

MICROSOFT TEAMS

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WHAT IS TEAMS ?

- Microsoft teams is a hub - an app that helps you pull together a team.
- Work together using chat instead of email. Channels instead of folders.
- It's a workspace for you and your team.
- Teams can securely edit files at the same time.
- See likes at mentions and replies with just a single tap - it's a place that your team can make its own by adding notes websites and apps.

HOW DO I GET IT ?

- TEAMS WEB APP

- To use Teams on the web visit: <https://teams.office.com/>

- TEAMS CLIENT

- For the best Microsoft Teams experience use the Teams client. On workstations with Office365 Pro Plus installed, Teams is automatically installed with version 1902 or newer. You may also download the client on your desktop, laptop, or mobile device by visiting: <http://aka.ms/getteams>.

GETTING STARTED

Start Teams.

- In Windows, click **Start** > **Microsoft Teams**.
 - On Mac, go to the **Applications** folder and click **Microsoft Teams**.
 - On mobile, tap the **Teams** icon.
- Sign in with your NKC email address and password.



**Enter your work, school,
or Microsoft account.**

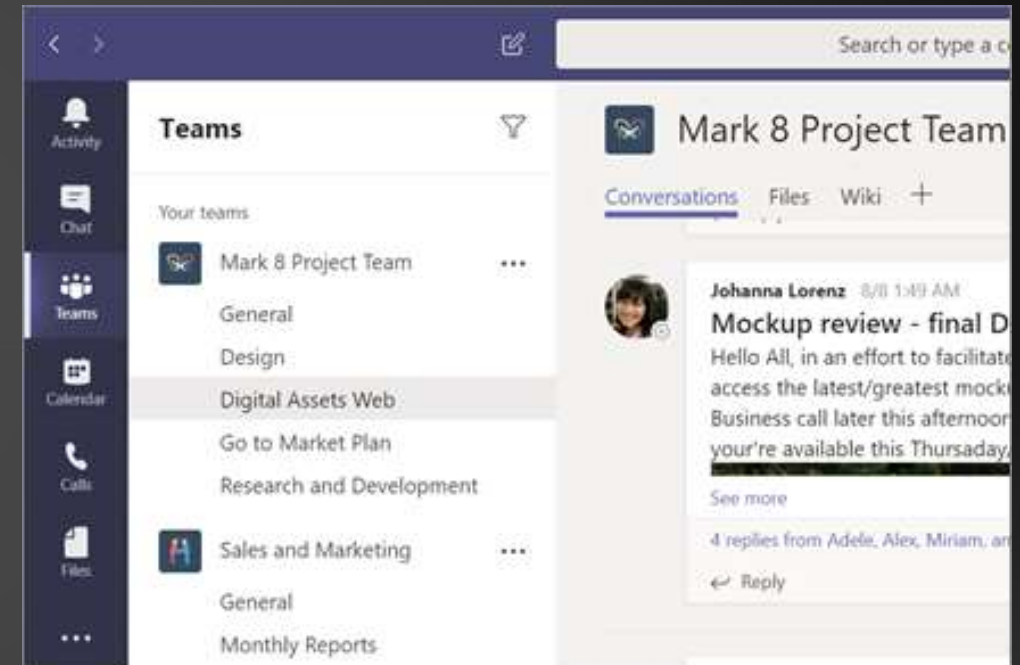
Sign-in address

Sign in

PICK A TEAM AND CHANNEL

The language

- A **team** is a collection of people, conversations, files, and tools — all in one place. A **channel** is a discussion in a team, dedicated to a department, project, or topic.
- The best way to get familiar with teams and channels is to pick a team and channel and start exploring!



CHAT AND REPLIES

- with the whole team

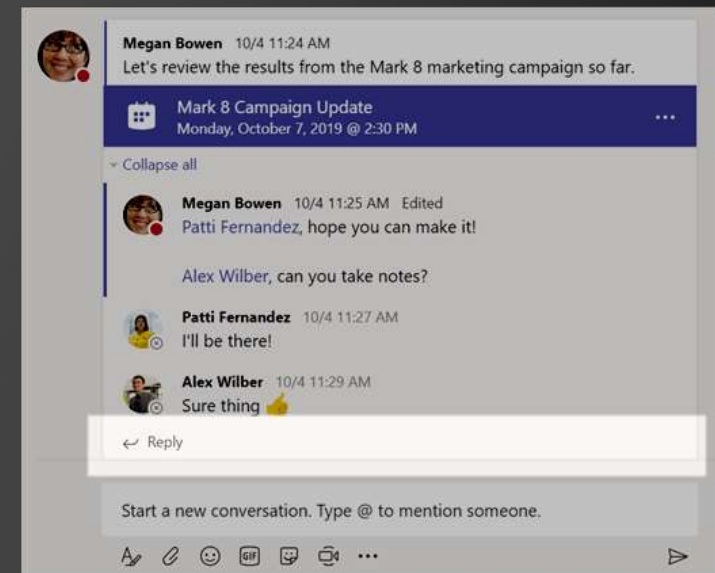
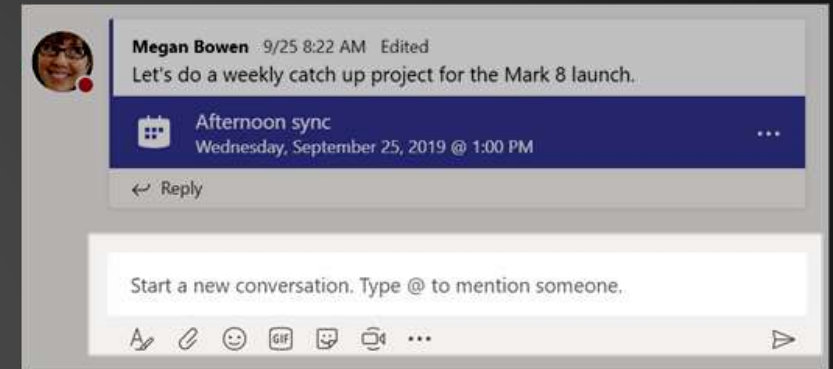
- Click **Teams** , then pick a team and a channel.
- In the box where you type your message, say what's on your mind and click **Send** .

- with a person or group

- At the top of the app, click **New chat** .
- In the **To** field, type the name of the person or people you want to chat with.
- In the box where you type your message, say what's on your mind and click **Send**

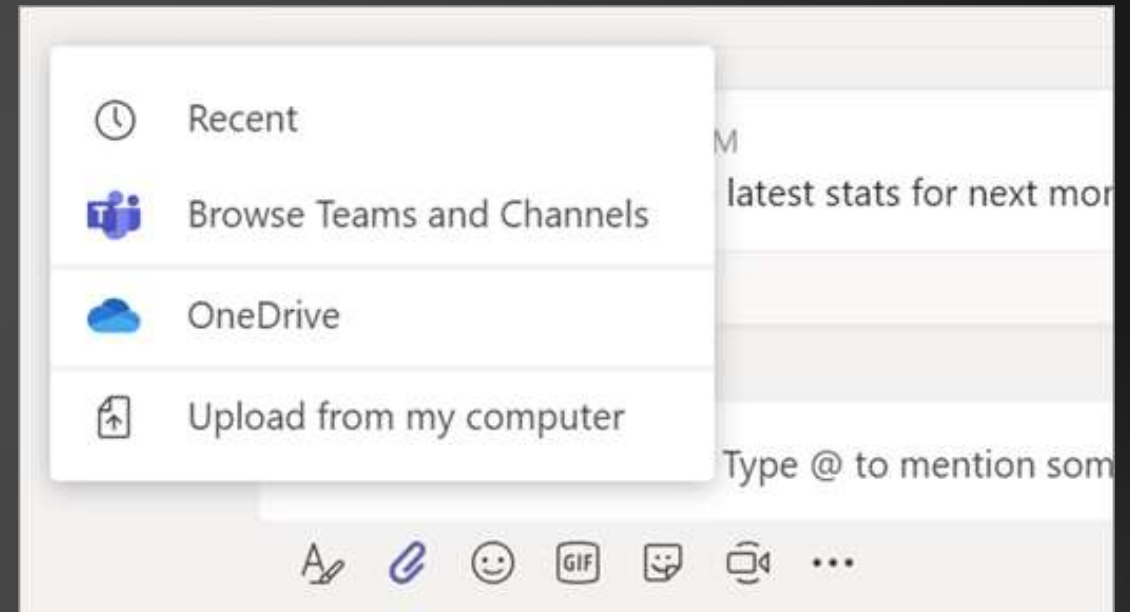
- Reply to a conversation

- Find the conversation thread you want to reply to.
- Click **Reply**, add your message, and click **Send** .



SHARE FILES IN TEAMS

- In your channel conversation, click **Attach** under the box where you type your message.
- Select from these options:
 - **Recent**
 - **Browse Teams and Channels**
 - **OneDrive**
 - **Upload from my computer**
- Select a file > **Share a link**.
- If you're uploading a file from your computer, select a file, click **Open**, and then **Send** .
- You can always see all the files you post to a channel by going to the **Files** tab.



TRAINING – NKC IT TEAMS PAGE (GUIDELINES AND SOURCE OF TRUTH)

- Microsoft has short video training on several topics available .
- NKC training partner has more in-depth courses available .
- **In the App:**
- Once signed in, click "Help" in the lower left hand corner, then "Training" for quick access to video training from Microsoft.

ADDITIONAL HELP:

- **Microsoft Champions Community:** A community comprised of individuals throughout NKC who are either looking for or offering help in working more effectively using Microsoft's platform services like Teams.
- **Microsoft Service Adoption (Teams Consultation):** A Pegasus request for a consultation about Teams with NKC- IT. This request is to assist with topics not covered by basic functionality training and how-to videos.
- **Microsoft 365 Platform Enhancement or Integration Request:** To request enabling of existing Microsoft 365 features not yet enabled within NKC's Microsoft 365 platform or to request integrations of Teams with various third party tools such as apps, connectors, and web-hooks please submit this request.

