

	IT Guide Microsoft Teams – User Guide	Document code: IT.042
		Version:
		Page 1 of 12

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Reference Microsoft Teams

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	IT Guide Microsoft Teams – User Guide	Document code: IT.042
		Version:
		Page 2 of 12

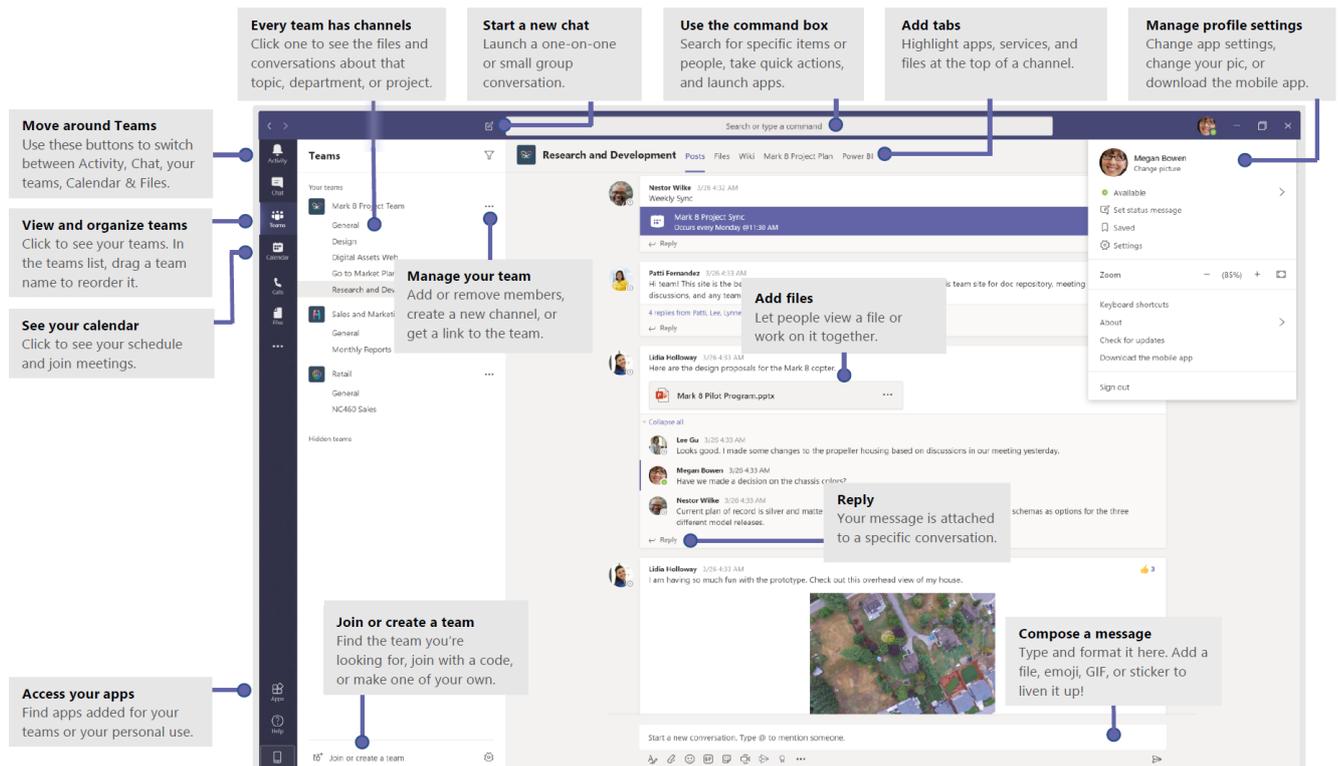
Sommario

1	INTRODUCTION	3
2	CHAT	3
2.1	New Conversation	3
2.2	Share a file	4
3	QUICK MEETING	5
3.1	Start a quick meeting.....	5
3.2	Join Quick Meeting.....	5
4	SCHEDULED MEETING	6
4.1	Create a Scheduled Meeting	6
4.1.1	Create Meeting on Teams	6
4.1.2	Create Meeting from Outlook	6
4.2	Join a Scheduled Meeting.....	7
4.2.1	Join by link	7
4.2.2	Join from calendar	8
4.2.3	Join from chat	8
4.2.4	Call in	9
4.2.5	Join a meeting as Guest.....	9
4.3	Share Screen and Recording.....	10
5	CHAT GROUPS.....	10
5.1	Starting a group chat in Teams.....	10
5.2	Adding and removing people from group chats.....	11

	IT Guide Microsoft Teams – User Guide	Document code: IT.042
		Version:
		Page 3 of 12

1 INTRODUCTION

Microsoft Teams is the ultimate messaging app for the organization—a workspace for real-time collaboration and communication, meetings, file and app sharing. All in one place, all in the open, all accessible to everyone.



The screenshot shows the Microsoft Teams interface with several callout boxes explaining key features:

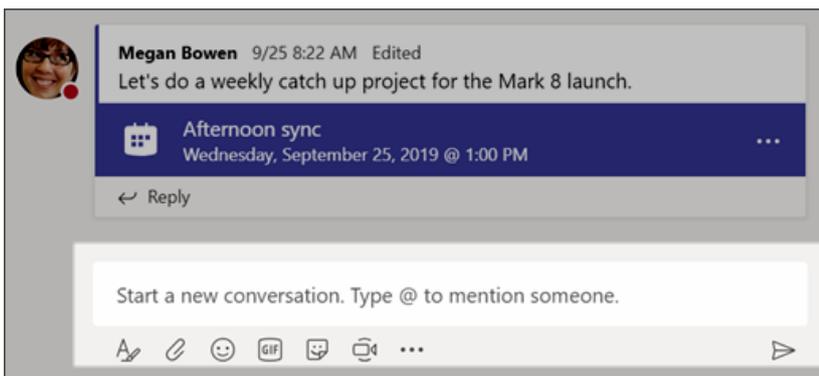
- Every team has channels:** Click one to see the files and conversations about that topic, department, or project.
- Start a new chat:** Launch a one-on-one or small group conversation.
- Use the command box:** Search for specific items or people, take quick actions, and launch apps.
- Add tabs:** Highlight apps, services, and files at the top of a channel.
- Manage profile settings:** Change app settings, change your pic, or download the mobile app.
- Move around Teams:** Use these buttons to switch between Activity, Chat, your teams, Calendar & Files.
- View and organize teams:** Click to see your teams. In the teams list, drag a team name to reorder it.
- See your calendar:** Click to see your schedule and join meetings.
- Access your apps:** Find apps added for your teams or your personal use.
- Manage your team:** Add or remove members, create a new channel, or get a link to the team.
- Add files:** Let people view a file or work on it together.
- Reply:** Your message is attached to a specific conversation.
- Join or create a team:** Find the team you're looking for, join with a code, or make one of your own.
- Compose a message:** Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

2 CHAT

2.1 New Conversation

With a person or group

- 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 box where you type your message, say what's on your mind and click Send .



	IT Guide Microsoft Teams – User Guide	Document code: IT.042
		Version:
		Page 4 of 12

With the whole team

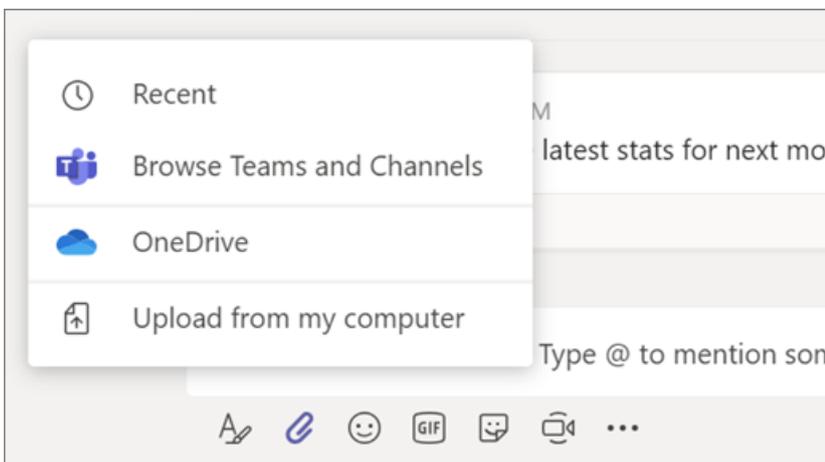
- 1 Click Teams , then pick a team and a channel.
- 2 In the box where you type your message, say what's on your mind and click Send .

2.2 Share a file

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

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



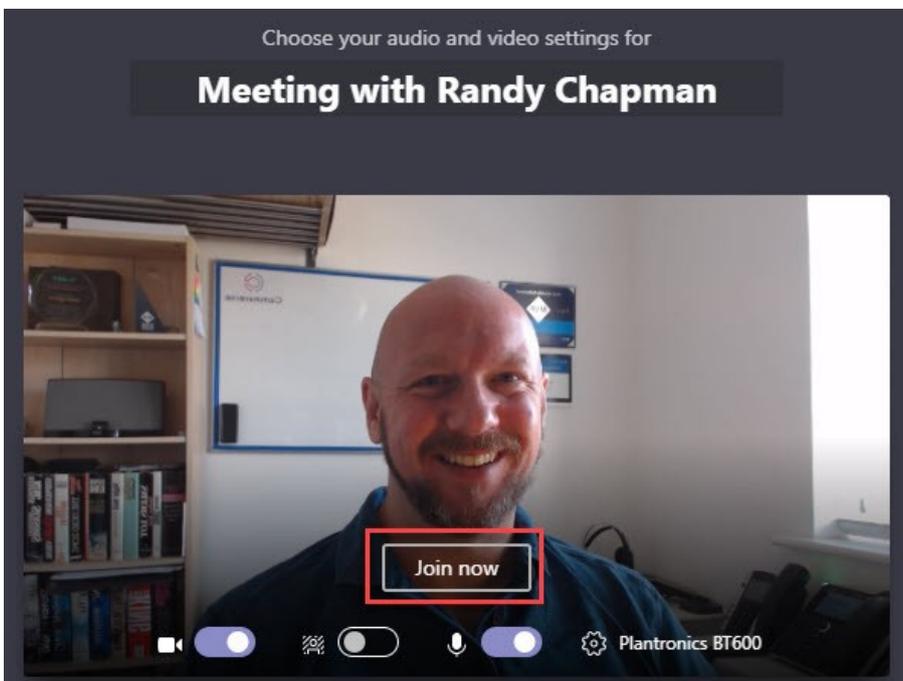
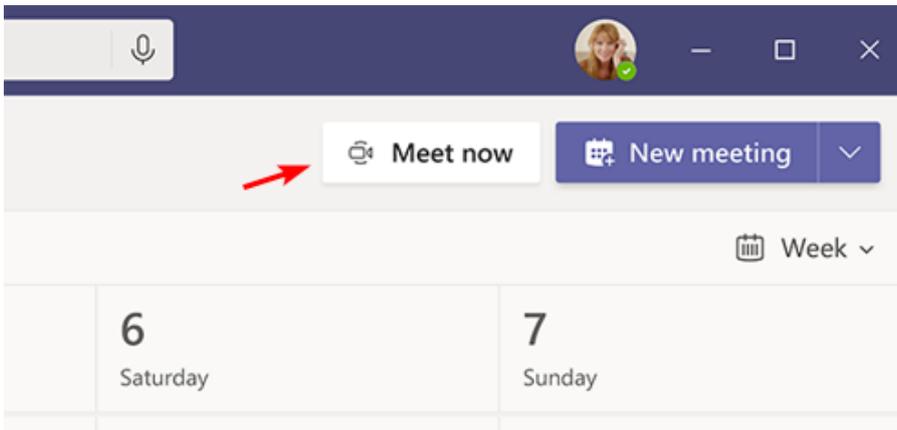
	<p style="text-align: center;">IT Guide</p> <p style="text-align: center;">Microsoft Teams – User Guide</p>	<p>Document code: IT.042</p>
		<p>Version:</p>
		<p>Page 5 of 12</p>

3 QUICK MEETING

3.1 Start a quick meeting

To start a quick meeting (also called Meet Now) you need to:

- 1 select the button  from the calendar window
- 2 Confirm preview with the button **Join Now**



- 3 Then select the names of the team members you want to invite to the meeting.

3.2 Join Quick Meeting

if someone starts the meeting, you'll get a notification you can use to join

	IT Guide Microsoft Teams – User Guide	Document code: IT.042
		Version:
		Page 6 of 12

4 SCHEDULED MEETING

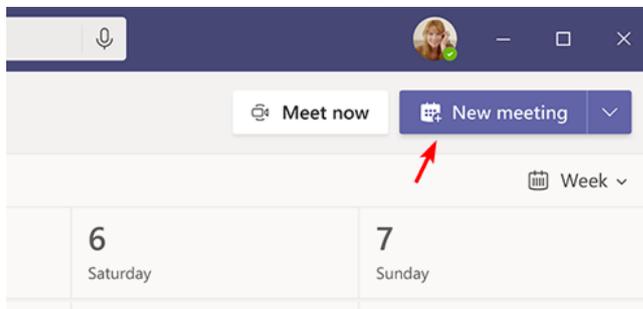
Teams meetings are best when you join them from the Teams app or Teams on the web, and there's a bunch of ways to do that—read on for details about joining by link, from your calendar, and more. If you can't use the app or the web, some meetings let you call in using a phone number.

4.1 Create a Scheduled Meeting

4.1.1 Create Meeting on Teams

To create a Scheduled Meeting from Teams App following one of the two step

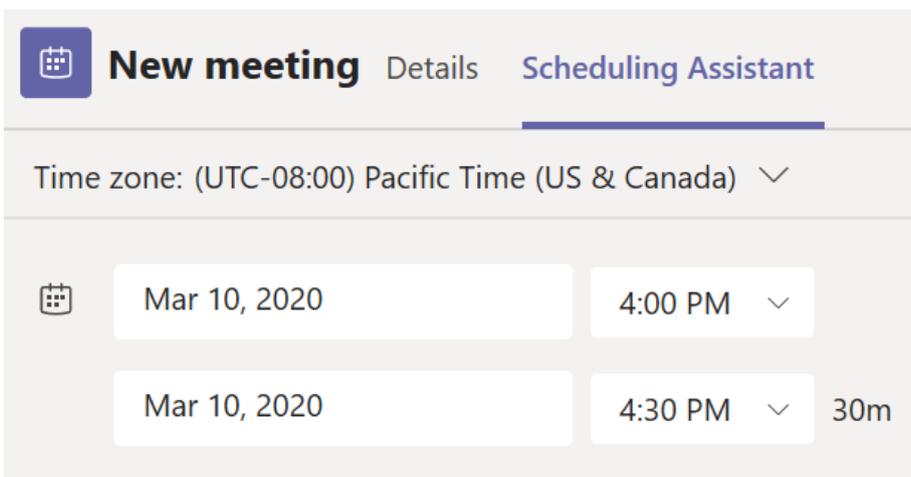
- Select the button New Meeting



OR

- Select the time slot directly from the calendar view to enter in the meeting information setup

Fill in the necessary information for the meeting, add the participant then **Save** the Meeting to *Send the invitation*.

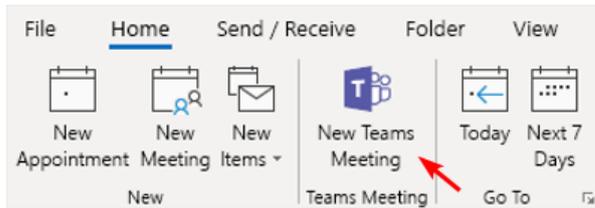

 A screenshot of the 'New meeting' setup screen in Microsoft Teams. The screen has a light gray background. At the top left is a calendar icon. The main title is 'New meeting' in bold, followed by 'Details' and 'Scheduling Assistant' (which is underlined). Below the title, there is a dropdown menu for 'Time zone: (UTC-08:00) Pacific Time (US & Canada)'. Underneath, there are two rows of input fields. The first row has a date field 'Mar 10, 2020' and a time field '4:00 PM'. The second row has a date field 'Mar 10, 2020', a time field '4:30 PM', and a duration field '30m'.

4.1.2 Create Meeting from Outlook

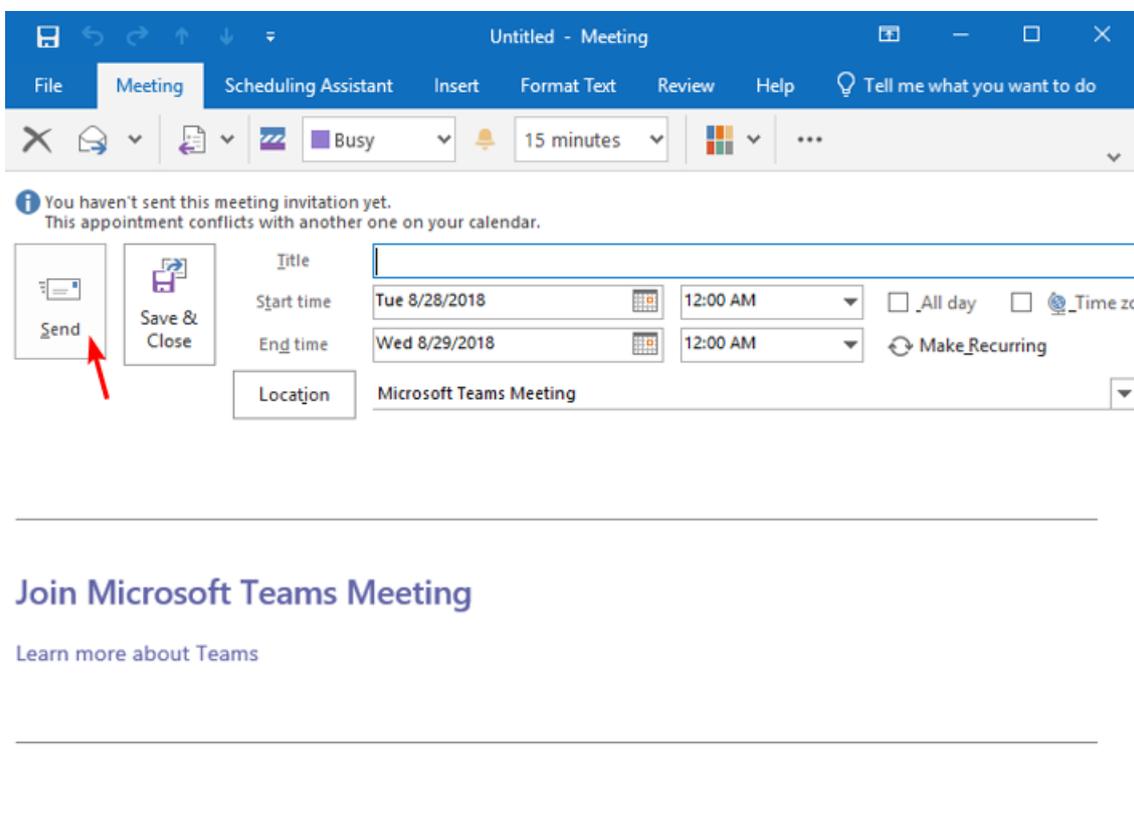
Another method to create a Teams scheduled meeting is from the Outlook interface.

	IT Guide Microsoft Teams – User Guide	Document code: IT.042
		Version:
		Page 7 of 12

- 1 From the calendar view select New Teams Meeting



- 2 Fill in the necessary Meeting information the click Send



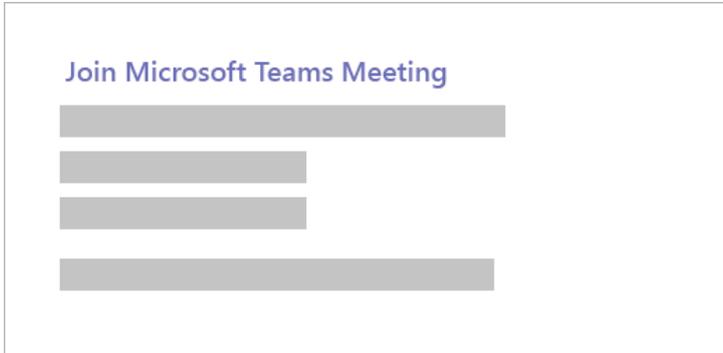
4.2 Join a Scheduled Meeting

You have multiple choice to join a Teams Meeting

4.2.1 Join by link

In this case, all you need to join a Teams meeting is a link

	IT Guide Microsoft Teams – User Guide	Document code: IT.042
		Version:
		Page 8 of 12

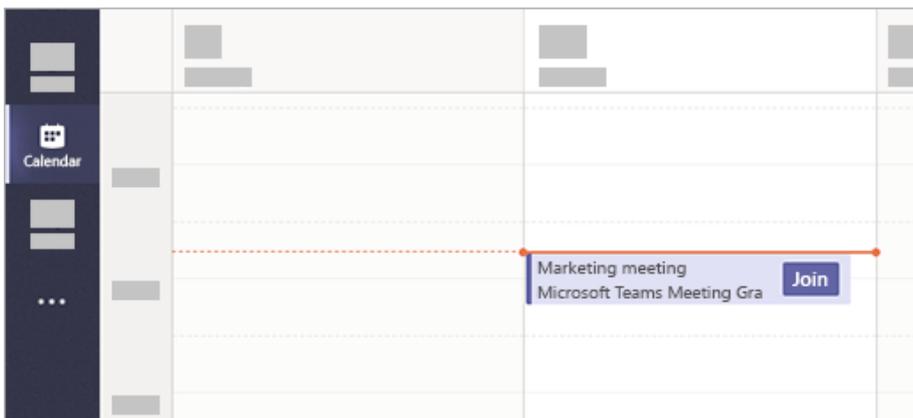


Select **Join Microsoft Teams Meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

If you don't have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest. If you do have a Teams account, select **Sign in** to join with access to the meeting chat and more. Then, depending on the organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

4.2.2 Join from calendar

From the **Calendar**  on the left side of the app to see your meetings you can find the meeting you want, and then select **Join**.

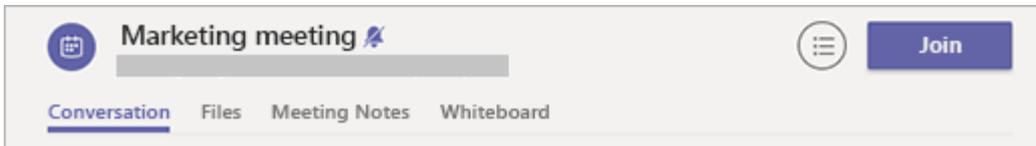


Or, if someone starts the meeting, you'll get a notification you can use to join.

4.2.3 Join from chat

If the meeting has already begun, it appears in your recent chat list. Select the meeting in your chat list and then select **Join** at the top of the chat.

	IT Guide Microsoft Teams – User Guide	Document code: IT.042
		Version:
		Page 9 of 12



4.2.4 Call in

If you're unable to use the Teams app or Teams on the web, you can join some meetings by calling a phone number.

If there's a phone number and conference ID in the meeting invite, just dial the number to join.



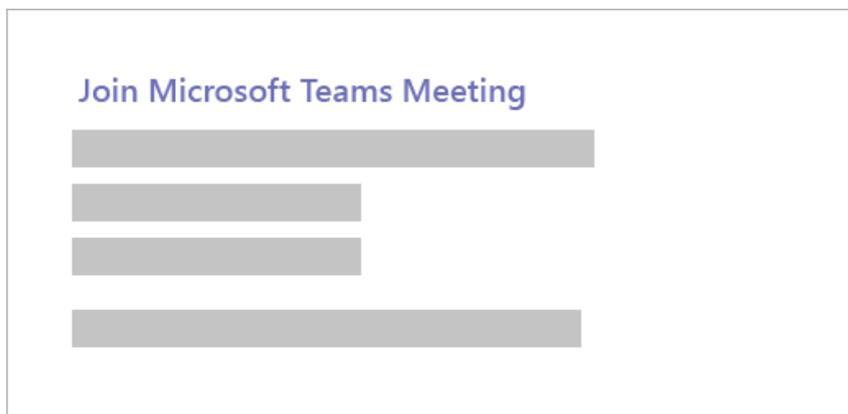
The number in your invitation may not be local to you. Select **Local numbers** to find one that is.

4.2.5 Join a meeting as Guest

You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow these steps to join as a guest.

Note: Some meetings don't allow people to join as guests.

- 1 Go to the meeting invite and select Join Microsoft Teams Meeting.



	IT Guide Microsoft Teams – User Guide	Document code: IT.042
		Version:
		Page 10 of 12

- 2 That'll open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
- 3 Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select **Phone audio** if you want to listen to the meeting on your mobile phone.
- 4 When you're ready, hit **Join now**.
- 5 This will bring you into the meeting lobby. We'll notify the meeting organizer that you're there, and someone in the meeting can then admit you.

Notes:

- If no one admits you to the meeting within 15 minutes, you'll be removed from the lobby. If that happens, you can try joining again.
- Some features of Teams meetings aren't available to guests.

Organizer's view

If you're the meeting organizer, we'll alert you when someone is waiting in the lobby.

Click **Admit** to let them right into the meeting, or **View lobby** to admit or deny them, as well as see a list of everyone who's waiting.

4.3 Share Screen and Recording

- Select the share screen icon  to show your screen to the other people in the meeting.
- Select more options icon  to record the meeting. You'll be emailed when the video is ready so you can view, edit, and share with others.

5 CHAT GROUPS

5.1 Starting a group chat in Teams

If you've used Teams before, then the basics of this will be familiar to you. Starting with *Step A*, choose a new chat, then in *B*, type in the names of the participants.

To Start a Group Chat:

1. Select the icon "New Chat"  on left-top of the window
2. Type the Name of The Participants in the field
3. Click on icon to Open Drop-Down Menu and to show the field **Group Name**

	IT Guide Microsoft Teams – User Guide	Document code: IT.042
		Version:
		Page 11 of 12

4. Enter a Group Name (is **required** to create a Group Chats) the start the group with a message



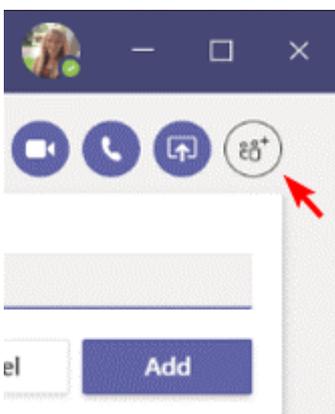
The **Group Name** is really what differentiates a normal multi-person chat from a group chat.

Technically, it's just a title for the chat itself, but it means if you chat with the same people, but about different on-going topics, then you won't end up with one long, never-ending chat stream. Each group chat will have its own group name.

When you've started a group chat you will notice that it's very much like a light version of a *Teams channel*.

5.2 Adding and removing people from group chats

One of the key features of a group chat is the ability to add people to it as necessary. With Teams and channels, the massive benefit of adding someone to a Team is they have access to the full history and context.



	IT Guide Microsoft Teams – User Guide	Document code: IT.042
		Version:
		Page 12 of 12

That is of course very different from the one-to-one or three-way chat scenario people are used to with Skype for Business – and if you start off a chat with just one person, then add someone in and give it a group chat name, you might want that history and context, or at least some of it.

When you add someone into the chat, then you have the choice to:

1. Not include chat history, like a normal Skype for Business chat
2. Include some chat history
3. Include all chat history – like a Teams channel

When you do choose to share chat history, note that in addition to chats being shared, permissions will be granted to documents previously shared to the chat, too.

