Microsoft Teams
Quick Start Guide

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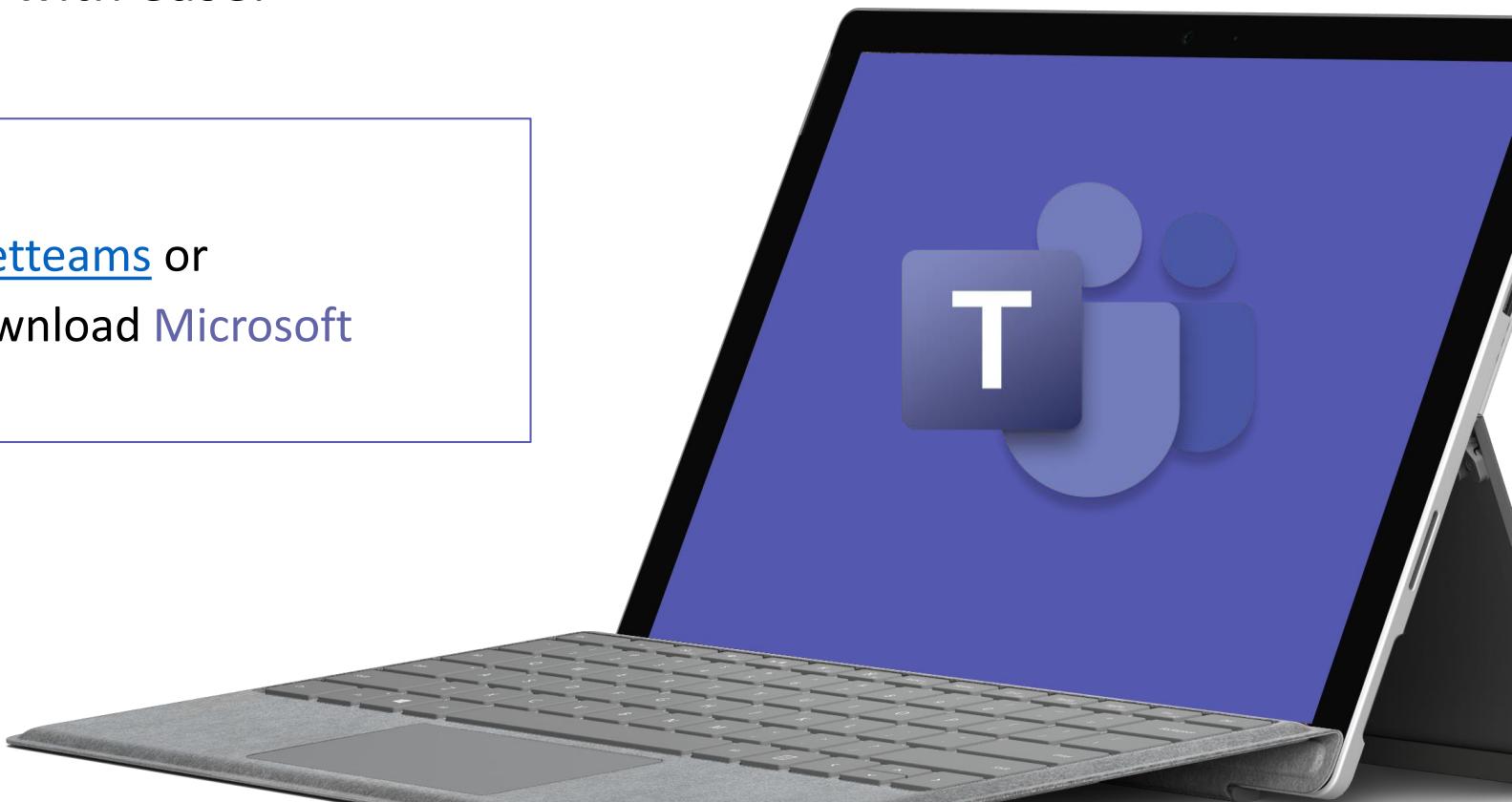
Microsoft Teams

Your Hub for Teamwork in Office 365

Chat, video conferencing, and voice calls are combined allowing you to work remotely with ease.
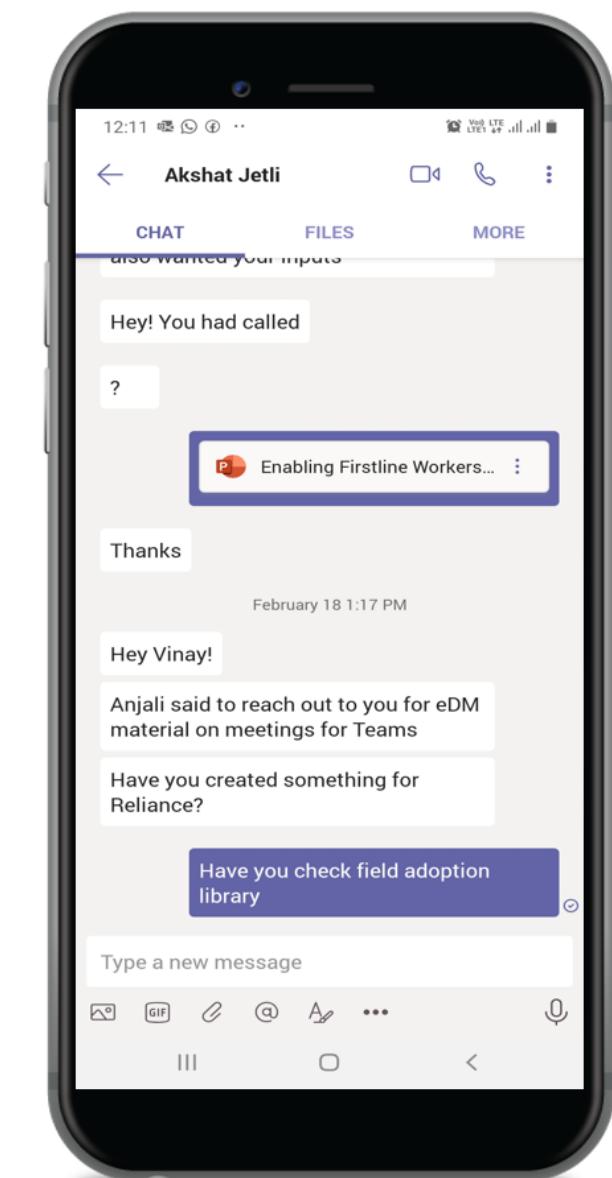
Download Teams –
- ✓ Via Browser - https://aka.ms/getteams or
- ✓ Via iOS/Android App store - Download Microsoft Teams

Participate in 1:1 or Group Chat

# Join or Schedule Meetings from any device

Collaboration in Teams

Teams access from any where, any device

Desktop

Windows 7+

OS X 10.10+
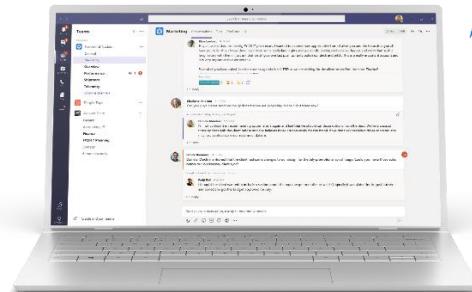
Mobile

iPad

iPhone

Android

Web
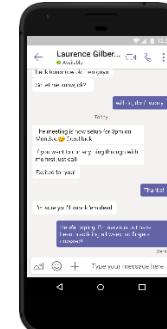
Edge RS2+
Edge Chromium

Google Chrome
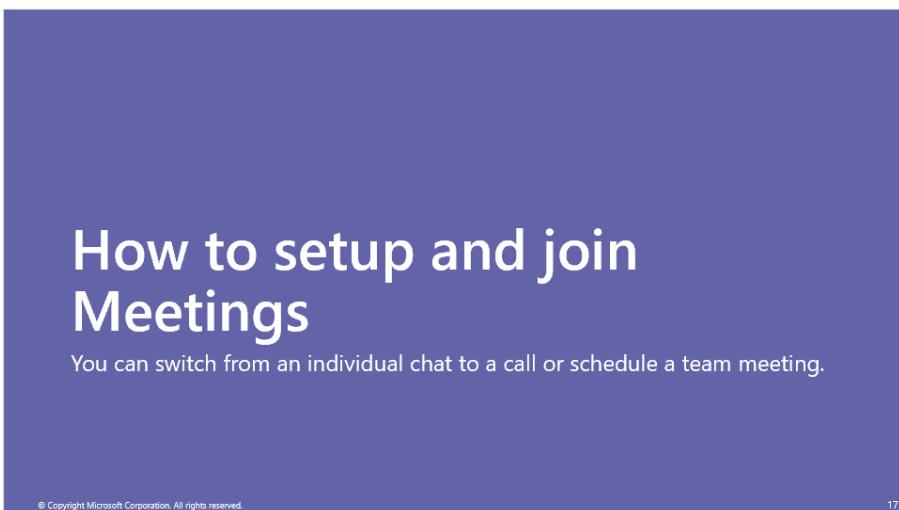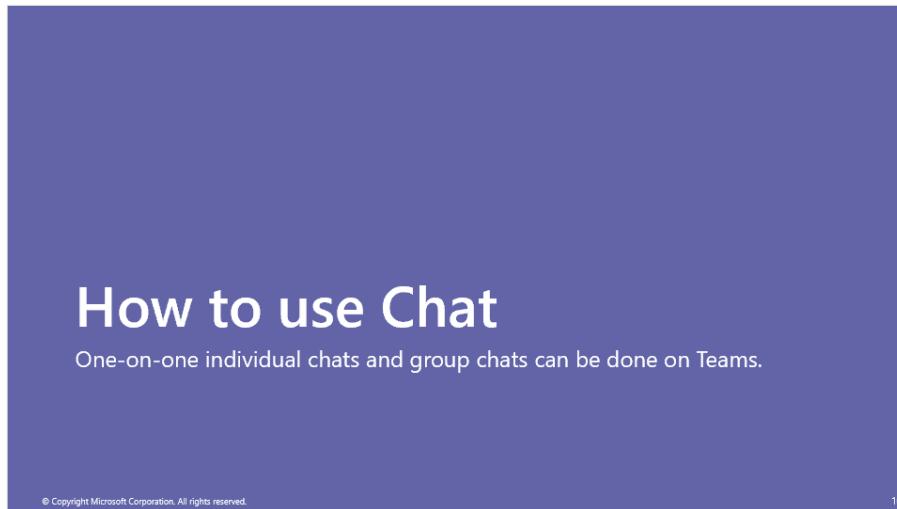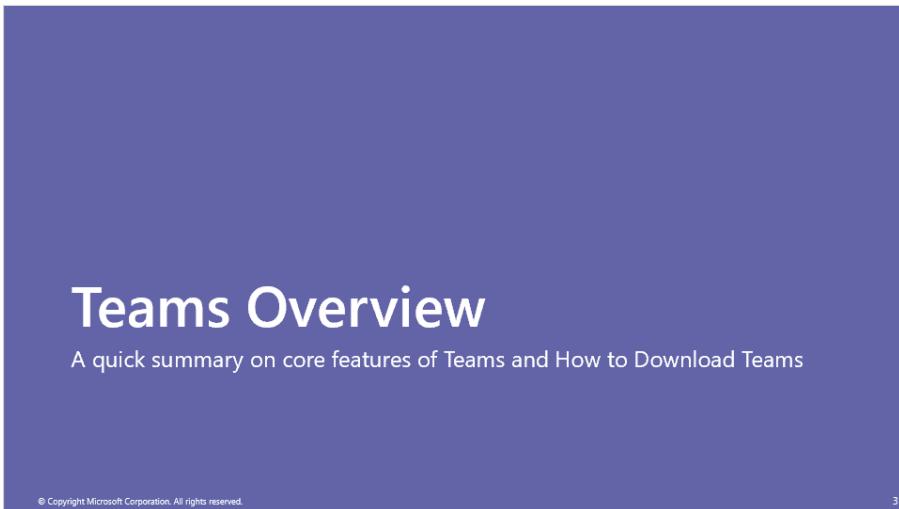
Linux DEB 64-bit

Linux RPM 64-bit

Click on any tile to learn more

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How to use Chat

One-on-one individual chats and group chats can be done on Teams.
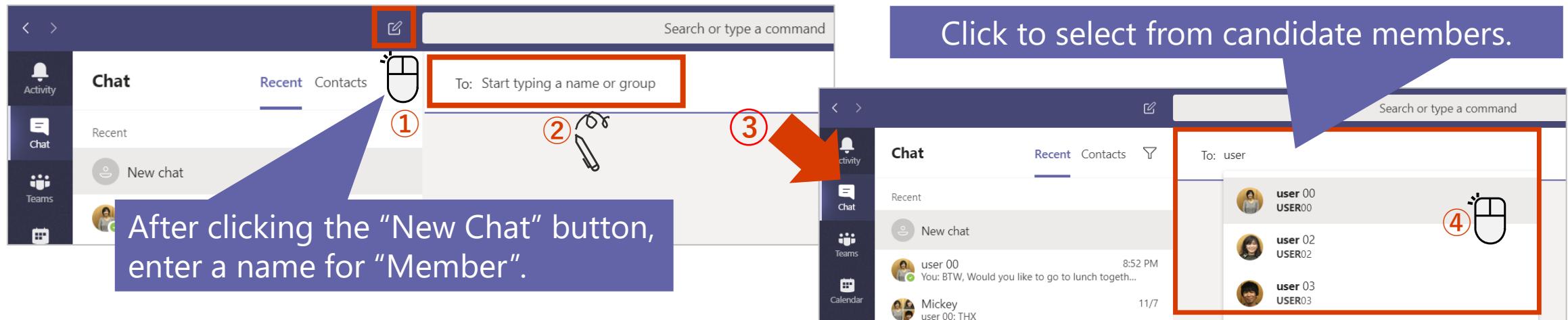
Start a 1:1 Chat

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

\<To chat with someone who has chatted recently\>

Click on the list of users to chat with.

\<To start a **New Chat**\>

Click to select from candidate members.

After clicking the "New Chat" button, enter a name for "Member".
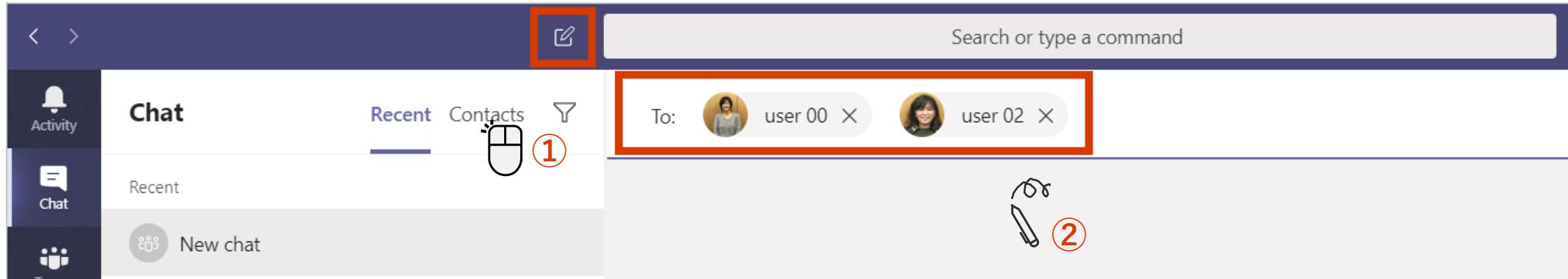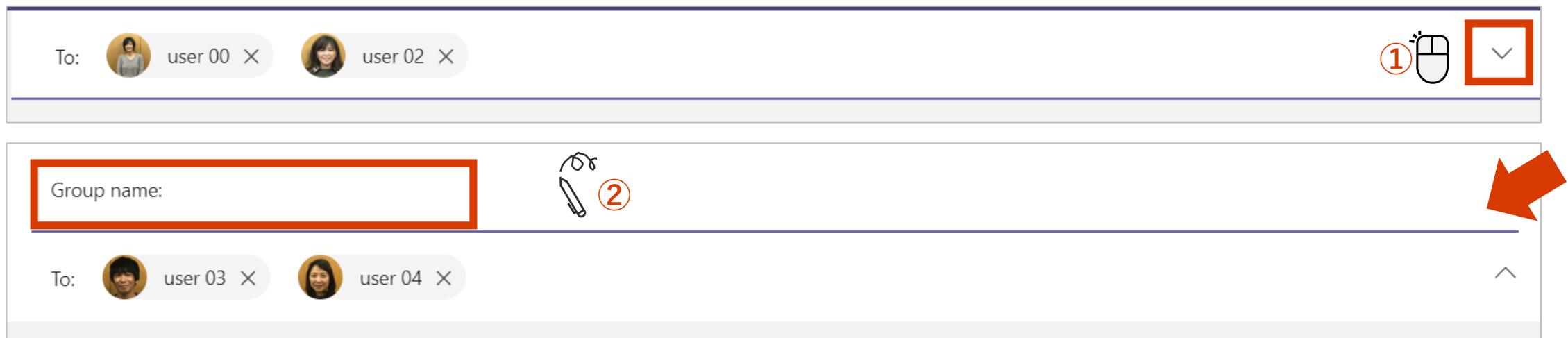
Start a Group Chat

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

Create a Group Chat
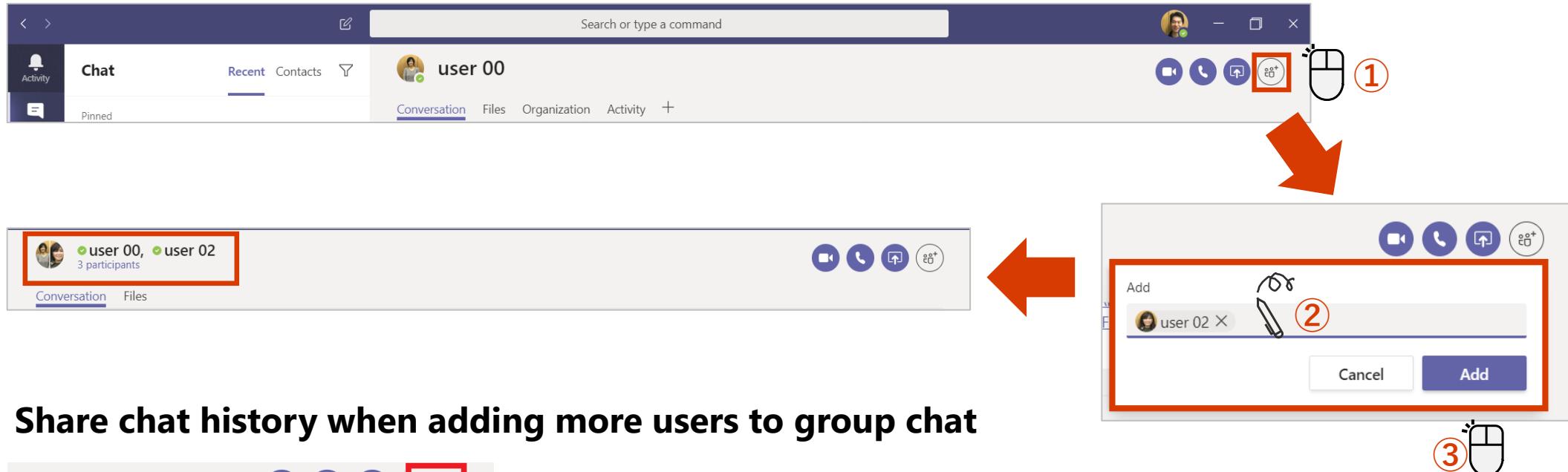
Rename the Group Chat
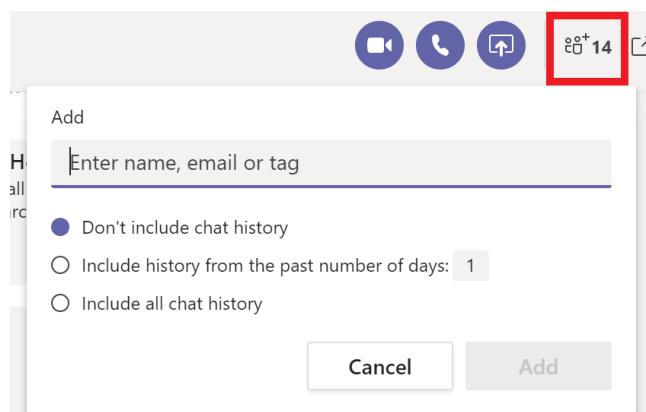
Add more users to a chat

You can add users after starting a chat.

Converting a single user chat to a group chat
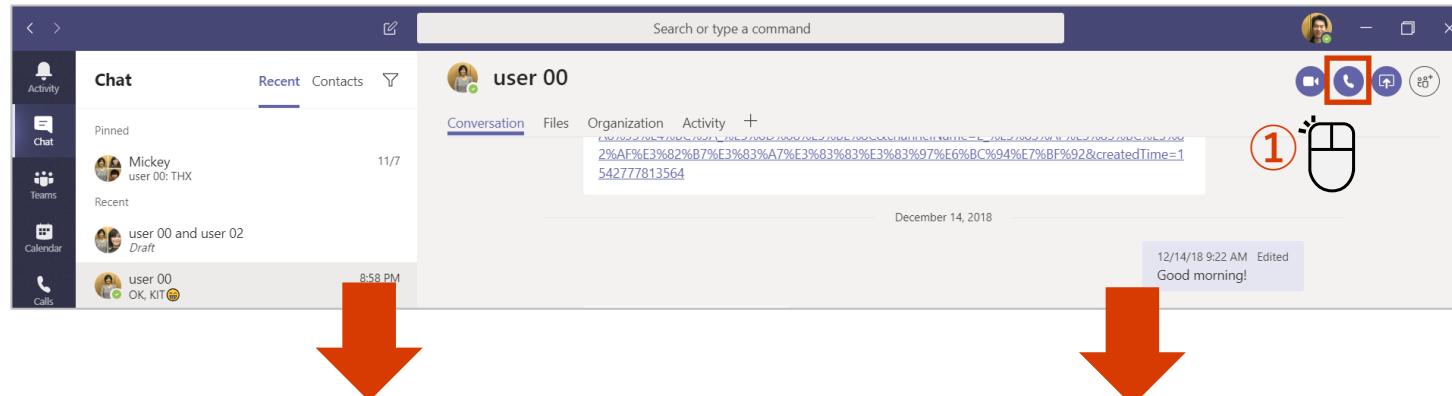
Share chat history when adding more users to group chat
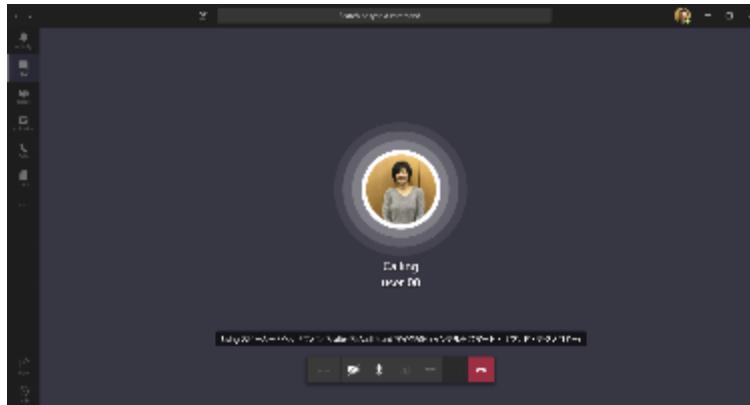
Start a call from 1:1 chat

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

User00 screen during a call

Screen calling User00

User00 screen notification
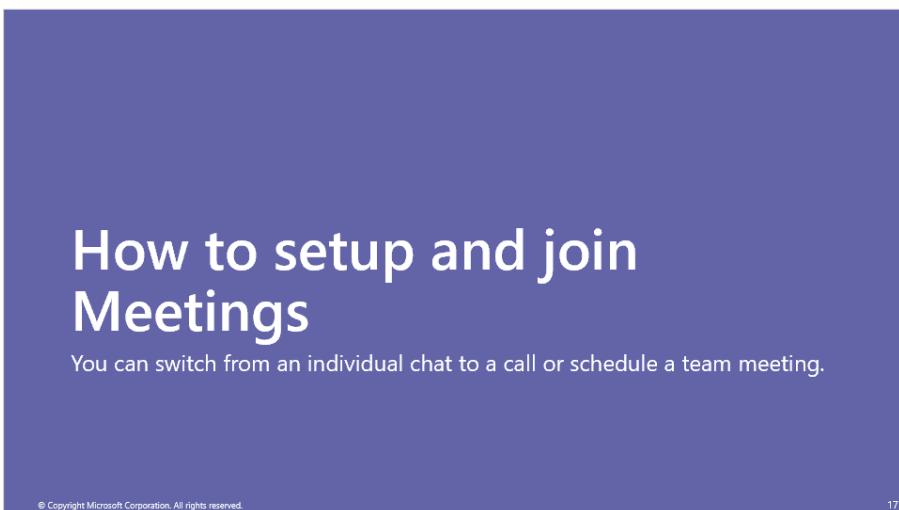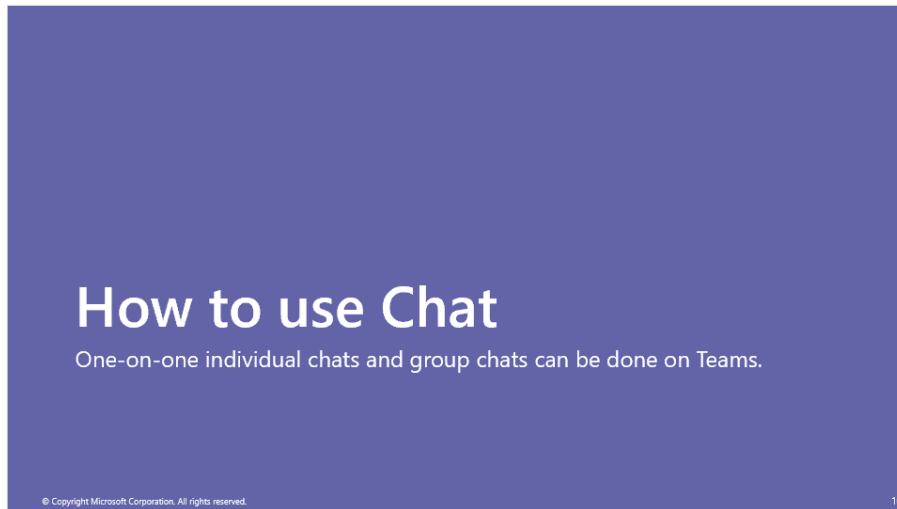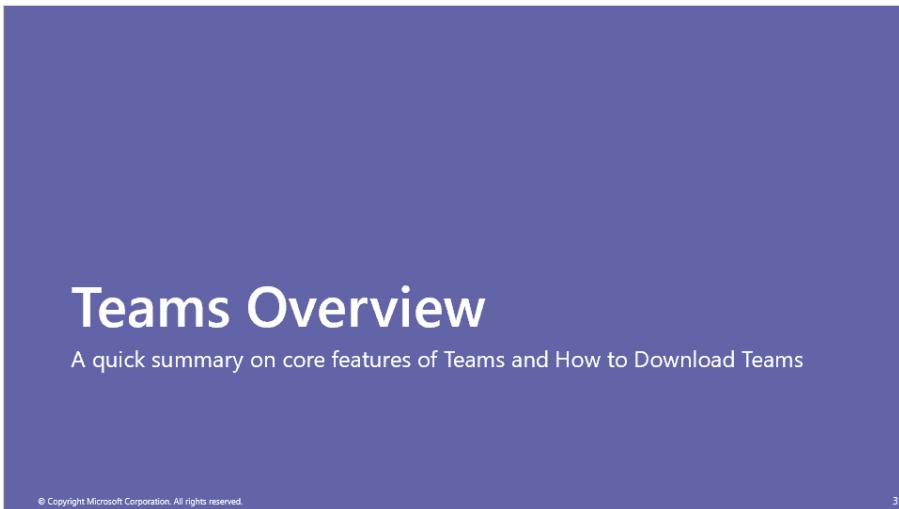
Click the "Disconnect" button to finish・

Start a call from Group Chat

Click on any tile to learn more
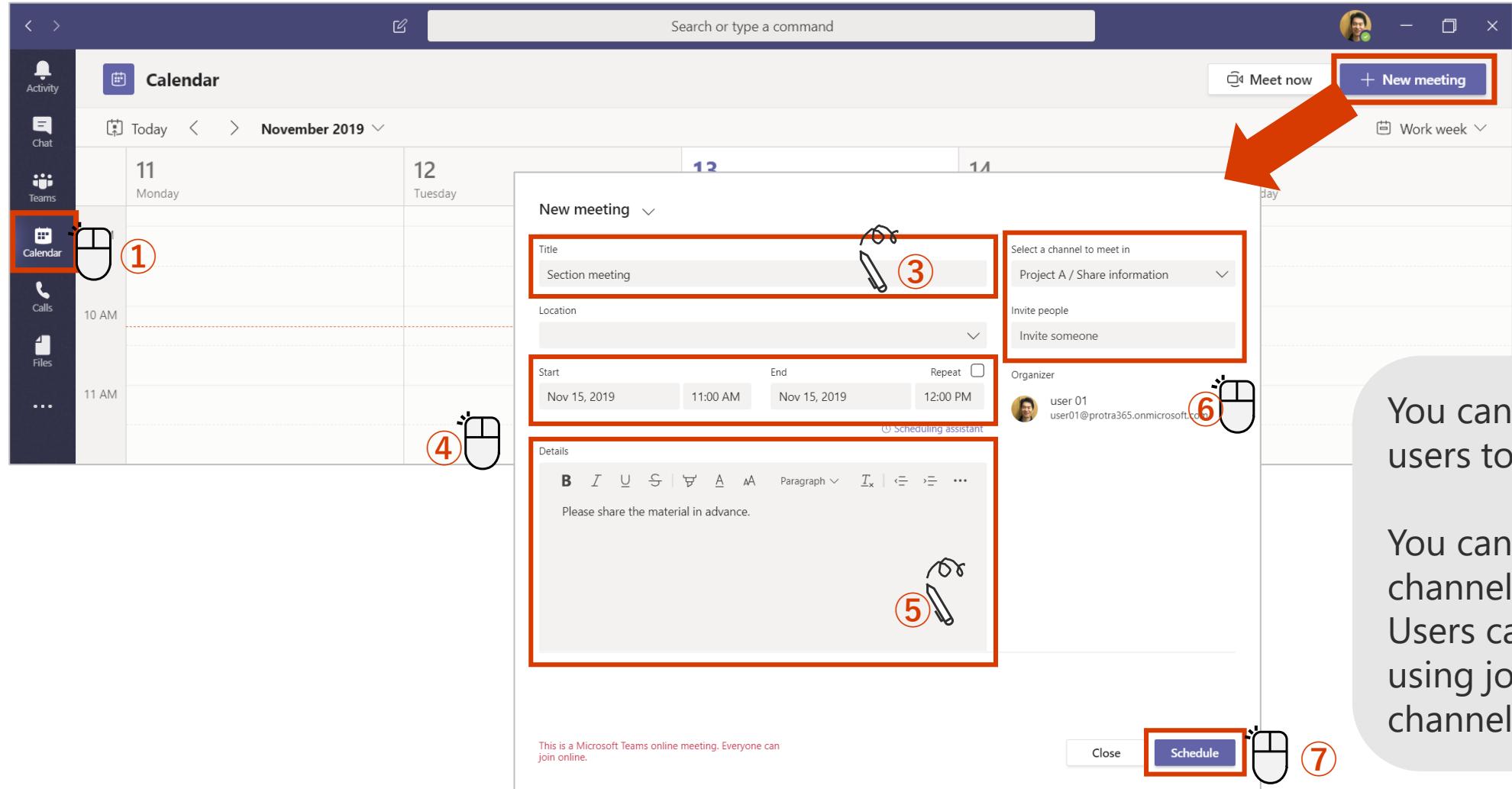
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Schedule a meeting in Teams

You can book a meeting in advance from Teams.

You can Invite specific users to the meeting.

You can also select a channel for the meeting. Users can join the meeting using join link on the channel.

Schedule a meeting in Outlook

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

① (mouse pointer over New Teams Meeting)

Add the relevant meeting attendees ②

When all entries are complete, press Send. You can check what you've sent from both the Outlook calendar and the Teams calendar. ④
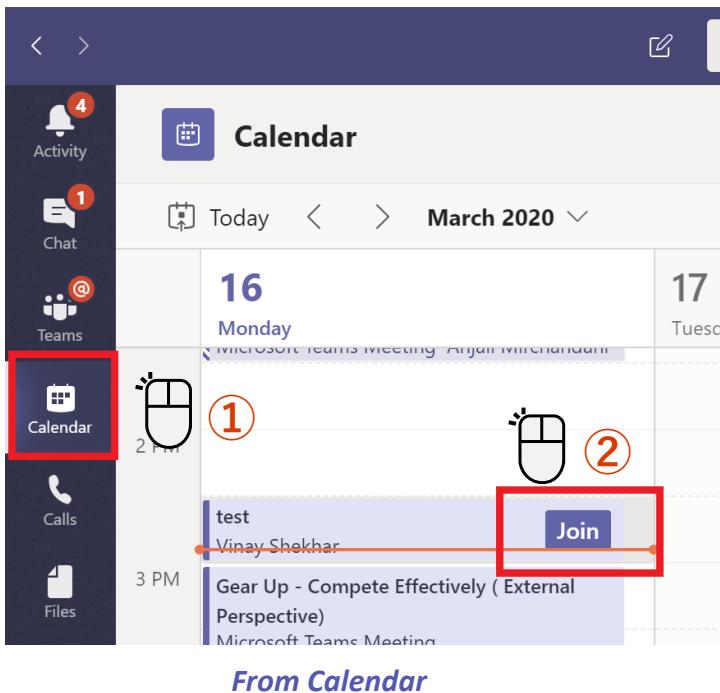
Describe the content of the meeting agenda. ③

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 Calendar
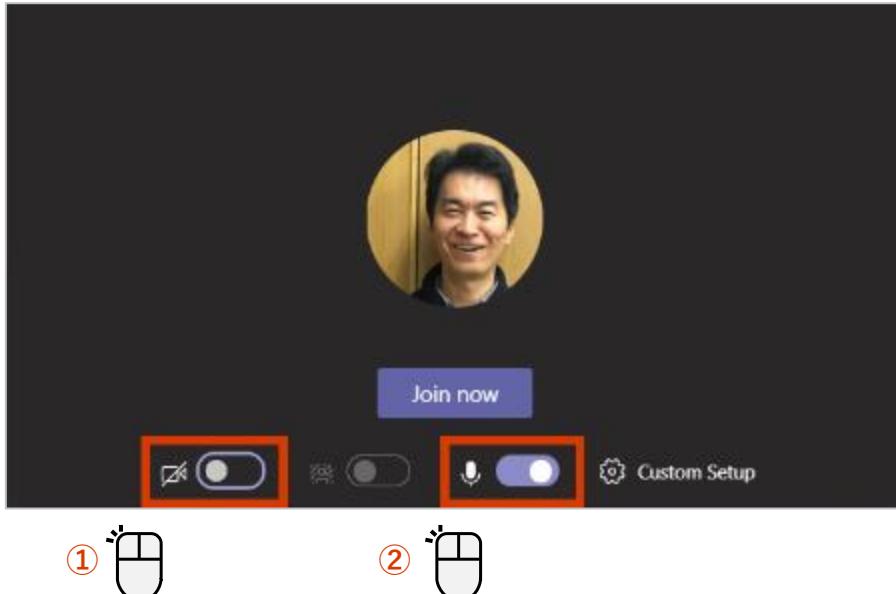
From Channel in Teams
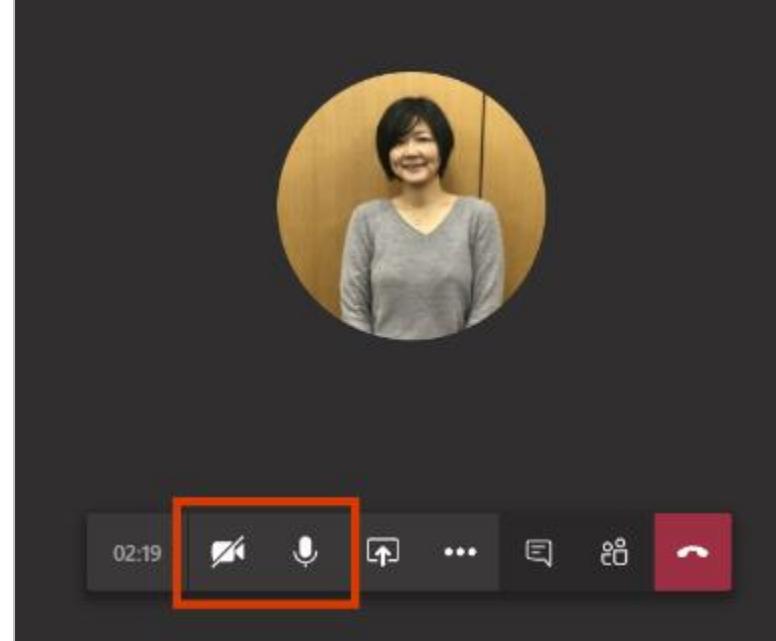
# Turn the camera and microphone on / off

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

<Set before joining>

<Set after joining>
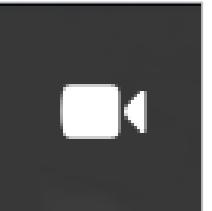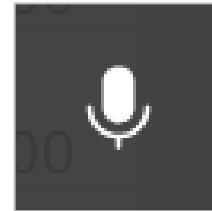
ON Status icon
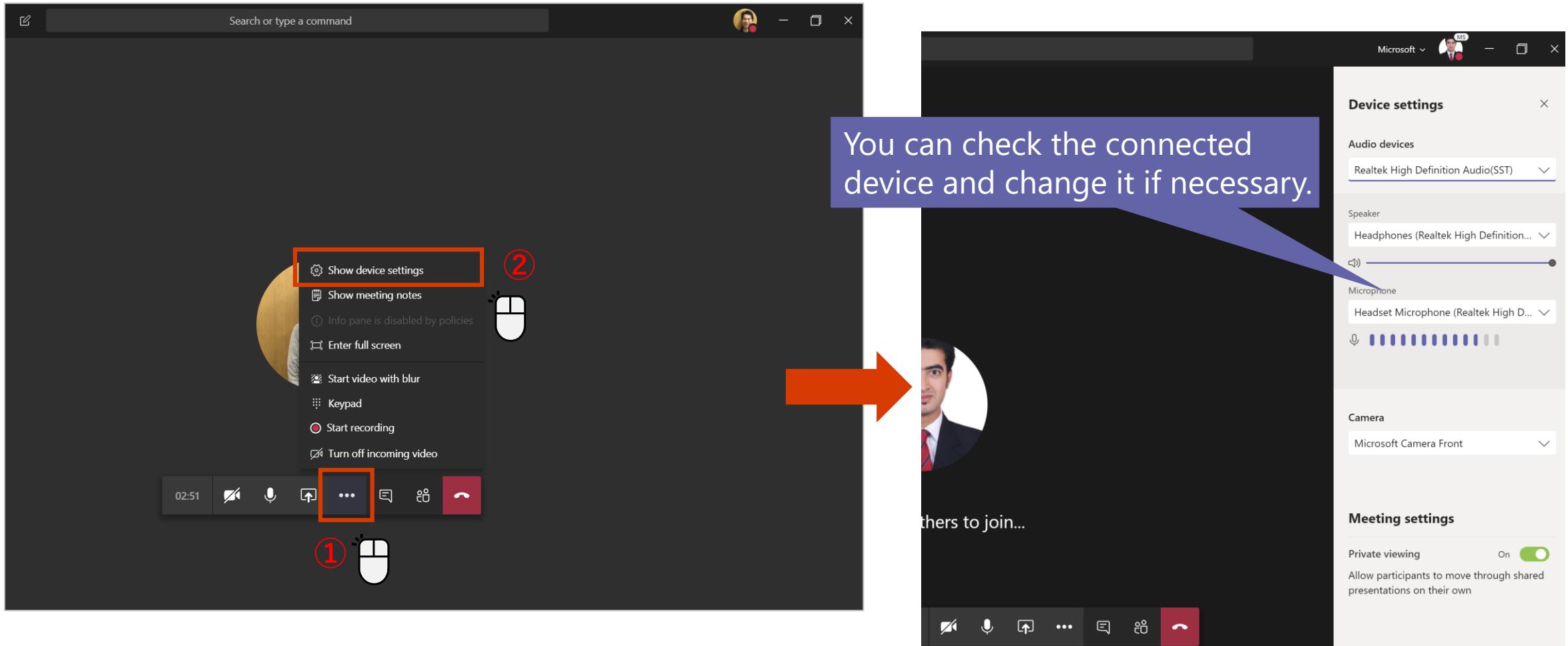
OFF Status icon

When the camera is turned off, the photo will be displayed if the user's photo is registered.
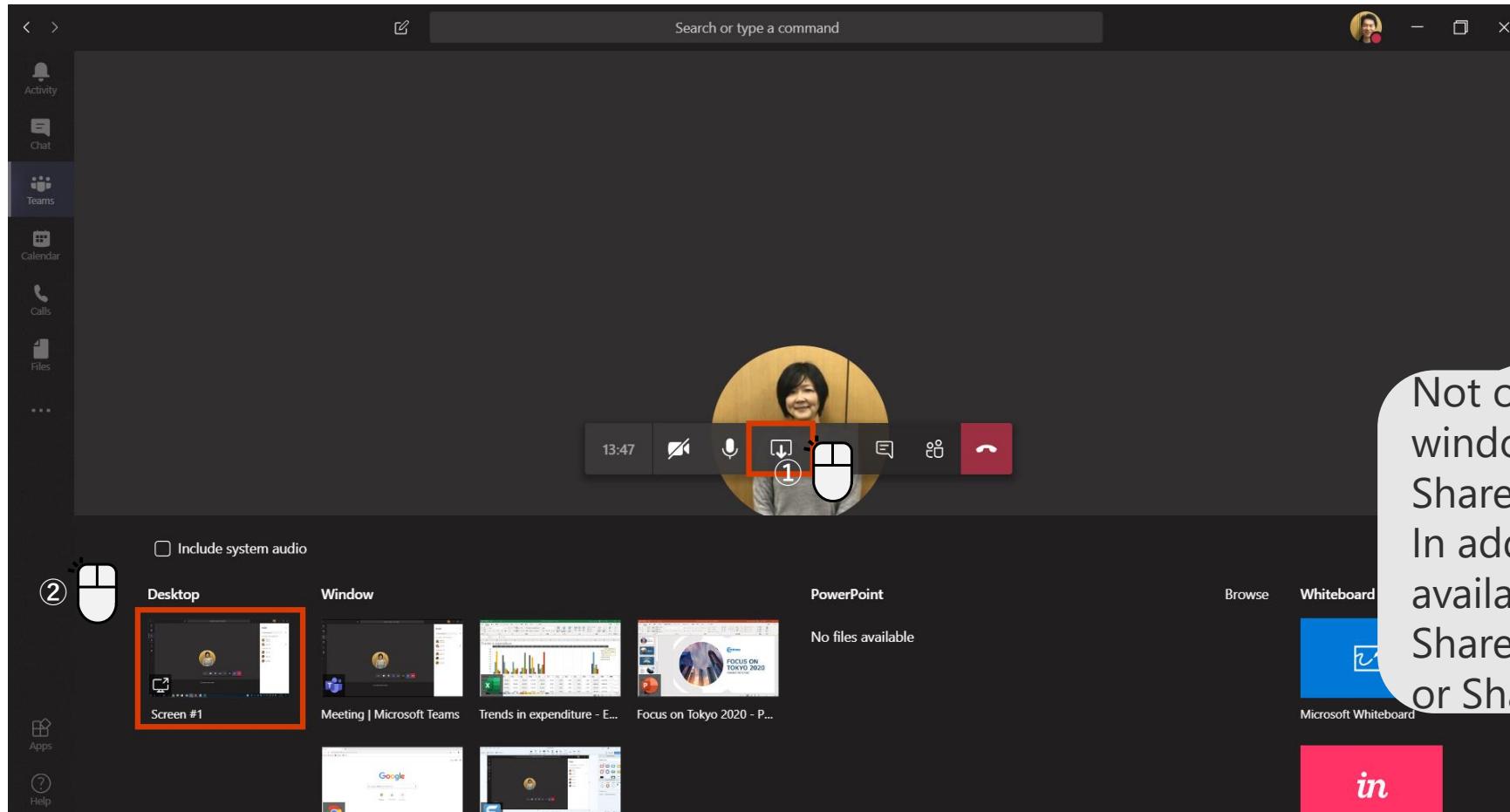
Check the device settings for the meeting

This can be changed when multiple audio devices are connected.

You can check the connected device and change it if necessary.

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.
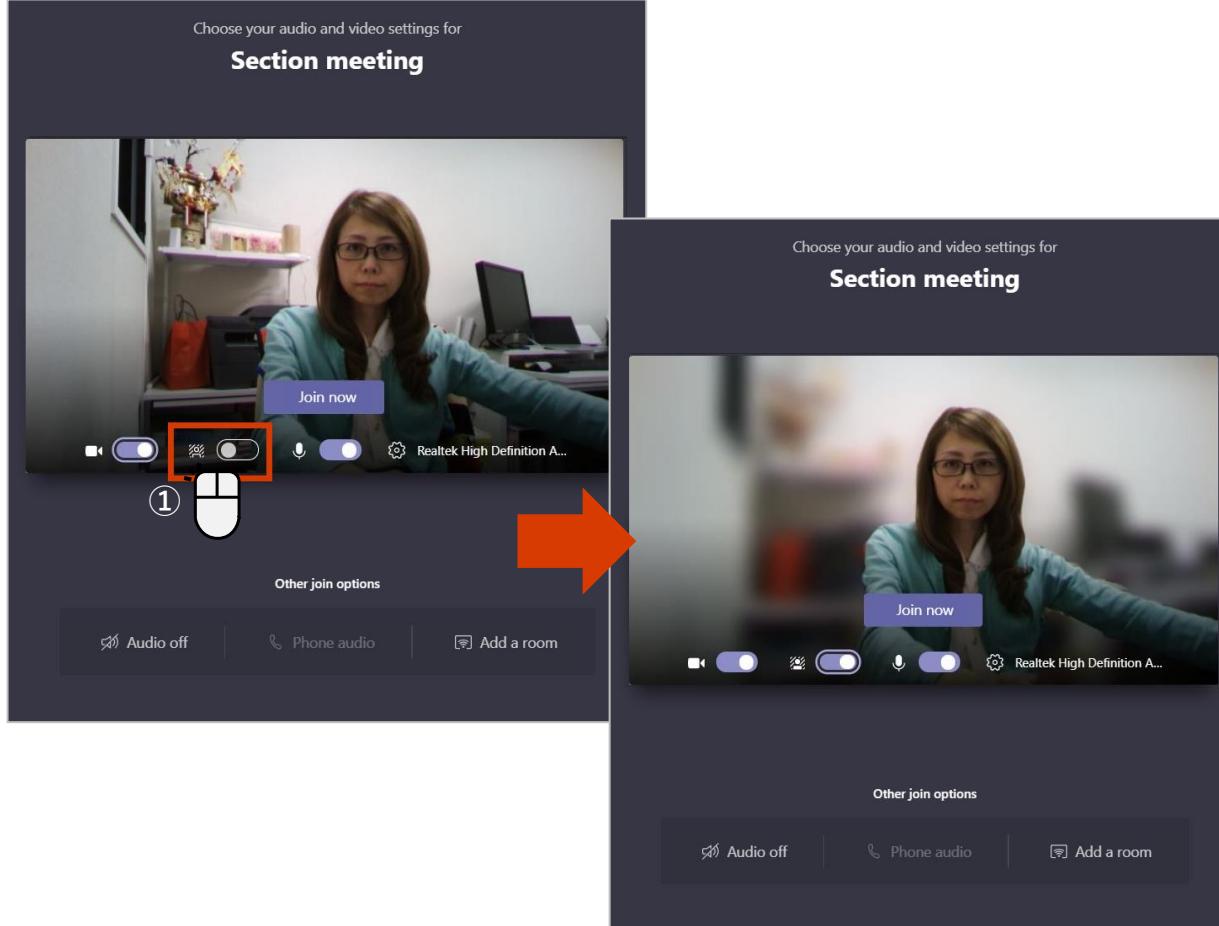

Not only the desktop, but also windows (app screens) or
Share PowerPoint.
In addition, added apps are also available!
Share Desktop (with System Audio) or Share con
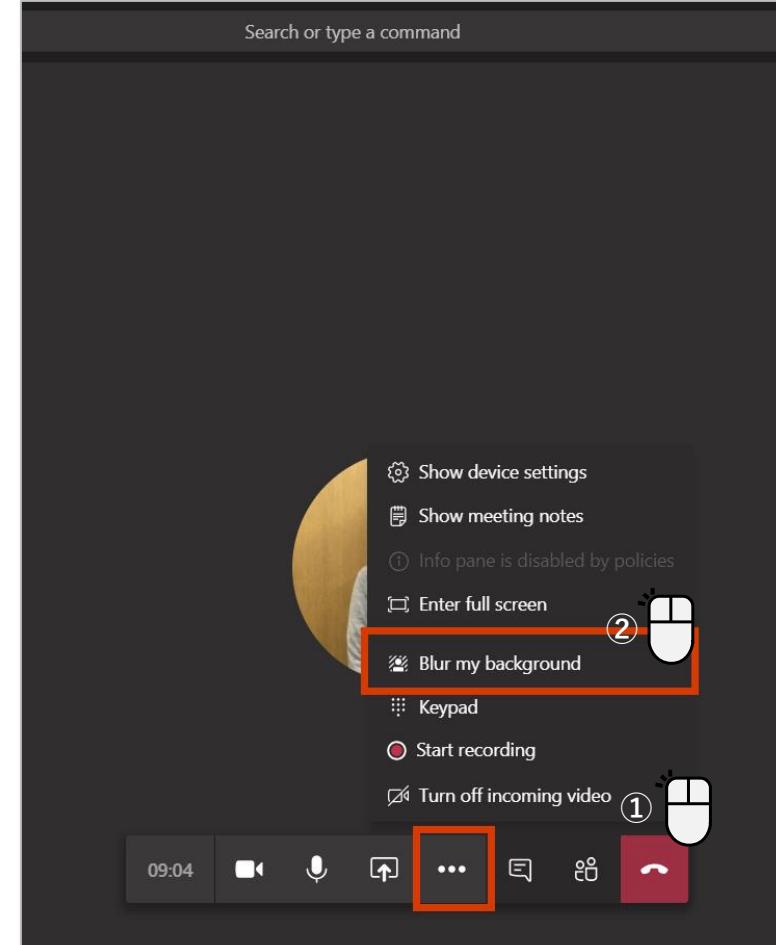
Blur the background

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

<Set before joining>

<Set after joining>
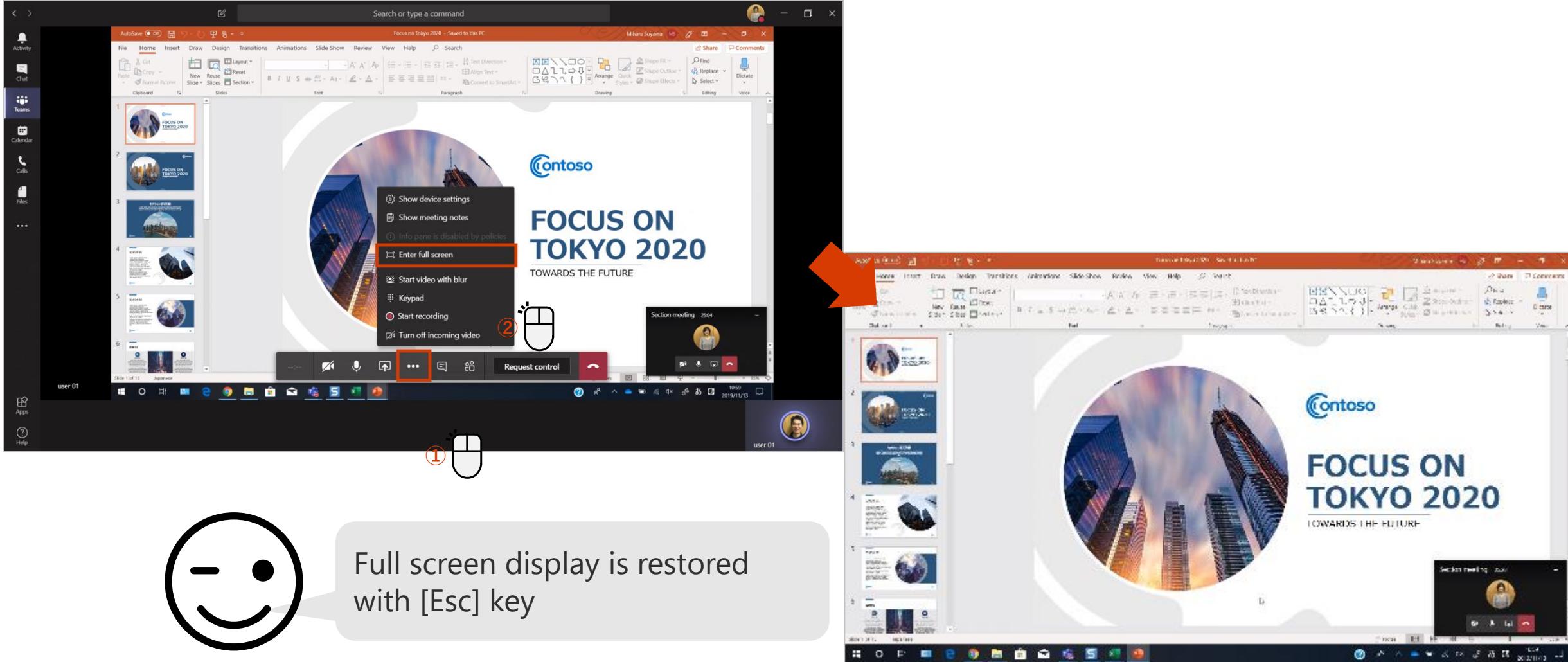
Full screen display
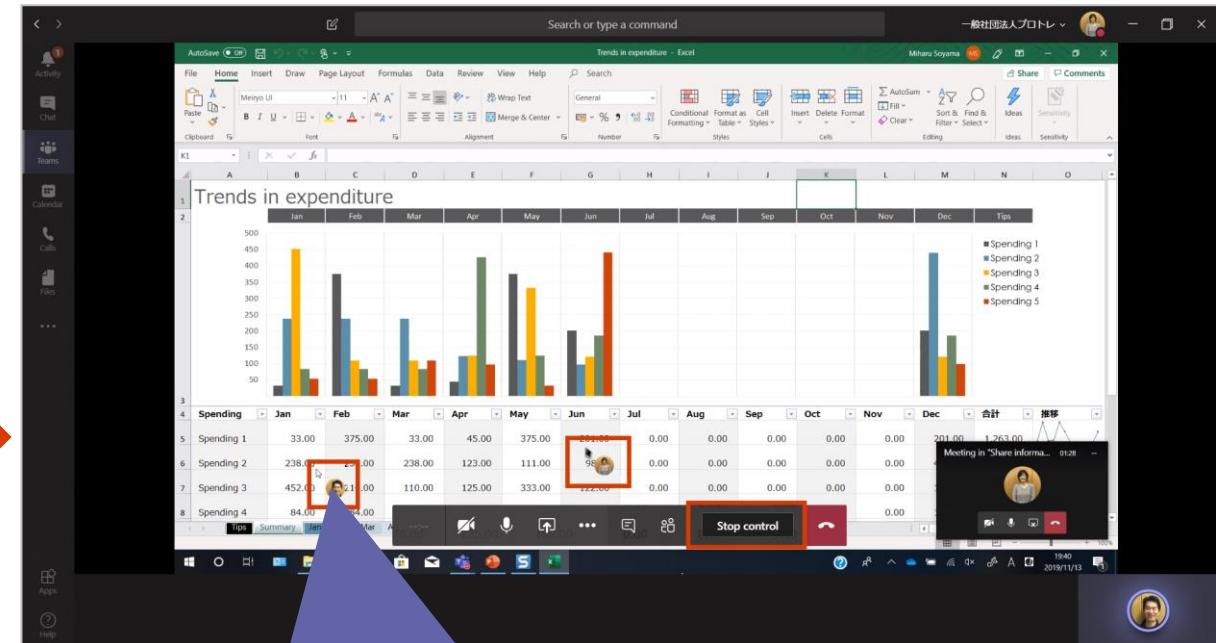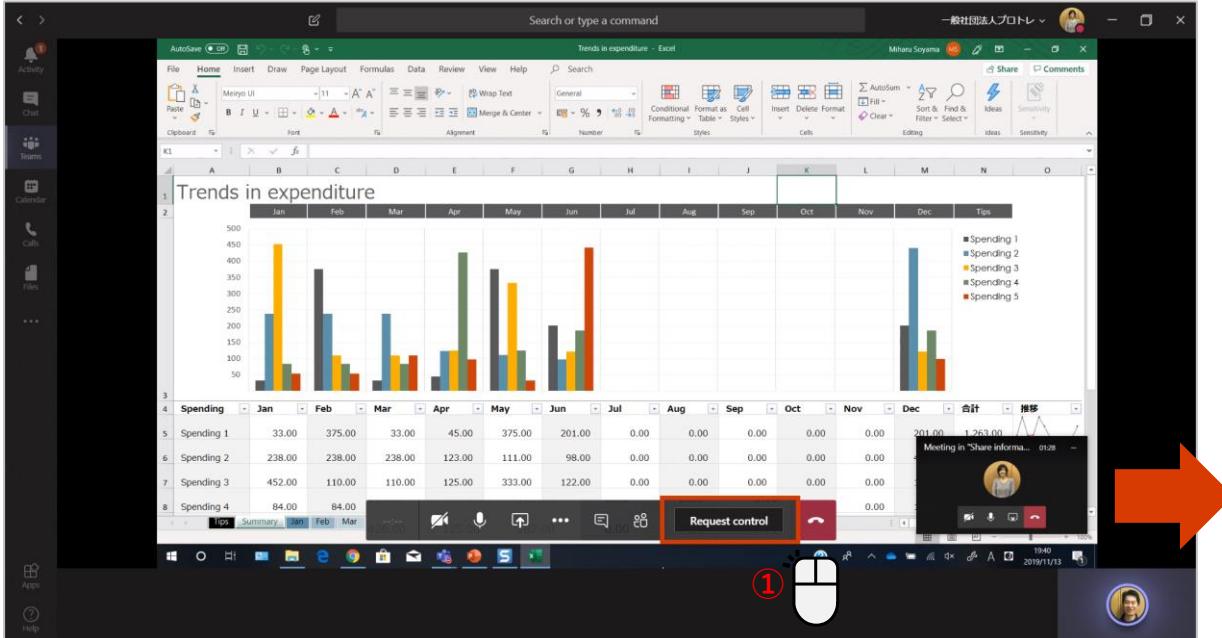
For example, when sharing documents, it is easier to view by using full screen display.

Full screen display is restored with [Esc] key
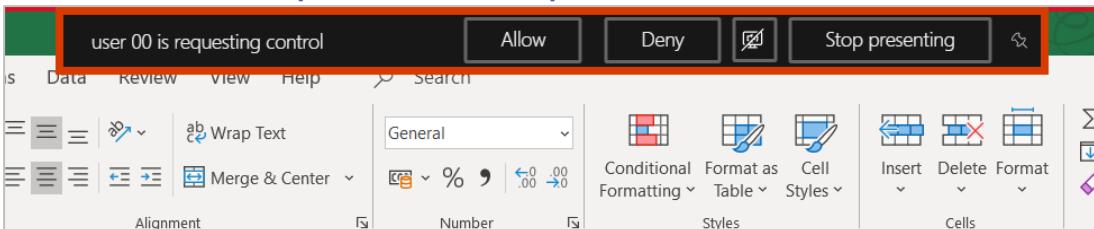
Have someone interact with your screen 1

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

<When requesting authority to operate>

<When requested to operate>
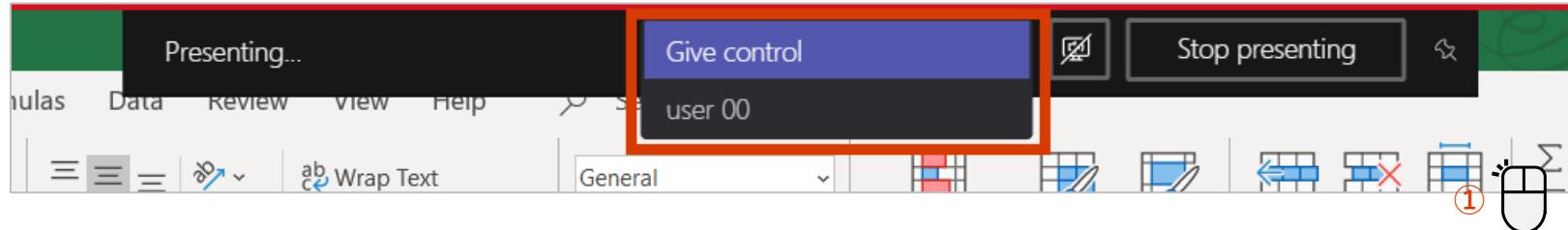
The user icon is displayed on the operating mouse.
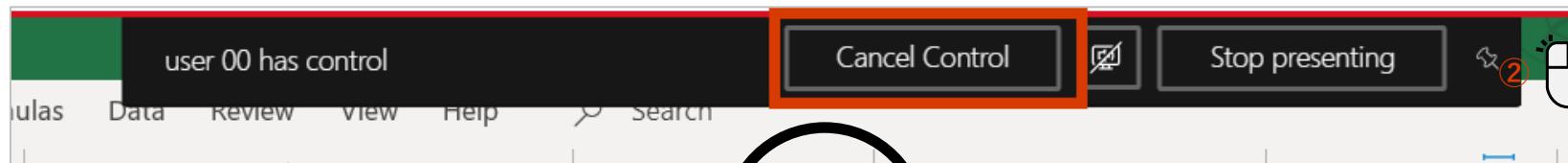
Have someone interact with your screen 2

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

<When passing the authority to operate>

<When regaining authority to operate>
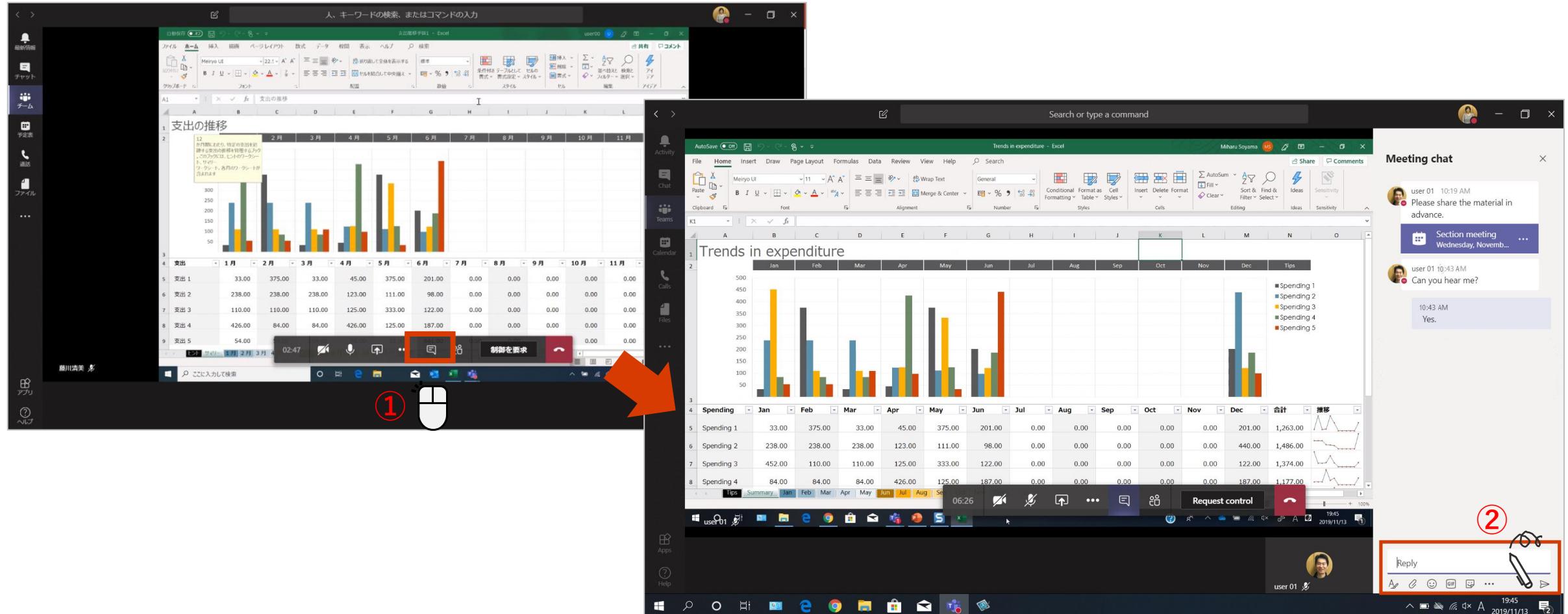
When a user who is sharing a screen. points to the top of the screen, a menu will appear.

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.

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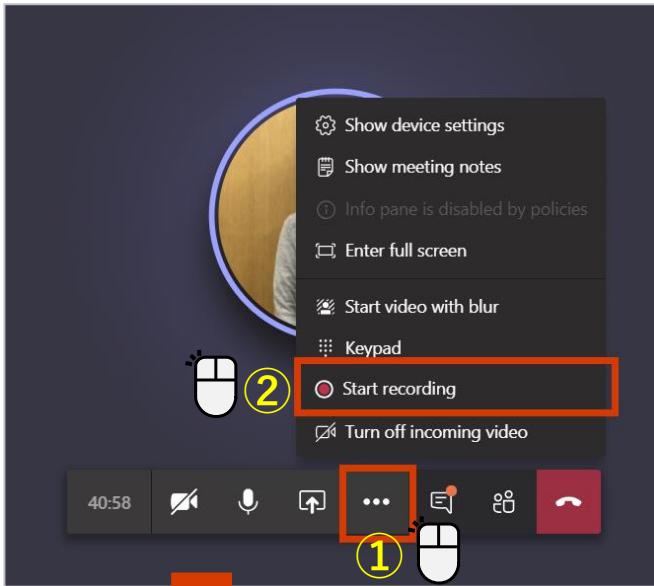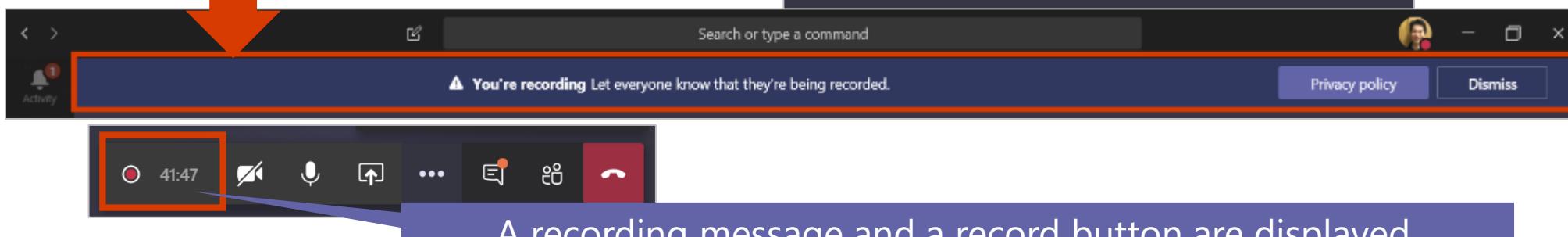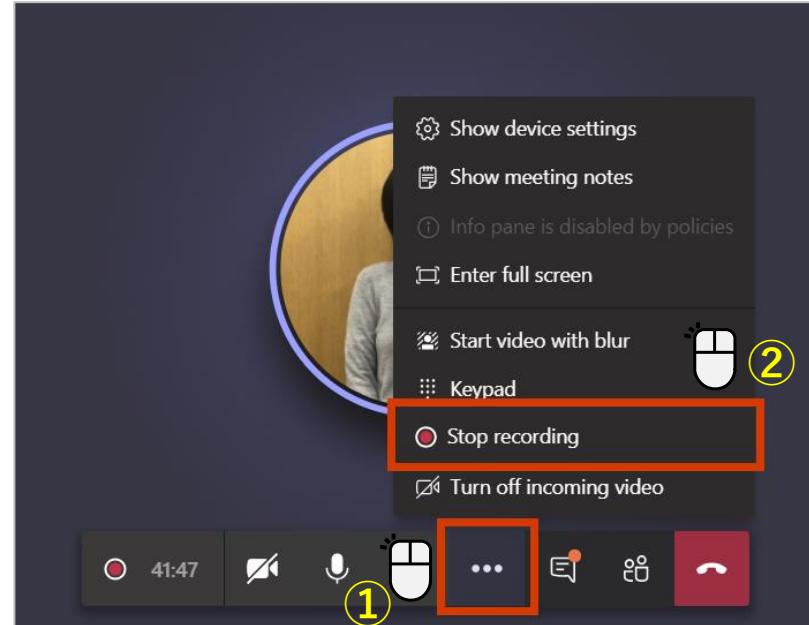
Record a meeting

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

<When recording a meeting>

<To stop recording>
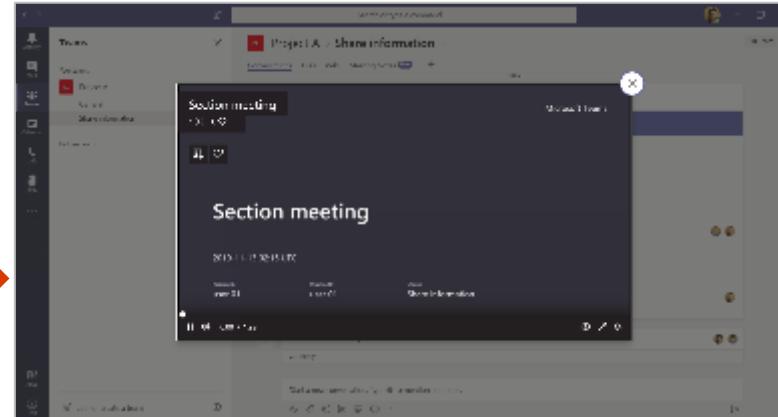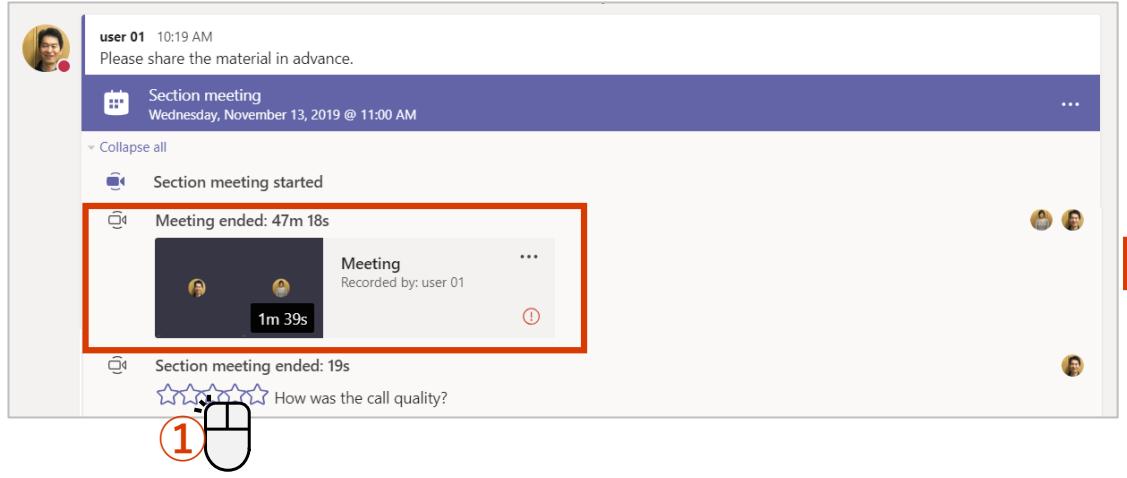
A recording message and a record button are displayed.
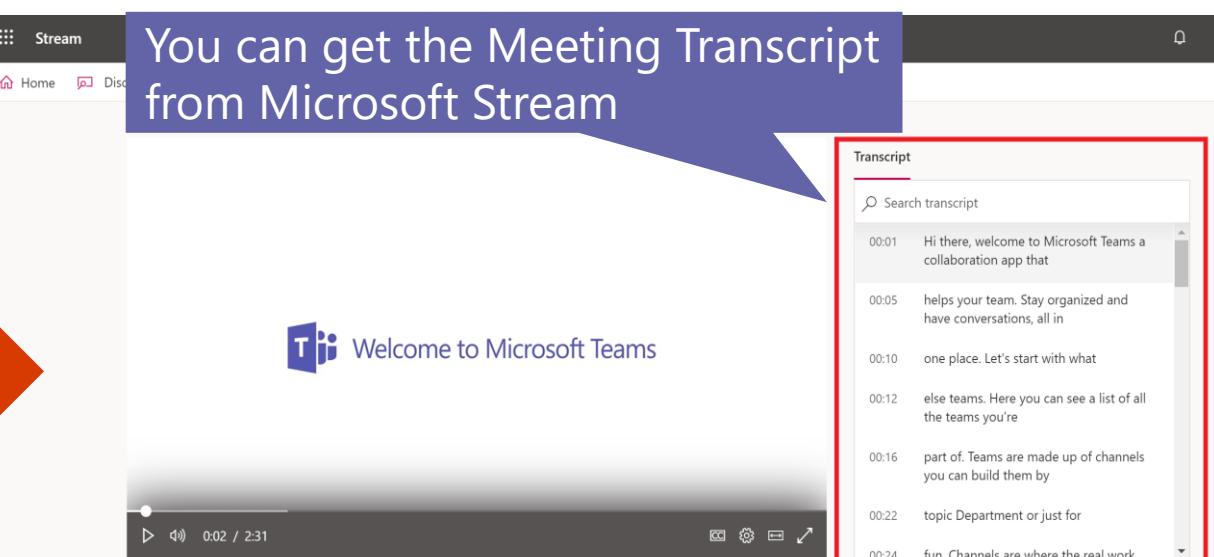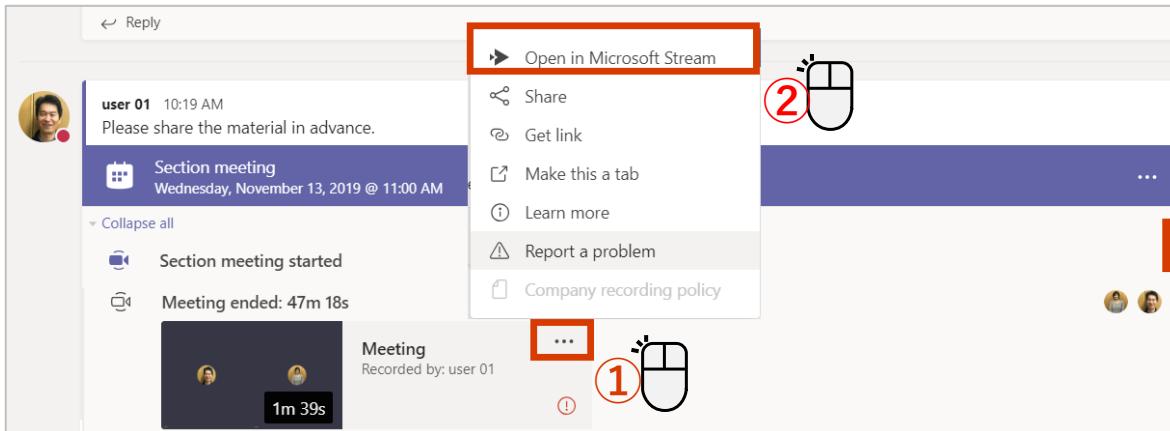
Watch the recorded meeting

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>

You can get the Meeting Transcript from Microsoft Stream
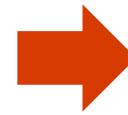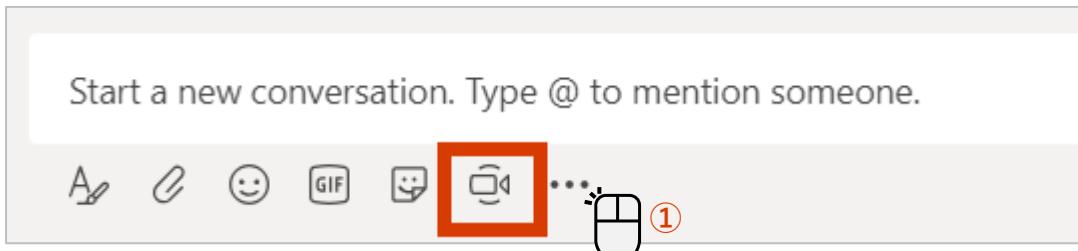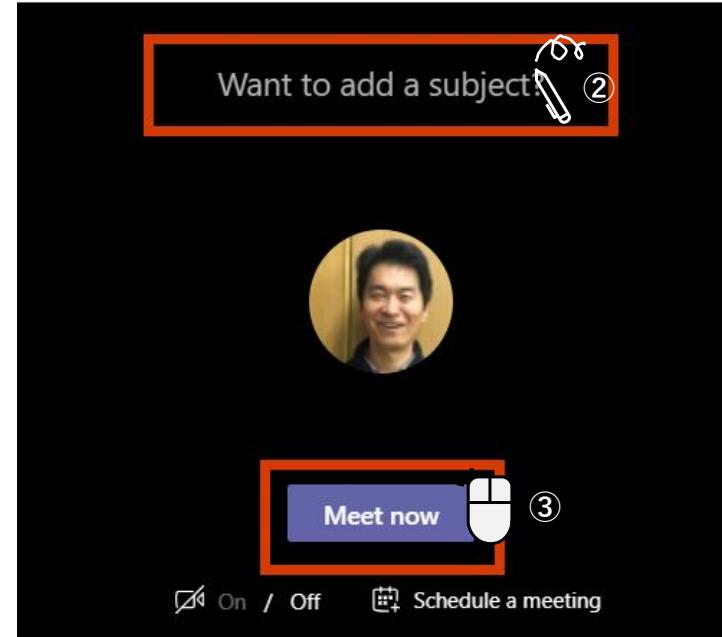
Start a meeting from a channel

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

<Start meeting>

Start a new conversation. Type @ to mention someone.

①

<Join the meeting>

Precondition meeting 00:26

Join ①

Precondition meeting started

↩ Reply

Want to add a subject? ②

Meet now ③

On / Off 🗓 Schedule a meeting
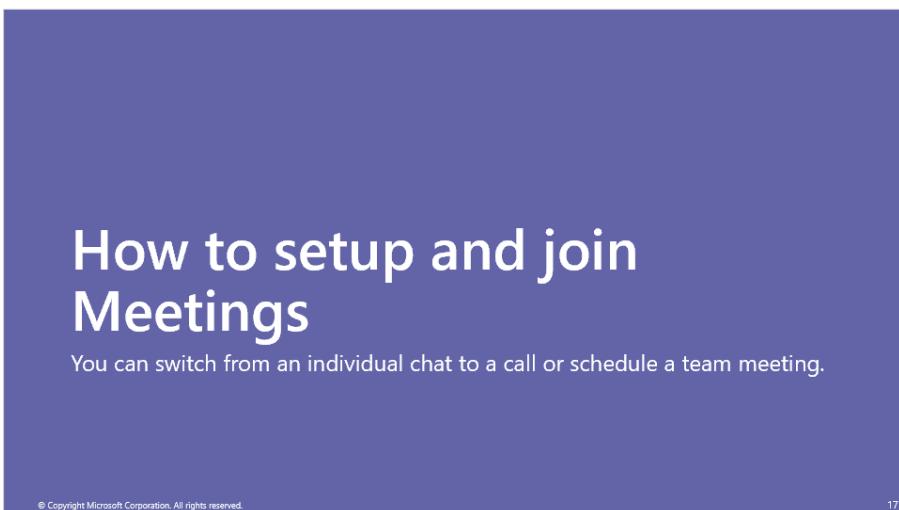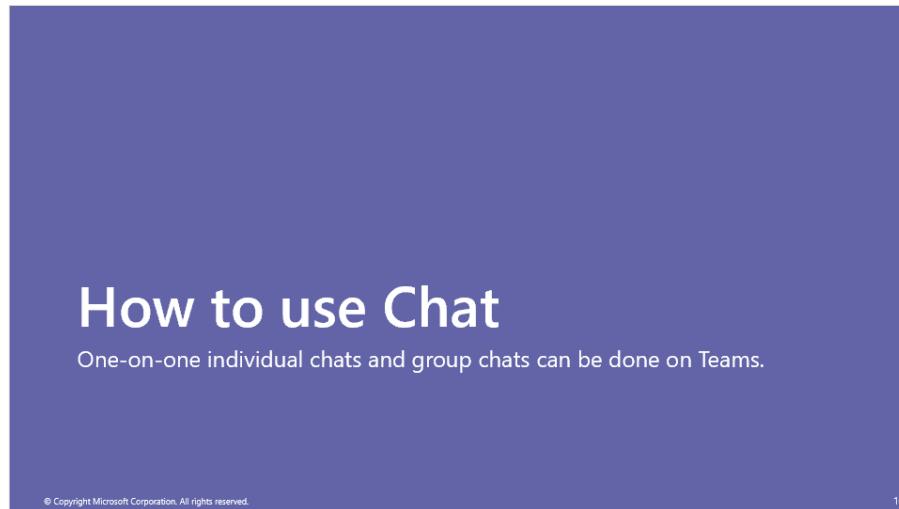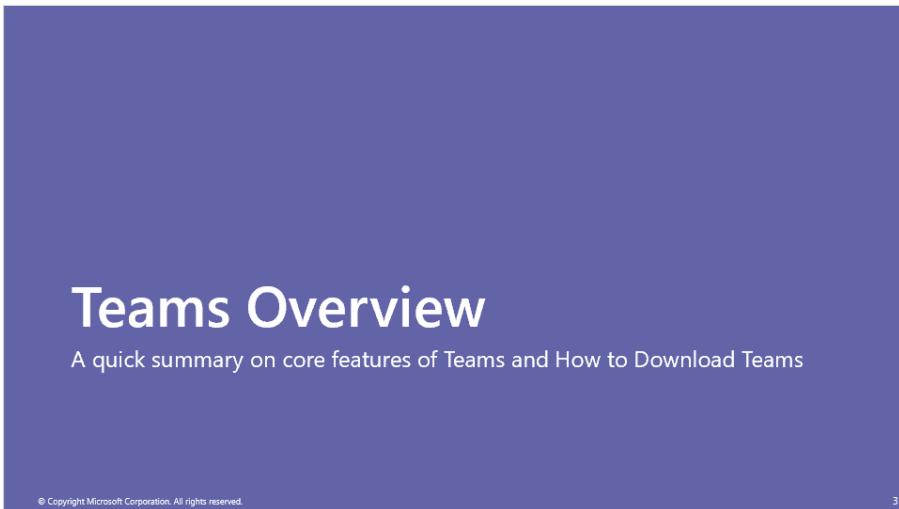
When the meeting is over, the channel is displayed.
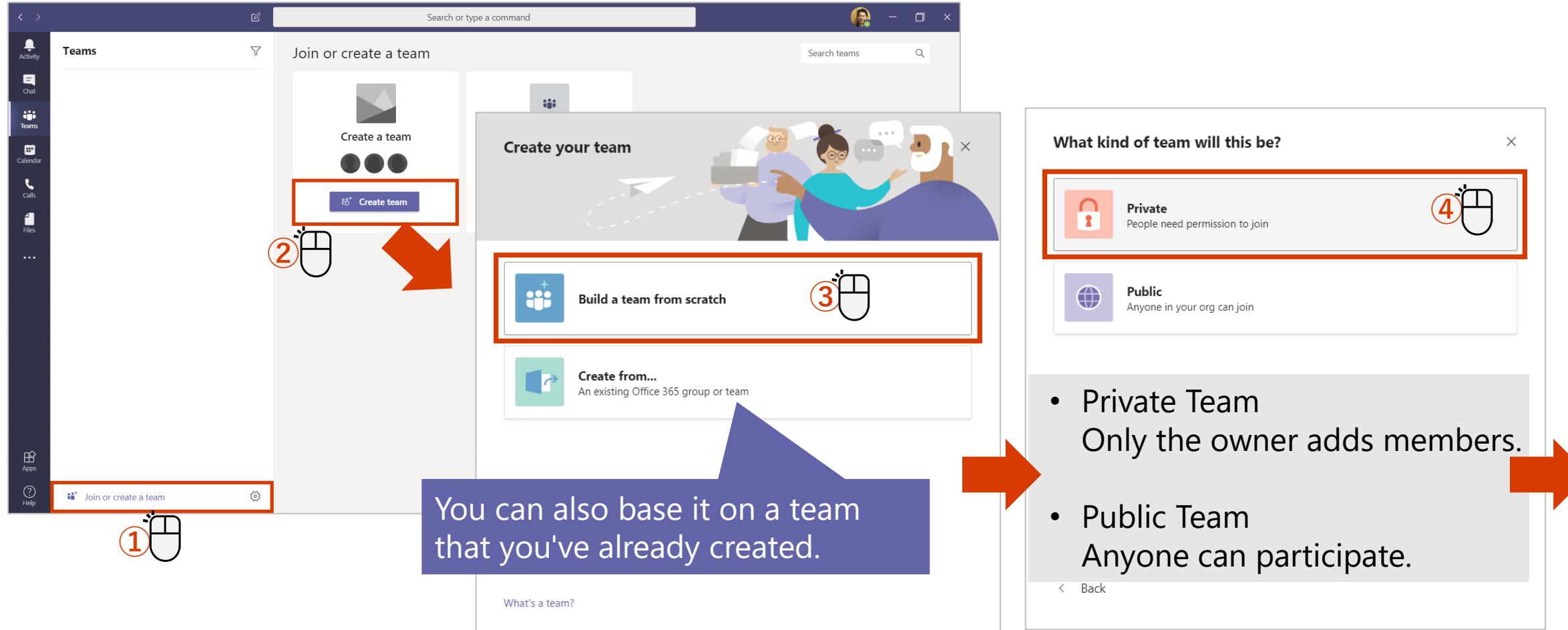
Precondition meeting ended: 47m 18s

↩ Reply

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Create a new team – Step 1

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

You can also base it on a team that you've already created.

- Private Team
  Only the owner adds members.

- Public Team
  Anyone can participate.

Create a new team - Step 2

Some quick details about your private team

Team name

Project A ⑤

Description

Let people know what this team is all about

Entering a description is optional

‹ Back   ⑥ **Create**

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.

Start typing a name or group   Add   ⑦

Search for members and click the add button
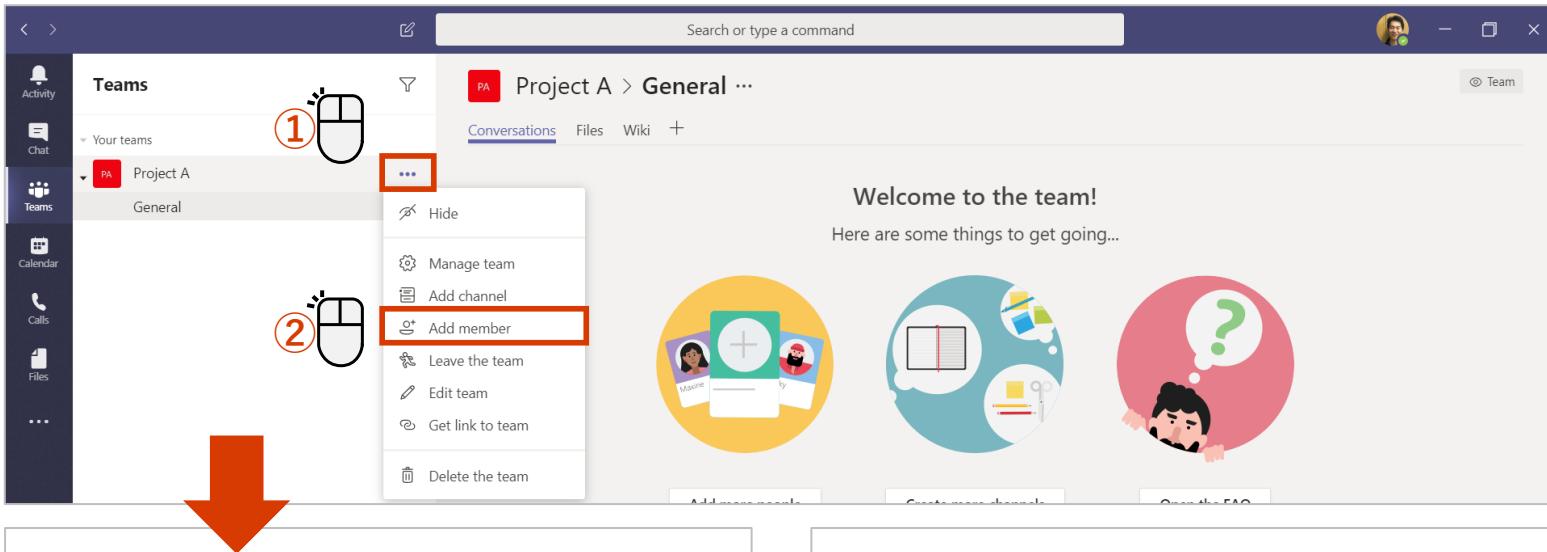
Skip

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

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.

Start typing a name or group   Add

user 03
USER03   Member ⌄   ✕

user 02
USER02   Member ⌄   ✕

user 00
USER00   Member ⌄   ✕

⑧ Close

Share information with team immediately !

Add members to the team

You can add new users to your team as members.

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

You can distribute the issued code or show the code to the participants using "Full Screen Display" to join the team.
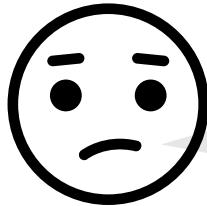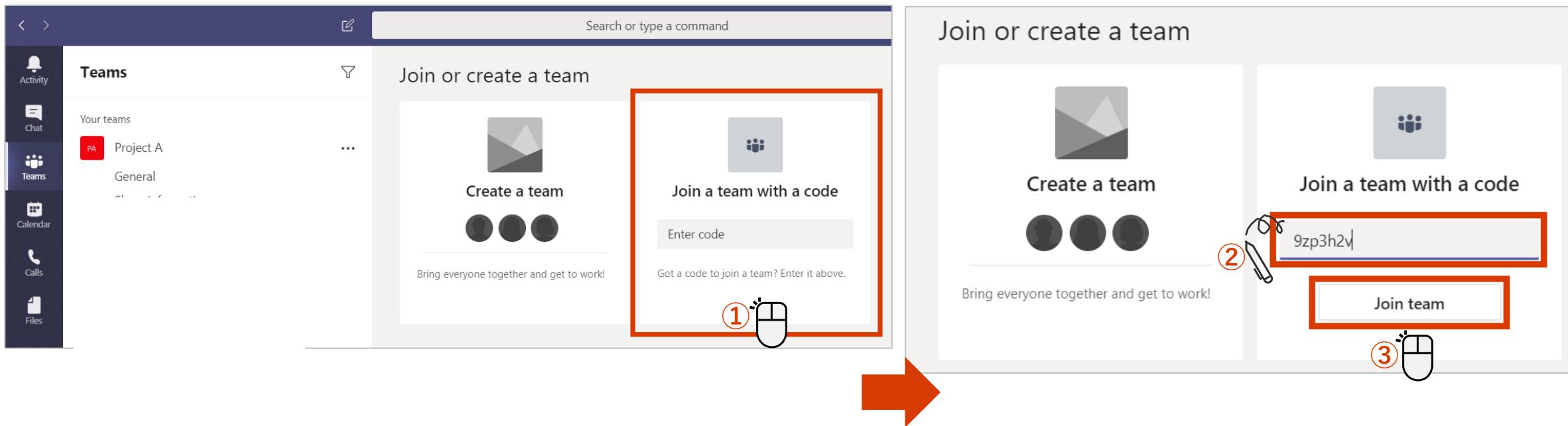
Add members using a code – Step 2

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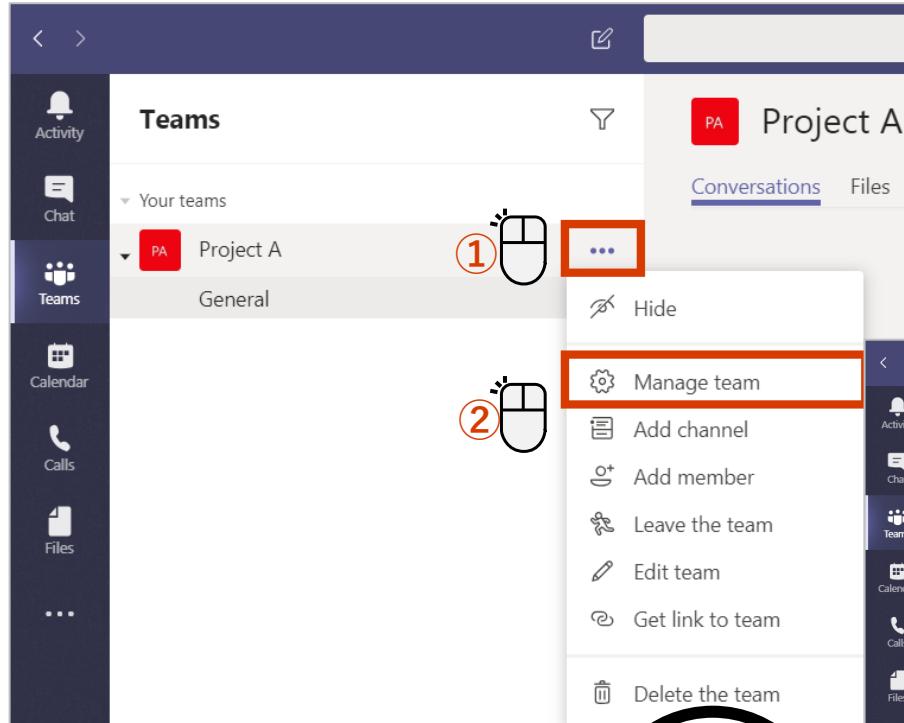
Anyone who knows the code can participate,
Be careful with handling!!

Remove member from Team

Remove users who have left or moved from the project.

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".
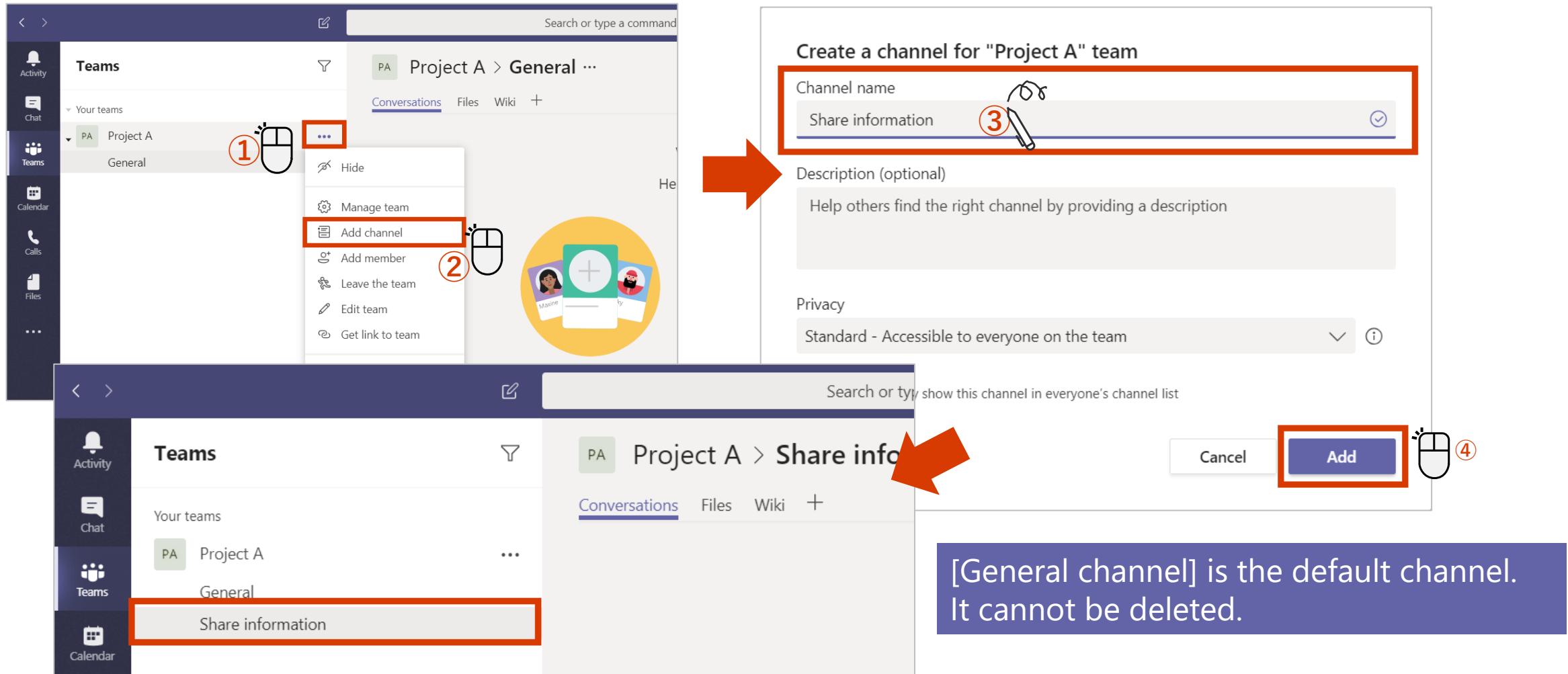
A user with owner authority can delete a member.

Create a channel

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

[General channel] is the default channel. It cannot be deleted.

Edit a channel

After you create a channel, you can edit the channel name and description.
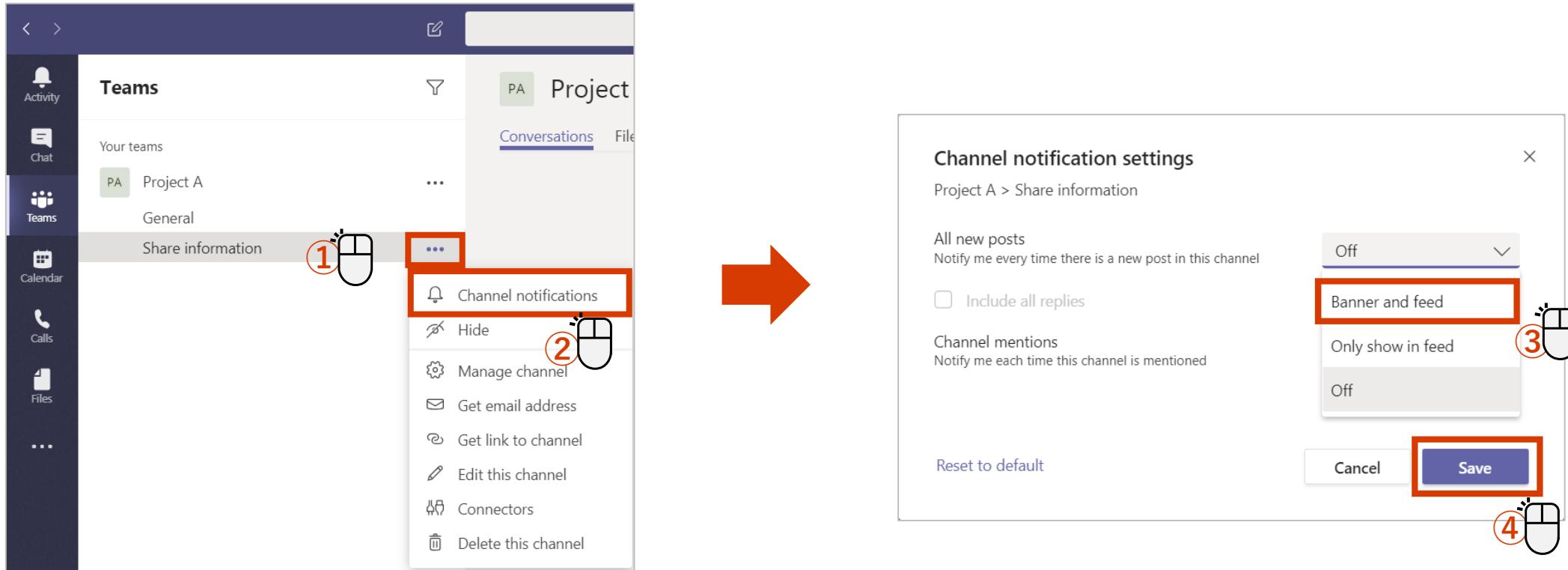
The general channel is "Default Channel"
so you can't edit it.

Set notifications for each channel
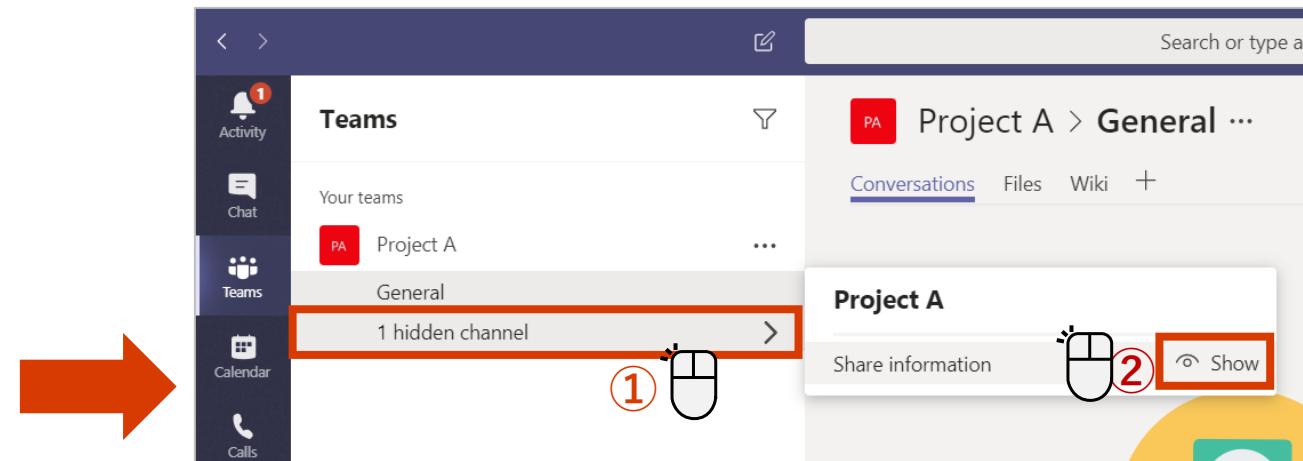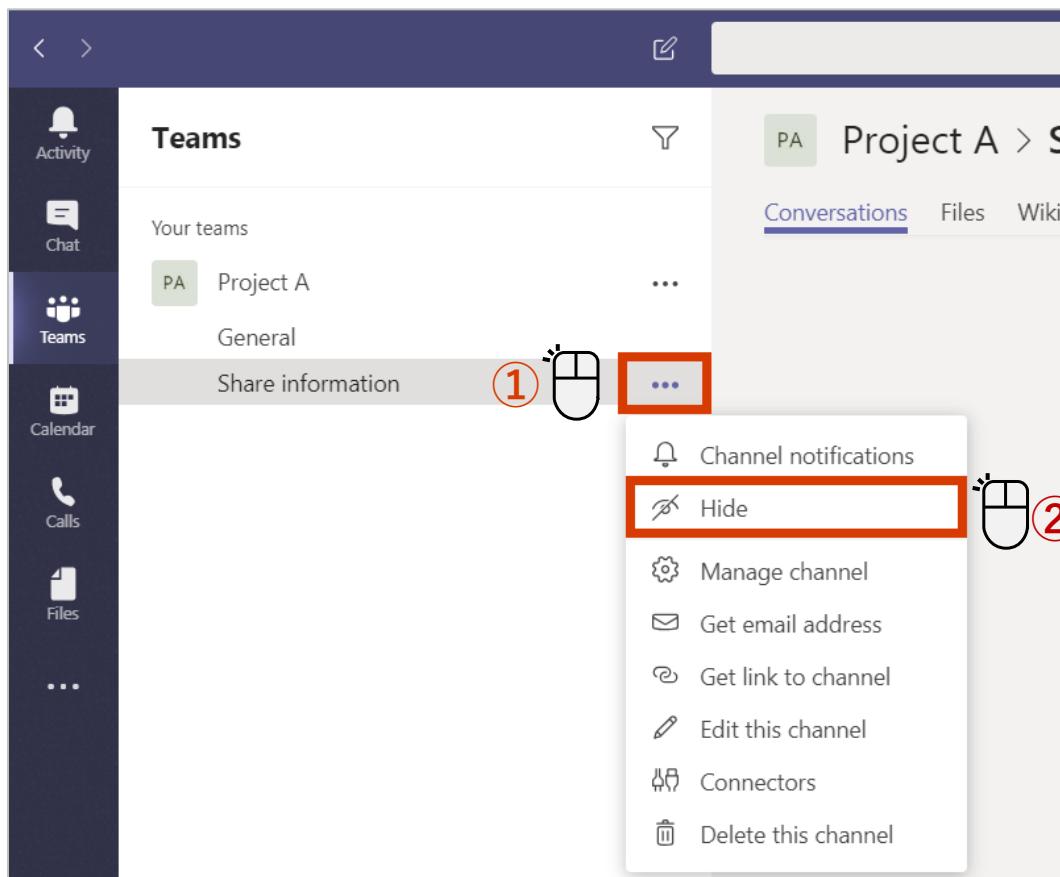
You can choose to be notified when a message is posted to a channel.

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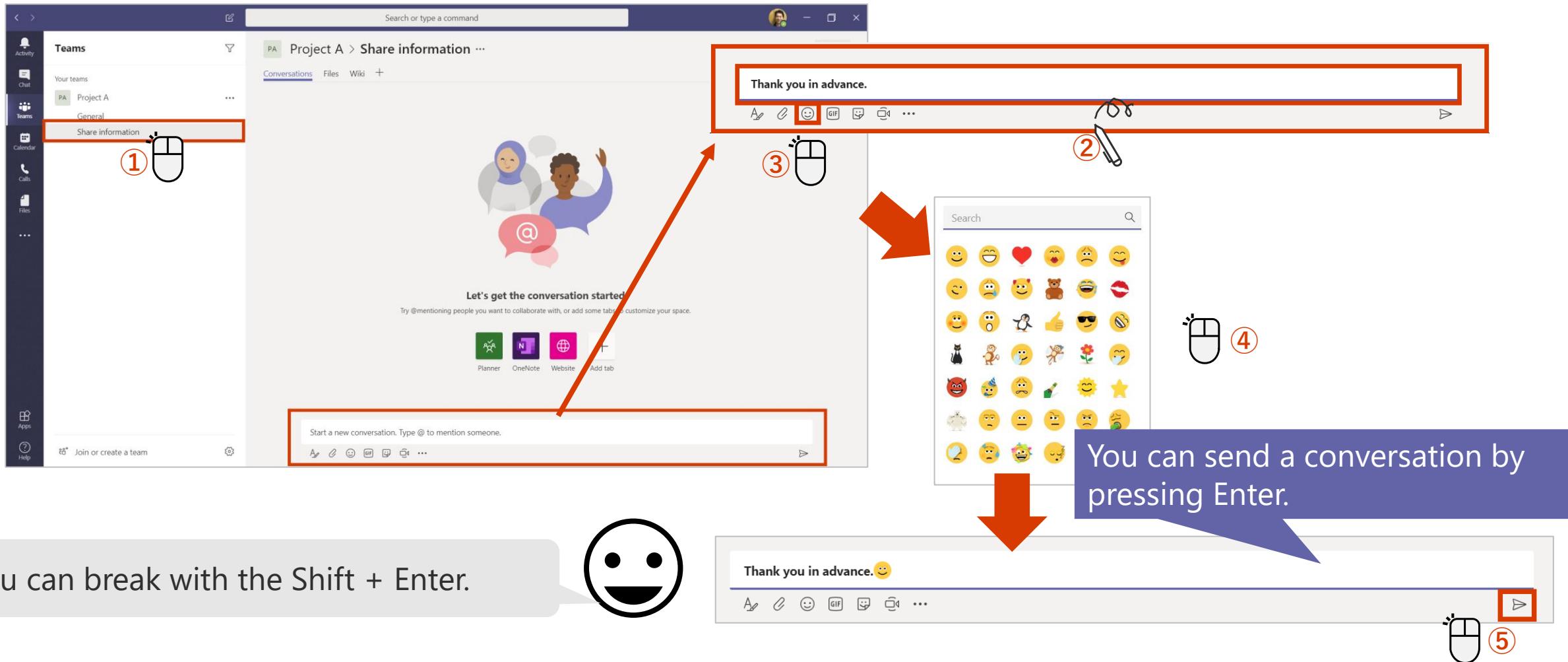
By showing frequently used channels and hiding less frequently used channels, you can perform work more efficiently.

\<Switch from channel show to hide\>

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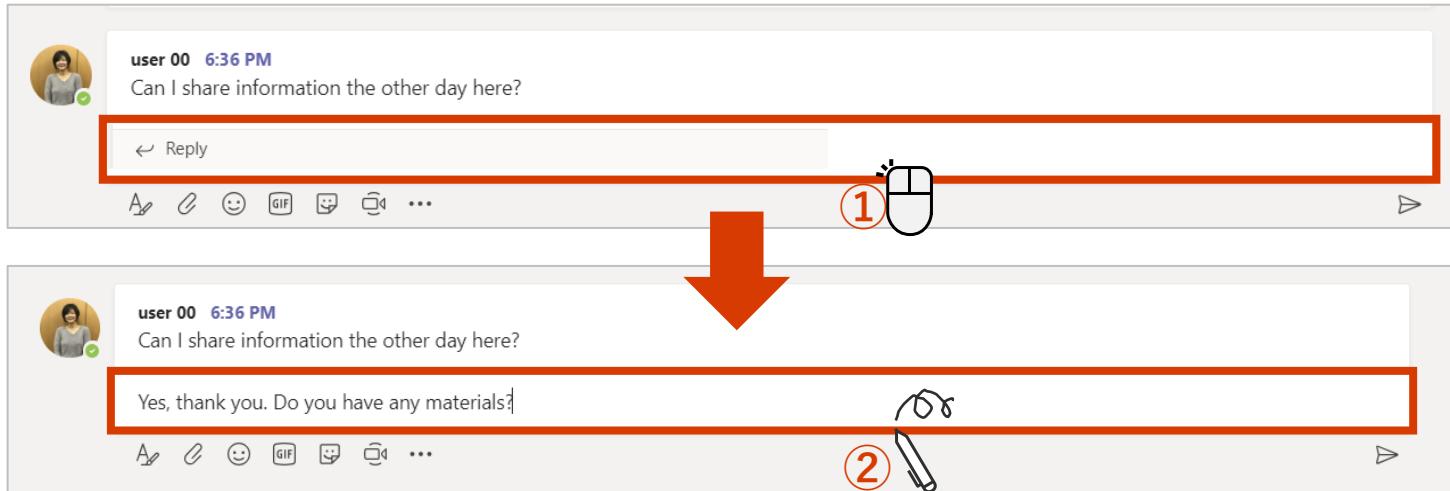
In addition to text, Emoticons, Giphy and Stickers are available.

You can break with the Shift + Enter.

You can send a conversation by pressing Enter.
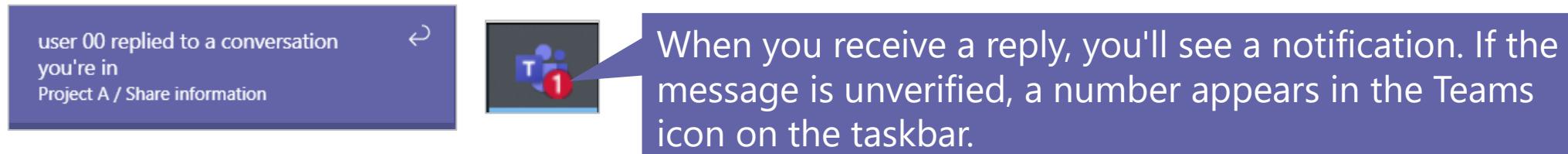
Reply to message

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.>

> user 00 replied to a conversation you're in
> Project A / Share information

When you receive a reply, you'll see a notification. If the message is unverified, a number appears in the Teams icon on the taskbar.
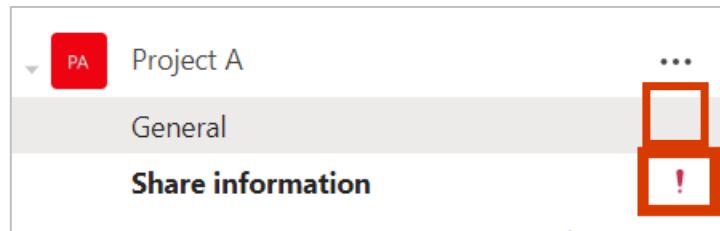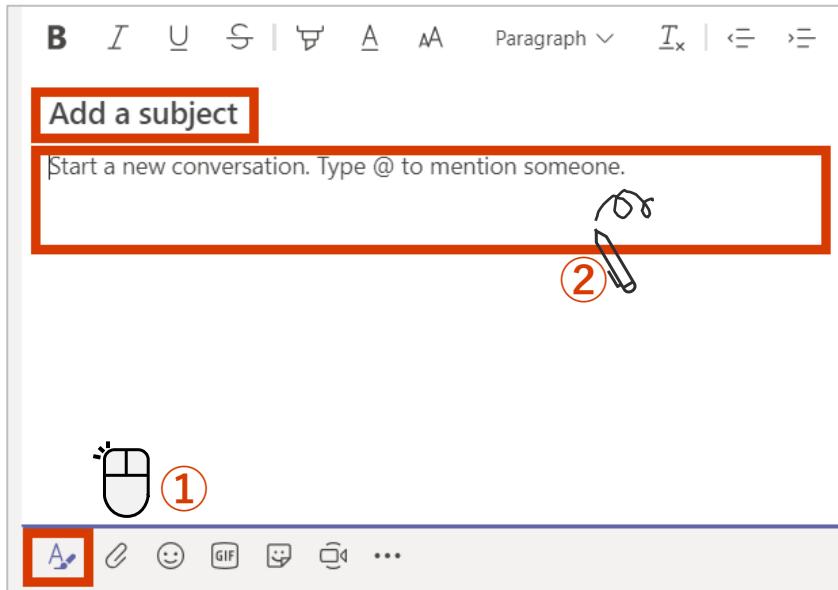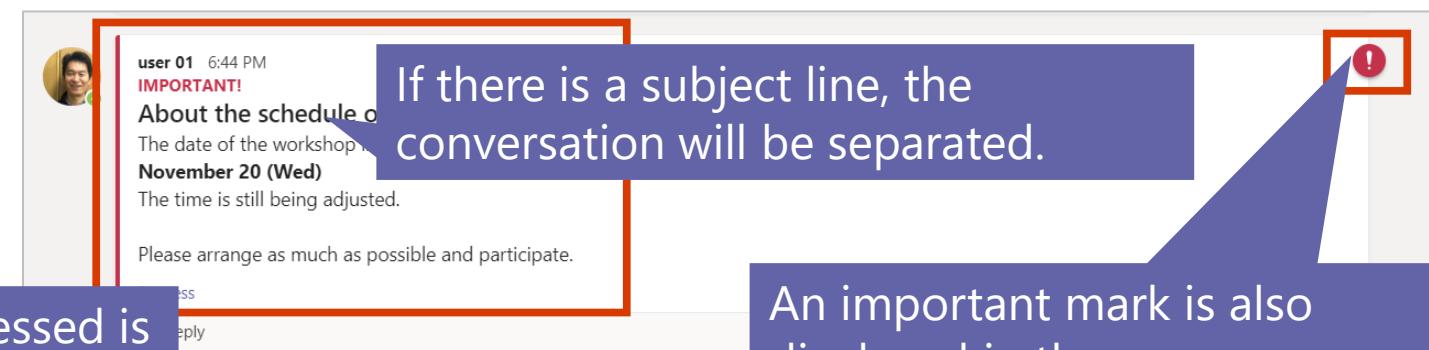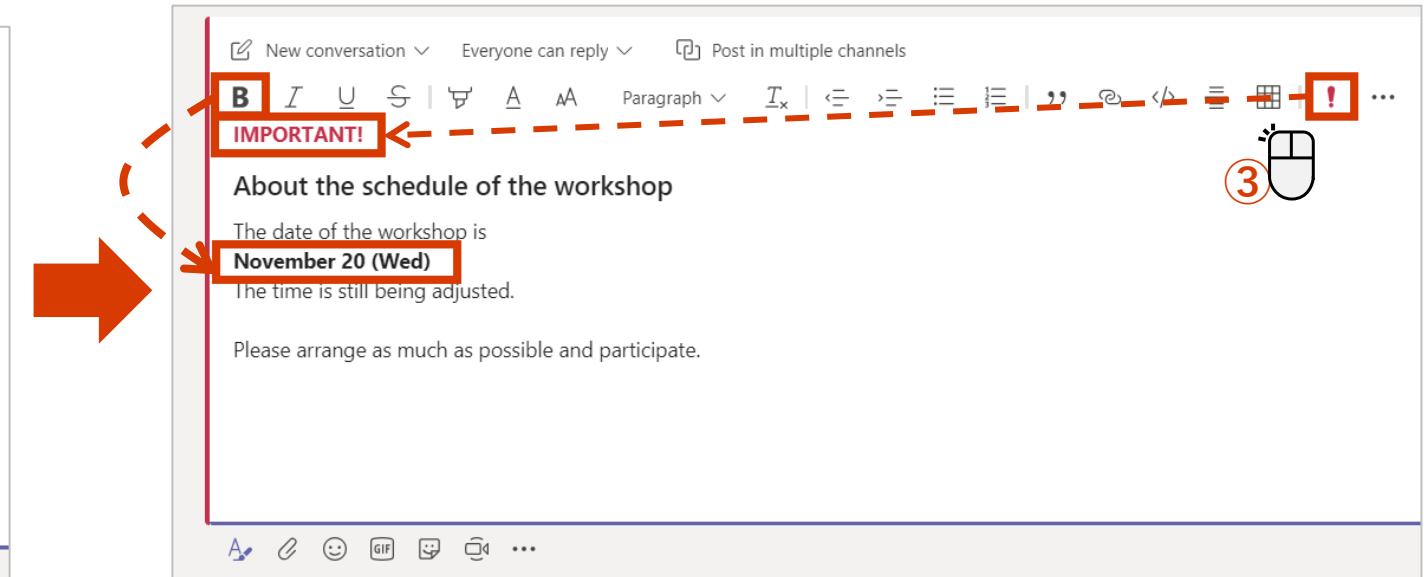
Format text to post

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.

If there is a subject line, the conversation will be separated.

An important mark is also displayed in the message.

Attach a file

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

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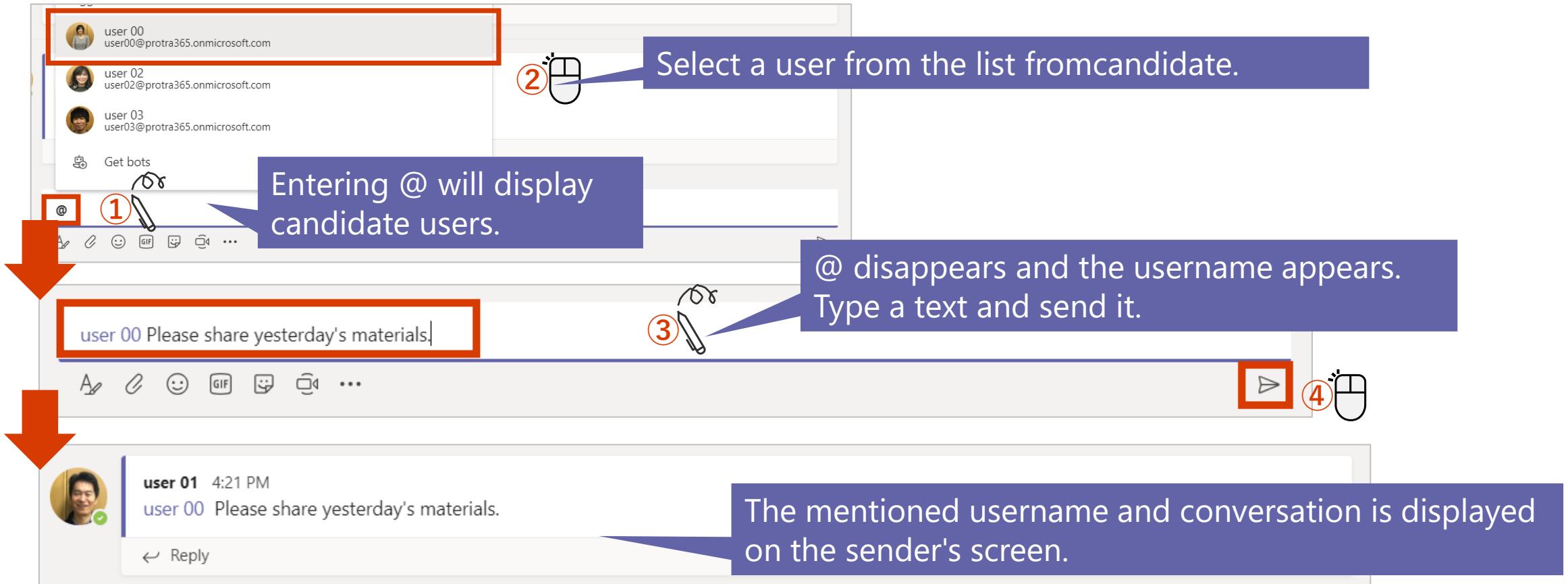
If you don't click the "Send" button, it will not be shared with team members, so be sure to send it!!
You can also send text together.

Set up mentions 1

This function sends a notification to a specific user.

<When mentioning>

Select a user from the list fromcandidate.

②

Entering @ will display candidate users.

①

@ disappears and the username appears.
Type a text and send it.

③

④

The mentioned username and conversation is displayed on the sender's screen.
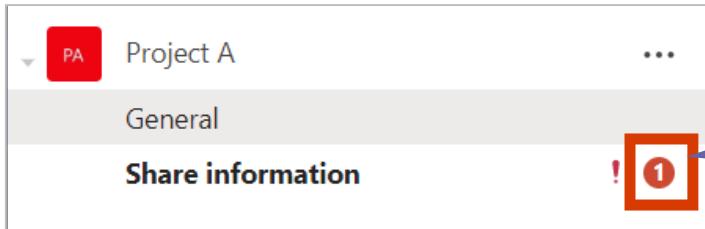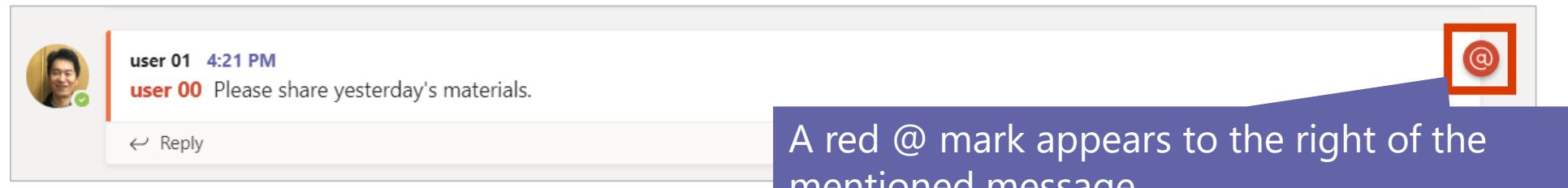
Set up mentions 2

This function sends a notification to a specific user.

\<When mentioned\>

PA Project A   •••
General
Share information   ❗ **1**

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.

user 01   4:21 PM
user 00   Please share yesterday's materials.
↵ Reply

@

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.

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

Enter the keyword you want to search.

materials ①

Messages People Files

user 01   2h ago
user 00 Please share yesterday's materials.
Project A / Share information

user 01   Yesterday
Yes, thank you. Do you have any materials?
Project A / Share information

Activity
Chat
Teams
Calendar

materials

Messages People Files   ②

user 01   2h
user 00 Please share yesterday's materials
Project A / Share information

user 01   Yesterday
Yes, thank you. Do you have any materials?
Project A / Share information

Activity
Chat
Teams
Calendar
Calls
Files
...

Subject
_____

Date
Select a date range   ▾

Team
Select team   ▾

Channel
All channels   ▾

From
Type a name

☐ My @mentions
☐ Has attachment

Filter   Clear

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

Click on any tile to learn more

Teams Overview

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

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How to use Chat

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

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How to setup and join Meetings

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

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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.

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