GSD. MS Teams - Sign in and get started with Microsoft Teams

General Information:

Possible symptoms/errors:

User wants to know how to sign in and get started with Microsoft Teams

Alternative names of the system:

N/A

IMPORTANT NOTICE:

Teams is a part of Microsoft 365, so you need a Microsoft 365 Apps for business or Enterprise license to use it.

Solution:

Details:

To sign into Teams, advise user to:

Start Teams.

In Windows, click Start button > Microsoft Teams.On Mac, go to the Applications folder and click Microsoft Teams.On mobile, tap the Teams icon.

Sign in with Microsoft 365 username and password.

Pick a team and channel

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!

Advise user to:

Select Teams button on the left side of the app and then pick a team.Select a channel and explore the Conversations, Files, and other tabs.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A