Microsoft Teams
Getting Started

Contents

Tip: Enter *office.sgul.ac.uk* in your and you will see all the apps you have access to including Microsoft Teams.

Understanding Teams

You can create teams for different projects or activities as needed and invite others in to join as team members.

Teams can be organised into channels (folders) that contain tabs for conversations, files, notes and more. Channels can be created based on the team different needs. For example, by unit, subject or project group. Tabs enable team members to upload, review, edit files, add notes and add content such as documents, spreadsheets, presentations, videos, external links and other applications. The content is only accessible to everyone in the team.

Easily manage your Teams workflow while engaging with every member

Microsoft Teams is a digital hub that brings conversations, meetings, files and apps together.

Teams addresses the unique needs of different groups and enables them to work together easily and get things done:

- **Manage projects, tasks, and content** using the applications that you use every day—all available in a single, custom workspace.

- **Stay in the know with real-time information and updates** shared in team conversations, private chats, team meetings and other channels.

- **Support collaboration** with integrated apps from Office 365 like Word, Excel, PowerPoint OneNote and Class Notebook. Plus, education partners like Canvas and Flipgrid.

Introduce Microsoft Teams to your Teams

Start with a kick off meeting to set expectations, provide guidance and demonstrate the aim of the Team. Ask your team to use Teams as their main communication and collaboration tool for your team-based activities.

Accessing Teams

1. Go to your browser.

2. In the address bar, enter **office.sgul.ac.uk** press enter.

3. You may have to enter your **St. George's** or **Kingston** username and password.

4. Click the **Teams** icon on the Office 365 portal and Teams will open.
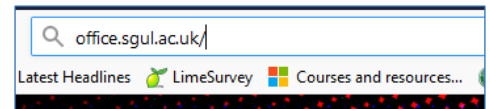
OR enter www.microsoftTeams.com **,** select **Sign in** and enter your username and password. From there you can download the Teams app.

Note: If you're having trouble accessing Teams, email ITAV@sgul.ac.uk.

Create your team and add team members

1. Click **Teams** on the left navigation bar. Click the **Join or create a team** button at the bottom left of the screen.

2. Click the **Create a team** button.

3. Then choose a team to create

4. In the **Create your team** window, name your team and write a brief description that explains the purpose of the team, then click the **Next** button.
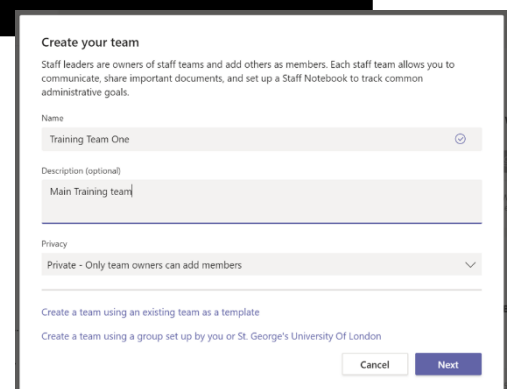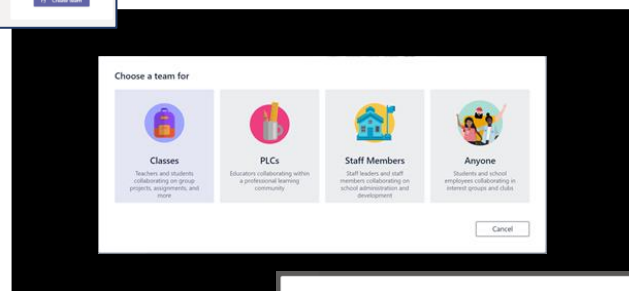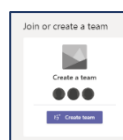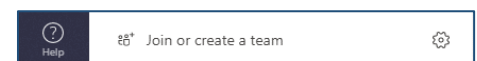
Note: Leave the **Privacy** option set to **Private Only** team owners can add members (you can change this setting later if needed).

5. You add people by typing their names or email addresses. A dropdown list of people in your email directory matching your spelling will appear. Click the **Add** button to add team members when finished click **Next**. **OR**

6. Click the **Skip** button, to add team members later.
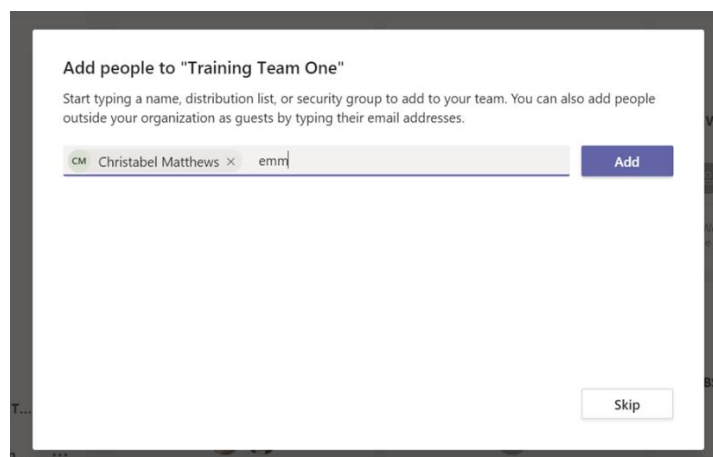
Team owner, member and guest roles in Teams

Every member in Teams has a role and each one has different permissions.

Note: File permissions for members and guests reflect the settings Computing has set. These can only be changed by Computing.

Owner:	Teams owners that create new teams or creates a new channel (folder) is granted owner status. An owner has access to full permissions to the group, which means they can add/remove members, add guests, change team settings and change the team name. There can be multiple owners in a team.
Member:	A member has permissions to send/receive messages, make mentions, view, upload and change files.
Guests	Guests are people from outside St George's that a team owner invites to join the team. Guests have fewer capabilities than team members or team owners.

The following table shows the capabilities available for each role:

| Capability	Owner	Member	Guest
Create a channel	✔	✔	✔
Participate in a private chat	✔	✔	✔
Participate in a channel conversation	✔	✔	✔
Share a channel file	✔	✔	✔
Share a chat file	✔	✔	
Add apps (such as tabs, bots, or connectors)	✔	✔	
Can be invited via any work or school account for Office 365			✔
Create a team	✔	✔	
Delete or edit posted messages	✔	✔	✔
Discover and join public teams	✔	✔	
View org chart	✔	✔	
Add or remove members and guests	✔		
Edit or delete a team	✔		
Set team permissions for channels, tabs, and connectors	✔		
Change the team picture	✔		
Add guests to a team	✔		
Auto-show channels for the whole team	✔		
Control @[team name] mentions	✔		
Allow @channel or @[channel name] mentions	✔		
Allow usage of emoji, GIFs, and memes	✔		
Renew a team	✔		
Archive or restore a team	✔		

Create Channels and Tabs

When you create a new Team, a channel (folder) is created named **"General"** is automatically added.

By default, tabs are created within channel, including **Conversations/Post, Files** and **Notebooks** depending on the group you created.

Within individual channels, you can add **tabs** for different content and applications.

You can add more channels, there are two types:

- **Standard** the whole team can open
- **Private** only selected team members can open **(shown with padlock)**
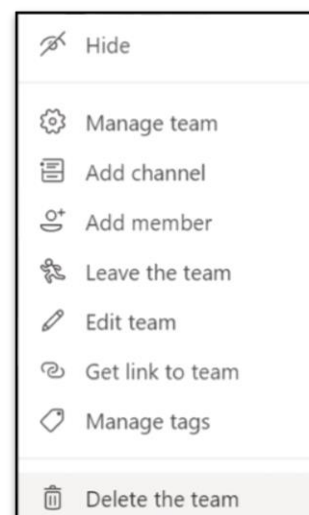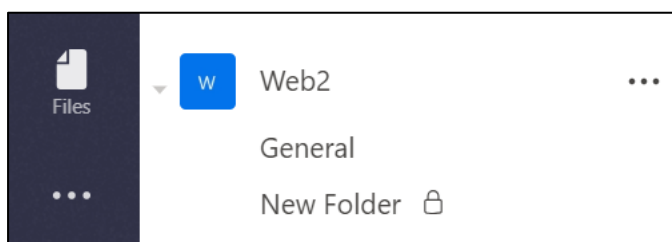
1. To add channels *(folders),* select the ellipses **(...), More options** next to your team name.

2. Select **Add channel** from the dropdown menu.

3. In the dialog box, name your channel and write a brief description that explains the purpose of the channel, then select the **Add** button.
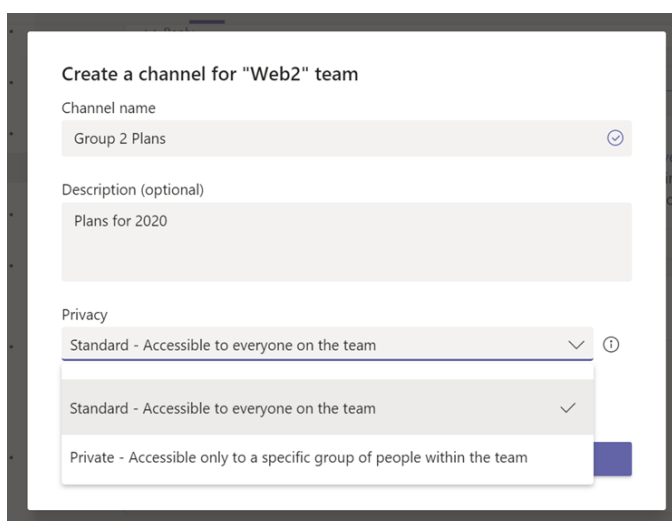
Tip: Once you have added a few channels *(folders)* add content to them, so the Team doesn't see a blank page the first time they use Teams.

## Create a New Tab

1. Select the ✚ to the right of the tabs, then select an app or file for the tab (such as Word or Planner), name it and select the **Save** button.

> **Note:** The setup steps for some applications and services differ.

To create a new tab that links directly to a file (such as a timetable, spreadsheet or presentation). First, you will need to upload the file to the files tab in Teams.

1. Click the ✚ to the right of the default tabs, then select the app.
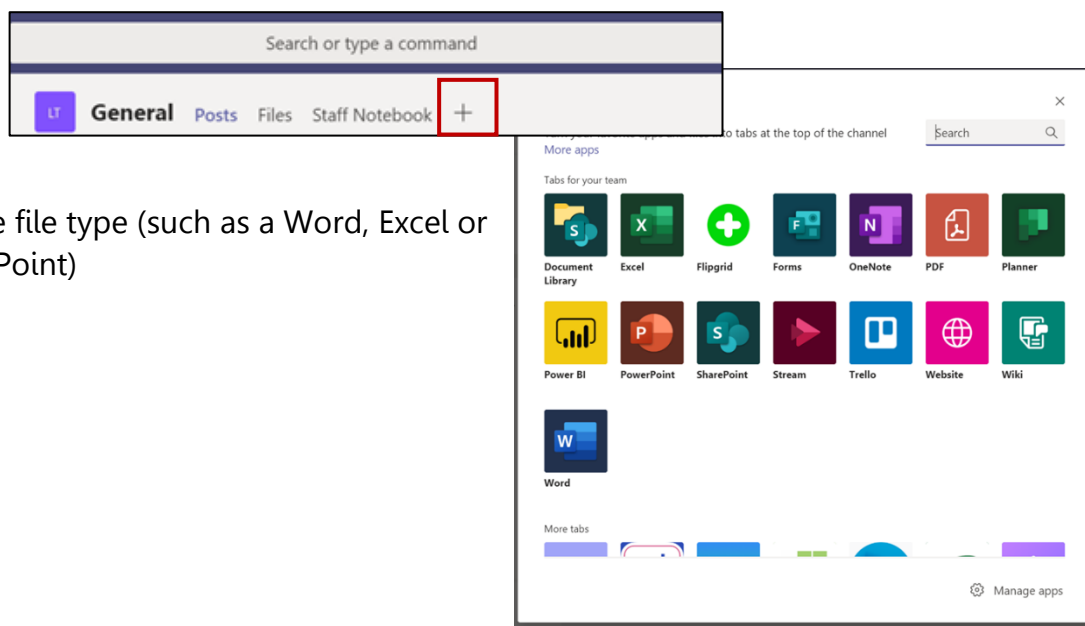
For the file type (such as a Word, Excel or PowerPoint)

2. Give the tab a name, then select the file name and click the **Save** button.
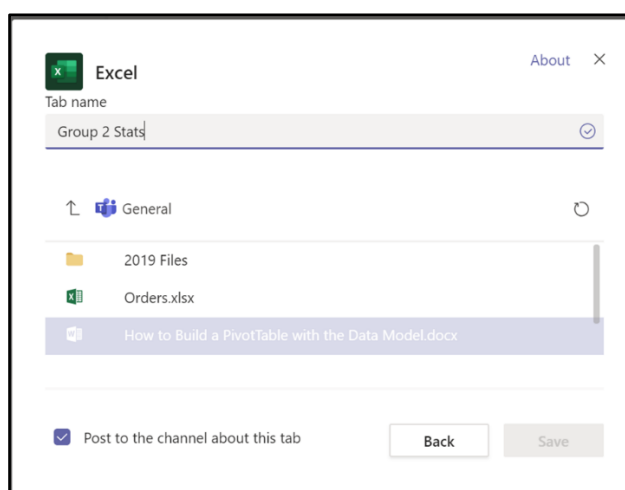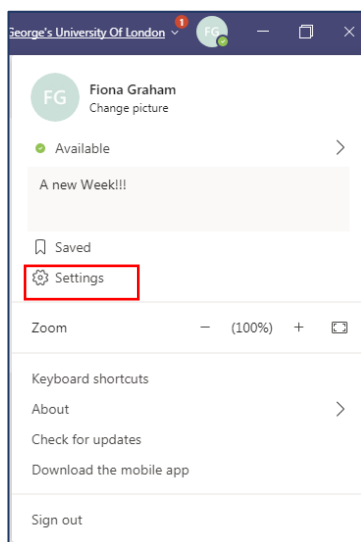
Setting Notifications

Notifications let you know when someone @mentions you, likes something you have posted or replies to a conversation you started. The Activity feed helps you stay on top of all your current notifications.

You can customise notification settings for different actions in Teams such as personal @mentions or replies to conversations you have started and more.

1. Click on your profile **picture** or **initials** in the top right corner of Teams app, then selecting **Settings.**
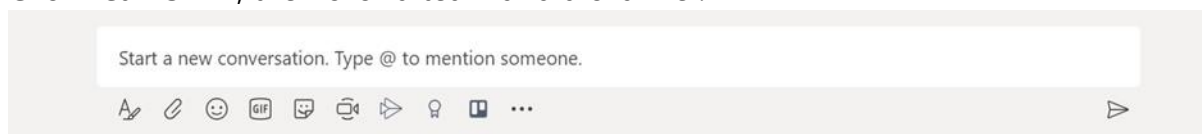

2. From the **Settings** window select **Notifications**.
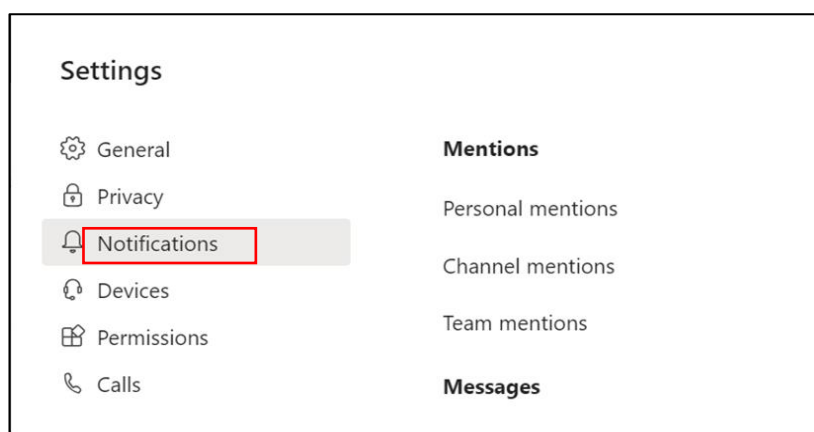
Collaborate in Teams

Start a new conversation with the team

1. Click **Teams** ⊞ , then click a team and a channel.

2. In the compose box, enter your message and click **Send** ▷ .

Reply to a conversation

Channel conversations are organised by date and then threaded. The replies in threads are organised under the initial post to make it's easier to follow multiple conversations.

1. Find the conversation thread you want to reply to.

2. Click **Reply**, type your message, and click **Send** ▭ .
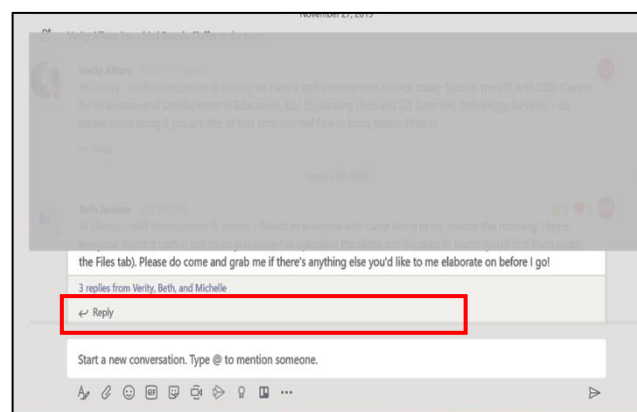
Start a Chat with a person or a few people

1. At the top of the app, click **New chat** ✎ .
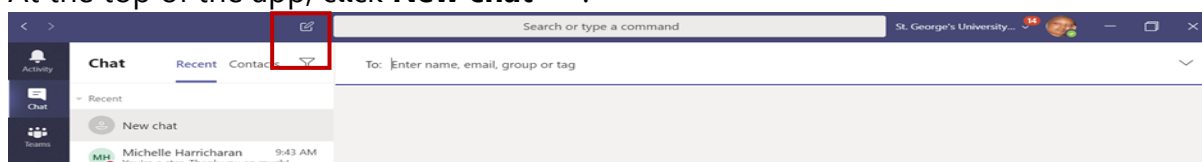
2. In the **To** field, type the name of the person or people you want to chat with.

3. In the compose box, enter your message and click **Send** ▭ .

@mention a person, team or channel

An @mention is like a tap on the shoulder a way to get someone's or the team's attention in a channel conversation or a chat.

1. In the compose box, type **@**, then type the first few letters of the person's, team or channel name.

2. Select the person, team or channel from the list. Repeat for as many people as you want to @mention.

Type	Notification
@mention	The person will get notification in their Activity feed and email.
@Team name	The whole team will get notification in their Activity feed and email.
@ Channel name	Everyone gets notify who has favourited /pinned that channel.

Meetings in Teams

Meetings held in Teams can be scheduled or impromptu within Teams. You can schedule a meeting with anyone who has an St. George's ID or with an outside guest, using their email address whether they have Teams or not.

The meeting can include audio, video and screen sharing and can be scheduled using Outlook.

1. Click **Meetings** or **Calendar** 🗓 on the navigation bar on the left.
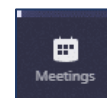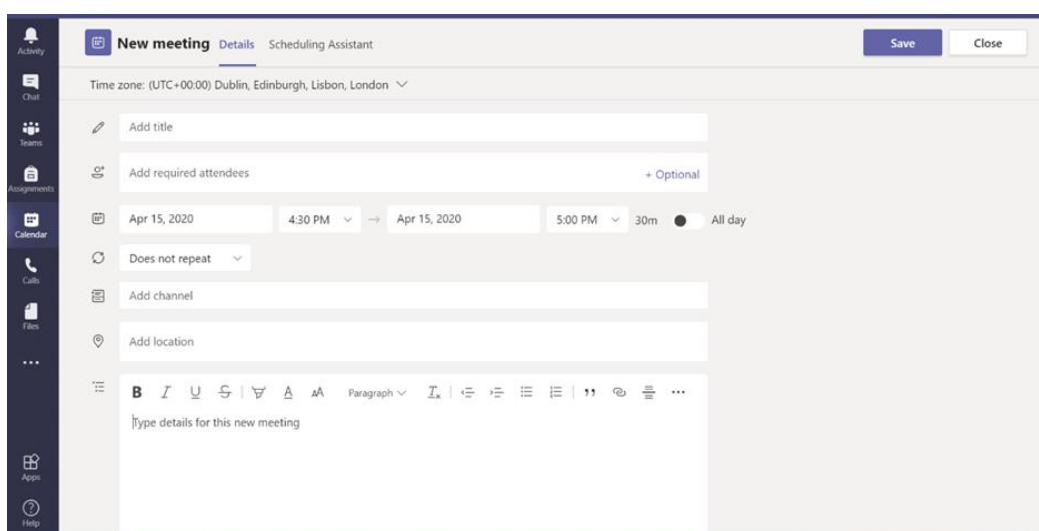
2. Then click **New Meeting** on the **top** right side of the screen.

3. Click in **Add title** box and give the meeting a name.

4. **Invite attendees**. Enter their email address or name and invite outside guests with their emails address too.

Or click the **Scheduling assistant**, (top right) which shows you the availability of the people invited to the meeting.

5. To return back to the details screen click **Details**. Top left.

6. Set the **date** and **time** for the meeting.

7. Add a message about the meeting.

8. Click **Send**.

9. Go back to your calendar in Teams or Outlook. You will see the scheduled meeting. Open it and scroll down, you will see the link to the meeting.

10. You can copy and email this link to other attendees.

Schedule a meeting using Outlook

The advantage of using Outlook to schedule your meetings, is that you are able to send invites by email with a link, so the attendees can RSVP. You can track who has accepted and declined and when attendees are added or removed from the meeting, Outlook ask how do you want to update.

Scheduling a meeting

1. In Outlook on the **Home** tab select **New Items** or switch to **Calendar** view.

2. Then click **New Teams Meeting** on the **Home** tab.

3. Add your invitees to the **To** field. You can invite your contact groups in Outlook.

4. Add the meeting subject, start time and end time. Then click **Send**.
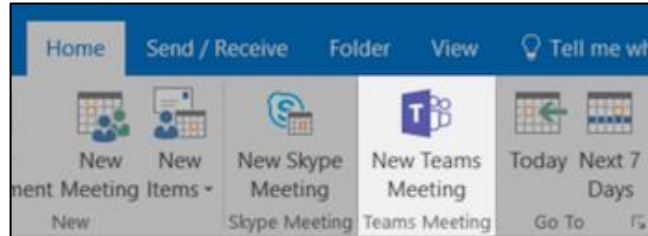
Impromptu Video Meeting in Teams

To keep the context of the conversation and to talk to the people you are already talking to, you can start a video call.

1. Click **Meet now** beneath the compose box in a new conversation.

2. **Or** click **Meet now** beneath the compose box in an existing conversation.
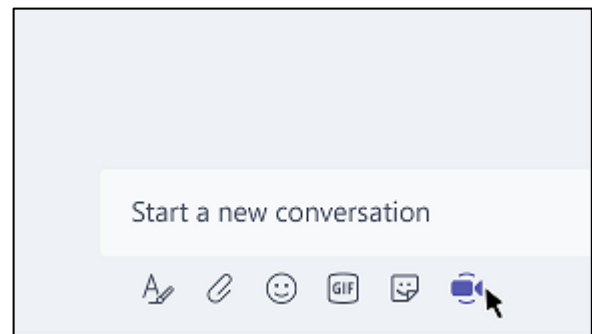
When you start a meeting in a channel, the whole team can see that a meeting is happening and can join from that channel.

Join meetings in Teams

With Teams desktop app, there are several ways to join a meeting in Teams.
You will see the meeting invitation in your chat list or a channel conversation, email and calendar.

In Teams from your calendar

1. Click **Calendar/Meetings on** the navigation bar on the left side of the screen and you will see your calendar.

2. Open the meeting you want, then click **Join**.

From a Chat

If the meeting has already started, it will appear in your recent chat list.

1. Select the meeting in your chat list and then click **Join** top right.

From a Notification

If you're busy in Teams, you will receive a notification that you have been invited to a meeting, you can click **Join** from there.

From a Channel

If a meeting has started in a channel, you will see an invitation to join.

If the meeting is scrolled out of view in the conversation, you will get a notification in the channel. Just click **Join**.

From Outlook

You can also join a meeting from a calendar invite in Outlook. If you click the link in your email invite, you will be directed to Teams and can **Join** your meeting from there.

Screen sharing

Teams allows you to give a presentation, display your desktop or a file during a meeting.

To share your screen in a meeting

1. Move your mouse to the middle of the screen to see the meeting controls. Shown below:
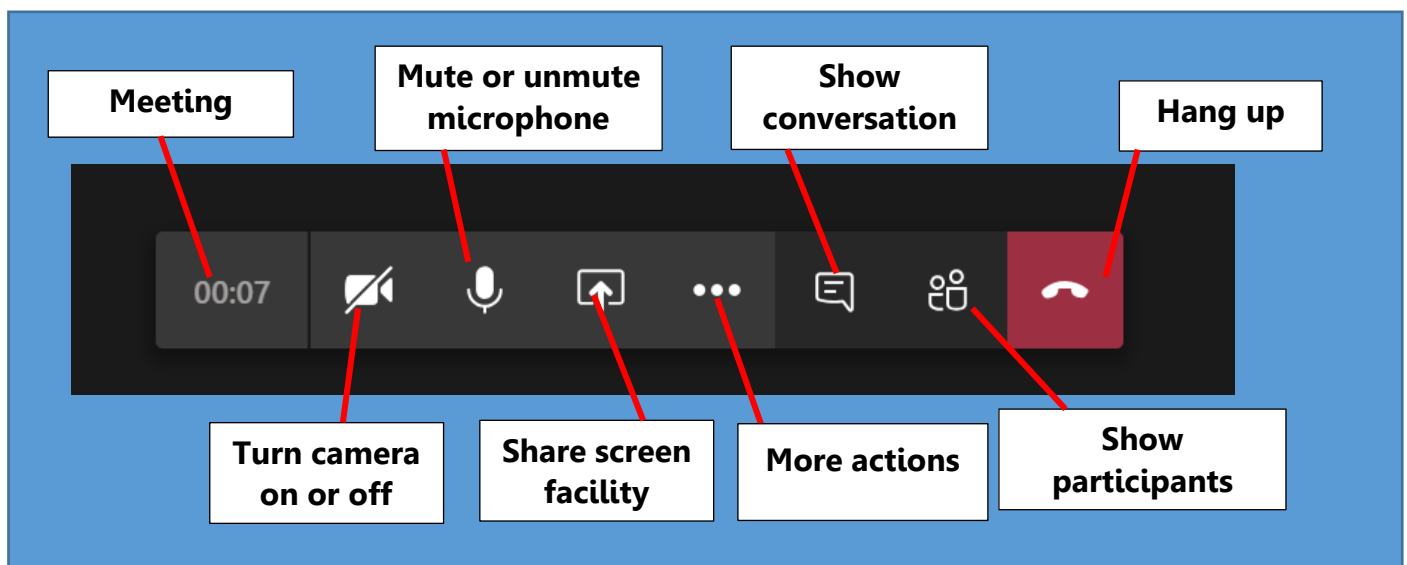
Share screen in a meeting

To share your screen in a meeting, select Share ⬆ in the meeting controls. You can then choose to present your desktop, a window, a PowerPoint file or a whiteboard.

Share your...	If you want to...	Great when...
Desktop	Show your entire screen, including notifications and other desktop activity	You need to share multiple windows
Window	Show just one window and no notifications or other desktop activity	You only need to show one thing and want to keep the rest of your screen to yourself
PowerPoint	Present a PowerPoint file others can interact with	You need to share a presentation and want others to be able to move through it at their own pace
Whiteboard	Collaborate with others in real time	You want to sketch with others and have your notes attached to the meeting

When you have finished sharing, go to meeting controls and select **Stop sharing**.

Have fun with emoji, memes, and GIFs

Click **Sticker** 🙂 under the box where you type your message, then pick a meme or sticker from one of the categories.

The **Sticker** 🙂 contains a wide variety of stickers and memes you can even upload your own. Check out **Emoji** ☺ for smiley faces and **GIF** 🔲 for animated GIFs.

Share a file

You need to upload a file to a channel conversation.

1. In your channel conversation, click **Choose File** 🖇 beneath the compose box.
2. Select a file, click **Open**, then **Send**.

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

A team meeting is held online in a channel, so you can go from a conversation to a meeting with the click of a button. Team meetings are open meetings, so anyone on the team can join.

The Activity (Feed)

The Activity Feed is the first area to go, to keep track of all the activities within Teams. Including your recent conversation, replies, likes and @mentions.

When you select **Activity**, you will see all the feeds that relates to you. *For example*, if someone replied to your post, liked one of your messages or @mentioned.

You can filter your feed based on the kind of notification you want to see.

The notifications section in Teams settings allow users to control the notifications which appear in the activity feed. Refer to page 6

Activity feed icons

The different icons indicate the types of notifications you will see in your feed.

You can look through your feed by select the icons.

Activity feed icons	Notifications
◉ Unread	Shows all unread messages
@ Mentions	Show all @mentions for teams you're on
↩ Replies	Shows replies to your posts
☺ Reactions	Shows the Posts you liked
☎ Missed call	Shows missed calls
▭ Voicemail	Shows if you have any voice mail

1. Click **Activity** on the navigation bar.
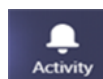
2. Click **Filter**, ▽ then **More options** the three dots ••• to select only certain types of notifications.
   Or

1. Select **Feed** > **My Activity** to see a list of everything you've been doing in Teams.

2. When done, click the cross **X** top right of the app.