

Microsoft Teams Quick Start Guide

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

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

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

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

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Microsoft Teams

Your Hub for Teamwork in Office 365

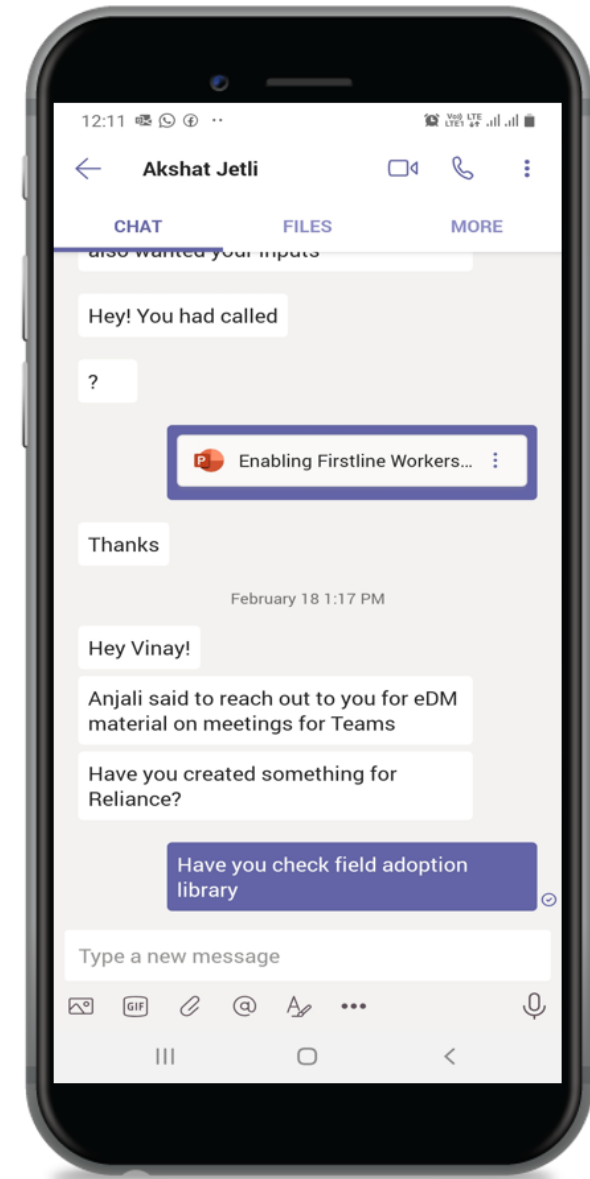
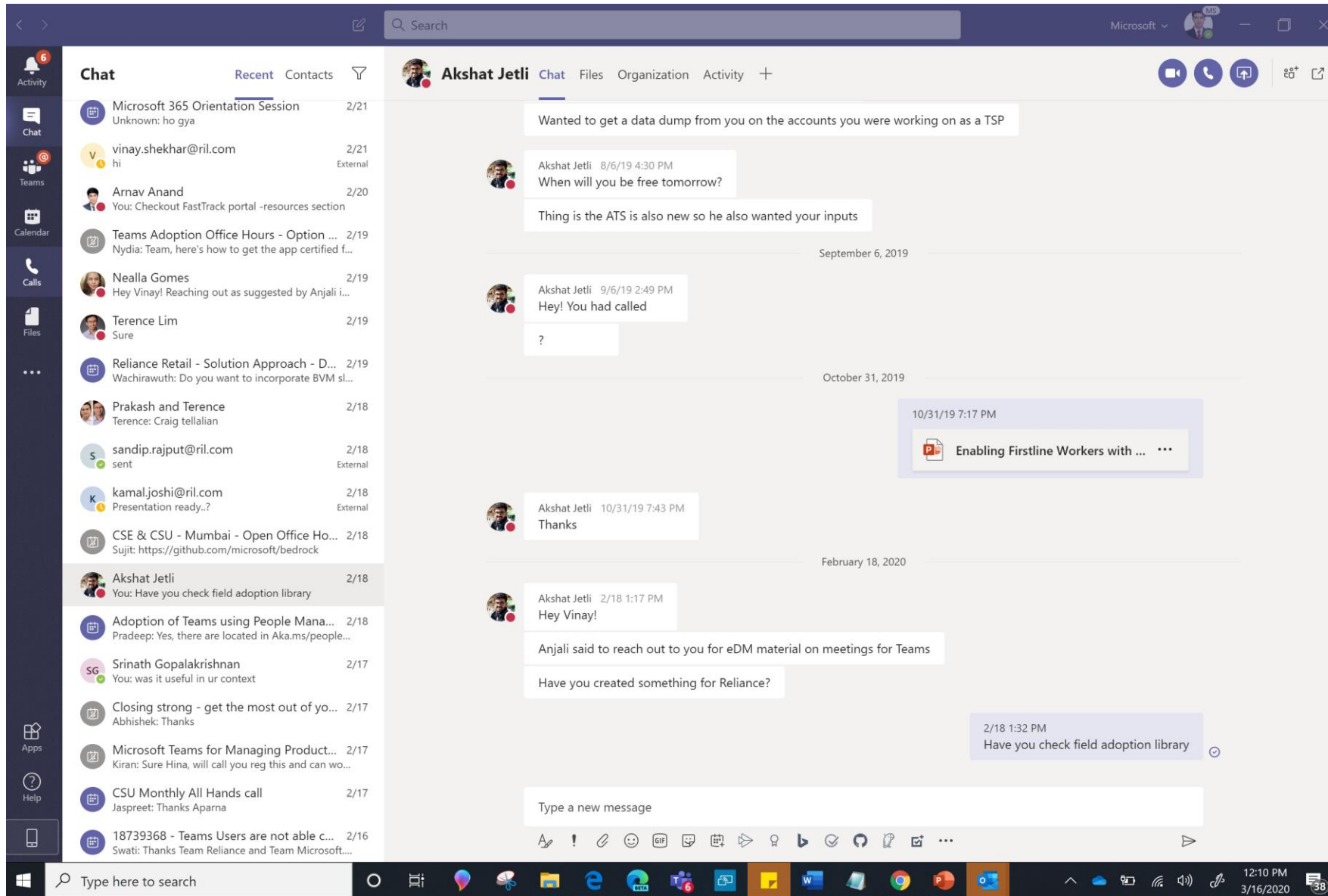
Chat, video conferencing, and voice calls are combined allowing you to work remotely with ease.

Download Teams –

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



Participate in 1:1 or Group Chat

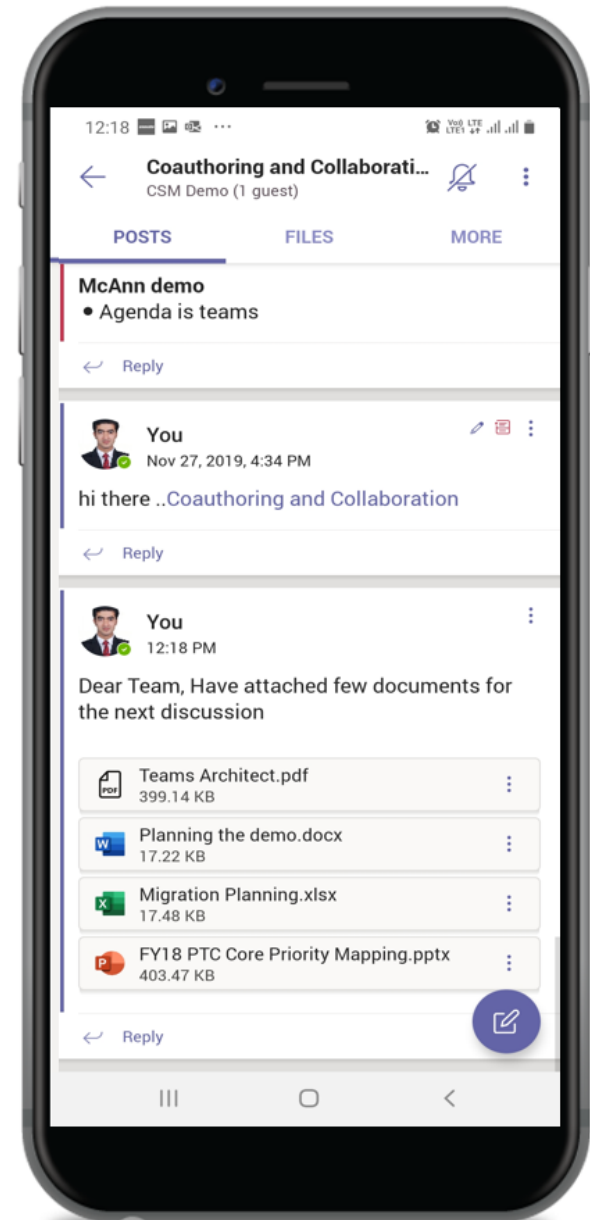


Join or Schedule Meetings from any device



Collaboration in Teams

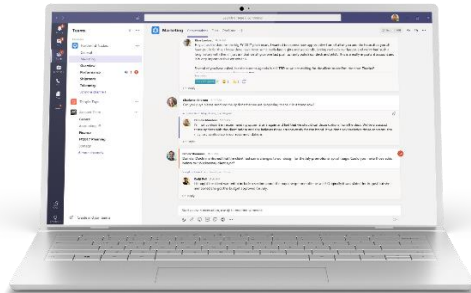
The screenshot shows the Microsoft Teams desktop application. On the left is a navigation pane with sections: Activity, Chat, Teams, Calendar, Calls, Files, and a 'More' menu. The 'Teams' section is expanded, showing a list of teams including 'Teams at RIL', 'Did You Know', '2. Microsoft@RIL (M365, Azure and D365)', 'General', and 'CSM Demo'. The 'CSM Demo' team is selected, and its channel 'Coauthoring and Collaboration' is active. The channel header shows 'Team Confidential' and '1 Guest'. The main content area displays a post from 'Vinay Shekhar' dated 'November 27, 2019'. The post contains a pinned message 'Sakshi Resume.pdf', a large blue banner reading 'Demo at 5 PM Today', and a section titled 'IMPORTANT! McAnn demo' with the sub-point 'Agenda is teams'. Below this, the user says 'hi there ..Coauthoring and Collaboration'. At the bottom, a red box highlights a message where the user says 'Dear Team, Have attached few documents for the next discussion' and lists four files: 'FY18 PTC Core Priority Mapping.pptx', 'Planning the demo.docx', 'Teams Architect.pdf', and 'Migration Planning.xlsx'. A search bar and user profile are visible at the top of the interface.



Teams access from any where, any device

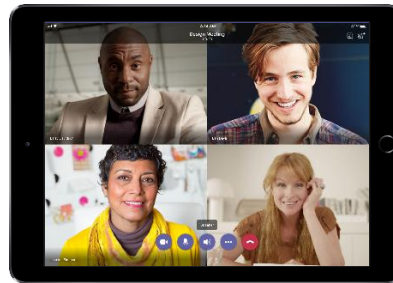
Download Teams – <https://aka.ms/getteams> or Download from iOS or Android appstores

Desktop



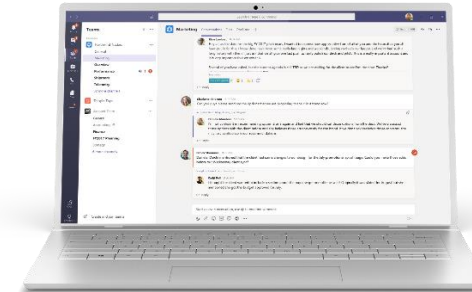
 Windows 7+



Mobile

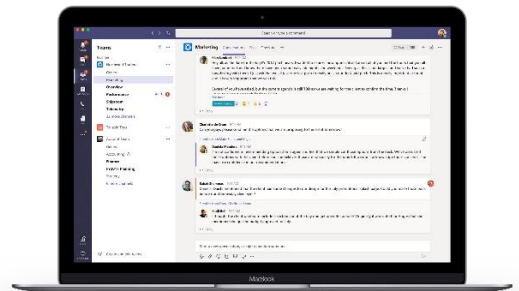


iPad

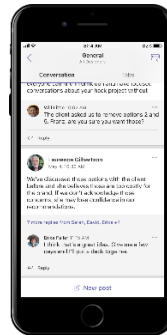
Web



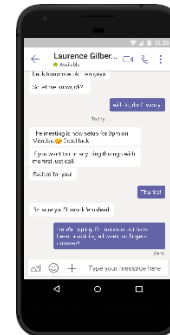
 Edge RS2+
Edge Chromium
 Google Chrome



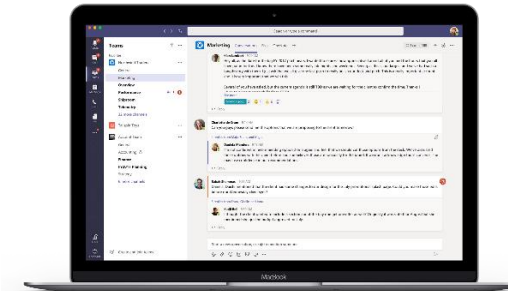
 OS X 10.10+



iPhone



Android



 Linux DEB 64-bit

 Linux RPM 64-bit

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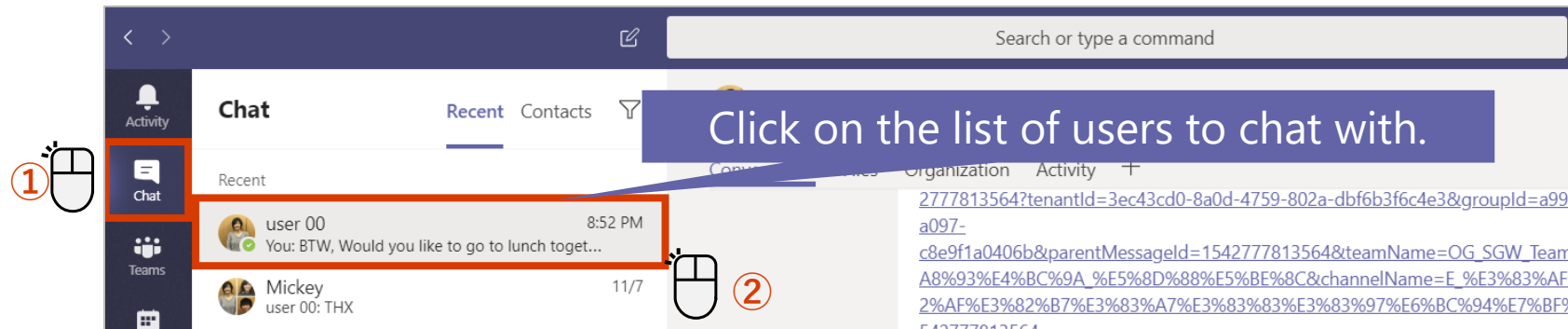
How to use Chat

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

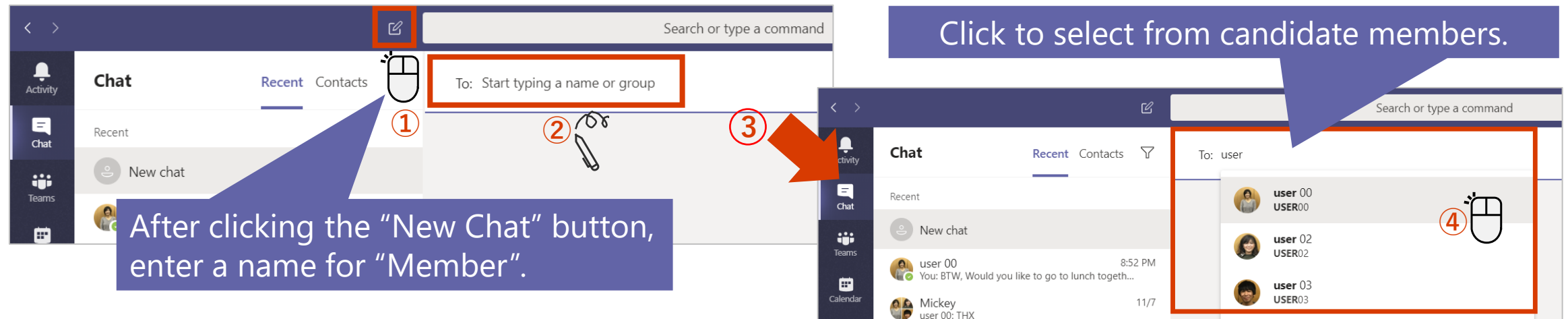
Start a 1:1 Chat

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

<To chat with someone who has chatted recently>



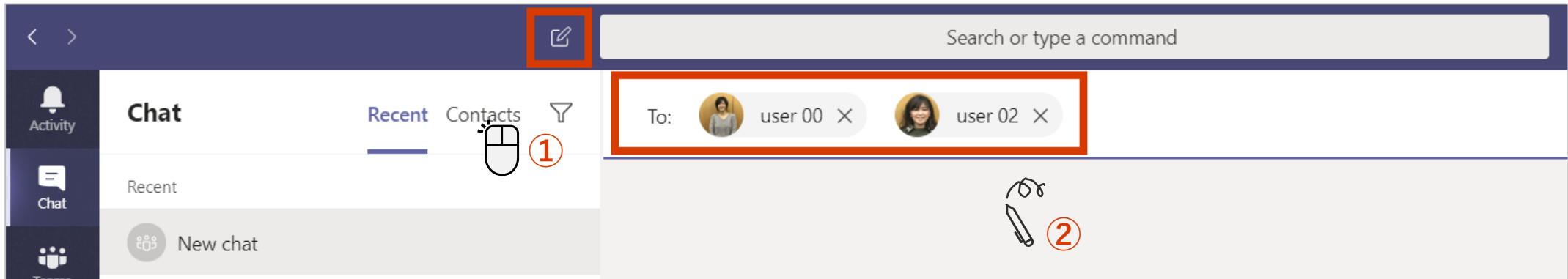
<To start a **New Chat**>



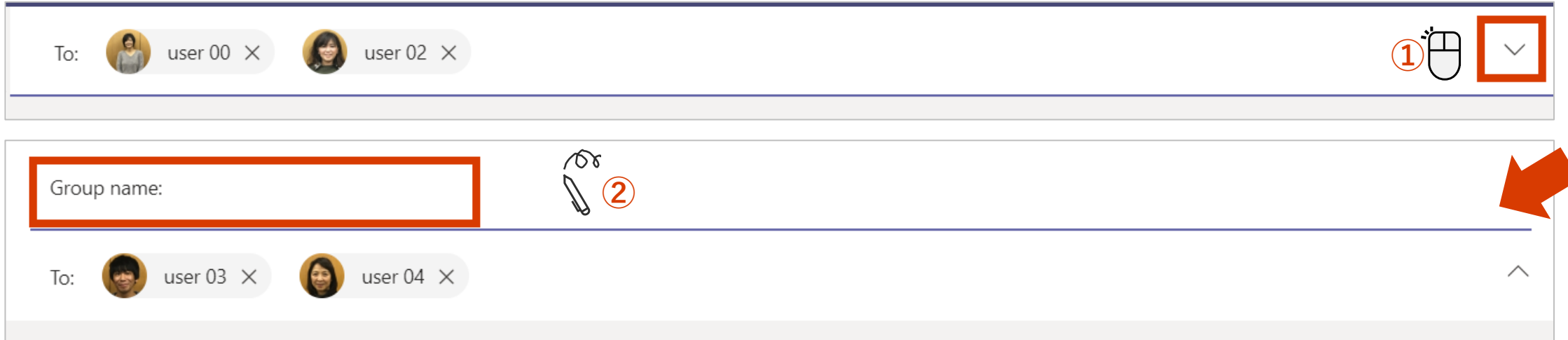
Start a Group Chat

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

Create a Group Chat



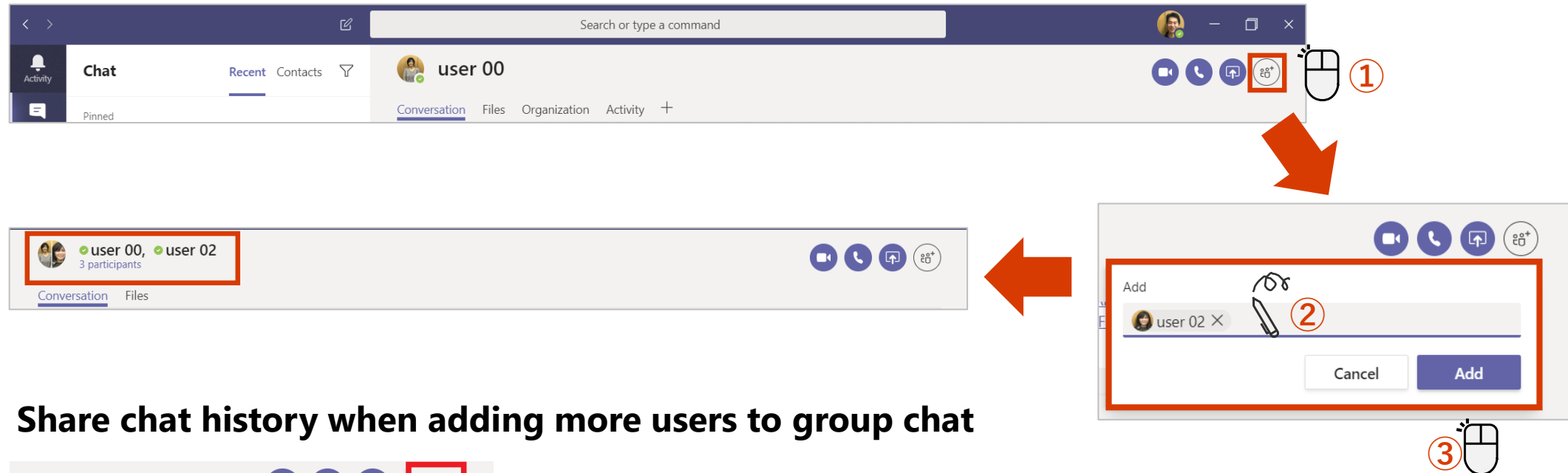
Rename the Group Chat



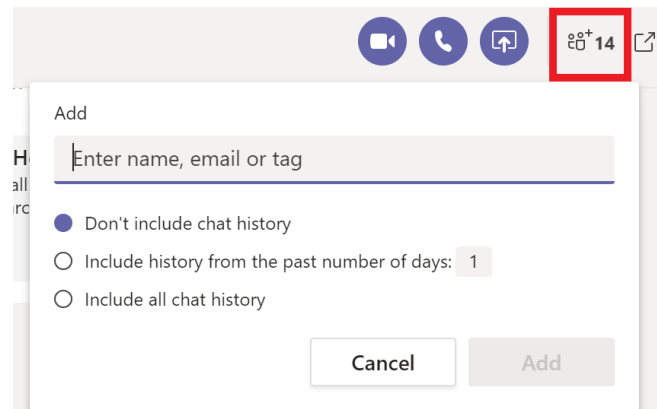
Add more users to a chat

You can add users after starting a chat.

Converting a single user chat to a group chat

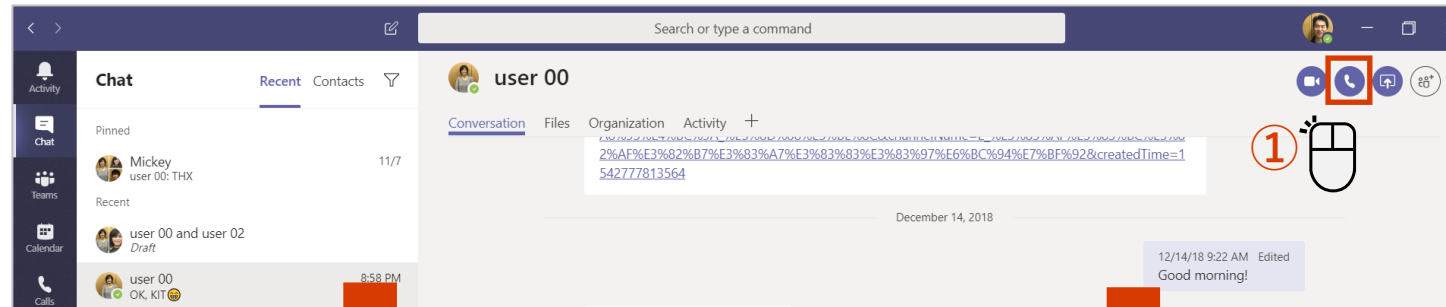


Share chat history when adding more users to group chat

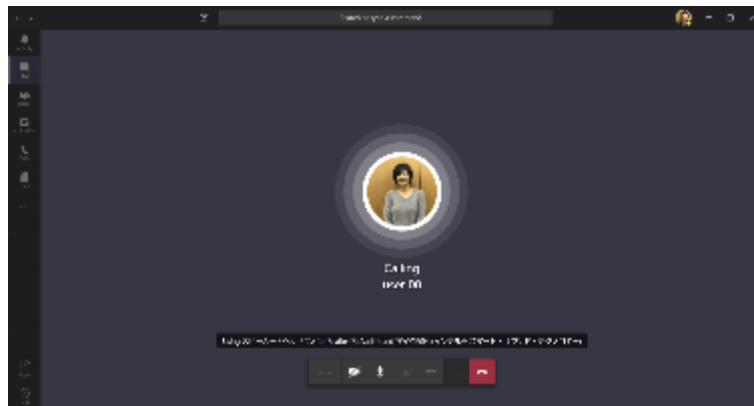


Start a call from 1:1 chat

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



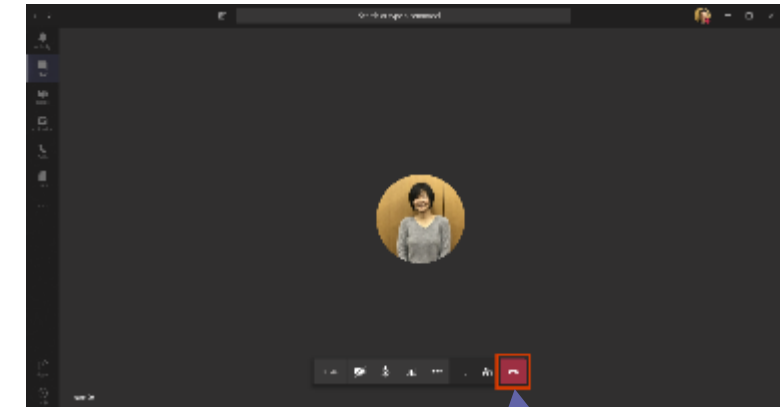
Screen calling User00



User00 screen notification

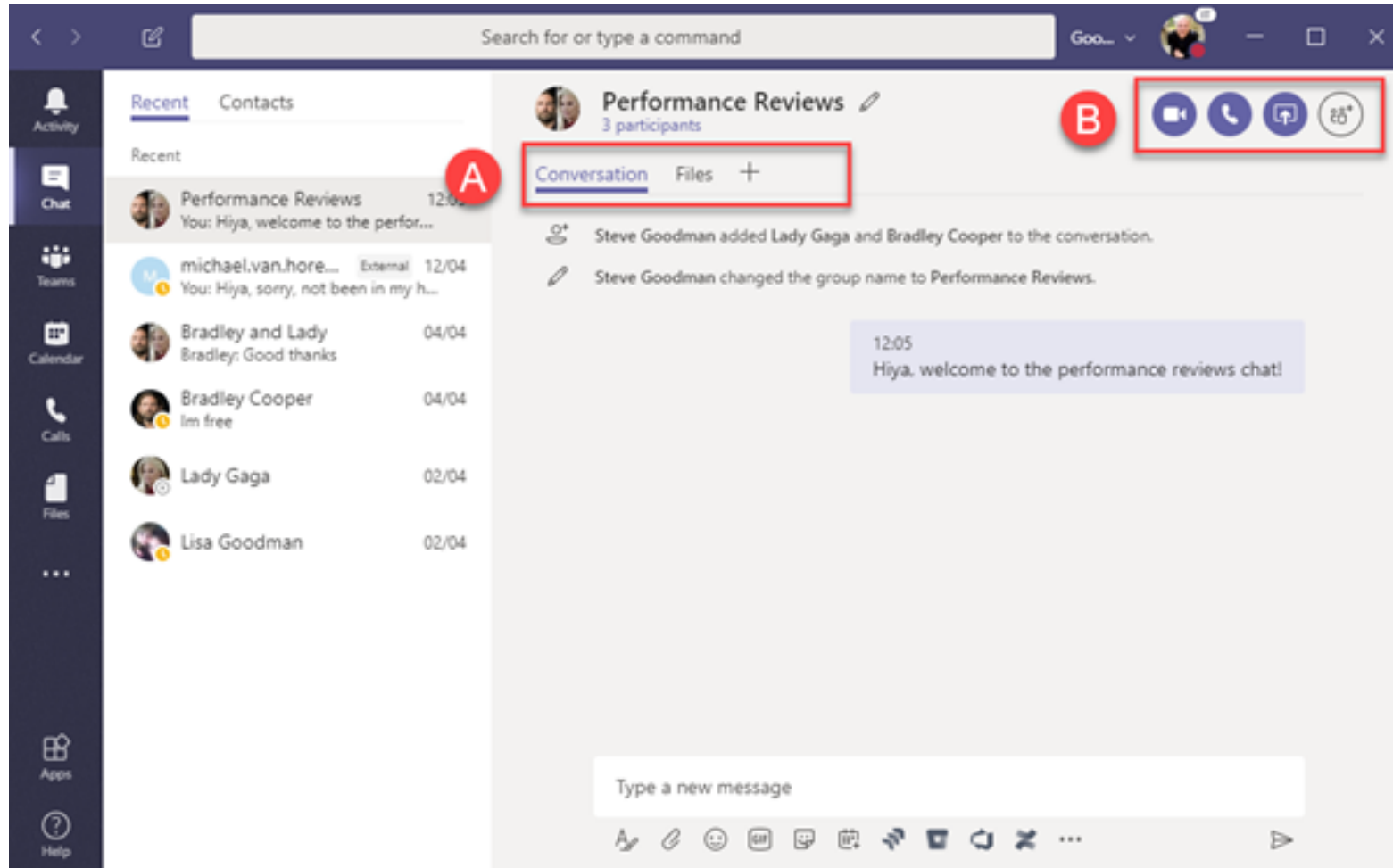


User00 screen during a call



Click the "Disconnect" button to finish .

Start a call from Group Chat



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Schedule a meeting in Teams

You can book a meeting in advance from Teams.

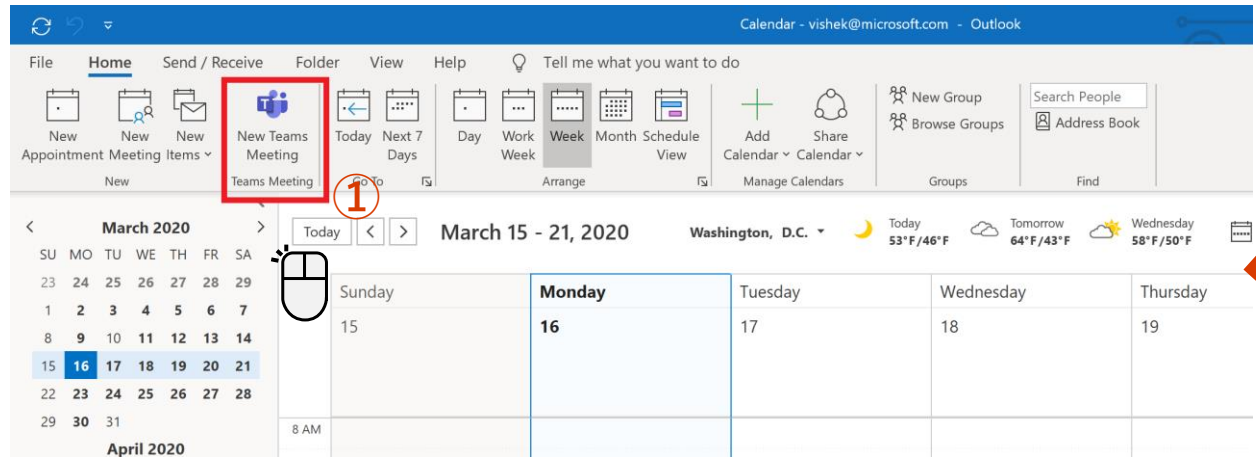
The screenshot shows the Microsoft Teams interface with the 'New meeting' dialog box open. The interface includes a sidebar with 'Calendar', 'Chat', 'Teams', 'Calls', and 'Files'. The main area shows a calendar for November 2019. The 'New meeting' dialog box is open, with fields for Title, Location, Start, End, Repeat, and Details. The 'Details' field contains the text 'Please share the material in advance.' and a rich text editor toolbar. The 'Schedule' button is highlighted at the bottom right. Red boxes and numbers 1 through 7 are used to highlight specific elements: 1. Calendar icon in the sidebar, 2. 'New meeting' button in the top right, 3. Title field, 4. 'Meet now' button, 5. Details text area, 6. Organizer field, and 7. 'Schedule' button.

You can Invite specific users to the meeting.

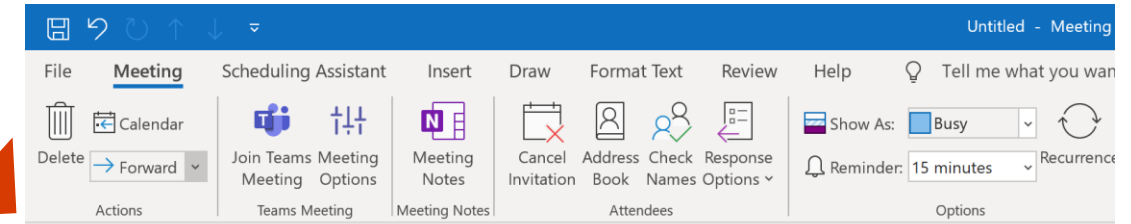
You can also select a channel for the meeting. Users can join the meeting using join link on the channel.

Schedule a meeting in Outlook

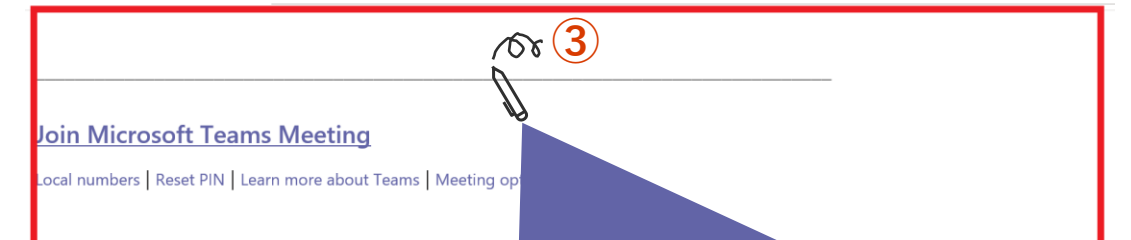
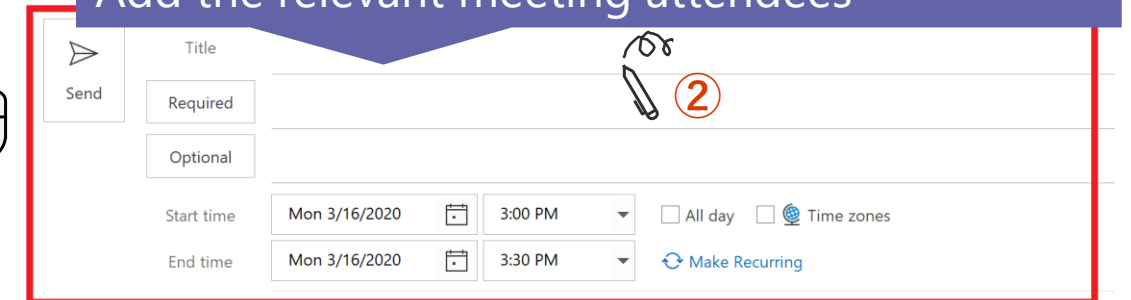
You can also set up a meeting to be booked in advance from Outlook.



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



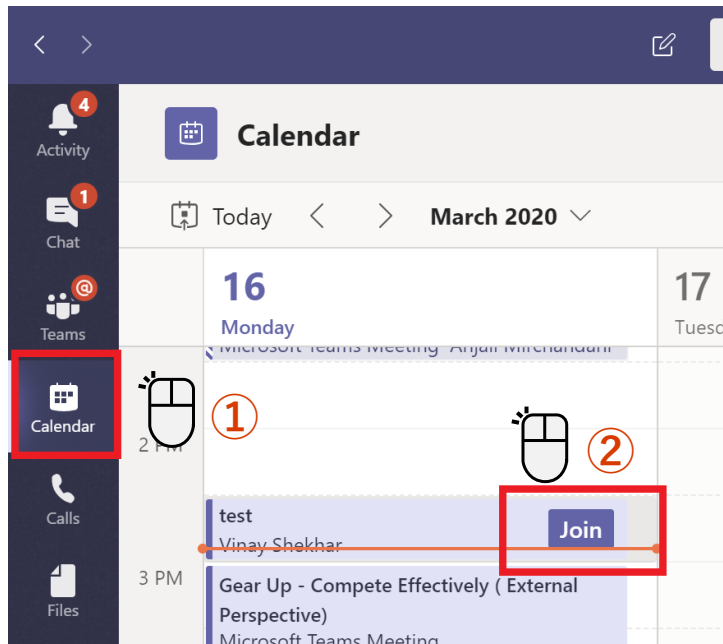
Describe the content of the meeting agenda.

Join the meeting from calendar or Teams channel

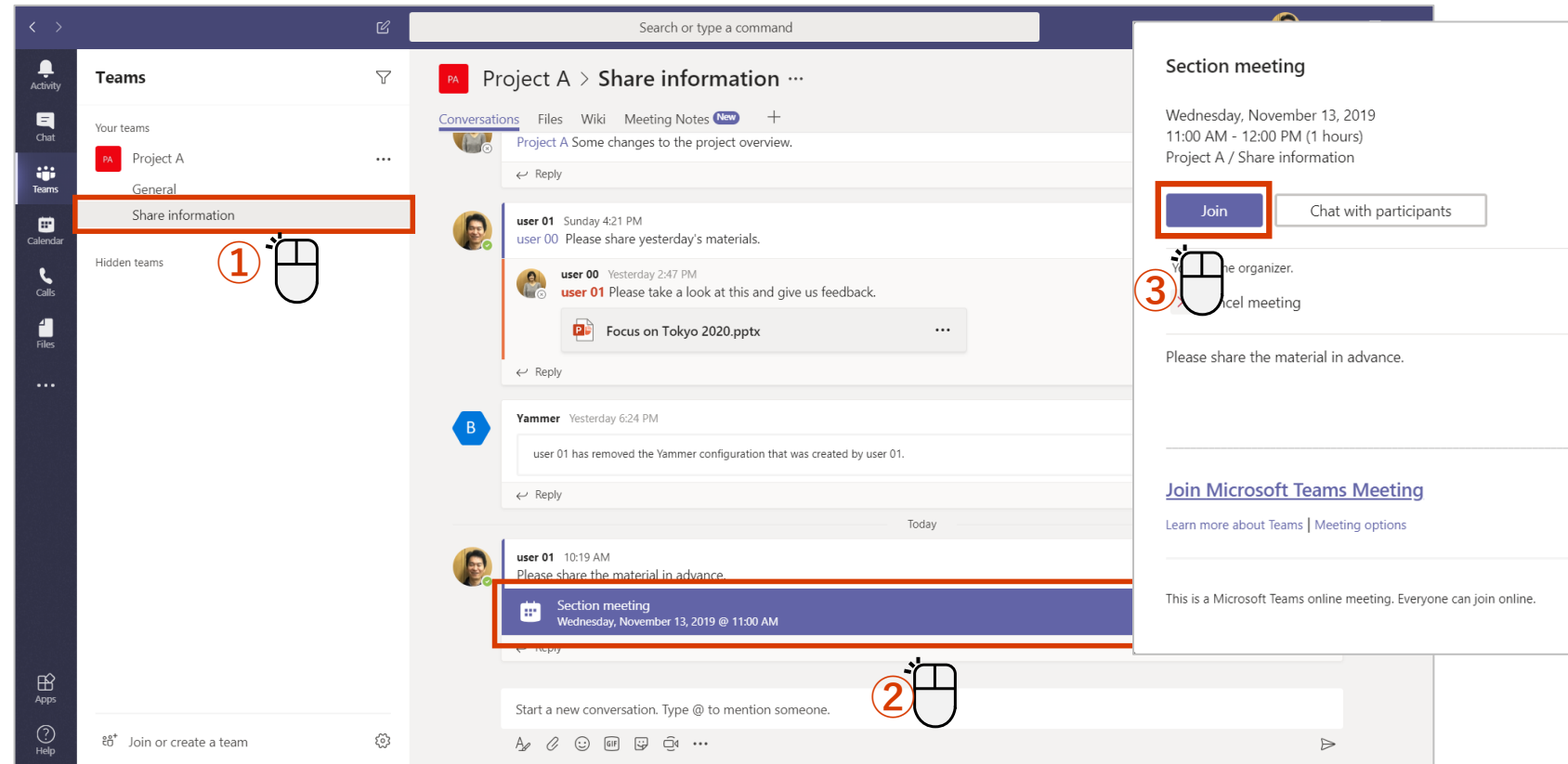
Join the meeting from Calendar tab in Teams

Or

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



From Calendar

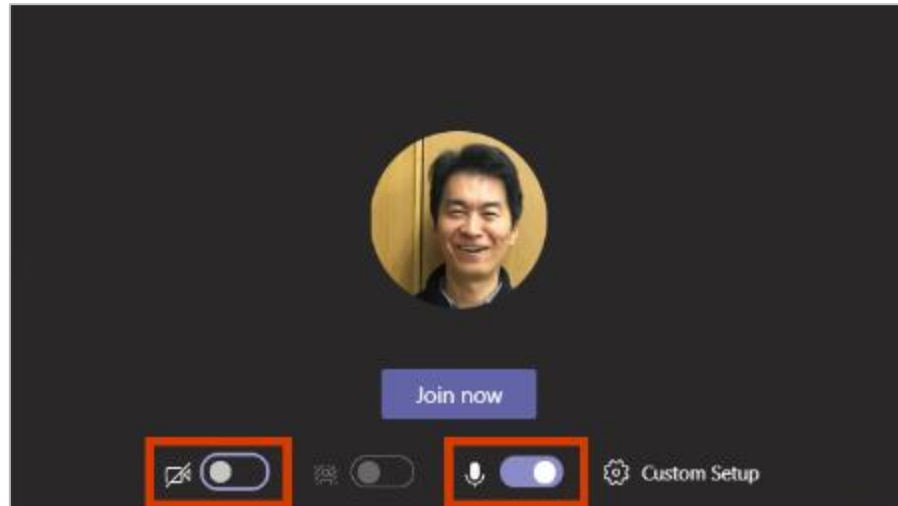


From Channel in Teams

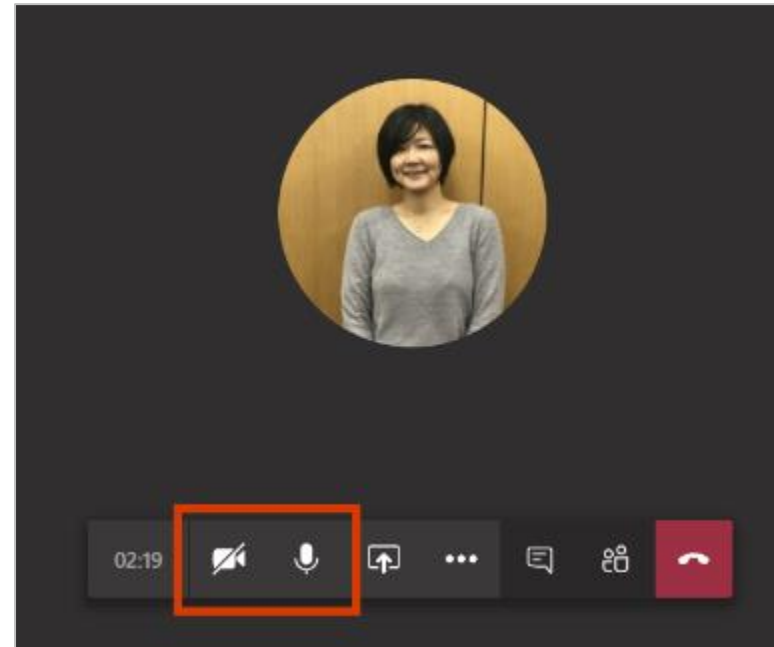
Turn the camera and microphone on / off

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

<Set before joining>



<Set after joining>



ON Status icon



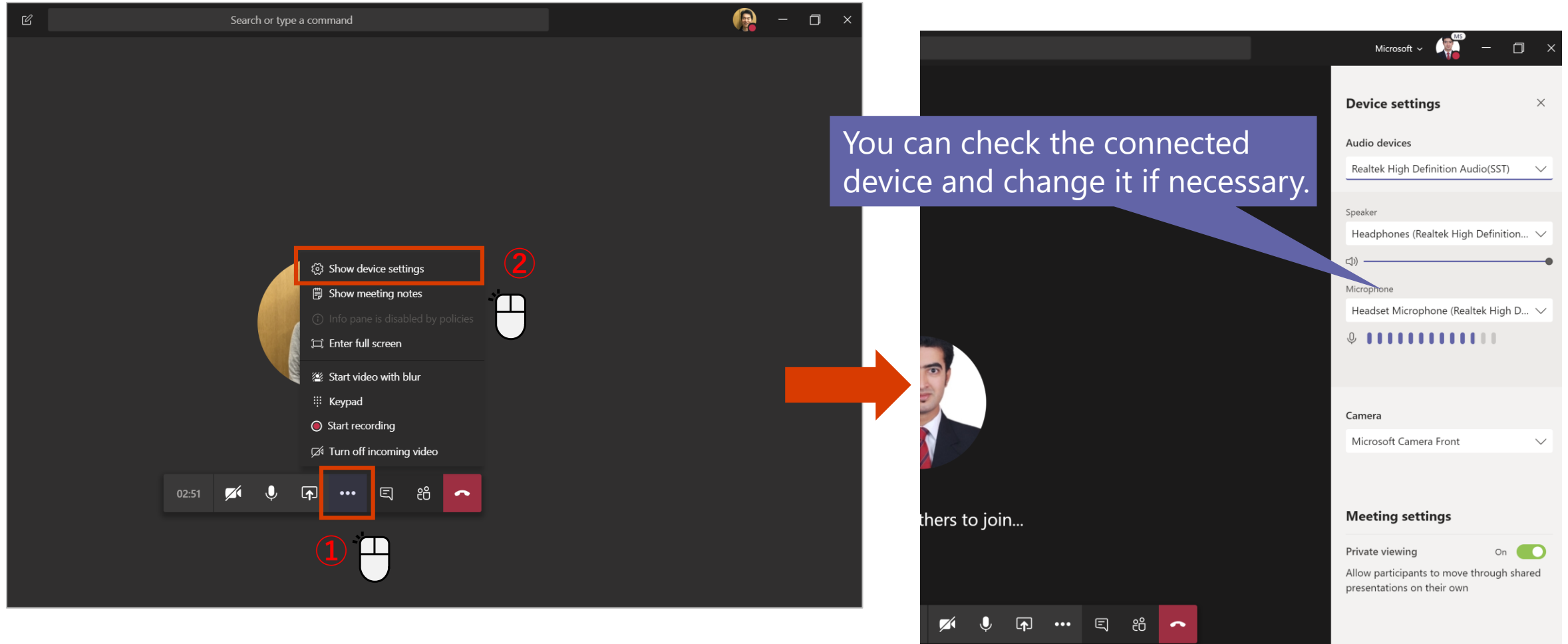
OFF Status icon



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

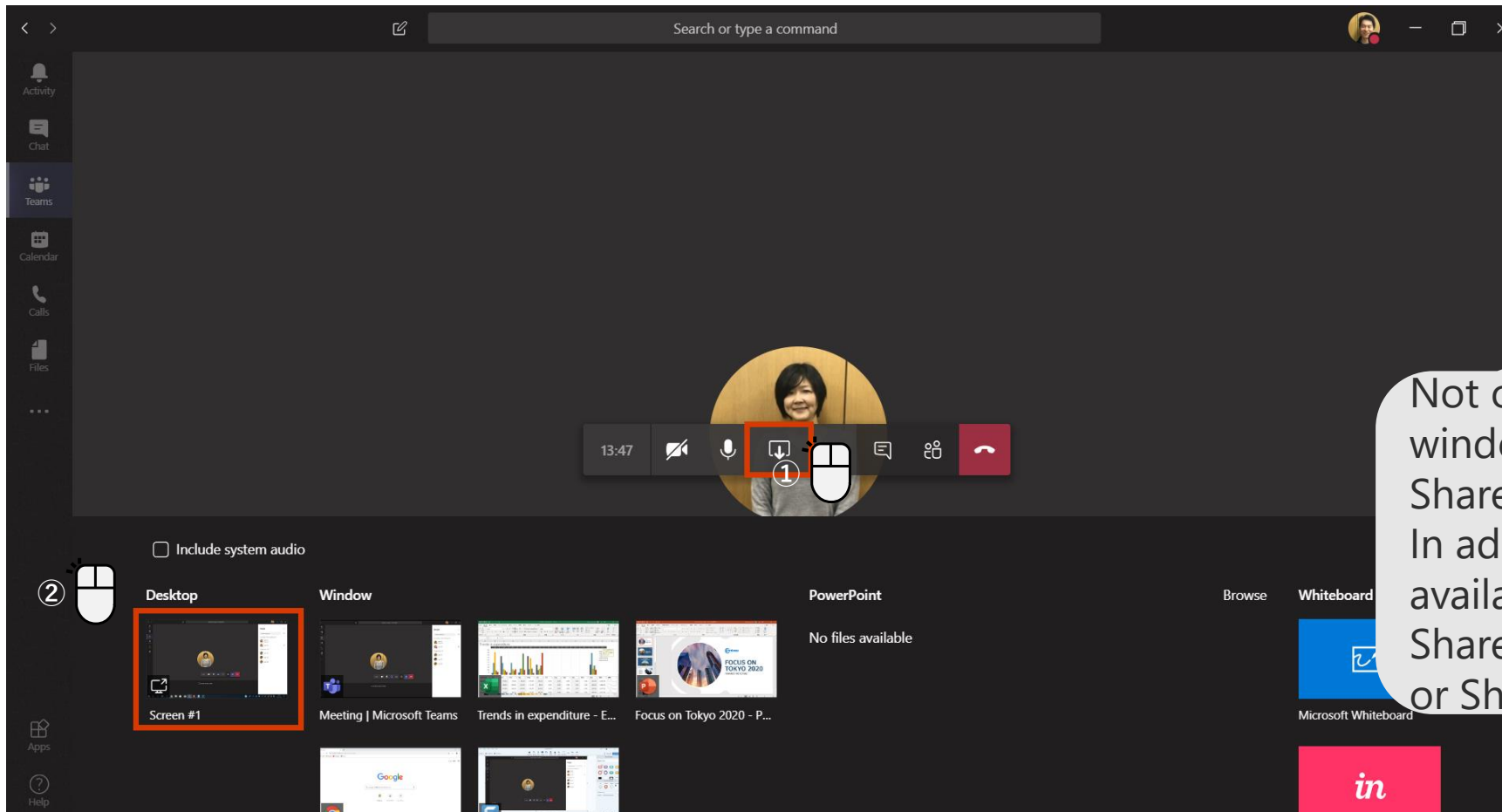
Check the device settings for the meeting

This can be changed when multiple audio devices are connected.



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.

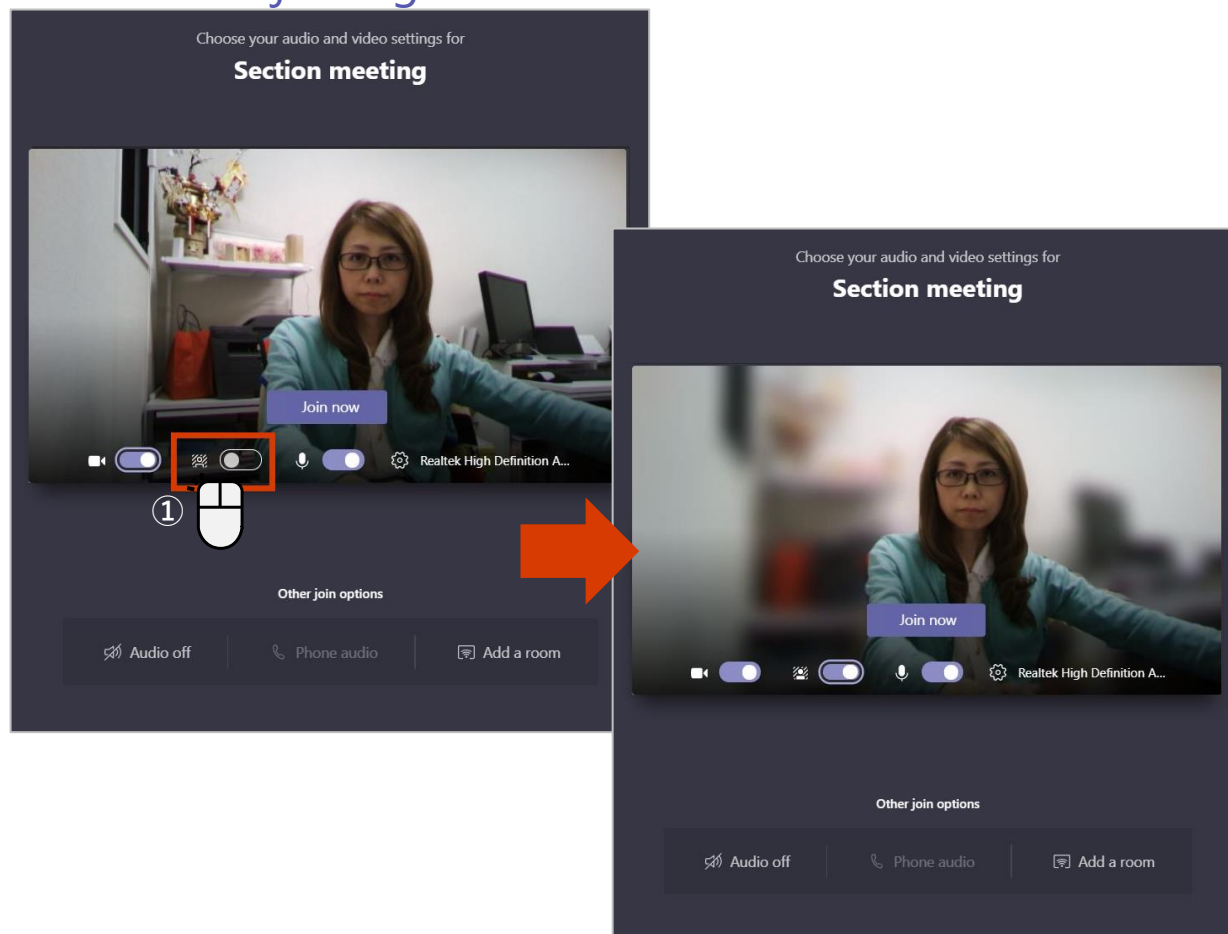


Not only the desktop, but also windows (app screens) or Share PowerPoint. In addition, added apps are also available! Share Desktop (with System Audio) or Share con

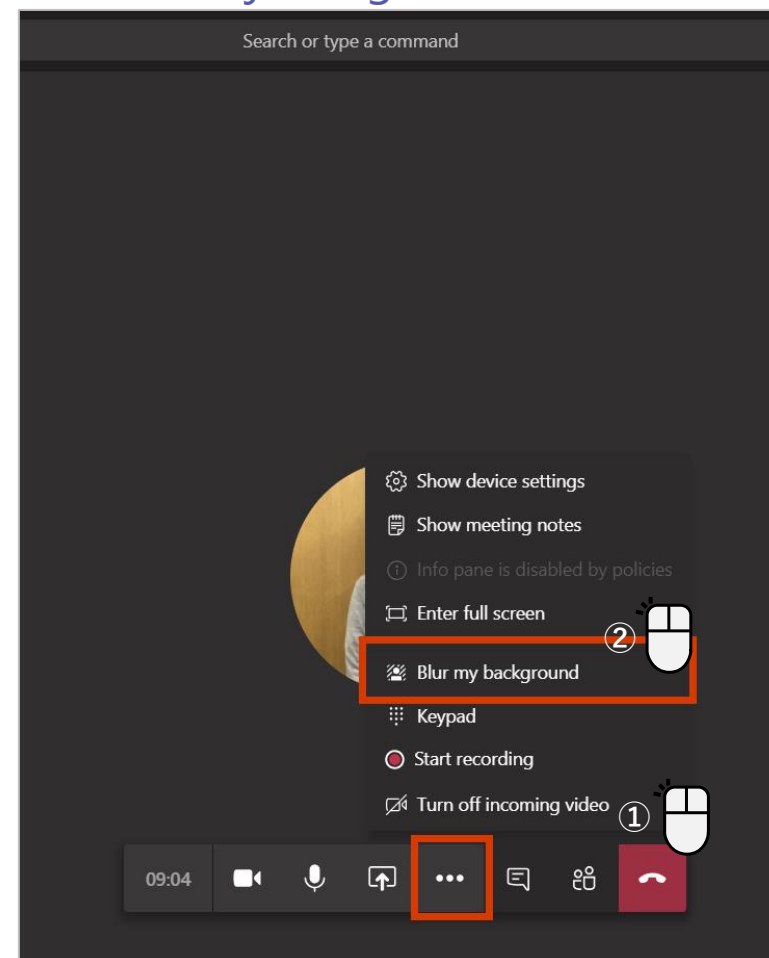
Blur the background

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

<Set before joining>

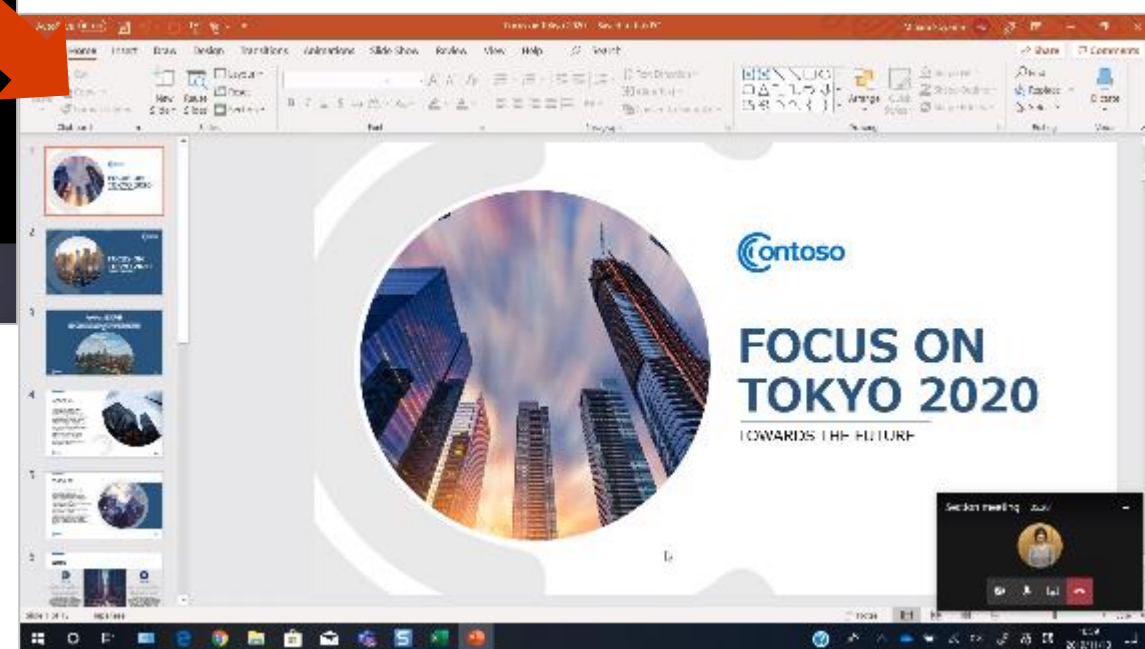
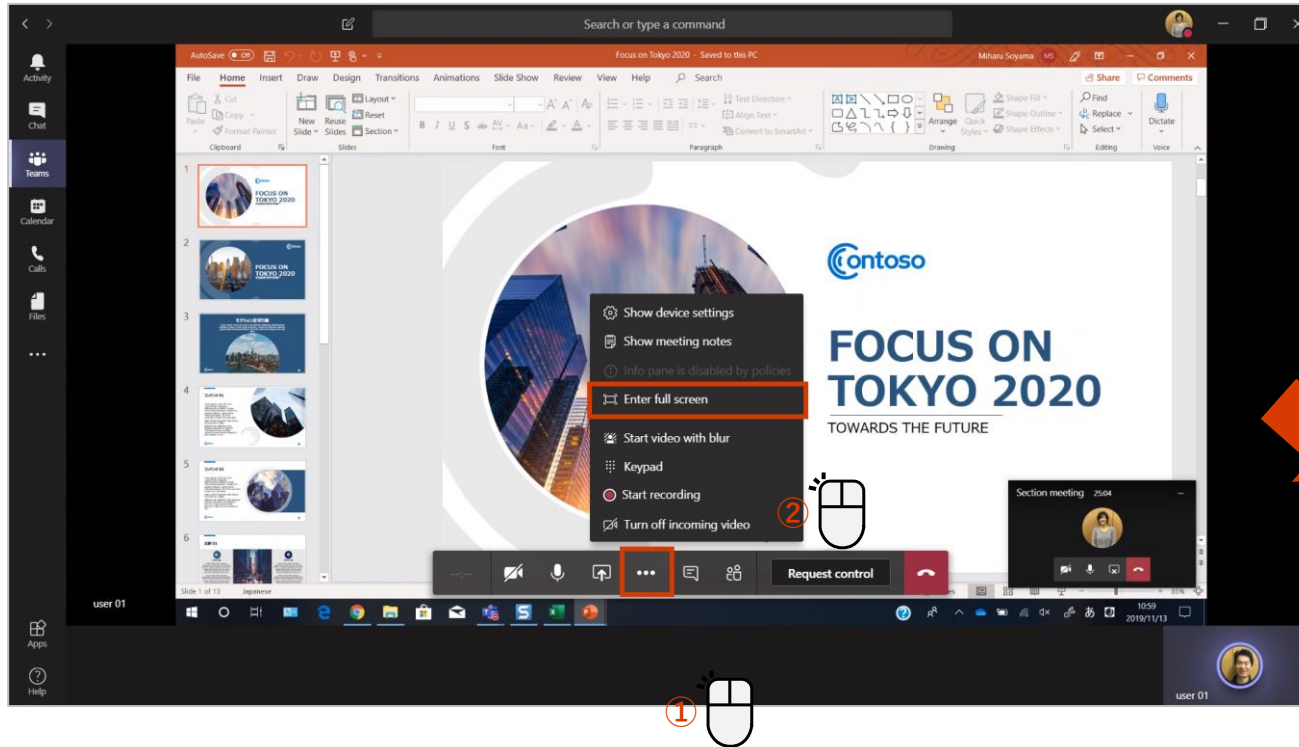


<Set after joining>



Full screen display

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

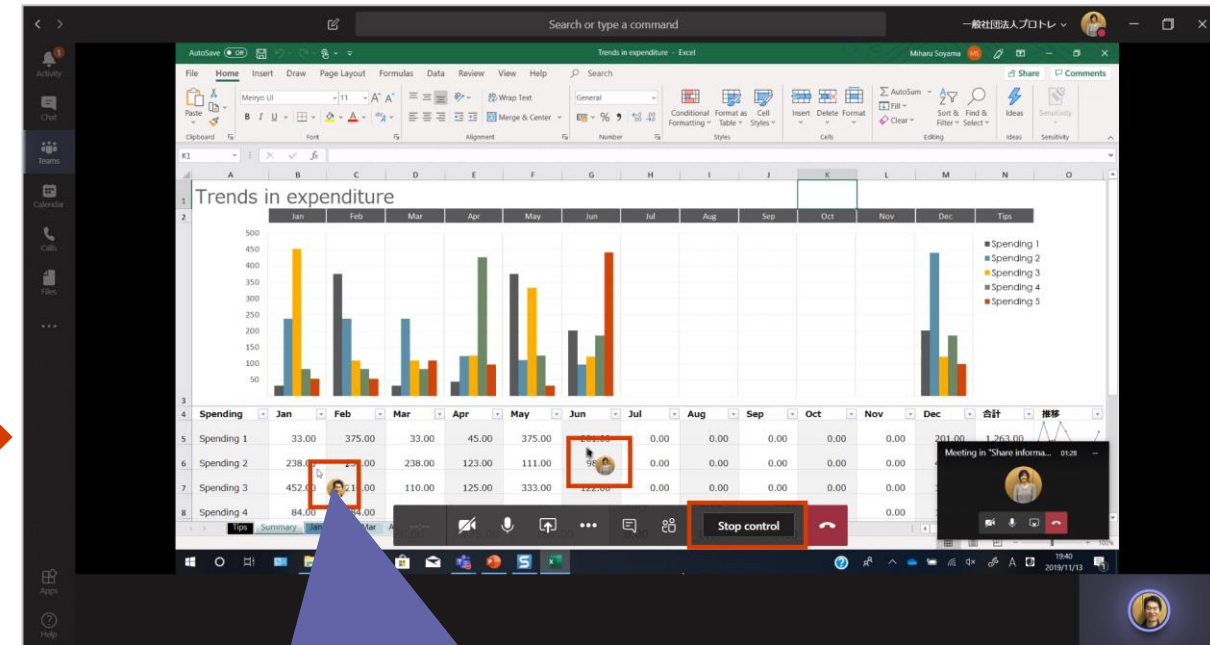
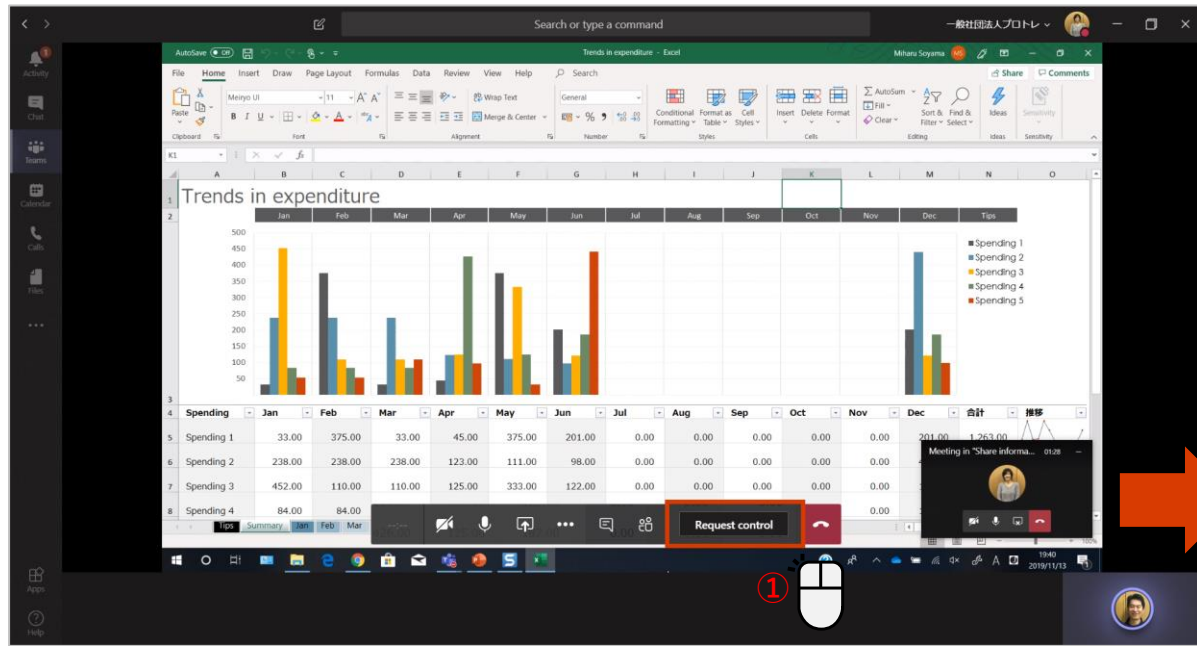


Full screen display is restored with [Esc] key

Have someone interact with your screen 1

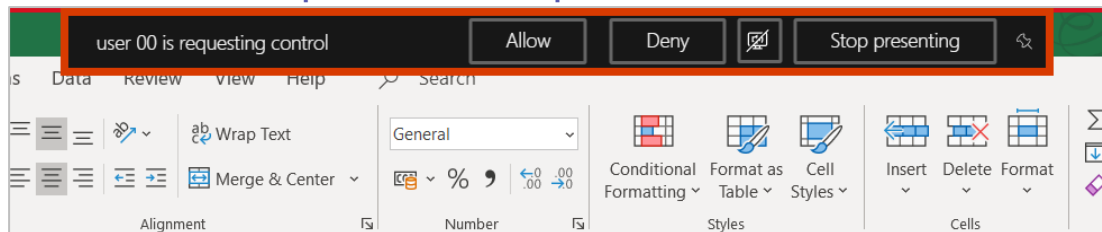
[Request Control] allows you to operate the presenter's screen.

<When requesting authority to operate>



The user icon is displayed on the operating mouse.

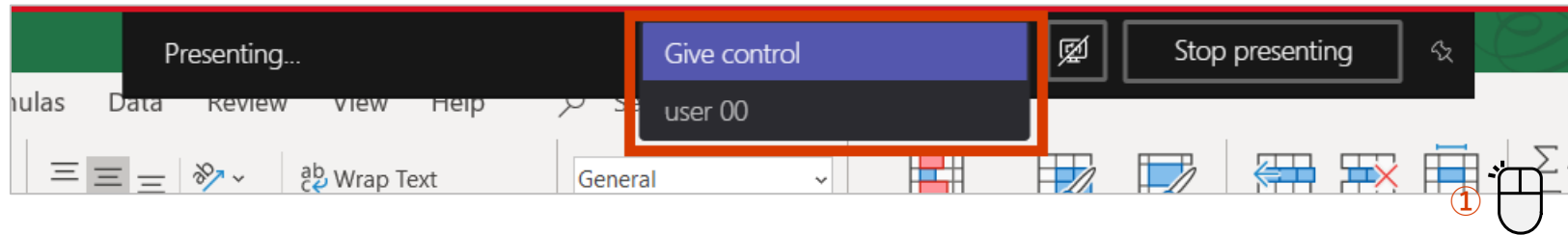
<When requested to operate>



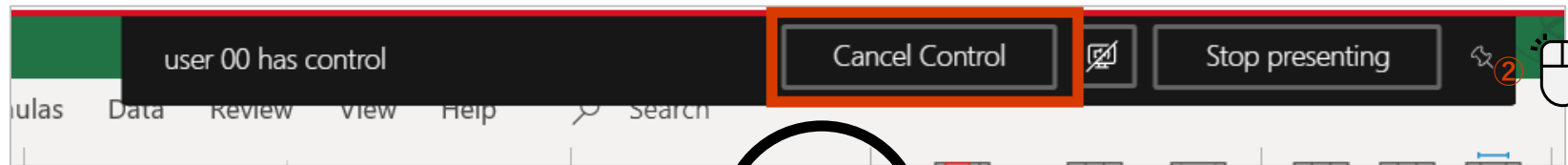
Have someone interact with your screen 2

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.

The image shows a Microsoft Teams meeting interface with two Excel spreadsheets and a chat window. The first spreadsheet, titled '支出の推移' (Expenditure Trends), shows a bar chart and a table of expenditure data. The second spreadsheet, titled 'Trends in expenditure', shows a bar chart and a table of expenditure data. The chat window on the right shows a conversation between two users. An orange arrow points from a chat icon in the first spreadsheet to the chat window in the second. A red box highlights the 'Reply' button in the chat window.

支出の推移 (Expenditure Trends)

| 支出 | 1月 | 2月 | 3月 | 4月 | 5月 | 6月 | 7月 | 8月 | 9月 | 10月 | 11月 |
|------|--------|--------|--------|--------|--------|--------|------|------|------|------|------|
| 支出 1 | 33.00 | 375.00 | 33.00 | 45.00 | 375.00 | 201.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 支出 2 | 238.00 | 238.00 | 238.00 | 123.00 | 111.00 | 98.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 支出 3 | 110.00 | 110.00 | 110.00 | 125.00 | 333.00 | 122.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 支出 4 | 426.00 | 84.00 | 84.00 | 426.00 | 125.00 | 187.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 支出 5 | 54.00 | | | | | | | | | | |

Trends in expenditure

| Spending | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 合計 | 推移 |
|------------|--------|--------|--------|--------|--------|--------|------|------|------|------|------|--------|----------|----|
| Spending 1 | 33.00 | 375.00 | 33.00 | 45.00 | 375.00 | 201.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 201.00 | 1,263.00 | |
| Spending 2 | 238.00 | 238.00 | 238.00 | 123.00 | 111.00 | 98.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 440.00 | 1,486.00 | |
| Spending 3 | 452.00 | 110.00 | 110.00 | 125.00 | 333.00 | 122.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 122.00 | 1,374.00 | |
| Spending 4 | 84.00 | 84.00 | 84.00 | 426.00 | 125.00 | 187.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 187.00 | 1,177.00 | |

Meeting chat

user 01 10:19 AM
Please share the material in advance.

Section meeting Wednesday, November...

user 01 10:43 AM
Can you hear me?

10:43 AM
Yes.

Reply

Create meeting minutes

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

The screenshot shows a Microsoft Teams meeting in progress. A PowerPoint slide titled "Trends in expenditure" is displayed, featuring a bar chart and a table of spending data. A context menu is open over the slide, with the option "Show meeting notes" highlighted. The menu also includes options like "Show device settings", "Enter full screen", "Start video with blur", "Keypad", "Start recording", and "Turn off incoming video". The bottom of the screen shows the Teams interface with a "Request control" button and a "Take notes" button highlighted with a red box and a circled number 3.

| | Jan | Feb | Mar | Apr | May |
|------------|--------|--------|--------|--------|--------|
| Spending 1 | 33.00 | 375.00 | 33.00 | 45.00 | 375.00 |
| Spending 2 | 238.00 | 238.00 | 238.00 | 123.00 | 111.00 |
| Spending 3 | 452.00 | 110.00 | 110.00 | 125.00 | 333.00 |
| Spending 4 | 84.00 | 84.00 | | | |



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

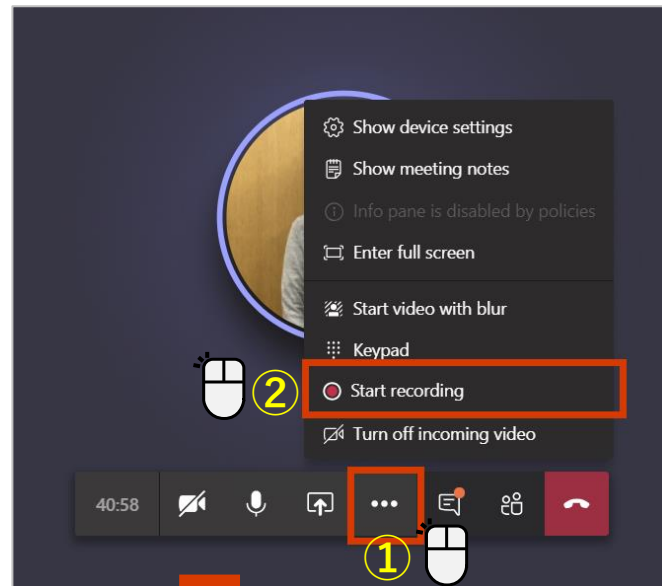
The screenshot shows the "Meeting notes" tab in Microsoft Teams. It features a large text area for taking notes, a "Take notes" button highlighted with a red box and a circled number 3, and a "Go ahead and start taking notes!" prompt. Below the prompt, it states: "Notes you take are shared with others and are accessible before, during, and after the meeting."

The screenshot shows the "Meeting notes" tab in Microsoft Teams, displaying a list of notes. The first note is titled "11/13 meeting memo" and contains the text "Capture meeting objectives, important notes or action items". A red box highlights the "Notes" section, and a red arrow points to the "Take notes" button in the previous screenshot.

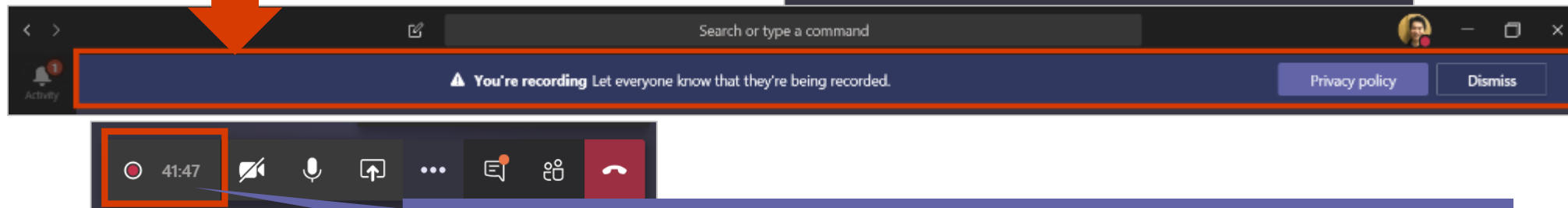
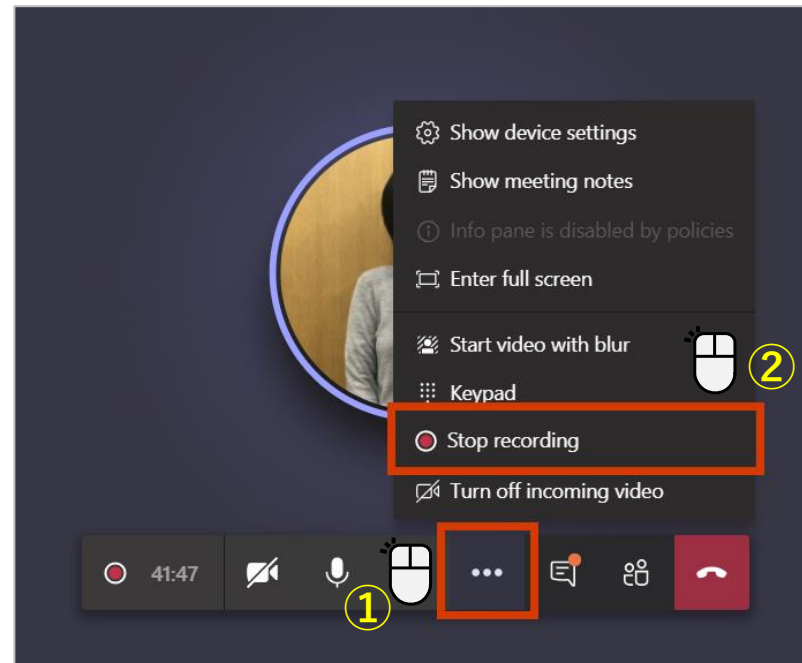
Record a meeting

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

<When recording a meeting>



<To stop recording>

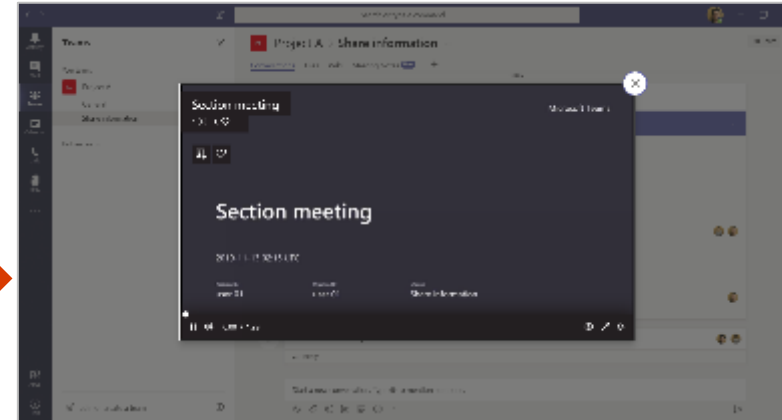
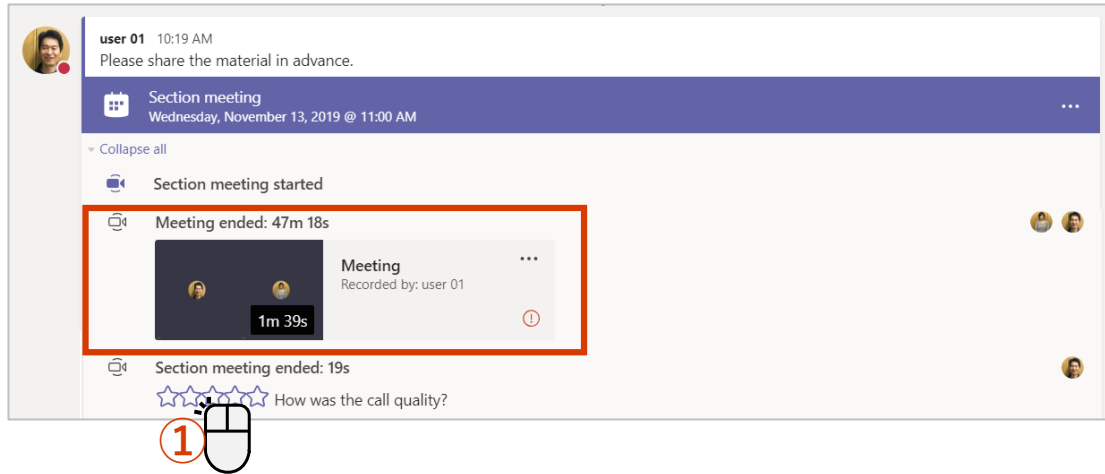


A recording message and a record button are displayed.

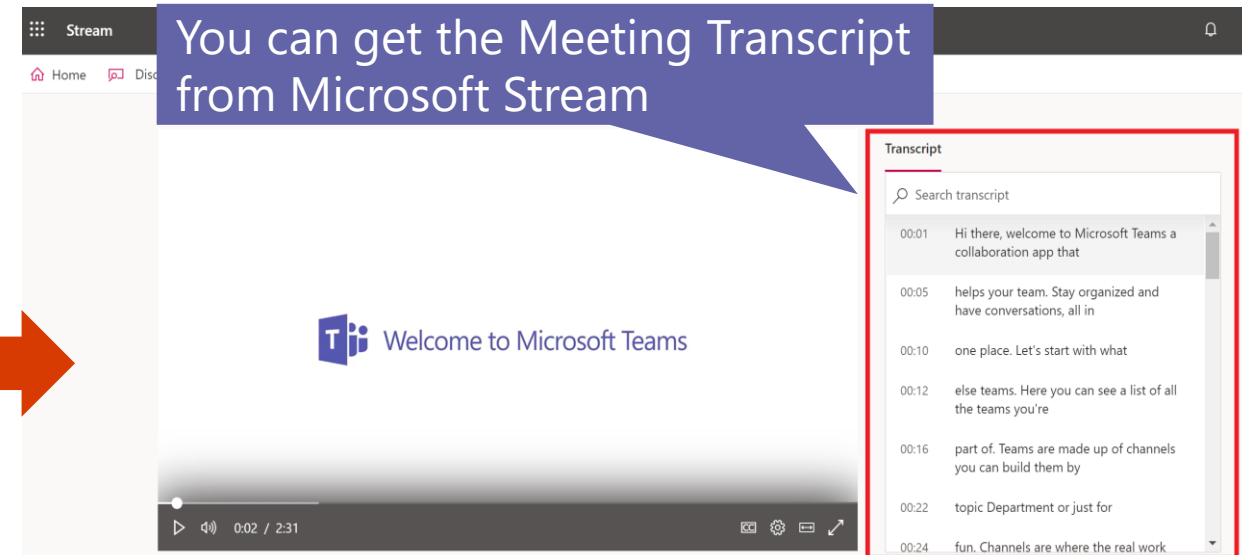
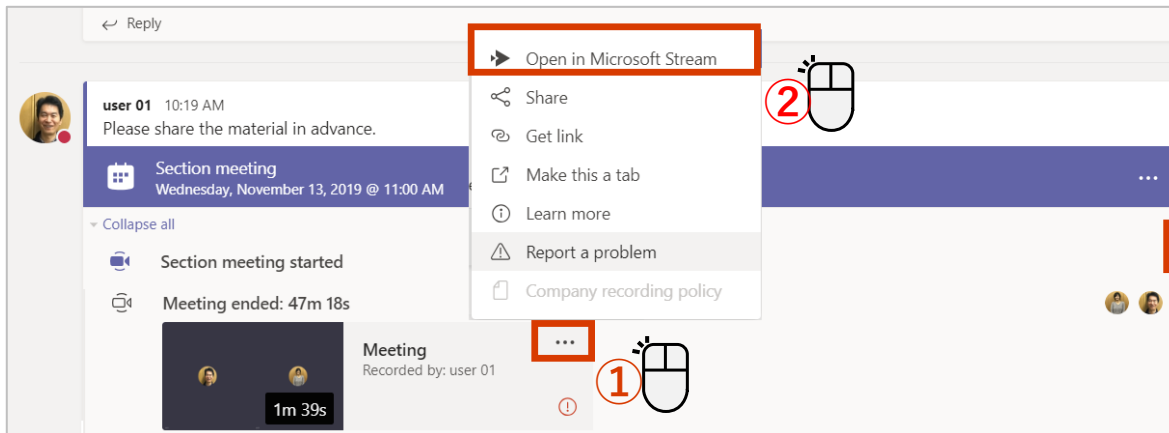
Watch the recorded meeting

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>



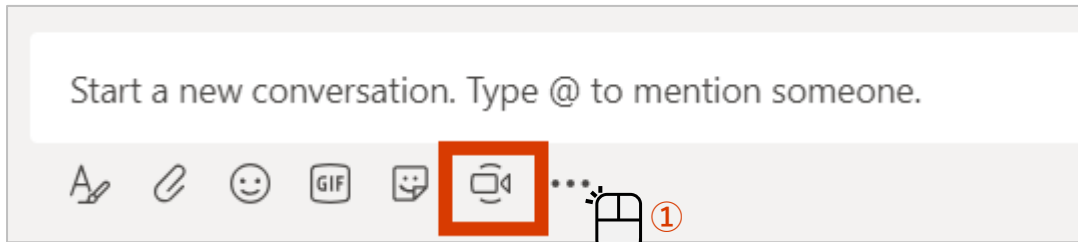
<Watch the recorded meeting on Stream>



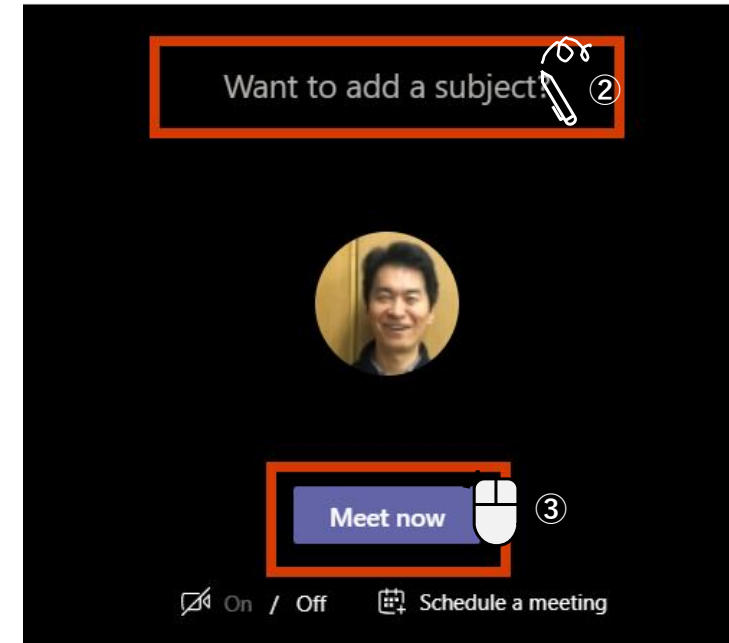
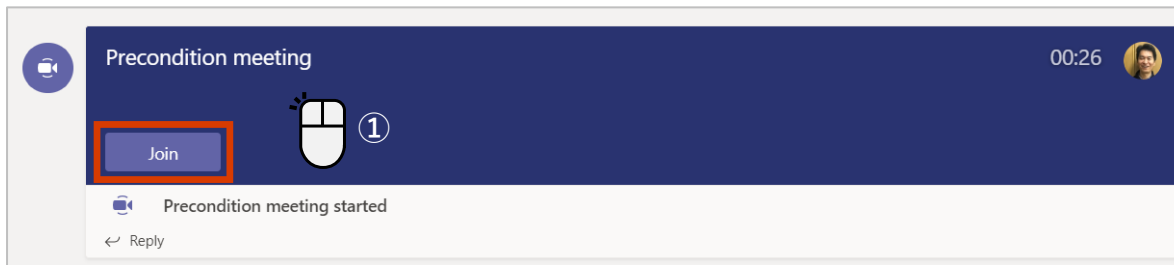
Start a meeting from a channel

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

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Create a new team – Step 1

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

The screenshot shows the Microsoft Teams 'Join or create a team' page. The interface includes a left sidebar with navigation icons (Activity, Chat, Teams, Calendar, Calls, Files, Apps, Help) and a top search bar. The main content area is titled 'Join or create a team' and features a 'Create a team' section with a 'Create team' button (callout 2) and a 'Join or create a team' button (callout 1). Below this is a 'Create your team' section with two options: 'Build a team from scratch' (callout 3) and 'Create from...' (An existing Office 365 group or team). A blue callout box points to the 'Create from...' option with the text: 'You can also base it on a team that you've already created.' To the right, a modal window titled 'What kind of team will this be?' shows two options: 'Private' (callout 4) and 'Public'. Below the modal, a list explains the team types: 'Private Team' (Only the owner adds members.) and 'Public Team' (Anyone can participate.).

1

2

3

4

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

What kind of team will this be?

- Private
People need permission to join
- Public
Anyone in your org can join

- Private Team
Only the owner adds members.
- Public Team
Anyone can participate.

Back

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

< Back

Create

Add members to Project A

Start typing a name or group

Add

Search for members and click the add button

Skip

Add members to Project A

Start typing a name or group

Add

user 03
USER03

Member

✕

user 02
USER02

Member

✕

user 00
USER00

Member

✕

8

Close

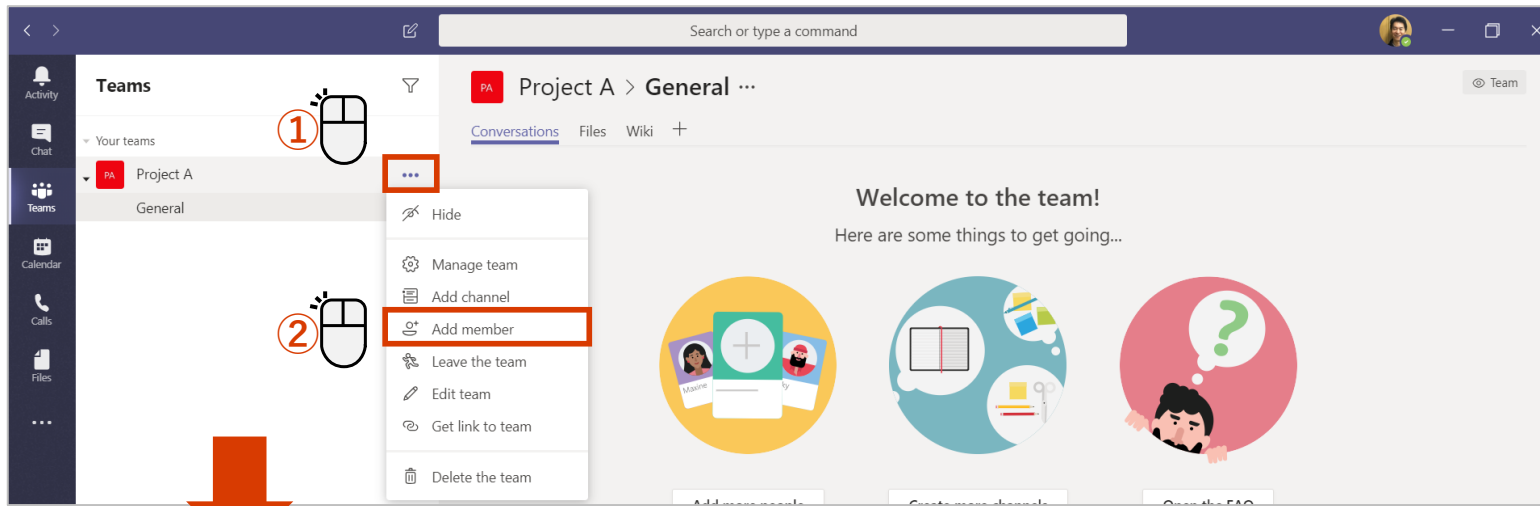
Members can be added later.
In that case, click Skip.

Share information with team immediately !

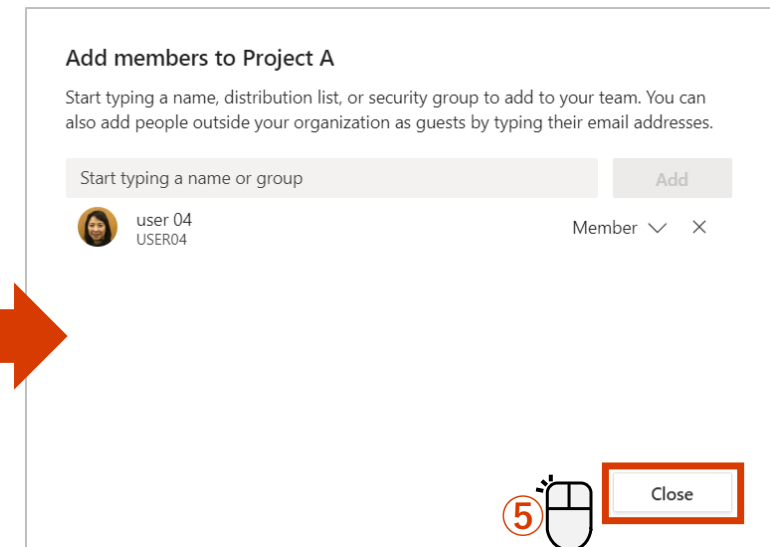
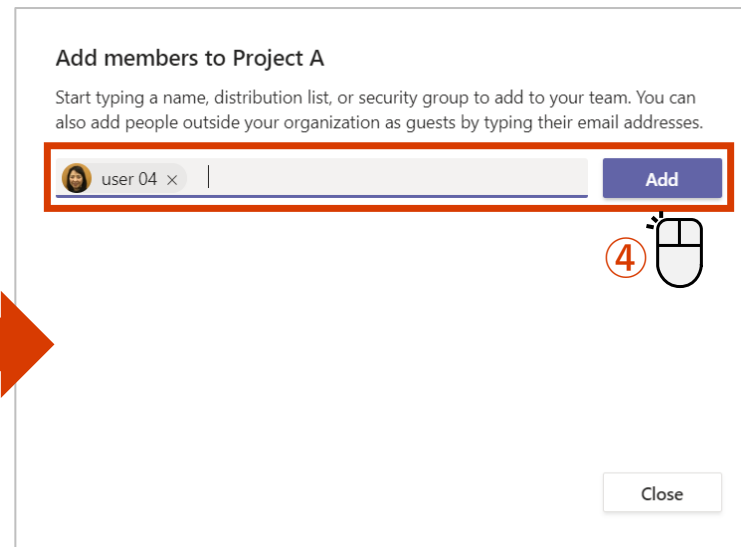
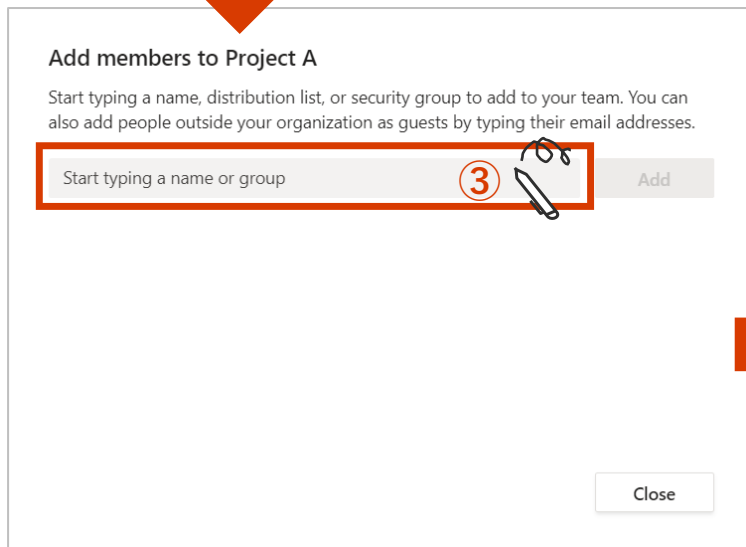


Add members to the team

You can add new users to your team as members.



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>

Join or create a team

Create a team

Join a team with a code

Enter code

9zp3h2v

Join team

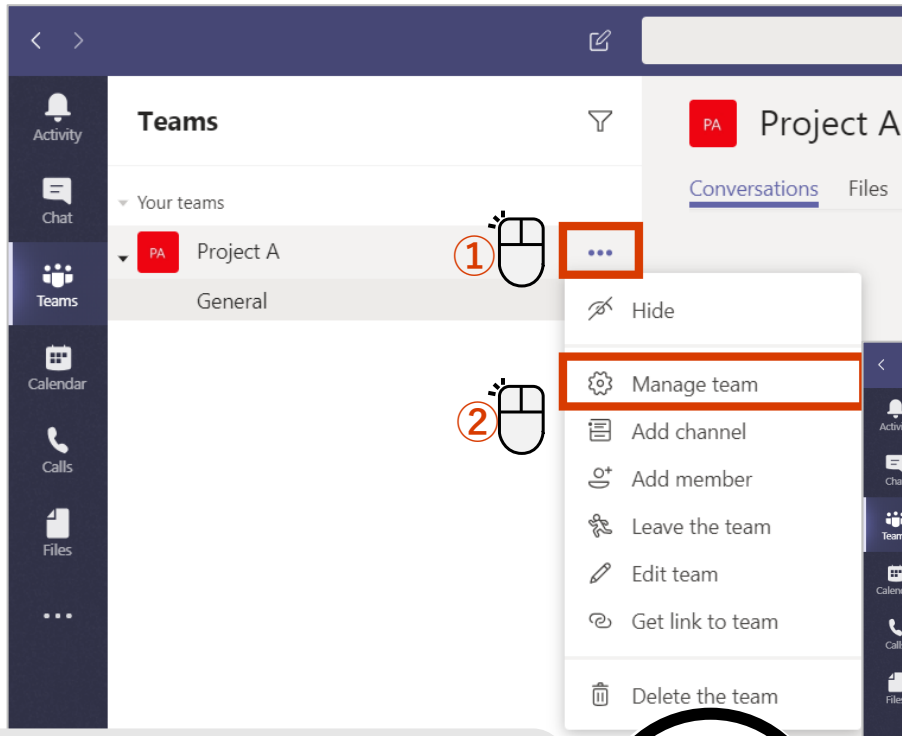


Anyone who knows the code can participate,
Be careful with handling!!

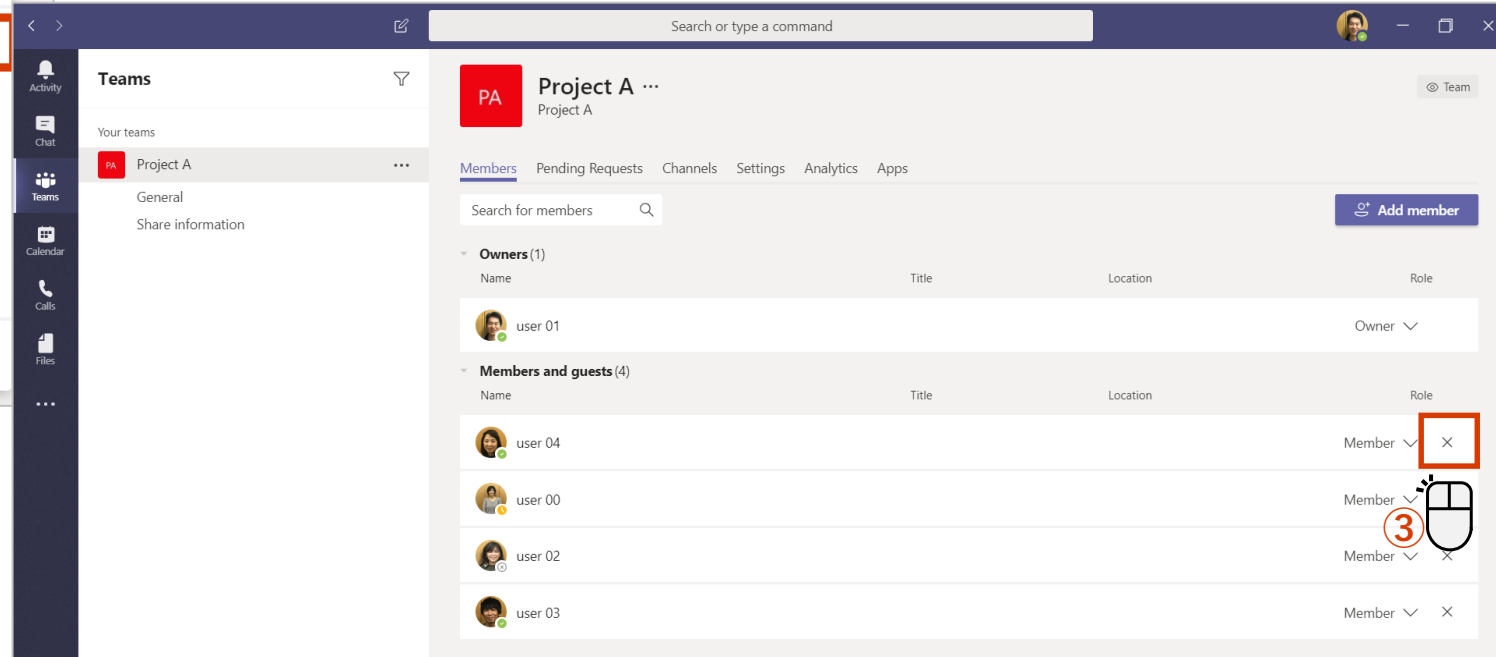
Remove member from Team

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.

The image illustrates the process of creating a new channel in Microsoft Teams through two sequential screenshots. The top screenshot shows the 'Project A' team interface with the 'General' channel selected. A red box and a mouse cursor with a circled '1' highlight the three-dot menu icon. A second red box and a mouse cursor with a circled '2' highlight the 'Add channel' option in the dropdown menu. An orange arrow points from this menu to a 'Create a channel for "Project A" team' dialog box. In the dialog, a red box and a mouse cursor with a circled '3' highlight the 'Channel name' input field, which contains the text 'Share information'. Below this, the 'Description (optional)' field contains the text 'Help others find the right channel by providing a description', and the 'Privacy' dropdown is set to 'Standard - Accessible to everyone on the team'. An orange arrow points from the dialog to the bottom screenshot. The bottom screenshot shows the 'Project A' team interface again, but now the 'Share information' channel is listed below the 'General' channel. A red box and a mouse cursor with a circled '4' highlight the 'Add' button in the dialog. A blue text box at the bottom right states: '[General channel] is the default channel. It cannot be deleted.'

1

2

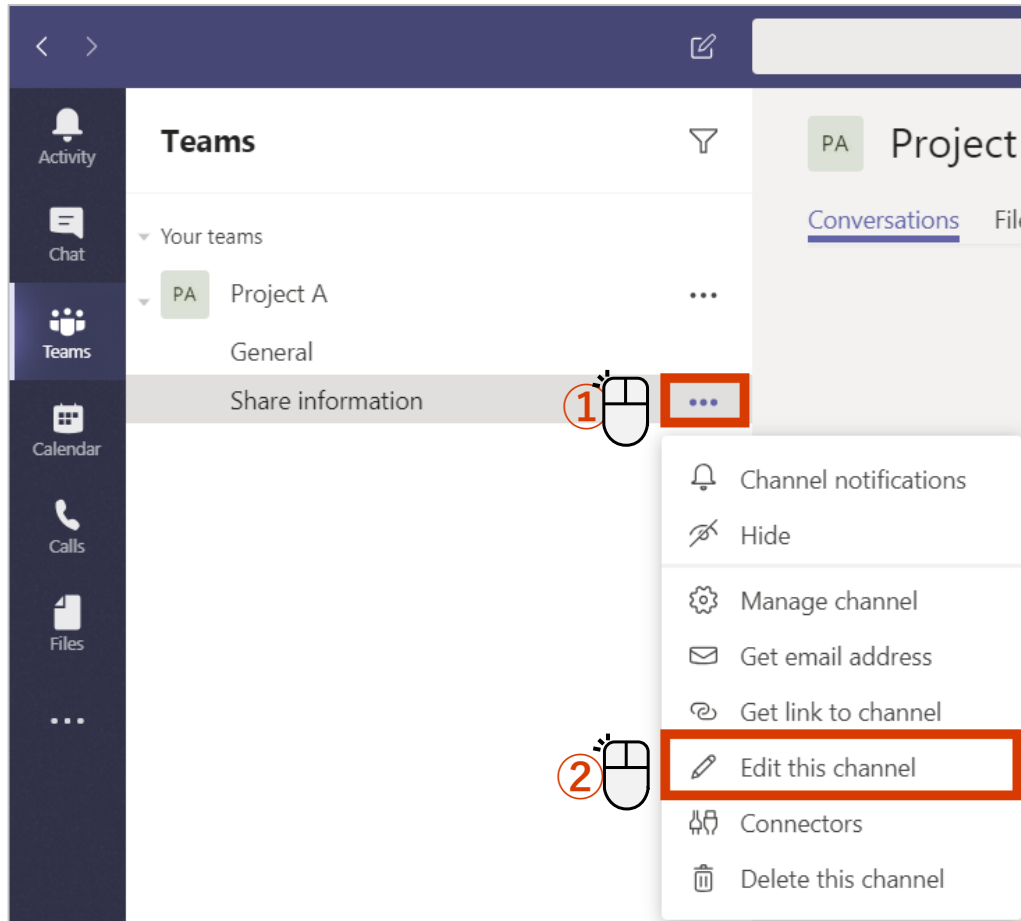
3

4

[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.



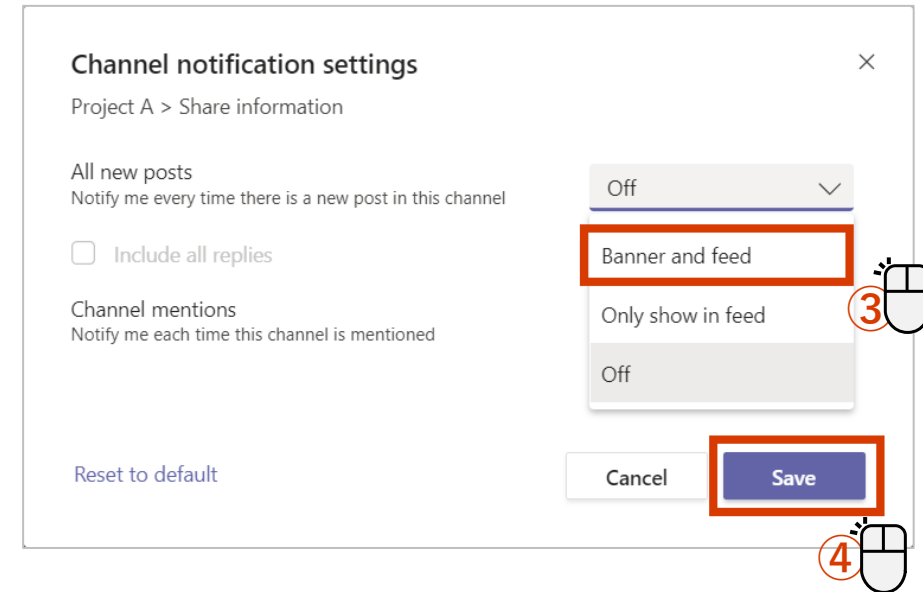
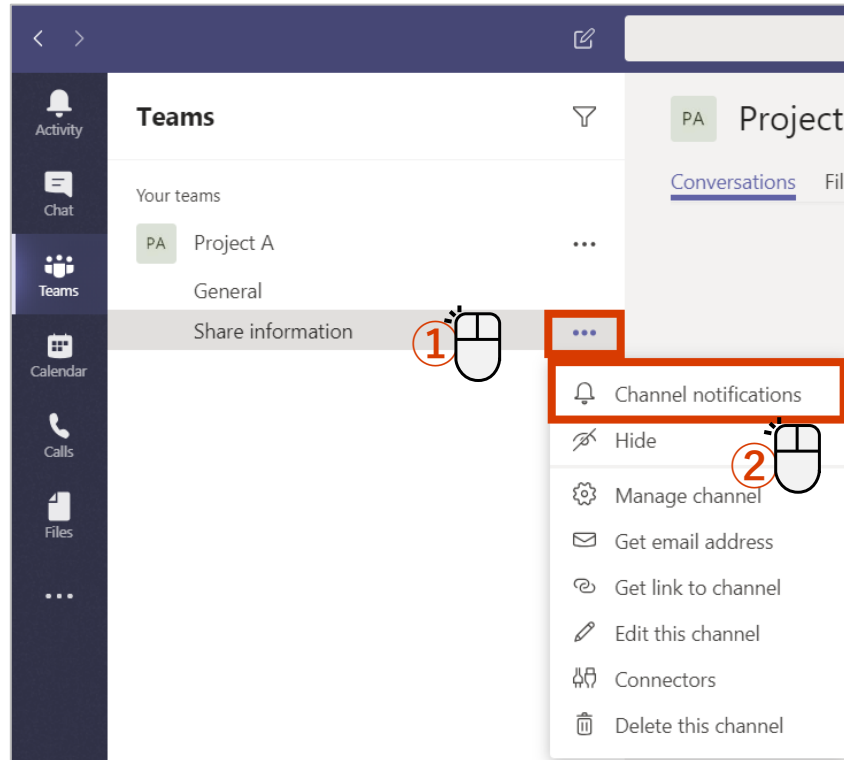
The screenshot shows the 'Edit channel' dialog box. The title is 'Edit "Share information" channel in "Project A" team'. There are two input fields: 'Channel name' with the value 'Share information' (3) and 'Description (optional)' with the placeholder text 'Help others find the right channel by providing a description' (4). There is a checkbox 'Automatically show this channel in everyone's channel list'. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box and a mouse cursor (5).

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



Set notifications for each channel

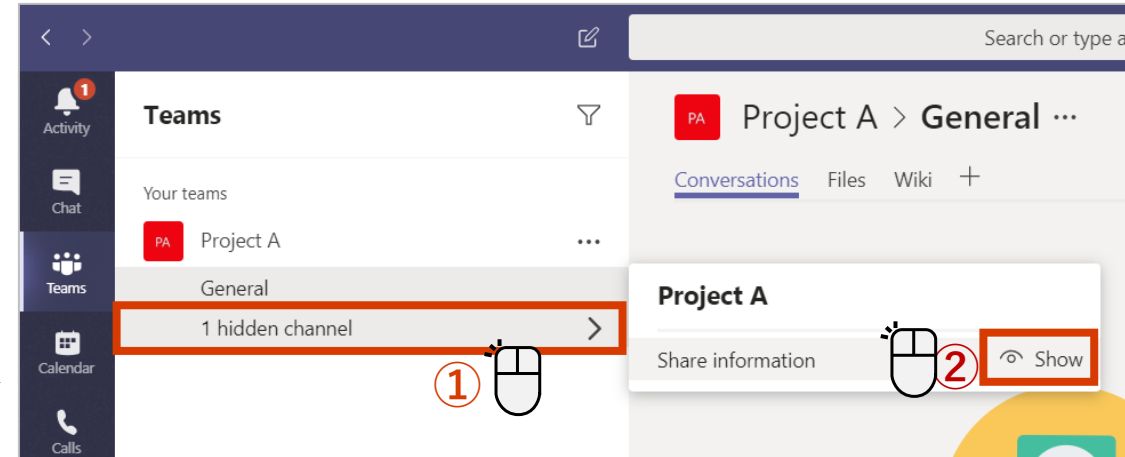
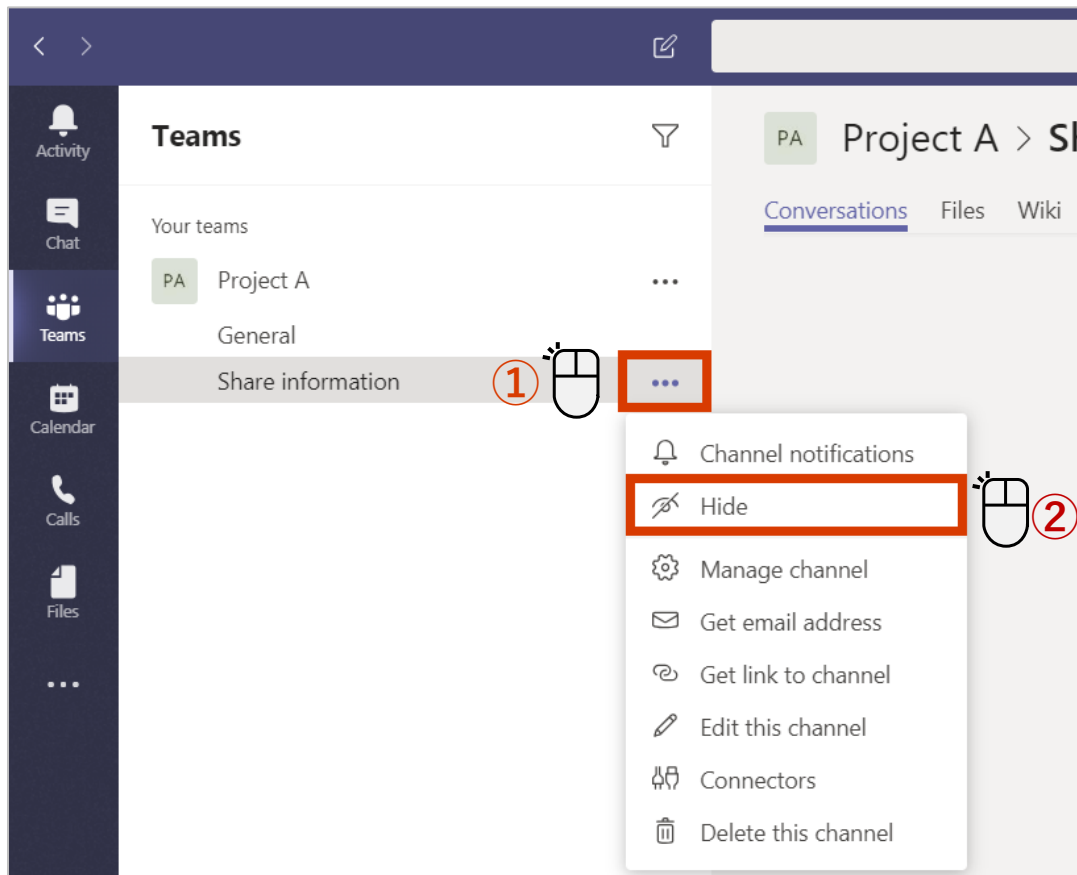
You can choose to be notified when a message is posted to a channel.



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.

The image is a composite of three screenshots from the Microsoft Teams application, illustrating the steps to post a message with an emoji. The first screenshot shows the 'Share information' tab selected in the left-hand navigation pane, indicated by a red box and a mouse cursor icon labeled '1'. The second screenshot shows the main chat area with a text input field containing 'Thank you in advance.' and an emoji icon highlighted by a red box and a mouse cursor icon labeled '3'. A red arrow points from this emoji icon to a third screenshot, which shows an expanded emoji picker menu with various emoji options. A mouse cursor icon labeled '4' is shown hovering over one of the emojis. A blue speech bubble points to the bottom of the emoji picker with the text 'You can send a conversation by pressing Enter.' The final screenshot shows the message 'Thank you in advance. 😊' successfully posted in the chat, with a red box around the send button (a paper plane icon) and a mouse cursor icon labeled '5'.

1

3

2

4

You can send a conversation by pressing Enter.

5

Thank you in advance.

Thank you in advance. 😊

Search or type a command

Teams

Project A > Share information ...

Conversations Files Wiki +

Let's get the conversation started

Start a new conversation. Type @ to mention someone.

Planner OneNote Website Add tab

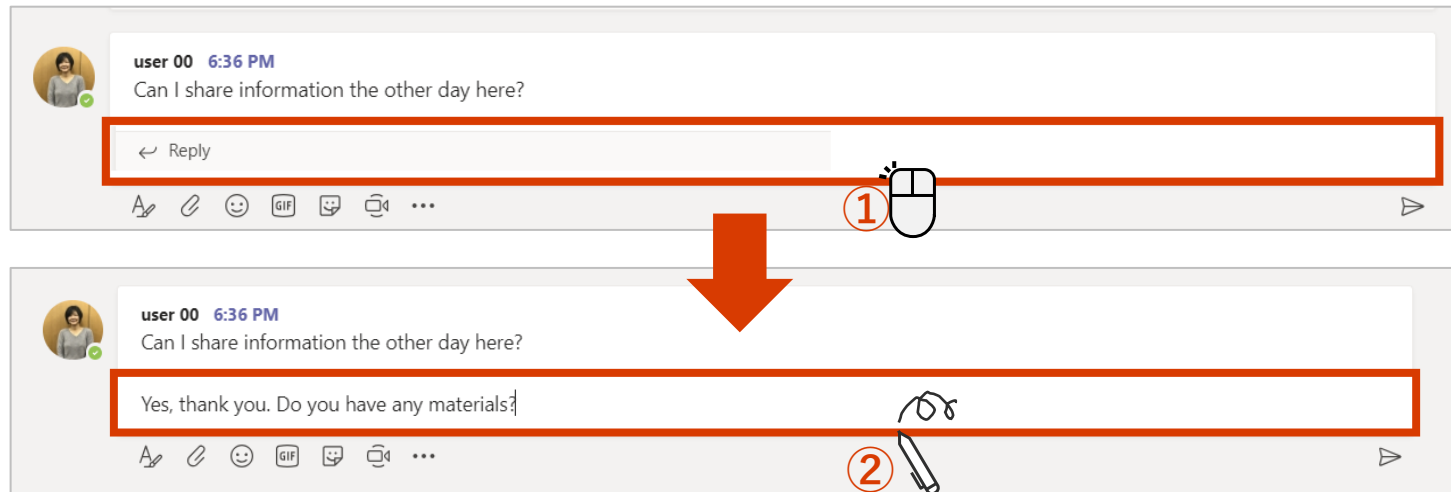
Join or create a team

You can break with the Shift + Enter.

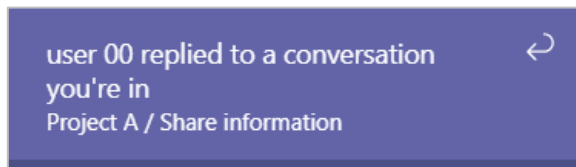
Reply to message

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

<If you want to reply.>



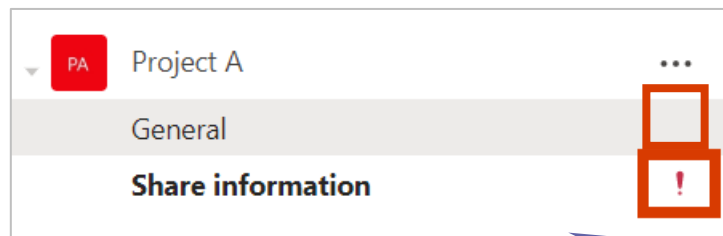
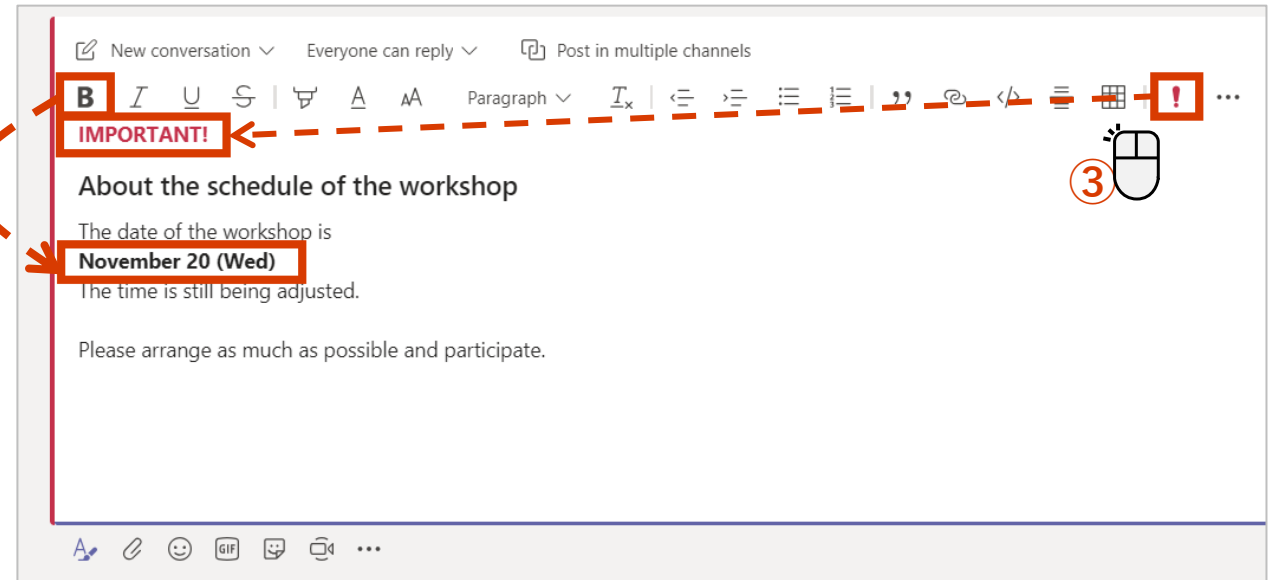
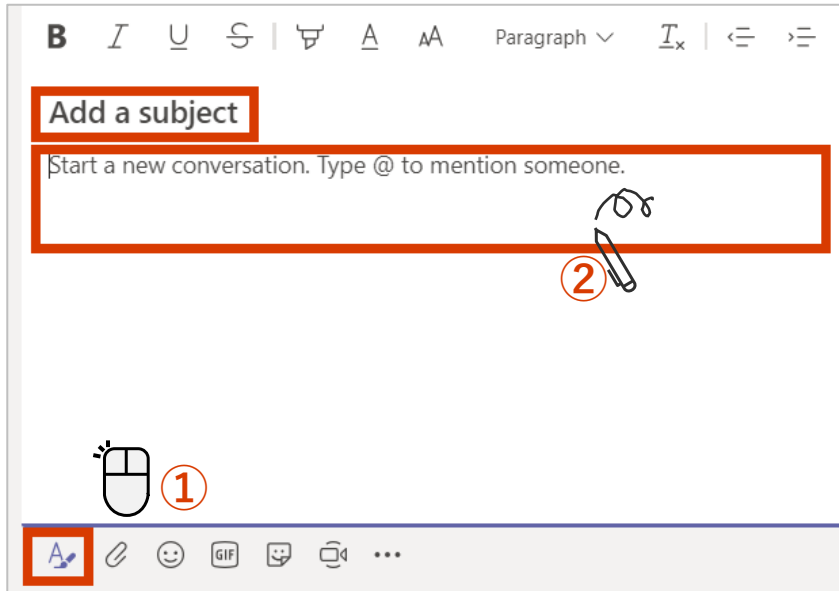
<If you receive a reply.>



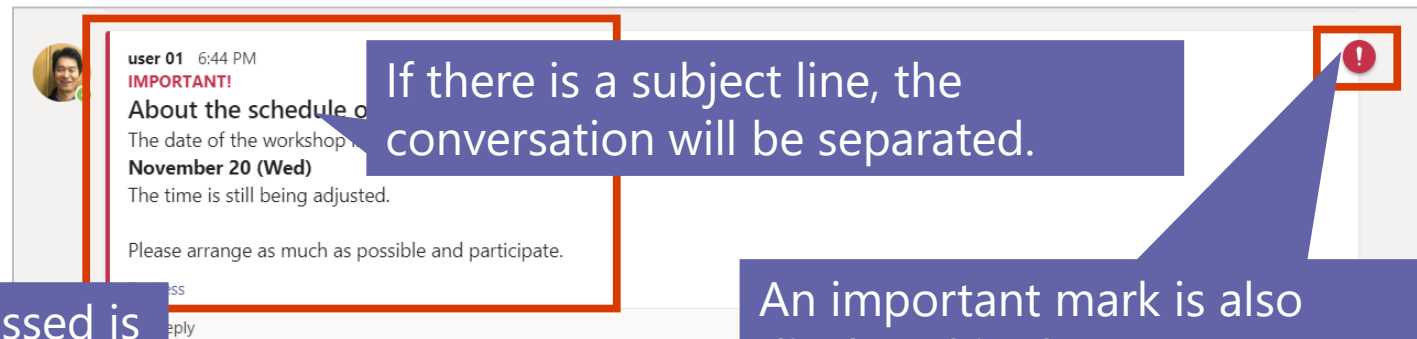
When you receive a reply, you'll see a notification. If the message is unverified, a number appears in the Teams icon on the taskbar.

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.

Start a new conversation. Type @ to mention someone.

1

2

3

You can also attach files from teams, channels, and OneDrive.

Report.docx

user 01 4:14 PM

Report.docx

Reply

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>

1. Entering @ will display candidate users.

2. Select a user from the list from candidate.

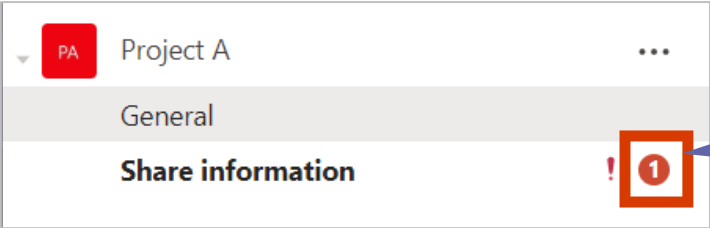
3. @ disappears and the username appears. Type a text and send it.

4. The mentioned username and conversation is displayed on the sender's screen.

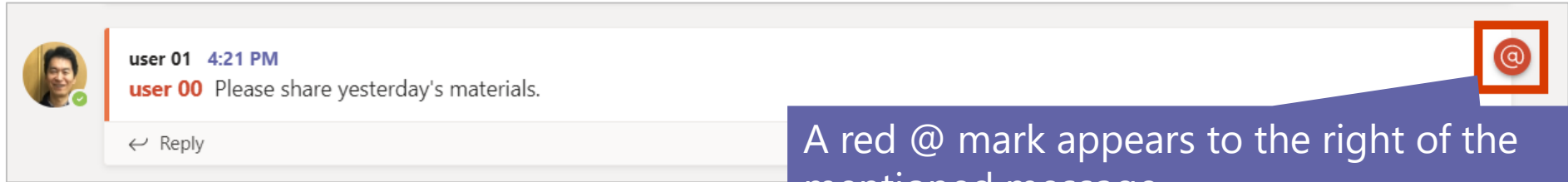
Set up mentions 2

This function sends a notification to a specific user.

<When mentioned>



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 >

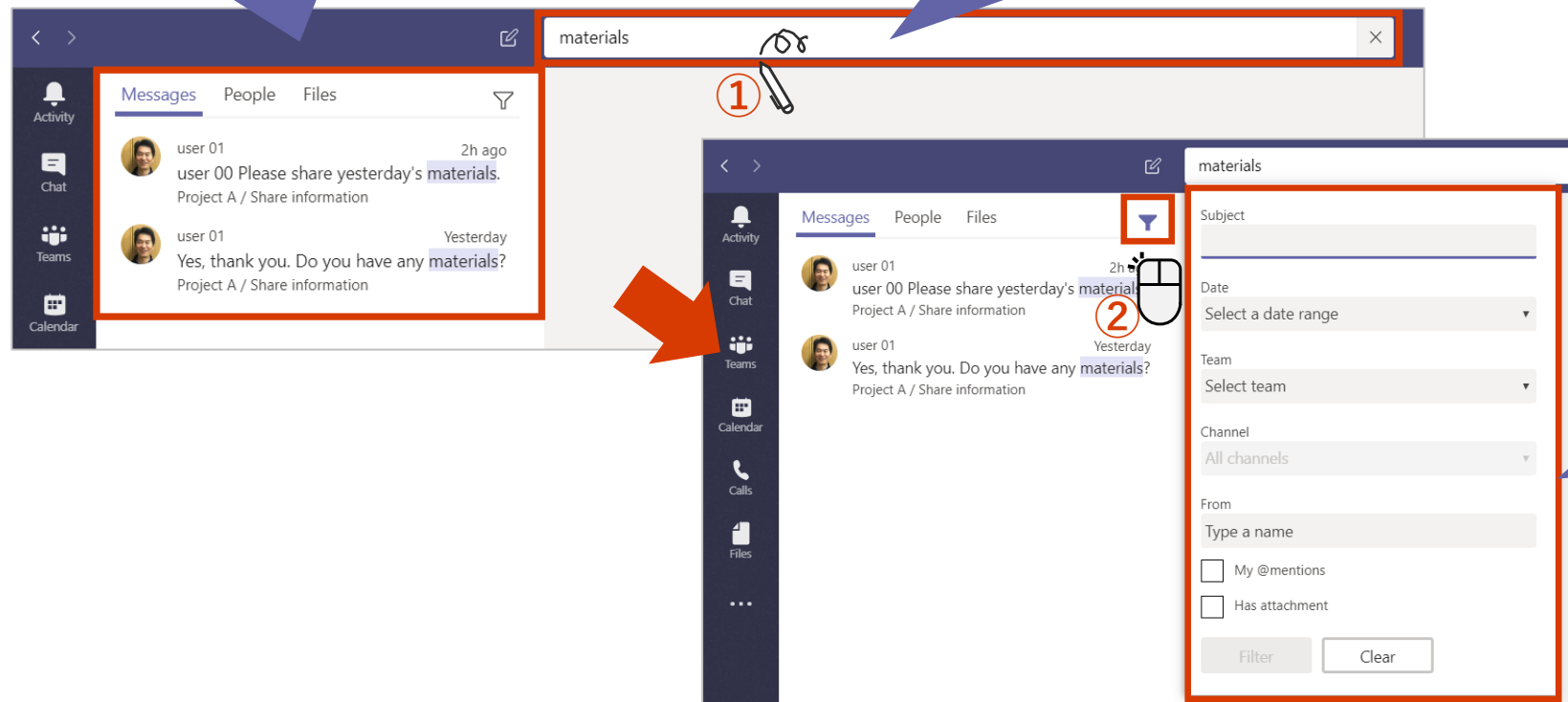
| Example of input | Work |
|---------------------------|---|
| @[Team name], @team | A notification is sent to all members of the team that you enter after @ |
| @[Channel name], @channel | Notifications are sent to team members who have favorited the channel entered after @ |

Search for messages

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

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

Teams Overview

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

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3

How to use Chat

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

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10

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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17

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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