COMPANY NAME

GETTING STARTED WITH MICROSOFT TEAMS

A beginner's guide to using Microsoft Teams

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Introduction to this guide

This guide is intended to provide a basic overview of Microsoft Teams and its key features to those who are new to it or have limited experience with it. Even if you've been using Teams for a while, this guide may contain some useful tips and tricks.

This guide is not a "How-to" guide. It shares industry practices that companies of all size utilize to stay connected with their team members. For the purposes of this guidebook, corporate professional targeted to provide them good understanding of workspace chat and videoconferencing.

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1 Getting started with Microsoft Teams

1.1 What is Microsoft Teams?

Microsoft Teams is a platform for communication and collaboration that includes chat, video meetings, and file storage. It is accessible via web, desktop, and mobile apps to all staff through the Company's Microsoft Office 365 subscription.

1.2 How is Microsoft Teams used at Company Name Inc?

Teams, like most Microsoft applications, is used differently across the Company depending on the team, department, or person using the tool. Teams' installation have completed successfully in disciplines such as clinical, information technology, and engineering, and many continue to use it as a collaboration tool. Examples of how Microsoft Teams has been used successfully at Company Name include:

- **Clinical Services:** Staff working for clinical services client have used Teams as a platform for project management, app, and file sharing platform. It provided a secure environment for collaboratively editing documentation and better organizing project communication.
- **Remote call-out for Off-Shore employees:** Off-shore employees have used Teams to connect with intercontinental team members to better organize their work and resolve issues.
- **Using Teams for Online Meetings:** Project management staff have used Teams to hold online meetings that allowed all staff to attend, even if they were working remotely.

2   Microsoft Teams System Requirements

2.1   Minimum PC requirement

The minimum requirements for running the MS Teams required are listed below:

Component	Requirement
Computer and processor	Minimum 1.6 GHz (or higher) (32-bit or 64-bit)
Memory	2.0 GB RAM
Hard disk	3.0 GB of available disk space
Display	1024 x 768 screen resolution
Graphics hardware	Minimum of 128 MB graphics memory
Operating system	Windows 10, or Windows 8.1 in 32-bit and 64-bit
.NET version	Requires .NET 4.5 CLR or later
Video	USB 2.0 video camera
Devices	Standard laptop camera, microphone, and speakers
Video calls and meetings	For a better experience with video calls and online meetings, we recommend using a computer that has a 2.0 GHz processor and 4.0 GB RAM (or higher)

Table 1: System requirement

2.2   Supported Web Browsers

- Microsoft IE8 or greater
- Mozilla Firefox
- Google Chrome

3   Accessing Microsoft Teams

The Microsoft Teams application can be launched in two different ways. You can use your web browser, or desktop to access it.

3.1   Accessing Teams via web-browser

The simplest way to access Teams via web browser is through your Company Office 365 account. Each employee has their own Office 365 account. You can log in to your Office 365 account through **MyZone** or directly at www.companyname.co.in. We recommend using the Google Chrome browser for the best experience.

To access Teams from the Company's MyZone portal:

1.   Go to www.companyname.co.in and click on **MyZone** button.
2.   *Enter your Employee ID (your username) and password and click *Login.*
3.   When your Office 365 account opens, click on the *App Launcher* button at the top left-hand side and choose *Teams* to open Microsoft Teams.
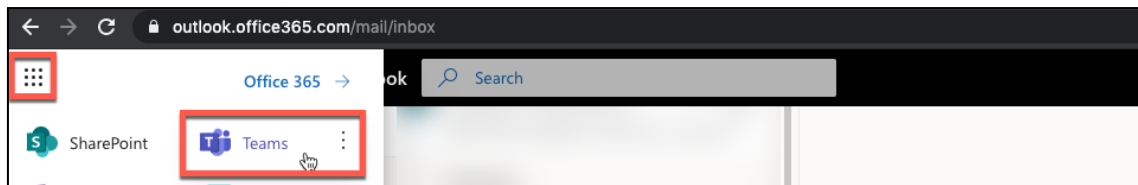

3.2   Downloading the Teams desktop app

In addition to the web browser version, desktop apps for Windows and Mac devices are available for download. The steps below describe the procedure for both Windows and Mac users.

To download the app from your web-browser:

1.   Log into your Office 365 account and open Teams using the steps mentioned in *section 3.3.1*.
2.   Click on the *Download Desktop App* button at the bottom left of the application.
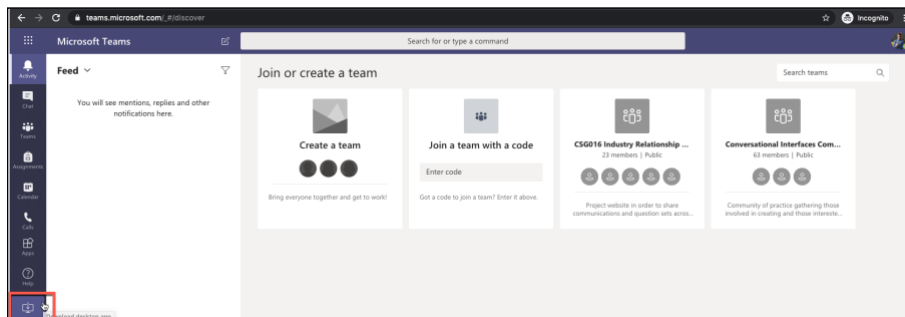
3.   After downloading installation file, open and install the application.
4.   From your desktop, launch Microsoft Team application.

4 The Microsoft Teams Interface

Below is an illustration of the basic Teams User Interface through which you can access basic features.
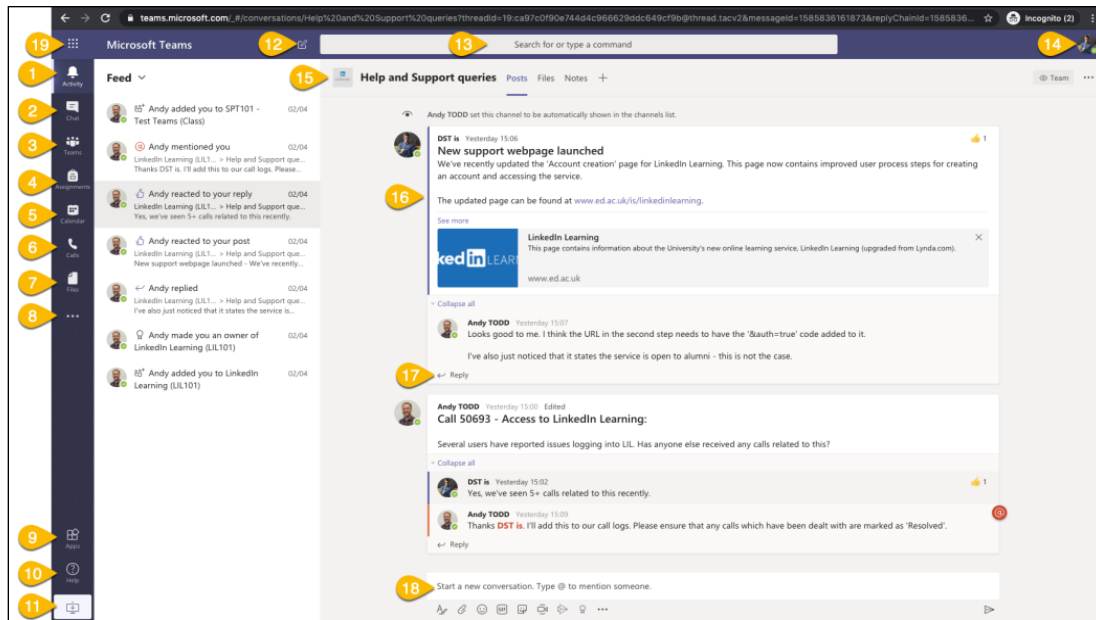
Element No.	App Element	Description
1	Activity	View your recent activity involving you, such as mentions, replies, reactions, and general notifications
2	Chat	Chat allows for instant messaging, audio/video calling, and file sharing.
3	Teams	Shows any teams that you belong to
4	Assignments	Displays any tasks or pieces of work assigned to members of a particular project
5	Calendar	Displays the calendar for the Office 365 account you are logged into.
6	Calls	View and add contacts, make phone calls, and view call history.
7	Files	Locate all the files you use from Teams (SharePoint) and OneDrive.
8	More added apps	Allows you to add and pin additional apps to the left-hand menu
9	Apps	Browse and add new apps to Teams
10	Microsoft Help	Access Microsoft help, support, and training materials without leaving Teams
11	Desktop app download	Allows you to download the Teams desktop app for your device
12	New Chat	Creates a new chat message

13	Search	Search chat messages, user directories, and files by keyword, phrases, name, etc.
14	User	This allows user to set status, add a status message, access saved content, and configure user settings
15	Channel	Dedicated sections within a team to keep conversations organized by topic
16	Post	Team members can post new comments/threads to a channel
17	Post reply	Option to respond to an existing post
18	New Conversation (Post)	Start a new conversation thread within a channel
19	App Launcher	User can access to other Office 365 applications

Table 2: Microsoft Teams Interface

# 5 Private Chats and Meetings

One of the Microsoft Teams' most powerful features is the ability to use it for private instant messaging and audio/video meetings. There are numerous ways to launch these, as with most Microsoft applications.

5.1 Initiating an audio/video call within a chat

One of the most commonly used features within MS Teams is virtual online meetings. If you are looking to actively participate in meetings using Teams, you'll require a microphone to share your audio and a webcam to share you video.

To initiate an audio or video call from the chat area:

1. Open **Chat** (1) from the left-hand menu and select the chat you wish to start the audio/video call (2).
2. Click on the video or audio call buttons (3) to launch a call with the chat member(s).
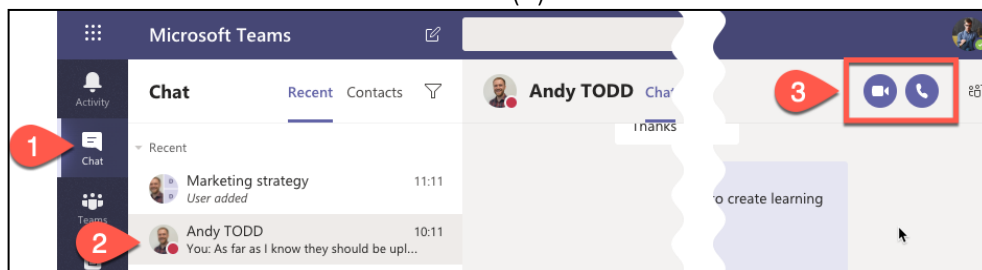
5.2 Receiving an incoming audio/video call within a chat

If another user in your chat initiates an audio or video call with you, you'll be notified by a pop-up at the bottom of the screen.
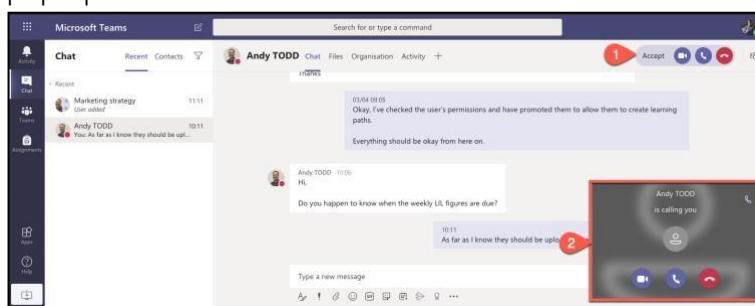
The call answering options are as follows:

📹	Accept with video: Accept the call and share your video (camera) feed with participants.
📞	Accept with audio: Accept the call but only share your audio feed.
📵	Decline call: Refuse the call. Note: The caller will be given the option to leave you a voicemail if you decline the call.

6   Microsoft Teams Statuses

When using Teams, you can customize your experience by changing your current status.

The following explains the different statuses and when they should be used:

● Available	This status let people know that you are currently available.
● Busy	Use this status when you're focused on something, but you want a pop-up notification.
● Do not disturb	Use this status when you're focused on something but do not want a pop-up notification.
● Be right back	Use when you want to let others know you're temporarily away from the computer.
● Appear away	Use this status when you want to appear away but wanted to be logged in computer.

Table 3: MS Team Statuses

7   Frequently Asked Questions

The FAQ's can be viewed on the Company Name website www.companyname.co.in under the Support menu.