How to use MS Teams

UP Education has adopted Microsoft Teams as its primary platform for internal communication & collaboration. Microsoft Teams is a powerful communication and collaboration tool that brings together chat, video meetings, file storage, and application integration in a single, unified platform. With the ongoing pandemic forcing many educational institutions to shift to remote learning, Microsoft Teams has become an essential tool for educators and students alike. UP Education's decision to use Microsoft Teams reflects its commitment to providing an exceptional remote learning experience and ensuring that its students have access to the latest technology and tools. In this context, Microsoft Teams has emerged as a vital tool in enabling UP Education to continue its mission of providing high-quality education to its students, regardless of location or circumstances.

Contents

Opening Microsoft Teams:

To use Microsoft Teams, you can access it two different ways.

1. Use the Microsoft Teams App stored locally on your work device.

2. Login via the web browser interface (if your app is having issues, this is a good alternative way to access it
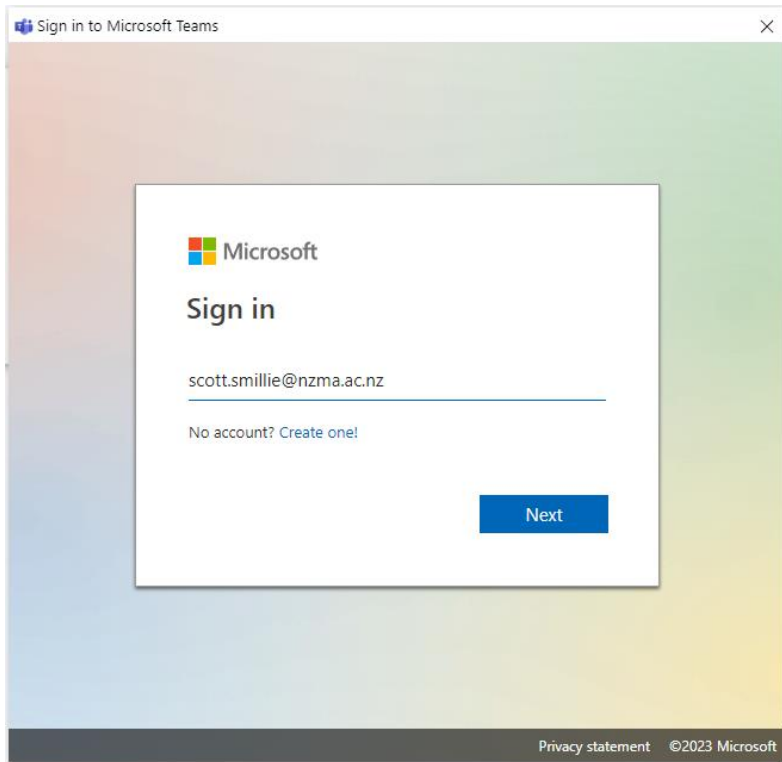
Using the App.

Step 1: Click on the Windows Start button on the bottom left.

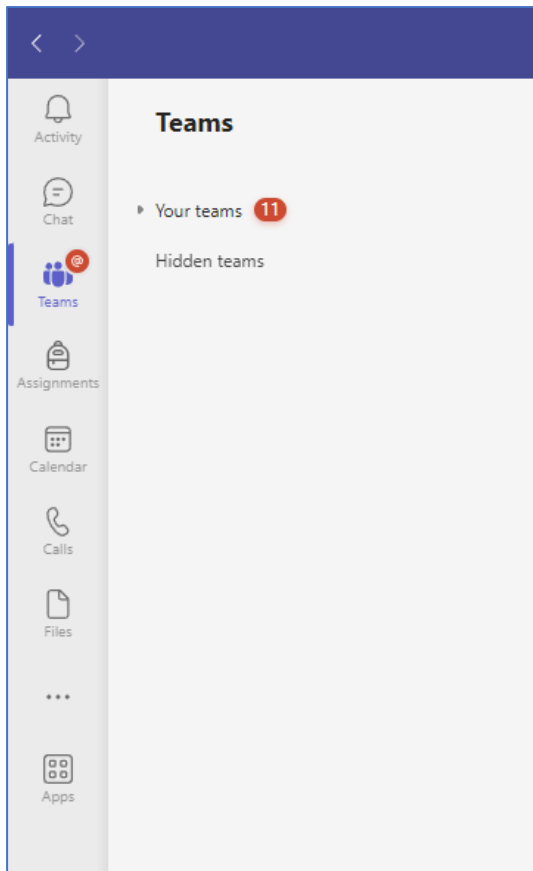**Step 2:** Type in teams into the search bar

Step 3: Select the Microsoft Teams App
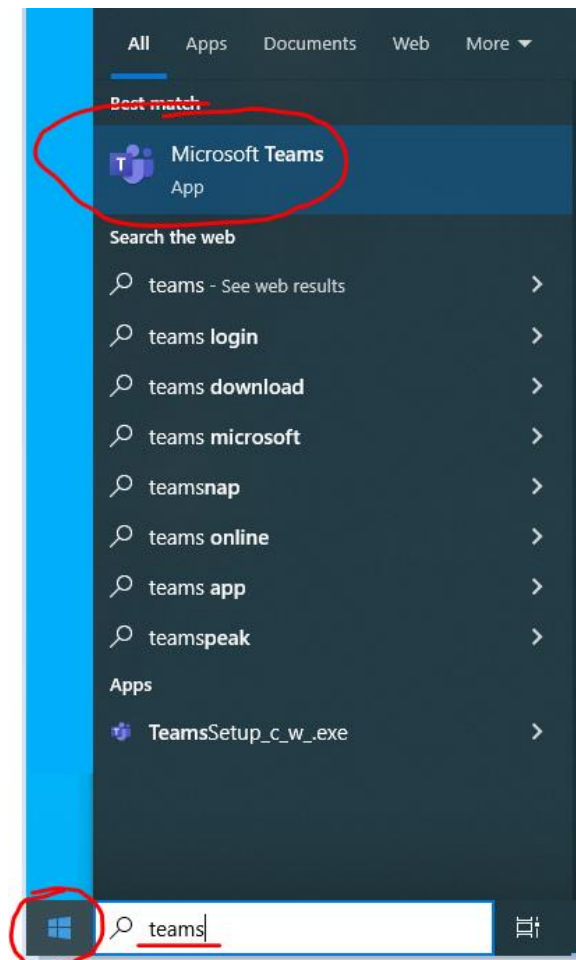
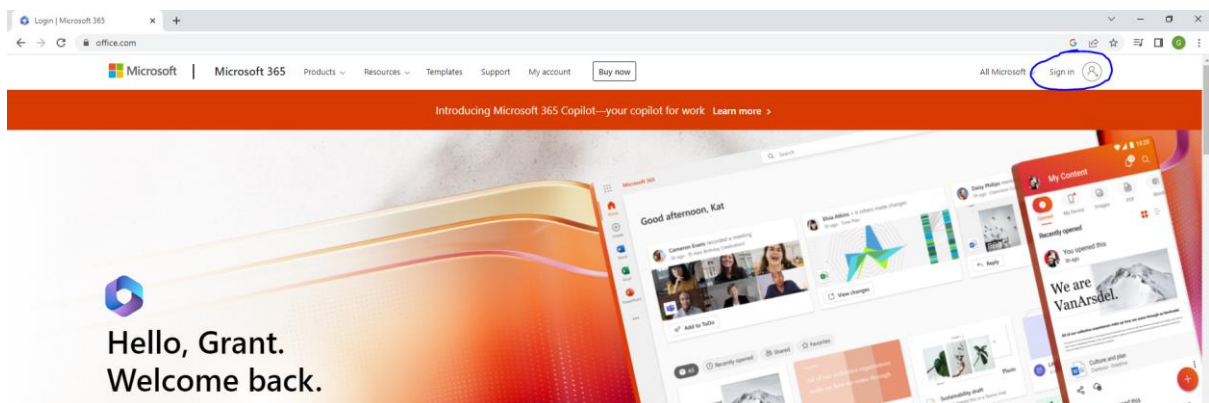**Step 4:** You will need to sign in with your work account email address and password.

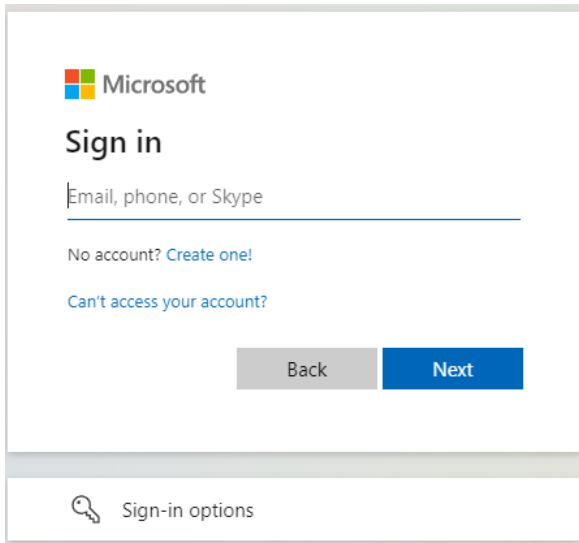**Step 5:** Once logged in you will have access to all the main functions of MS Teams on the left hand side.

Logging via the web browser interface

Step 1: Open your web browser, go to the web site: https://www.office.com/ and click on the Sign in button.
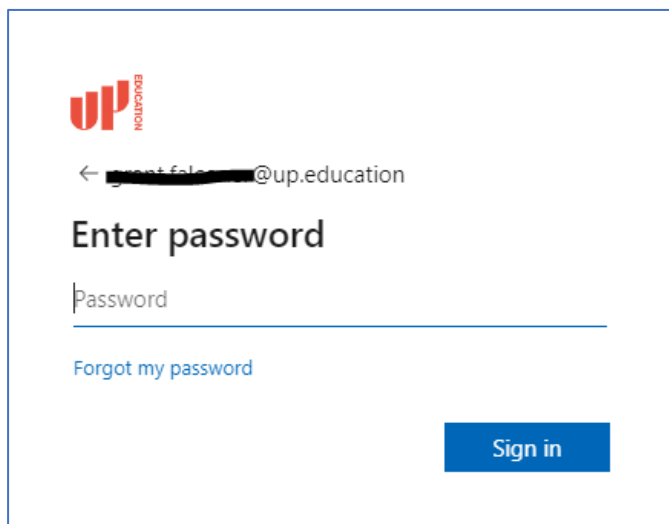
Step 2: Sign in with your UP Education login credentials. This will be your primary email address used to login to UP Education IT services.

Step 3: Enter in your password

Step 4: If you have set up 2 Factor Authentication on your work login account, then you will receive a message on your phone to your MS Authenticator app. Once you receive the message on your phone, approve the sign-in.

If for some reason your MS Authenticator app is not working on your phone, then you can select I can't use my Microsoft Authenticator app right now can select the option to text your phone with a code or ring your phone instead.
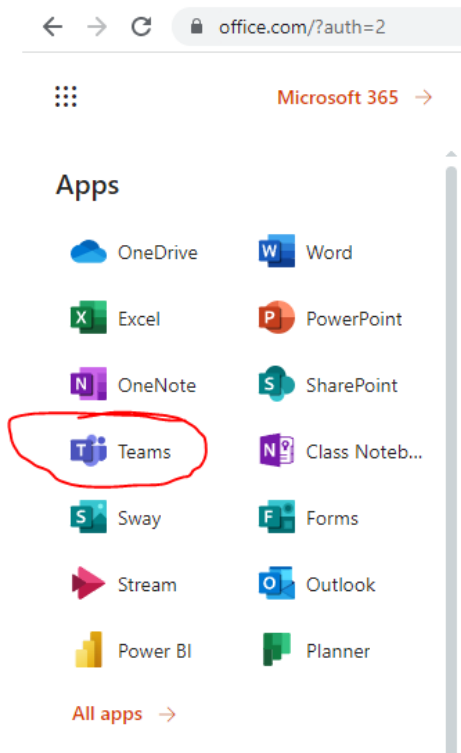
If you haven't set up 2 Factor Authentication yet on you work login, then please follow the instructions Setting up 2FA under the Getting Started section of this website.
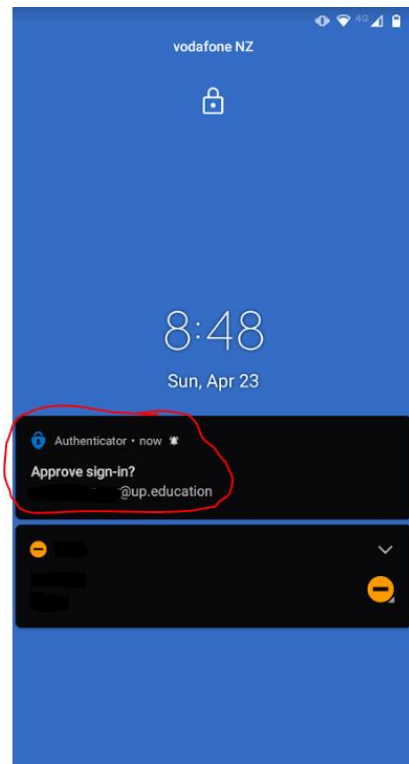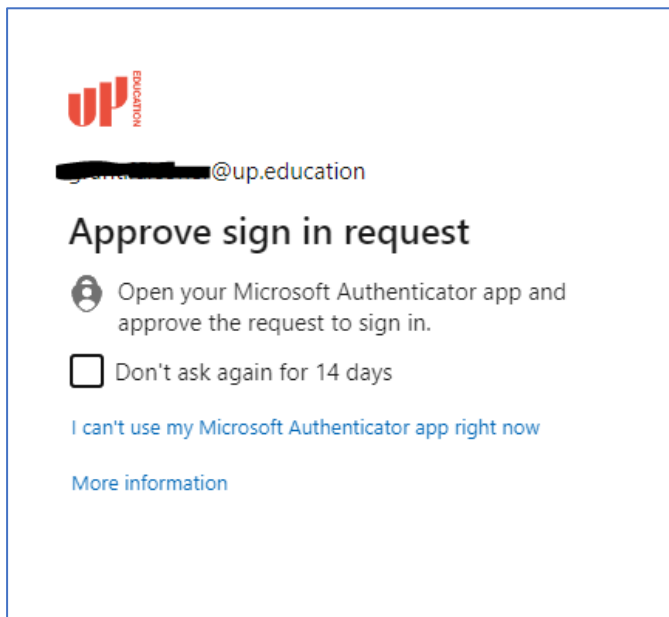
Step 5: Click on the App Launcher button.
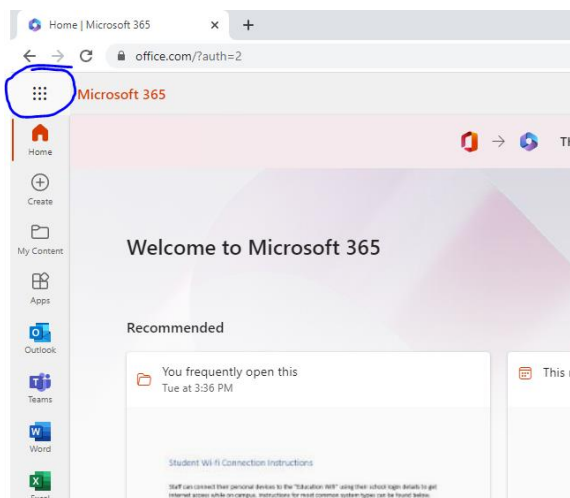
**Step 6:** Select Teams from the Apps list

How to create a Team to collaborate

The purpose of a team in Microsoft Teams is to bring together a group of people to collaborate on a specific project or task. Teams allows team members to communicate, share files and work together in real-time. The features in Microsoft Teams make it easy for team members to stay organized, track progress and work together efficiently.

Teams can be created for a wide range of purposes, such as project management, departmental collaboration, and cross-functional team collaboration. Each team can have multiple channels, which can be used to organize discussions and content based on specific topics or tasks.

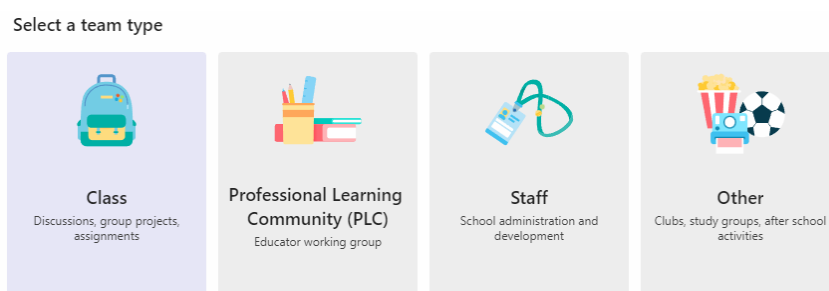**Step 1:** Click on Teams on the left-hand side and then click Join or create team
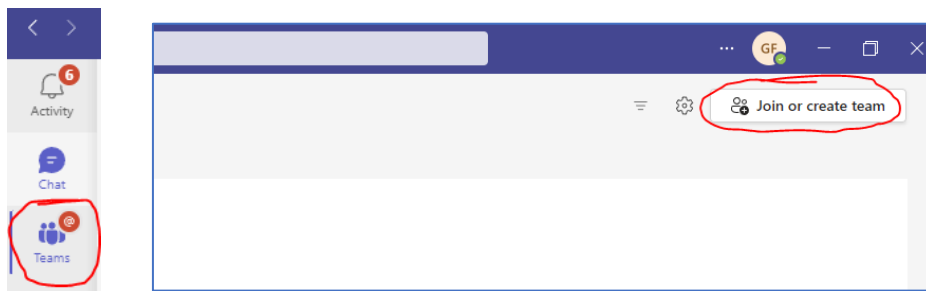
Step 2: Click on Create team
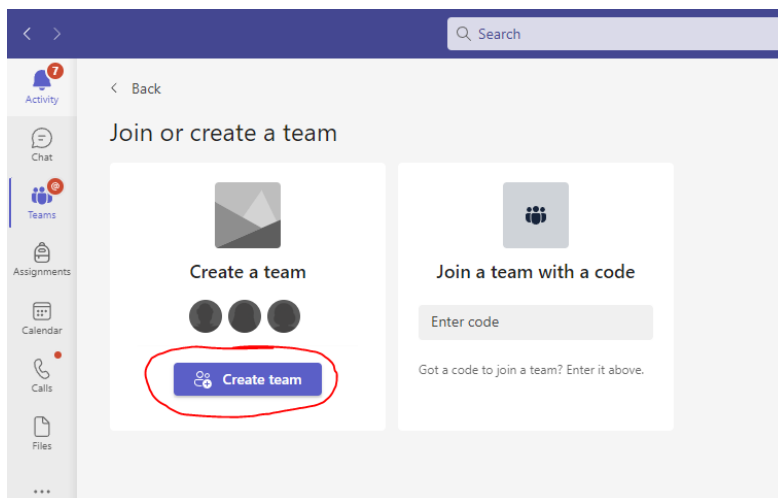
Step 3: Click Staff. You can select different Team types for additional features relating to type of people who will be in the team.

Step 4: Name your team appropriately and then decide on the level of privacy. Decide if access to your team will be controlled by team owners or if anyone can just join the team. It is recommended that if the nature of the content is meant to be restricted, then select Private. Because you are creating the team you are automatically the owner, but you can add other specific people to be owners later. Once you have decided on the privacy click Next.

Step 5: After the team is set up, you can add multiple staff to your team by either searching for their names individually or by an organisational group name. These people will be added as 'members' meaning they are not owners; they won't be able to add other staff into your team unless you make them owners. After you have selected all your members click Add.
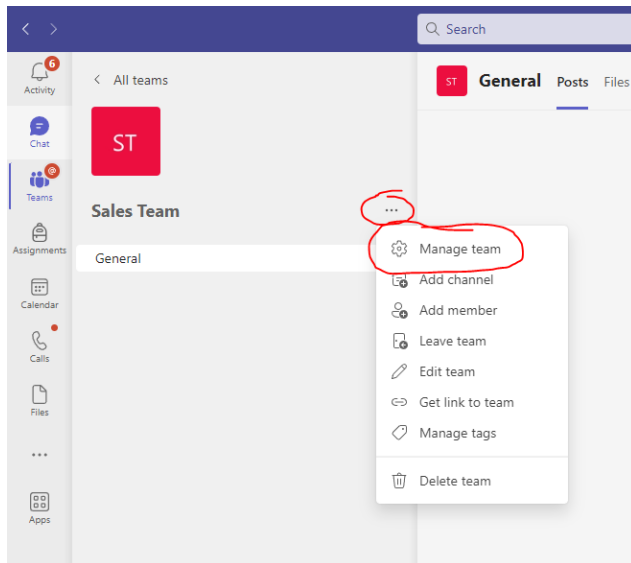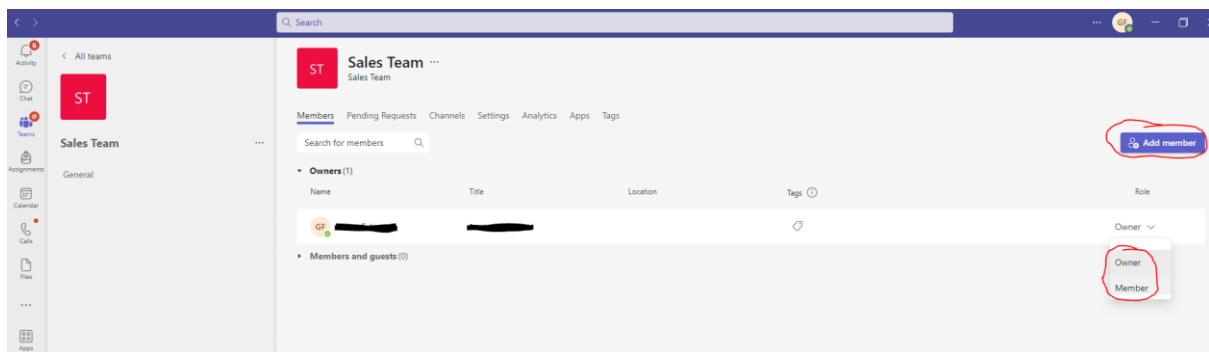
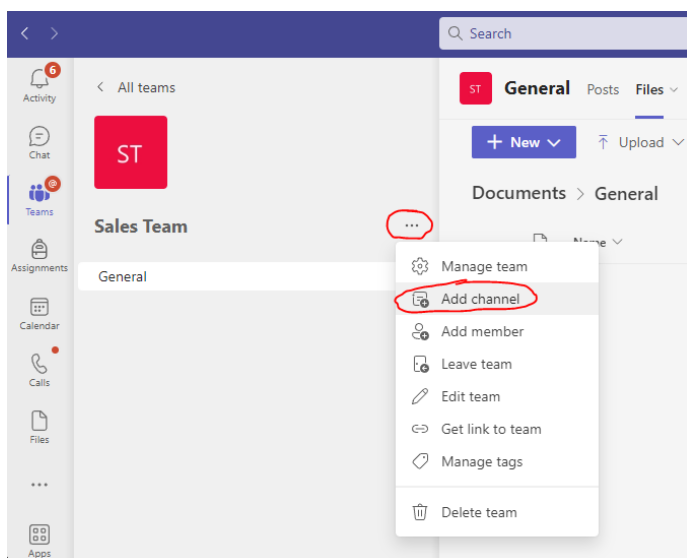Once the team is created you can click on the 3 dots and select Manage team.

From here you can add more members or make an existing member either a member or owner.

Step 6: If you want to separate out files, discussions and collaboration for specific topics within your team, then you can create multiple Channels. Click on the 3 dots and select Add channel

Step 7: Give your channel an appropriate name and select the level of privacy and click Add. Like the privacy on who can access a team, you can restrict which team members have access to the channel.
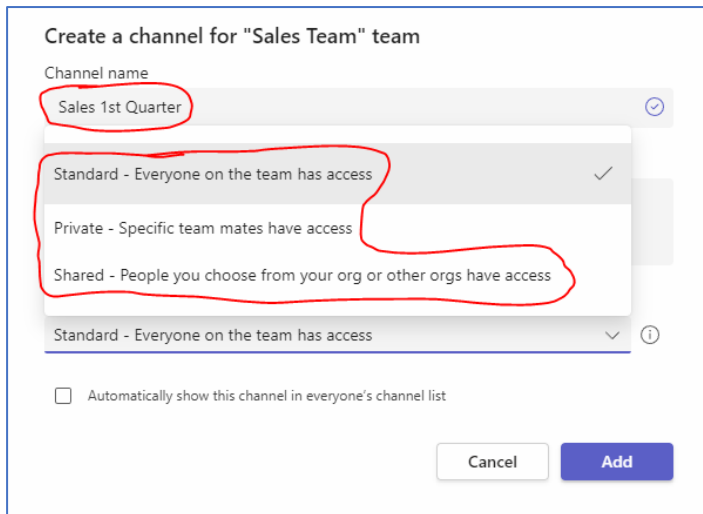
Step 8: You can now see the channel you just created. Click on < All teams
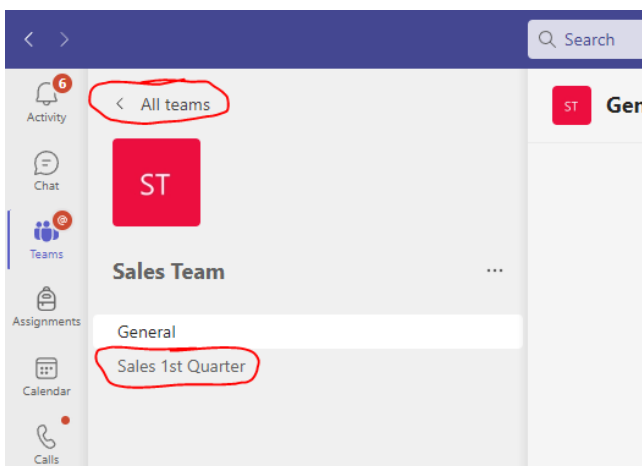
Here you can see your newly created team and any other teams you may be a part of.
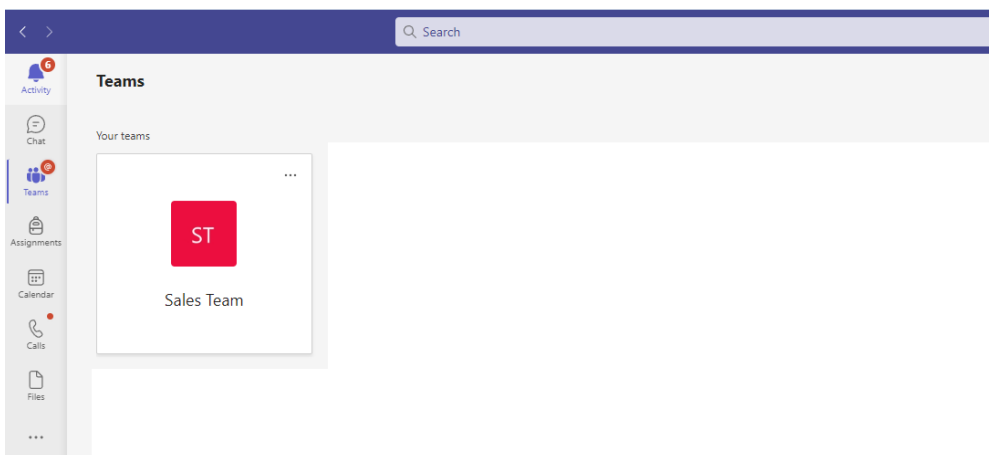
How to collaborate using a Team

Step 1: Click on Teams from the menu from the left-hand side to see all the Teams you are a part of.

Step 2: Select a Team you would like to go into. A number in red above a Team indicates activity within the team that you haven't seen yet.

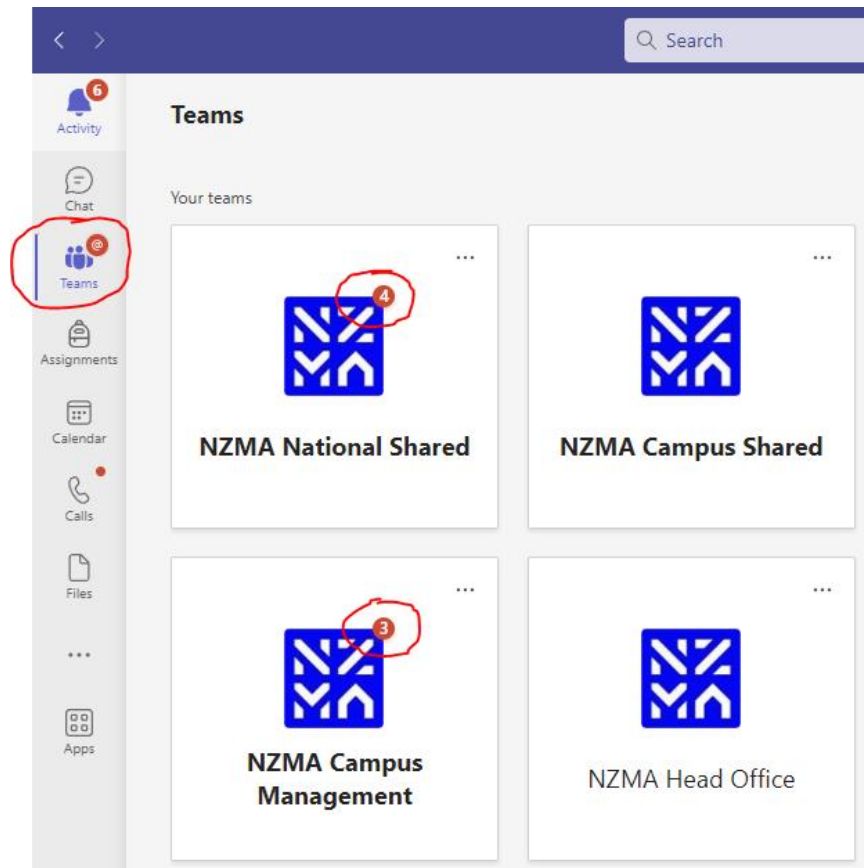**Step 5:** Channels are listed on the left-hand side. Each team can have multiple channels, which can be used to organize discussions and content based on specific topics or tasks. To view the discussions going on within a channel click on Posts.
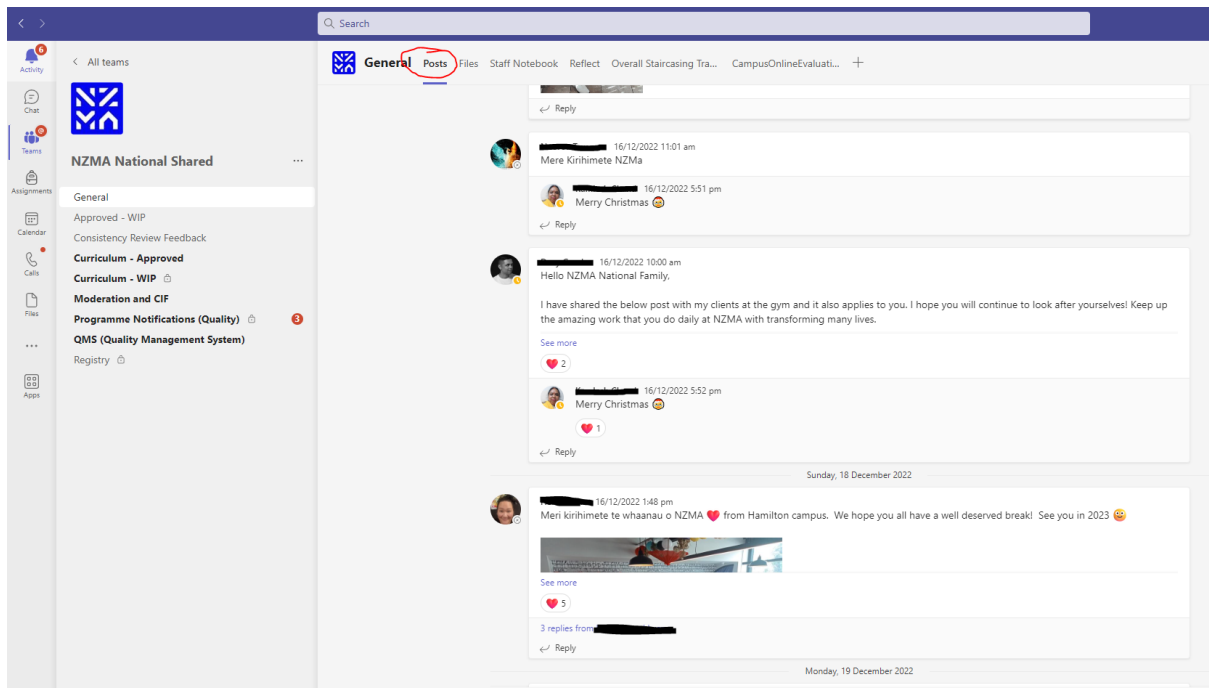
Step 6: Click on Files in order to access files & folders that relate to the Team/Channel
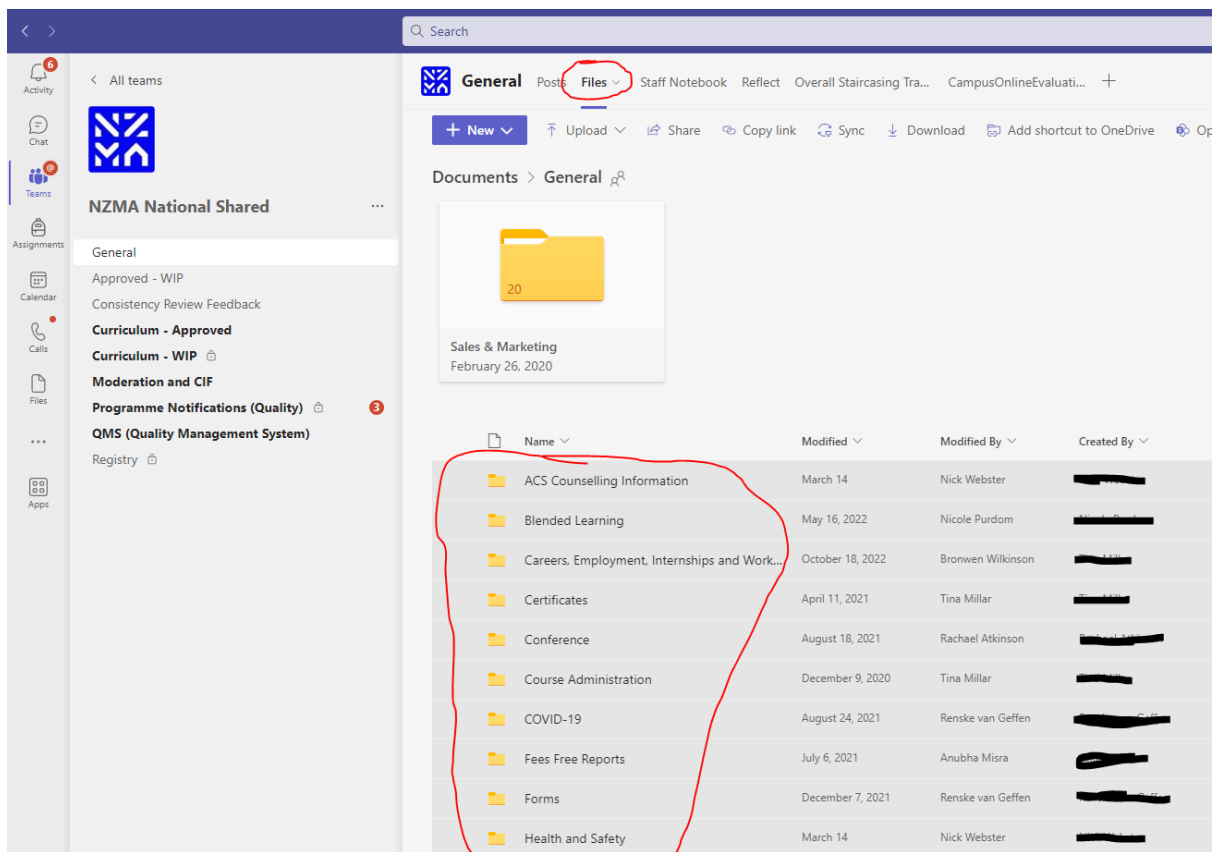
Using the chat feature

The chat feature is a fundamental component of Microsoft Teams, as it enables users to communicate quickly and efficiently without the need for email or other external messaging services. Users can send text messages, emojis, GIFs, and stickers to express their ideas or emotions.

Moreover, the chat feature also allows users to create private or group conversations, make audio or video calls, share screens, and collaborate on files. It is a versatile tool that provides a wide range of functionalities to make communication more effective and productive within a team.

Step 1: Click on the "Chat" icon located on the left-hand sidebar of the Teams window.

Step 2: Click on the "New Chat" button located in the top right-hand corner of the Chat window.
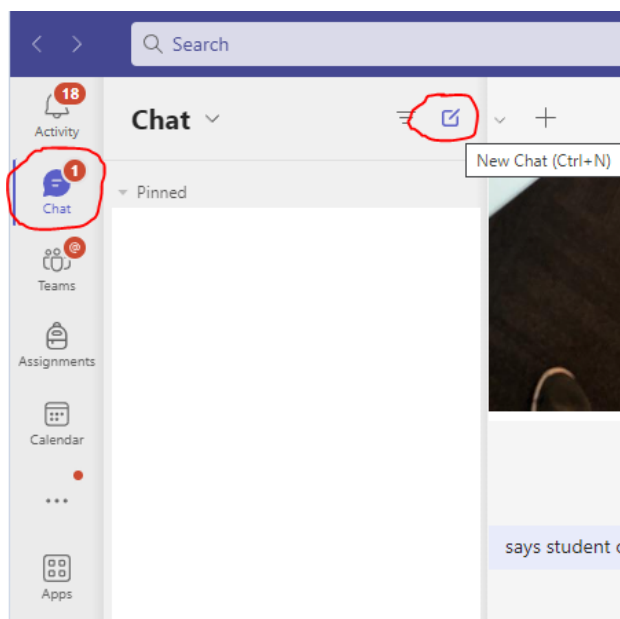
Step 3: Type the name or email address of the person or group you want to chat with in the "To" field. You can also select a contact or group from the list of suggestions that appears as you type.
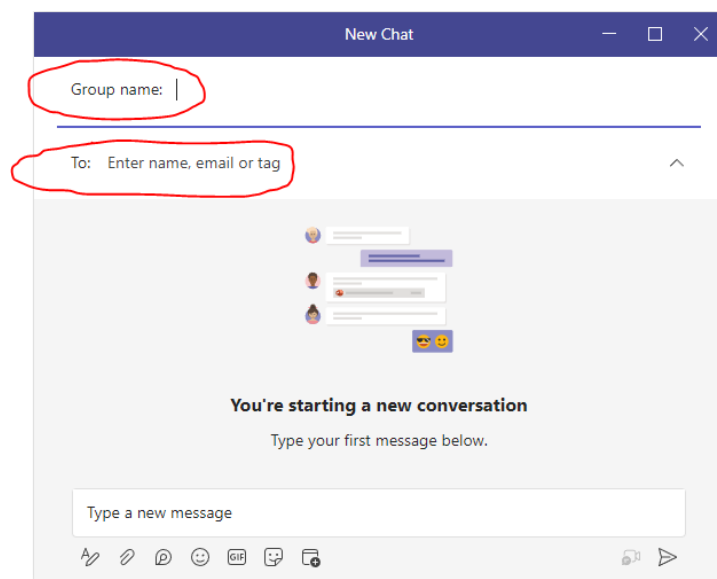
Step 4: Type your message in the message box located at the bottom of the Chat window and press "Enter" to send it.
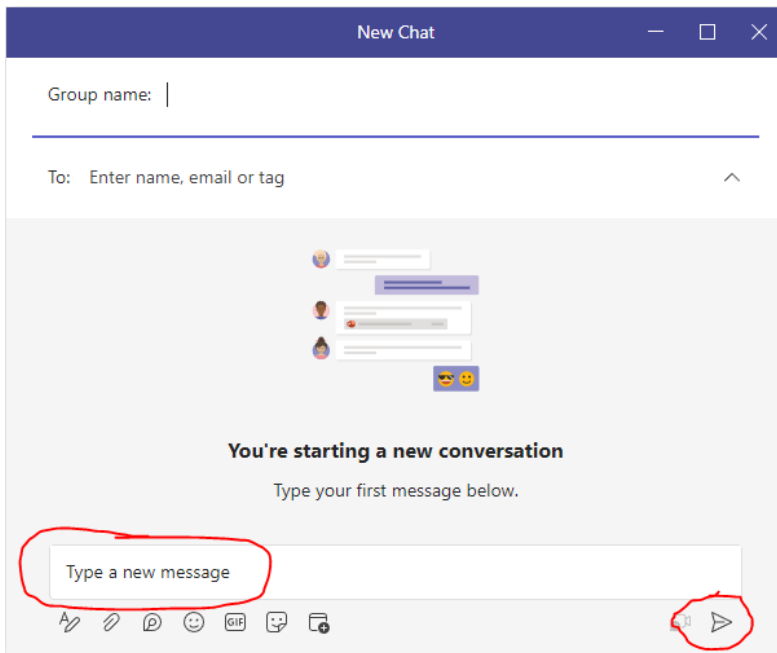
You can also add files, emojis, and other elements to your chat messages using the buttons located next to the message box.
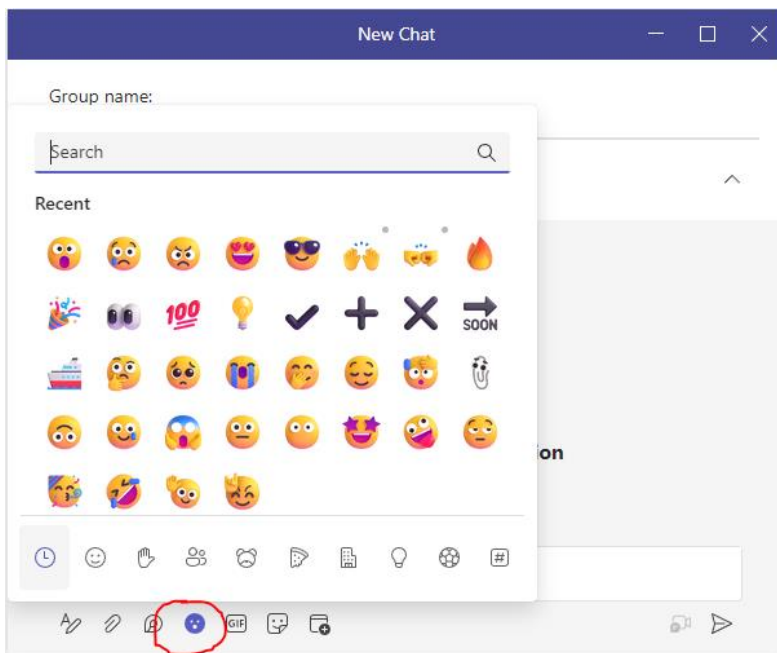
To start a group chat, simply add more people to the "To" field.
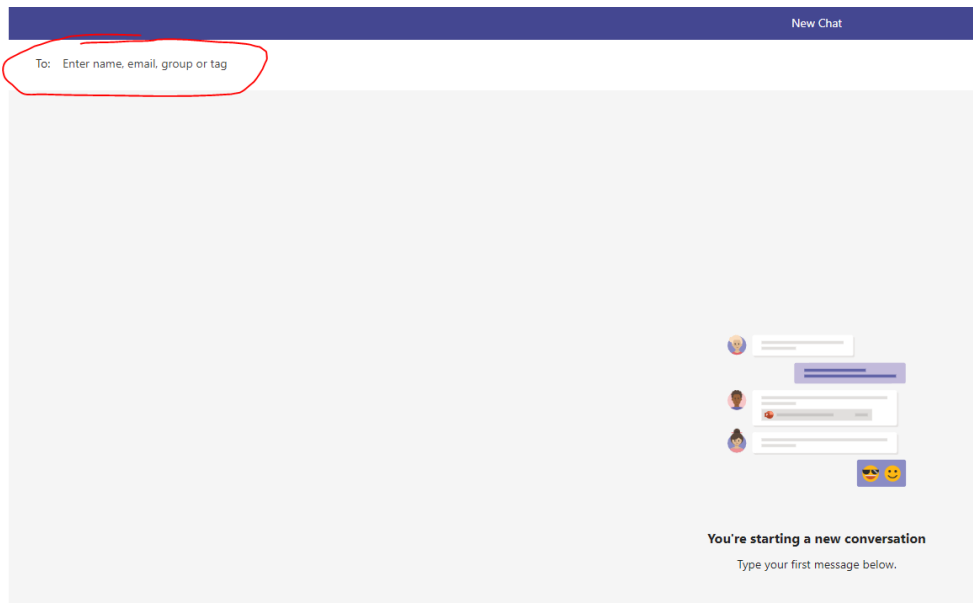
Step 5: You can also search for past chat conversations by using key words in the search bar located at the top of the Chat window.
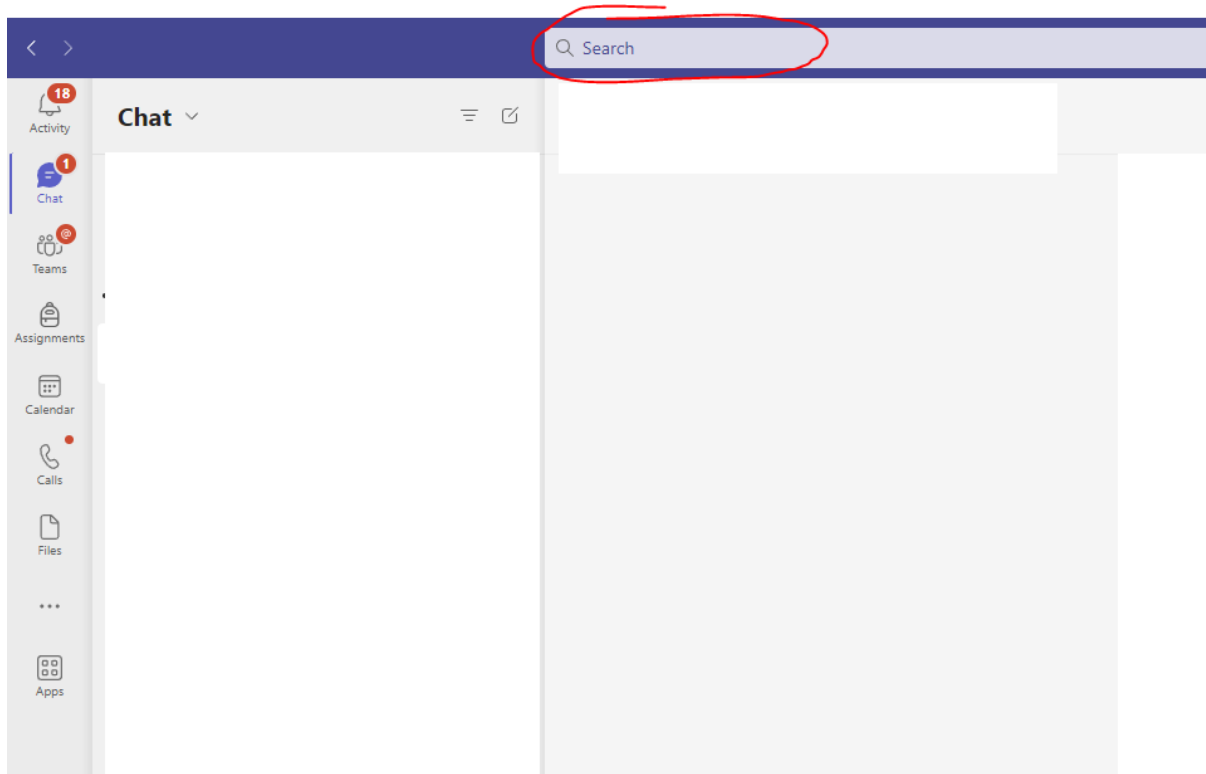
Step 6: To customize your chat settings, click on the three dots located in the top right-hand corner of the Chat window and select "Settings". From here, you can change your notification settings, chat theme, and other preferences.
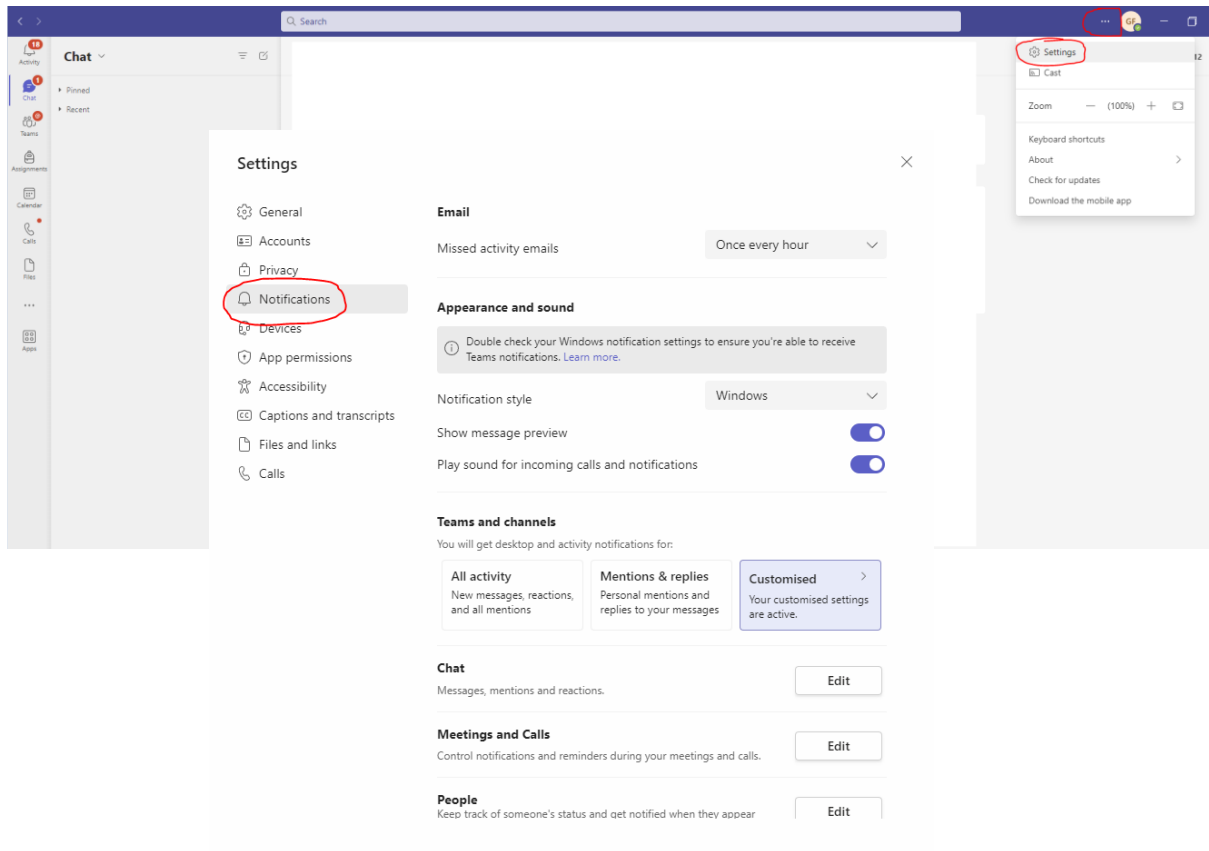
Making audio and video calls

Step 1: Click on the "Calls" icon located on the left-hand sidebar of the Teams window.

Step 2: In the search box, type the name or email address of the person you want to call.

Step 3: Select the person's name from the list of suggestions that appears.

Step 4: Click on the Call Button
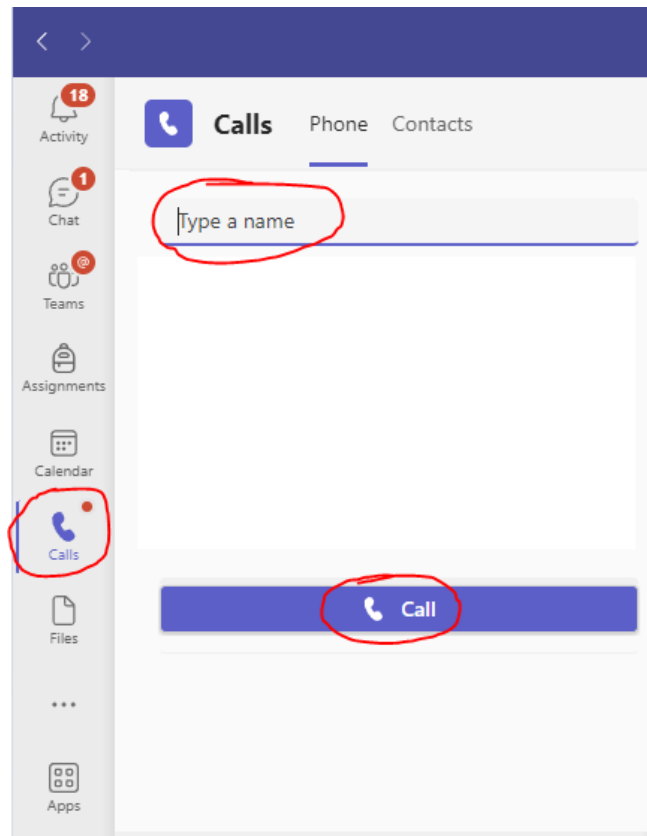
Step 5: Once the call starts, you can mute or unmute your microphone, turn your camera on or off, and adjust the call settings using the buttons located at the bottom of the call window.
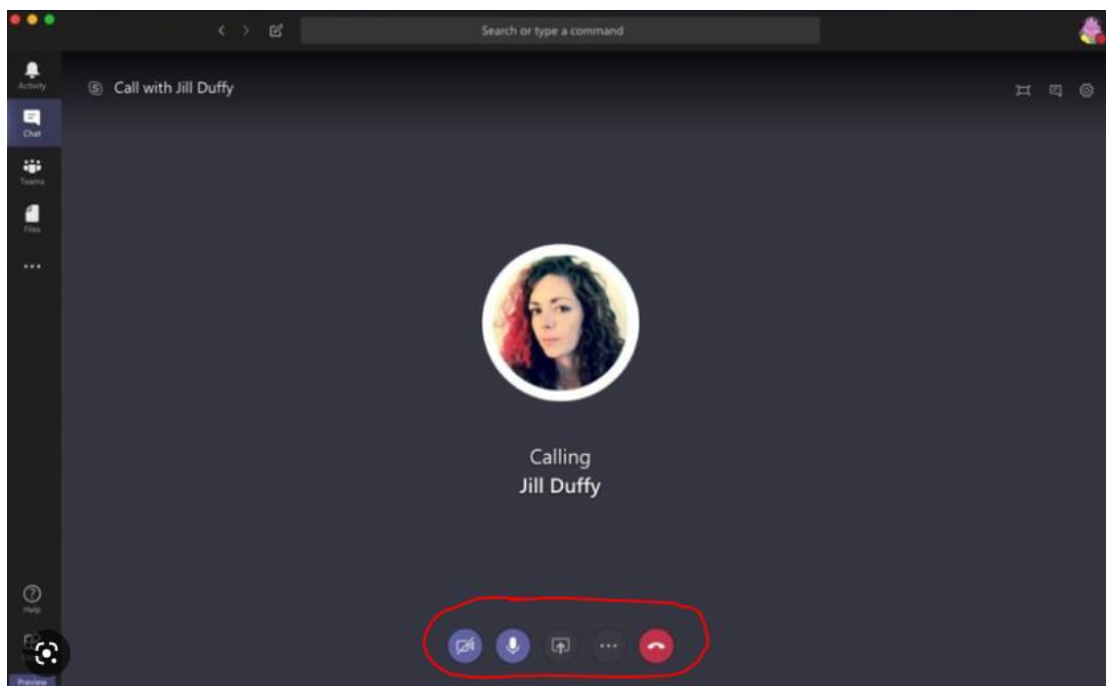
To end the call, click on the red "Hang Up" button located at the bottom of the call window.

How to create a group meeting

Step 1: Click on Calendar on the left-hand menu.

Step 2: In your calendar click on the appropriate time slot for your meeting.

Step 3: Give your meeting a name and Add required attendees and then click Save.
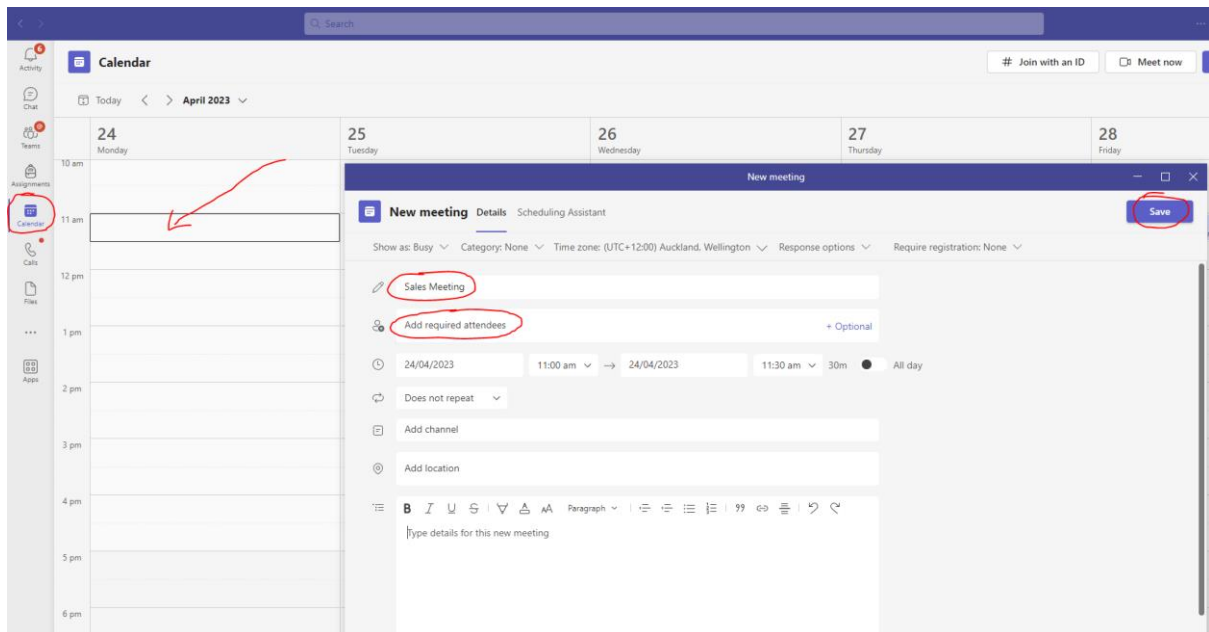
Step 4: When time comes to join the meeting, click on Calendar and then double click on your meeting name.

Step 5: Then click Join.

Joining a group meeting

Step 1: If you have been invited to a Teams meeting, you will receive an email with the meeting link. Click on the link to join the meeting.
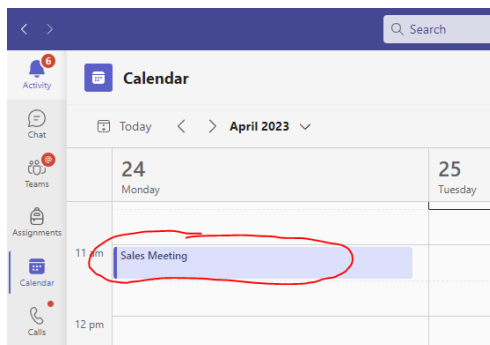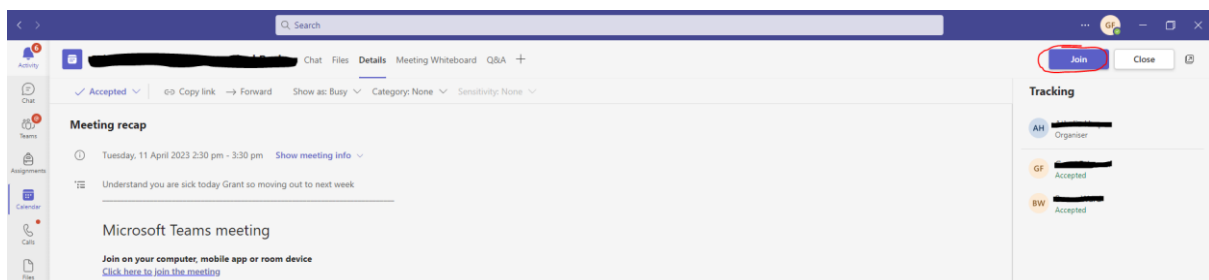

If you don't have Teams installed on your device, you can still join the meeting using your web browser. Simply click on the meeting link provided in the invitation and select "Continue on this browser".

Alternatively, if you do have Teams installed on your device, open the app and click on the "Calendar" tab on the left-hand side of the screen. Find the meeting in your calendar and click on it to open the meeting details. Click the "Join" button to enter the meeting.
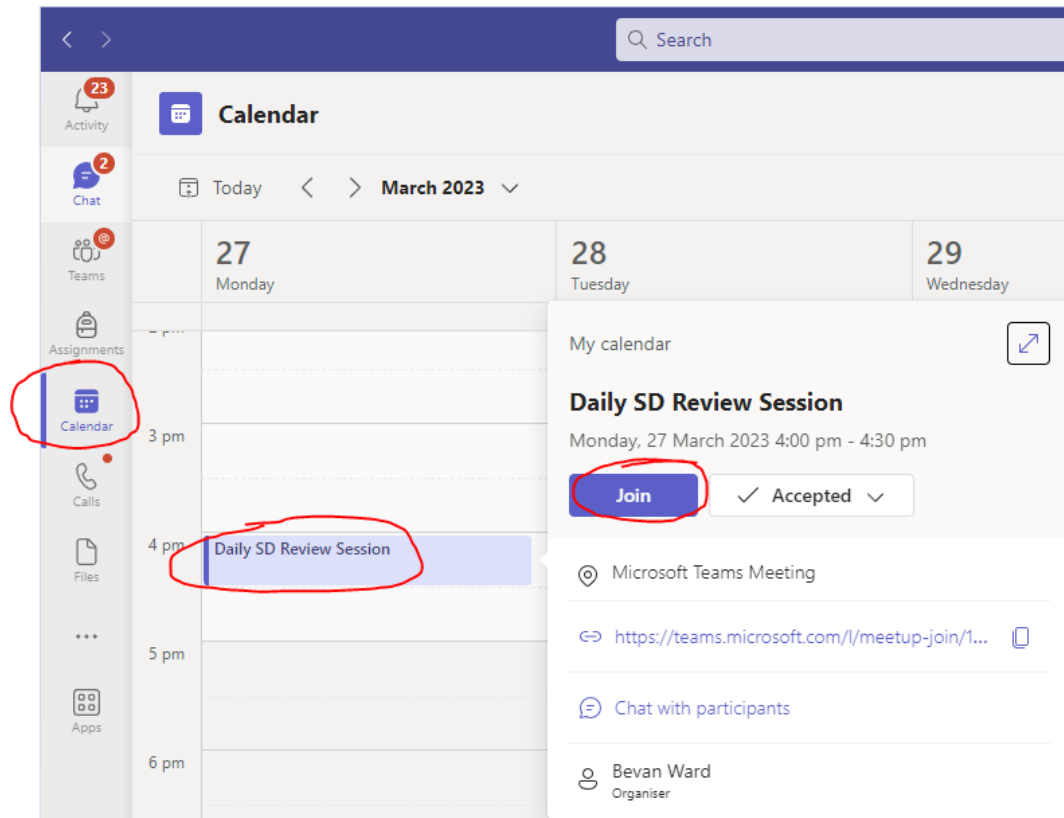
Step 2: Before you join the meeting, you can decide to have your camera or microphone off. You can also click on the settings button to adjust other settings for your meeting. Once you are happy with your settings click Join now button.
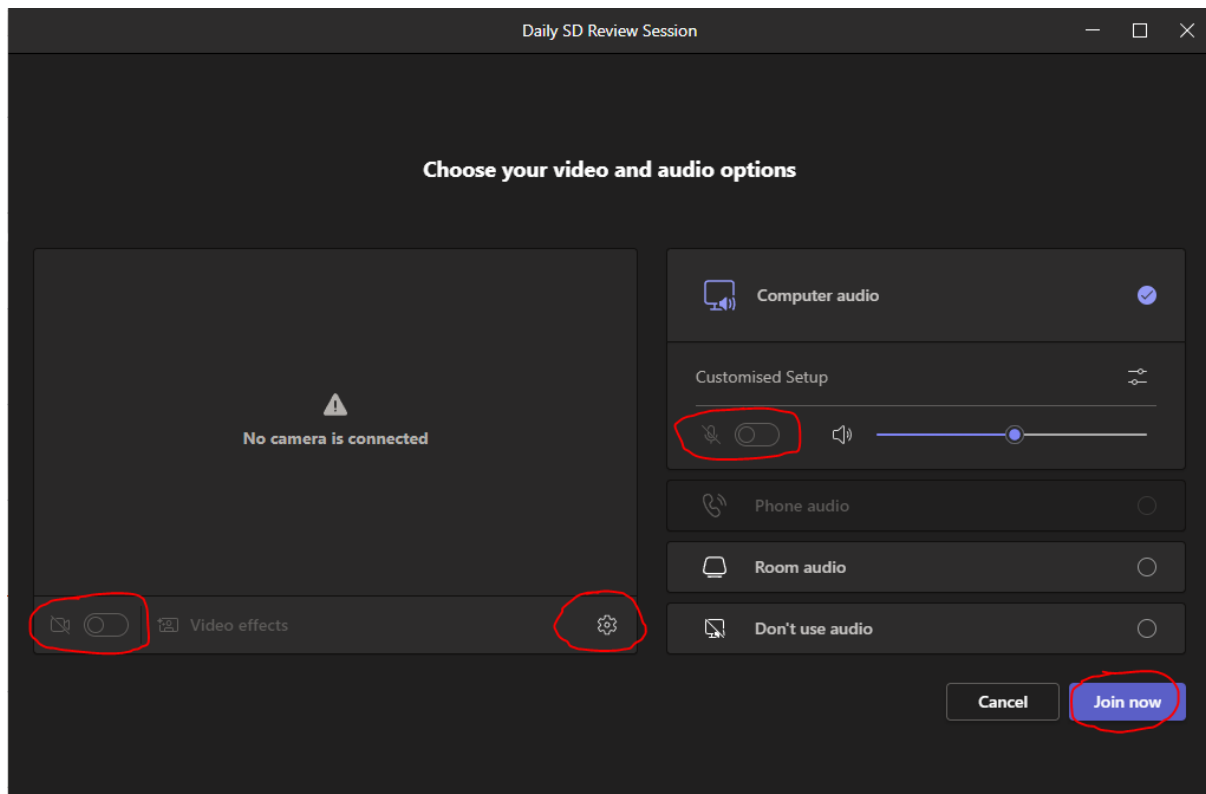
Once you've joined the meeting, you can turn on your camera and microphone by clicking on the corresponding icons in the toolbar at the bottom of the screen.

If you're joining the meeting using a web browser, you'll need to give Teams permission to use your camera and microphone.

Tips for using Microsoft Teams:

Organize your teams and channels:

Make sure to create teams and channels that are organized and easy to navigate. Use clear and concise names for your teams and channels to make it easy for others to find what they need.

Use @mentions:

Use the @mention feature to notify someone when you need their attention in a chat or channel. This will send them a notification and ensure that they see your message.

Keep your notifications under control:

You can customize your notification settings in Teams to avoid getting overwhelmed by alerts. You can choose to receive notifications for specific activities or turn them off altogether.

Use video calls for face-to-face communication:

Whenever possible, use video calls instead of audio calls or chat. This will help you build stronger relationships with your team members and ensure that everyone is on the same page.

Explore apps and integrations:

Take advantage of the apps and integrations available in Teams to improve your productivity and streamline your work.