

Microsoft Teams

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Chapter 1. End-user guide for Microsoft Teams

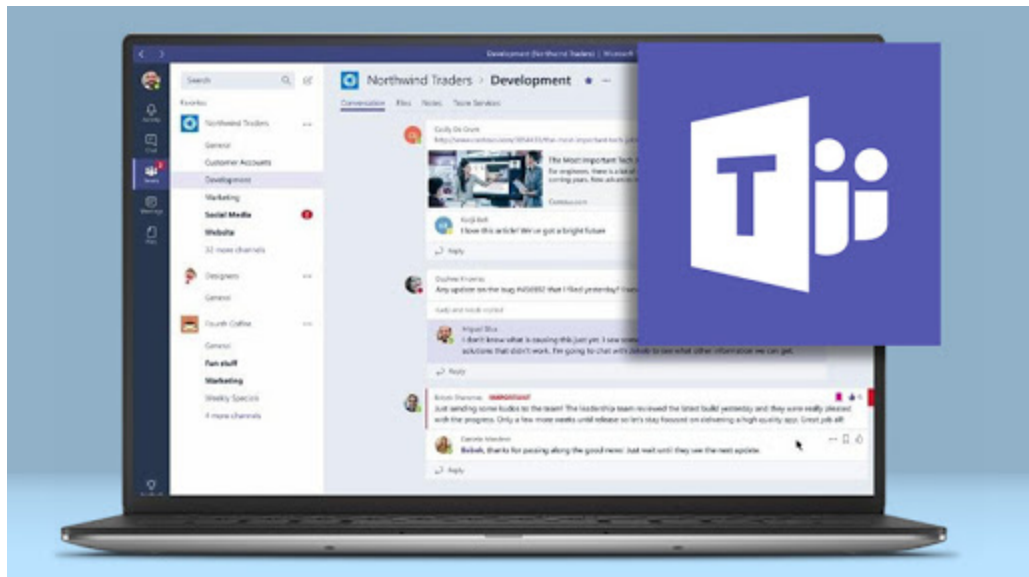
Chapter 2. What is Microsoft Teams?

Here you will learn what is Microsoft Teams.

Microsoft Teams is a collaboration app that helps your team stay organized and have conversations—all in one place. Here's a quick look at the left hand side of Teams.

- Teams - Find channels to belong to or create your own. Inside channels you can hold on-the-spot meetings, have conversations, and share files.
- Meetings - See everything you've got lined up for the day or week. Or, schedule a meeting. This calendar syncs with your Outlook calendar.
- Calls - In some cases, if your organization has it set up, you can call anyone from Teams, even if they're not using Teams.
- Activity - Catch up on all your unread messages, @mentions, replies, and more.

Use the command box at the top to search for specific items or people, take quick actions, and launch apps.



Chapter 3. What are the features of Microsoft Teams

Here you will learn what are the features of Microsoft Teams.

Even though Microsoft Teams rolls out new features very often, below you can see the most important ones.

- **Teams** and channels. ...
- Conversations within channels and **teams**. ...
- A chat function. ...
- Document storage in SharePoint. ...
- Online video calling and screen sharing. ...
- Online meetings. ...
- Audio conferencing. ...
- Full telephony.

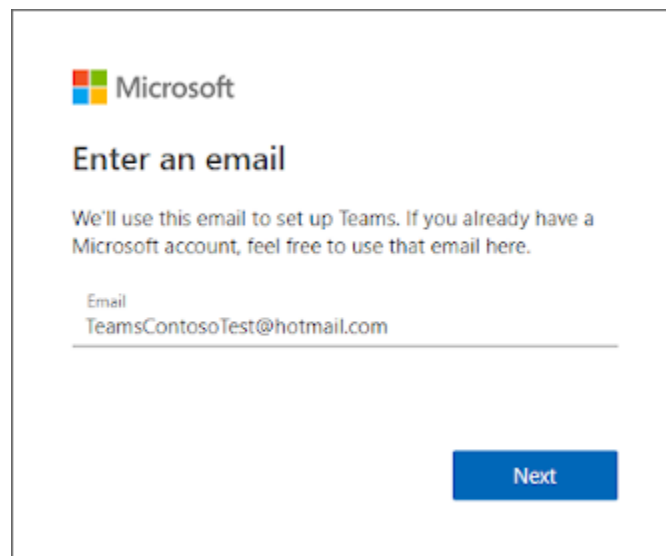
Chapter 4. How to sign up for Microsoft Teams for free

Here you will learn how to sign up for free in Microsoft Teams.

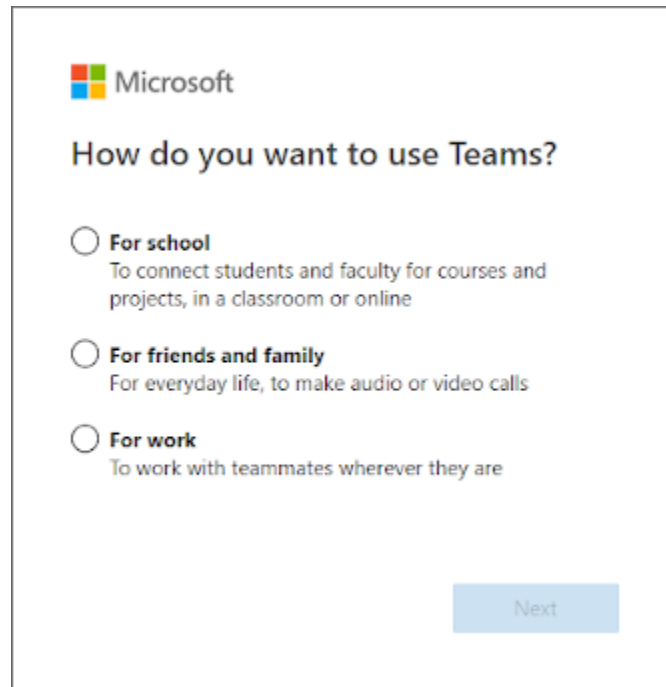
Before you get started, it's important that you make sure you're logged out of any Microsoft accounts.

1. Go to [Get Teams for free](#) and choose the Sign up for free button. If you don't see the Sign up for free button, scroll down (nearly to the bottom of the page) to Get Microsoft Teams for your organization today, and then select Sign up for free.

Enter the email address you want to use with Microsoft Teams free.

A screenshot of the Microsoft Teams sign-up interface. At the top left is the Microsoft logo. Below it, the text "Enter an email" is displayed in a bold font. Underneath, a message states: "We'll use this email to set up Teams. If you already have a Microsoft account, feel free to use that email here." Below this message is a text input field with the placeholder text "Email" and the example email address "TeamsContosoTest@hotmail.com". A blue button labeled "Next" is positioned at the bottom right of the form.

2. On the next screen, answer the question about how you want to use Teams.

The image shows a Microsoft Teams sign-up screen. At the top left is the Microsoft logo. Below it, the text "How do you want to use Teams?" is displayed. There are three radio button options: "For school" (with subtext "To connect students and faculty for courses and projects, in a classroom or online"), "For friends and family" (with subtext "For everyday life, to make audio or video calls"), and "For work" (with subtext "To work with teammates wherever they are"). A blue "Next" button is located at the bottom right of the screen.

Microsoft

How do you want to use Teams?

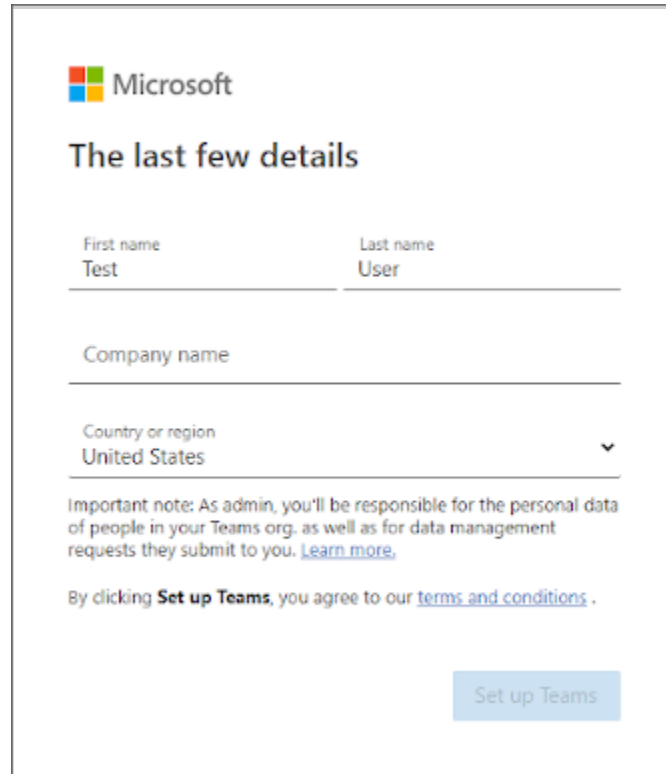
☐ **For school**
To connect students and faculty for courses and projects, in a classroom or online

☐ **For friends and family**
For everyday life, to make audio or video calls

☐ **For work**
To work with teammates wherever they are

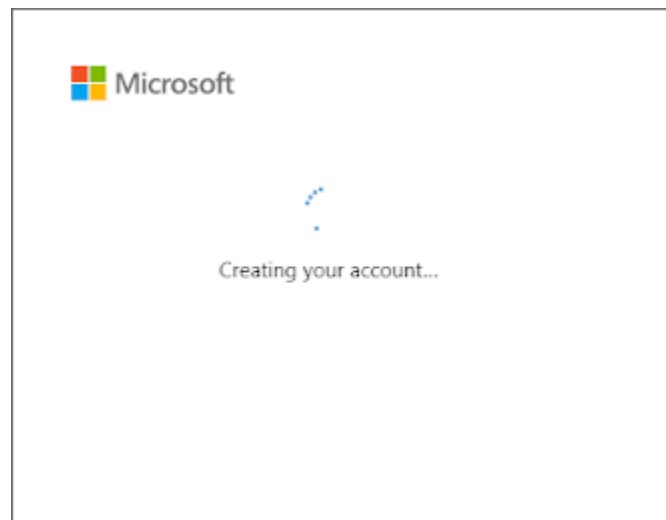
Next

3. If you choose For school, you'll be prompted to enter your school email address to see if you have access to Teams through your school. If you choose For friends and family, you'll be directed to sign up for Skype. If you choose For work, you can continue to Step 4.
4. You'll be asked to verify your information again in this step. If you have multi-factor authentication enabled, you may be prompted on your phone. Otherwise you'll need to provide your password here.
5. After that, fill in your name and the other requested info, and then click Set up Teams.

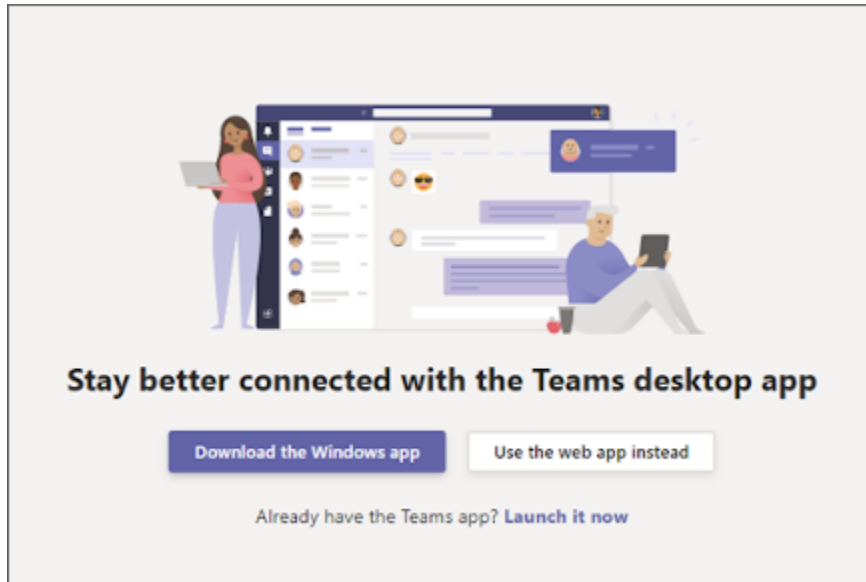


The screenshot shows the final step of the Microsoft Teams sign-up process. At the top is the Microsoft logo. Below it is the heading "The last few details". There are two input fields for "First name" (containing "Test") and "Last name" (containing "User"). Below these is a "Company name" field. Further down is a "Country or region" dropdown menu set to "United States". A paragraph of text provides an important note about data responsibility as an admin, with a link to "Learn more". Below this is a line of text stating that clicking "Set up Teams" agrees to the "terms and conditions". At the bottom right is a blue button labeled "Set up Teams".

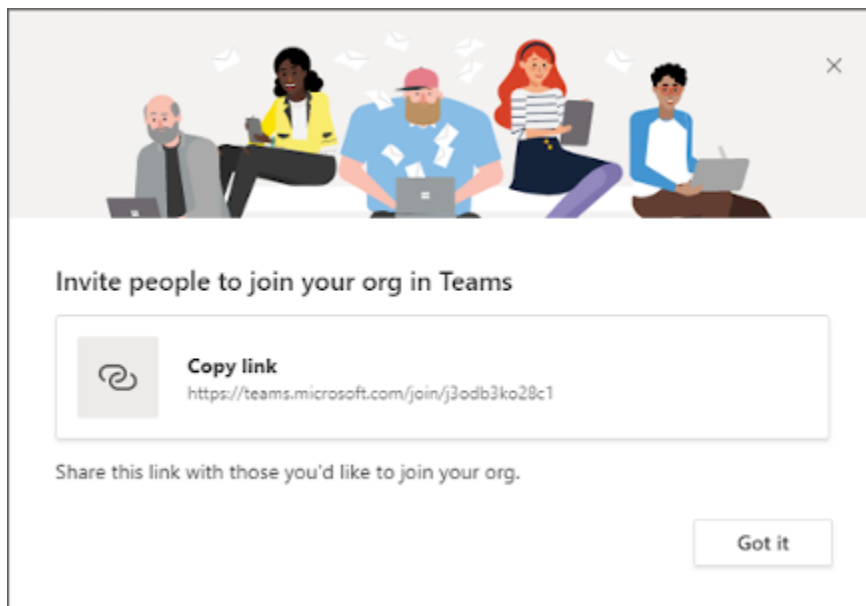
6. Then wait patiently while Microsoft creates your Teams account and then sets it up for you to use.
(This process can take up to a minute. You'll see two loading screens.)



7. Finally, you'll be prompted to download the Teams desktop app or use Teams web app.



8. When you start using Teams, you'll be prompted to invite others to join your Teams org. People that you invite will not need to go through this process. They can simply join your Teams org.



Chapter 5. Start an instant meeting in Microsoft Teams

Here you will learn how to start an instant meeting in Microsoft Teams.

From your calendar:

1. Go to Calendar Meetings button on the left side of Teams, then select Meet now Meet now button in the upper right corner.
2. You'll have a chance to set a few things up before you start your meeting. Give it a title, choose whether you want to use video, and pick your preferred audio source.
3. When you're ready, hit Join now.

Your meeting is now up and running—you just need people to join you.

In a channel:

1. Go to Teams Teams button on the left side of the app. Choose the channel you want to meet in from the list.
2. In the Posts tab, look for Meet Meet now button in the top-right corner. From the drop-down, select Meet now. Or, to keep the context of a specific conversation, choose Reply below any post, and then Meet now Meet now button under the box where you'd type your message.
3. Give your meeting a title and choose whether you want to include video.
4. When you're ready, hit Join now.

Chapter 6. How to change your background for a Teams meeting

Here you will learn how to change your background for a Teams meeting. If you want to change what appears behind you in your video meeting or call, you can either [blur your background](#) or replace it entirely with any image you want.

1. While you're setting up your video and audio before joining a meeting, select Background filters




. It's just below the video image.

2. a. Select Blur to blur your background. You'll appear nice and clear while everything behind you is subtly concealed.

You can also replace your background with one of the images provided, or with one of your own choosing. To use an image of your own, select Add new and then select one to upload from your computer. Make sure it's a .JPG, .PNG, or .BMP file.



Your new background will persist in all your meetings and calls until you change it again.

3. To turn off background effects, select .

Chapter 7. How to share a file in Microsoft Teams

Here you will learn how to share a file in Microsoft Teams.

Sometimes words aren't enough, and you need to post a file to a channel conversation.

1. a. In your channel conversation, click Attach  under the box where you type your message.
2. Select from these options:
 - Recent
 - Browse Teams and Channels
 - OneDrive
 - Upload from my computer
3. Select a file > Share a link.
4. If you're uploading a file from your computer, select a file, click Open, and then Send  .

Chapter 8. References

Related information

<https://support.microsoft.com/en-us/office/chat-and-share-files-in-teams-d7978db0-33b5-4ad3-93ac-ef0bd3c2a670>

<https://docs.microsoft.com/en-us/microsoftteams/teams-overview>

<https://docs.microsoft.com/en-us/microsoftteams/quick-start-meetings-live-events>