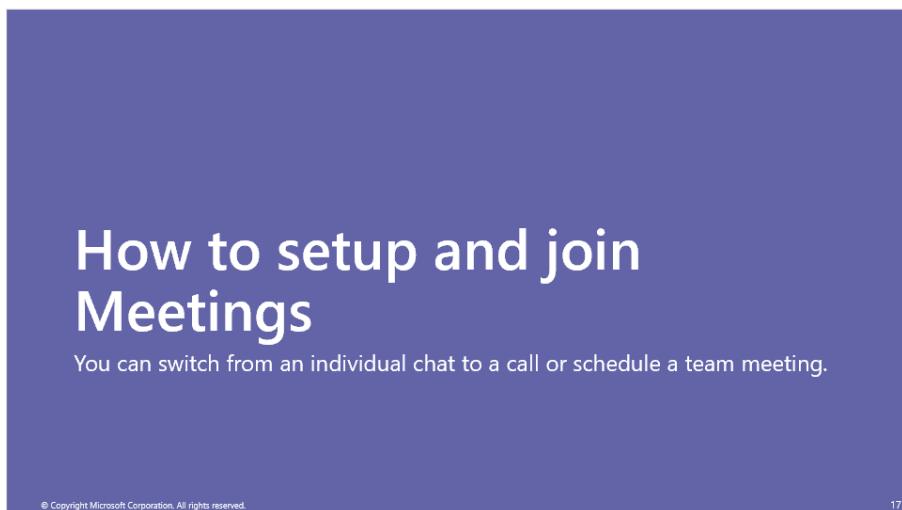
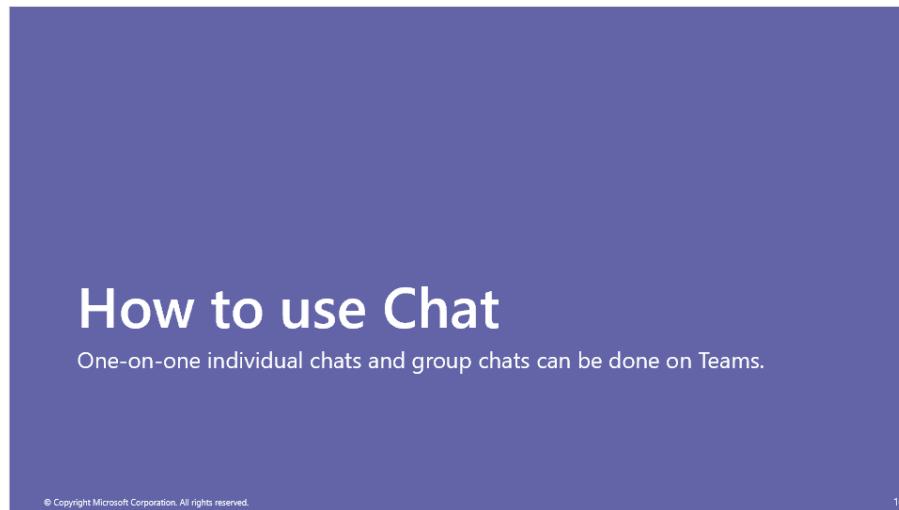
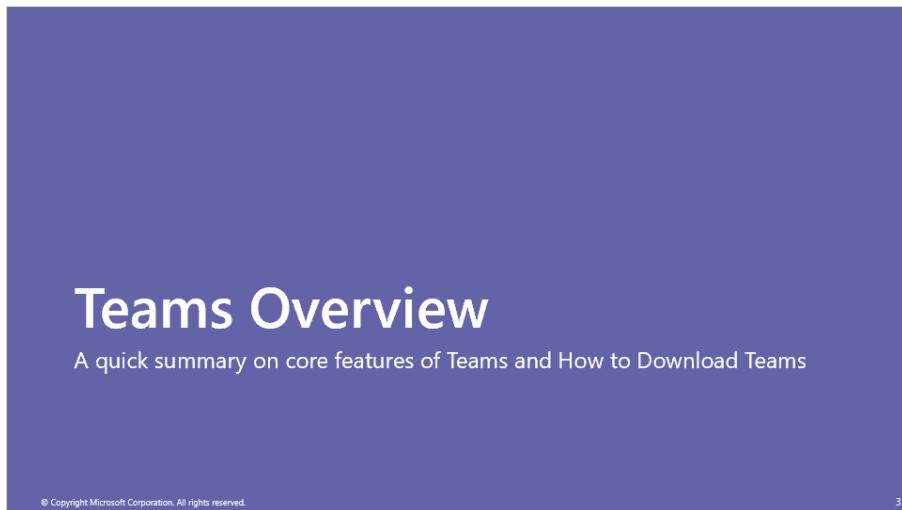


# Microsoft Teams

# Quick Start Guide

# Index – Click on any tile to learn more



# Teams Overview

A quick summary on core features of Teams and How to Download Teams

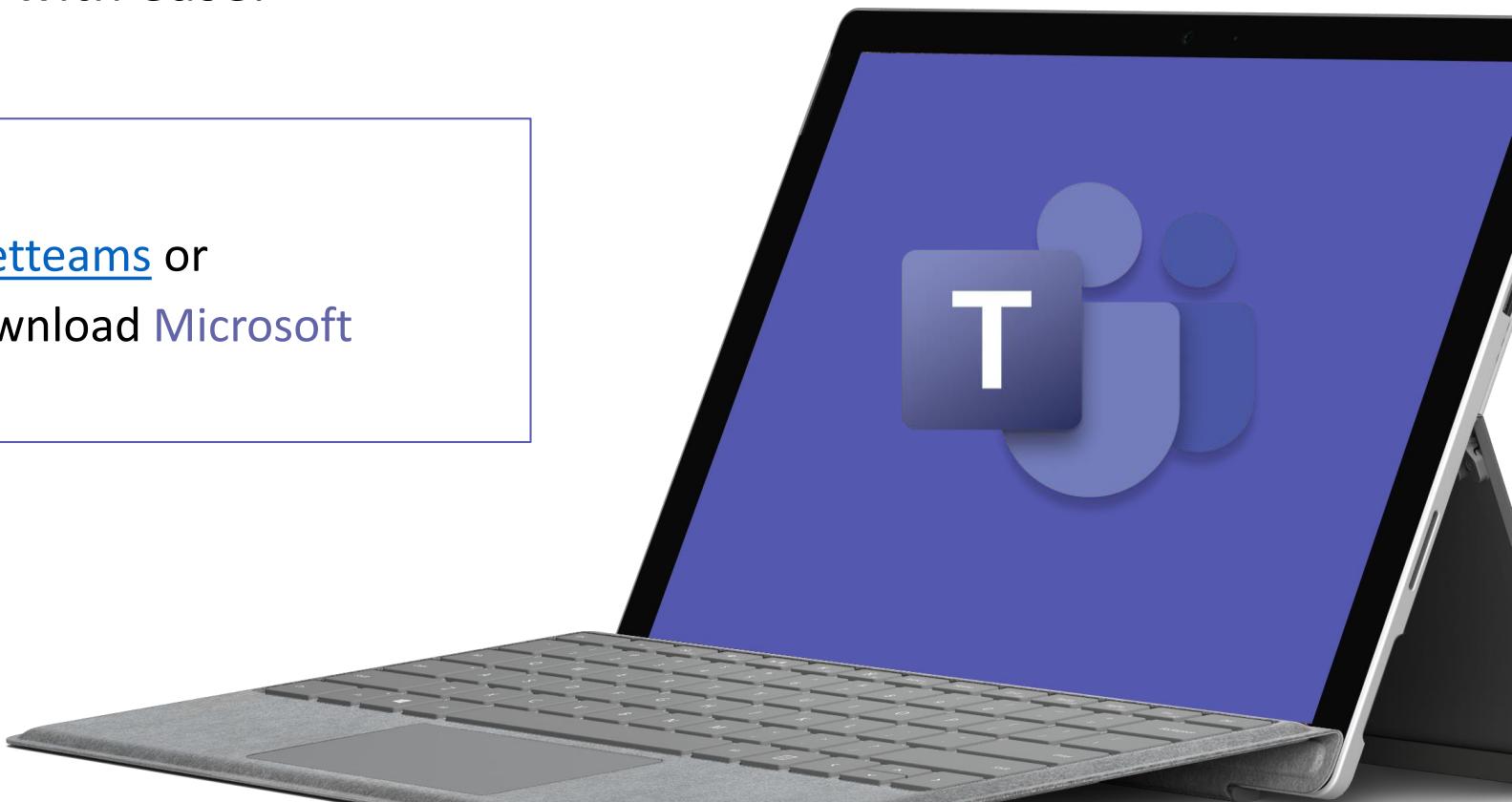
# Microsoft Teams

## Your Hub for Teamwork in Office 365

Chat, video conferencing, and voice calls are combined allowing you to work remotely with ease.

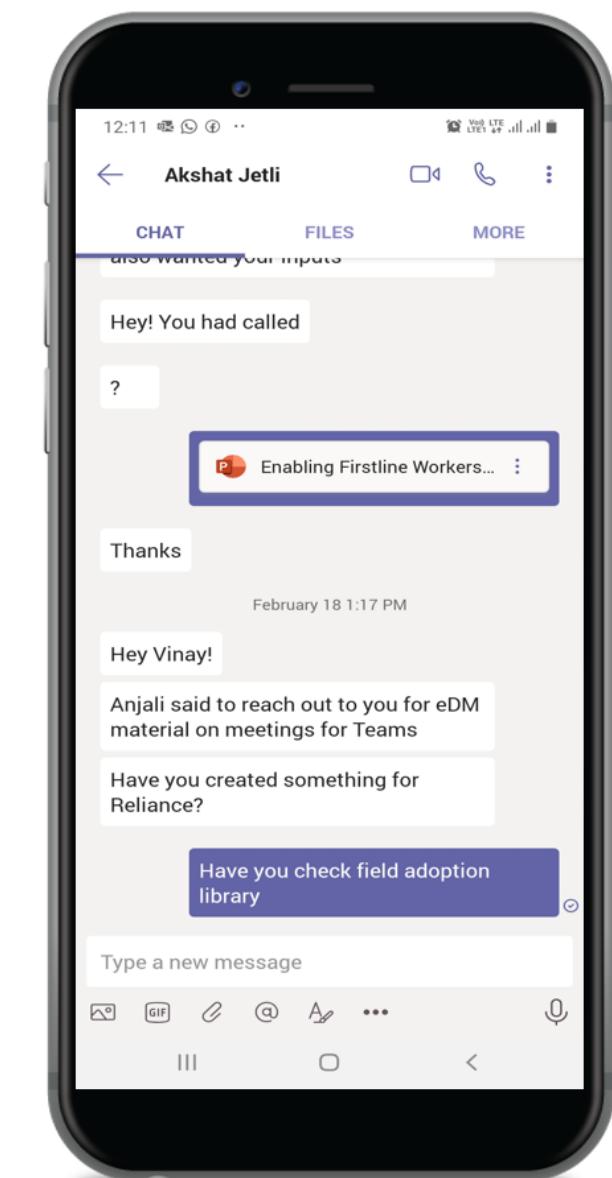
### Download Teams –

- ✓ Via Browser - <https://aka.ms/getteams> or
- ✓ Via iOS/Android App store - Download Microsoft Teams



# Participate in 1:1 or Group Chat

The screenshot shows the Microsoft Teams desktop application. On the left is a sidebar with icons for Activity, Chat, Teams, Calendar, Calls, and Files. The main area is a 1:1 chat window with Akshat Jetli. The conversation history includes messages from Akshat Jetli, Microsoft 365 Orientation Session, vinay.shekhar@ril.com, Arnav Anand, Teams Adoption Office Hours - Option ..., Nealla Gomes, Terence Lim, Reliance Retail - Solution Approach - D..., Prakash and Terence, sandip.rajput@ril.com, kamal.joshi@ril.com, CSE & CSU - Mumbai - Open Office Ho..., Akshat Jetli, Adoption of Teams using People Mana..., Srinath Gopalakrishnan, Closing strong - get the most out of yo..., Microsoft Teams for Managing Product..., CSU Monthly All Hands call, and 18739368 - Teams Users are not able c... . The interface includes a search bar at the top, a message input field at the bottom, and a taskbar with various icons at the very bottom.

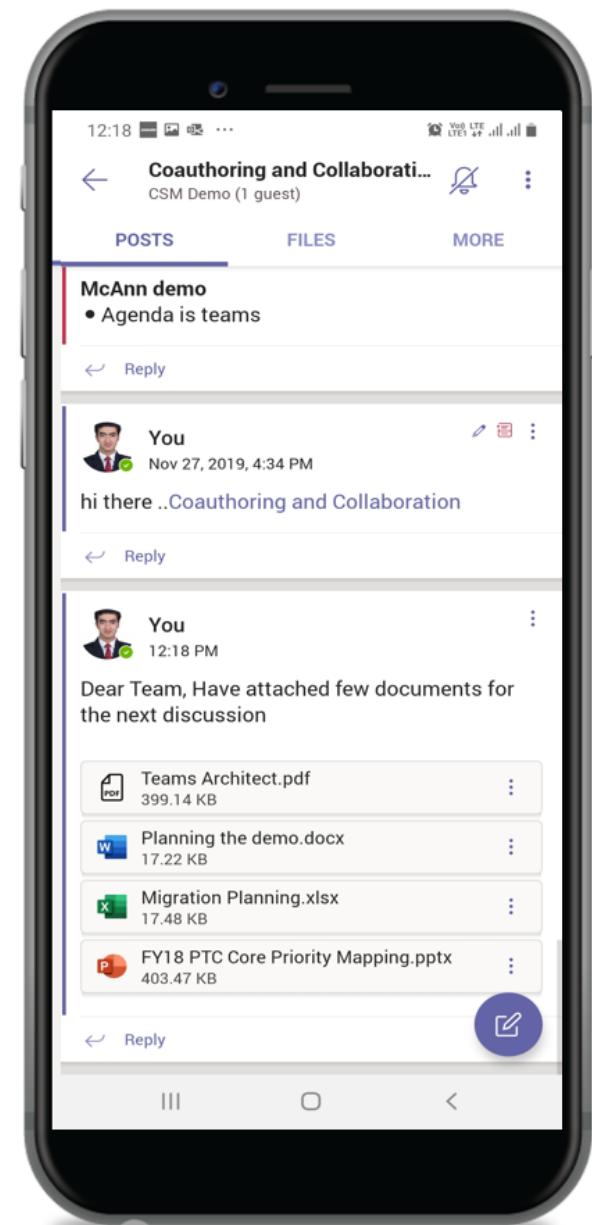


# Join or Schedule Meetings from any device



# Collaboration in Teams

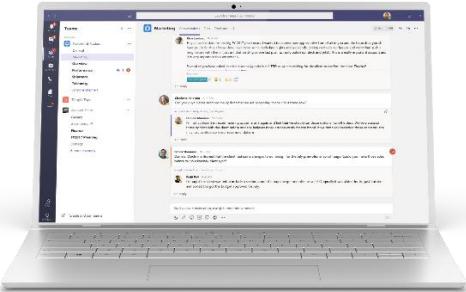
The screenshot shows the Microsoft Teams desktop application. On the left, the sidebar lists pinned teams like 'Teams at RIL' and 'Teams Engineering - India', and other teams such as 'Test2', 'Grading', 'Test private', 'Test Public Channel', 'CSM Demo', and 'Coauthoring and Collaboration'. The main area displays a channel named 'Coauthoring and Collaboration'. A message from Vinay Shekhar on November 27, 2019, at 4:33 PM reads: 'Demo at 5 PM Today'. Below it, another message from Vinay Shekhar at 4:34 PM says: 'hi there ..Coauthoring and Collaboration'. At the bottom, a message from Vinay Shekhar says: 'Dear Team, Have attached few documents for the next discussion'. Four attachments are shown: 'FY18 PTC Core Priority Mapping.pptx', 'Teams Architect.pdf', 'Planning the demo.docx', and 'Migration Planning.xlsx'. A red box highlights this last message and its attachments.



# Teams access from anywhere, any device

Download Teams – <https://aka.ms/getteams> or Download from iOS or Android appstores

Desktop



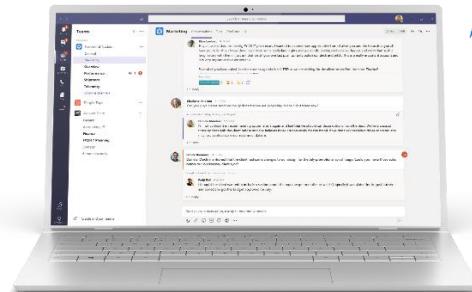
Mobile



iPad



Web



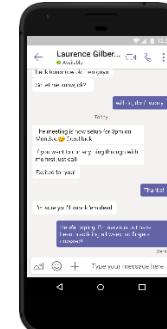
Edge RS2+  
Edge Chromium



Google Chrome



iPhone



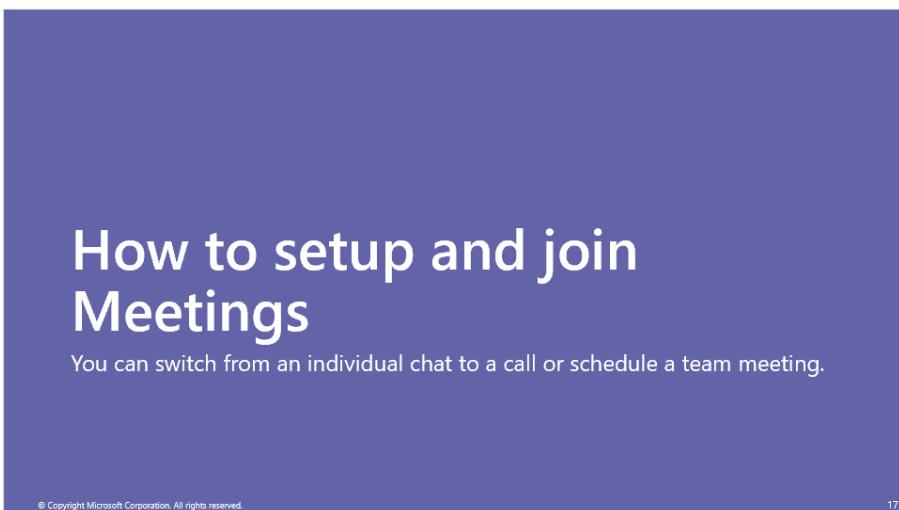
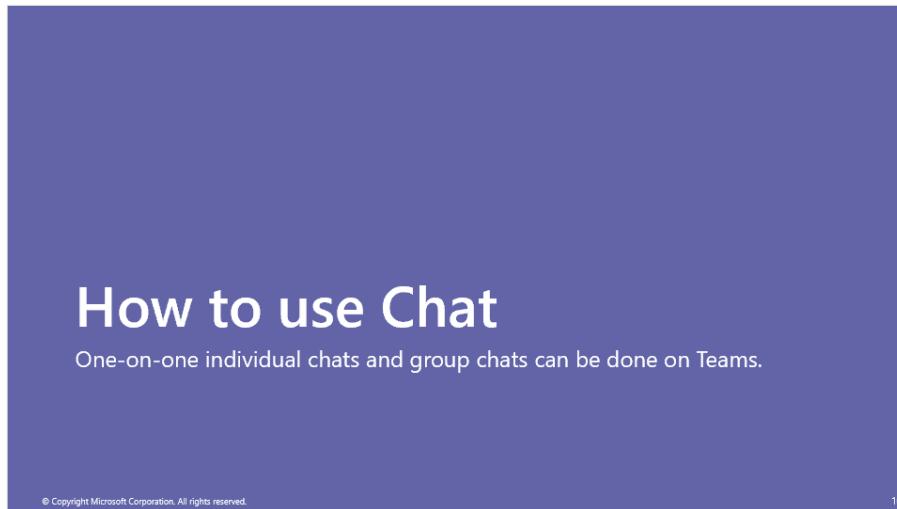
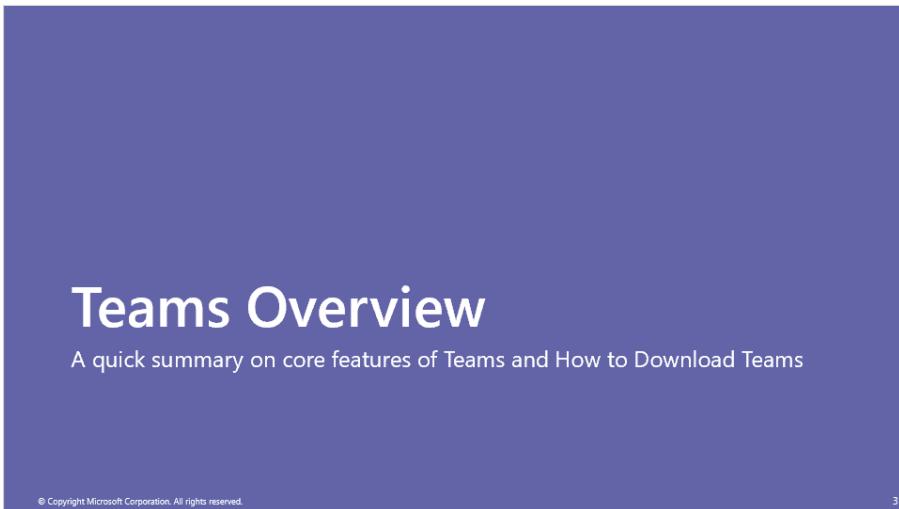
Android



Linux DEB 64-bit

Linux RPM 64-bit

# Click on any tile to learn more



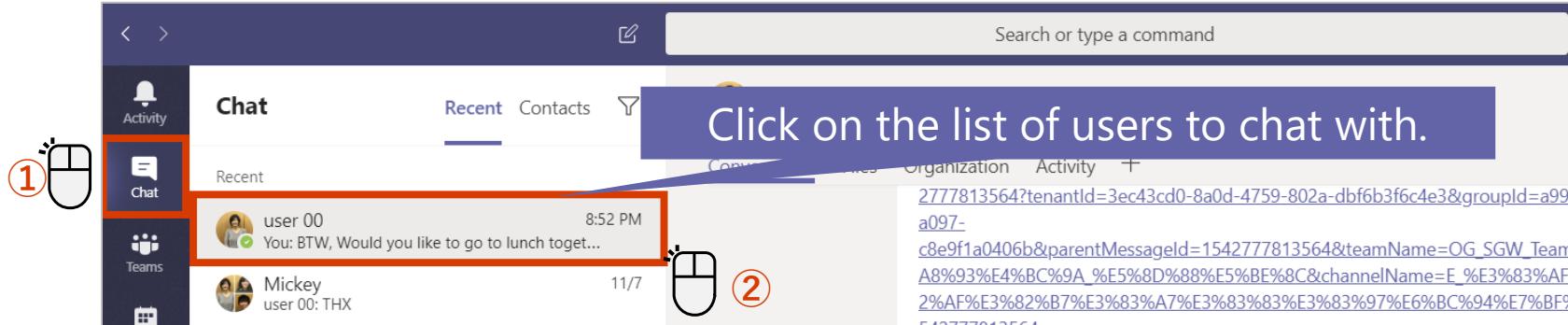
# How to use Chat

One-on-one individual chats and group chats can be done on Teams.

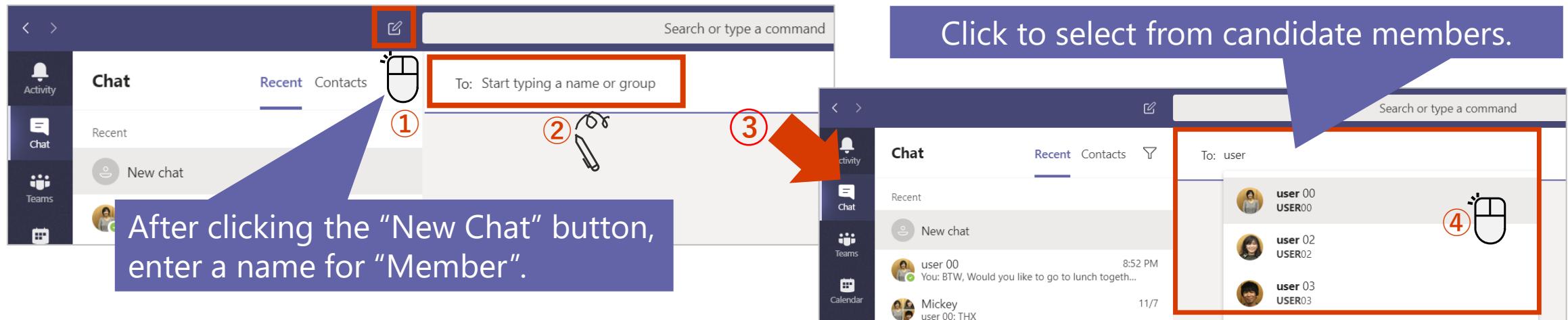
# Start a 1:1 Chat

If you want to chat, call or share information individually, use Chat.

<To chat with someone who has chatted recently>



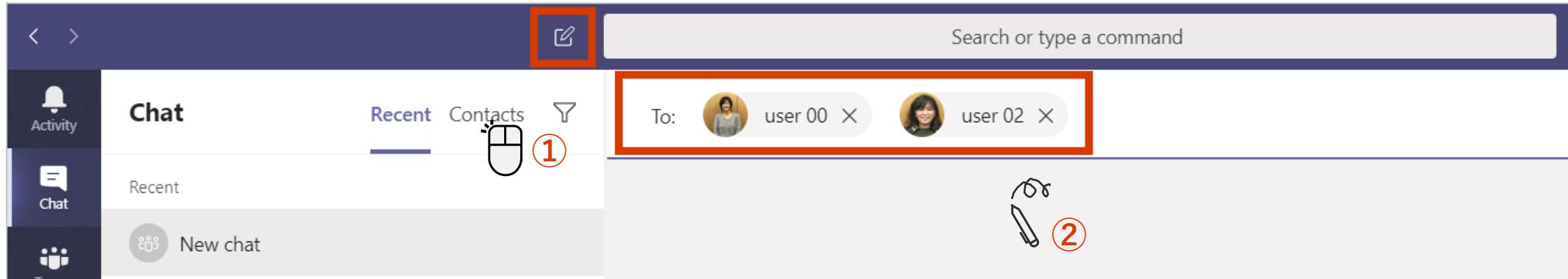
<To start a **New Chat**>



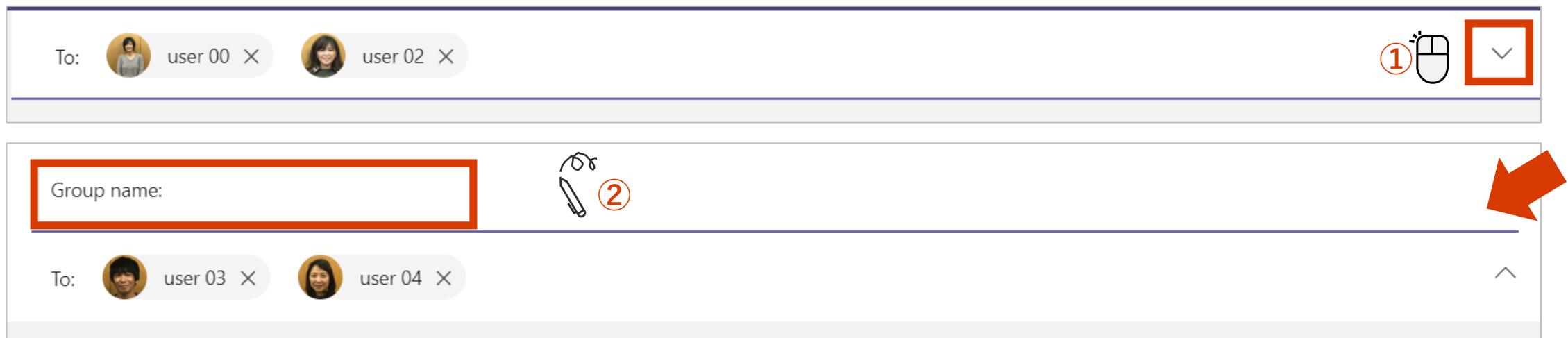
# Start a Group Chat

You can also use group chats to chat with multiple people, who are using Teams.

## Create a Group Chat



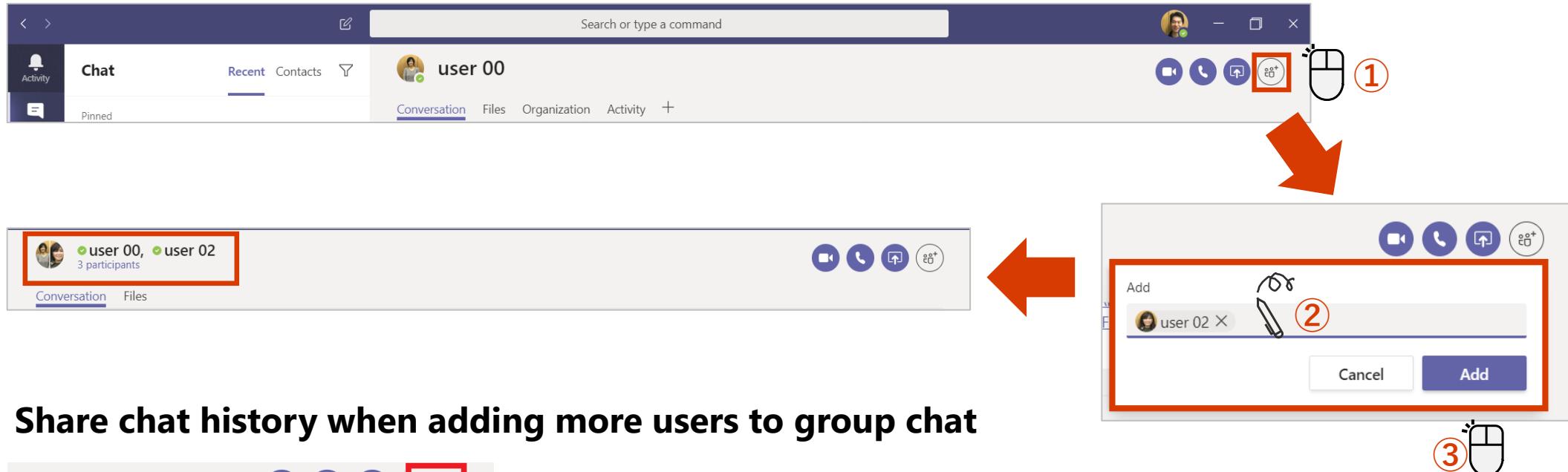
## Rename the Group Chat



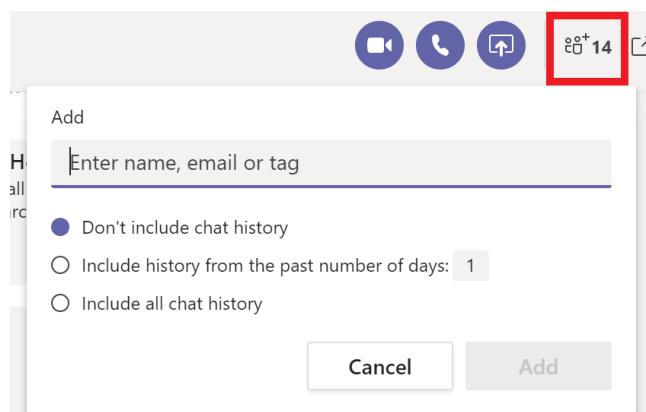
# Add more users to a chat

You can add users after starting a chat.

## Converting a single user chat to a group chat

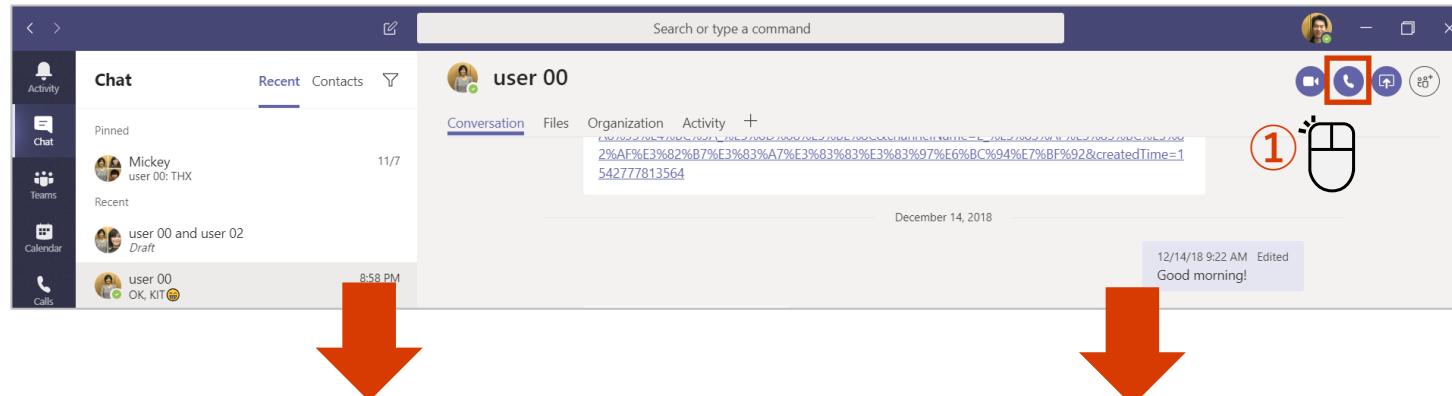


## Share chat history when adding more users to group chat

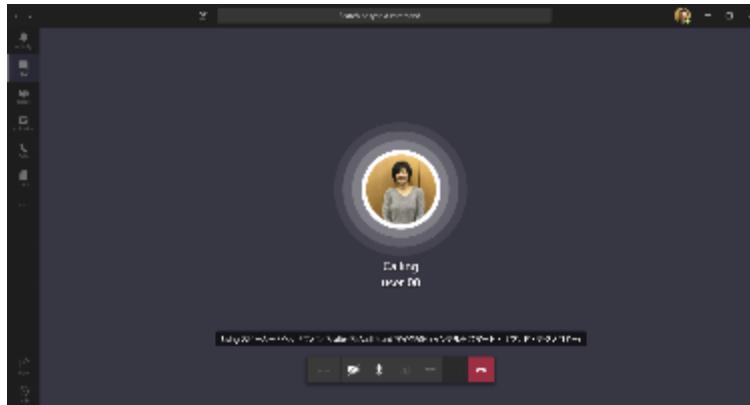


# Start a call from 1:1 chat

You can switch from an individual chat to a phone call.



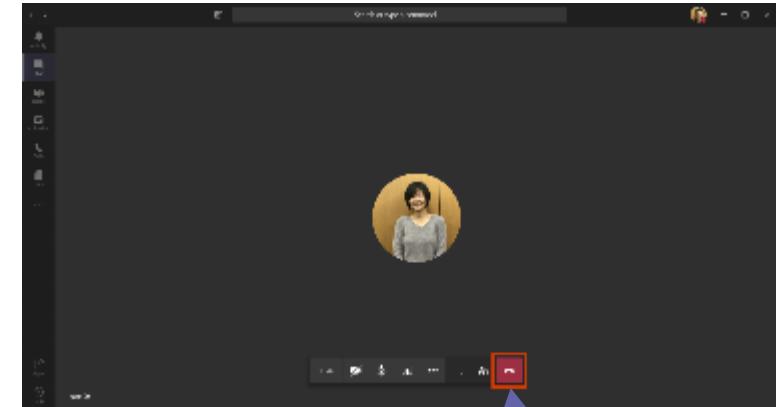
Screen calling User00



User00 screen notification

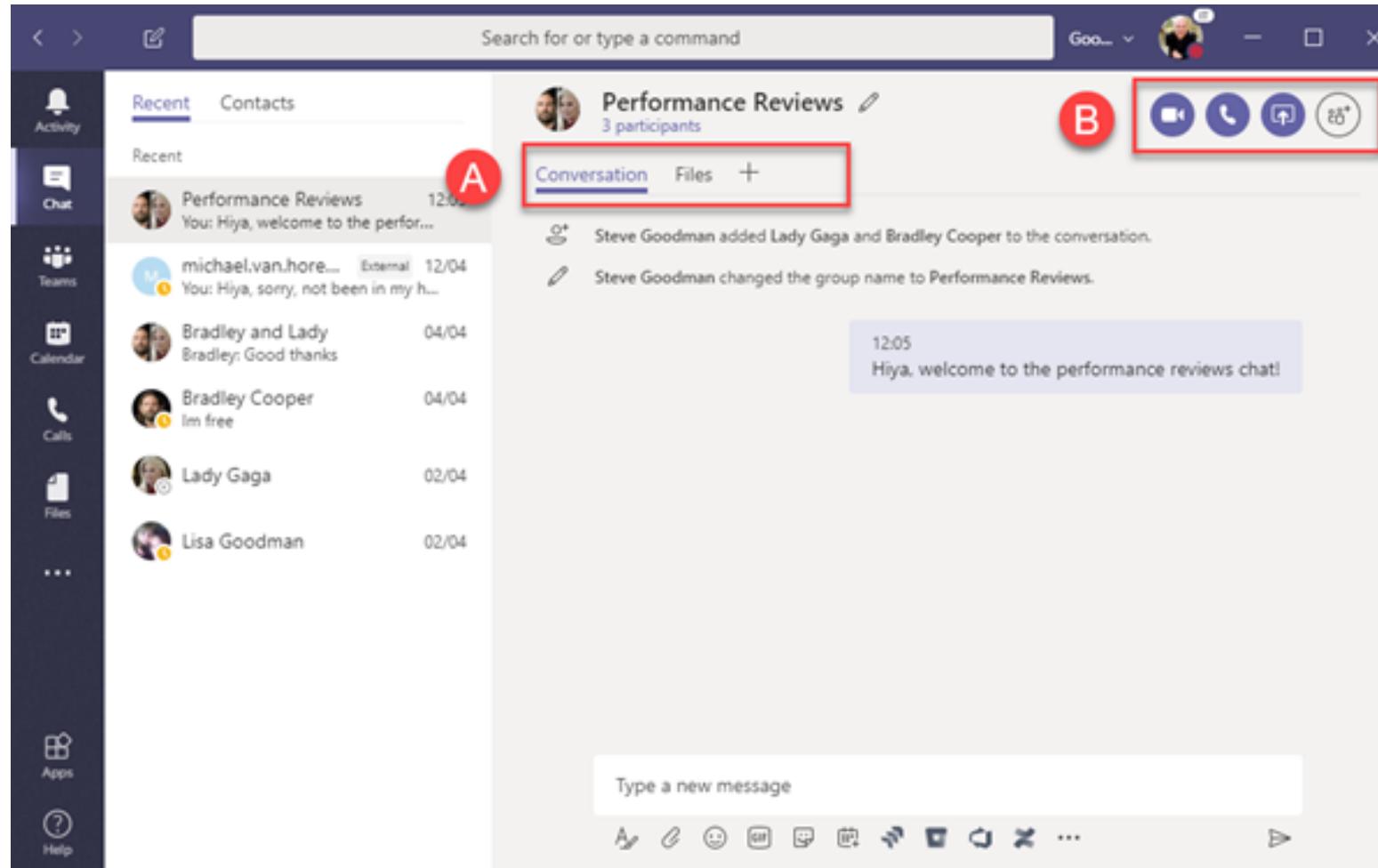


User00 screen during a call

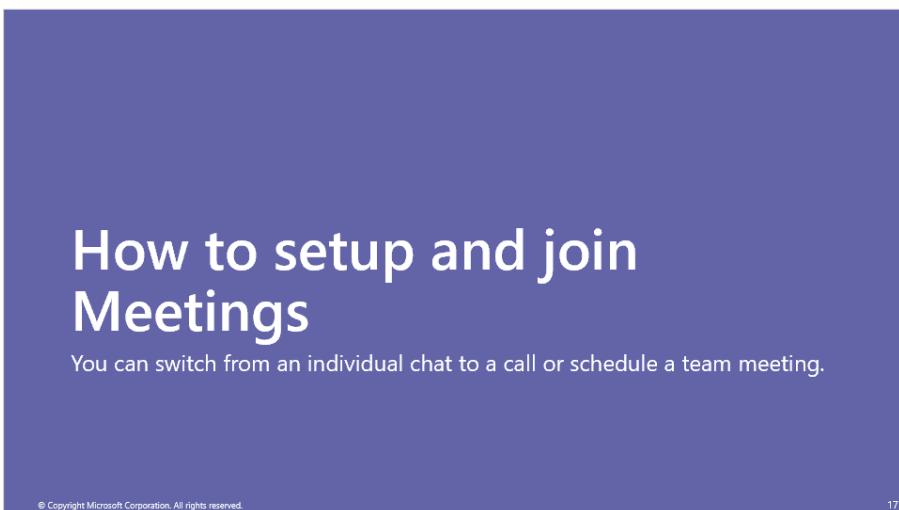
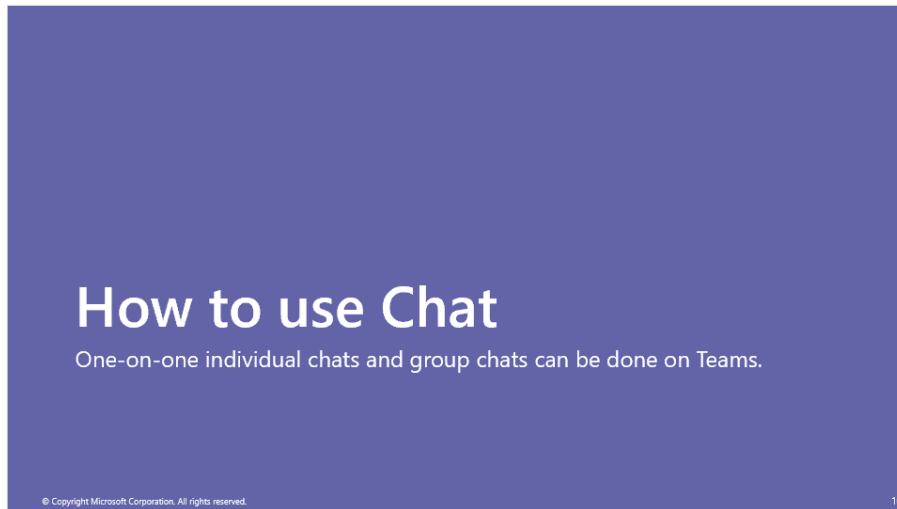
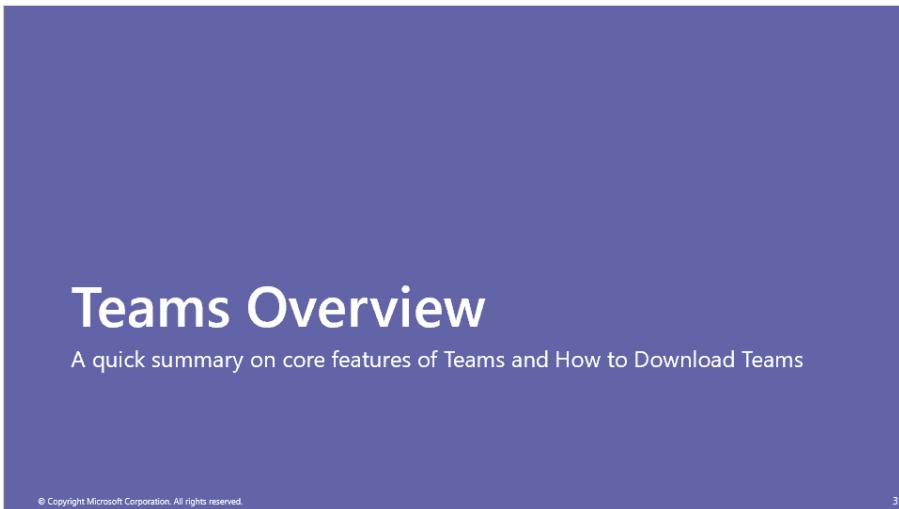


Click the "Disconnect" button  
to finish .

# Start a call from Group Chat



# Click on any tile to learn more

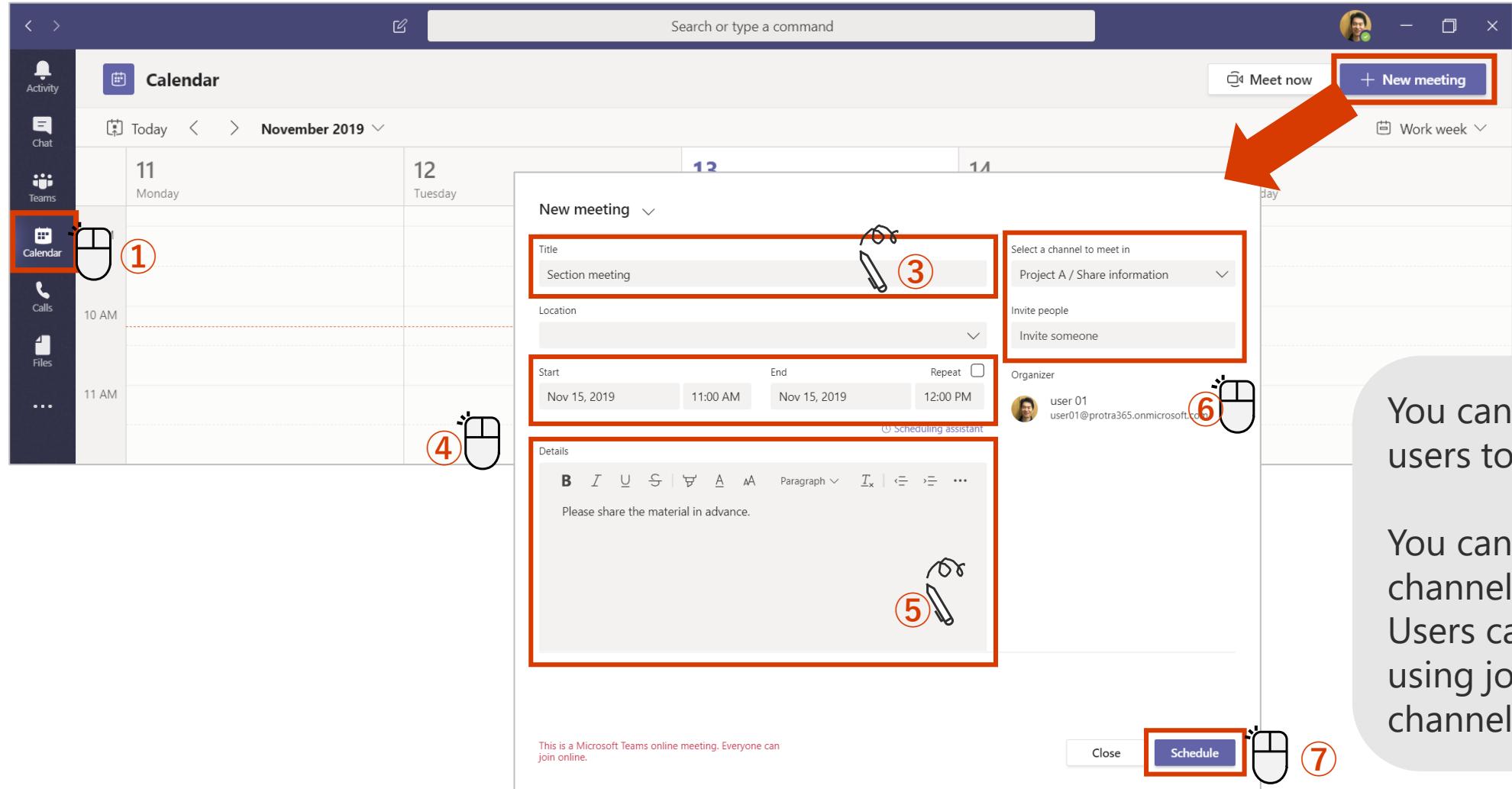


# How to setup and join Meetings

You can switch from an individual chat to a call or schedule a team meeting.

# Schedule a meeting in Teams

You can book a meeting in advance from Teams.



# Schedule a meeting in Outlook

You can also set up a meeting to be booked in advance from Outlook.

The image shows the Microsoft Outlook interface. On the left is the calendar view for March 2020, with Monday the 16th selected. A red box highlights the 'New Teams Meeting' button on the ribbon, which is circled with a red number 1. A large orange arrow points from the calendar to the meeting creation window on the right. The meeting creation window has a red border and contains several fields: 'Title' (with 'Microsoft Teams Meeting' typed), 'Start time' (set to Mon 3/16/2020 3:00 PM), 'End time' (set to Mon 3/16/2020 3:30 PM), and a 'Location' field (set to 'Microsoft Teams Meeting'). A red box highlights the 'Title' field, with a red number 3 above it. Another red box highlights the 'Attendees' section, with a red number 2 above it. A blue callout box with a white border and a black outline contains the text 'Add the relevant meeting attendees'. A red box highlights the 'Send' button, with a red number 4 above it. A blue callout box with a white border and a black outline contains the text 'When all entries are complete, press Send. You can check what you've sent from both the Outlook calendar and the Teams calendar.'

When all entries are complete, press Send. You can check what you've sent from both the Outlook calendar and the Teams calendar.

Add the relevant meeting attendees

Join Microsoft Teams Meeting

Local numbers | Reset PIN | Learn more about Teams | Meeting op

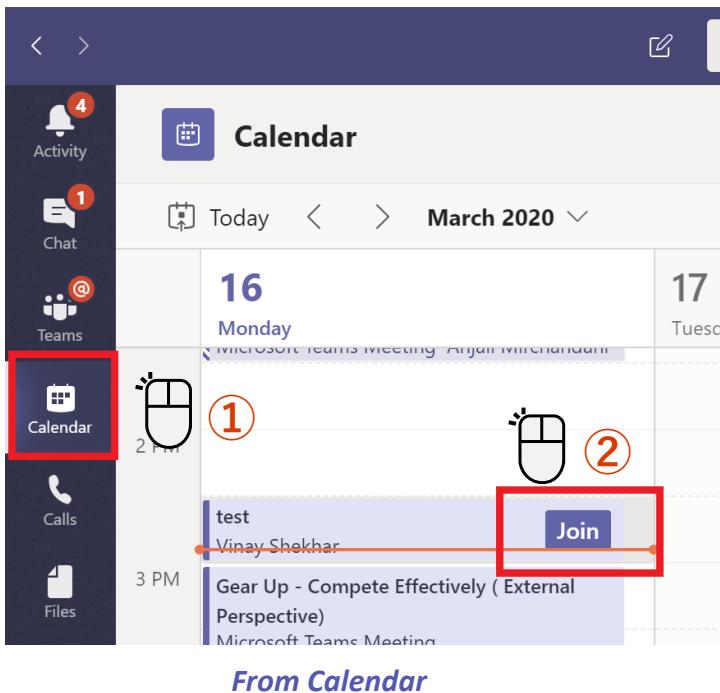
Describe the content of the meeting agenda.

# Join the meeting from calendar or Teams channel

Join the meeting from Calendar tab in Teams

Or

Join the meeting booked from the Teams channel *(if you booked from the channel when setting up the meeting).*

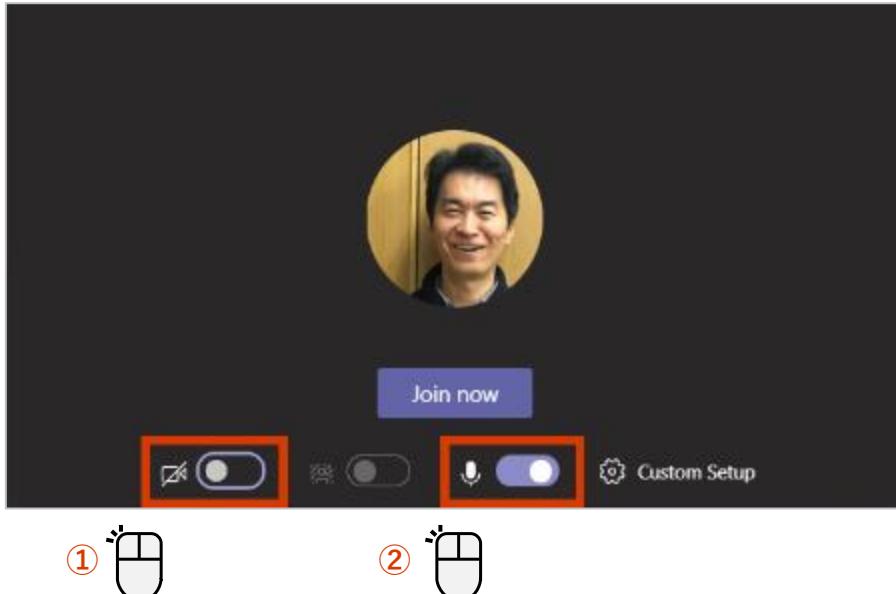


From Channel in Teams

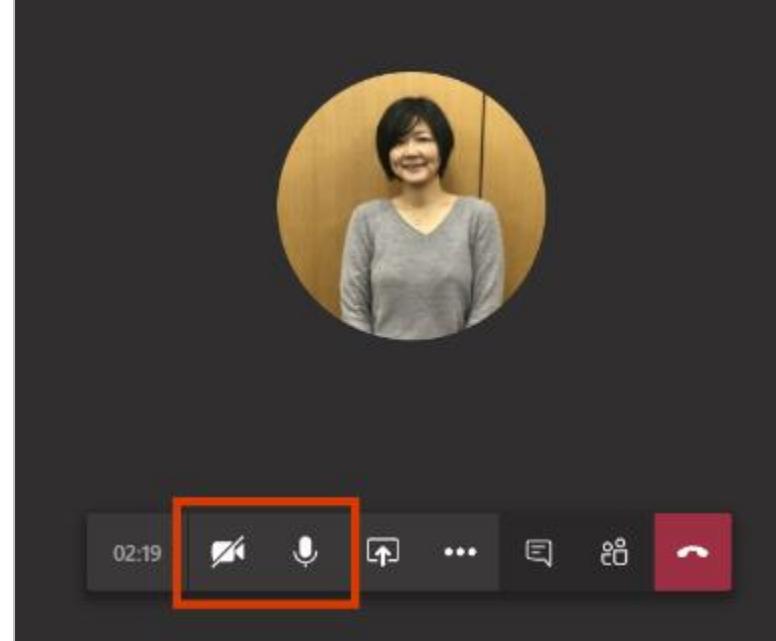
# Turn the camera and microphone on / off

You can set the camera and microphone settings before or after joining the meeting.

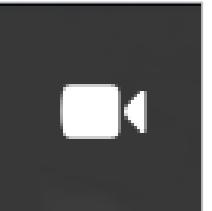
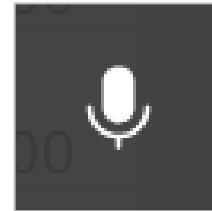
<Set before joining>



<Set after joining>



ON Status icon



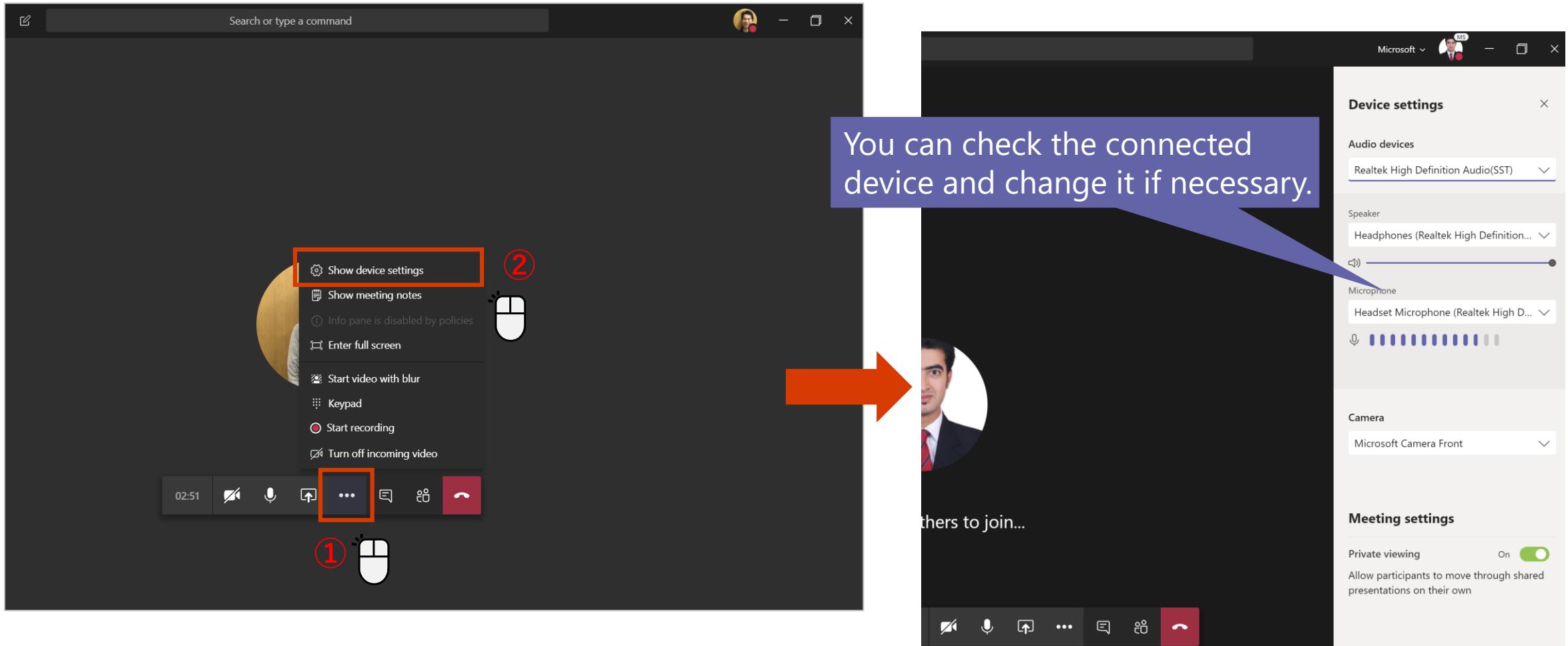
OFF Status icon



When the camera is turned off, the photo will be displayed if the user's photo is registered.

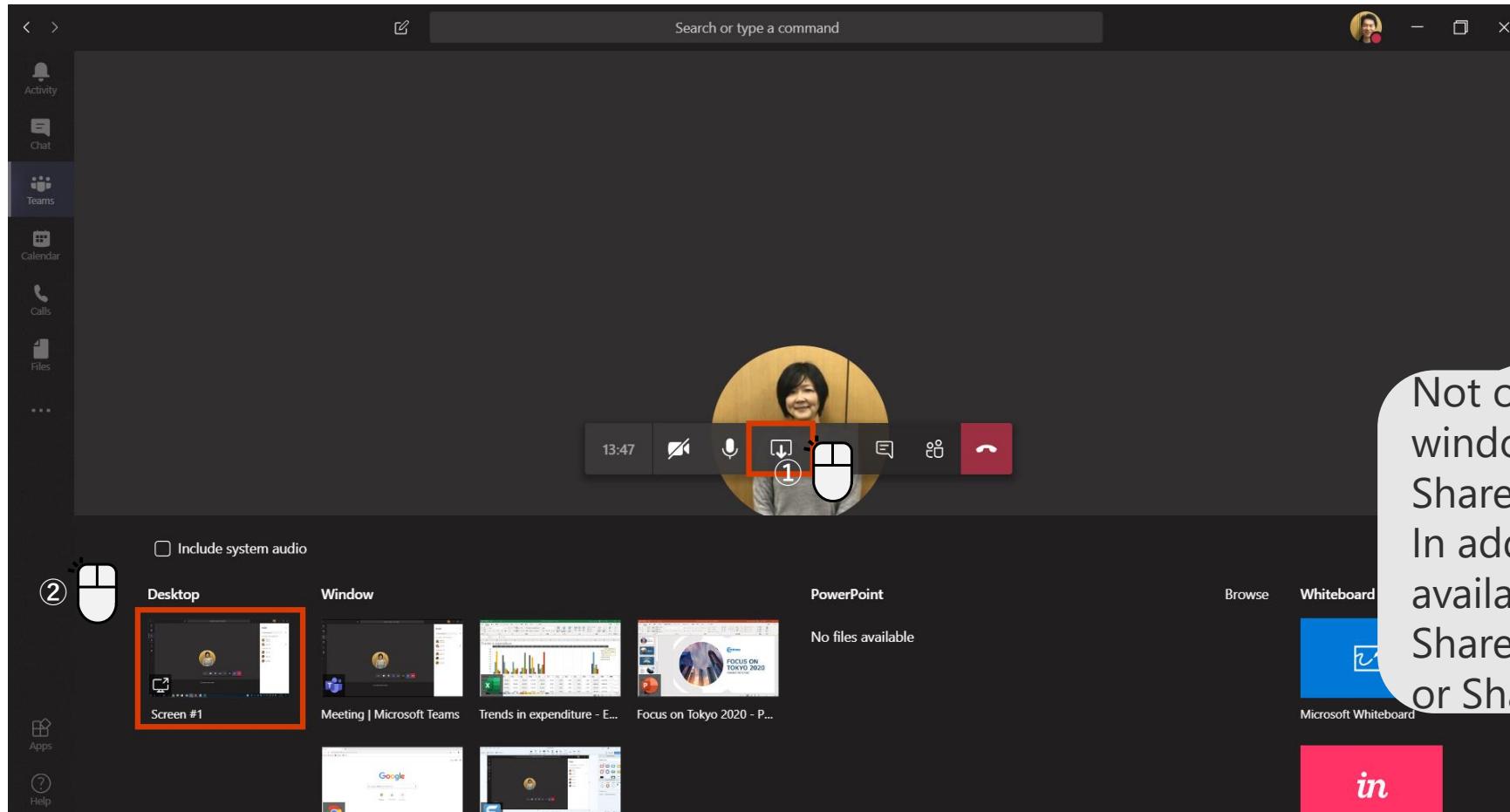
# Check the device settings for the meeting

This can be changed when multiple audio devices are connected.



# Share your screen with meeting participants

As a means of sharing materials during a meeting, there is a function to share the desktop screen itself.

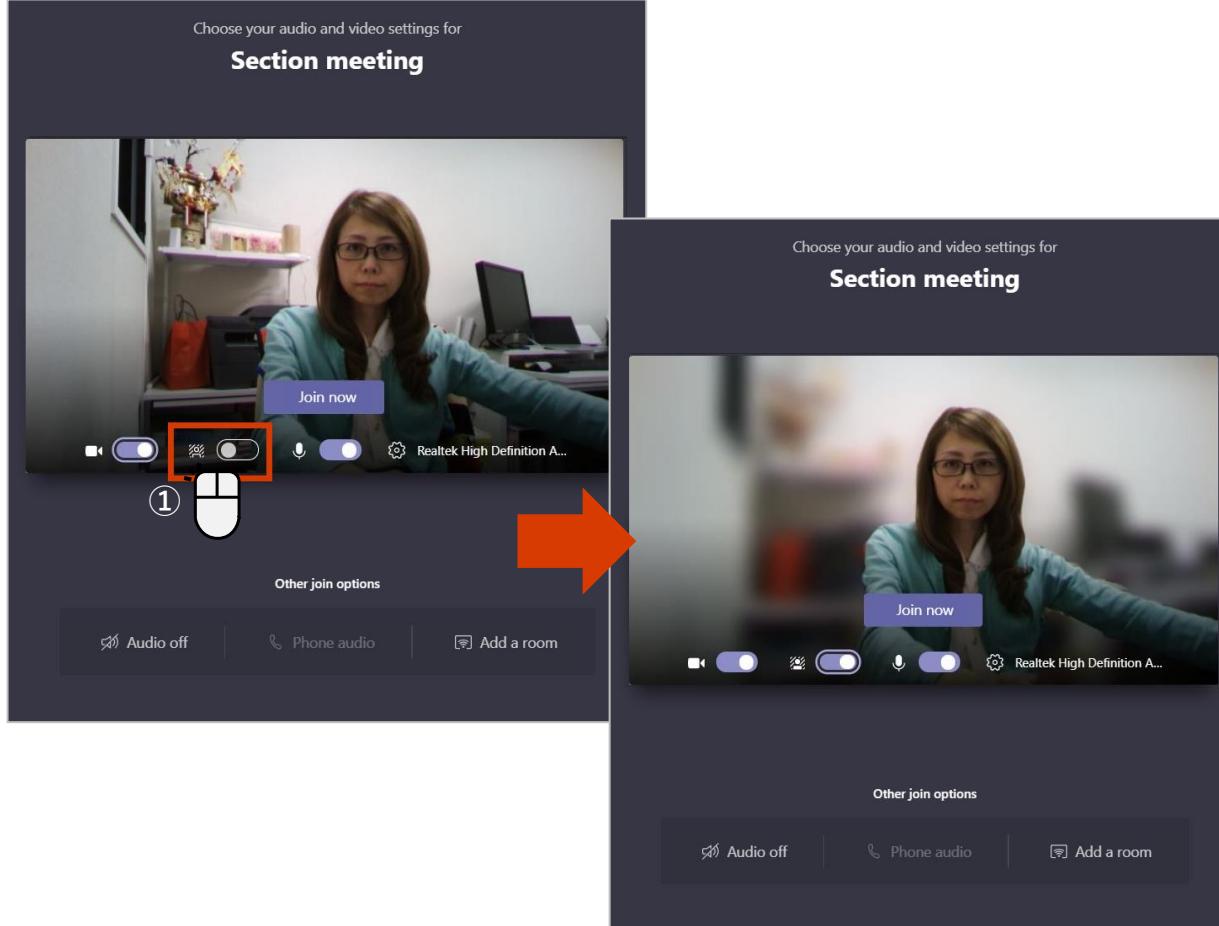


Not only the desktop, but also windows (app screens) or Share PowerPoint.  
In addition, added apps are also available!  
Share Desktop (with System Audio) or Share con

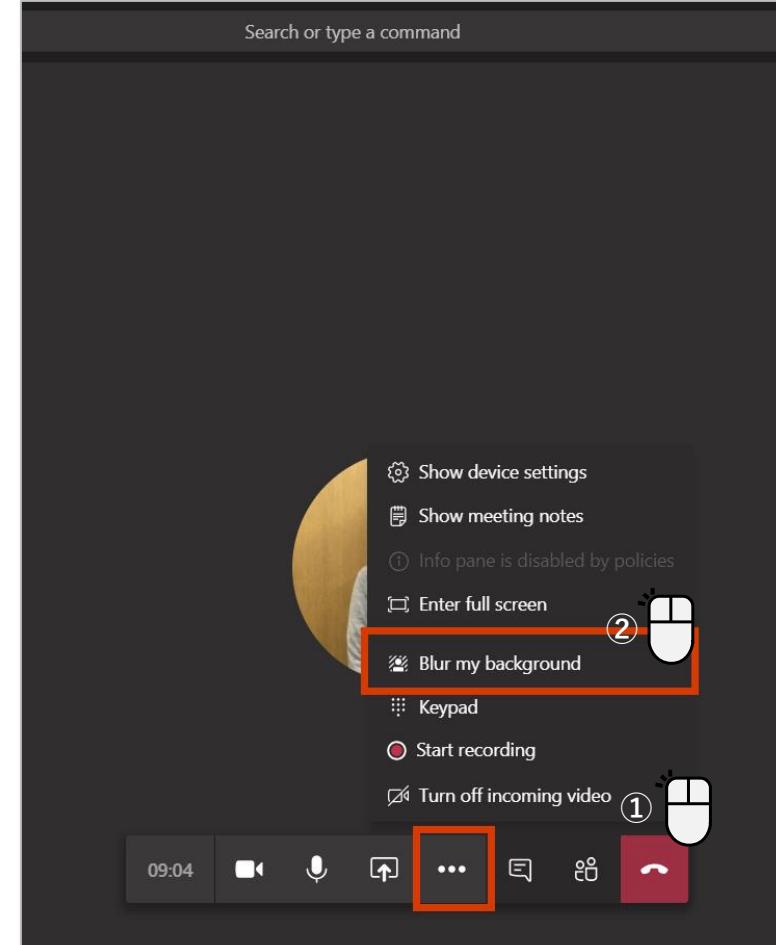
# Blur the background

The background blur function recognizes the human face and blurs the rest of the background.

<Set before joining>

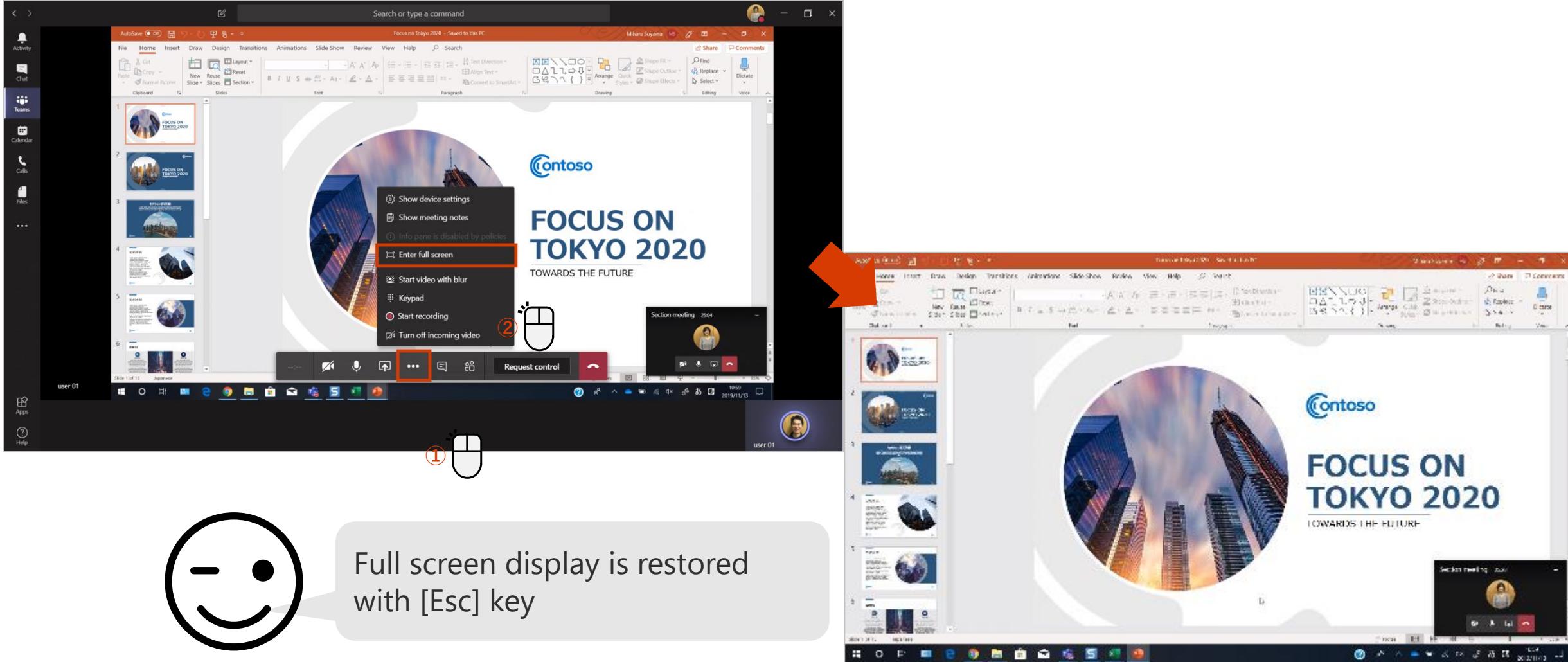


<Set after joining>



# Full screen display

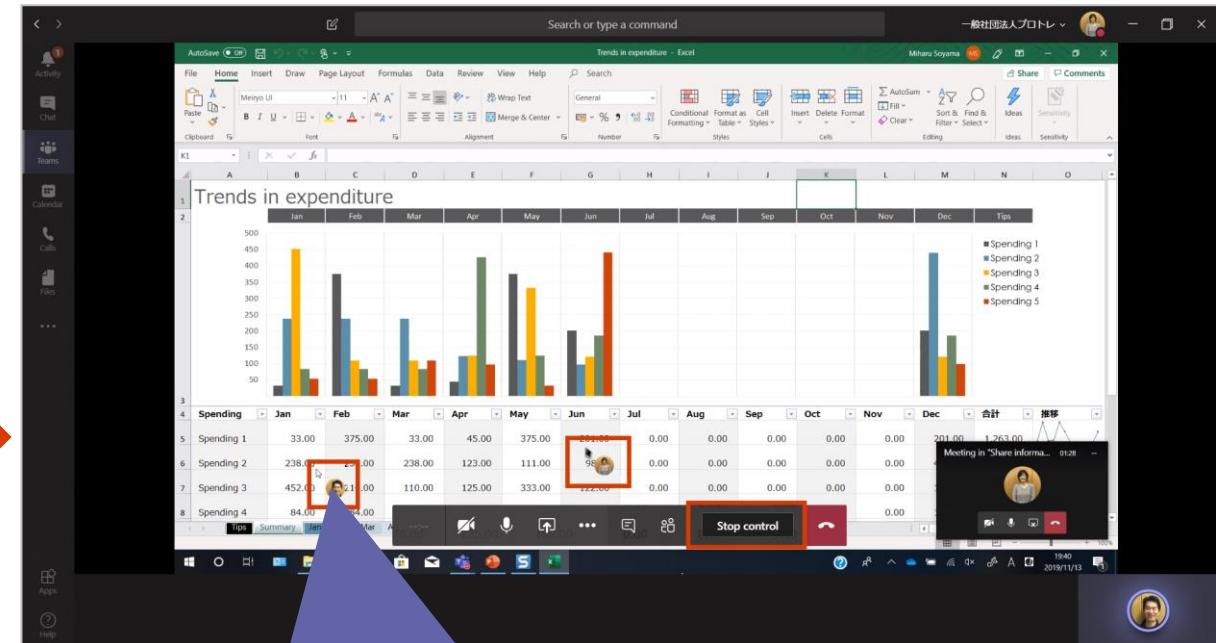
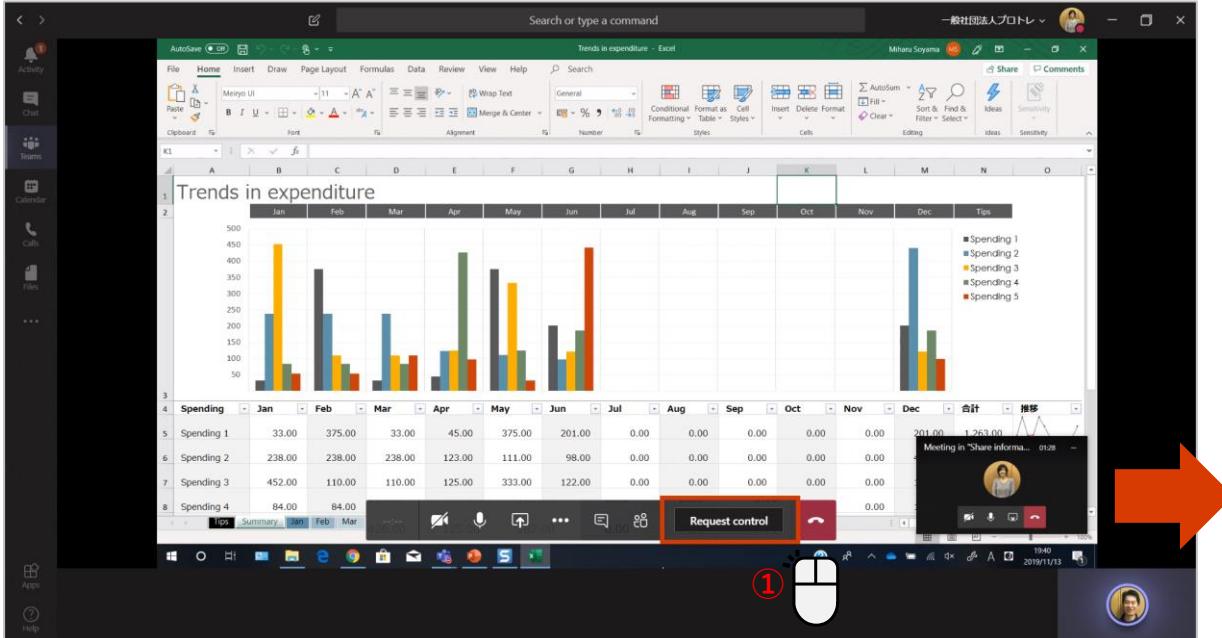
For example, when sharing documents, it is easier to view by using full screen display.



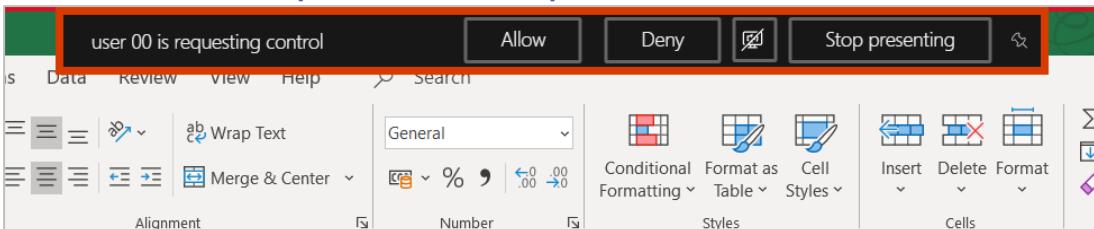
# Have someone interact with your screen 1

[Request Control] allows you to operate the presenter's screen.

<When requesting authority to operate>



<When requested to operate>

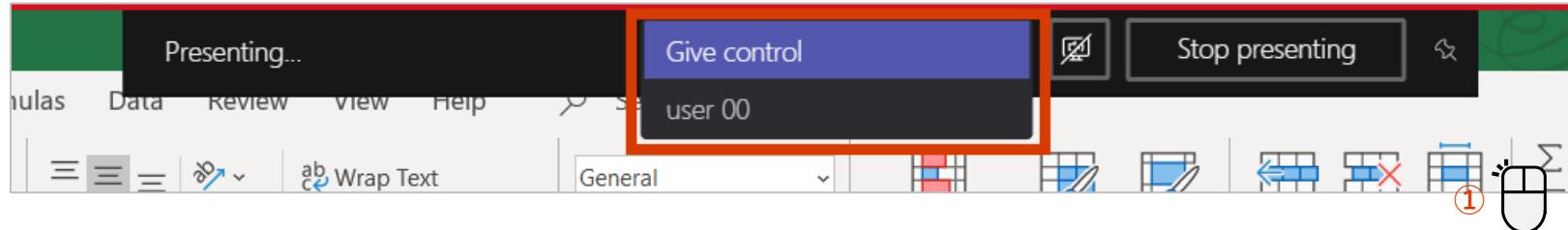


The user icon is displayed on the operating mouse.

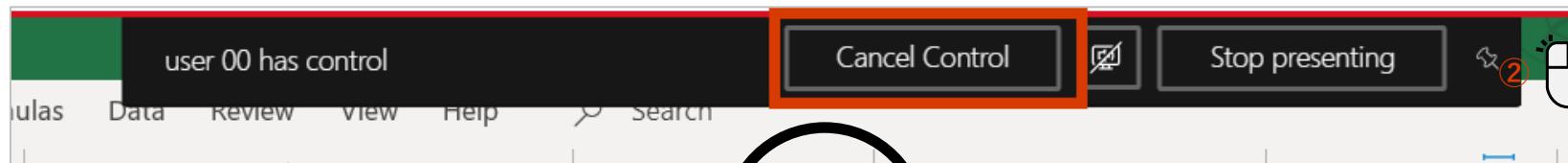
# Have someone interact with your screen 2

The presenter can give control to the participants and operate the displayed screen.

<When passing the authority to operate>



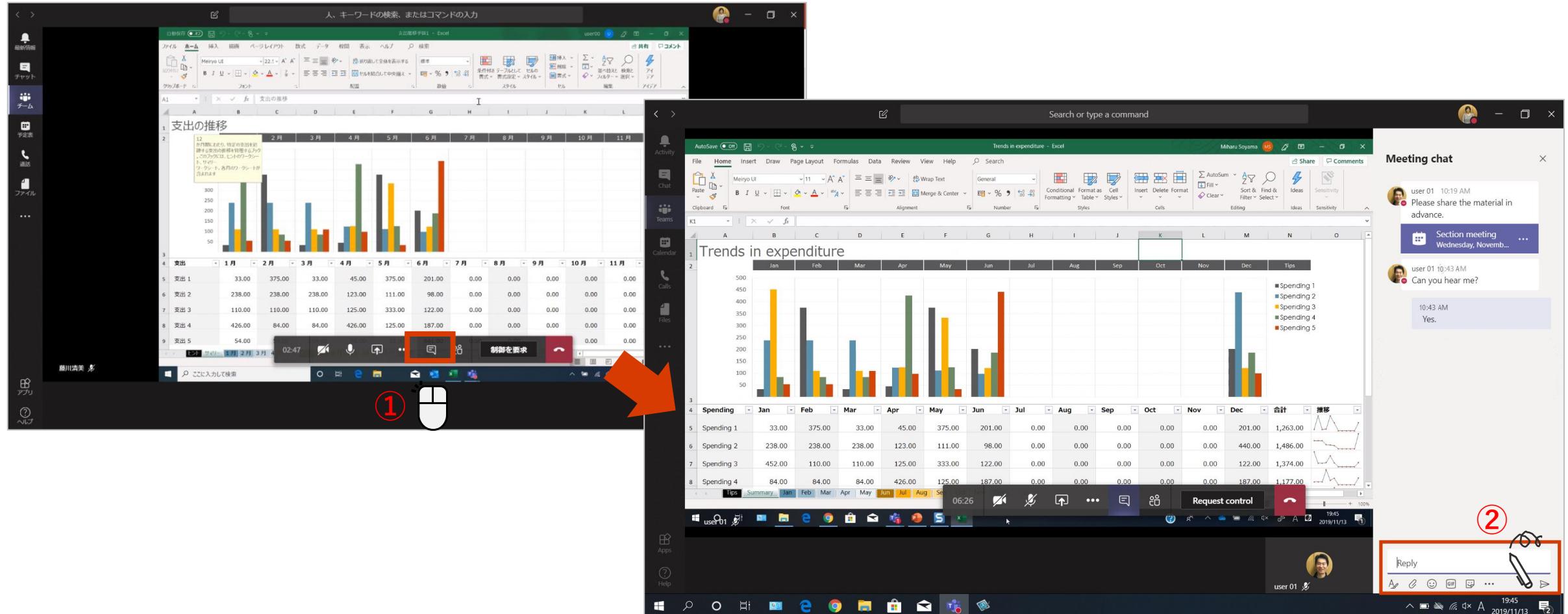
<When regaining authority to operate>



When a user who is sharing a screen. points to the top of the screen, a menu will appear.

# Have a conversation during a meeting

You can check if you're listening to audio or include important information in the chat.



# Create meeting minutes

[Meeting memo] is prepared so that you can take notes during the meeting.

A screenshot of Microsoft Excel showing a bar chart titled "Trends in expenditure". The chart displays spending over several months. A context menu is open at the bottom center of the screen, with the option "Show meeting notes" highlighted. A red circle with the number 1 points to the mouse cursor on the menu. A red circle with the number 2 points to the "Show meeting notes" option in the menu.



Meeting notes are displayed in tabs so everyone on the team can see them.

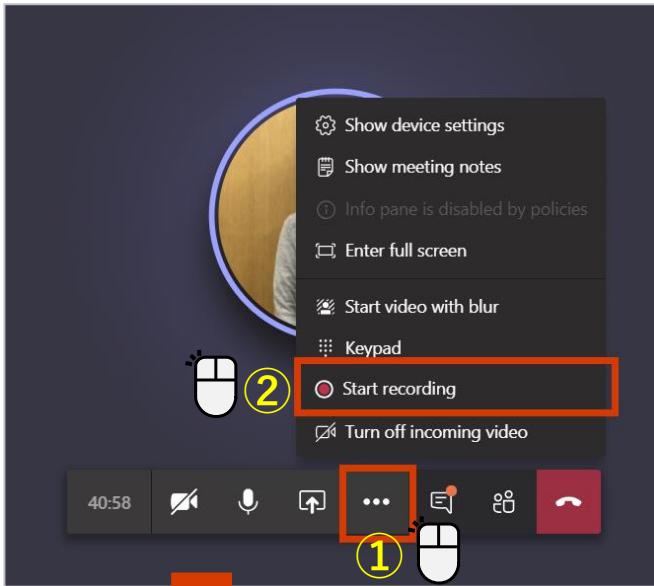
The image shows three screenshots of the Microsoft Teams meeting notes interface:

- Screenshot 1:** Shows the "Meeting notes" tab in the Microsoft Teams interface. A red arrow points from the previous Excel screenshot here.
- Screenshot 2:** Shows a note being taken. A red box highlights the text "Capture meeting objectives, important notes or action items". A red circle with the number 4 points to the pencil icon used for writing.
- Screenshot 3:** Shows the resulting "11/13 meeting memo" which contains the captured notes.

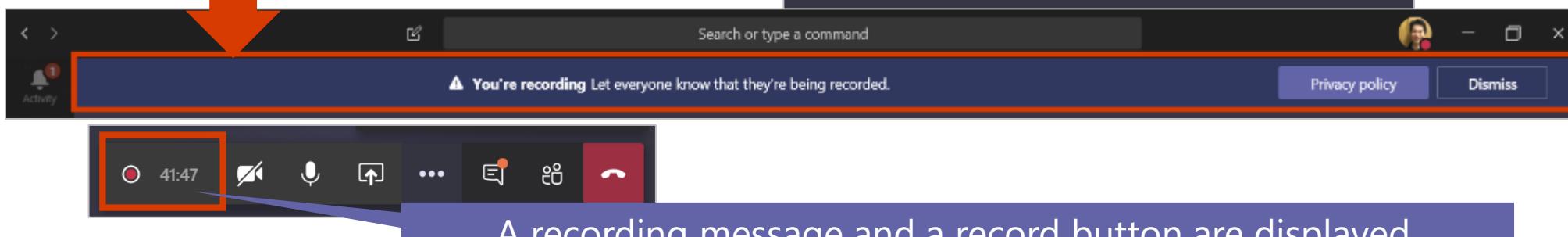
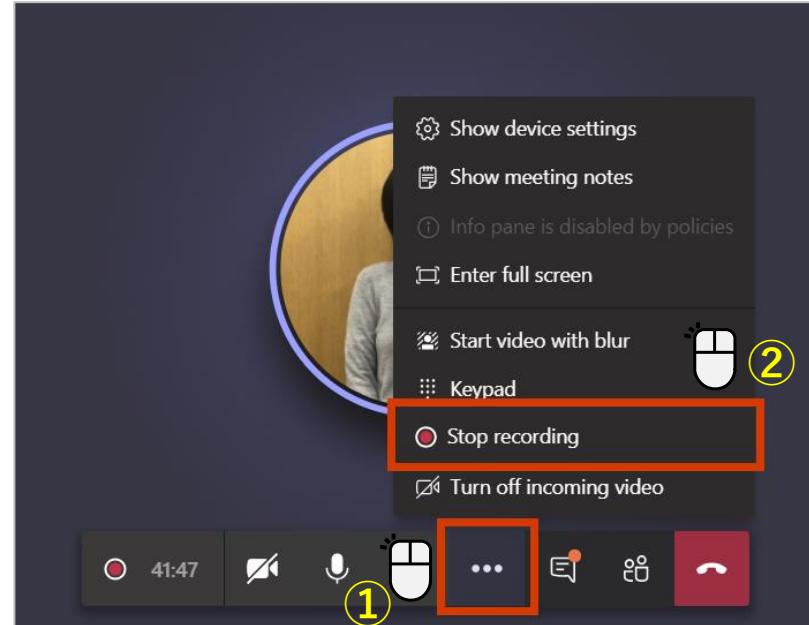
# Record a meeting

You can leave a recording for users who could not join the meeting.

<When recording a meeting>



<To stop recording>

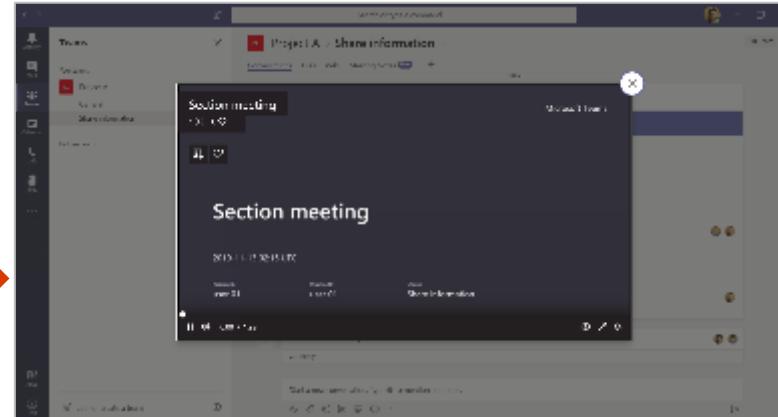
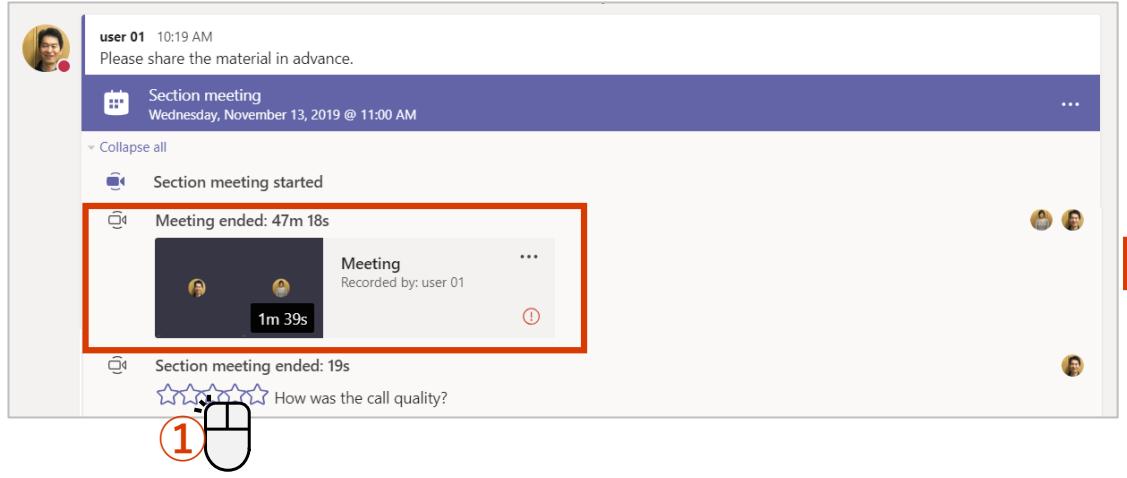


A recording message and a record button are displayed.

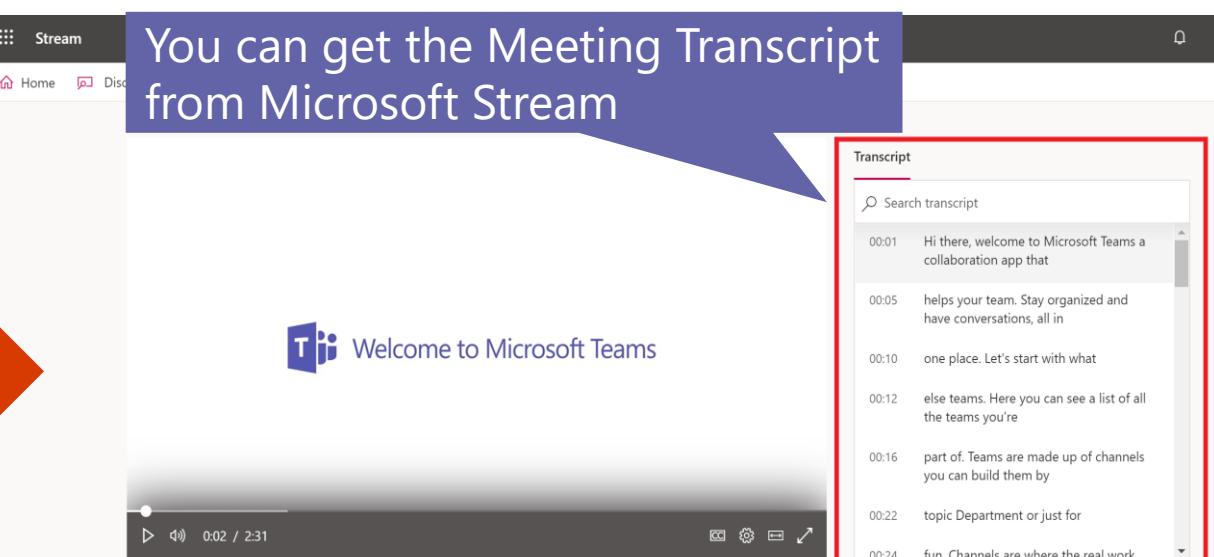
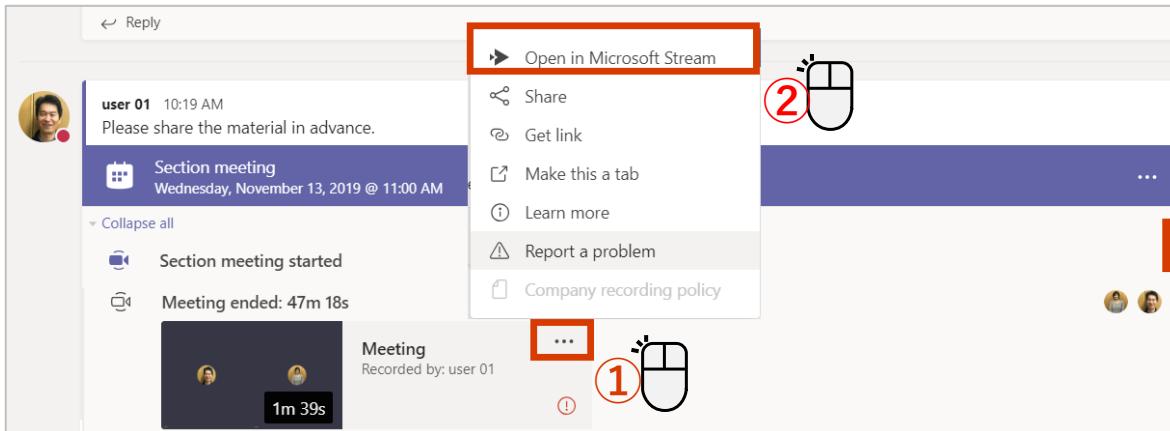
# Watch the recorded meeting

When you record a meeting, it is automatically uploaded to Stream. The recording can be viewed from the channel or if you want the meeting transcript, Open in Microsoft Stream.

## <Watch the recorded meeting on Teams>



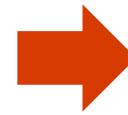
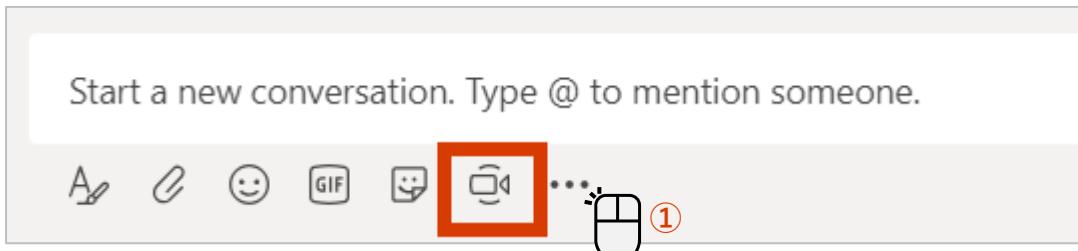
## <Watch the recorded meeting on Stream>



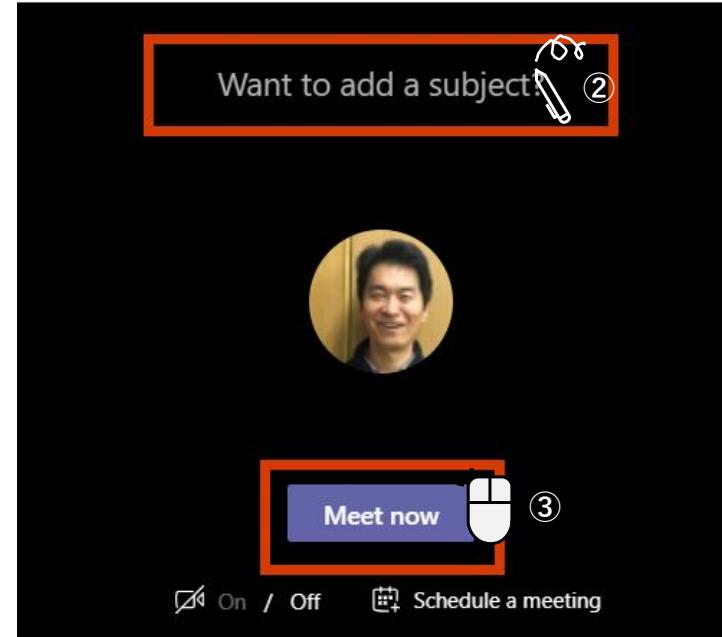
# Start a meeting from a channel

You can start a meeting right away from a channel conversation.

<Start meeting>



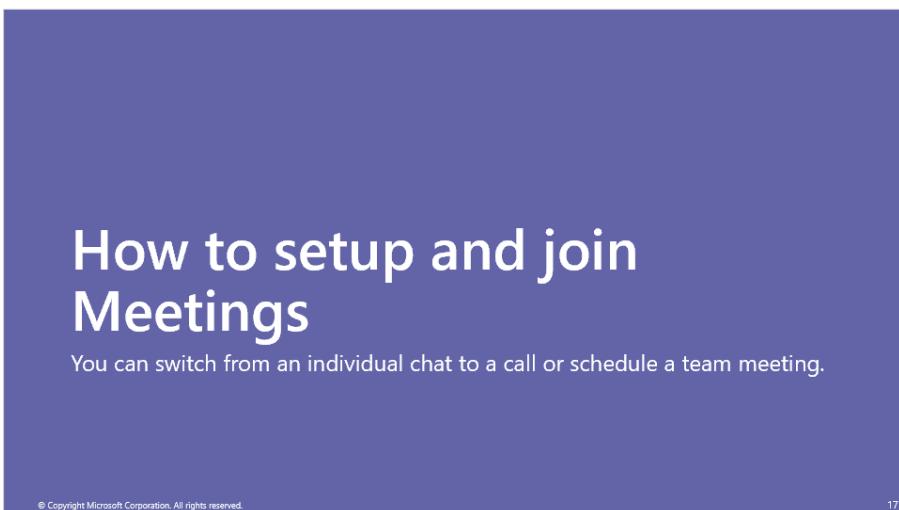
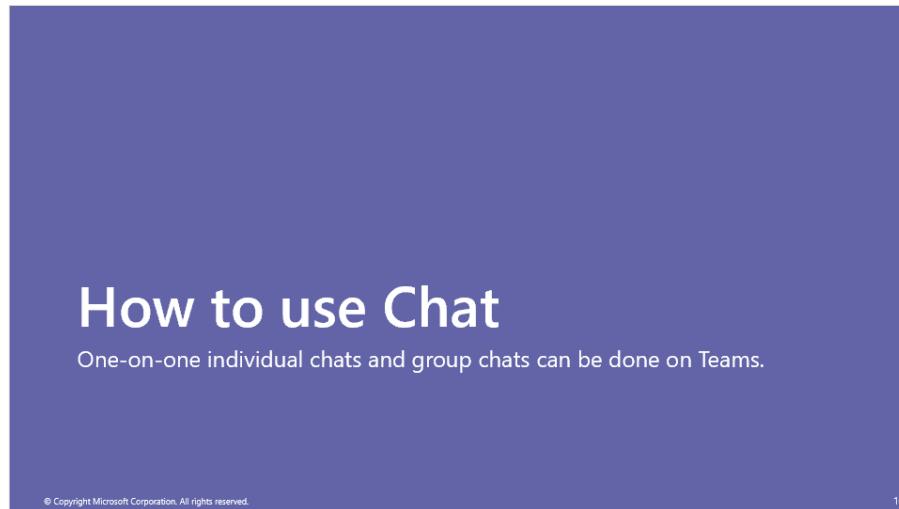
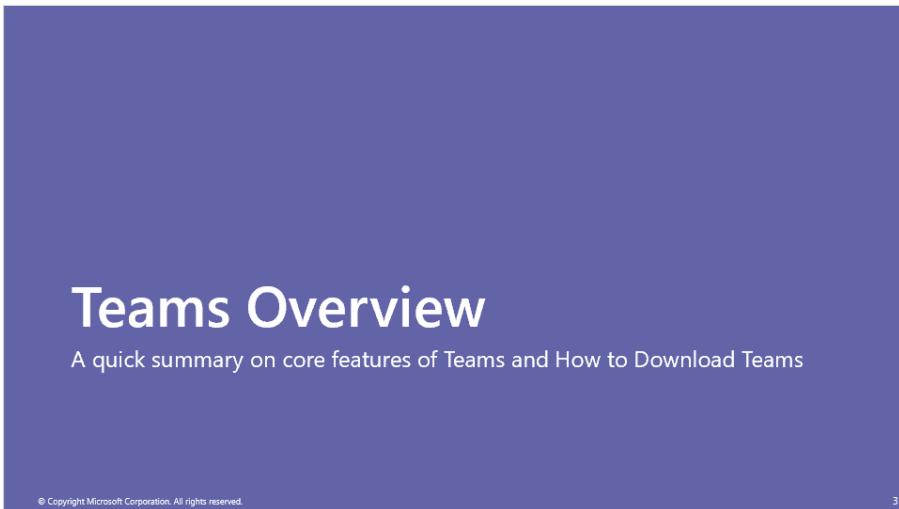
<Join the meeting>



When the meeting is over, the channel is displayed.



# Click on any tile to learn more

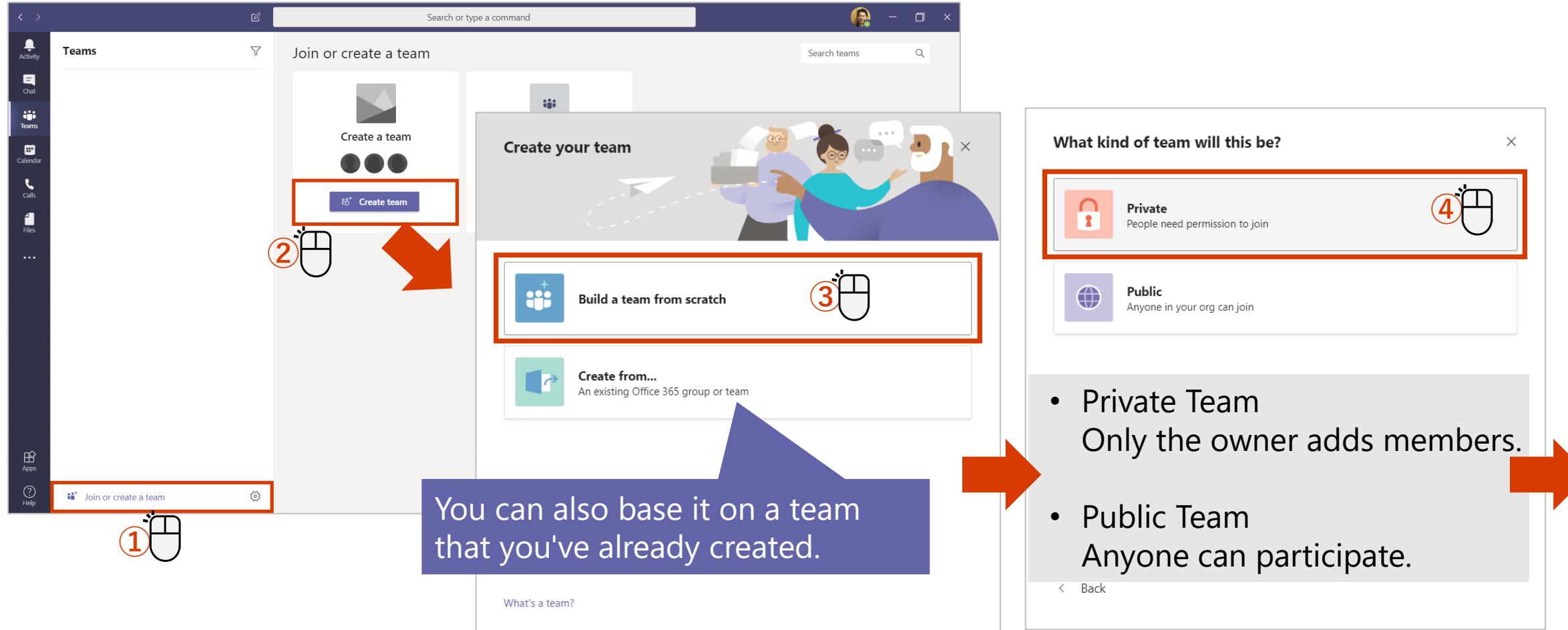


# How to use Teams and Channels

Create a team or channel and start communication to share information with specific members such as projects, departments and sections.

# Create a new team – Step 1

Create a new team, add team members, and create an information sharing workspace.



# Create a new team - Step 2

Some quick details about your private team

Team name

Project A

Description

Let people know what this team is all about

Entering a description is optional

⑤

⑥

Create

Add members to Project A

Start typing a name or group

⑦

Add

Skip

⑧

Close

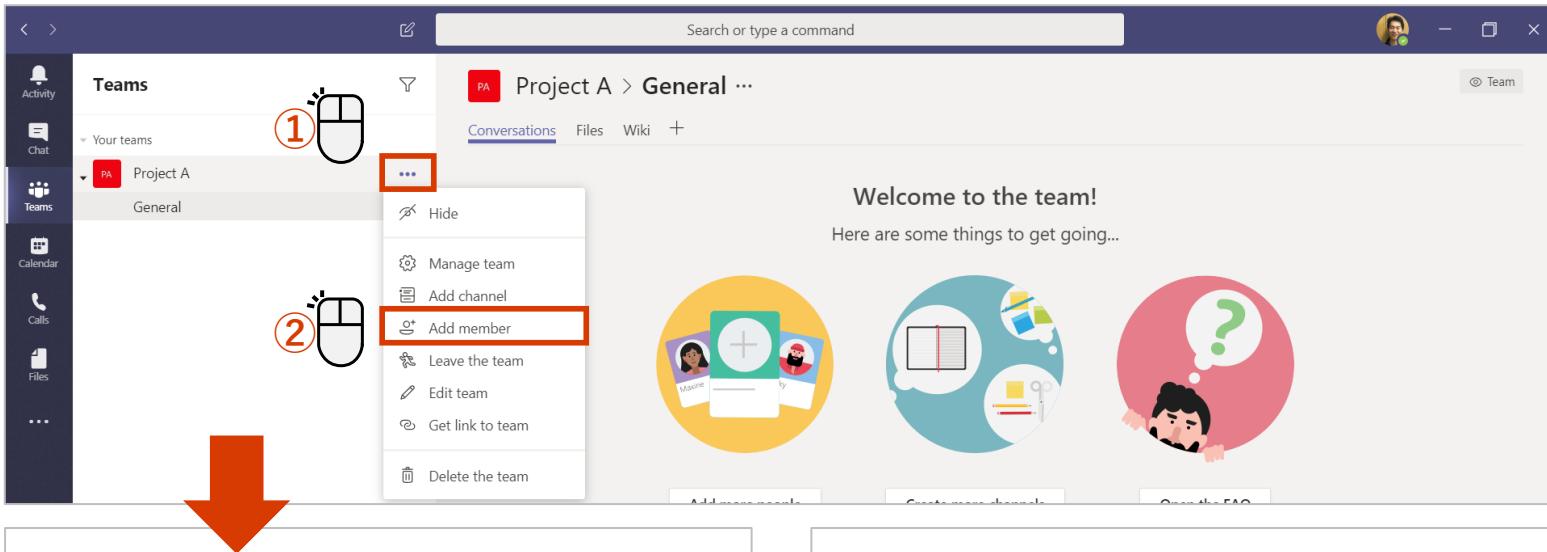
Members can be added later.  
In that case, click Skip.

Share information with team immediately !



# Add members to the team

You can add new users to your team as members.



### Add members to Project A

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

 (3)  

### Add members to Project A

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

 (4)  

### Add members to Project A

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

  
Member (5)  


Only users with owner authority can do this.

# Add members using a code – Step 1

For private teams, only the owner can add users, but the code allows users to join the team directly regardless of private or public.

<Issuing code> ✖Only owner can operate

The screenshot illustrates the steps to generate a team code in Microsoft Teams:

- Open the Teams app and select a team (e.g., Project A).
- Click the three-dot menu icon (①) and select "Manage team" (②).
- In the "Settings" tab of the "Project A" team settings, click the "Team code" section (③).
- Click the "Generate" button (④) to create a team code.
- The generated code is displayed: **9zp3h2v**. You can copy it by clicking the "Copy" button (⑤) or use the "Full Screen" feature to share it directly.

**You can distribute the issued code or show the code to the participants using "Full Screen Display" to join the team.**

Share this code so people can join the team directly - you won't get join requests

**9zp3h2v**

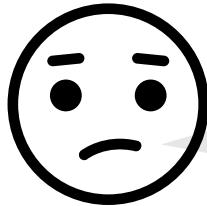
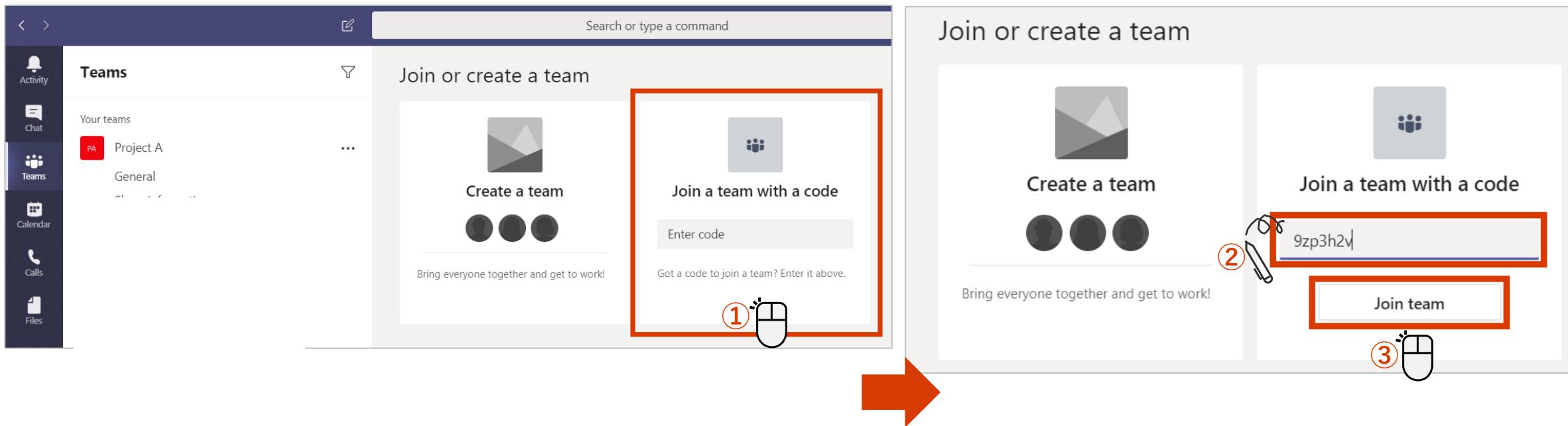
Full screen Reset Remove Copy

Note: Guests won't be able to join with a team code

# Add members using a code – Step 2

For private teams, only the owner can add users, but the code allows users to join the team directly regardless of private or public.

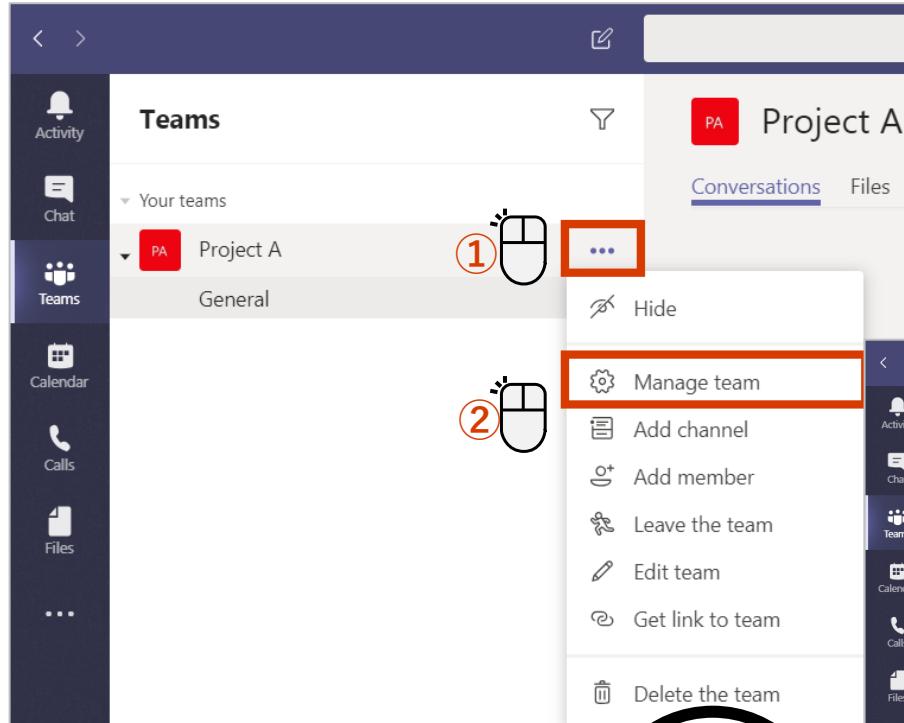
<Join by code>



Anyone who knows the code can participate,  
Be careful with handling!!

# Remove member from Team

Remove users who have left or moved from the project.



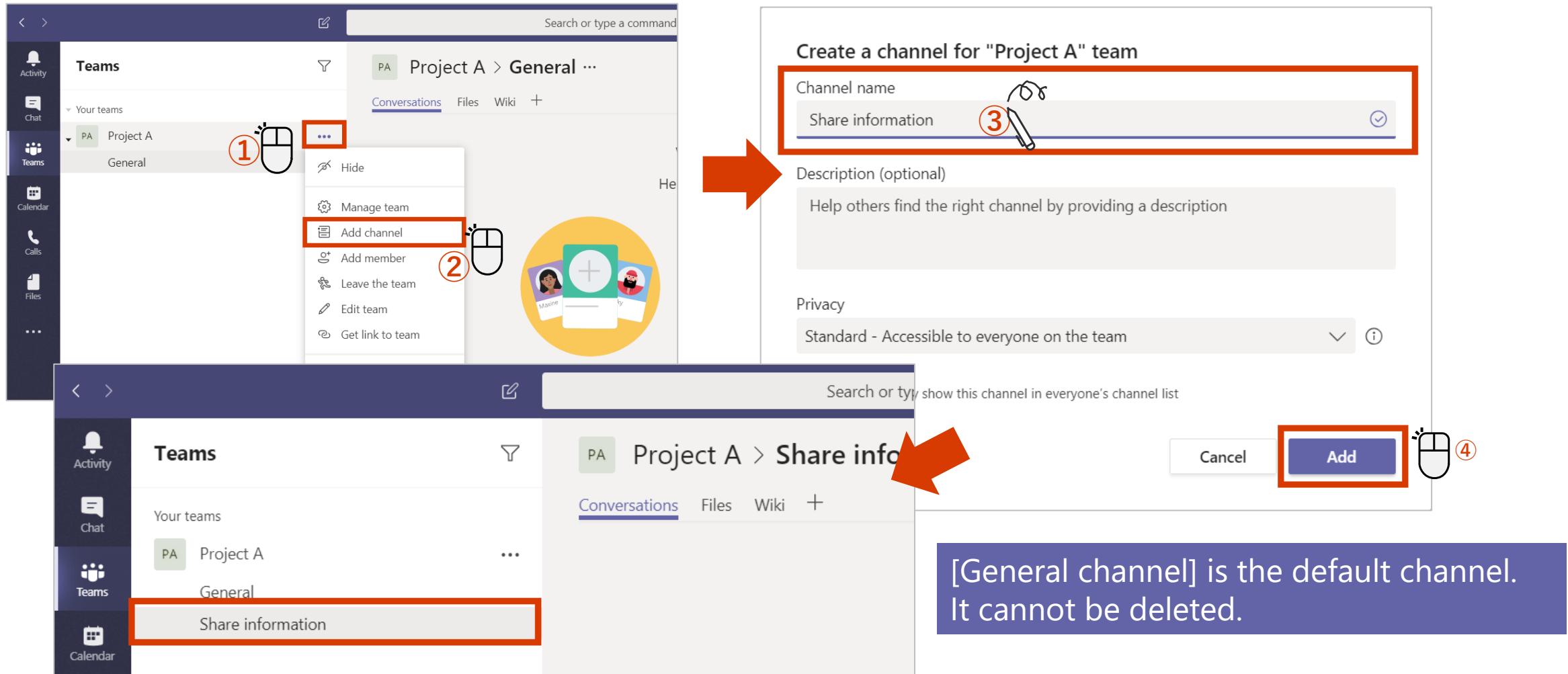
A user with owner authority  
can delete a member.

You cannot delete a user with owner authority.  
If you want to delete the user, change to member authority  
and delete it.  
✖ See "Changing member roles".

The screenshot shows the 'Members' page for 'Project A'. At the top, there is a search bar and a 'Team' button. Below it, tabs for 'Members', 'Pending Requests', 'Channels', 'Settings', 'Analytics', and 'Apps' are visible. The 'Members' tab is selected, showing a table with columns for 'Name', 'Title', 'Location', and 'Role'. The table has two sections: 'Owners (1)' and 'Members and guests (4)'. The 'Owners' section contains one entry for 'user 01' with 'Owner' role. The 'Members and guests' section contains four entries: 'user 04' (Member), 'user 00' (Member), 'user 02' (Member), and 'user 03' (Member). To the right of the table, there is a 'Add member' button. A context menu is open over the 'user 04' entry, with a red box and red circle 3 highlighting the 'X' icon next to the 'Member' role dropdown, indicating that changing the role to 'Owner' would allow deletion.

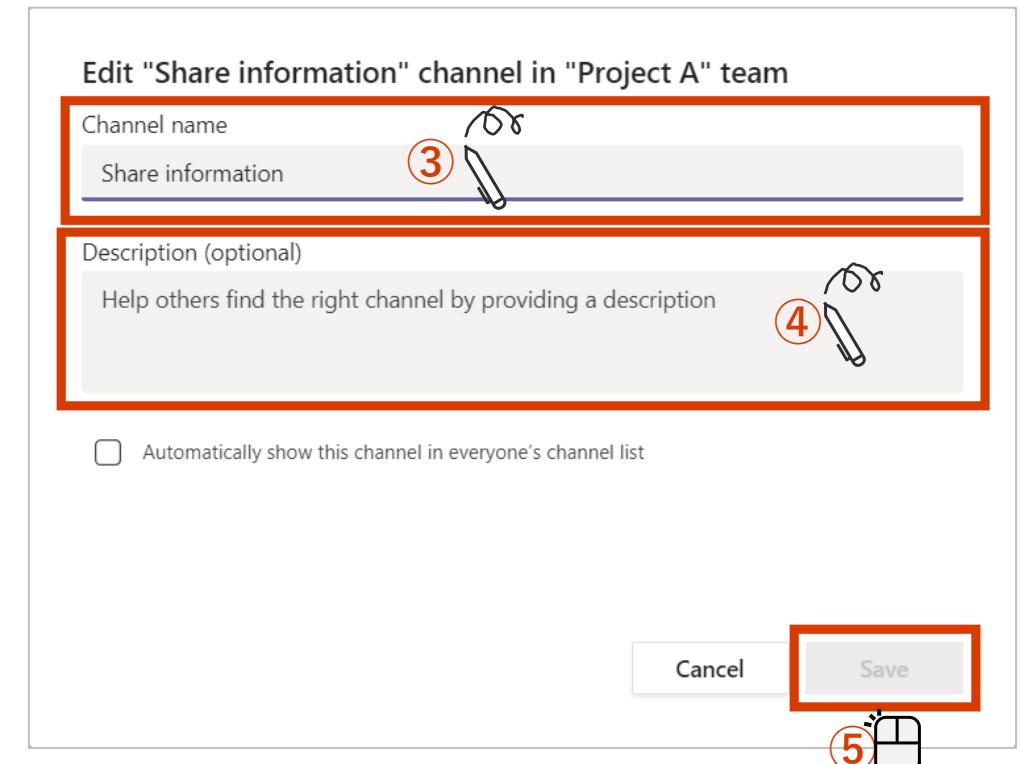
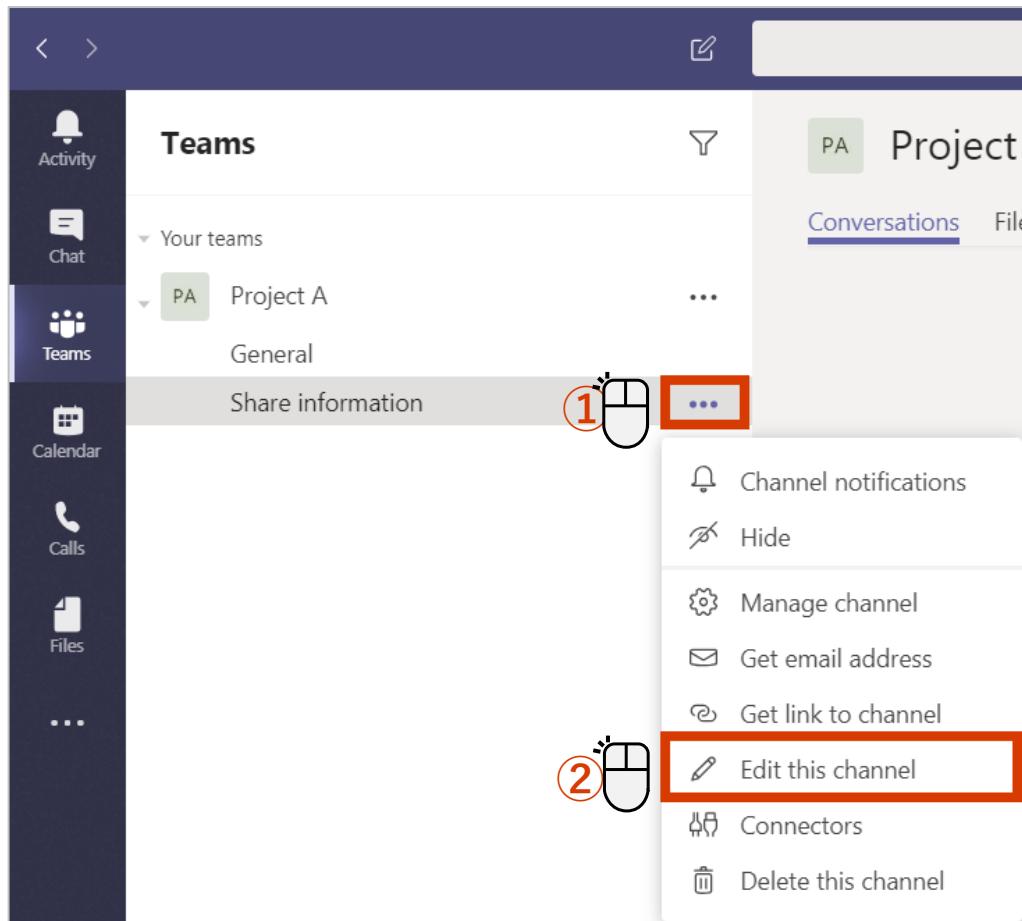
# Create a channel

You can create multiple channels as a place to discuss specific topics, projects, etc. and have a deeper conversation.



# Edit a channel

After you create a channel, you can edit the channel name and description.

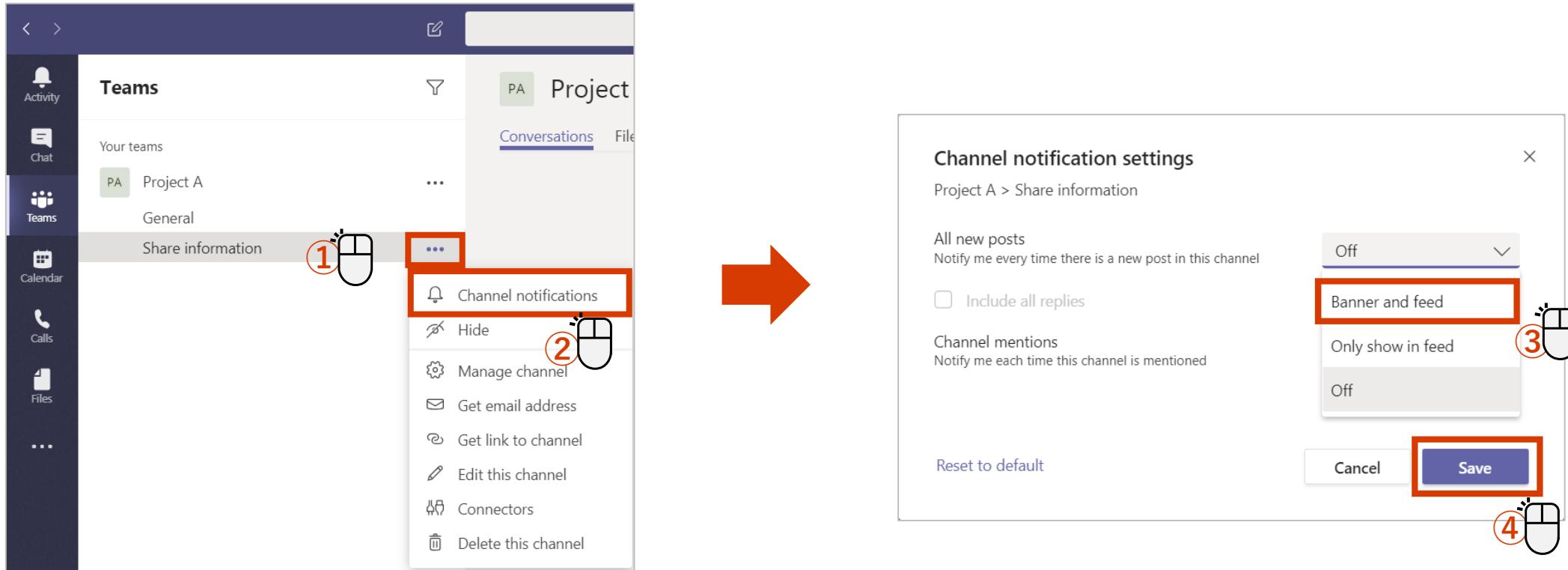


The general channel is "Default Channel"  
so you can't edit it.



# Set notifications for each channel

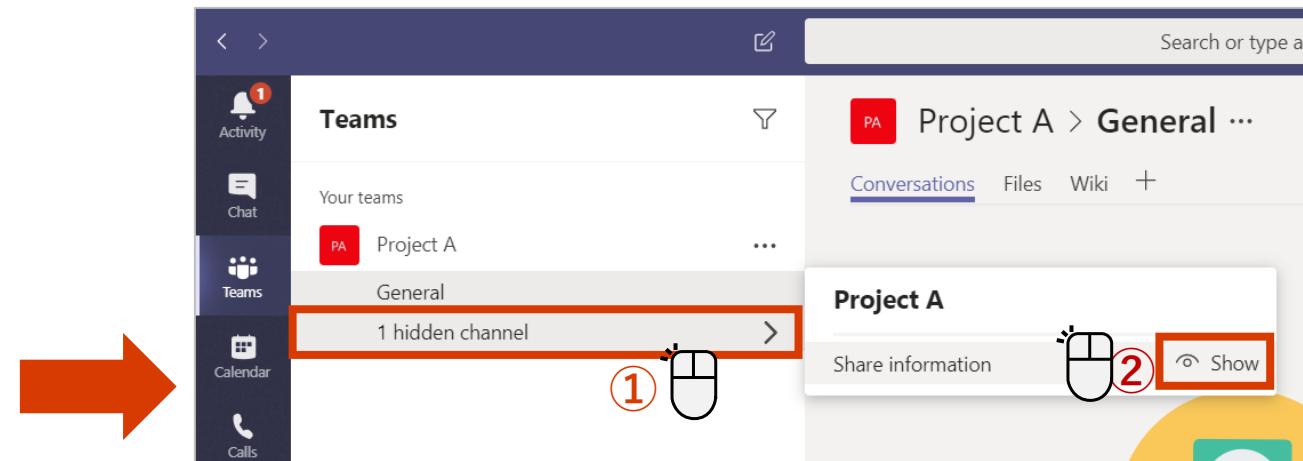
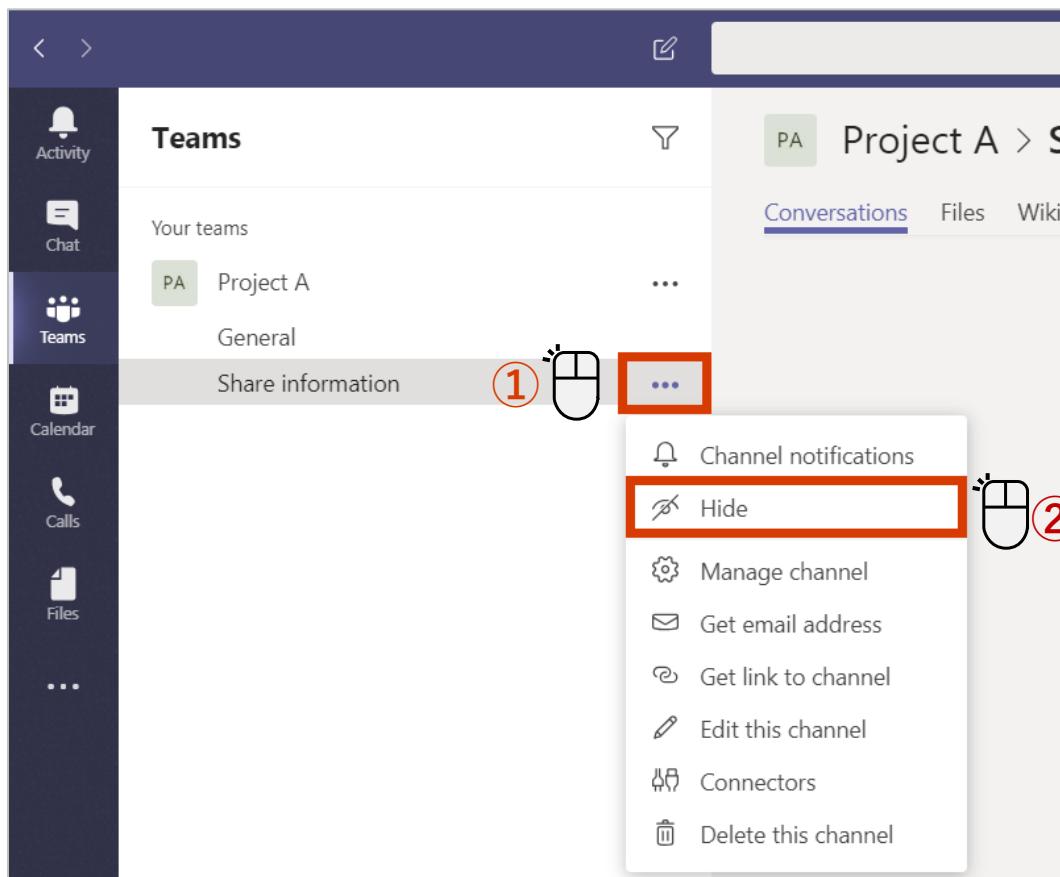
You can choose to be notified when a message is posted to a channel.



# Show / hide channel

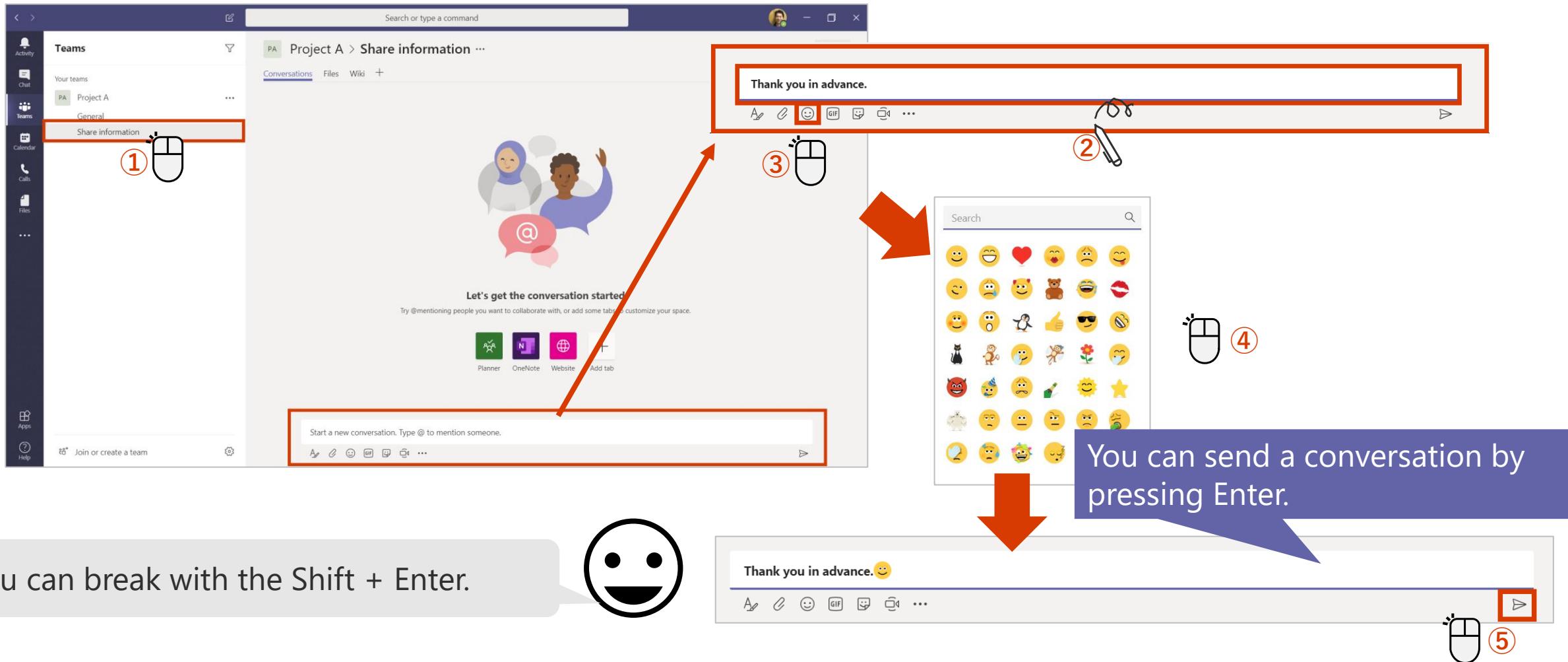
By showing frequently used channels and hiding less frequently used channels, you can perform work more efficiently.

<Switch from channel show to hide>



# Post a message

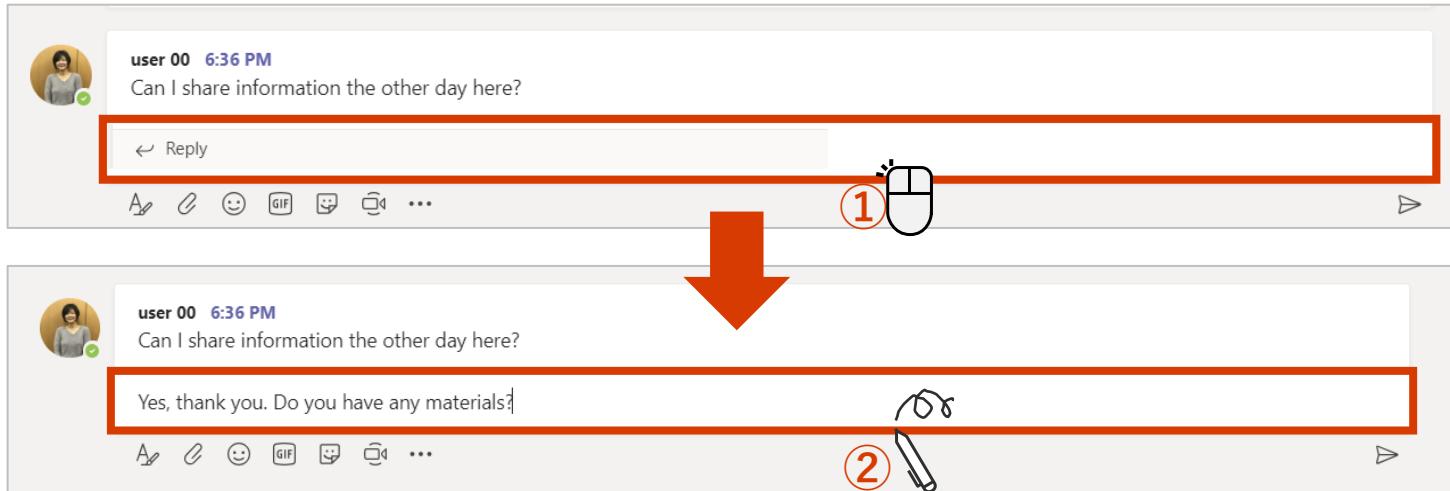
In addition to text, Emoticons, Giphy and Stickers are available.



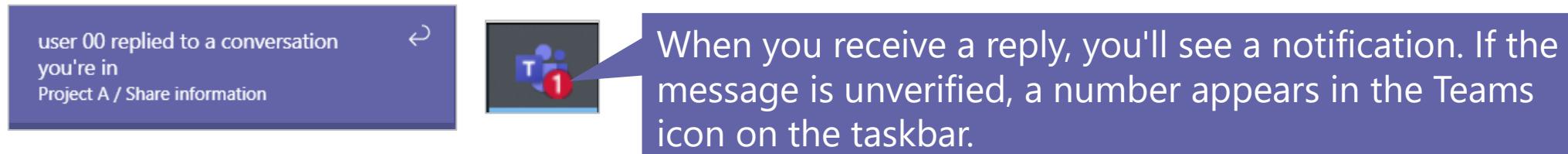
# Reply to message

Use the "Reply" field to reply to a message. When you reply, they'll be notified.

<If you want to reply.>

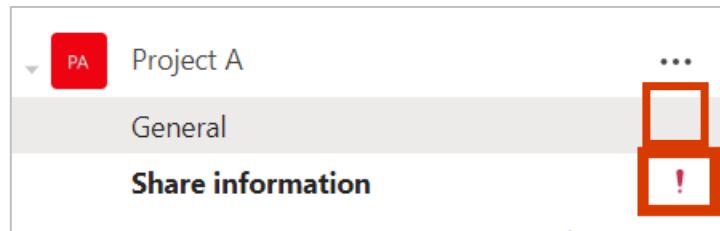
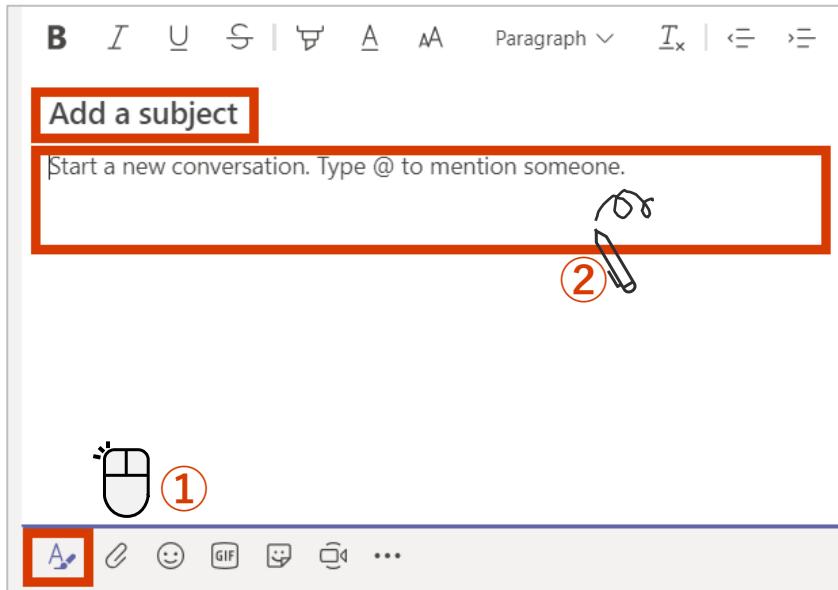


<If you receive a reply.>

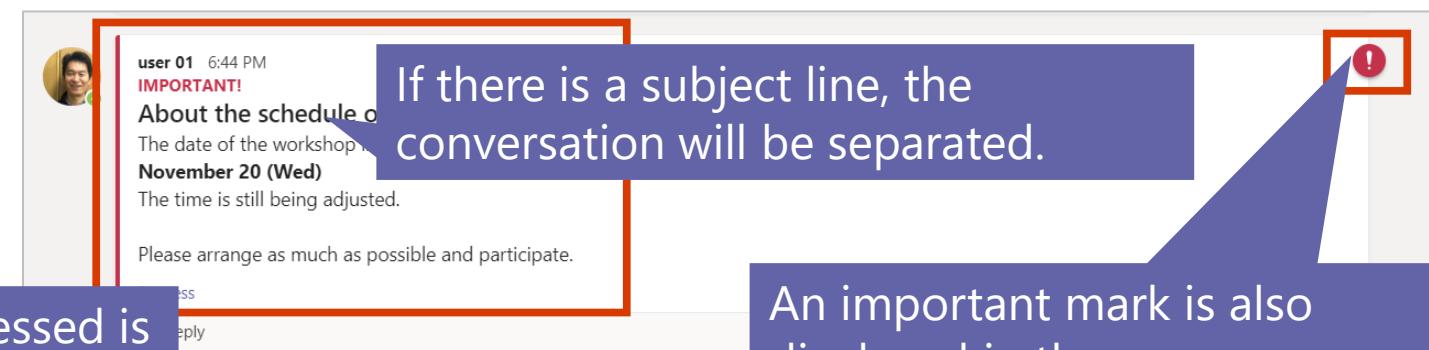
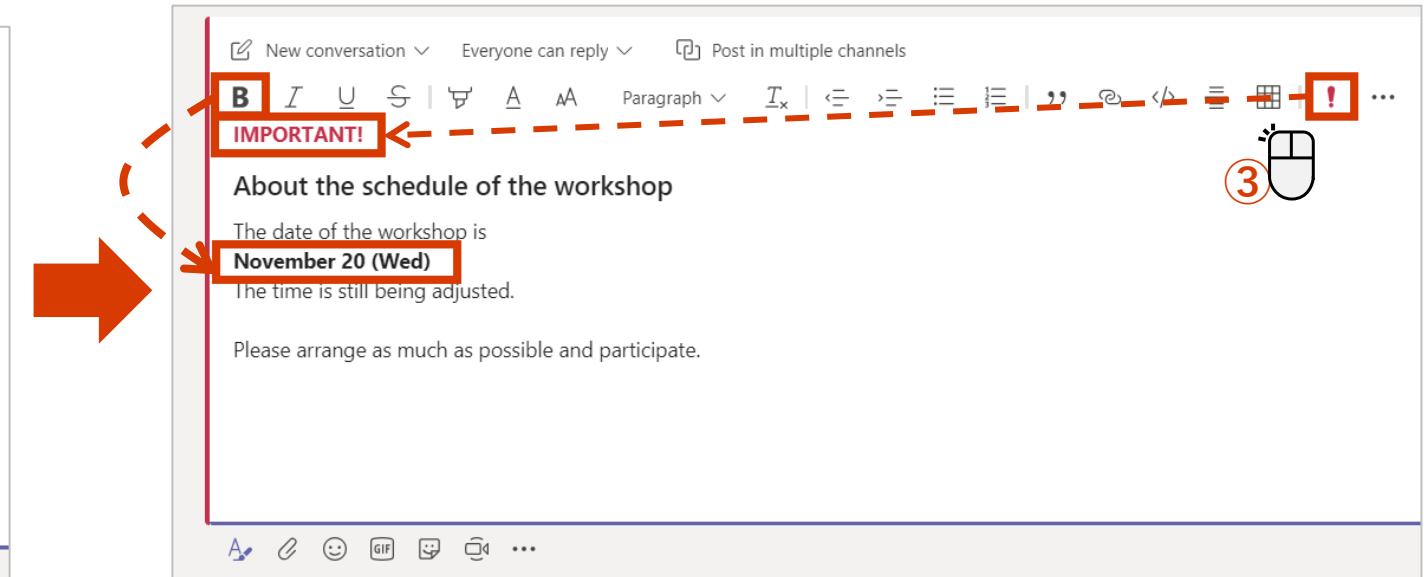


# Format text to post

Adding a subject line not only makes it easier to distinguish between conversations, but also allows you to set a format to emphasize the text.



If a message with an important button pressed is unread, [!] is displayed to the right of the channel.



# Attach a file

Within the team, you can share files as well as conversations.

The image illustrates the process of attaching a file in Microsoft Teams:

- Step 1:** A user starts a new conversation. The message bar includes standard icons for text, emoji, GIFs, and video.
- Step 2:** The user clicks the paperclip icon (①) to open the file attachment menu. This menu lists "Recent", "Browse Teams and Channels", "OneDrive", and "Upload from my computer".
- Step 3:** The user selects "Upload from my computer" (②). A red box highlights this option, and a callout bubble states: "You can also attach files from teams, channels, and OneDrive."
- Step 4:** The user uploads a file named "Report.docx" (③). The file is shown in the message list along with a "Send" button.
- Step 5:** The user sends the message, resulting in a visible message from "user 01" at 4:14 PM containing the attached "Report.docx" file.

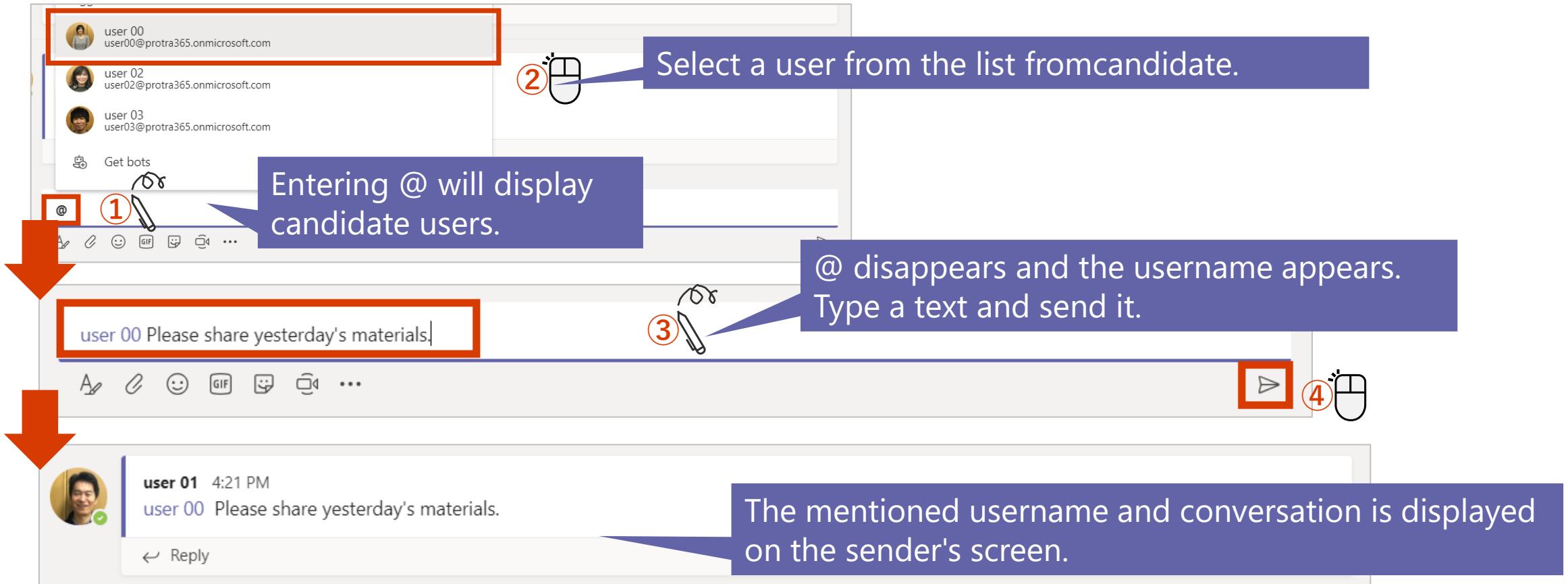
**Final Message Content:**

If you don't click the "Send" button, it will not be shared with team members, so be sure to send it!!  
You can also send text together.

# Set up mentions 1

This function sends a notification to a specific user.

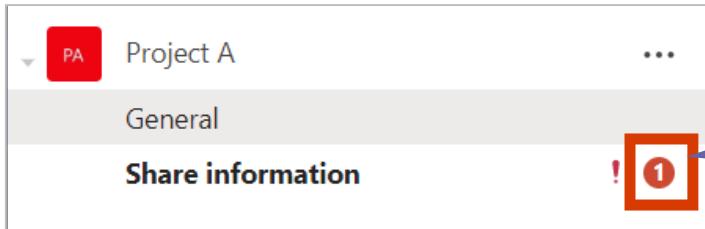
<When mentioning>



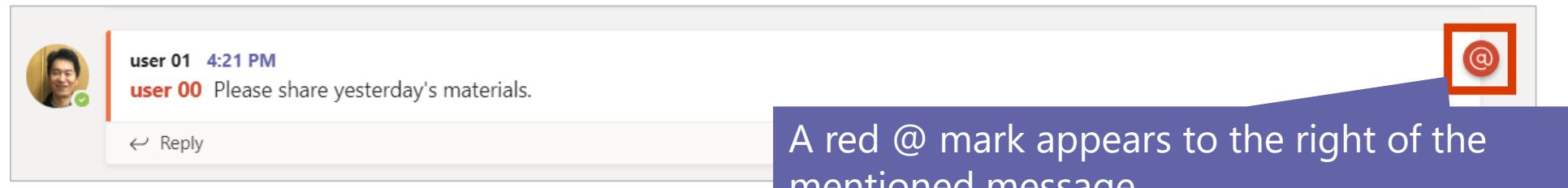
# Set up mentions 2

This function sends a notification to a specific user.

<When mentioned>



You'll see a notification when you're mentioned. If the mentioned message is unread, a number appears on the right side of the channel.



A red @ mark appears to the right of the mentioned message.

< Examples of other mentions >

Example of input	Work
@[Team name], @team	A notification is sent to all members of the team that you enter after @
@[Channel name], @channel	Notifications are sent to team members who have favorited the channel entered after @

# Search for messages

You can search from a large amount of information using keywords.

The screenshot shows the Microsoft Teams search interface. At the top, there is a search bar with the word "materials". Below the search bar, a message list displays two messages from users 01 and 02. A red arrow points from the text "You can filter using the Message, Participant, and File tabs." to the message list. Another red arrow points from the text "Enter the keyword you want to search." to the search bar. A third red arrow points from the text "Click the filter button. You can filter by subject, date, team, etc." to the filter panel on the right. The filter panel is highlighted with a red border and contains fields for Subject, Date, Team, Channel, From, and checkboxes for My @mentions and Has attachment. Buttons for Filter and Clear are at the bottom of the panel.

You can filter using the Message, Participant, and File tabs.

Enter the keyword you want to search.

Click the filter button.  
You can filter by subject, date, team, etc.

# Click on any tile to learn more

