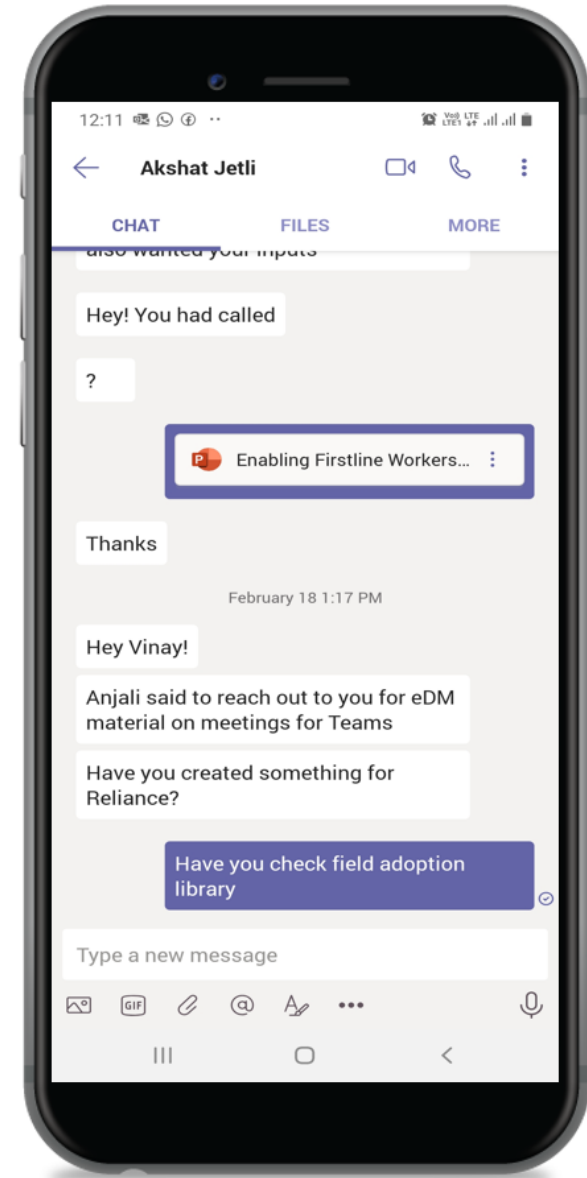
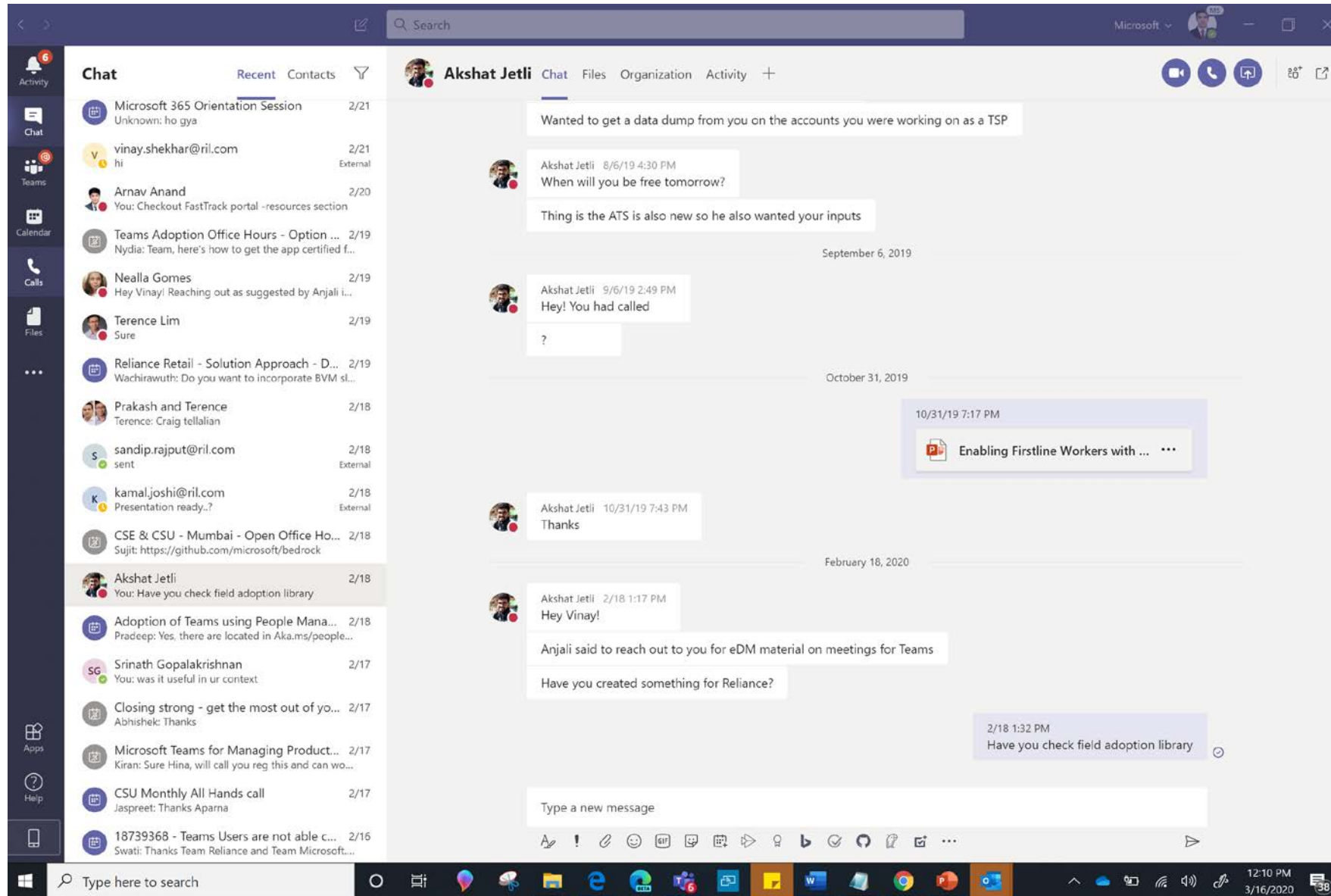
Chat, video conferencing, and voice calls are combined allowing you to work remotely with ease.

Download Teams –

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



Participate in 1:1 or Group Chat

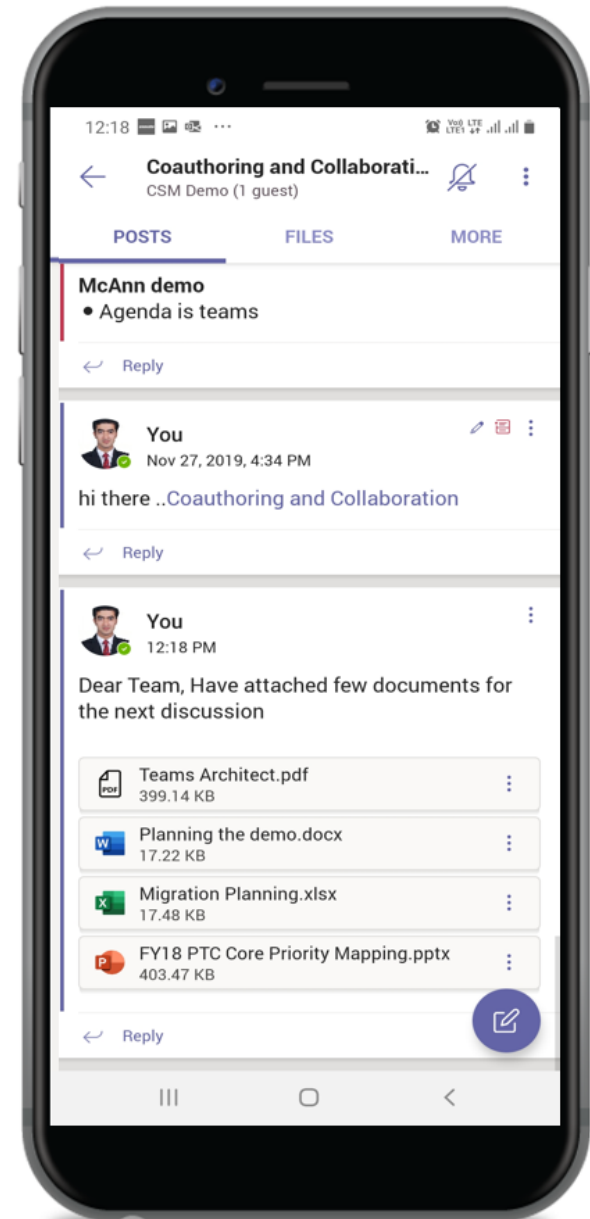


Join or Schedule Meetings from any device



Collaboration in Teams

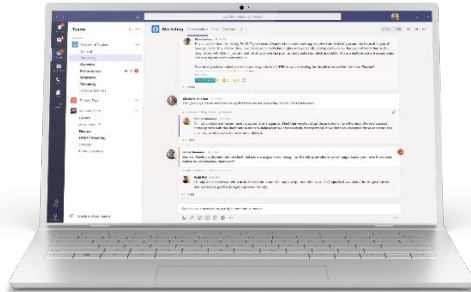
The screenshot shows the Microsoft Teams desktop application. On the left is a sidebar with navigation options: Activity, Chat, Teams, Calendar, Calls, Files, and a 'Your teams' list. The 'Teams' list includes 'Test2', 'Grading', 'Test private', 'Test Public Channel', 'CSM Demo', 'General', 'Apps', 'Bots', 'Coauthoring and Collaboration', 'Data and Insights', 'Finance RSS Feed', 'INVENTORY', 'Jio-Microsoft Partnership', and 'Live Events RoB'. The main window displays the 'Coauthoring and Collaboration' channel. At the top, there's a search bar and a header with 'Team Confidential 1 Guest'. A pinned file 'Sakshi Resume.pdf' is at the top. Below it, a message from 'Vinay Shekhar' dated 'November 27, 2019' contains a large blue banner that reads 'Demo at 5 PM Today' and an 'IMPORTANT!' section titled 'McAnn demo' with the bullet point 'Agenda is teams'. Below this, another message from 'Vinay Shekhar' says 'hi there ..Coauthoring and Collaboration'. At the bottom, a message from 'Vinay Shekhar' is in progress, showing the text 'Dear Team, Have attached few documents for the next discussion' and a list of four files: 'FY18 PTC Core Priority Mapping.pptx', 'Teams Architect.pdf', 'Planning the demo.docx', and 'Migration Planning.xlsx'. A red rectangle highlights this bottom message. At the very bottom, there's a prompt: 'Start a new conversation. Type @ to mention someone.'



Teams access from any where, any device

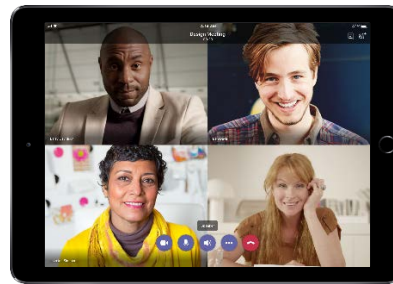
Download Teams – <https://aka.ms/getteams> or Download from iOS or Android appstores

Desktop



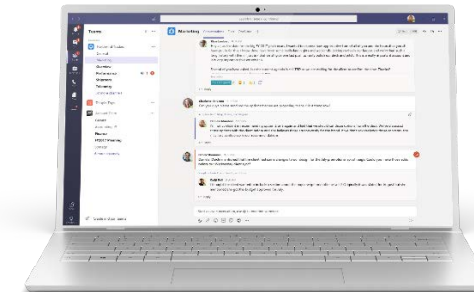
 Windows 7+



Mobile

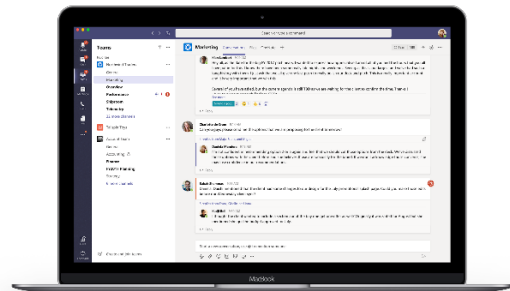


iPad

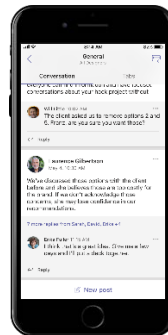
Web



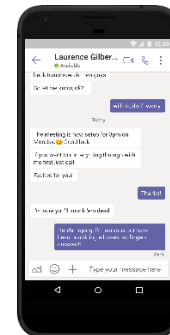
 Edge RS2+
Edge Chromium
 Google Chrome



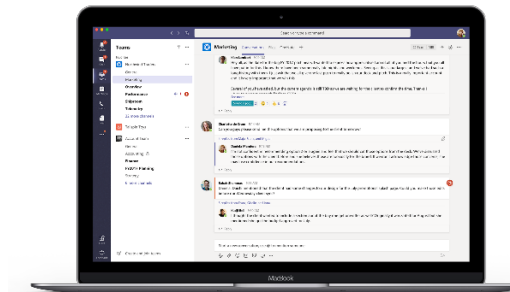
 OS X 10.10+



iPhone



Android



 Linux DEB 64-bit

 Linux RPM 64-bit

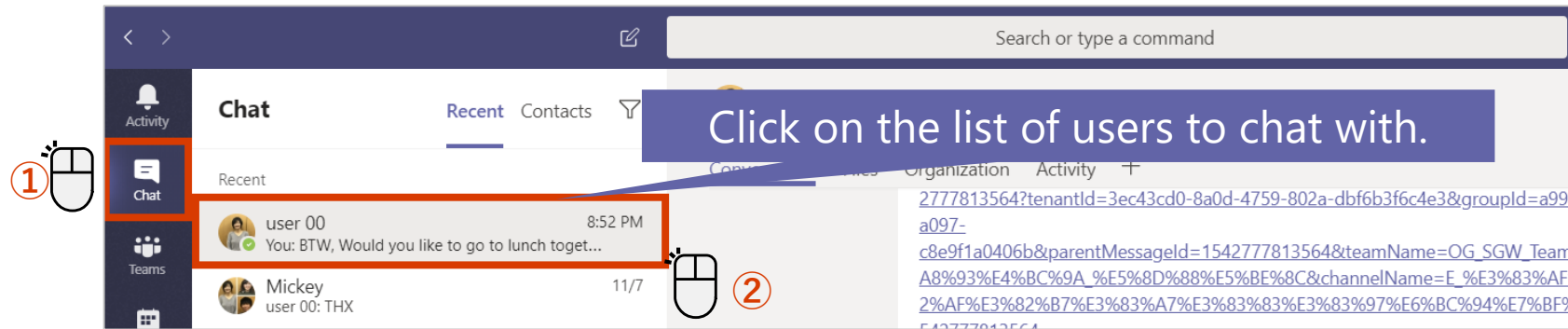
How to use Chat

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

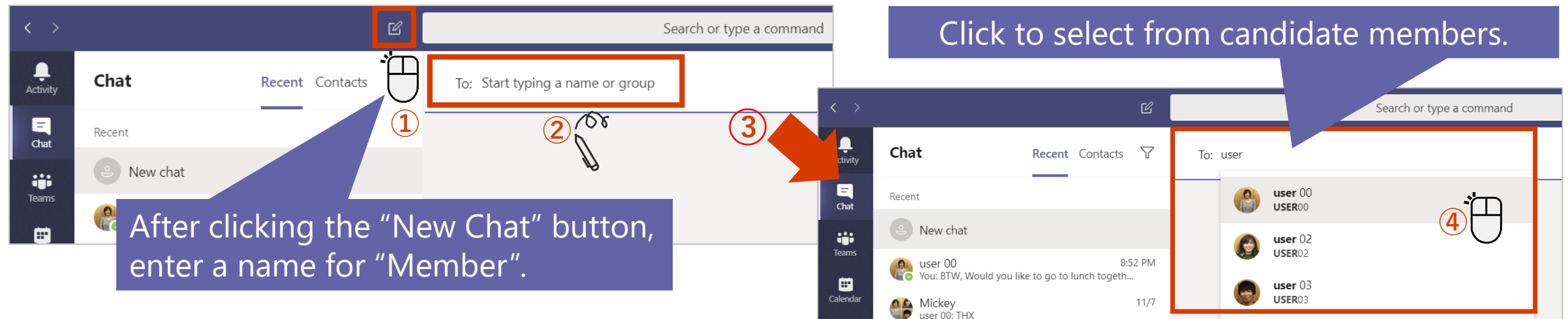
Start a 1:1 Chat

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

<To chat with someone who has chatted recently>



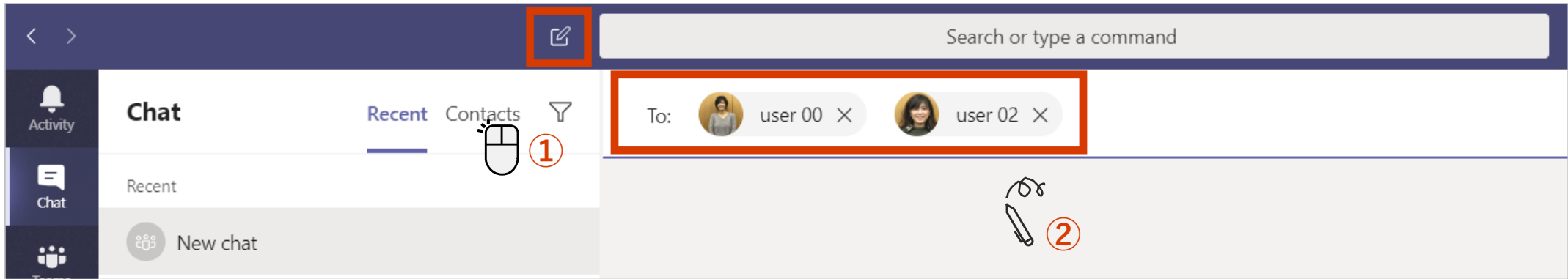
<To start a **New Chat**>



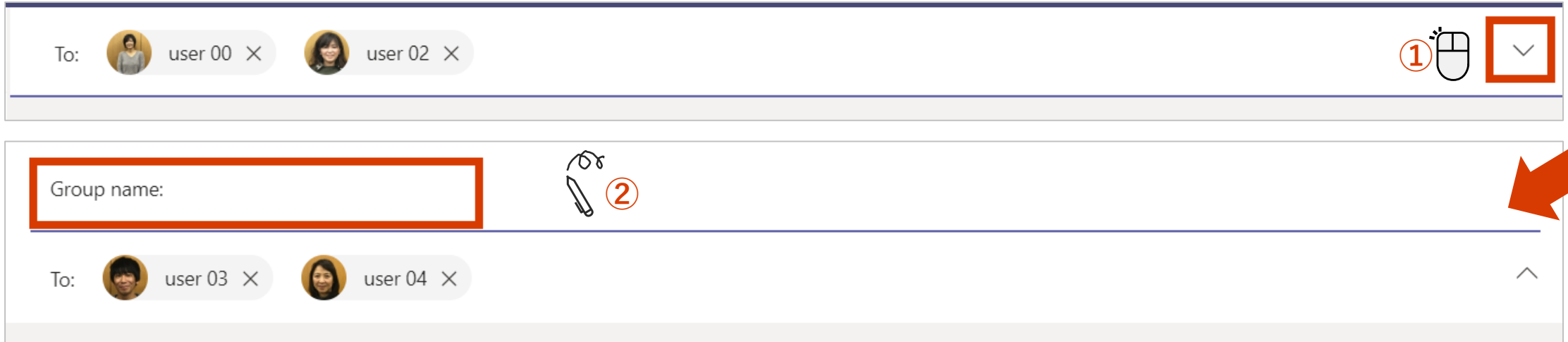
Start a Group Chat

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

Create a Group Chat



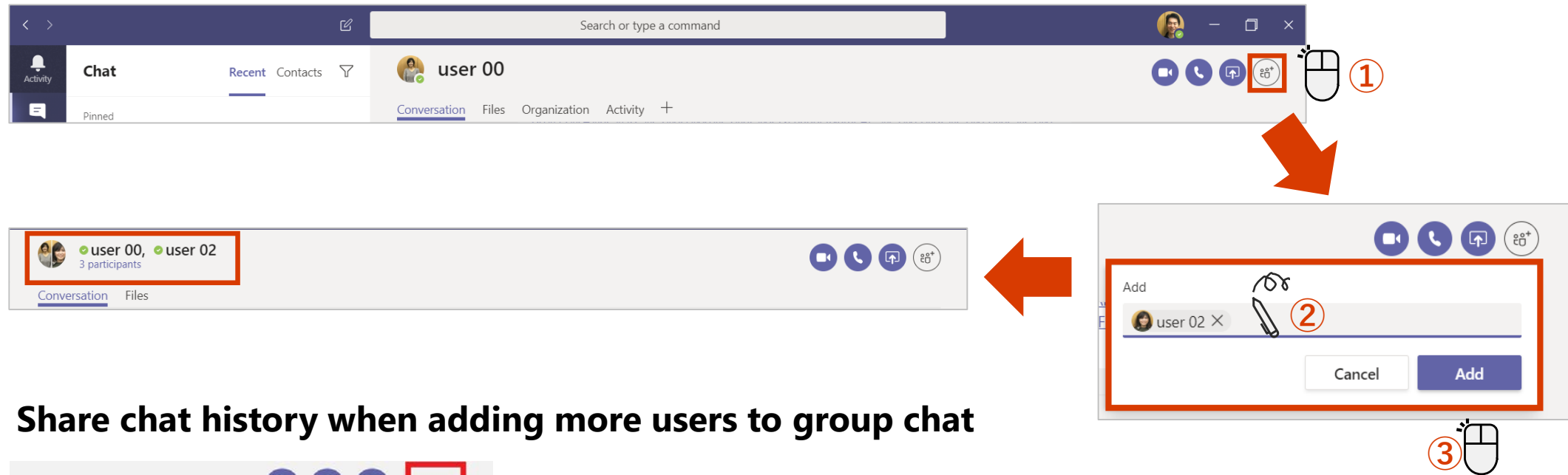
Rename the Group Chat



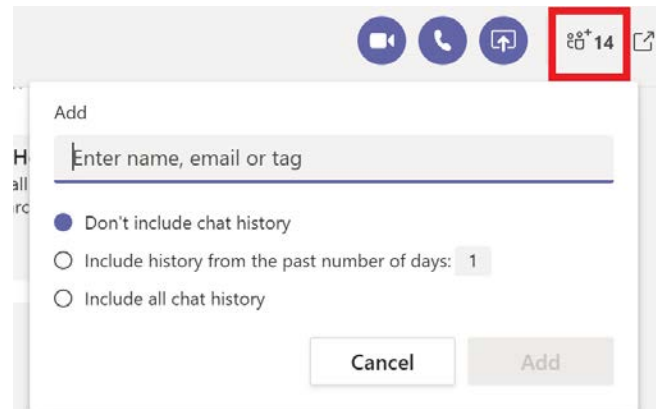
Add more users to a chat

You can add users after starting a chat.

Converting a single user chat to a group chat

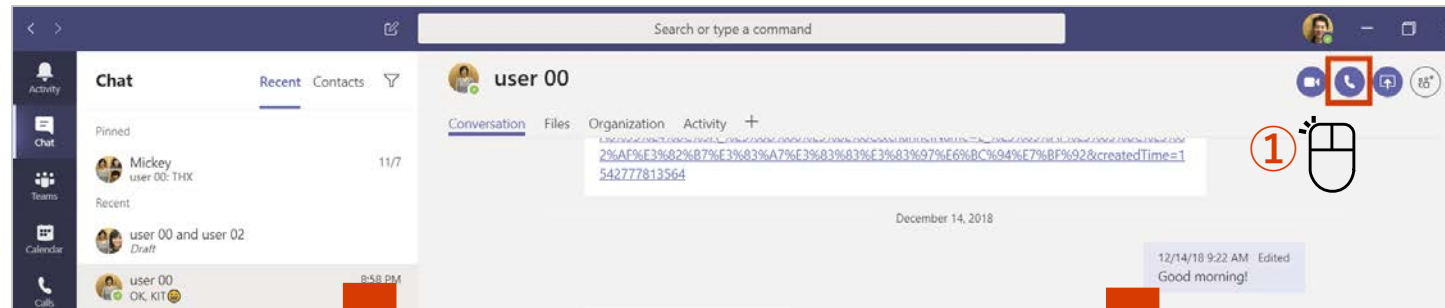


Share chat history when adding more users to group chat



Start a call from 1:1 chat

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



Screen calling User00



User00 screen notification

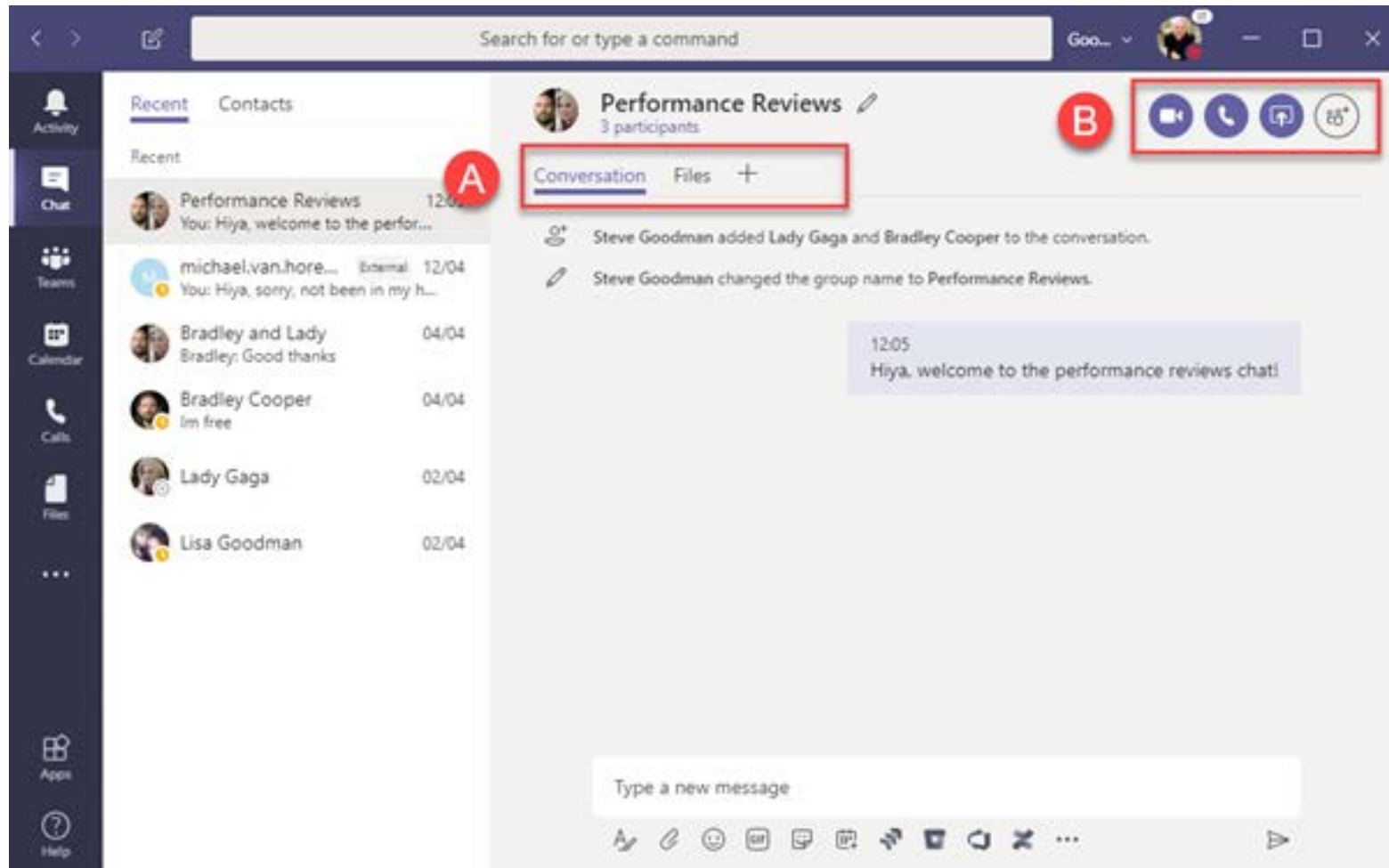


User00 screen during a call



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.

The screenshot shows the Microsoft Teams interface with the 'New meeting' dialog box open. The interface includes a sidebar with 'Calendar' highlighted (1), a top bar with 'New meeting' button (2), and a 'New meeting' form with fields for Title (3), Location (4), Start/End times (5), and a 'Schedule' button (7). A 'Details' section for the meeting agenda is also visible (5). A mouse cursor icon is shown next to the 'New meeting' button (2). A large speech bubble on the right contains text about inviting users and selecting channels.

1 Calendar icon in the sidebar.

2 'New meeting' button in the top bar.

3 Title field in the 'New meeting' dialog.

4 Location field in the 'New meeting' dialog.

5 Start and End time fields in the 'New meeting' dialog.

6 Organizer field in the 'New meeting' dialog.

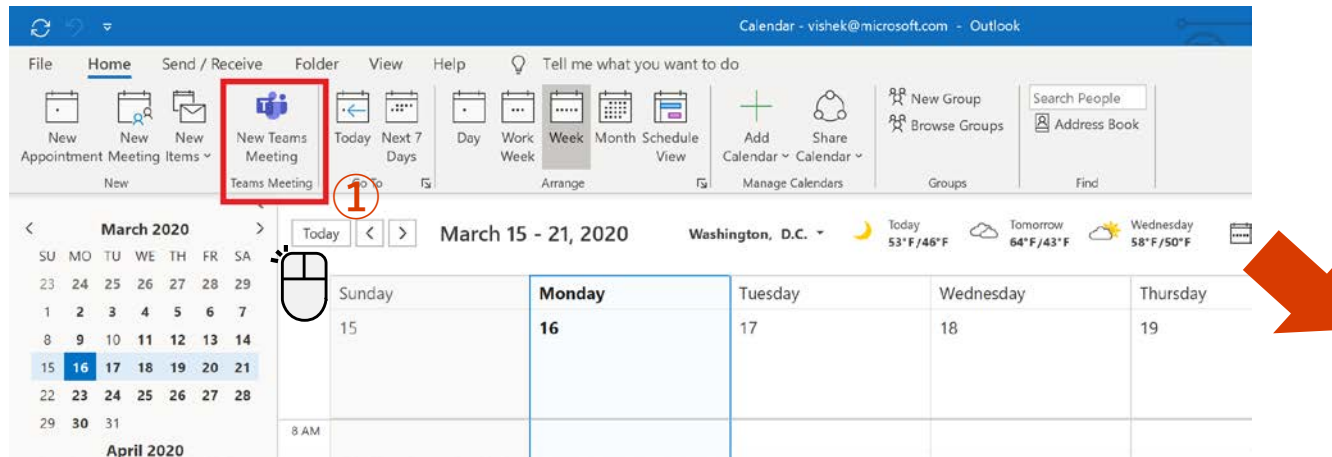
7 'Schedule' button in the 'New meeting' dialog.

You can Invite specific users to the meeting.

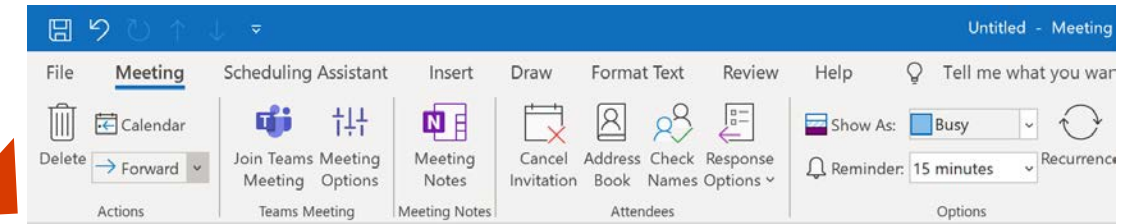
You can also select a channel for the meeting. Users can join the meeting using join link on the channel.

Schedule a meeting in Outlook

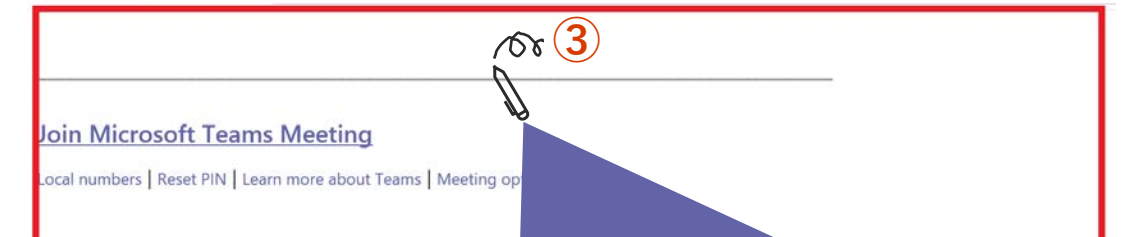
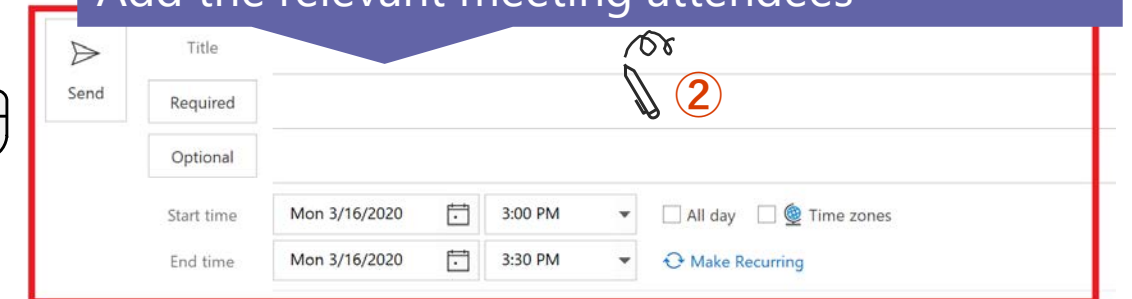
You can also set up a meeting to be booked in advance from Outlook.



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



Add the relevant meeting attendees



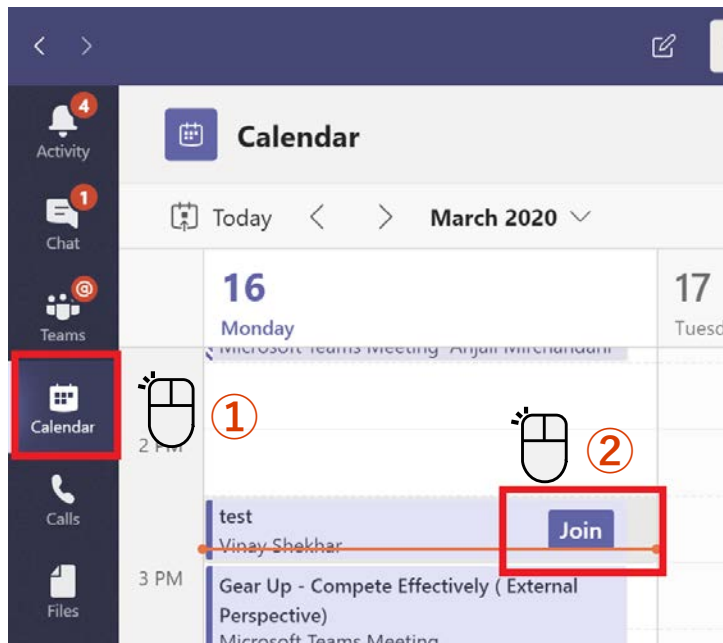
Describe the content of the meeting agenda.

Join the meeting from calendar or Teams channel

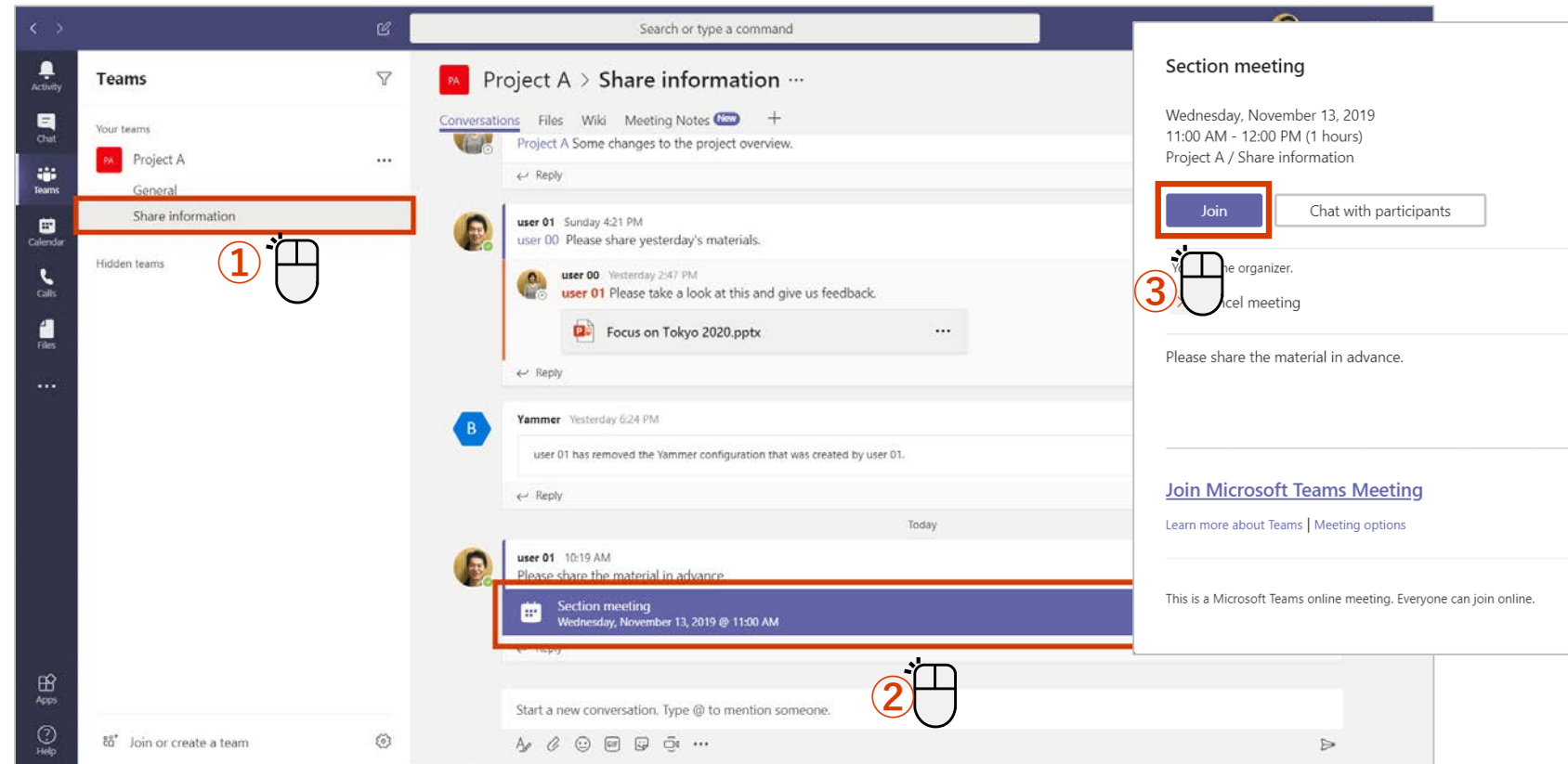
Join the meeting from Calendar tab in Teams

Or

Join the meeting booked from the Teams channel *(if you booked from the channel when setting up the meeting).*



From Calendar

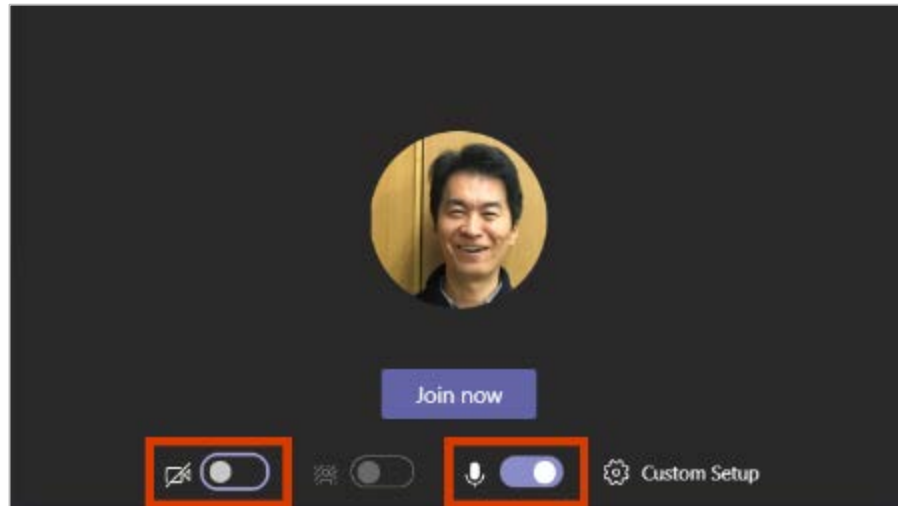


From Channel in Teams

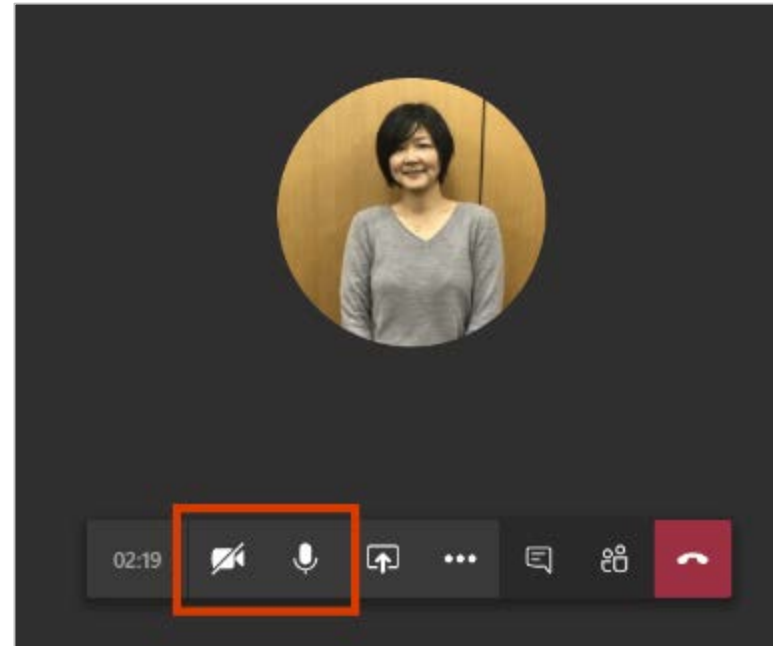
Turn the camera and microphone on / off

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

<Set before joining>



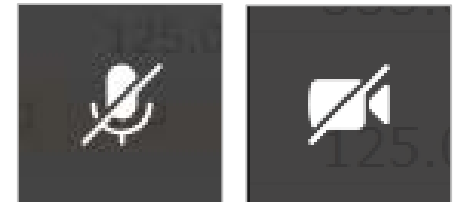
<Set after joining>



ON Status icon



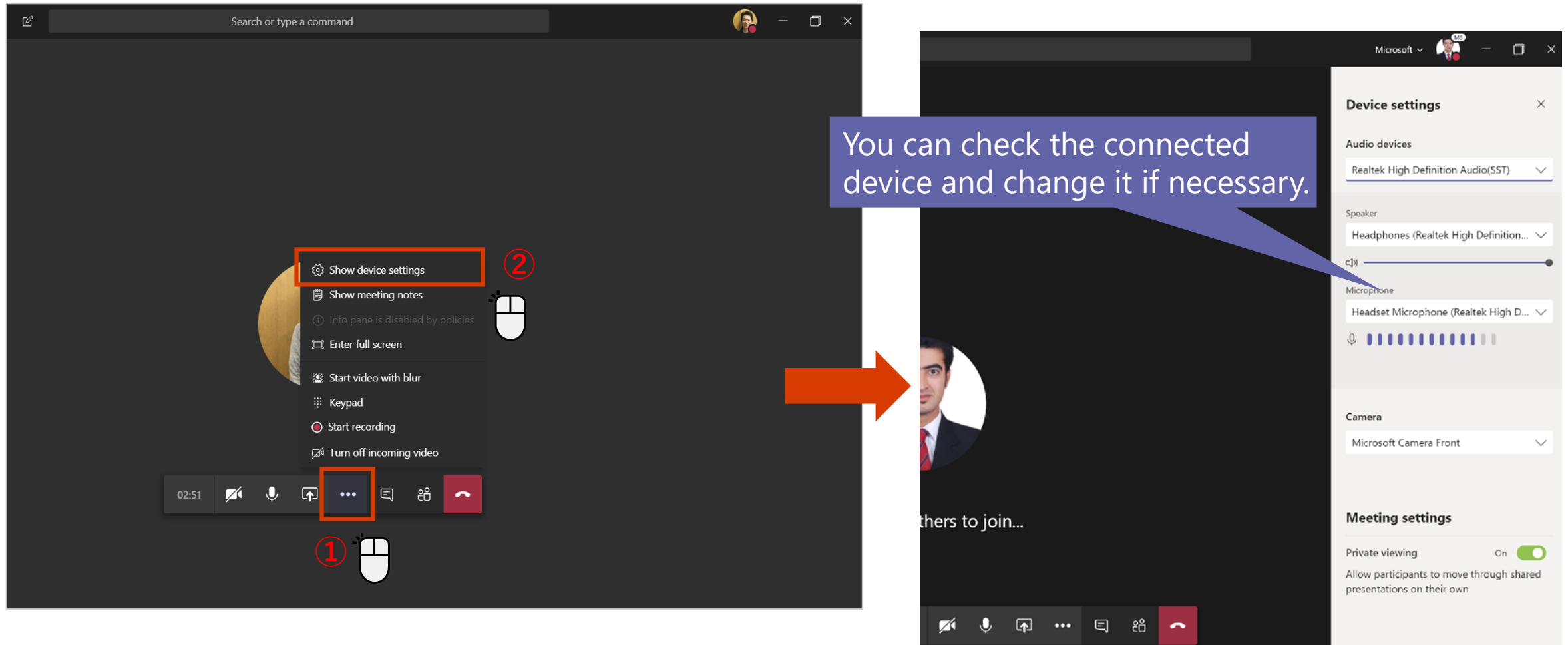
OFF Status icon



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

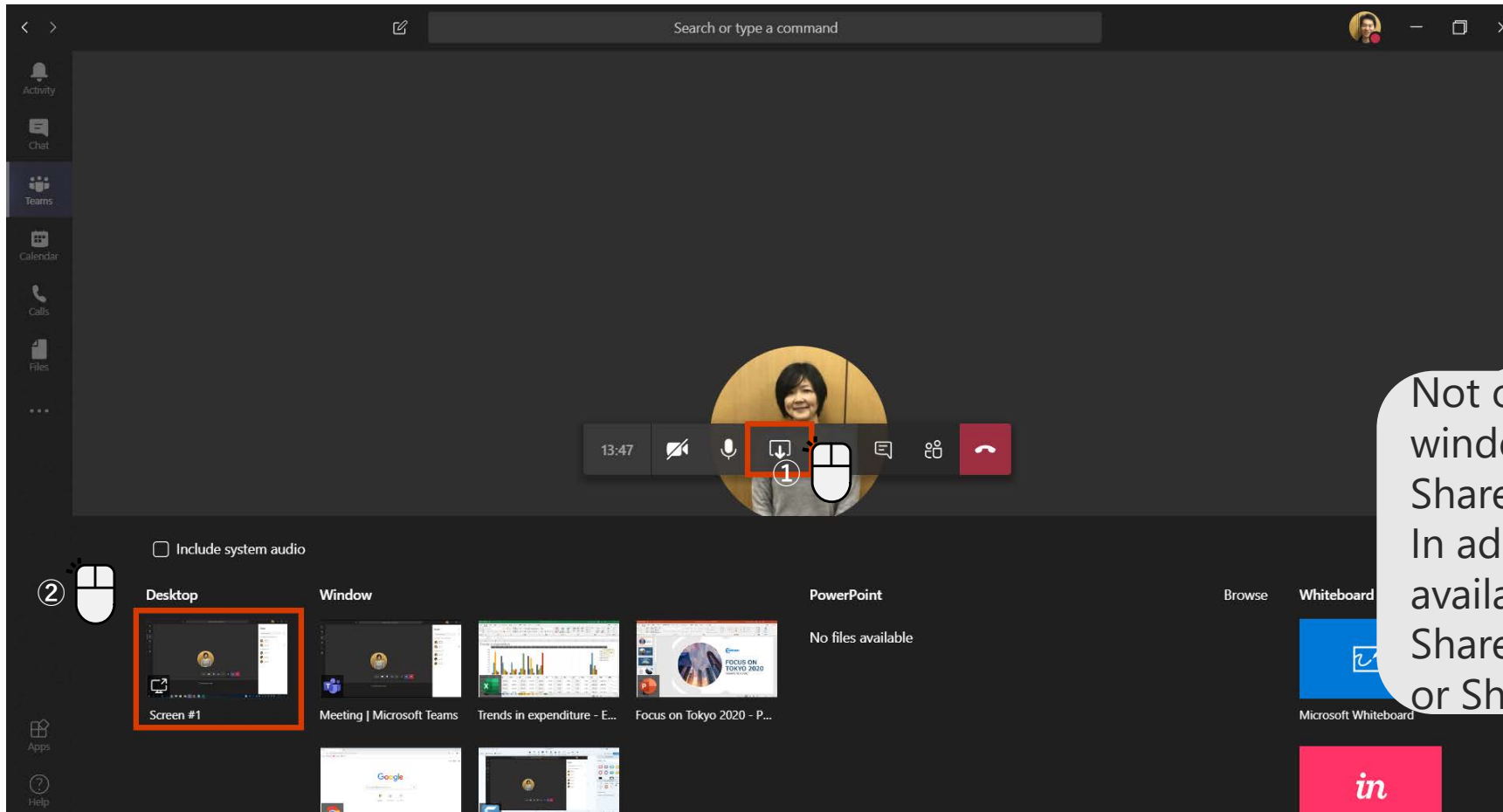
Check the device settings for the meeting

This can be changed when multiple audio devices are connected.



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.

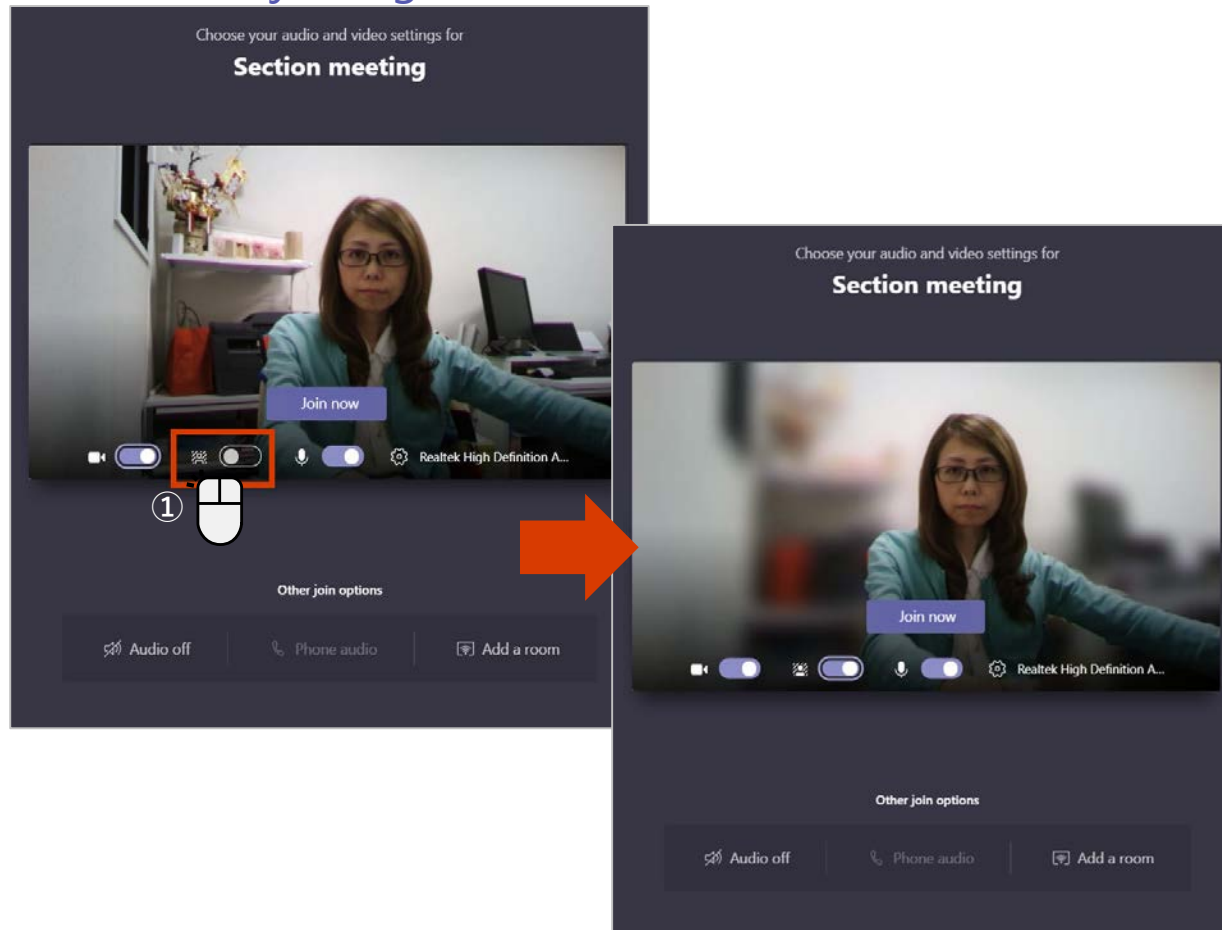


Not only the desktop, but also windows (app screens) or Share PowerPoint. In addition, added apps are also available! Share Desktop (with System Audio) or Share con

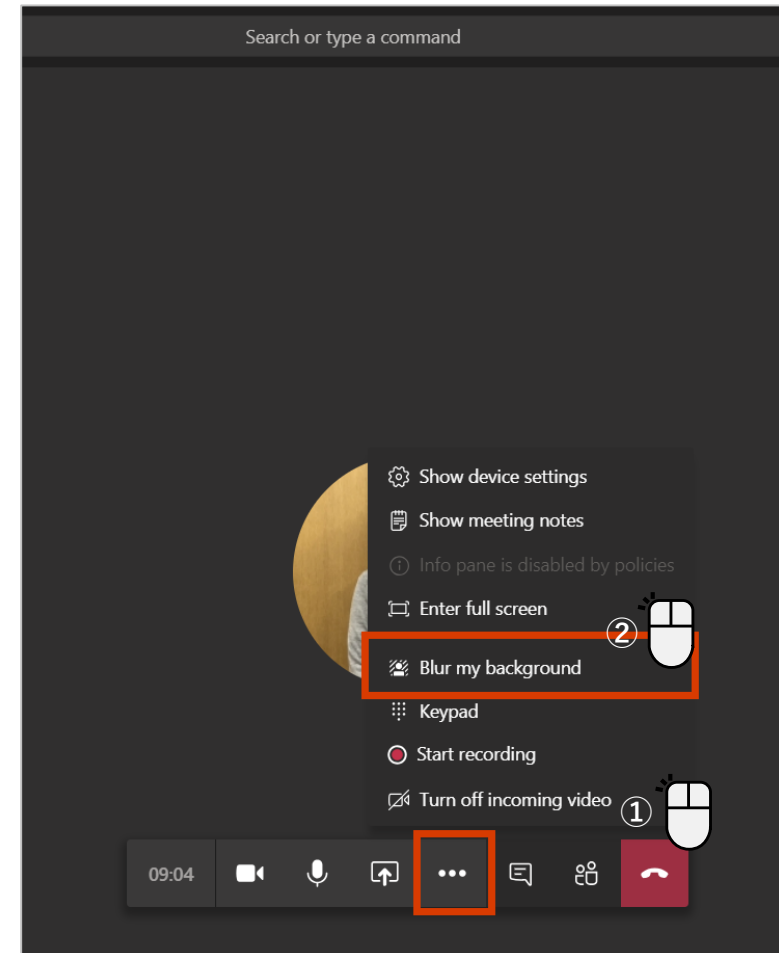
Blur the background

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

<Set before joining>

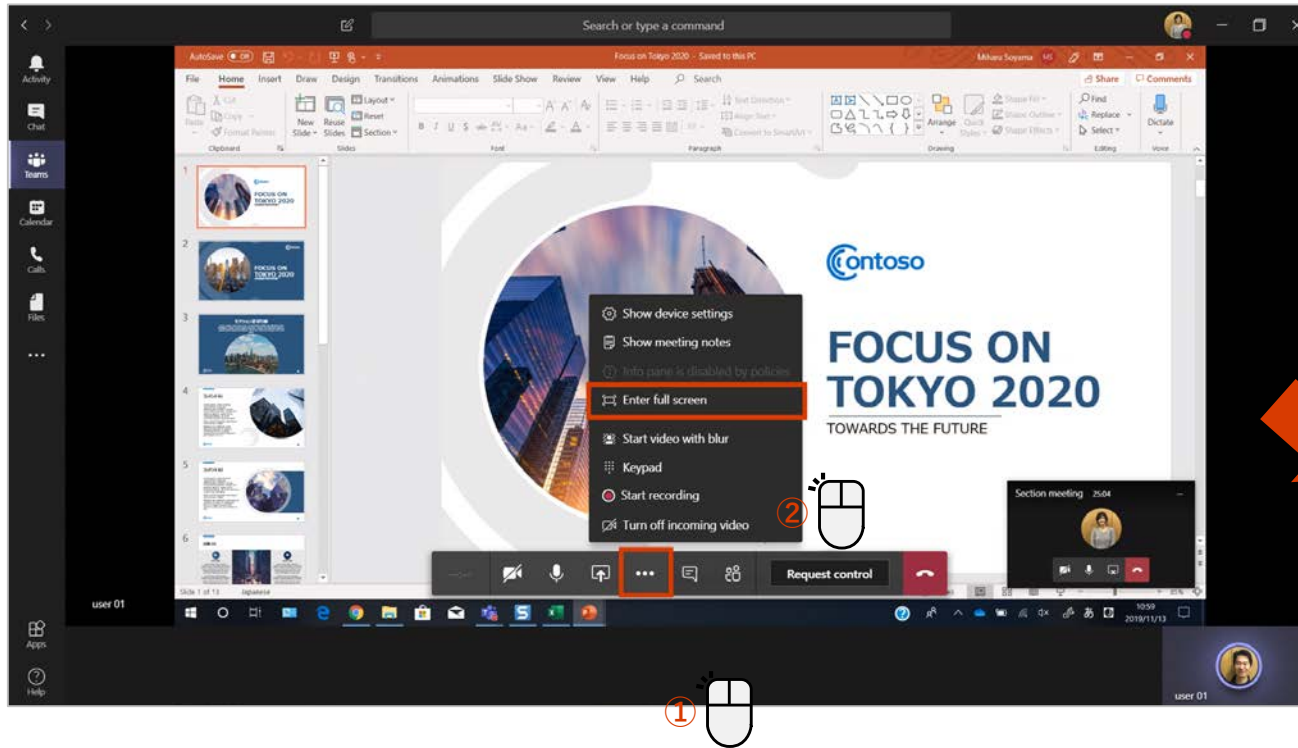


<Set after joining>

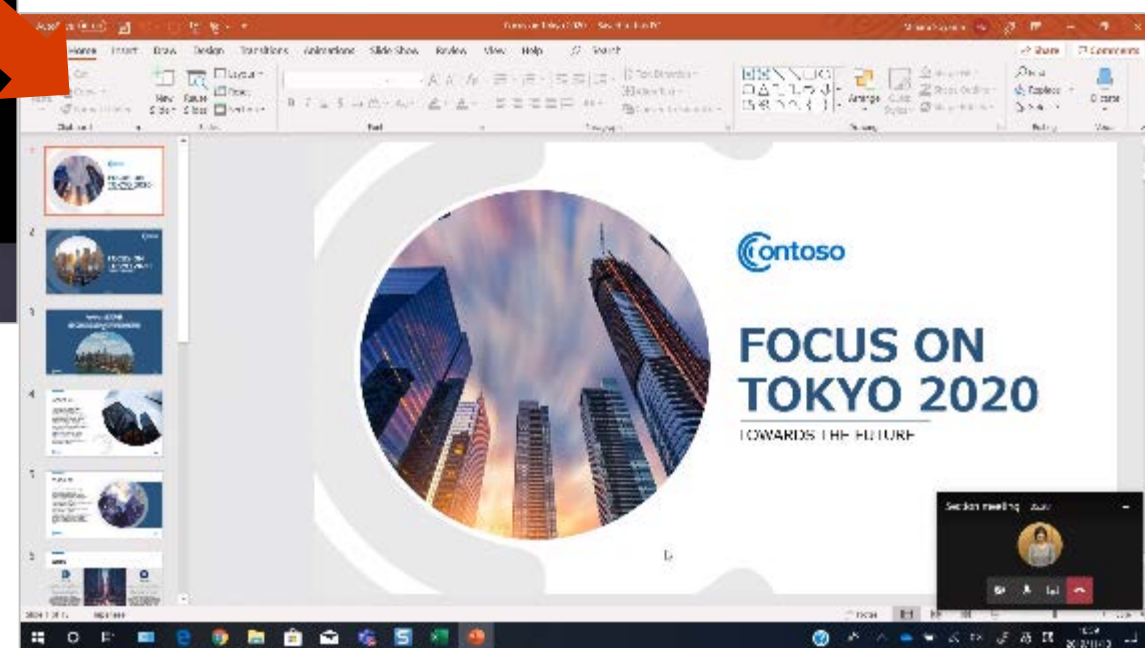


Full screen display

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



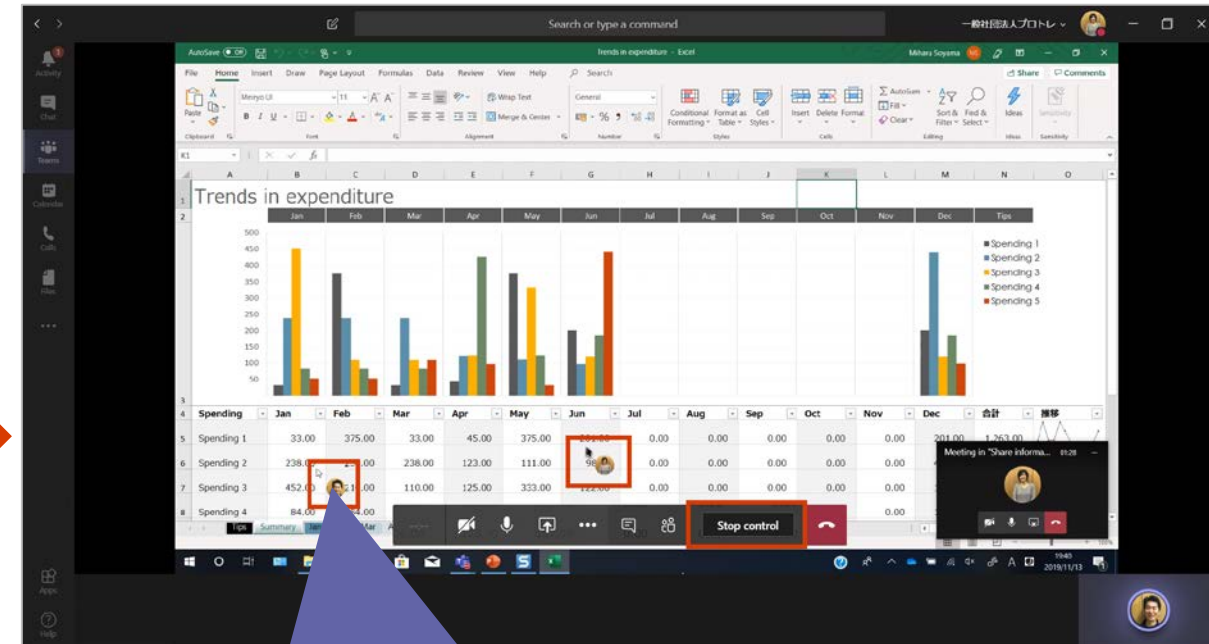
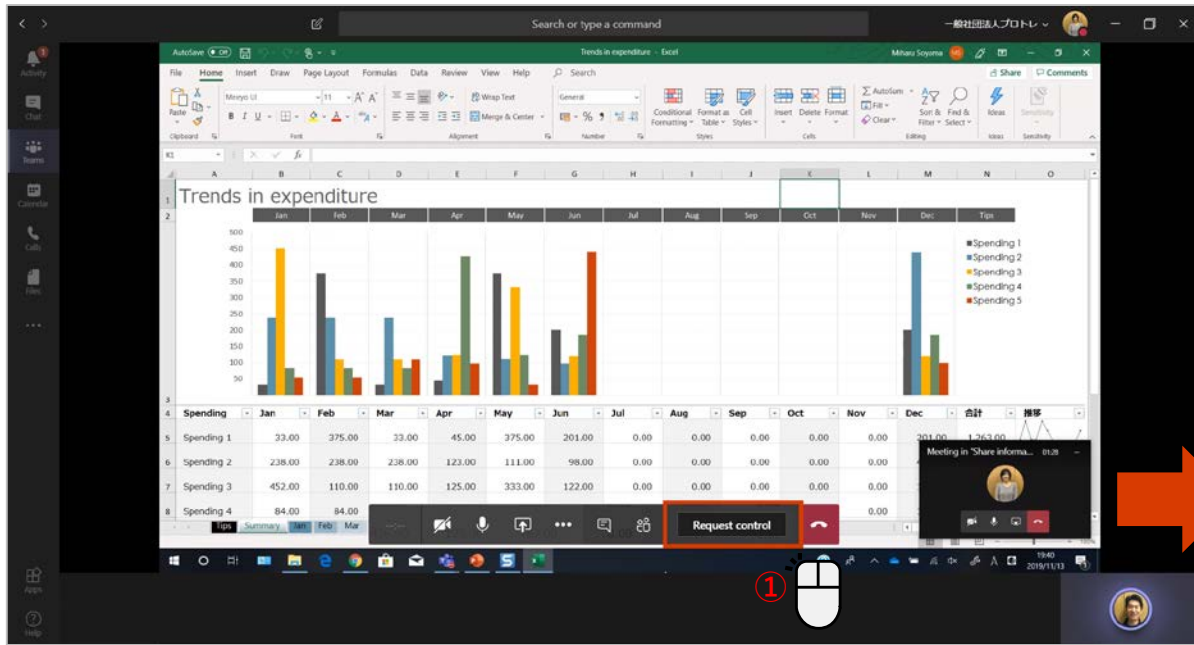
Full screen display is restored with [Esc] key



Have someone interact with your screen 1

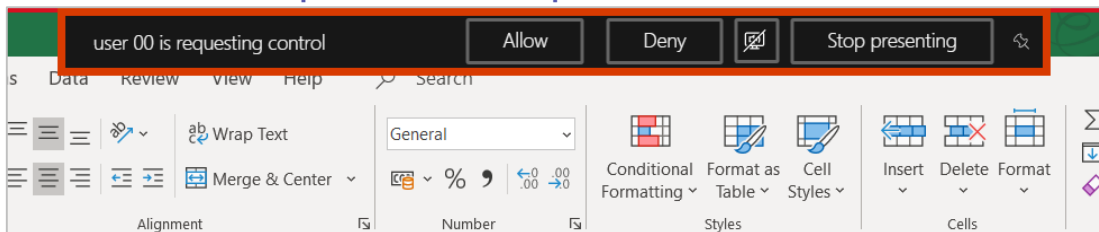
[Request Control] allows you to operate the presenter's screen.

<When requesting authority to operate>



The user icon is displayed on the operating mouse.

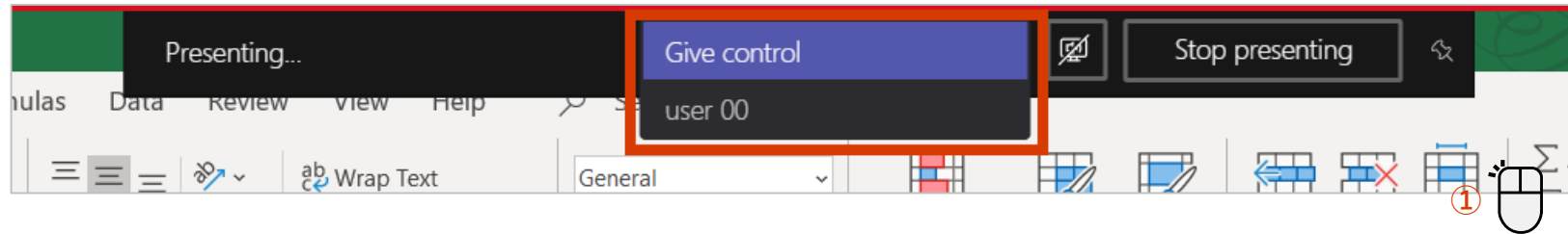
<When requested to operate>



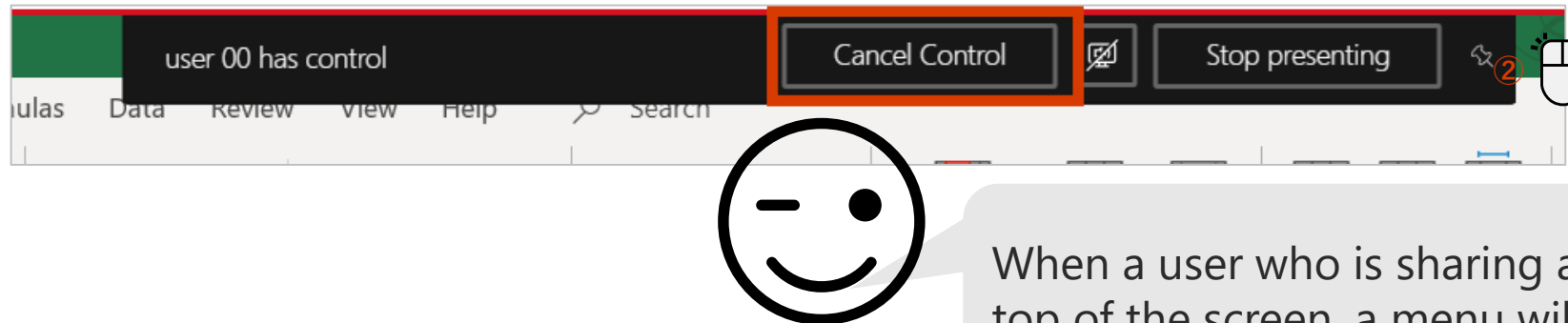
Have someone interact with your screen 2

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.

The image displays a Microsoft Teams meeting interface with two Excel spreadsheets open. The left spreadsheet, titled '支出の推移' (Expenditure Trends), shows a bar chart and a table of monthly expenditure data. The right spreadsheet, titled 'Trends in expenditure', shows a similar bar chart and a table of monthly expenditure data. A chat window on the right side of the interface shows a conversation between two users. An orange arrow points from the chat icon in the bottom toolbar of the left window to the chat window on the right. A red box highlights the chat input field in the right window.

支出の推移 (Expenditure Trends)

支出	1月	2月	3月	4月	5月	6月	7月	8月	9月	10月	11月
支出 1	33.00	375.00	33.00	45.00	375.00	201.00	0.00	0.00	0.00	0.00	0.00
支出 2	238.00	238.00	238.00	123.00	111.00	98.00	0.00	0.00	0.00	0.00	0.00
支出 3	110.00	110.00	110.00	125.00	333.00	122.00	0.00	0.00	0.00	0.00	0.00
支出 4	426.00	84.00	84.00	426.00	125.00	187.00	0.00	0.00	0.00	0.00	0.00
支出 5	54.00										

Trends in expenditure

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	合計	推移
Spending 1	33.00	375.00	33.00	45.00	375.00	201.00	0.00	0.00	0.00	0.00	0.00	201.00	1,263.00	
Spending 2	238.00	238.00	238.00	123.00	111.00	98.00	0.00	0.00	0.00	0.00	0.00	440.00	1,486.00	
Spending 3	452.00	110.00	110.00	125.00	333.00	122.00	0.00	0.00	0.00	0.00	0.00	122.00	1,374.00	
Spending 4	84.00	84.00	84.00	426.00	125.00	187.00	0.00	0.00	0.00	0.00	0.00	187.00	1,177.00	

Meeting chat

user 01 10:19 AM
Please share the material in advance.

Section meeting Wednesday, November...

user 01 10:43 AM
Can you hear me?

10:43 AM
Yes.

Reply

Create meeting minutes

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

The screenshot shows a Microsoft Teams meeting in progress. A PowerPoint slide titled "Trends in expenditure" is displayed, showing a bar chart and a table of spending data. A context menu is open over the slide, with the option "Show meeting notes" highlighted. The menu also includes options like "Show device settings", "Enter full screen", "Start video with blur", "Keypad", "Start recording", and "Turn off incoming video". The bottom of the screen shows the Teams interface with a "More" button (three dots) highlighted with a red box and a circled "1".

	Jan	Feb	Mar	Apr	May
Spending 1	33.00	375.00	33.00	45.00	375.00
Spending 2	238.00	238.00	238.00	123.00	111.00
Spending 3	452.00	110.00	110.00	125.00	333.00
Spending 4	84.00	84.00			



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

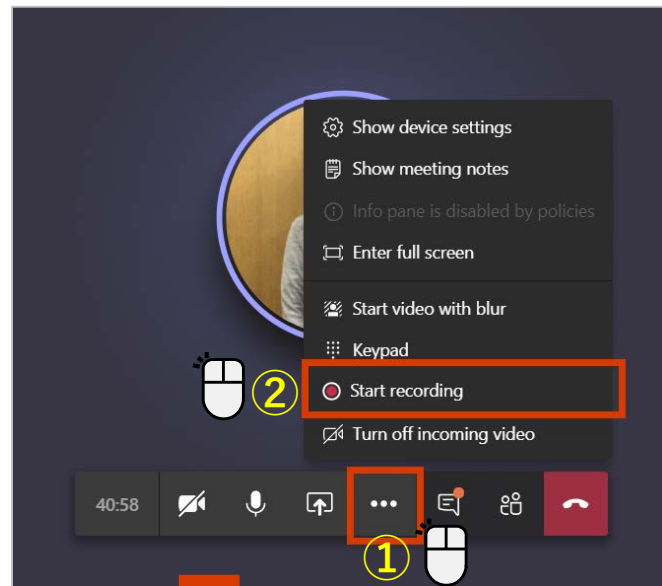
The screenshot shows the "Meeting notes" tab in Microsoft Teams. It features a large notepad icon and the text "Go ahead and start taking notes!". Below this, it says "Notes you take are shared with others and are accessible before, during, and after the meeting." A red box highlights a "Take notes" button, with a circled "3" next to it.

The screenshot shows the "Meeting notes" tab in Microsoft Teams, displaying a list of notes. The first note is titled "Notes" and contains the text "Capture meeting objectives, important notes or action items". A red box highlights this note, with a circled "4" next to it. Below it, another note titled "11/13 meeting memo" is visible, also containing the text "Capture meeting objectives, important notes or action items".

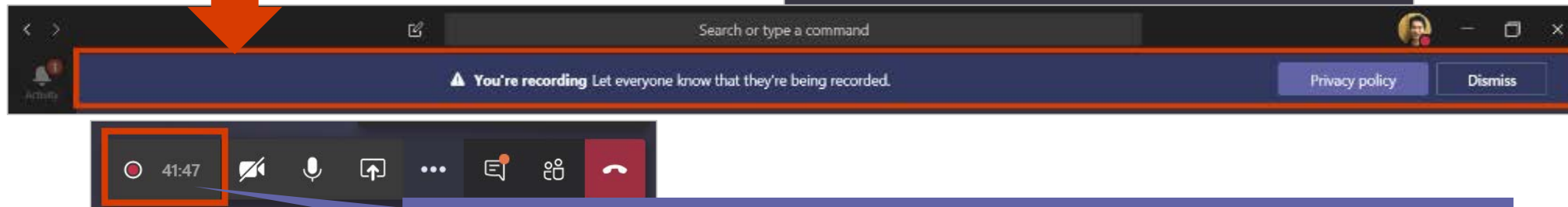
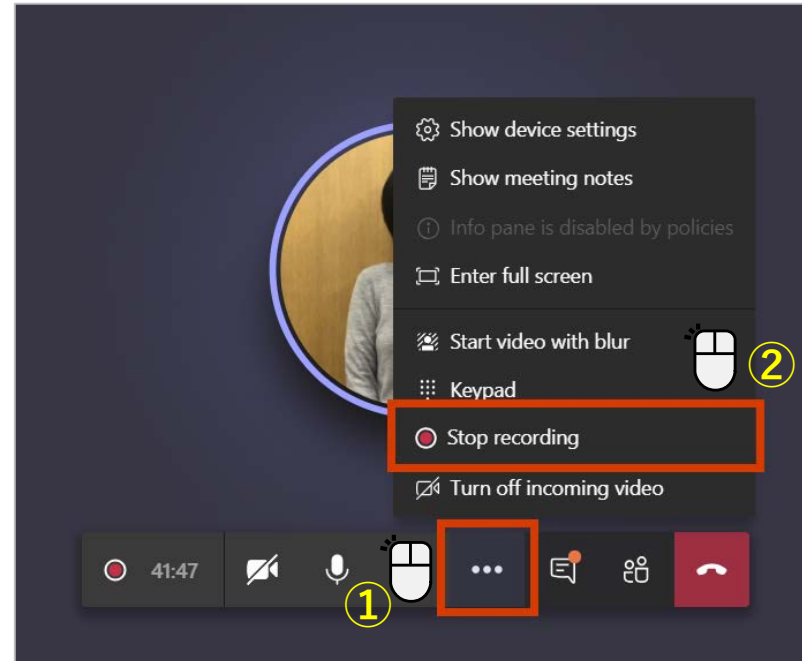
Record a meeting

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

<When recording a meeting>



<To stop recording>

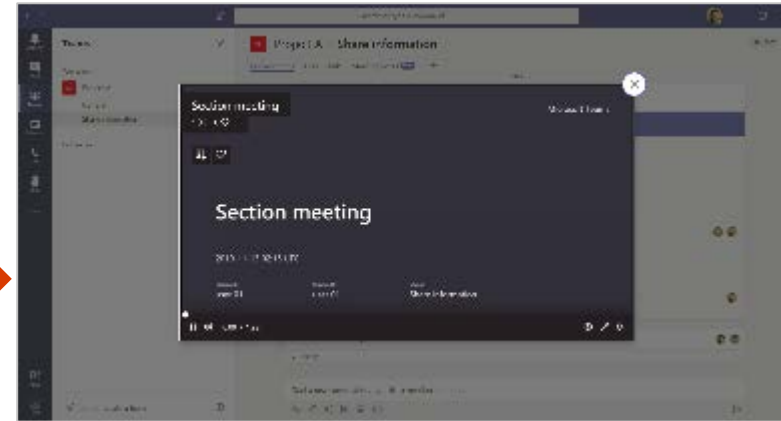
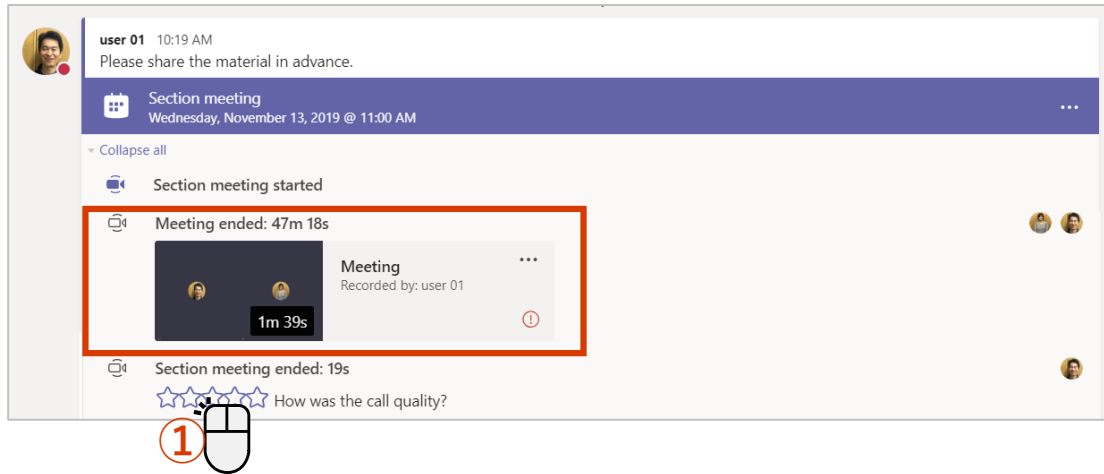


A recording message and a record button are displayed.

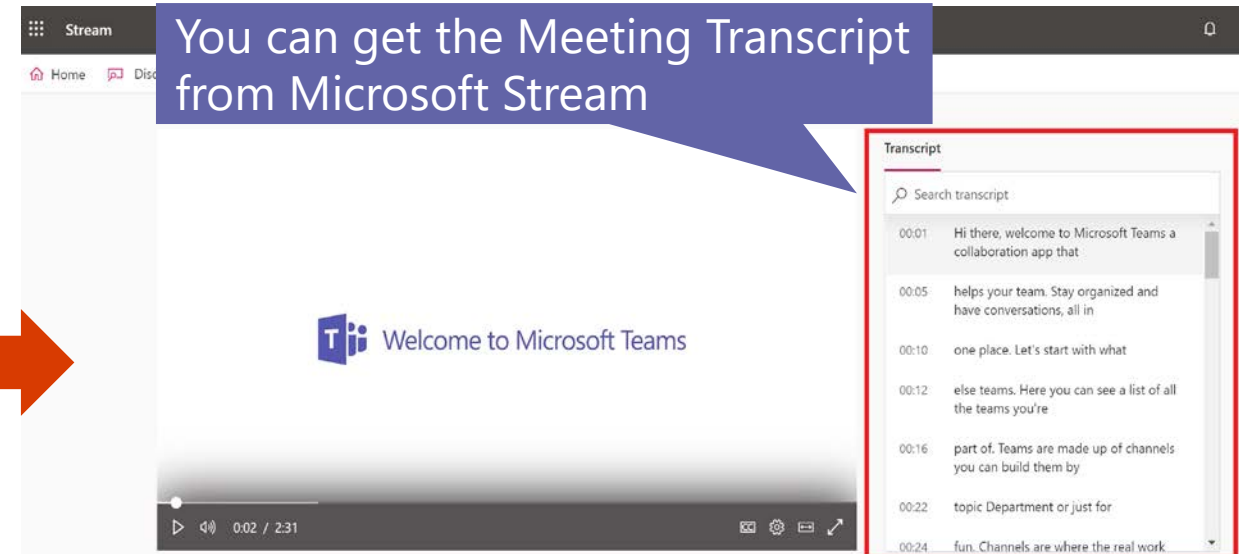
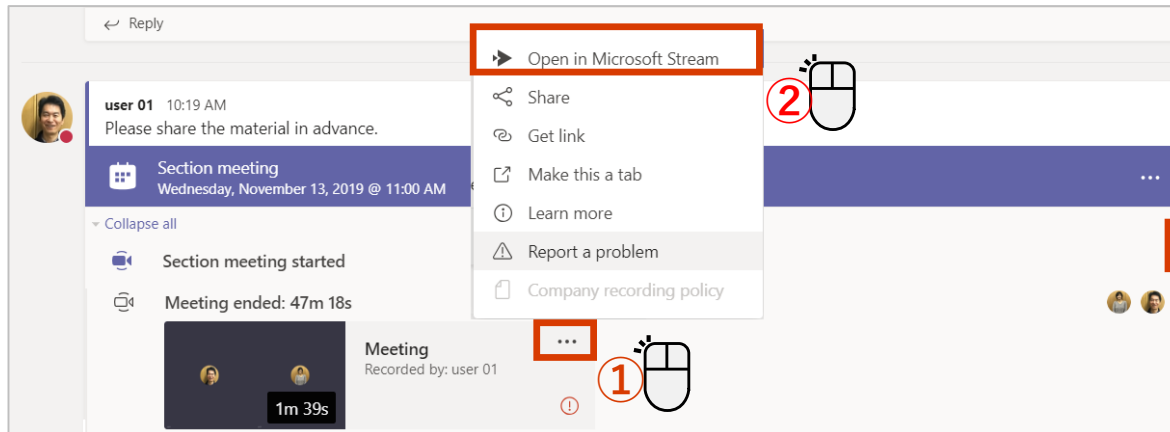
Watch the recorded meeting

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>



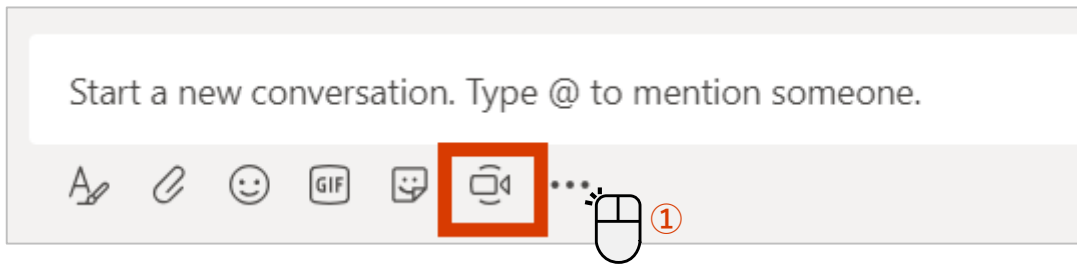
<Watch the recorded meeting on Stream>



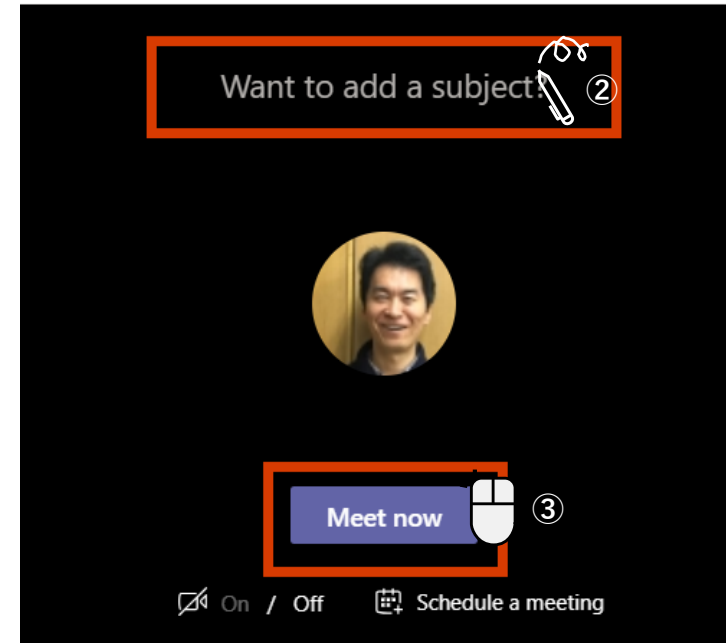
Start a meeting from a channel

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

<Start meeting>



<Join the meeting>



When the meeting is over, the channel is displayed.

