



**Note :**

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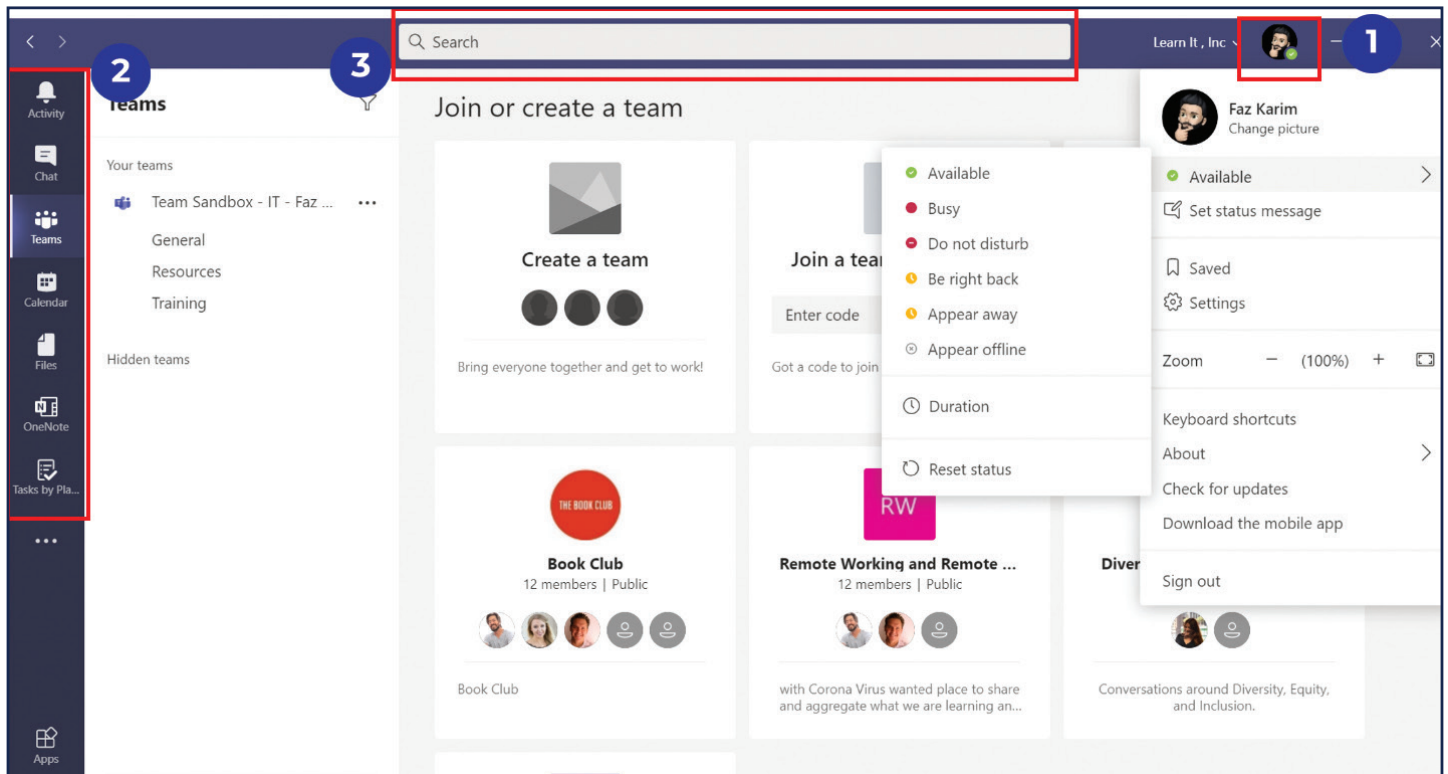


## Course Reference Handout

# MICROSOFT TEAMS - INTRODUCTION

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(415) 693-0250  
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## Teams Overview:

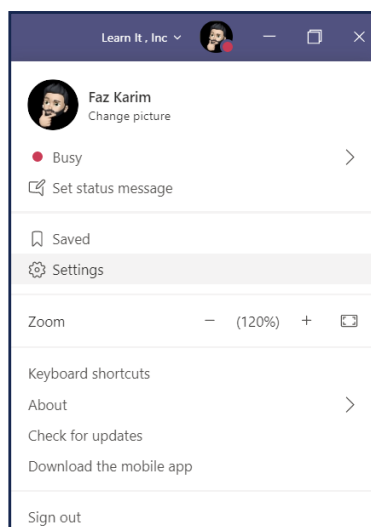


### 1. Profile:

Teams has a profile icon in the upper right that is synced with Microsoft Outlook's calendar, you can adjust your presence from Team and even set a "status message" for a custom time frame to let people know what you are up to!

### 2. Navigation Pane:

Access the main areas of Teams from the left or use keyboard shortcuts (ctrl + 1,2,3,4,5 = activity(1), chat(2), teams(3), calendar(4), files(5)). You can also pin useful apps to this list and customize the Teams interface.



### 3. Teams Search:

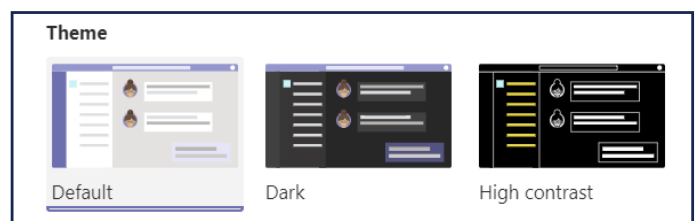
Need to find a file, post, contact? Use the search bar to find anything across your teams and chats! The search can also be used to navigate teams with "/command" (i.e. /chat, /calendar, /files etc.)

### Setting Up your Profile:

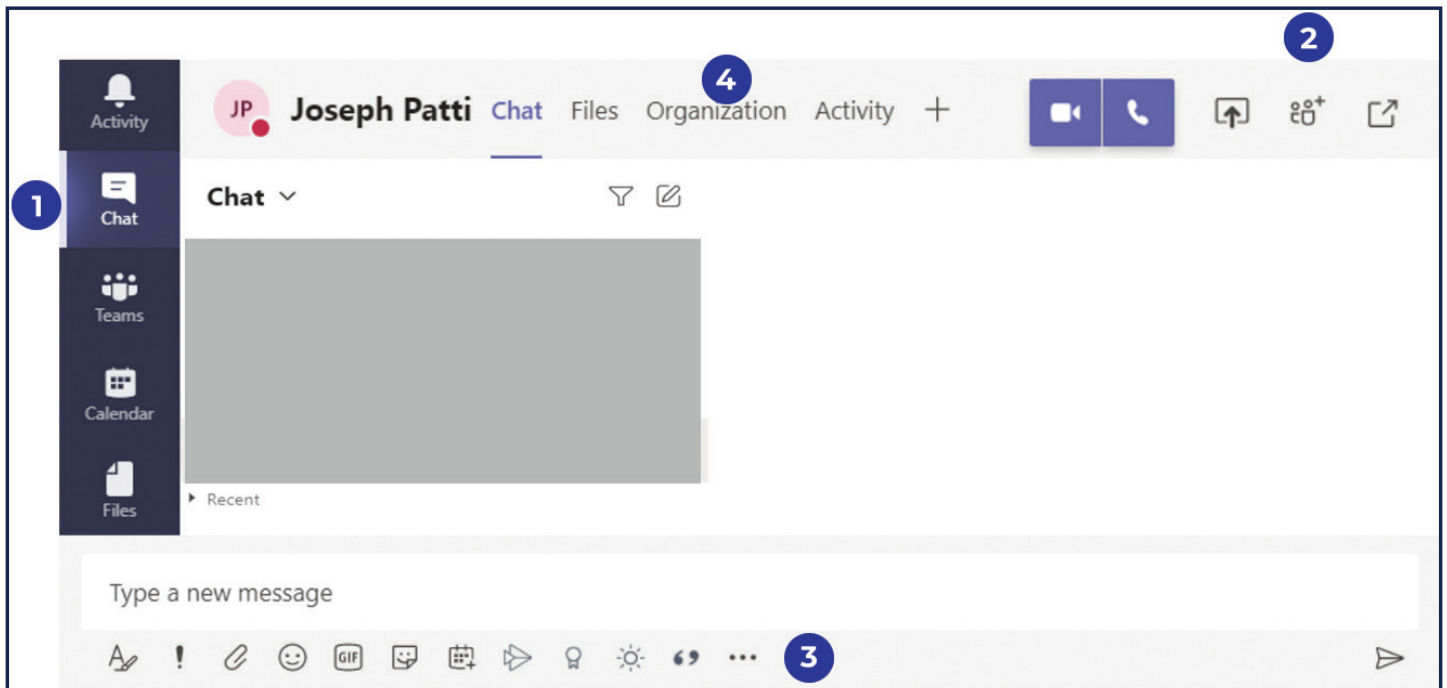
From your Teams profile you can set a status message and zoom into Teams, so all the font sizes increase! Be sure to check out your settings and to frequently check for updates to always have the latest release of Microsoft Teams.



Don't forget to check your settings to change your Teams Theme Settings.



## Teams Chat:



### 1. Teams Chat:

1:1 or Group chats with up to 350 people can be created in Teams Chat.

- Chat threads cannot be deleted but can be hidden or muted.
- Chat threads can be "Pinned" to the top for quick access.
- Chats can be Popped out into separate windows.
- Chat threads can share files via OneDrive.

### 3. Text Formatting Tools:

Add Files, Emojis, Stickers and Gifs to keep the conversations going, you can also schedule a meeting from here and add it to your calendar.

### 2. Audio/Video:

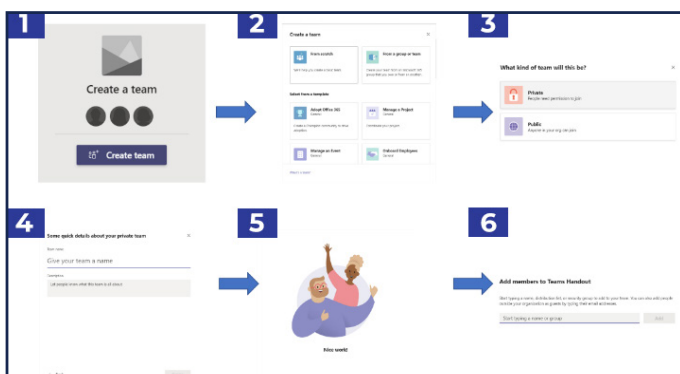
Teams chat allows you to call or share your screen with other contacts.

- Screen Share will automatically setup a call.
- Screenshare does not include computer audio you will need to schedule a teams meeting to include system audio.

### 4. Chat-based Workspace:

Access all shared files, a organization chart and add files for co-authoring all at the top of each chat thread!

## Building a Team:



### 1. Create a Team:

From the Teams Icon you can go to the bottom and select Join or create a Team and then select create team.

### 2. Teams From Groups or Templates:

You can create a team from a preexisting group or team so that you can keep settings or members or you can use some of Teams built in templates that generate teams suited for specific tasks such as employee onboarding.

### 3. Team Privacy:

Public or Private? Typically start private and build the team and add the content and if you choose to make it public you can do this later from edit team.

### 4. Team Name and Description:

This can also be changed from edit team but its important to give your team names a easily searchable name and a clear description of the teams purpose.

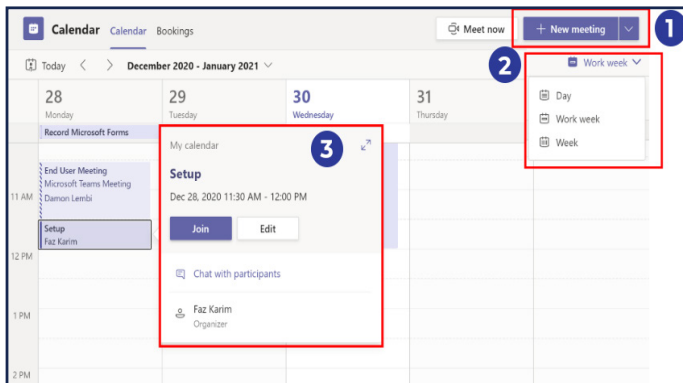
### 5. Applaud Yourself!

You are now a team owner.

### 6. Use this screen to add your secondary Team owner for now!

You can add members later.

## Viewing your Outlook Calendar:



### 1. Schedule a Meeting from Teams:

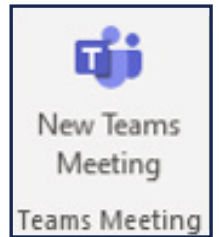
Host up to 300 people for a Teams Meeting.

### 2. Adjust Calendar Views:

Adjust the view of your calendar to Day, work week, or week!

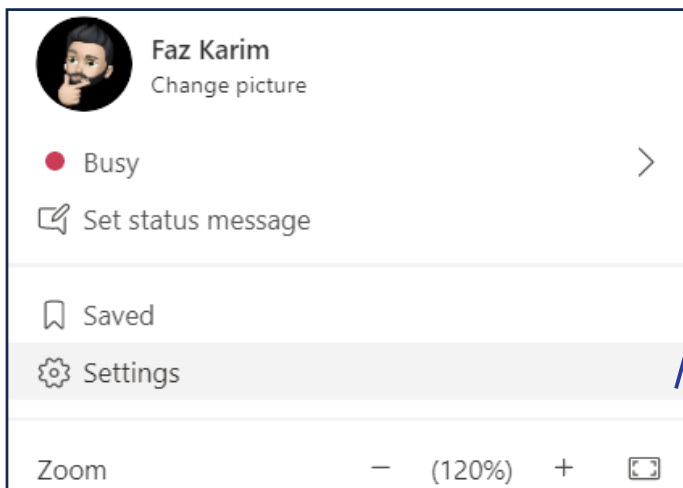
### 3. View Meeting Details:

Chat with participants from the calendar!



You can also schedule a Teams meeting from your calendar in Microsoft Outlook, this is useful for delegates!

## Options, Settings and other Features:



From your profile you can adjust Microsoft Teams Theme to Dark or High contrast and adjust notification settings for your teams and chats and set default device settings.

