



Microsoft Teams manual

By Xavier Garvelink

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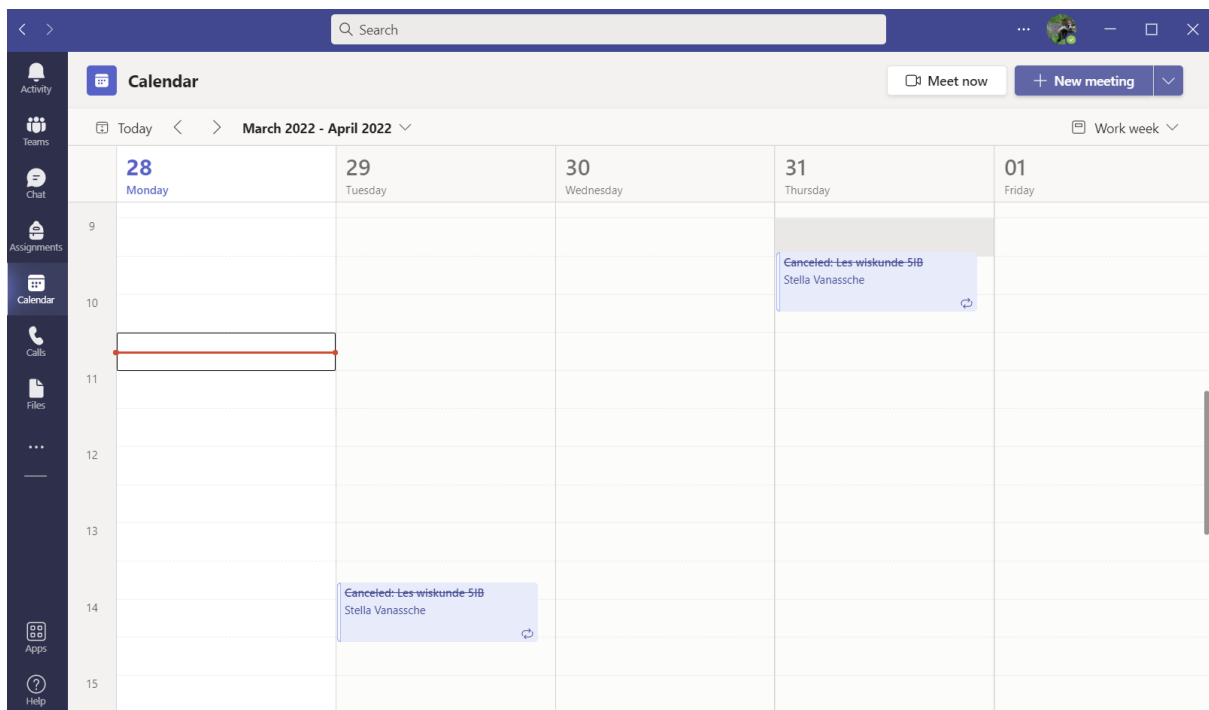
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Intro

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.

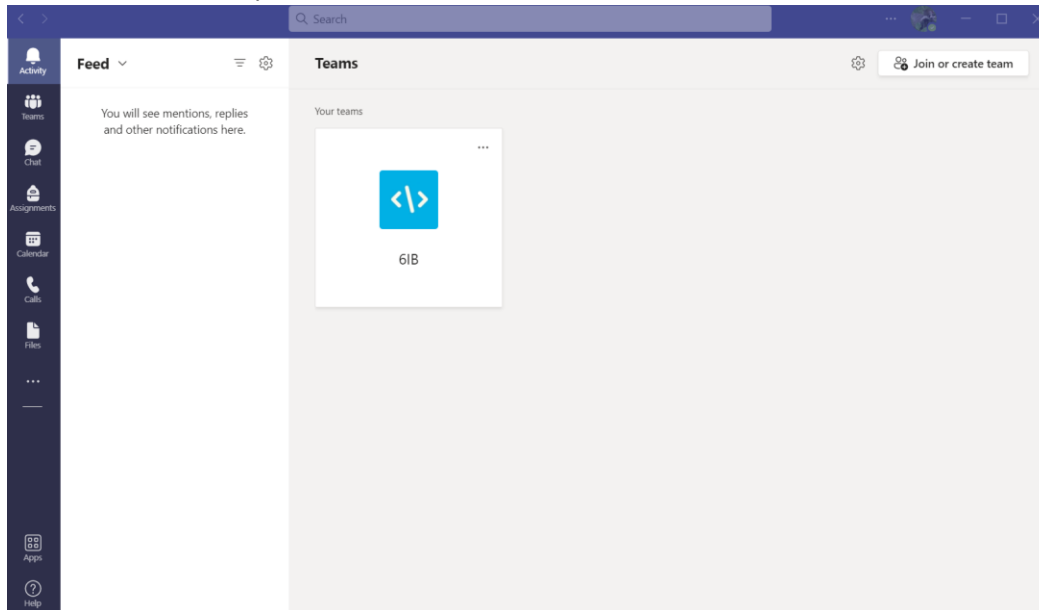
Orientation



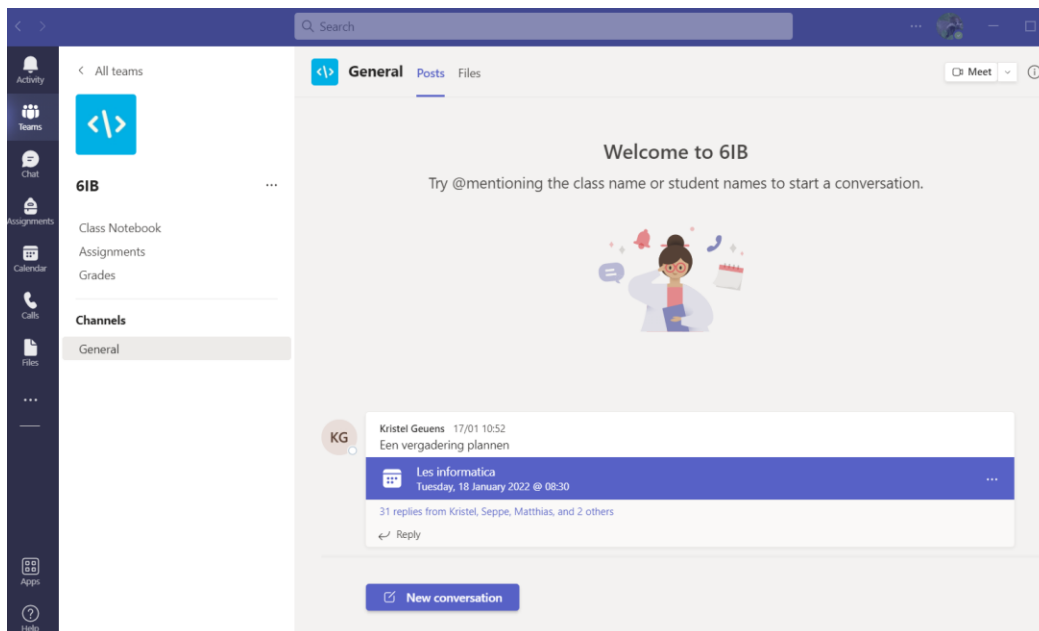
This is an example of the program, on the left you will see a navigation bar. On the top you will see two arrows on the left which allow you to go to the previous or next tab. On the top right you will see your profile picture which if clicked on allows you to change certain account settings such as 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

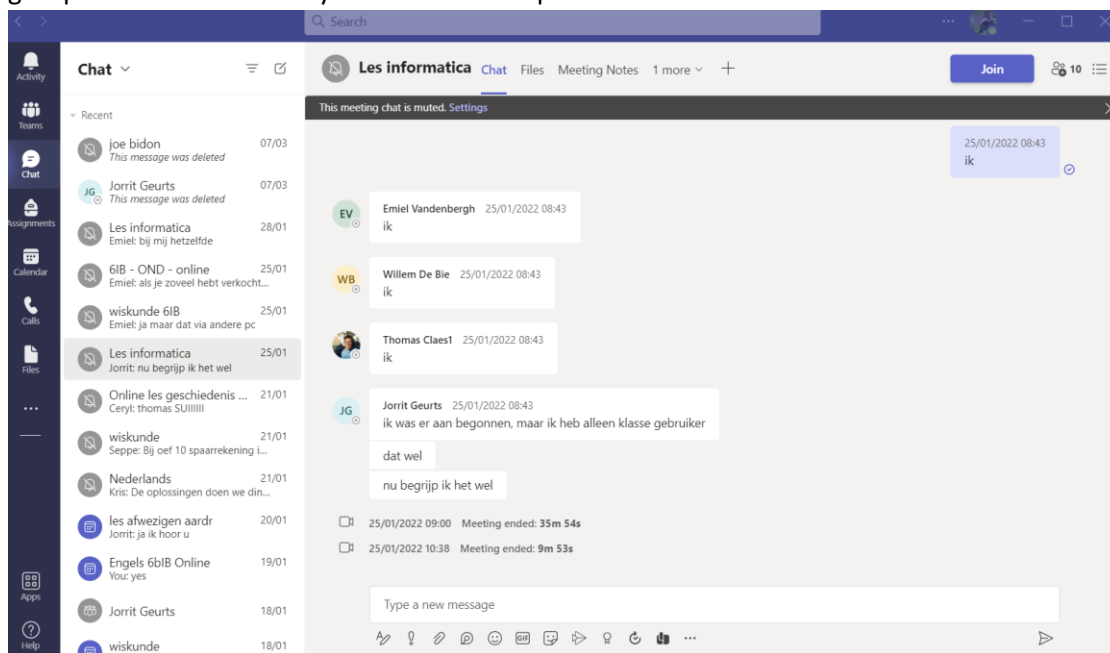
The top module is the activity tab, if you press this you will see a feed appear with recent notifications next to your current tab.



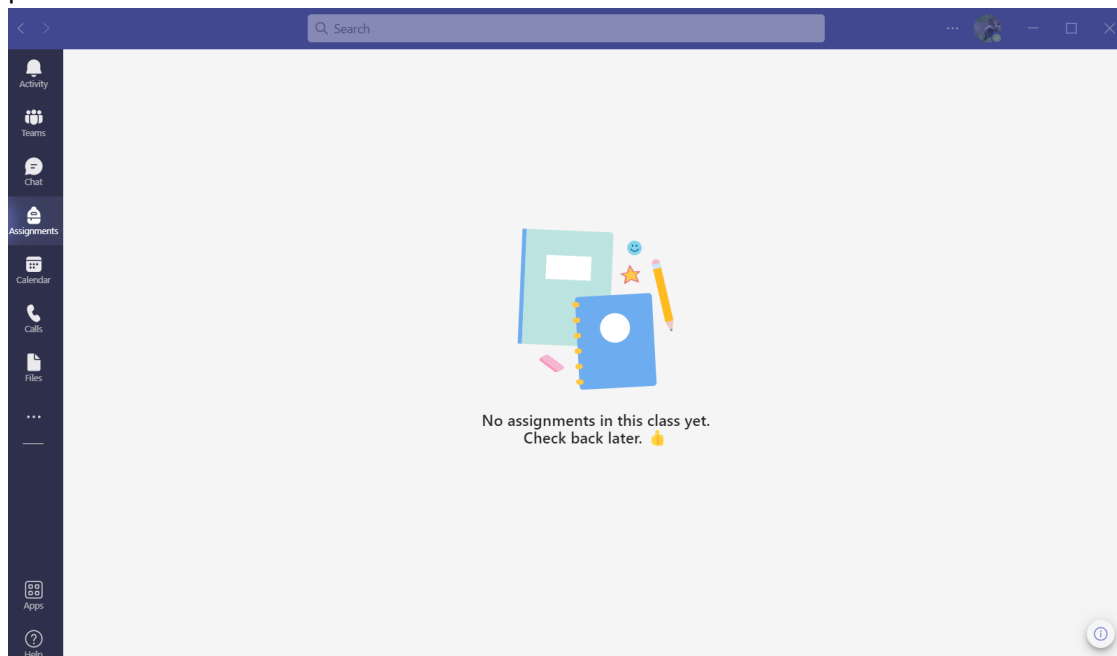
The second module is the Teams tab, here you can find groups such as classes that your teachers have made for you. Within such a group you will find one or more chats that also have the ability to be used to make a video conference. You will also find a class notebook, assignments and grades subtab in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



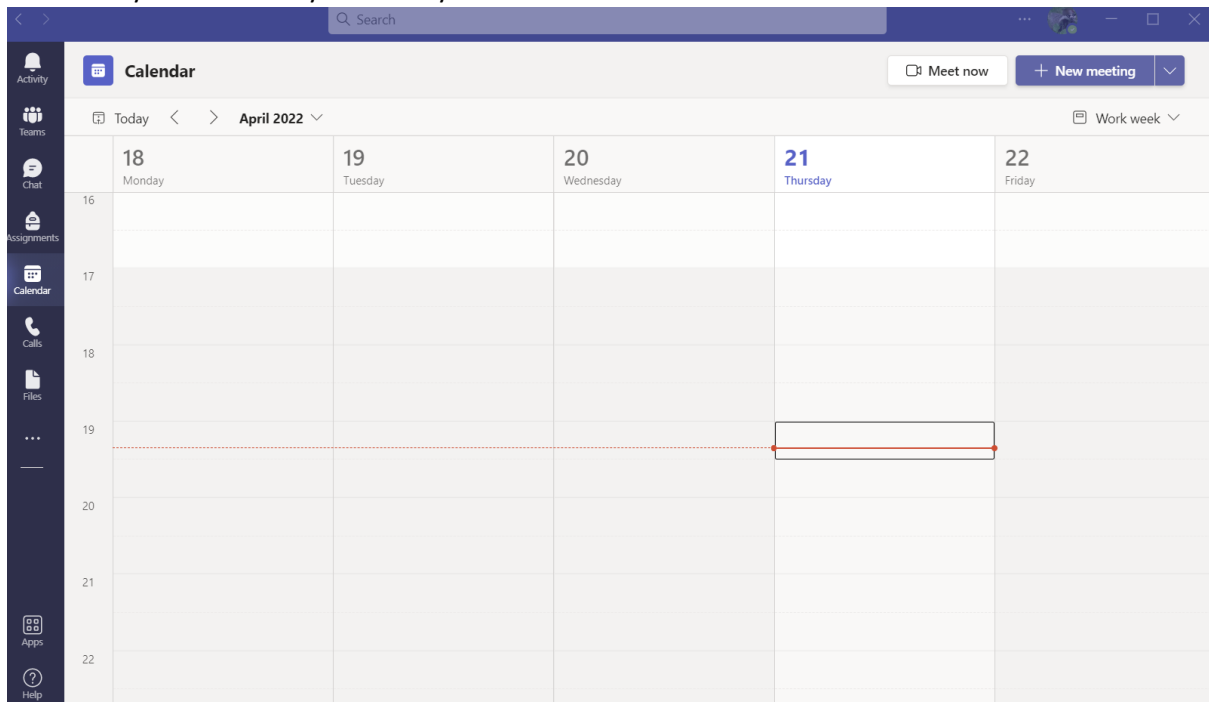
In the chat tab you can make chat groups or send direct messages to fellow pupils or teachers. These group chats can be used by teachers to set up video conferences.



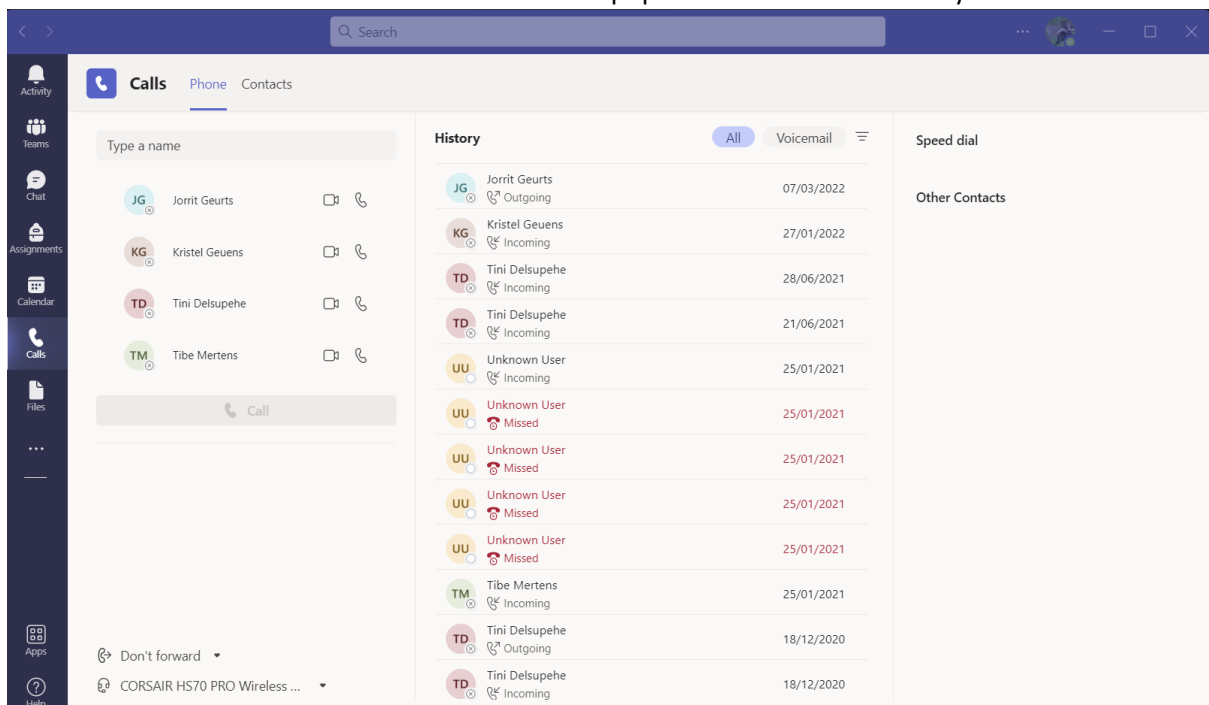
Within the assignments tab you will find any assignments that you may have received through this platform.



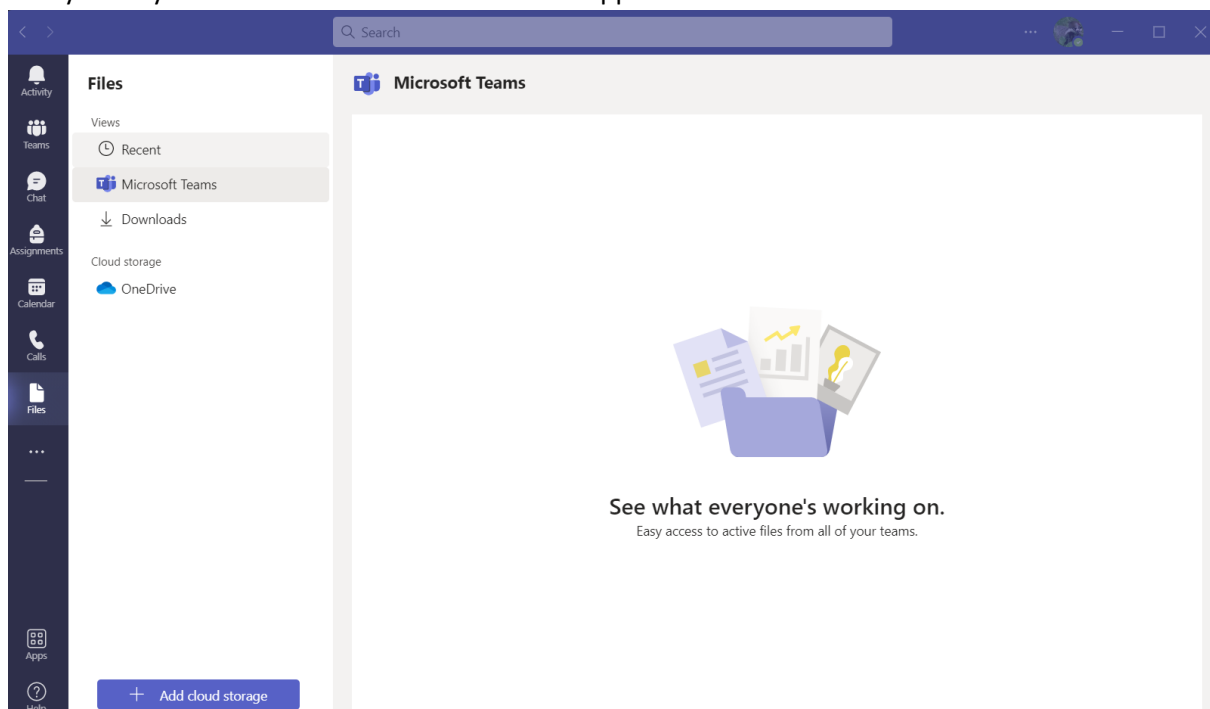
The calendar tab is important to see when a task is due or when a video conference is supposed to take place. This tab is one of the most important ones because it allows you to join online lessons more easily and it allows you to see your future online lessons.



The calls tab can be used to call or video call other pupils or teachers individually.



In the files tab you may access your onedrive if your school provides one and you may consult any files you may have downloaded from the Teams application.



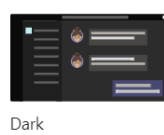
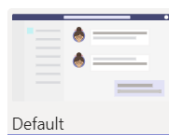
Application settings

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

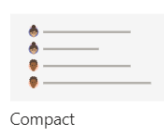
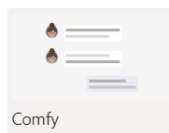
Settings

- General
- Accounts
- Privacy
- Notifications
- Devices
- App permissions
- Captions and transcripts
- Files
- Calls

Theme

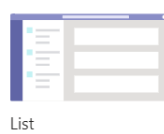
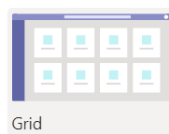


Chat density



Layout

Choose how you want to navigate between teams.

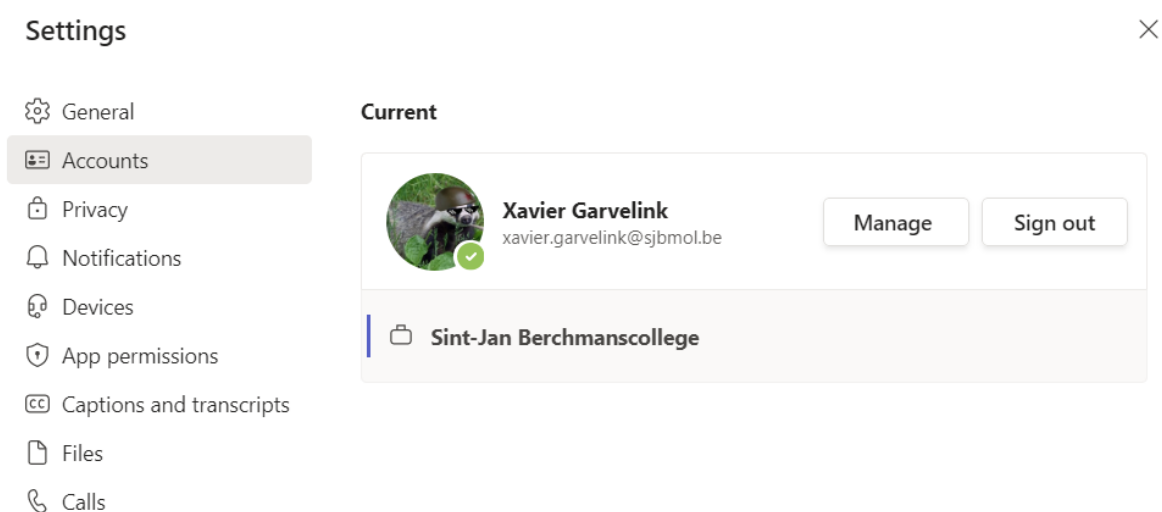


Application

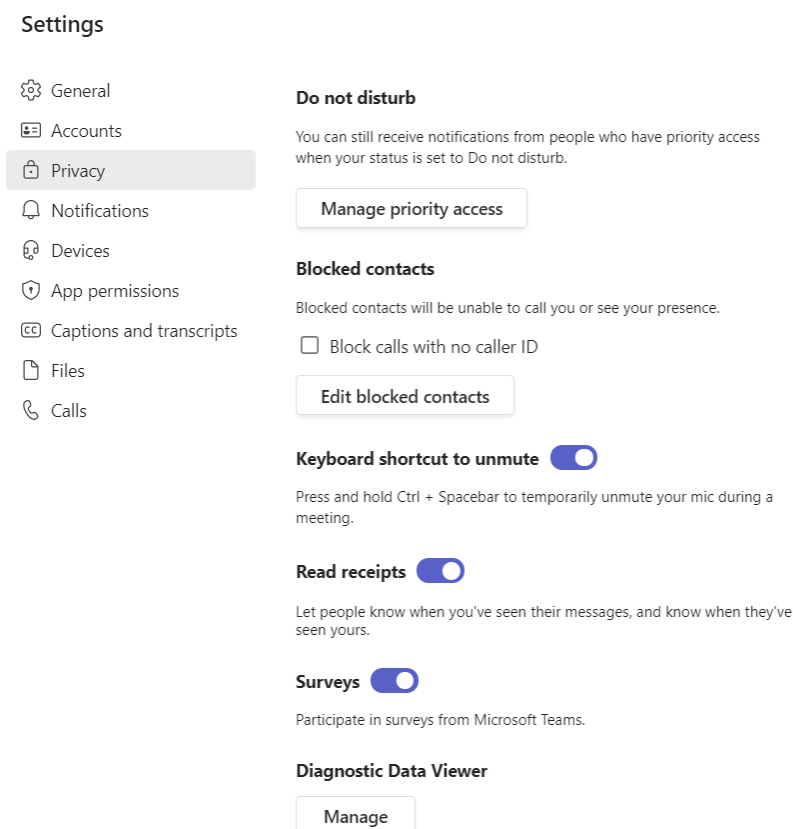
To restart, right-click the Teams icon in the taskbar, then select Quit. Then reopen Teams.

- ☒ Auto-start application
- ☐ Open application in background

In the accounts tab you may manage your Microsoft account. The most important things you can manage are security related and are 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 may change who may contact you during Do not disturb mode, which contacts are blocked and other miscellaneous privacy options.



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

👤 Accounts

🔒 Privacy

🔔 Notifications

📱 Devices

🛡️ App permissions

📄 Captions and transcripts

📁 Files

📞 Calls

Email

Missed activity emails

Once every hour

Appearance and sound

Notification style

Teams built-in

Show message preview

☒

Play sound for incoming calls and notifications

☒

Teams and channels

You will get desktop and activity notifications for:

All activity
New messages, reactions, and all mentions

Mentions & replies
Personal mentions and replies to your messages

Custom >
Your custom settings are active.

Chat

Messages, mentions and reactions.

Edit

Meetings and Calls

Control notifications and reminders during your meetings and calls.

Edit

People

Keep track of someone's status and get notified when they appear available or offline.

Edit

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.

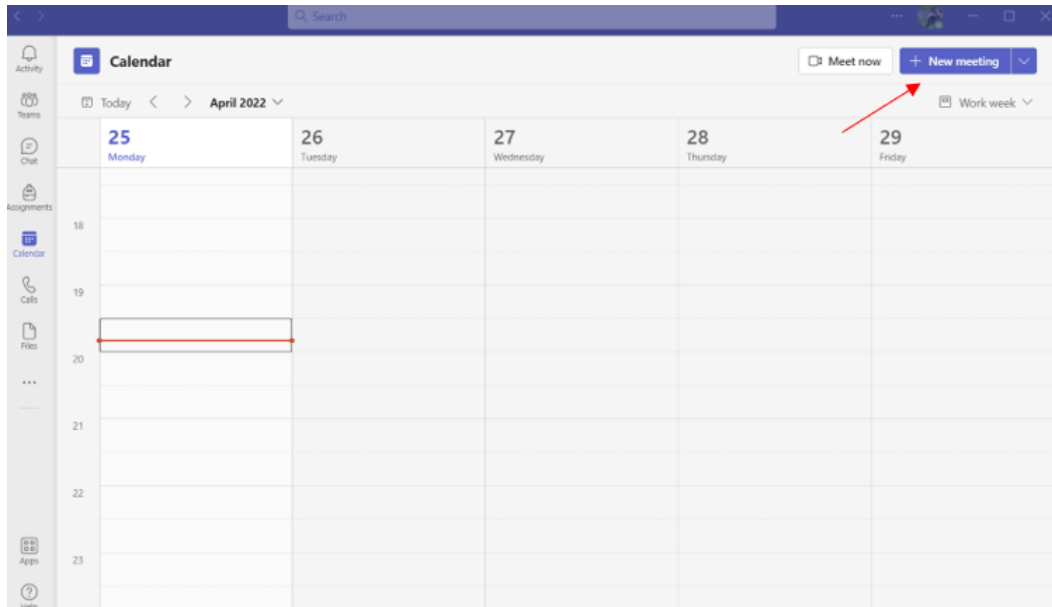
The app permissions, captions and transcripts and files tabs are mostly useless, you do not need to change anything here.

In the calls tab you may set up a voicemail and you can change your ringtone.

Creating a videoconference.

Planned

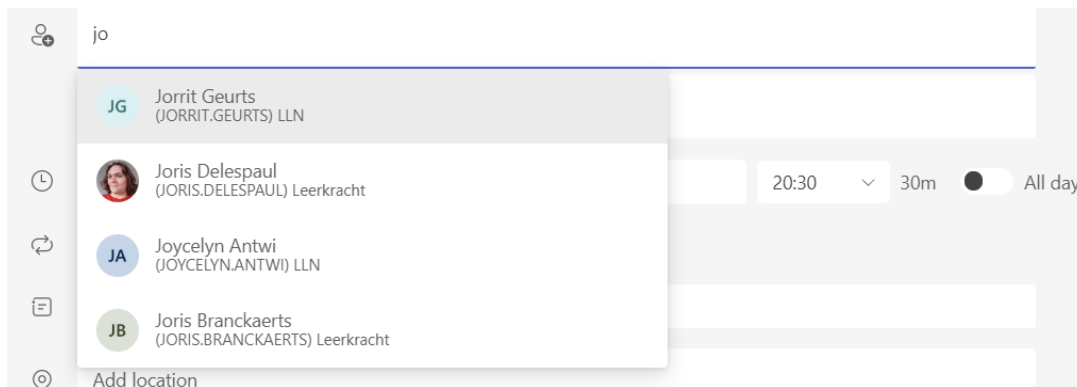
To create a videoconference you should go to the calendar tab and press the new meeting button on the top right.



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.

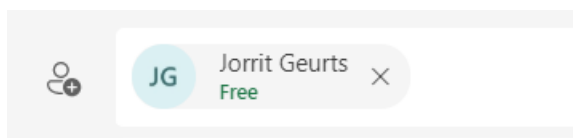
Note: there are two fields for attendees but these do not have any technical difference within the application, it only makes management easier for companies or schools who wish to utilize the feature.

To add attendees you simply write their name inside of the textbox and press tab when the desired person is highlighted in gray.



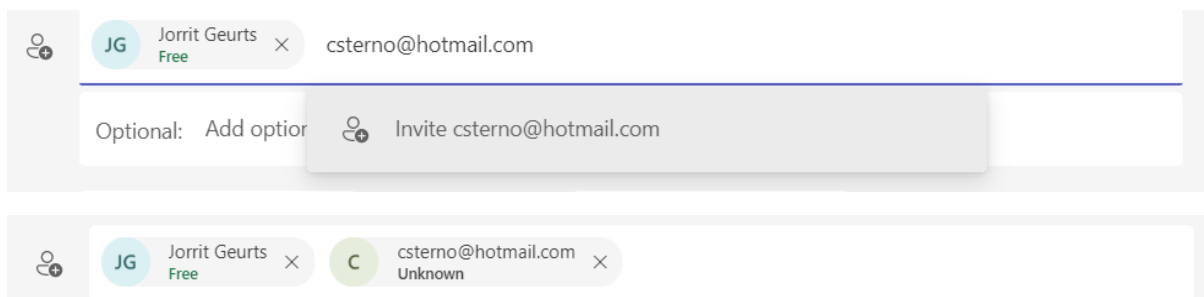
The screenshot shows a meeting creation interface. At the top, there is a search bar with the text 'jo'. Below it, a dropdown menu is open, displaying a list of suggestions. The first suggestion is 'JG Jorrit Geurts (JORRIT.GEURTS) LLN', which is highlighted in gray. Below it are 'Joris Delespaul (JORIS.DELESPAUL) Leerkracht', 'JA Joycelyn Antwi (JOYCELYN.ANTWI) LLN', and 'JB Joris Branckaerts (JORIS.BRANCKAERTS) Leerkracht'. To the right of the dropdown, there are fields for time (20:30), duration (30m), and a toggle for 'All day'.

After you've added someone their name should appear like this.



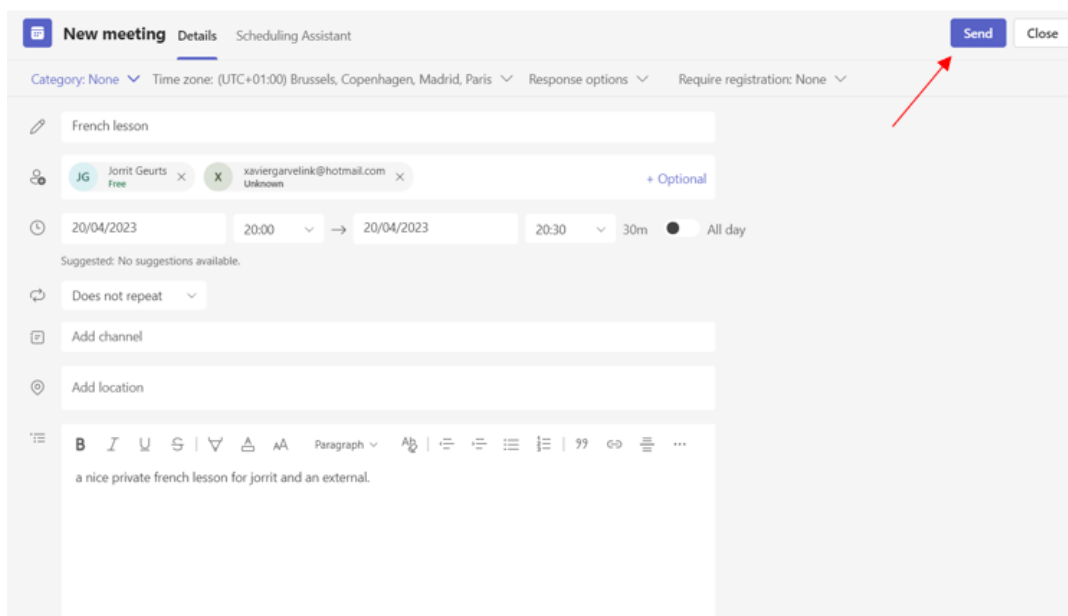
The screenshot shows the same meeting creation interface, but now the dropdown menu is closed. The attendee 'JG Jorrit Geurts' is added to the list, with a green 'Free' status and a close button (X) next to it.

You may also invite externals by simply writing their e-mail address inside of the textbox.



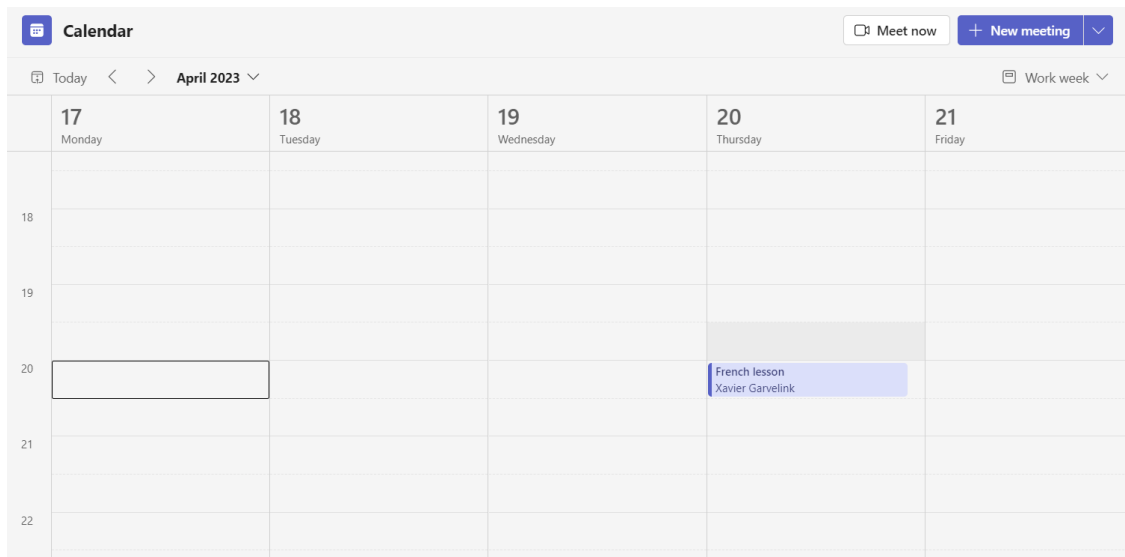
The screenshot shows the meeting creation interface with two attendees: 'JG Jorrit Geurts' (Free) and 'C csterno@hotmail.com' (Unknown). Below the attendees, there is a section for 'Optional' attendees, with a button to 'Add optional' and a button to 'Invite csterno@hotmail.com'.

Once you have filled in all desired fields you need to press the top right button that says send.



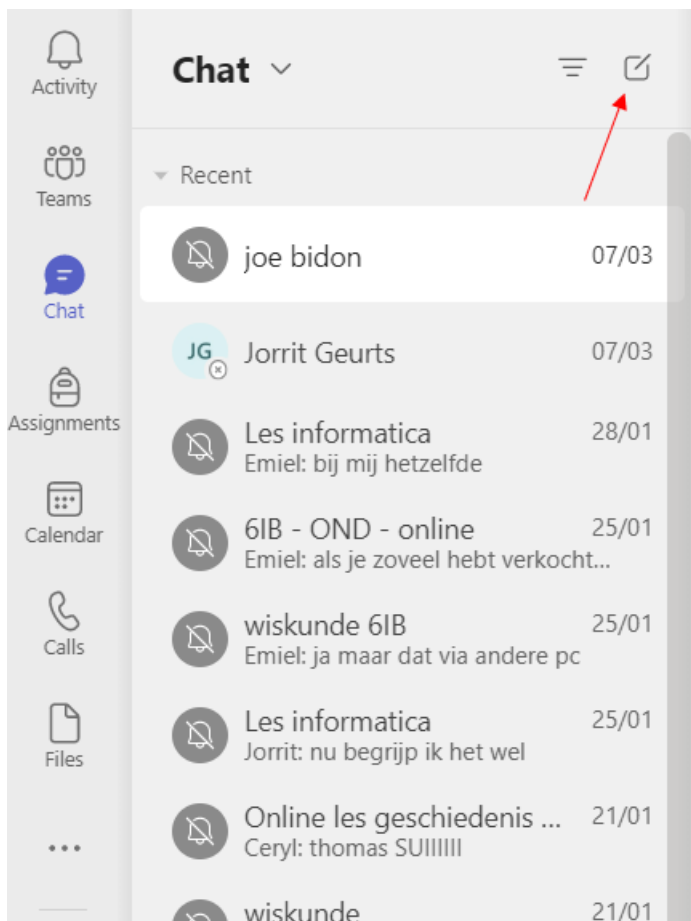
The screenshot shows the final meeting creation interface. At the top right, there are two buttons: 'Send' and 'Close'. A red arrow points to the 'Send' button. The meeting details are as follows: Title: 'French lesson'; Category: 'None'; Time zone: '(UTC+01:00) Brussels, Copenhagen, Madrid, Paris'; Response options: 'None'; Require registration: 'None'. The attendees are 'JG Jorrit Geurts' (Free) and 'X xaviergarvelink@hotmail.com' (Unknown). The date and time are '20/04/2023' at '20:00' to '20:04/2023' at '20:30' for '30m'. The meeting is set to 'All day'. The text area contains the text 'a nice private french lesson for jorrit and an external.'.

Now you have successfully created a videoconference.

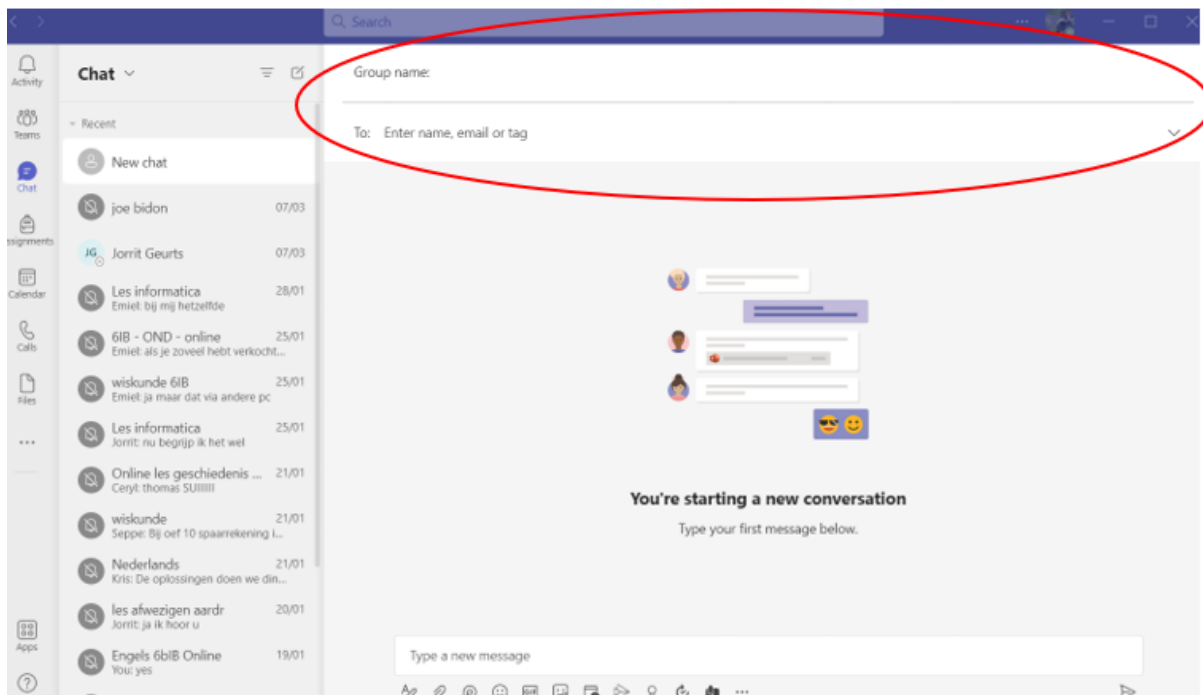


Group chat

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.

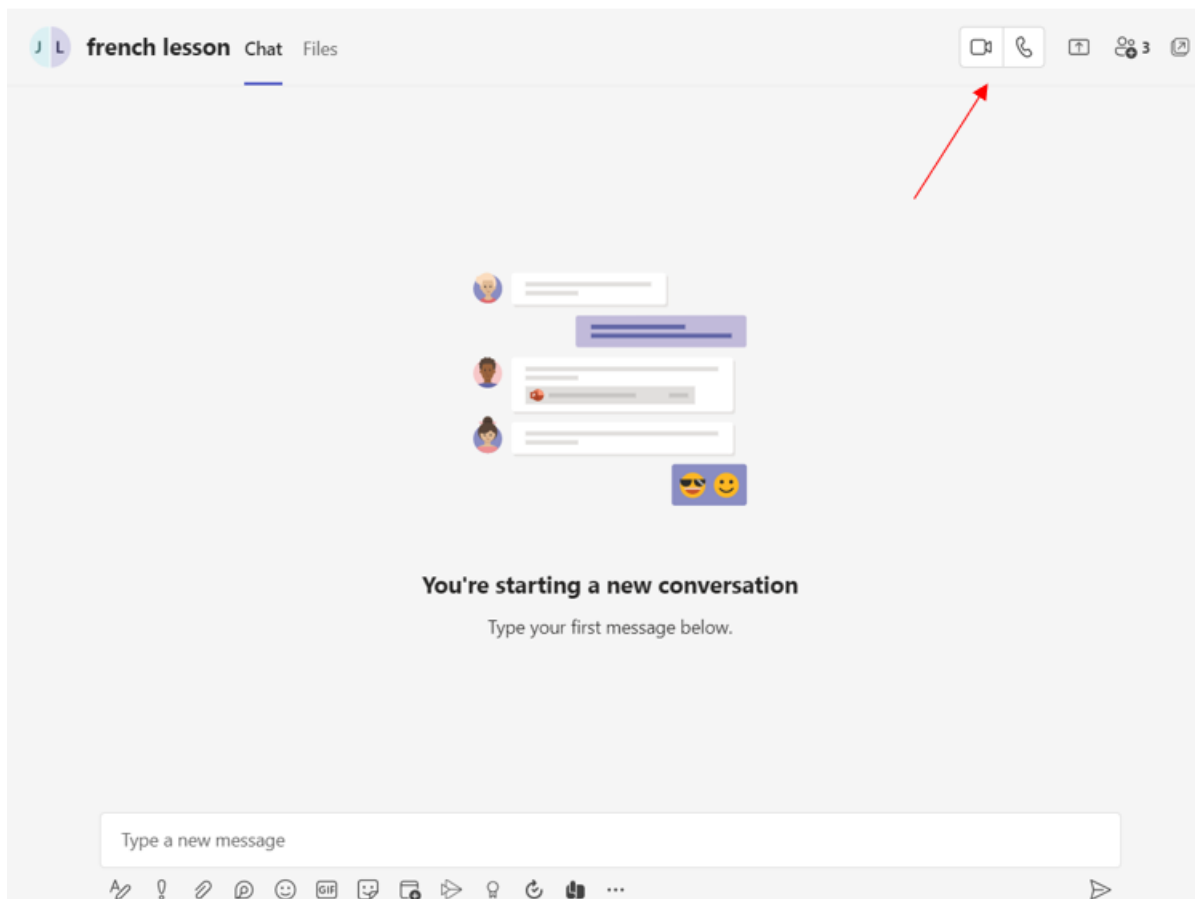


A new empty chat has now opened, now you may add a group name and people on top of the chat.

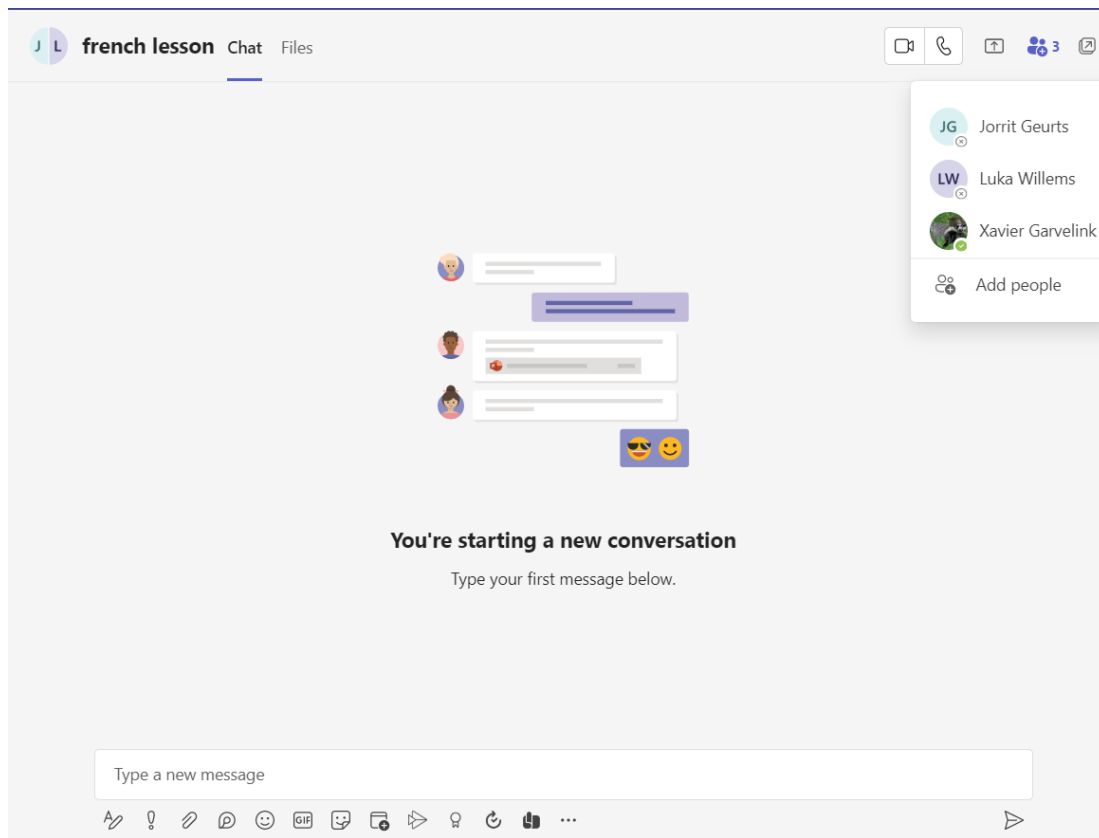


After you have added a name and people you may simply click on the chat box and it should create the group chat.

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

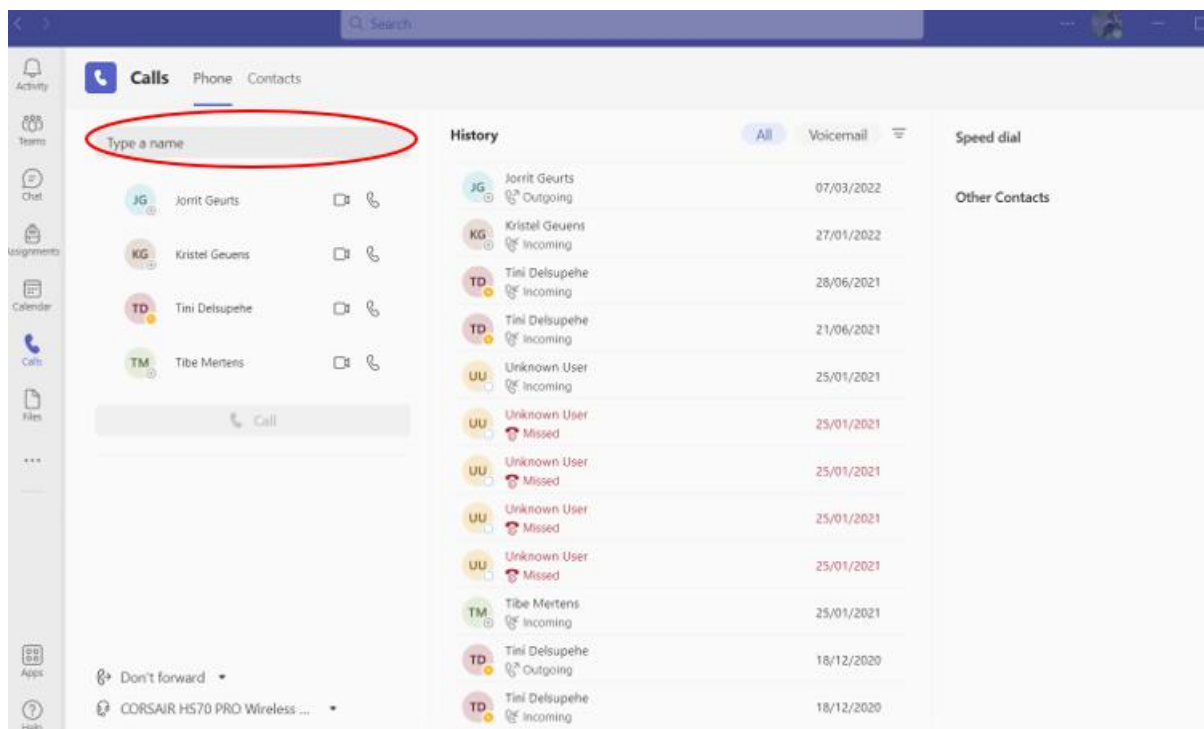


You can also add additional people to this group chat by pressing the top right icon with the person and the plus sign.

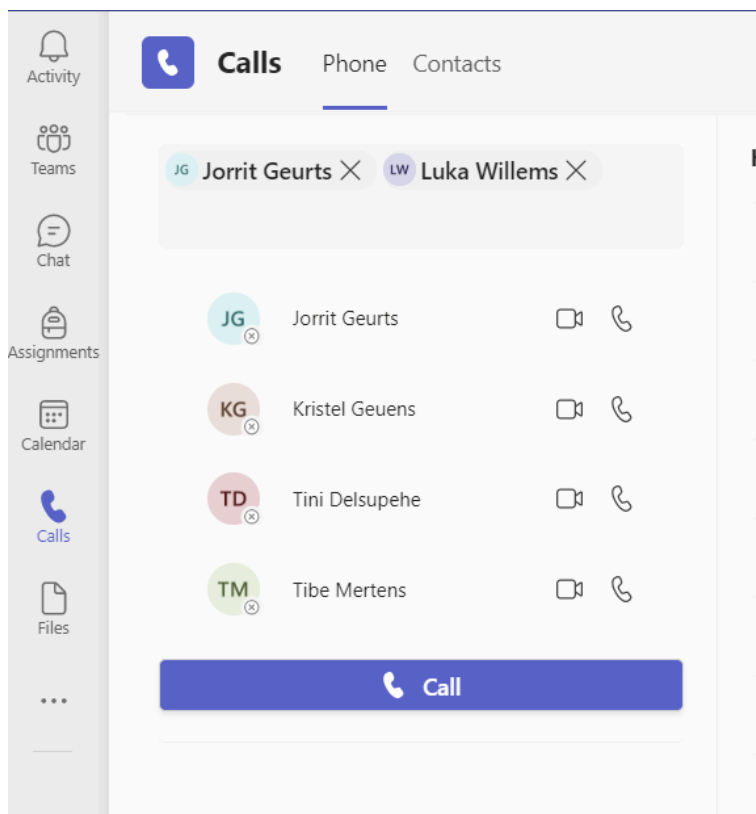


Starting a private call with one or more people.

Simply go to the calls tab and enter the name of the person or people that you wish to call.

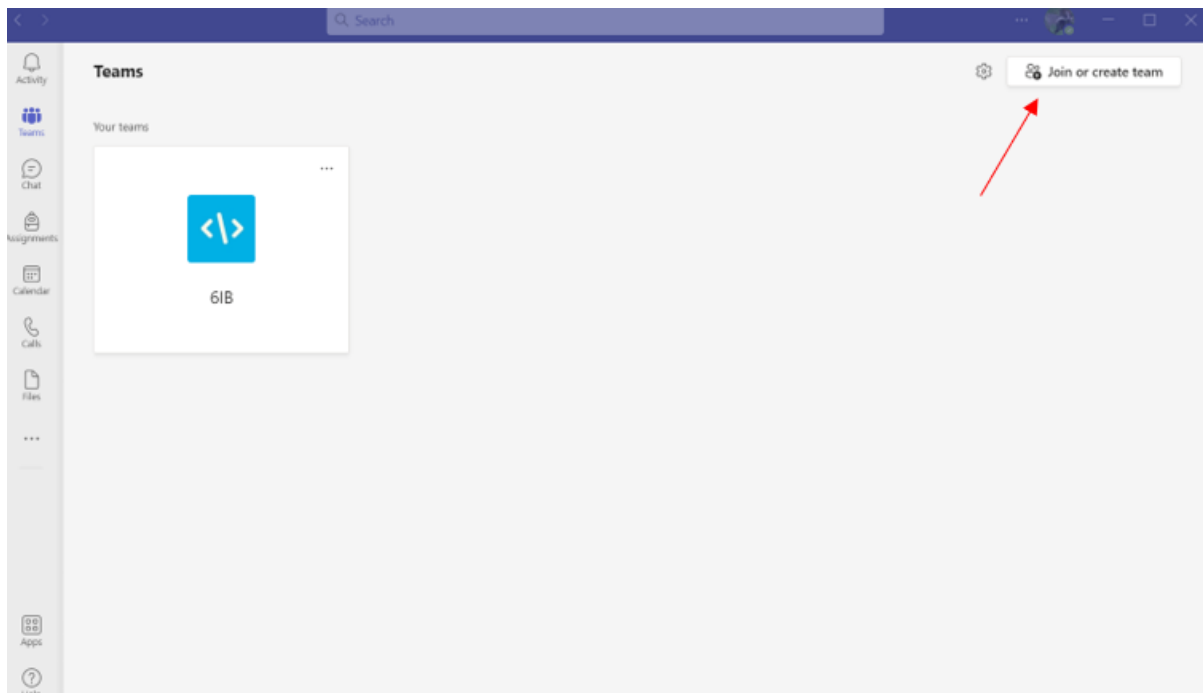


After this you simply press the blue call button to call the person or the people.

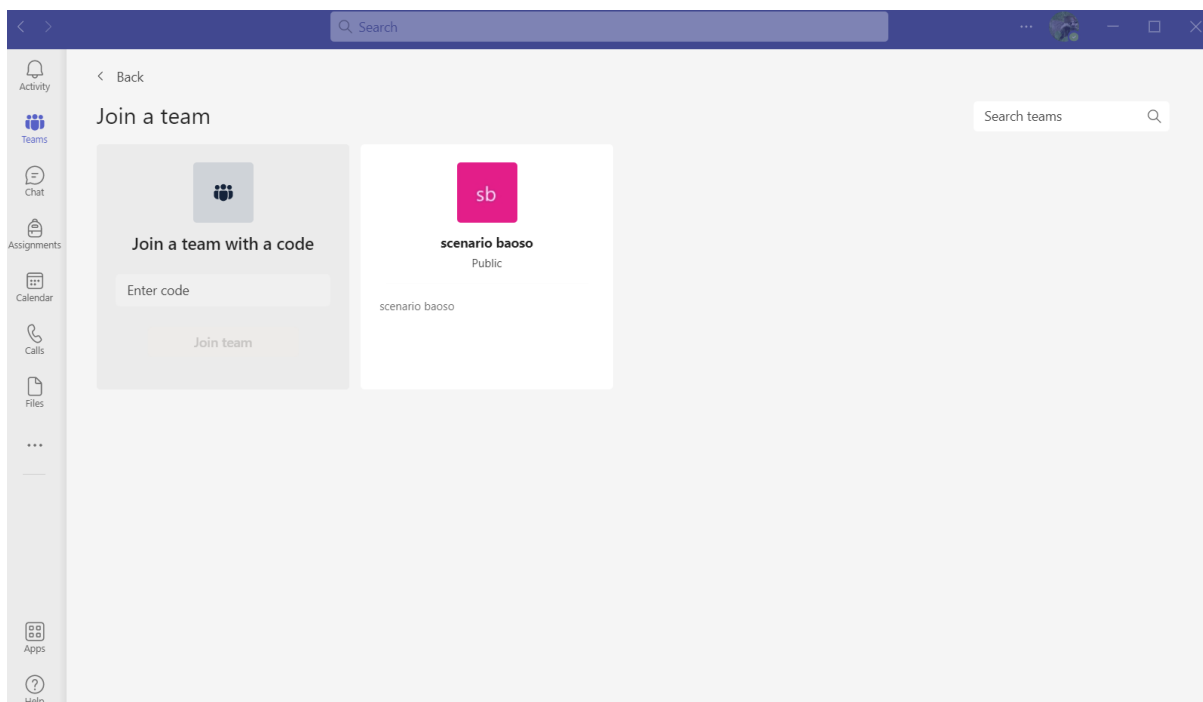


Joining a team.

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 this have been plaguing me throughout the making of this manual, dear teachers please have merci on me. This comment is not a part of the manual and should thus not be mentioned in the correction)

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 .