Microsoft Teams manual

By Xavier Garvelink

Table of Contents

# Intro

Microsoft teams is a business communication platform that is part of the Microsoft 365 family of products. It offers chat, videoconferencing, file storage and application integration functions. This application has gained immense interest due to the COVID-19 pandemic and has been extensively used by schools and enterprises.

This is the reason why we find it important to make a user manual for this product. In this manual you will find a basic guide that will take you through a basic orientation of the application and how to make videoconferences, chats, group chats and calls.

Orientation
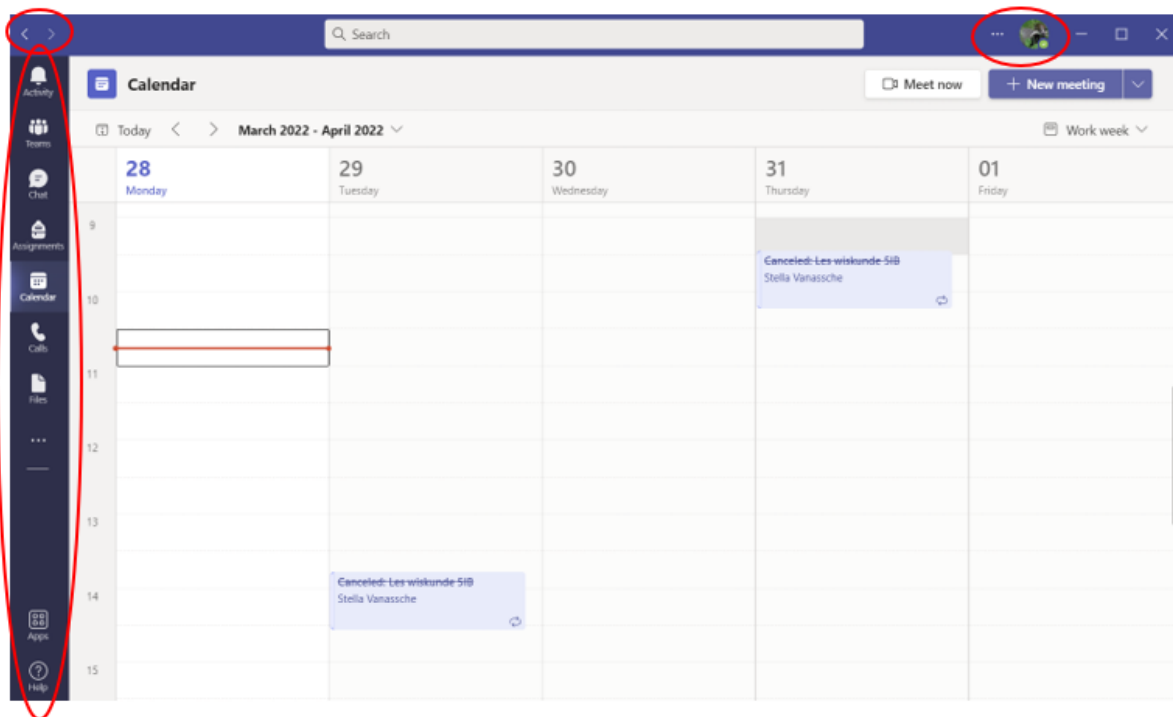
This is an example of the program, on the left you will see a navigation bar. On the top you will see two arrows on the left which allow you to go to the previous or next tab. On the top right you will see your profile picture. if you click on this you can change certain account settings such as your profile picture, status and status message. The 3 dots next to it allow you to change the settings of the application itself.

Navigation bar

The top module is the activity tab, if you press this you will see a feed appear with recent notifications next to your current tab.
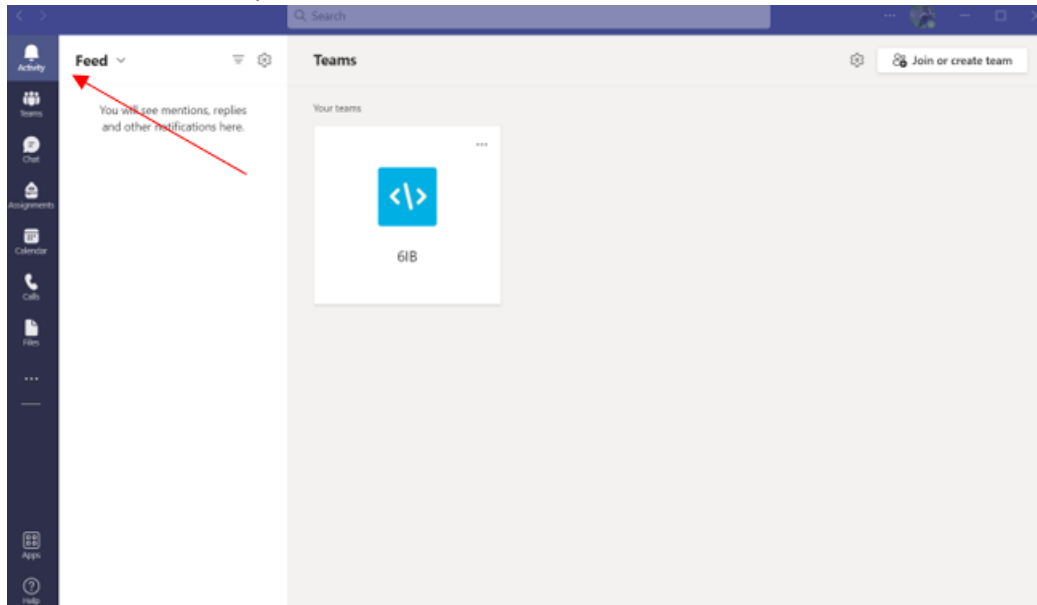

The second module is the Teams tab, here you can find groups such as classes that your teachers have made for you. Within such a group you will find one or more chats that also have the ability to be used to make a video conference. You will also find a class notebook, assignments and grades subtab in which your teacher can post homework, tests, grades, etc..
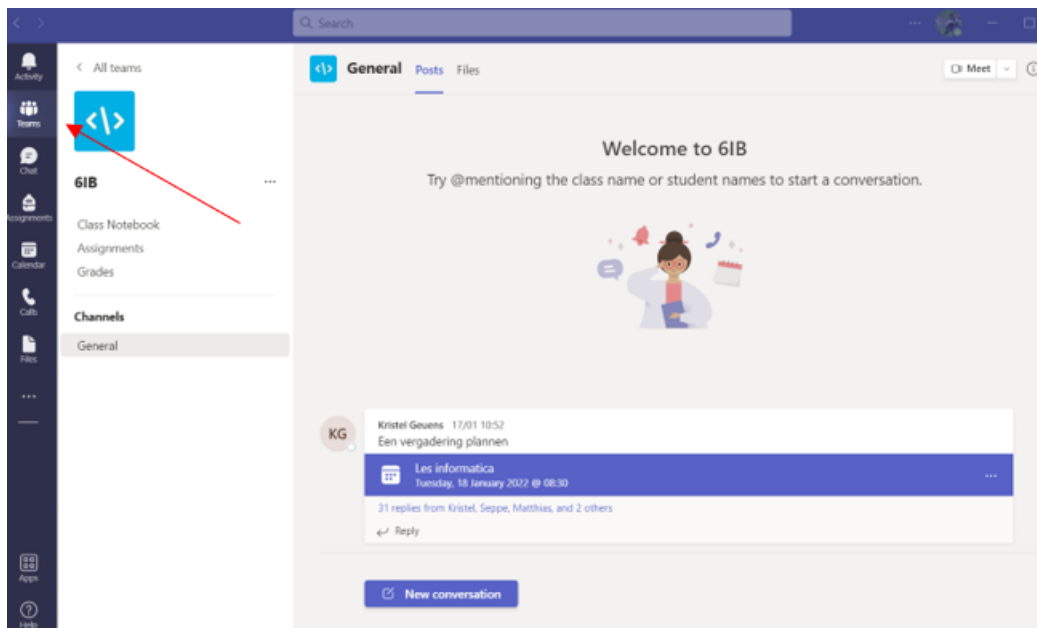
In the chat tab you can make chat groups or send direct messages to fellow pupils or teachers. These group chats can be used by teachers to set up video conferences.
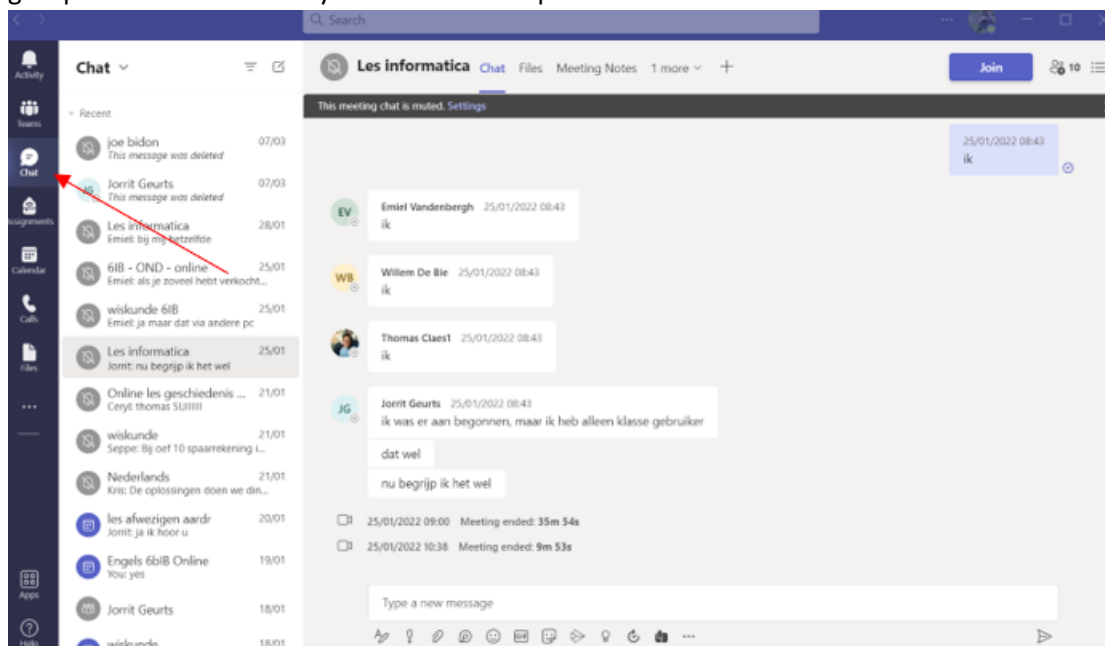

Within the assignments tab you will find any assignments that you may have received through this platform.
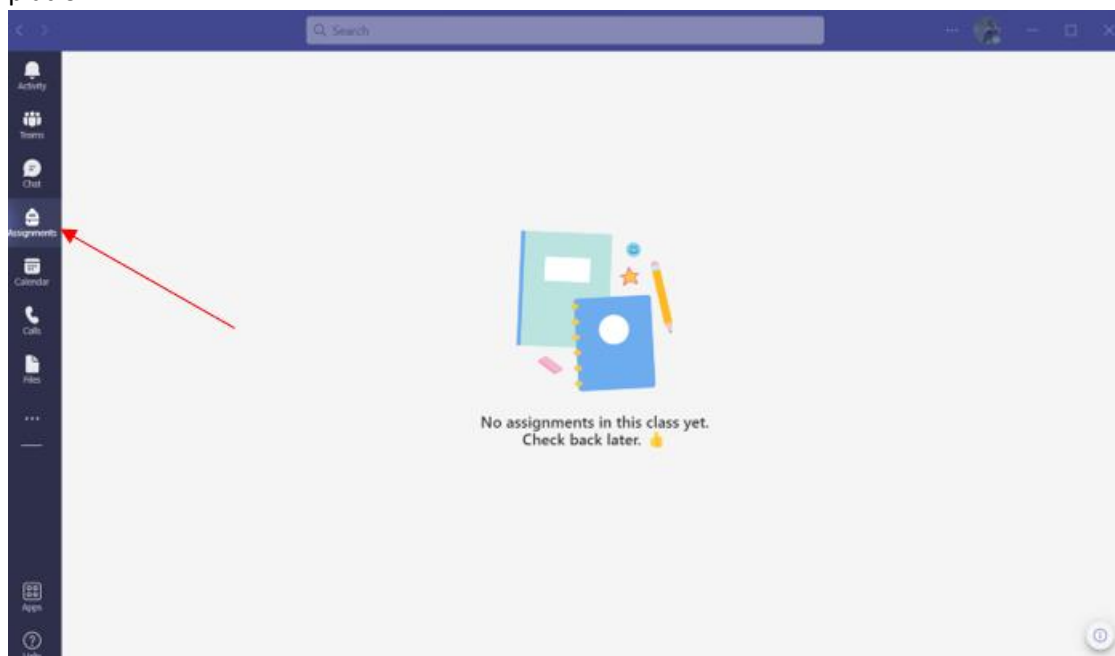
The calandar tab is important to see when a task is due or when a video conference is supposed to take place. This tab is one of the most important ones because it allows you to join online lessons more easily and it allows you to see your future online lessons.
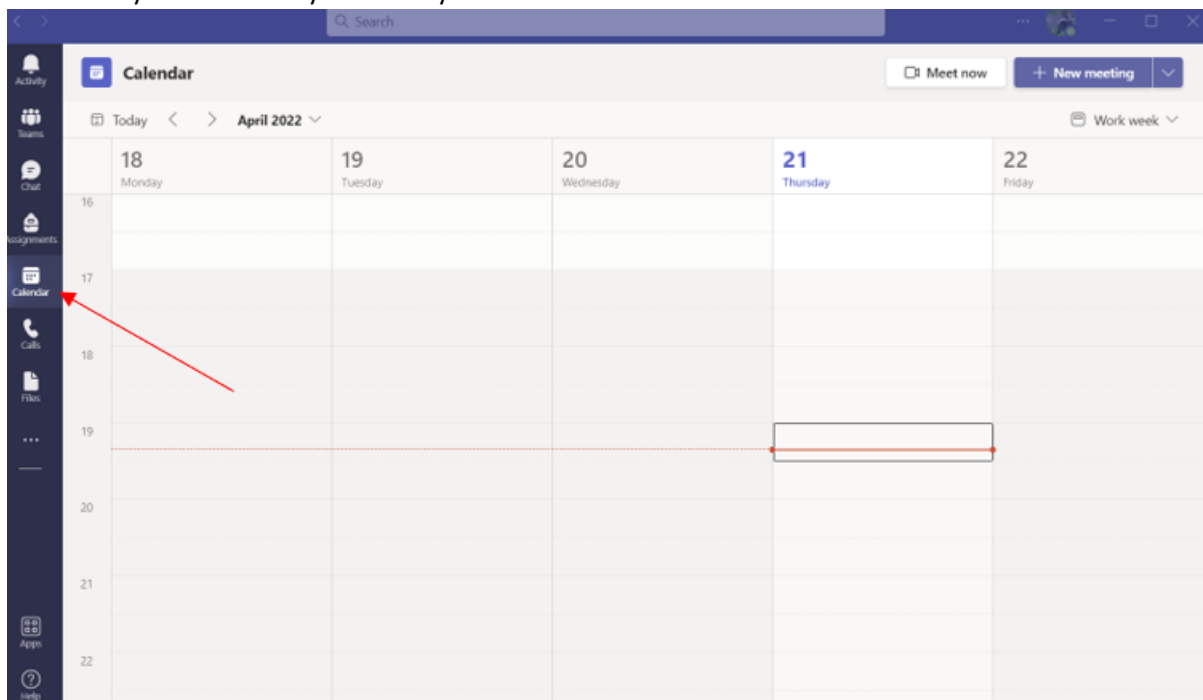
The calls tab can be used to call or video call other pupils or teachers individually.
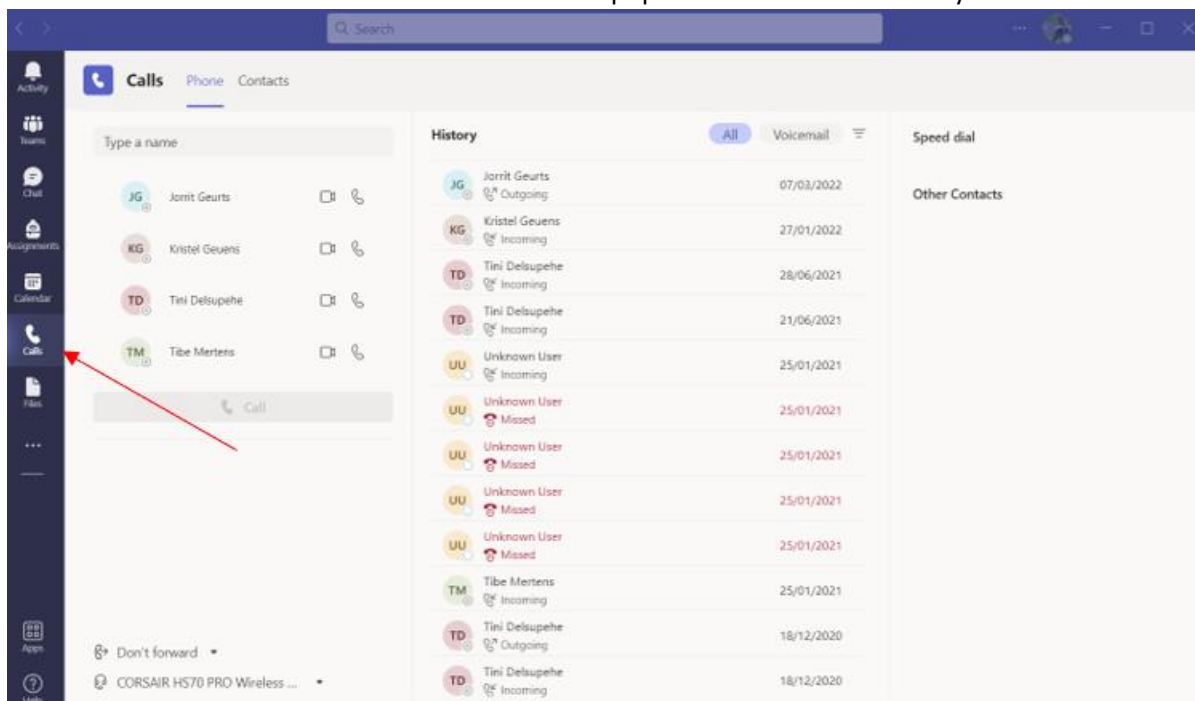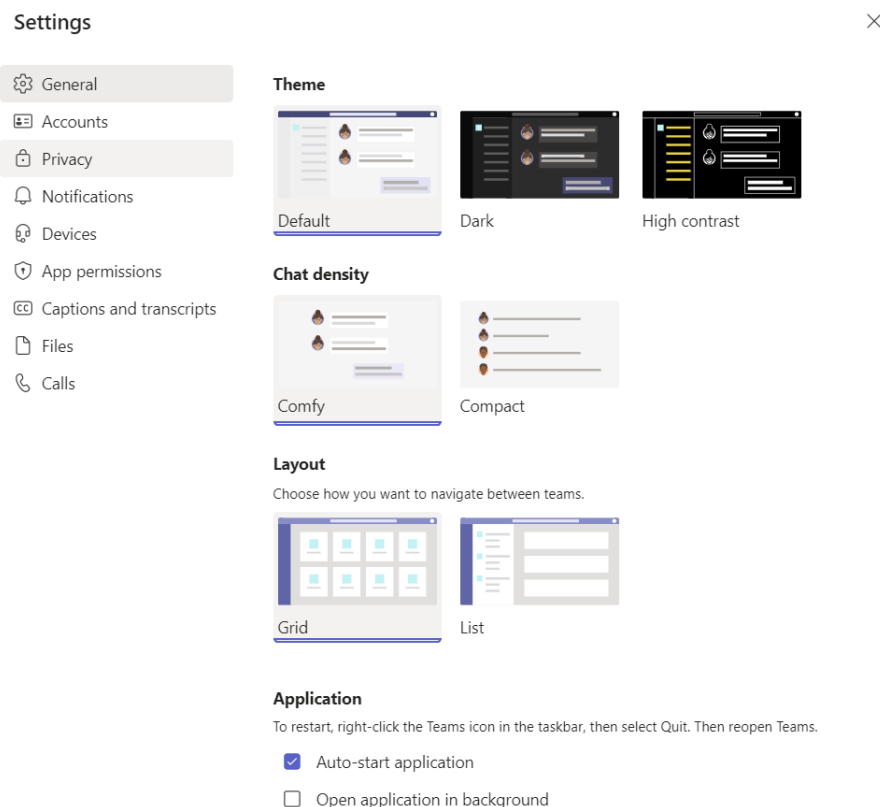
In the files tab you may acces your onedrive if your school provides one and you may consult any file you may have downloaded from the Teams application.
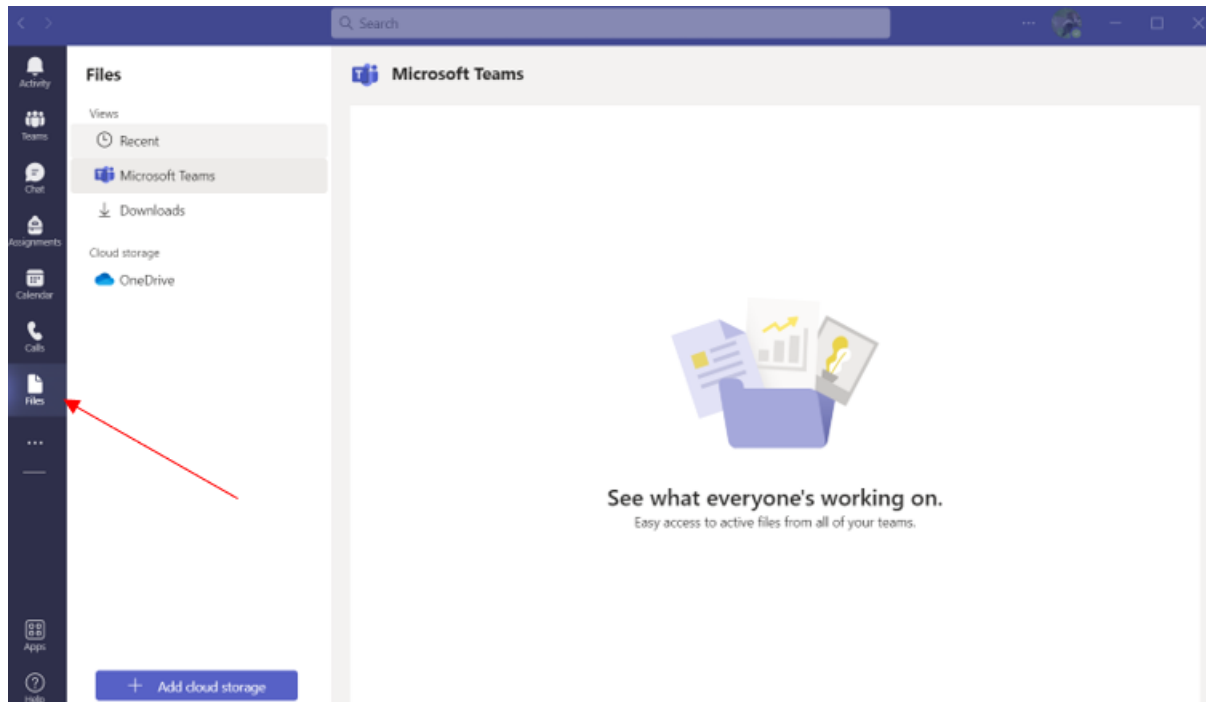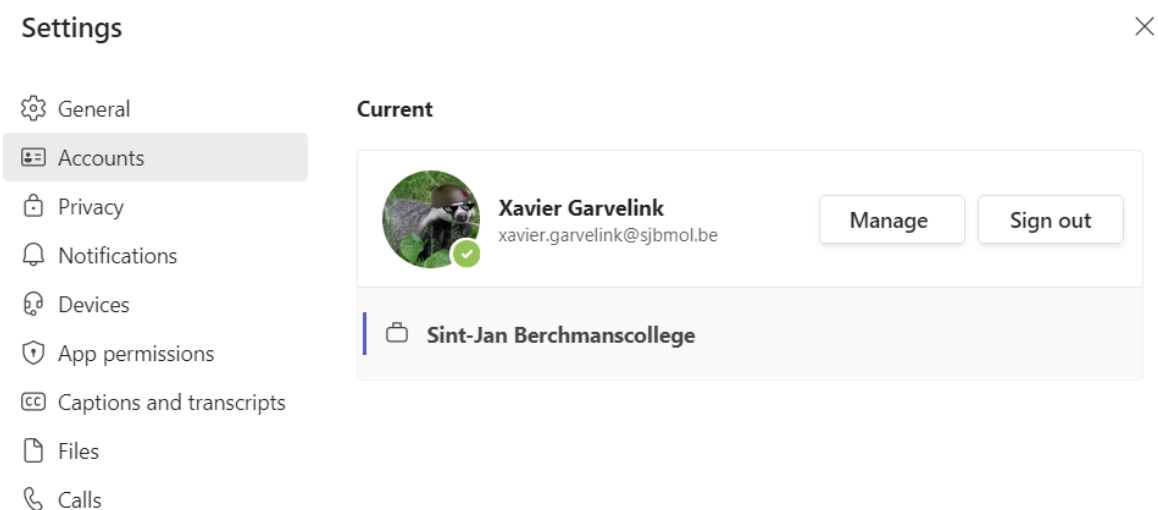
Application settings

In the first tab you may choose settings such as theme, chat density and the layout of the application. You may also change the startup behavior of the application.

In the accounts tab you can manage your Microsoft account. The most important things you can manage are security related and only important if you are concerned about a password leak. In this case you should contact your school's or company's IT service for advice.

In the privacy tab you're able to change who may contact you during Do not disturb mode, which contacts are blocked and other miscellaneous privacy options.

Settings

- ⚙️ General
- 📇 Accounts
- 🔒 Privacy
- 🔔 Notifications
- 🎧 Devices
- 🛡️ App permissions
- 💬 Captions and transcripts
- 📄 Files
- 📞 Calls

Do not disturb

You can still receive notifications from people who have priority access when your status is set to Do not disturb.

Manage priority access

Blocked contacts

Blocked contacts will be unable to call you or see your presence.

☐ Block calls with no caller ID

Edit blocked contacts

Keyboard shortcut to unmute

Press and hold Ctrl + Spacebar to temporarily unmute your mic during a meeting.

Read receipts

Let people know when you've seen their messages, and know when they've seen yours.

Surveys

Participate in surveys from Microsoft Teams.

Diagnostic Data Viewer

Manage

Within the notifications tab you may change the notifications settings, you can make certain notifications silent or turn them completely off. We highly advise against changing any of these settings.

Settings   ✕

General   Email

Accounts   Missed activity emails   Once every hour   ⌄

Privacy

Notifications   Appearance and sound

Devices   Notification style   Teams built-in   ⌄

App permissions   Show message preview   ⬤

Captions and transcripts   Play sound for incoming calls and notifications   ⬤

Files

Calls   Teams and channels
                       You will get desktop and activity notifications for:

                       ┌──────────────────┐ ┌──────────────────┐ ┌──────────────────┐
                       │ All activity   │ │ Mentions & replies│ │ Custom   › │
                       │ New messages,   │ │ Personal mentions │ │ Your custom   │
                       │ reactions,   │ │ and replies to   │ │ settings are   │
                       │ and all mentions │ │ your messages   │ │ active.   │
                       └──────────────────┘ └──────────────────┘ └──────────────────┘

                       Chat   ┌────────┐
                       Messages, mentions and reactions.   │ Edit │
                                                                         └────────┘

                       Meetings and Calls   ┌────────┐
                       Control notifications and reminders during your   │ Edit │
                       meetings and calls.   └────────┘

                       People   ┌────────┐
                       Keep track of someone's status and get notified   │ Edit │
                       when they appear   └────────┘
                       available or offline.

The devices tab is used to manage your input and output devices, you can for example change the camera you use, the microphone that you use and the speakers or headset you use.

The app permissions, captions and transcripts and files tabs are mostly useless, you do not need to change anything here.
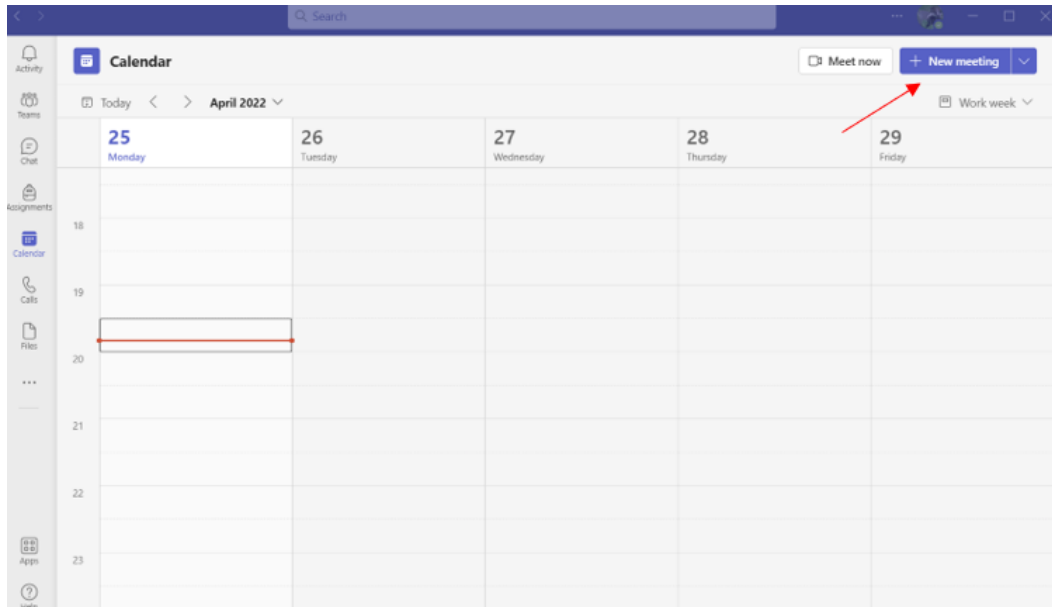
In the calls tab you may set up a voicemail and you can change your ringtone.
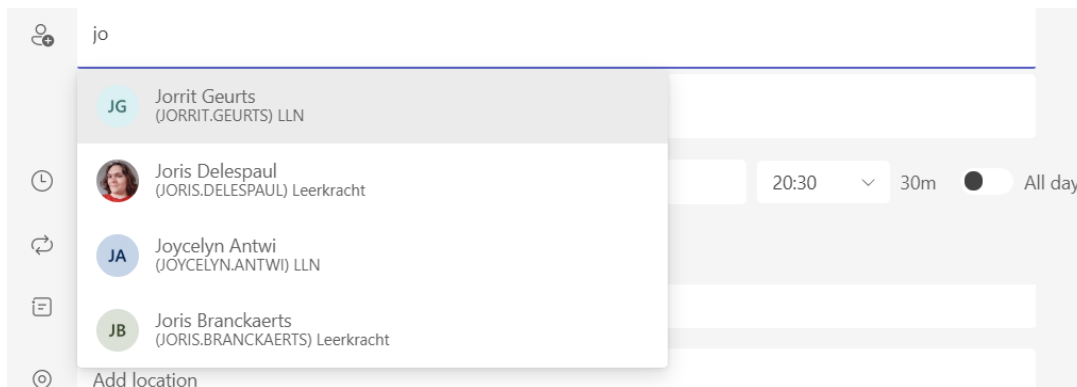
Creating a videoconference.

Planned

To create a videoconference you should go to the calendar tab and press the new meeting button on the top right.

You will now be greeted by a new window asking for a title, people you want to invite, the date and time of the videoconference, whether or not it repeats at certain intervals, a possible location in case the conference is also taking place physically and a text space for additional details about the conference. Adding a channel will place the videoconference within a team that you can specify.
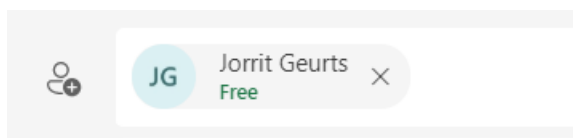
Note: there are two fields for attendees but these do not have any technical difference within the application, it only makes management easier for companies or schools who wish to utilize the feature.

To add attendees you simply write their names inside of the textbox and press tab when the desired person is highlighted in gray.
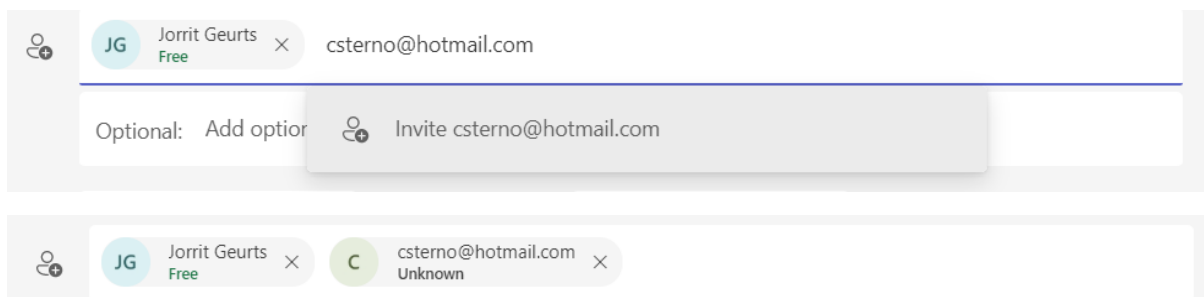
After you have added someone their names should appear like this.
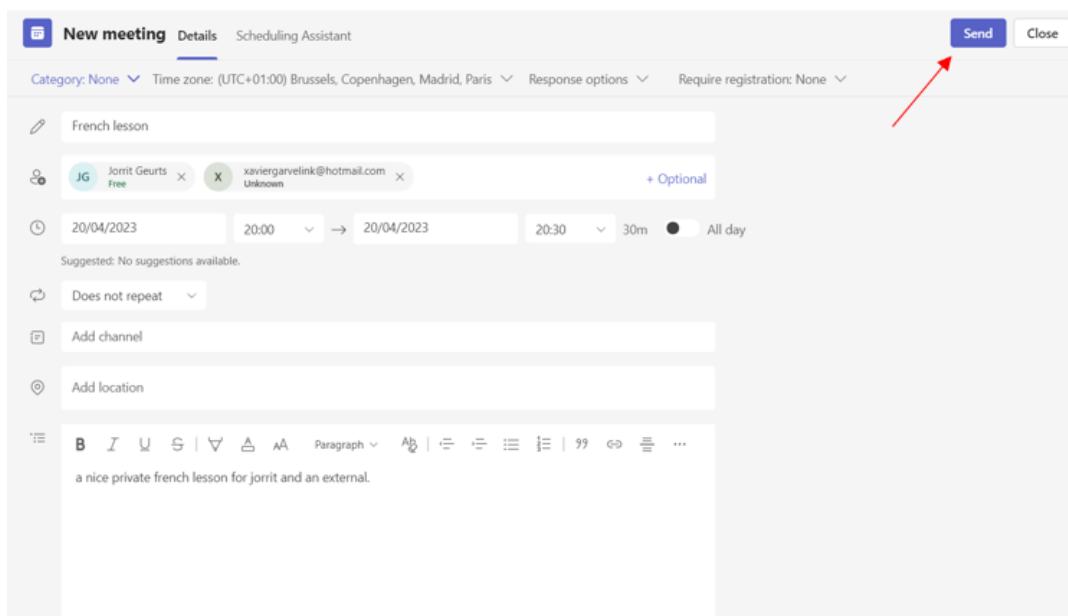
You may also invite externals by simply writing their e-mail addresses inside of the textbox.

Once you have filled in all desired fields you need to press the top right button that says send.
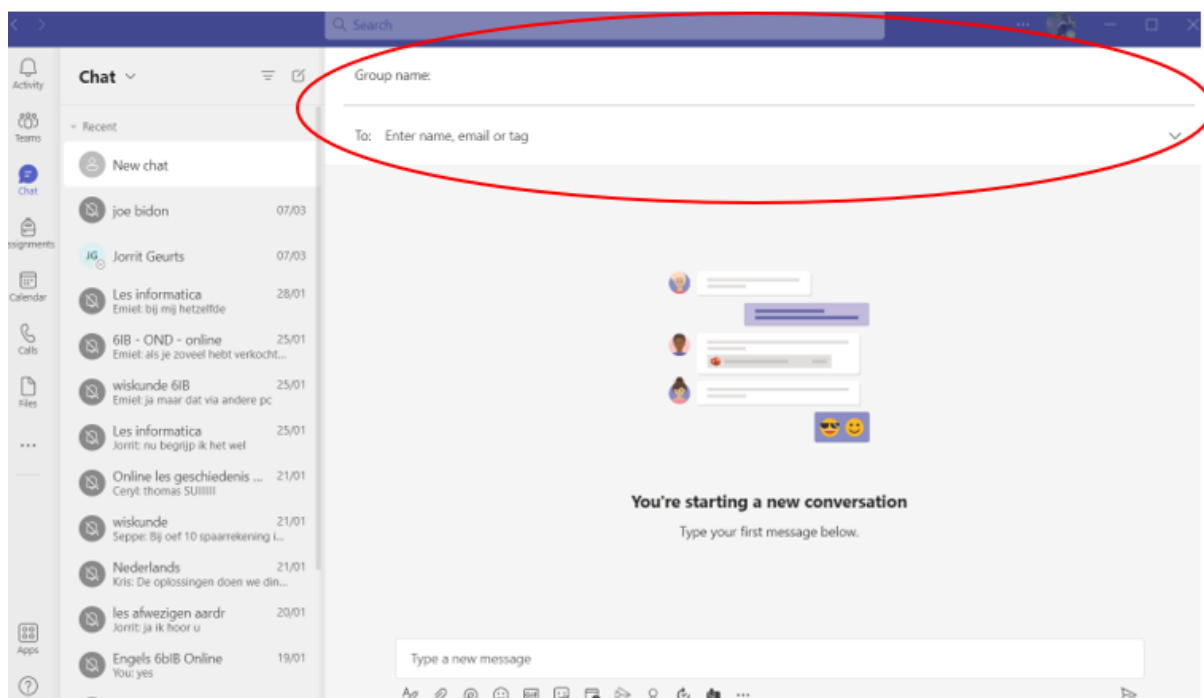
Now you have successfully created a videoconference.
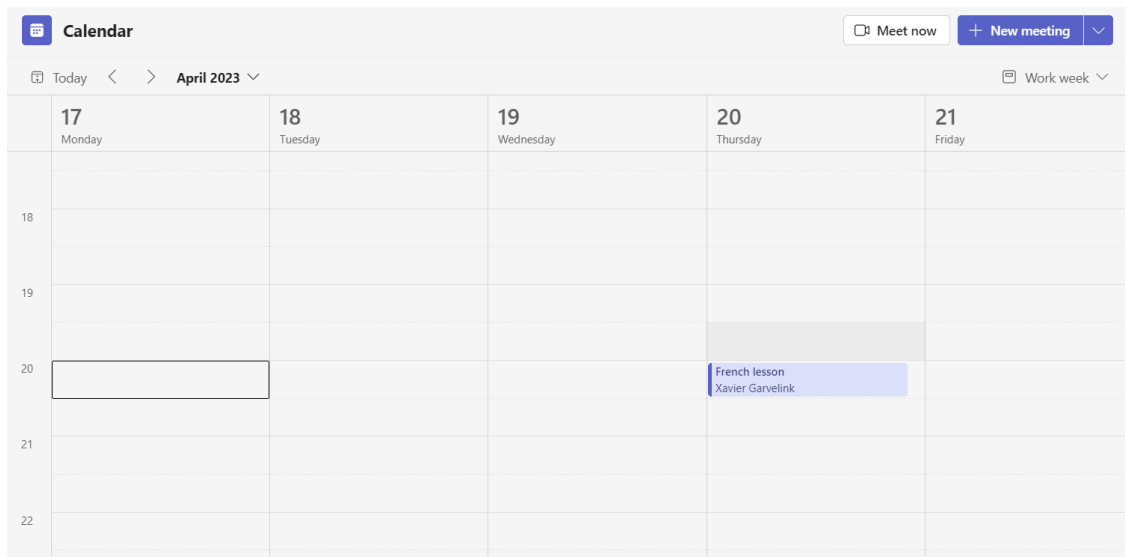
Group chat

To create a new group chat (which can be used for videoconferencing) you go to the chat tab and press Ctrl+n or find the indicated icon.
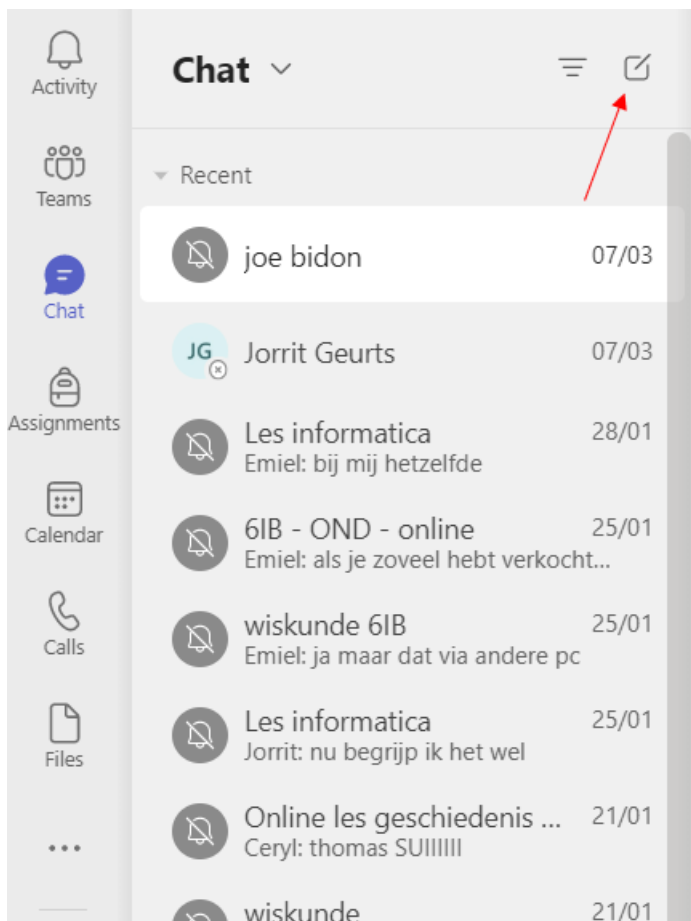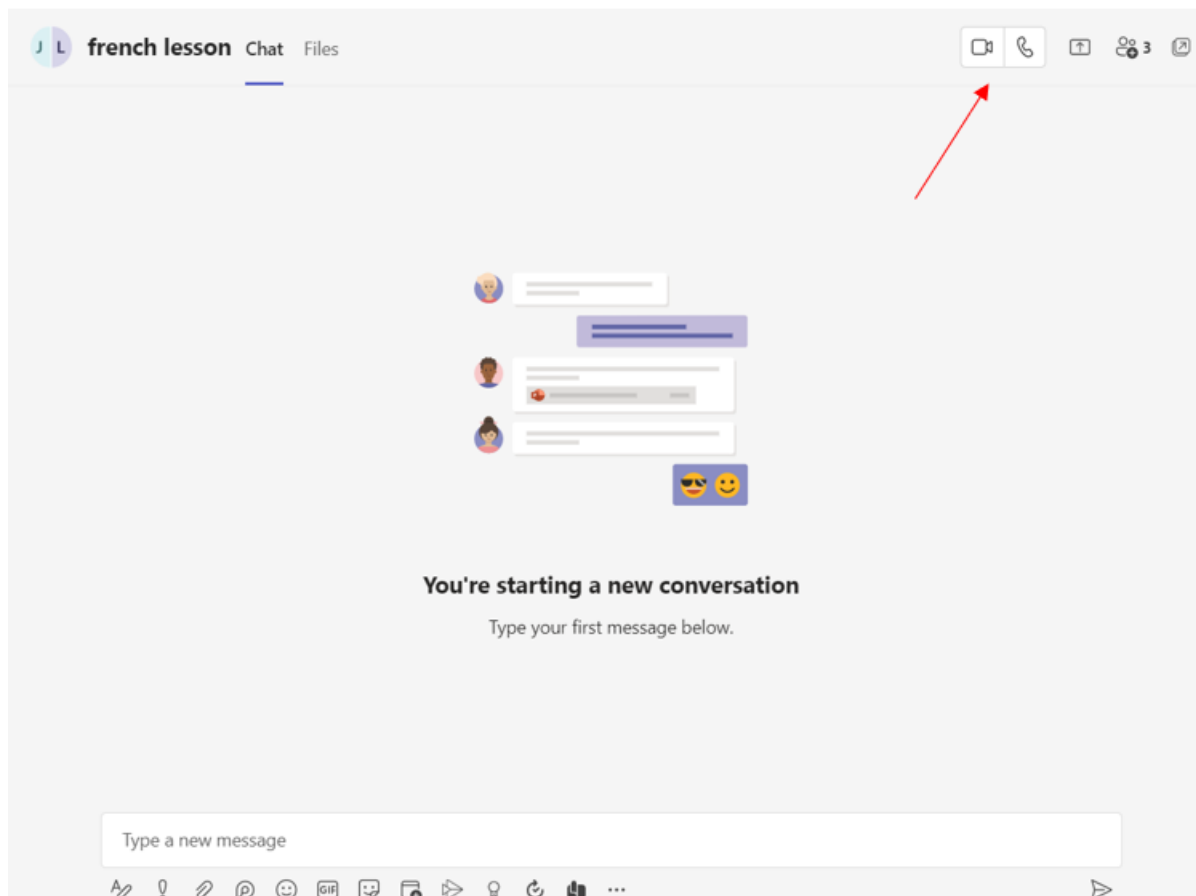
A new empty chat has now opened, now you may add a group name and people on top of the chat.
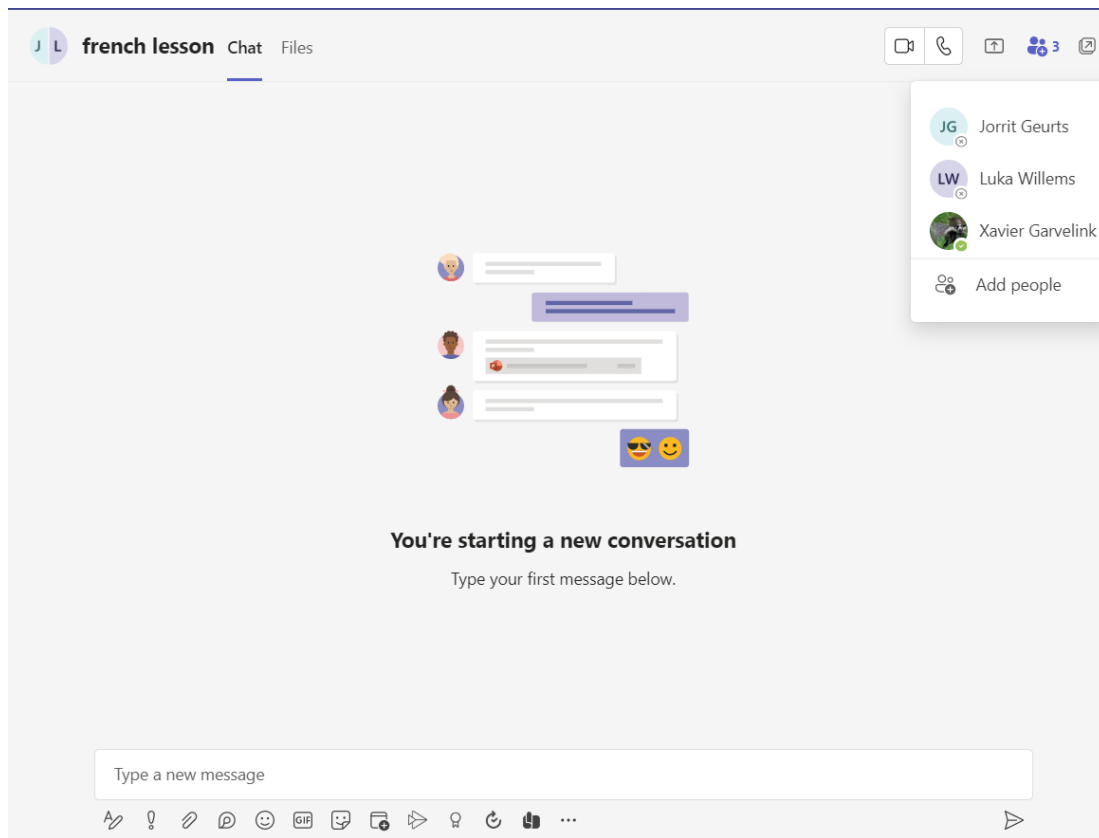

After you have added a name and people you may simply click on the chat box and it should create the group chat.

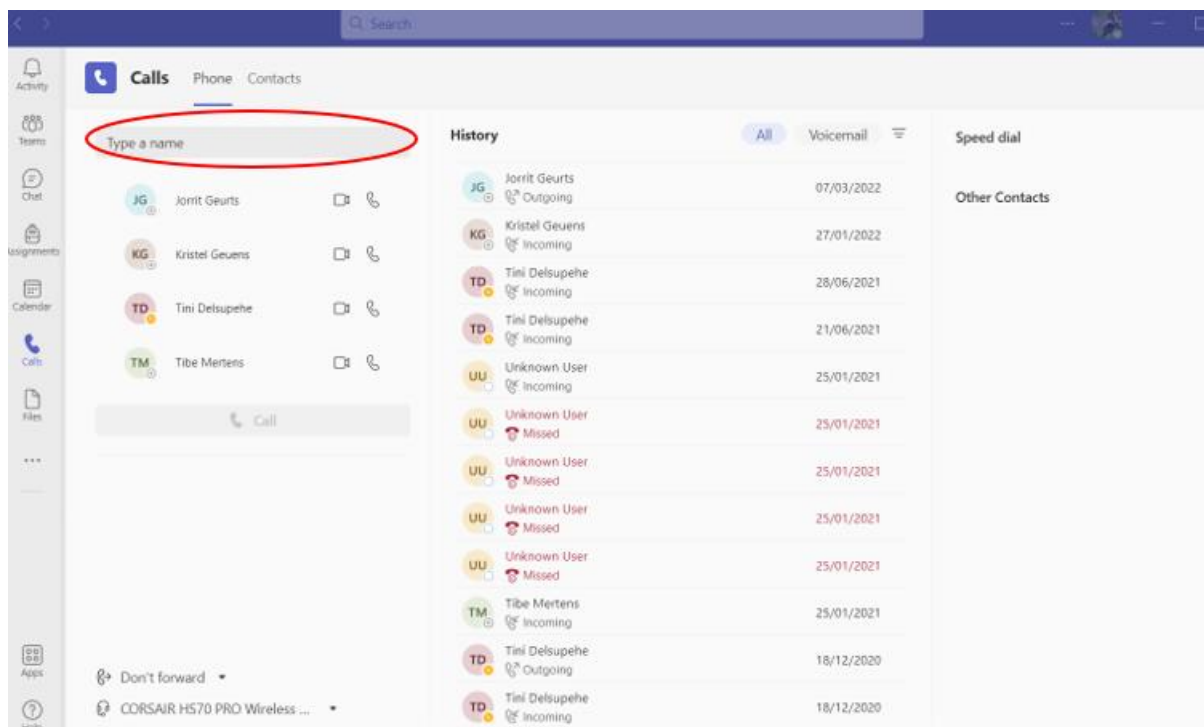Now you may use it to call or videocall the people inside the group chat.

You can also add additional people to this group chat by pressing the top right icon with the person and the plus sign.
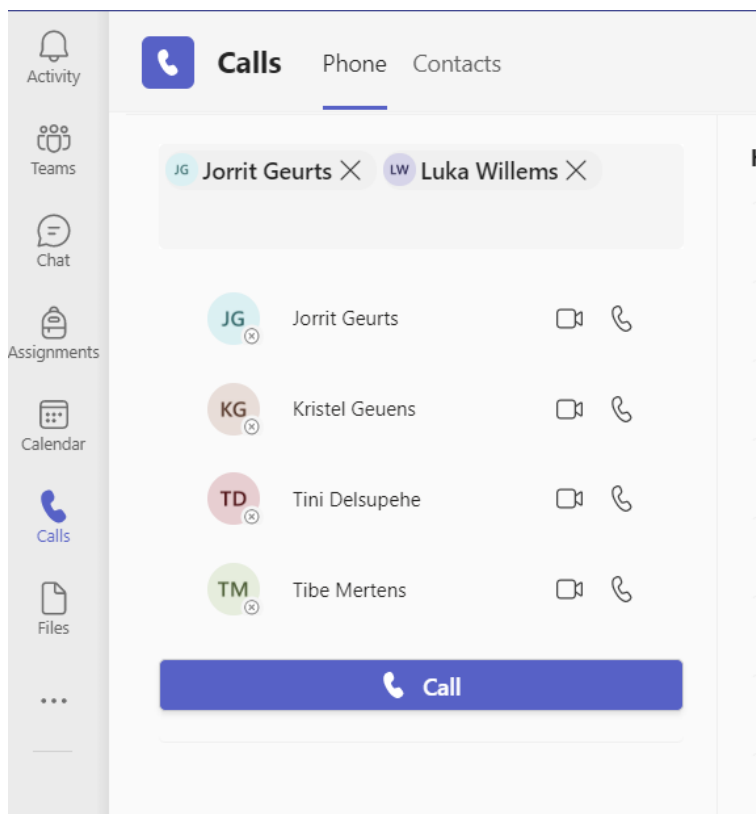

Starting a private call with one or more people.

Simply go to the calls tab and enter the name of the person or people that you wish to call.
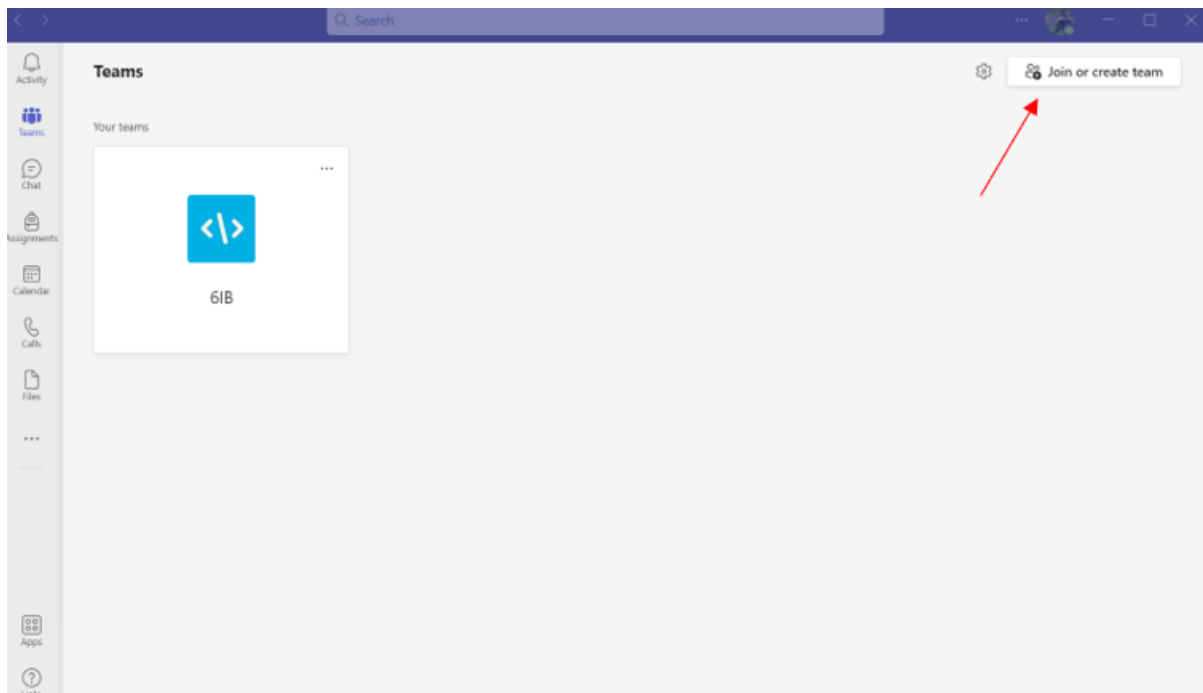
After this you simply press the blue call button to call the person or the people.
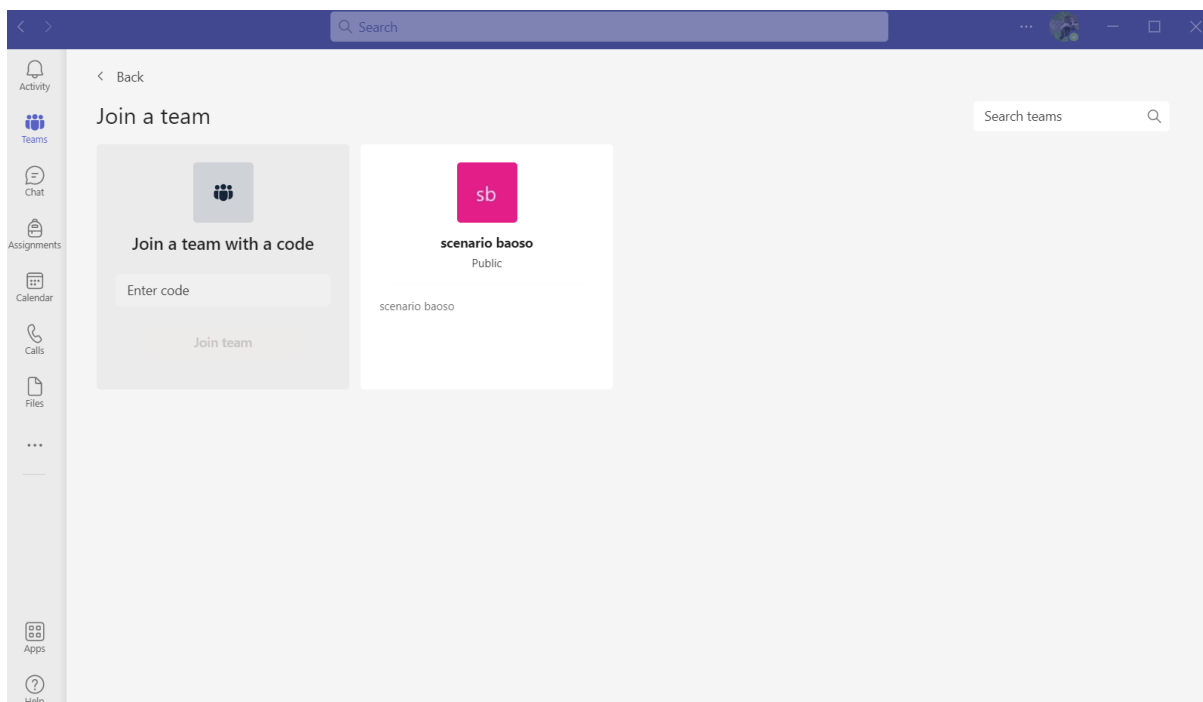
Joining a team.

To join a team you must first go to the Teams tab and then press the join or create team button on the top right.

Then you may join any public teams inside of your company or school or join a private team by entering a private code.

Then you hover over the team and press join team.

(I wanted to show how to create a team but I do not have said privileges inside the school network, problems like these have been plaguing me throughout the making of this manual, dear teachers please have merci on my soul. This comment is not a part of the manual and should thus not be mentioned in the correction) Thank you for your forgiveness.

Outro

Thank you very much for using my quite basic manual of Microsoft Teams, I hope it has been a great help and if there are any further questions or if you need any help do not hesitate to contact me at: xavier.garvelink@sjbmol.be .