

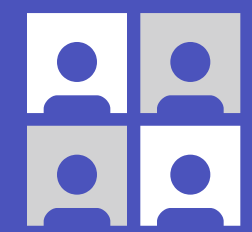


5 easy steps to get started with Microsoft Teams



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Welcome to Microsoft Teams



Getting started is easy –
and you'll be glad you did.

Teams is the hub for teamwork in Office 365. What does that mean? It means that Teams can help make the work your team does faster and easier. All team conversations, files and meetings are available in one place, so searching and co-ordinating are easier.

Ready to get started? Let's check out the tips and tricks you need to know first.

Step 1

Invite your team

Microsoft Teams is for groups working on projects and creating things together.

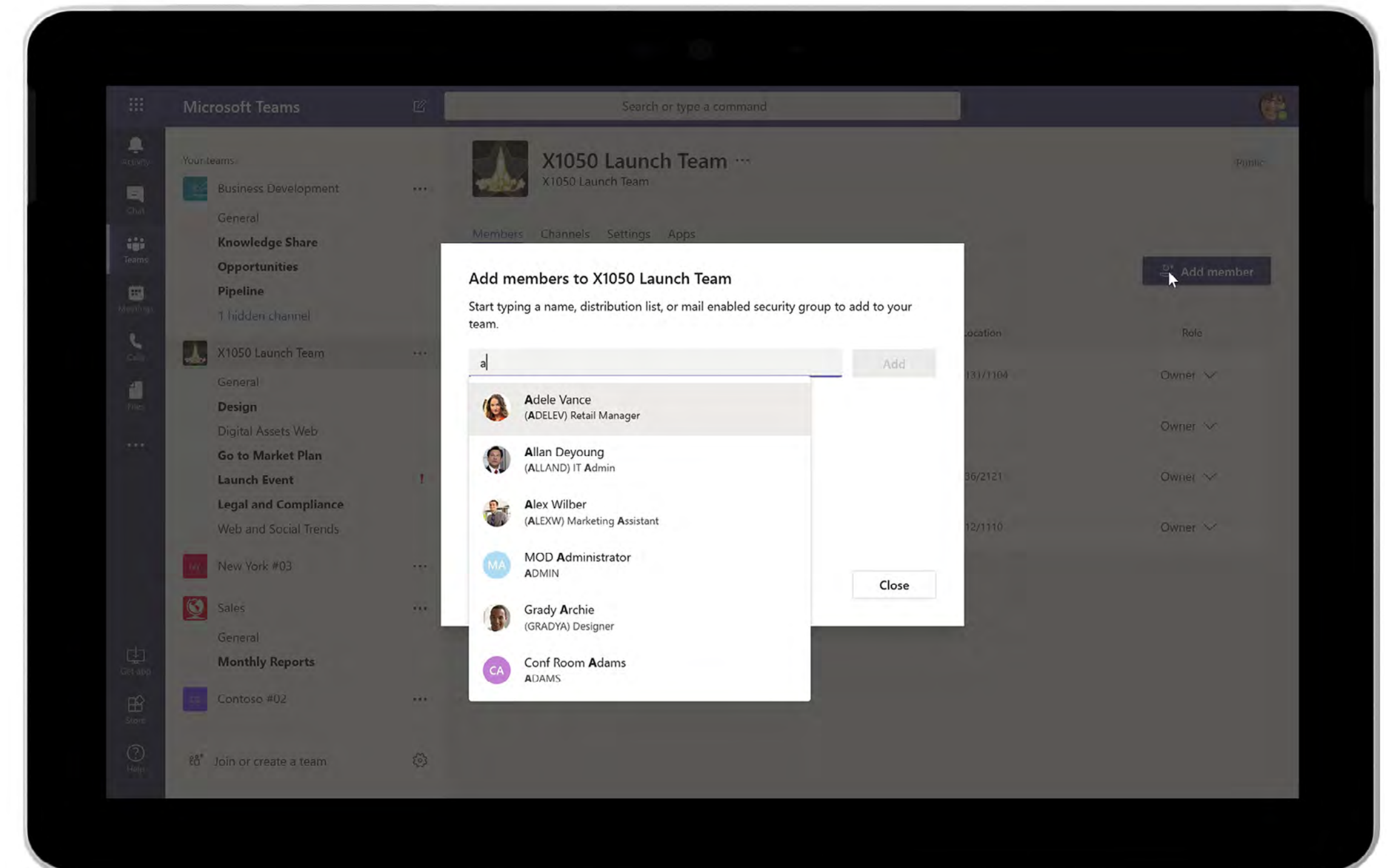
Here's how to invite people from your team:

Just start a chat with a few co-workers and welcome them to Teams. Encourage them to try Teams for private one-on-one chats or group conversations.

Checklist

Here are a few things to try:

- ✓ **Start a group chat with your team.** Share day-to-day updates and photos, praise wins and ask quick questions. Get a co-worker's attention with an @mention.
- ✓ **Add someone new.** Invite more people to the chat at any time – like if a new teammate joins.
- ✓ **Keep it light and fun.** Teams is great for quick, short conversations. React to someone's message with a 👍 emoji. Try adding a meme or sticker for more fun.



Add new members to a Team individually or in groups.

Pro tip

You can even include people from outside your organisation in Teams. Just make sure guest access is turned on.

Step 2

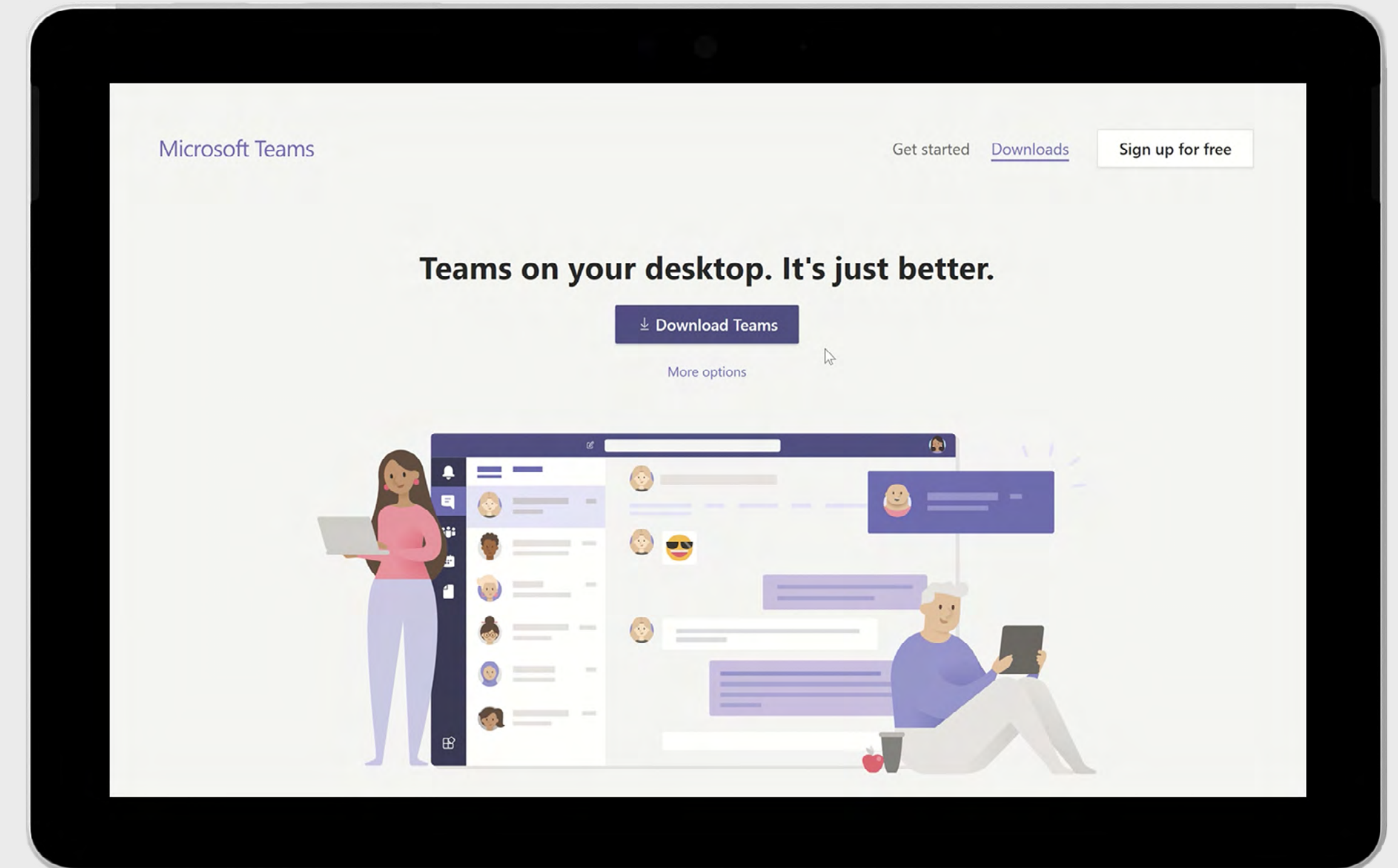
Download the app

Part of what makes Teams so great is that it's always handy. With the Teams app, you can use Teams on whichever device you prefer.

Checklist

Here are a couple of things to try:

- ✓ **Download the Teams app.** Get [Teams](#) on your laptop, tablet and phone.
- ✓ **Remind team members to download the app, too.**



Download Teams for tablets, phones and all your devices.

Step 3

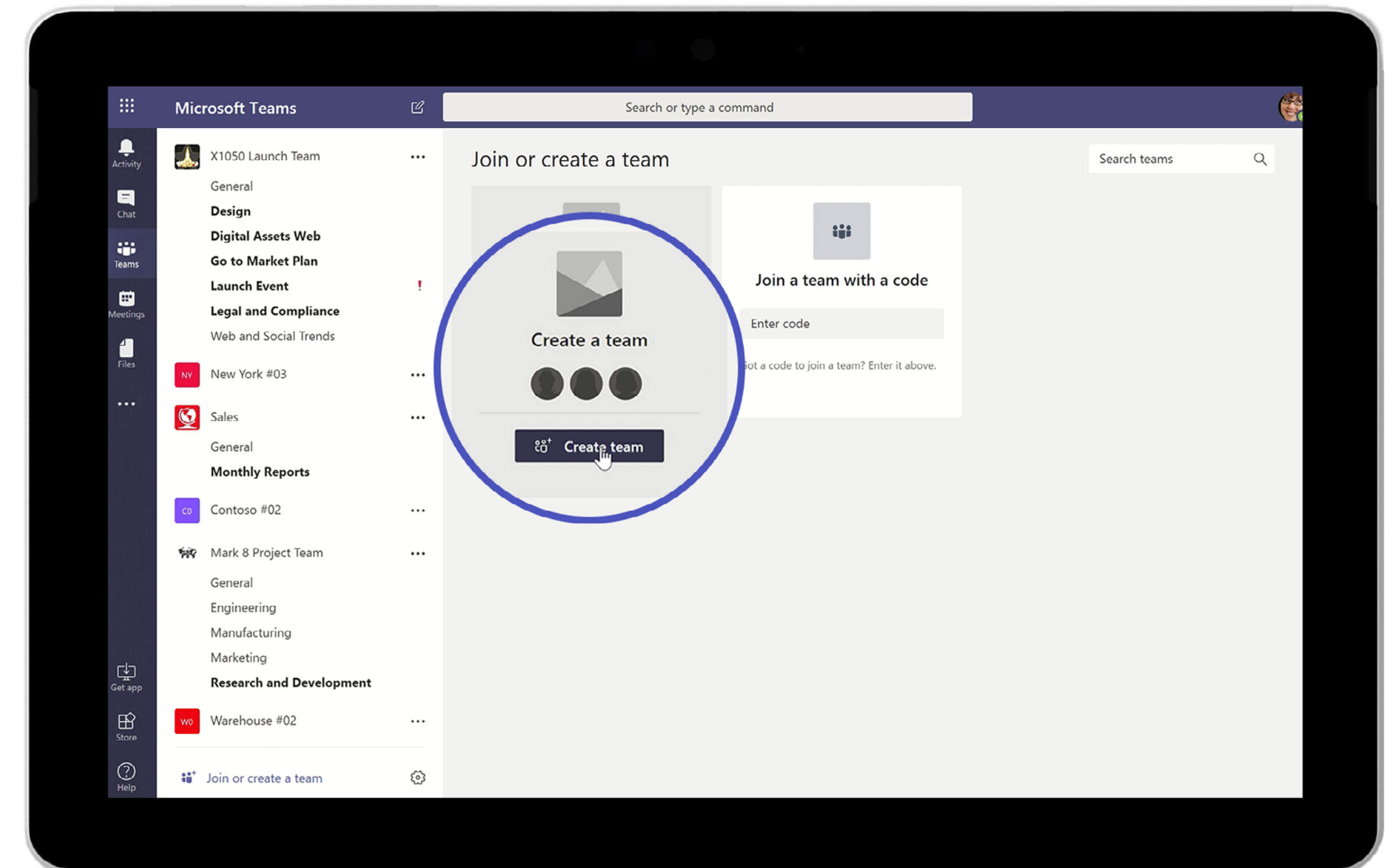
Set up a project

Ready to set up a project in Teams? It's easy. Here's how.

Checklist

Here are a few things to try:

- ✓ **Create a Team for the project.** Once you pick your project, create a Team and invite the people who will work on it.
- ✓ **Add channels to the Team.** Channels help organise conversations by main project area. For example, for an event planning project, you could add channels for planning tasks, budget, promotion, logistics, speakers and attendees.
- ✓ **Add project files.** Choose the appropriate channel for your project files and pin the most important ones to the top. Now team members can easily access and edit project documents without having to leave Microsoft Teams.



Create a Team to bring together everyone working on a project or area.

Pro tip

Joining an existing Team in your organisation can help you get the hang of how it works before you set up your own.

Step 4

Set up a meeting

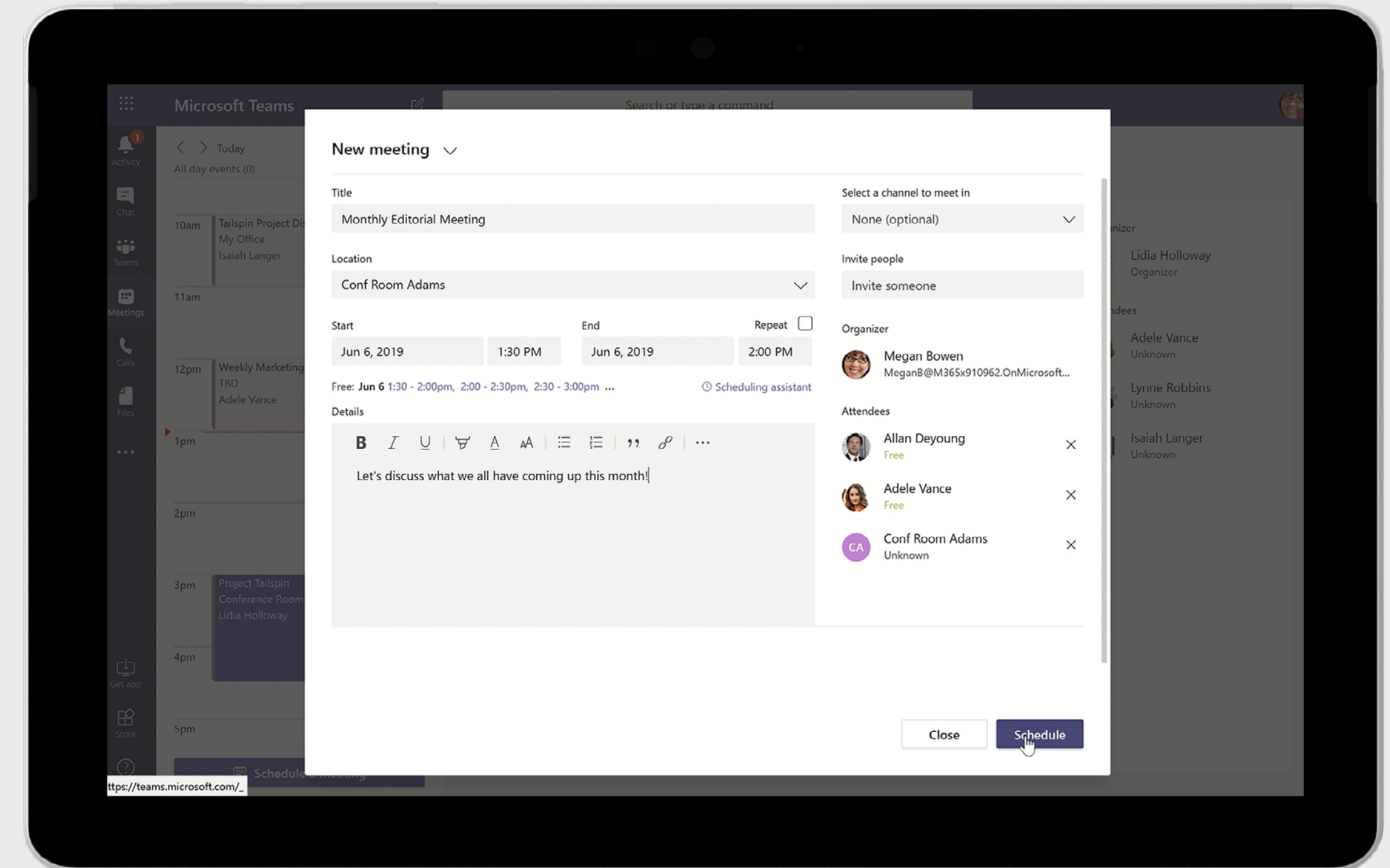
What's a team without meetings? Get everyone together with a one-time or recurring meeting.

Click **Schedule a meeting** in a channel or in **Meetings** on the left side of the app. Click the **Scheduling assistant** to find a time that works for everyone. If the meeting is recurring, click **Repeat**.

Checklist

Here are a few things to try:

- ✓ **Capture notes.** You can easily take notes using the **Meeting Notes** tab.
- ✓ **Record the meeting.** If you record your meeting, the recording is shared automatically with everyone who was invited. Even those who couldn't attend can watch the recording afterwards.
- ✓ **Join a meeting from your phone or tablet.** Teams can help you feel connected from anywhere. For example, try joining a meeting from your phone.



Set up a new meeting. See who's available or use the scheduling assistant for help.

Step 5

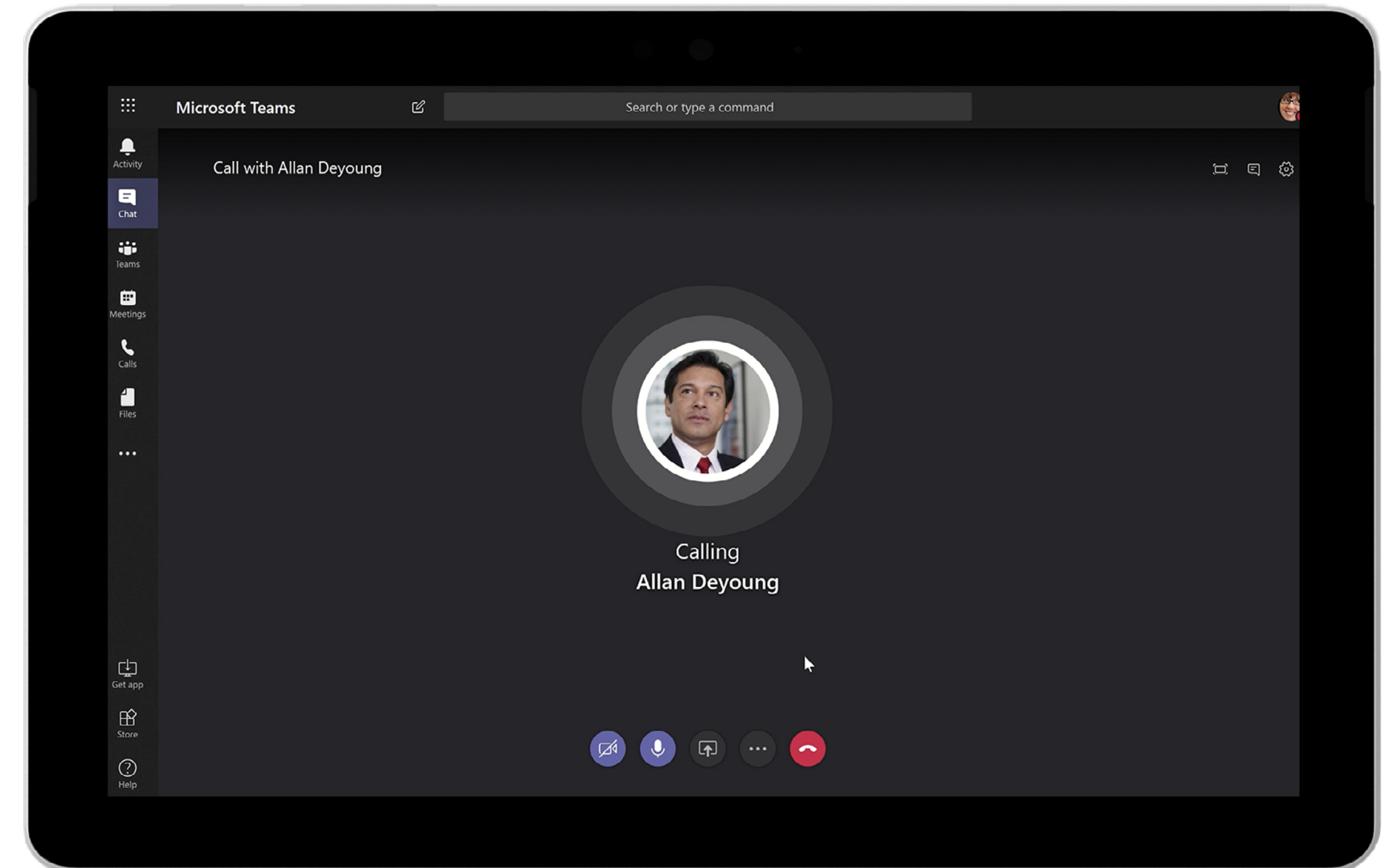
Keep everyone engaged

Use @mentions to get someone's attention. An @mention triggers an email to let that person know they have a specific action or question to answer. This can help your team get used to incorporating Teams messaging into their communications.

Checklist

Here are a couple of things to try:

- ✓ **Forward an email to a channel.** Every channel has its own email address. Forwarding an email to a channel can keep the conversation going and ensure that important information is available to everyone.
- ✓ **Start a voice or video call.** Sometimes a quick conversation is all you need to move forward. It's easy to switch from a one-on-one or group chat to a call. Share your screen or use the built-in whiteboard app to work out ideas.



Start a private or group voice or video call from anywhere.



That's it!

Now you know the essentials. The best way to learn Teams is by exploring it. In no time, your team will be creating and collaborating more effectively than ever.