

Microsoft Teams user manual

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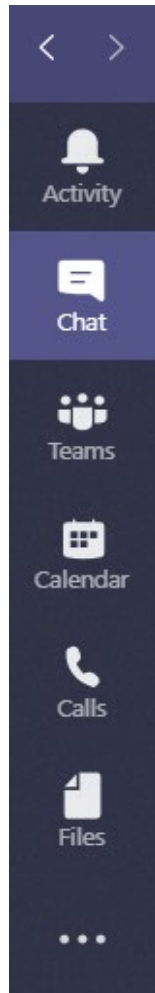
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www.primend.com

Introduction

- This is a quick start guide concentrating on the main functionality of Teams. For a more thorough approach please consult for a Teams training and additional tutorials referred to at the end of this manual.

Teams main menu



Activity – overview of recent messages and activity

Chat – conversations with one or several people

Teams – group work and conversations

Calendar – O365 calendar

Calls – making calls and call history

Files – shared files and history

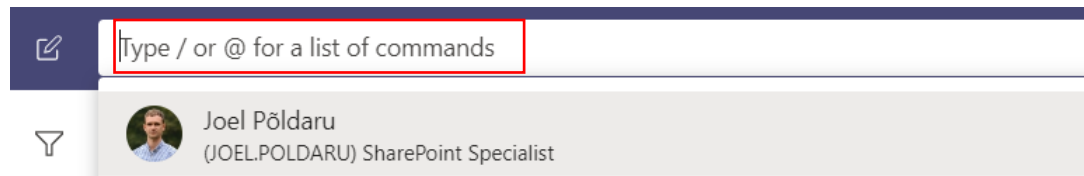
Help – instructions and video tutorials

Chat

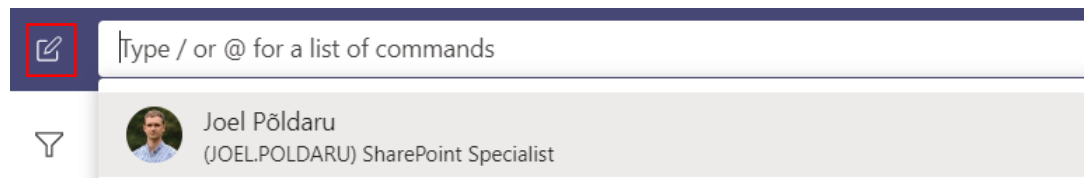
Conversations with one or several people, including the possibility to share files, meeting notes, arrange polls and more.

To start a conversation, do one of the following:

Type the name of the person you wish to chat with in the Teams search field:



Click on New Chat and type the names of the people you wish to chat with:

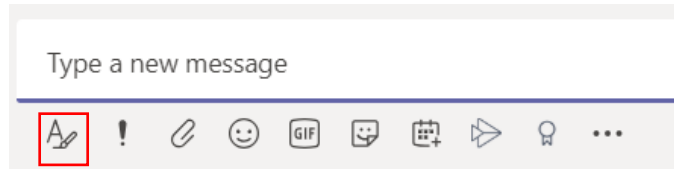


Adding a name to the chat makes it easier to find

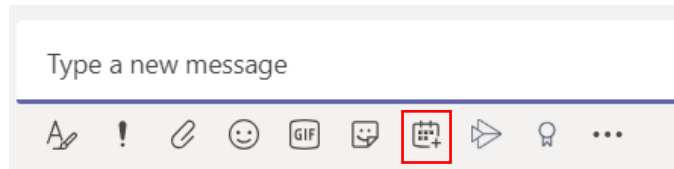


Main actions while chatting

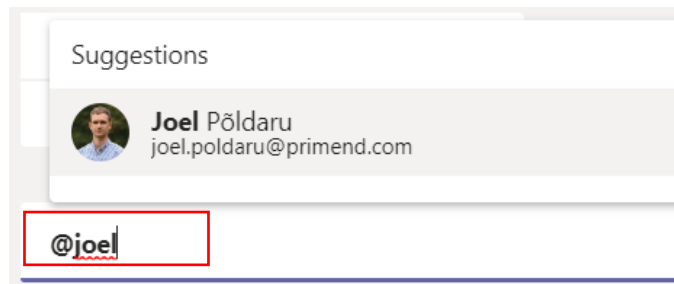
To enter multiple lines of text and format text properties, choose Format:



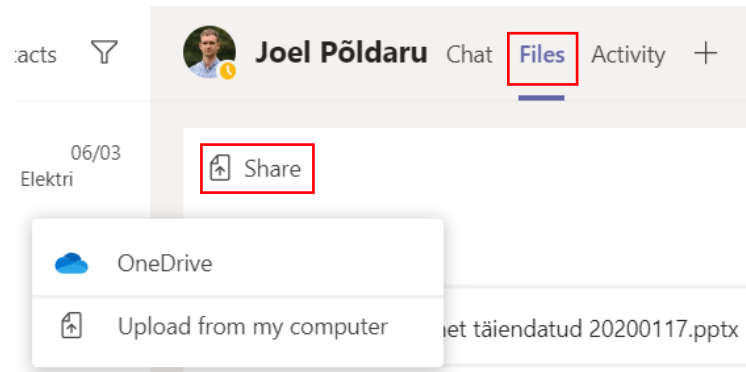
To start a meeting with chat participants, choose Schedule a Meeting:



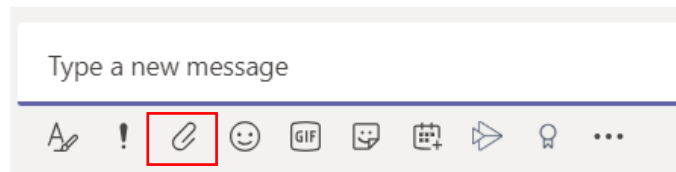
To direct a message at a certain person in a multiple person chat, use „@“ followed with the person’s name:



To share a file, choose Files, then Share and choose a suitable method:



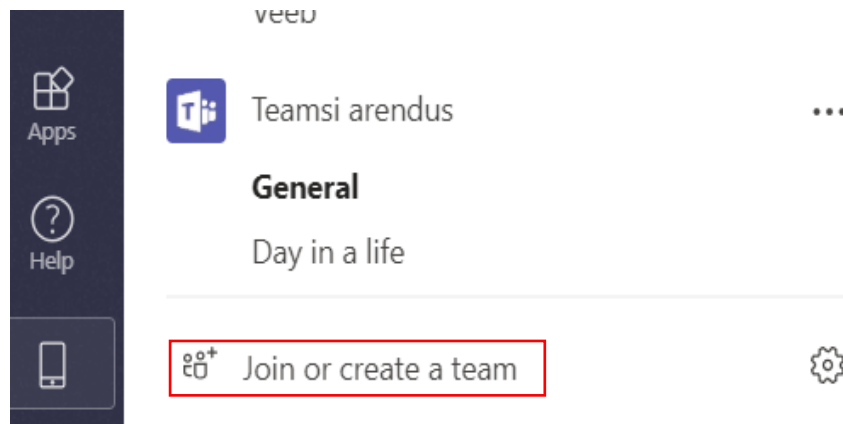
You can attach a file and send it through the message window as well:



Teams and Cannels

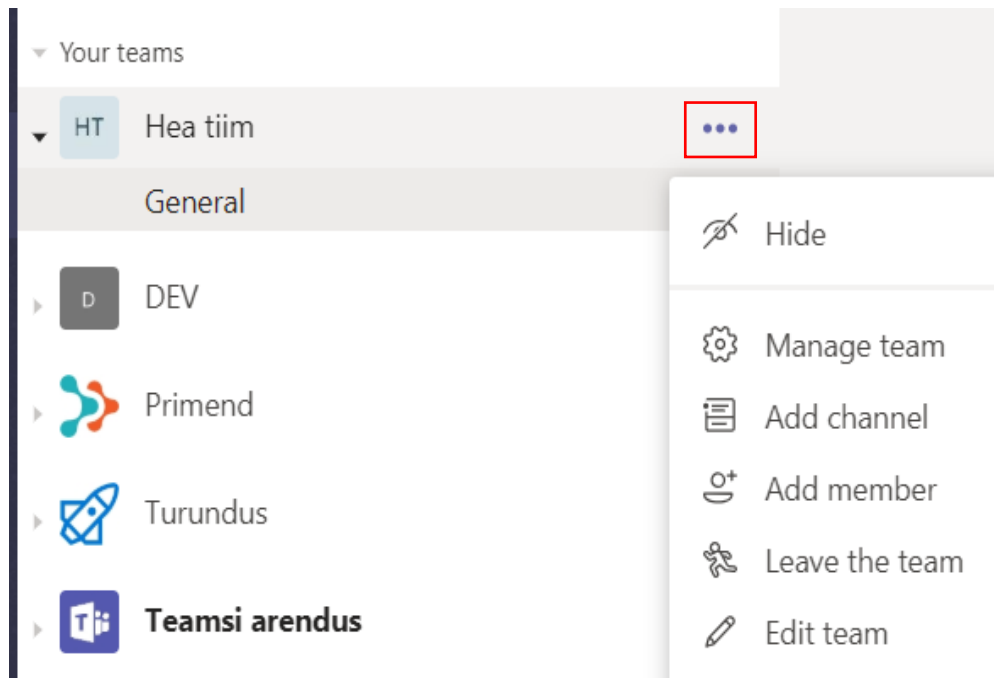
In the Teams section you can create groups and channels with a more permanent nature. Teams allow for additional features compared to chat.

To create a new Team, choose Join or create a team:



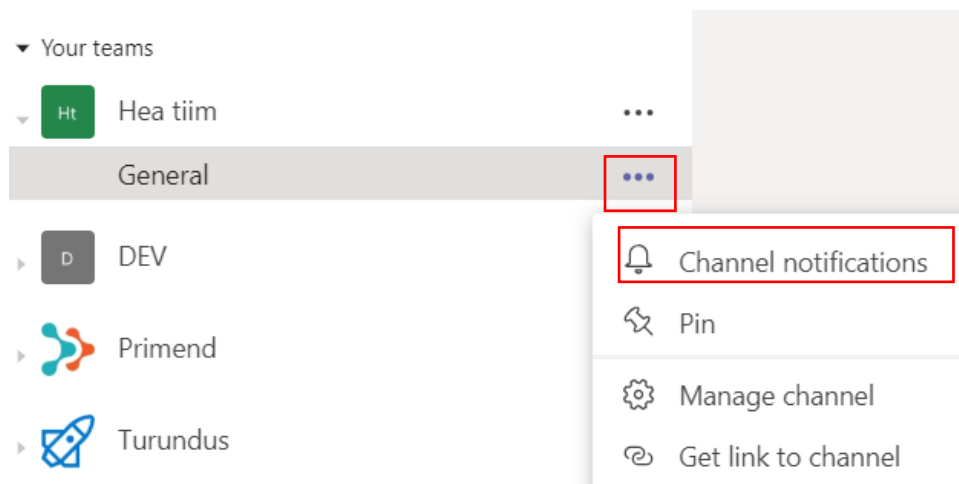
Read more on creating teams from the [Microsoft instruction](#).

To change a team's settings, click on the three dots menu and then choose from the different settings:

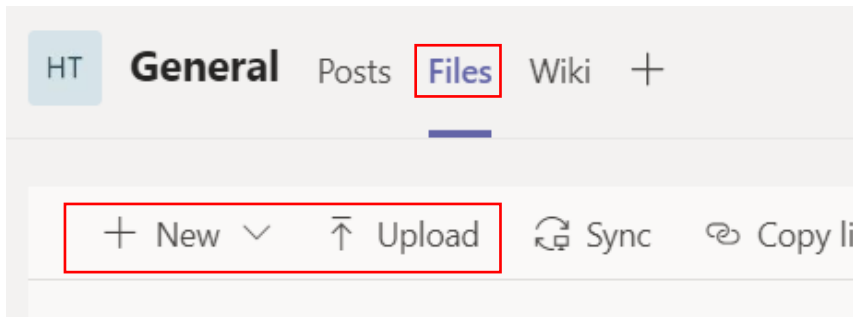


The main characteristics and actions of a team:

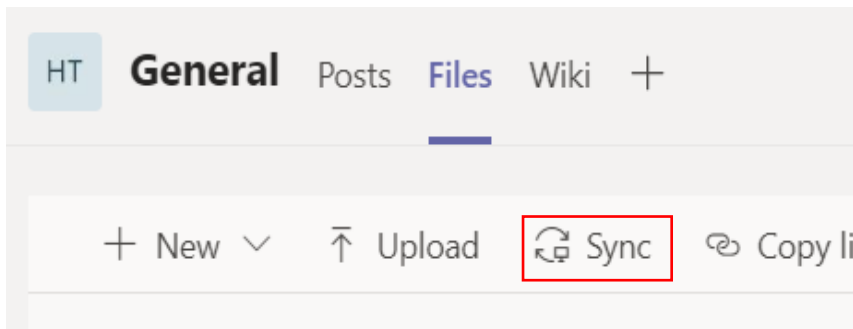
- You can add channels under a group for themed discussions.
- You can reply directly to someone's message in the group conversation, creating conversation threads.
- More useful apps available than compared to chat, e.g. Planner, Forms, Wiki etc.
- You can start a meeting with the team ad hoc.
- In order to receive notifications from team or channel you need to activate notifications:



You can organize team files into folders. In order to create a folder or upload a file, choose Files and then New or Upload:



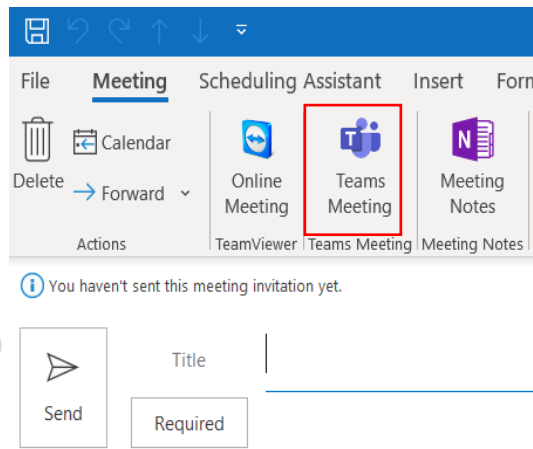
To synchronize team files into File Explorer choose Sync:



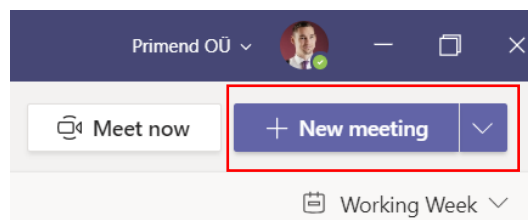
Planning and joining meetings

There are multiple options to plan a new meeting:

When creating a new meeting in Outlook, add the Teams meeting link:

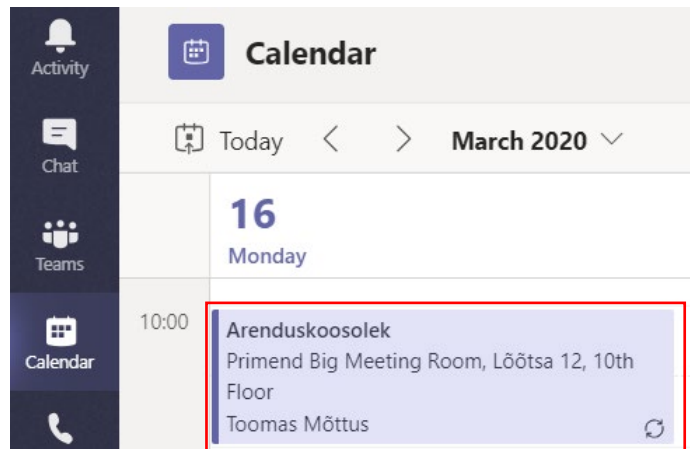


When planning a new meeting in Teams, the meeting link is automatically added:

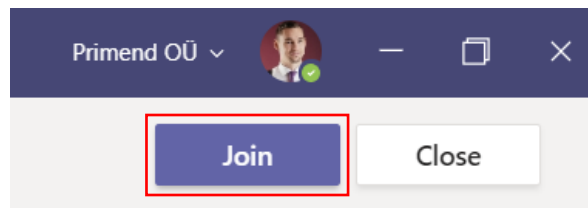


To join a Teams meeting, use one of the following options:

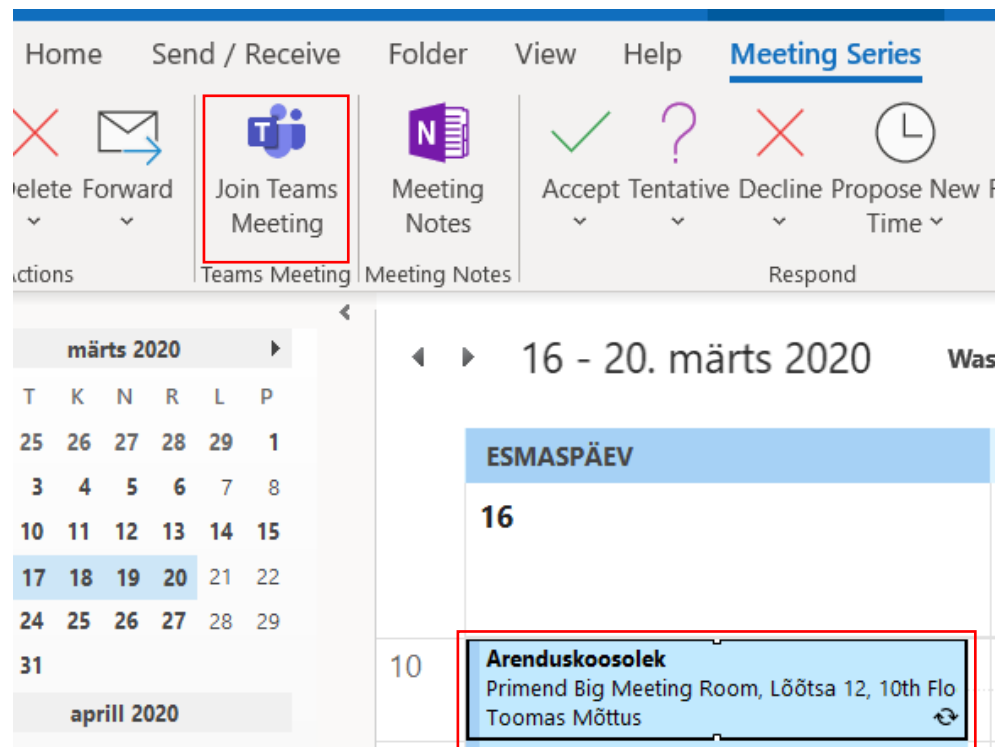
Find the meeting from the Teams calendar and choose it:



Click Join:



In Outlook select the meeting you wish to join and click Join Teams Meeting:



The screenshot shows the Outlook interface. The ribbon at the top is set to 'Meeting Series'. The 'Join Teams Meeting' button is highlighted with a red box. Below the ribbon, a calendar view for March 2020 is shown. A meeting titled 'Arenduskoosolek' is highlighted with a red box. The meeting details are: Primend Big Meeting Room, Lõõtsa 12, 10th Flo, Toomas Mõttus.

Home Send / Receive Folder View Help **Meeting Series**

Delete Forward **Join Teams Meeting** Meeting Notes Accept Tentative Decline Propose New Time

actions Teams Meeting Meeting Notes Respond

märts 2020 16 - 20. märts 2020 Was

T K N R L P

25 26 27 28 29 1

3 4 5 6 7 8

10 11 12 13 14 15

17 18 19 20 21 22

24 25 26 27 28 29

31

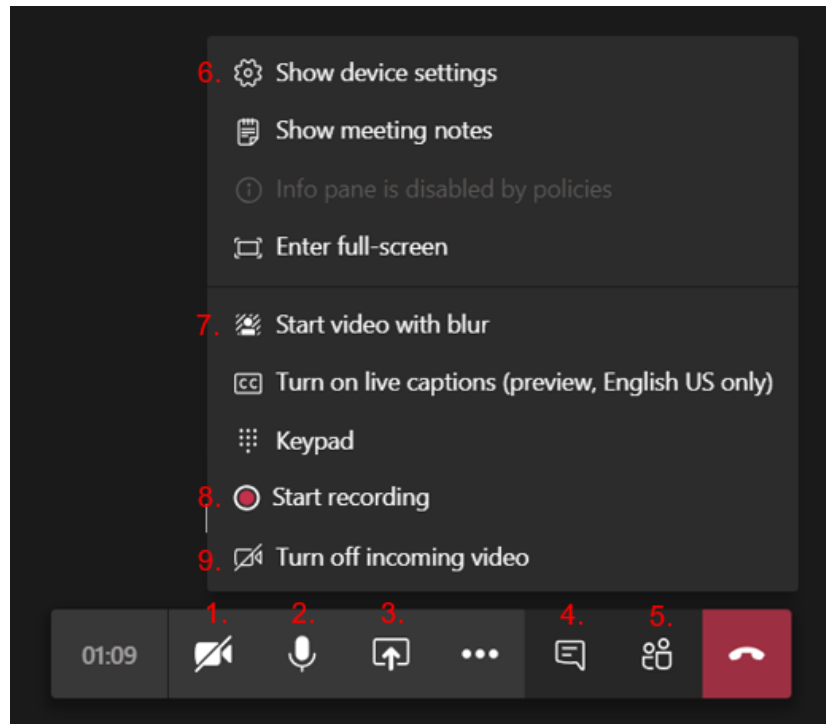
apriil 2020

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Arenduskoosolek
Primend Big Meeting Room, Lõõtsa 12, 10th Flo
Toomas Mõttus

The main actions when participating in a meeting

Menu bar actions:

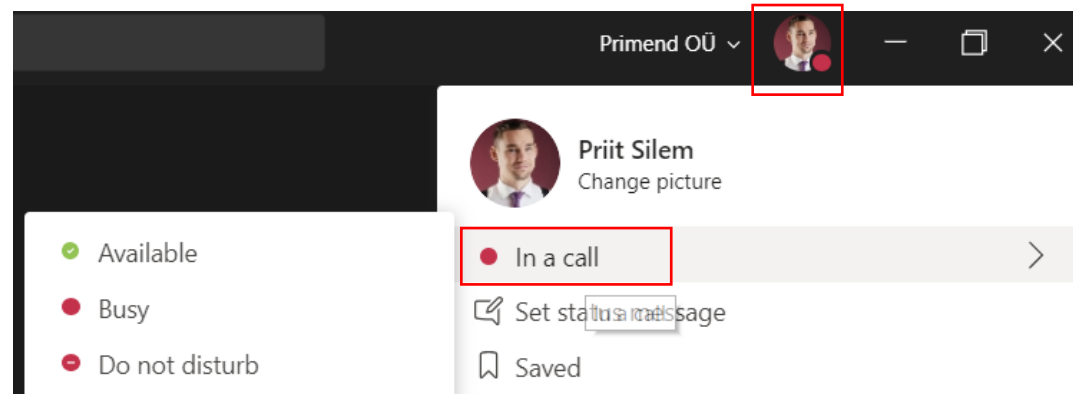


1. Switch your camera on and off.
2. Mute your microphone.
3. Share your screen, either your whole desktop or a single document or program.
4. Meeting chat, including sharing files.
5. Participants overview, including adding new participants.
6. Audio and video device settings, relevant when using external devices.
7. Background blur when you don't want to share your surroundings.
8. Recording the meeting. The video will be saved to MS Stream and you will receive a mail with the link after the recording ends.
9. Turning off incoming video. Relevant in case of slow internet speed.

Changing your status while in a meeting

It is recommended to switch to Do not disturb when sharing your screen, so messages from Teams chat and groups do not pop up for everyone to see.

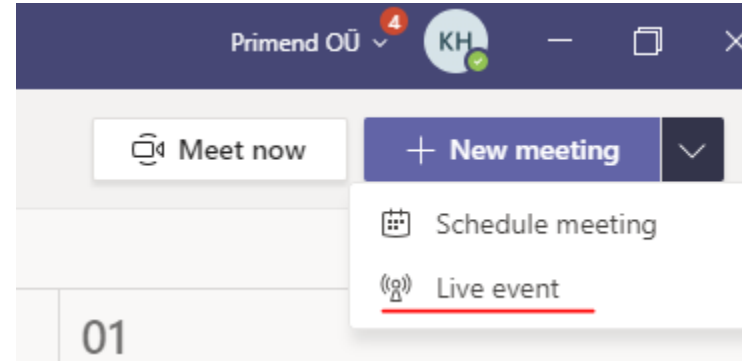
Click on your user icon, then on your current status and choose a suitable status:



Teams Live Event


In addition to a regular meeting, it is possible to organize a Teams Live Event. It is intended for a larger audience, where participants can only chat via "Chat". Only the presenter and moderator (event organizer) can speak.

To organize a Teams Live Event, go to the Teams calendar and select "Live event" from the "New meeting" button.



To organize a Teams Live Event, you need to choose a title and a presenter:

New live event



You are setting up a live event


To invite attendees, copy the link once you schedule the live event, and publish it or send it in a calendar invite. [Learn more](#)

Title *

Invite people to your event group

Location









Organiser

 Kädi Horm
Producer

Start

End

Details




B *I* U     Paragraph     ...

Provide info about the live event

You can choose whether the Teams Live Event is available to a specific group of people, an entire organization or public. Then press "Schedule".

New live event

Live event permissions

-  **People and groups**
Only the specified people and groups can watch the live event.
-  **Org-wide**
Everyone in your org can watch the live event. (Sign-in required)
-  **Public**
The live event will be open to anyone. Use when most of the attendees are outside your org. (No sign-in required)


How will you produce your live event?

- Teams**
You plan to use Teams to share content from presenters' webcams and screens.
 - Recording available to producers and presenters
 - Recording available to attendees ⓘ

[Close](#) [Back](#) [Schedule](#)

You can share the Teams Live Event link with the people you want to invite

testtest



Invite attendees
To invite attendees, copy the link and share it or send it in a calendar invite.
[Get attendee link](#) [Learn more](#)


Wednesday, 29 April 2020
13:00-13:30 (30 minutes)
Microsoft Teams Meeting


[Join](#) [Chat](#)

You are the organiser.

[Cancel meeting](#)

Live event resources [Refresh](#)

Organiser
 Kädi Horm
Producer, Organiser

Event group
 Tõnis Tikerpää
Presenter, Unknown

[Close](#) [Edit](#)

Additional information

For more comprehensive instructions and video tutorials, choose Help and Topics (instructions) or Training (video tutorials):

