



# Getting Started with Microsoft Teams

Information and Communication Technology Department

# What can I do with Microsoft Teams?



## Organize your Team

Create groups for relevant tasks, documents and communication



## Enhanced Communication

Have chats with one person or multiple people. Start conversations with your team and have a constant thread of communication that you can go back in history and see.



## Real-time Collaboration

Easily share files with your team members and work on them together in real-time.



## Streamlined Meetings

Check member's availability and schedule meetings, phone calls or video meet-ups.



## Reliable Security

Feel confident about the security of your Team, Channels, files, and projects with end-to-end security powered by Microsoft 365.

# Initial Setup

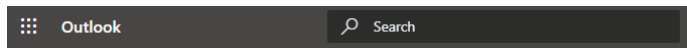
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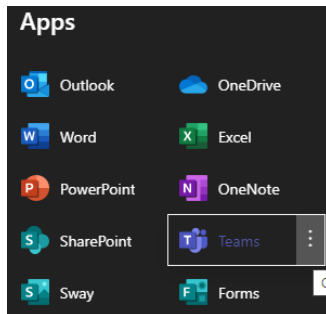
# Signing into Teams

## Browser Instructions


1. Using your **Username** and **password**, login to LPU's Microsoft Outlook Web Application at <http://mail.lpu.edu.ph>.
2. Click the **App Launcher** icon in the top left corner.



3. A dropdown will appear. Click the purple **Teams icon** to launch Microsoft Teams in your browser.




## Desktop Instructions

1. Click on the **Windows icon**  located at the bottom left of your screen and start typing the word "Teams."
2. Click the **Microsoft Teams icon** at the top list. This will launch the Microsoft Teams desktop application.



# Updating your Profile

## Accessing Your Profile Settings

1. Click the **Profile icon**  in the right corner of MS Teams.
2. Browse through the settings and change the ones that you would like or leave them set to their defaults.

## Changing Your Profile Picture

1. Click **Change Picture**.
2. Click **Upload Picture**.
3. Select a picture from your files and click **Upload**.
4. Click **Save**.
  - The picture you select for profile will become your default profile picture in MS Outlook (and visa-versa).

## Changing Your Status

By default, your status in MS Teams will update based on the events that are scheduled in your Outlook calendar.

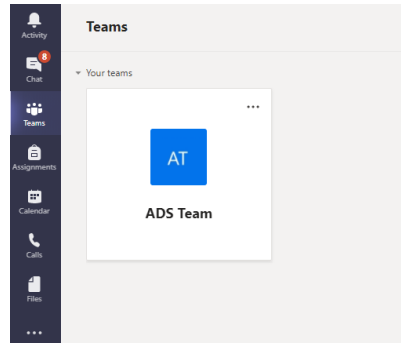
1. Click on (or hover over) your **current status**. A drop-down will appear with additional options.
2. Choose the **appropriate status**.



# Working with Teams

## Team Interface

The Team Interface lists all the teams that you are a member. If you want to access conversations or files within a specific team, you will select that Team from the Interface.



## Managing a Team

1. Click on a **Team** on your Team Interface.
2. Click the **ellipses** ... on the right of the team name.
3. Click on Manage Team in the drop down window. A list of owners and members appears.

### **Adding Team Members (only owners can add members)**

4. Click on the **Add Member button** on your Team Interface.
5. Enter the name of the potential team member in the **search field**. A list of names appears as you type.
6. Choose a name from the list.
7. Click **Add**.

If you are not an owner, but believe someone should be added to your Team, you can request for the owner to add them. Follow the instructions as stated above. Instead of clicking **Add**, you will have the option to **Submit Request**. Your Team owner will have to approve/deny the request.

# Channels and Tabs

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# About Channels

## Creating a Channel

1. Click the **ellipses ...** to the right of the Team name.
2. Click **Add Channel**.
3. Enter **Channel Name** and a Description of the channel's purpose.
4. (*Optional*) Click the Privacy dropdown to set whether your channel is only visible for you, or public to your team.
  - Everyone in your Team will have access to the channels you create, however, they will be "hidden" on the list of channels that your Team Members have. If you are an Owner of your Team, you will have the additional option to "Automatically show this channel in everyone's list," which will add it to every member's list of channels by default.

## Show/Hide a Channel

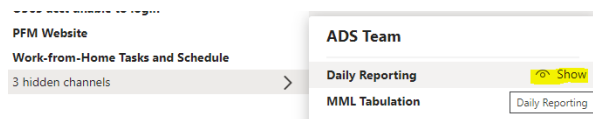
When your Team has multiple channels, some channels may become "Hidden" on your Channel List by default. You can customize your list by choosing which channels you want shown or hidden.

### To Show a Channel:

1. At the bottom of your channel list, click the **Arrow** next to "Hidden Channels."

3 hidden channels

2. A drop down will appear. Click the **Show** icon next to name of the channel you would like to add to your list.



### To Hide a Channel:

1. Right-click on the name of the channel you want to hide from the list.
2. Click **Hide**.

## Editing a Channel

1. Right-click the **Channel Name**.
2. Click **Edit This Channel**.
3. Edit the name of the channel or the description in the window.
4. Click **Save**.





# About Channels

## Deleting a Channel

1. Right-click the **Channel Name**.
2. Click **Delete This Channel**.
3. Click the **Delete** button.
  - When you delete a channel, conversations, files, and tabs that were created within the channel, it can still be recovered up to 30 days after deletion.

## Restoring a Channel

1. Right-click on the **Team Name**.
2. Click **Manage Team**.
3. Click the **Channels** tab to access a list of all current and deleted channels.
4. Scroll to the bottom of the page and click the **Deleted** option. A list of deleted channels will appear.
5. Click the **Restore** option to the right of the channel name.

## Using Tabs within a Channel

Each channel has its own set of tabs. Tabs have a wide variety of uses; they store your conversations and files within a channel and also allow you to include links to websites, play videos, conduct surveys and more.

### Posts Tab:

Each channel has its own Posts Tab. This is where you can collaborate with team members and have conversations and share files related to that specific channel. This keeps your posts organized and easy to search. Channel posts are viewable by all team members.

### Adding a Tab/Application:

1. Click the **Channel Name** to open the channel.
2. Click the + icon on the Tab Bar.
3. Select the **application** you want to add to the channel.
4. Click **Save**.

# Files and Folders

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# Files and Folders

- ❑ Make sure to use the Files tab at the top of the Channel window instead of the Files button on the left-hand navigation bar. The Files button accesses all of your LPU files (Teams, OneDrive, etc.), whereas the Files tab will only show the files available in that channel.

## Create a New Folder

1. Open the **Files Tab** in your channel.
2. Click **New**. A drop-down list will appear.
3. Select **Folder**.
4. **Name** the folder.
5. Click **Create**.

## Upload a File

1. Open the **Files Tab** in your channel.
2. Click the **Upload button** located under the channel name at the top of the screen.
3. Select the **file(s)** on your computer that you would like to upload.
4. Click **Open**.

## Create a New File within Teams

1. Open the **Files Tab** in your channel.
2. Click **New**. A drop-down list will appear.
3. Select one of the **File Options** to create.
4. **Name** the file.
5. Click **Create**. The file automatically opens.
6. Add **text** to your file. Changes will save automatically.
7. Click the **Close** button at the top of the screen to exit.

## Collaborate on a File in Real-time

1. Open the **File** that you want to edit by clicking the name.
2. Click the **Edit** button at the top of the screen.
3. Choose the way you want to open the document to make changes to it.
  - **Edit in Teams** and **Open in Browser** will open the document in your Teams App. This options allow you to work on a document with your team members in real-time, if they also have it open.
4. Click the Close button at the top of the screen when you are done editing.



# Files and Folders

- ❑ Make sure to use the Files tab at the top of the Channel window instead of the Files button on the left-hand navigation bar. The Files button accesses all of your LPU files (Teams, OneDrive, etc.), whereas the Files tab will only show the files available in that channel.

## Move a File

A file can be moved:

- to another Team
- To another Channel
- To another Folder

### To move a file from the Files Tab:

1. Right click on the **File** or click the ellipses at the right of the filename.
2. Click the **Move** button.
3. Select the **location** you want to move the file to.
4. Click **Move**.

## Copy a File

1. Right click on the **File** or click the ellipses at the right of the filename.
2. Click the **Copy** button.
3. Select the **location** you want to copy the file to.
4. Click **Copy**.

## Rename a File

1. Right click on the **File** or click the ellipses at the right of the filename.
2. Click the **Rename** button.
3. Type a new name in the field.
4. Click anywhere on the screen to save the new name.

## Deleting Files and Folders

1. Right click on the **File** or Folder you would like to delete or click the ellipses at the right of the filename.
2. Click the **Delete** button.
3. Click **Confirm**.

# Collaborating in MS Teams

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# Collaborating in MS Teams

## Posts

Posts occur within Team Channels. Each channel has its own Posts tab. All team members can view messages or posts that occur in the Posts Tab. They are **not private**.

1. Select the **Channel** you would like to start a conversation in. The Posts Tab opens automatically.
2. Type a message in the **text box** at the bottom of the screen.
3. Click **Send**.

## Mention a Team Member or a whole Team

To get someone's attention in a channel post, you can @mention them. This will send them a notification letting them know that you have started a post that requires their attention. You can mention individual people or whole teams.

### @Mention your Team (@Team)

1. Select the Channel you would like to start a post in. The Post Tab open automatically.
2. Type @Team in the text box at the bottom of the screen. Your team will appear.
3. Select your Team.
4. Type the rest of your **message**.
5. Click **Send**.

### @Mention an Individual

1. Select the Channel you would like to start a post in. The Post Tab open automatically.
2. Start typing @theirname in the text box at the bottom of the screen. A list of people will appear.
3. Click the name of the person you want to mention.
4. Type the rest of your **message**.
5. Click **Send**.

## Mention a Channel

A post using an @Channel can be used to announce and supply a link to a new channel. For example: "@Team, here's a new channel I made: (@channel name). Check it out!

1. Select the Channel you would like to start a post in. The Post Tab opens automatically.
2. Type the @ symbol, plus the name of the channel in the text box at the bottom of the screen. A list will appear.
3. Select your Channel.
4. Type the rest of your **message**.
5. (Optional) @Mention your team or an individual to notify them about the Channel mention.
6. Click **Send**.



# Collaborating in MS Teams

## Reply to a Post

Posts are organized by date and then threaded. The replies in a thread are organized under the initial post so it is easier to follow multiple posts.

1. Find the **Post Thread** you want to reply to.
2. Click the **Reply** button.
3. Type your **message**.
4. Click **Send**.

## Share a File in a Post

1. Click the **Channel** you want to share the file in.
2. Click the **Attachment icon** below the text box at the bottom of the Posts tab.
3. Choose which of the three **location** options you want to share the file from.

### Option 1: Browse Teams and Channels OneDrive

4. Select the file you want to share.
5. Click **Share Link**.
6. *(Optional)* Type a message and @mention your team to provide context for the file and notify them that you have shared it. If you skip this, your team will not get a notification that you have shared a file.
7. Click **Send**.

### Option 2: OneDrive

4. Select the file you want to share.
5. Click **Share Link**.
6. *(Optional)* Type a message and @mention your team to provide context for the file and notify them that you have shared it. If you skip this, your team will not get a notification that you have shared a file.
7. Click **Send**.

### Option 3: Upload from my Computer

4. Navigate to the **location** on your computer where the file is stored.
5. Select the file you want to share.
6. *(Optional)* Type a message and @mention your team to provide context for the file and notify them that you have shared it. If you skip this, your team will not get a notification that you have shared a file.
7. Click **Send**.

All Files/Documents posted to a channel can be found in the Files tab at the top of the channel, next to the Conversation Tab.



# Collaborating in MS Teams

## Reacts to a Conversation

Similar to Facebook, the reaction buttons can be used to acknowledge that a conversation was read, or indicate how you feel about content of the conversation.

1. Hover your mouse over the **post** or **message** you want to react to.
2. Click one of the **reaction buttons** like the thumbs-up icon. The person who initially sent the message will receive a notification that you reacted to it.

## Save a Conversation Message

1. Hover your mouse over the conversation or message you want to save.
2. Click the **ellipses ...** that appears in the top right corner of the message.
3. Click the **Save this message** option on the list.

## View a Saved Message

1. Click on your **profile icon** at the top right corner of the MS Teams application.
2. Click the **Saved** option. A list of saved messages will open.

**OR**

1. Type **/saved** in the **Search Bar** at the top of the MS Teams application.
2. Hit **Enter** on your keyboard. A list of your saved messages will appear.

## Chat Notifications

### Notification Preferences

1. Click your **profile icon** in the top right corner of the MS Teams application.
2. Click **Settings** on the drop-down.
3. Click **Notifications** button.
4. Change the **notification settings** you would like.
5. When you have finished, click the X icon in the right corner. Your preferences will be saved.





# Collaborating in MS Teams

## Start a New 1:1 Chat

1. Click on the **Chat icon** located on the Application bar to the left of your screen.
2. Click the **Command/Search box** at the top of the screen.
3. Enter the **name of the person** you want to message.
4. Choose the **correct person** from the drop-down list.
5. Click in the **textbox** at the bottom of the screen.
6. Type your **message**.
7. Click **Send** to start a chat.

## Start a Group Chat Message

1. Click on the **Chat icon** located on the Application bar to the left of your screen.
2. Click on the **New Chat icon** to the left of the Command/Search box at the top of the screen.
3. Type the **names of the people** you want to add to the chat in the **To Field**.
4. To name the group, click the **down arrow** to the far right of the **To Field**.
5. *(Optional)* Type a **group name** for the chat in the Group Name field.

## Add More People into a Group Chat

1. Click on the **Chat** that you want to add more people to.
2. Click the **Add People** icon in the top right corner of the screen.
3. Type the **name(s)** of people you want to add.
4. Click on the **appropriate person(s)** from the drop-down list that appears.
5. Click **Add**.
6. Determine how much **chat history** to allow the new person to have access to.
7. Repeat steps #2-#6 until you have added everybody that you want to the chat.



# Collaborating in MS Teams

## Meetings in Teams

Microsoft Teams meetings are a great way to come together for a meeting. These meetings include options such as audio and video calling, screen sharing and meeting recordings.

### Schedule a Meeting in MS Teams

1. Click on the **Calendar** icon on the navigating bar on the left-hand side of the MS Teams screen.
2. Click on the **New Meeting** button located in the top-right corner.
3. Enter a **Title** for the meeting.
4. *(Optional): Enter a channel to meet in. The occurrence of the meeting and who participated in it will be stored In the Channel's conversation tab. You can schedule/have a meeting without linking it to a channel.*
5. To invite people, click within the **Invite Someone** text box.
6. Type the **name of the person(s)** you would like to invite.
7. Select the **correct person(s)** from the drop-down that appears as you type.
8. Click the **Schedule Assistant** button to determine a meeting date and time based on the invitee's Outlook Calendar. If the invitee's calendar is up-to-date, it will show you when they are busy or available.
9. Click on a block of time to select it for your meeting. From here, you have two options:
  - Click the **Back** button to return to your meeting invite and add additional details.
  - Click the **Schedule** button to Schedule your meeting and email the invitee(s).

All invitees will receive an email containing a link to join the meeting in MS Teams.



# Collaborating in MS Teams

## Channel Meetings

Channel Meetings occur in a Teams channel, based on the topic Channel meetings can only be scheduled using the MS Teams app. All team members receive an email notification when a channel meeting is scheduled. It is obvious to team members that a meeting is occurring in a channel by the fact that a camera icon appears to the right of the channel name. The message shows each person that has joined the meeting at the top right of the message screen. In the bottom of the meeting message, you can see the chat. A message is posted in the channel's conversation tab, when the meeting starts. A timer also shows how long the meeting has been in progress.

### Schedule a Channel Meeting

1. Click on the **Schedule a Meeting button** located on the right of the screen.
2. Enter a **Title** of the meeting.
3. Enter a **Start/End Date and Time**.
4. Click **Send button** located on the right of the screen.

## Meet Now Meetings

Meet Now meetings allow spontaneous meetings that are open for all team members to join. They are similar to channel meetings as they are also initiated and take place in a channel. When a Meet Now Meeting begins, it starts a conversation message that looks the same as it does for a channel meeting.

### Start a Meet Now Meeting within a Channel

1. Click the **Meet Now with Camera icon** located at the upper right hand of the screen in the conversation tab associated with the channel.
2. Enter a **Title** of the meeting so your team members know what you want to discuss.
3. Click the **Join Now button** to begin the meeting.



# Collaborating in MS Teams

## Screen Sharing in Microsoft Teams

Common uses of screen sharing are to show presentation slides or to walk participants through some process or work tool.

### Start Screen Sharing

Screen sharing can take place within a chat, call, or meeting.

1. Click on the **Share Screen icon** within the chat, call, or meeting.
2. Choose to **share:**
  - Your entire desktop
  - Just one window (monitor screen)
  - A PowerPoint presentation
  - A whiteboard

Share your...	If you want to...	Great when...
<b>Desktop</b>	Show your entire screen, including notifications and other desktop activity.	You need to seamlessly share multiple windows.
<b>Window</b>	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.
<b>PowerPoint</b>	Present a PowerPoint file that others can interact with.	You need to share a presentation and want others to be able to move through it at their own pace.
<b>Whiteboard</b>	Collaborate with others in real time.	You want to sketch with others and have your notes attached to the meeting.



# Collaborating in MS Teams

## System Audio in a Teams Meeting

Sharing your system audio allows you to stream your computer audio to meeting participants through Teams. It can be used to play a video or audio clip as part of a presentation.

### Share System Audio in a Teams Meeting

1. Click the **Share icon** in the meeting controls. Once screen sharing begins, this option is visible.
2. Choose to **Include System Audio**.
  - When you share your system audio, all audio (including notifications) will play during the meeting.

## Upcoming Meetings in MS Teams

View all of your upcoming meetings and appointments within your MS Teams calendar. The calendar shows you everything that was scheduled in Teams, Exchange or Outlook.

Select a meeting on your calendar to get details about it. From there, you can also:

- Join the Meeting
- View and chat with participants
- Respond to meeting invitations
- Cancel the meeting (if you are the organizer of the meeting)

### View all Meetings in MS Teams

1. Click on the **Calendar button** on the application bar to the left of your screen.
2. Switch between day, work week, or full week views.
3. Find the month and year drop-down menu located in the top left corner of your screen.
4. Click on Today to get back to the current day/week.



# Collaborating in MS Teams

## Record Meetings in MS Teams

Meetings can be recorded in Teams to capture audio, video and screen sharing activity. The recordings take place in the cloud, but can be saved to a local desktop or shared network drive. Only meetings and group calls have the ability to be recorded.

### Record a Meeting or a Group Call

1. Start or join a meeting or a group call.
2. Click the **ellipses ...** for more options.
3. Select **Start Recording**.

- Everyone in the meeting is notified that the recording has started. The meeting notification is also posted to the Chat History. Multiple recordings of the same meeting at the same time cannot be done. If one person starts recording a meeting, that recording will be stored on the cloud and available to all participants.

### End a Recording

1. Go to the **meeting controls**.
2. Click the **ellipses ...** for more options.
3. Click **Stop Recording**.

- The recording begins processing (this may take awhile). Once processed, it is ready to play. A link is provided to the recording in the meeting chat or in your meeting channel, if your meeting was in a channel. The link is only available for download for 7 days.



# Collaborating in MS Teams

## Track Attendance in MS Teams

To be able to generate the attendance, you have to be the meeting organizer as the participants cannot be able to do so. Attendance should also be generated before ending the video meet-ups.

### Generate Attendance Report

1. From the meeting controls, click on the **Participants icon**.
2. At the top right hand corner, click on the arrow facing downwards, hover it and click on **Download Attendance List**.
3. Once downloaded, go to **Files Tab** and open downloads.
4. Downloaded **file in .csv format** can now be open.

LPU

