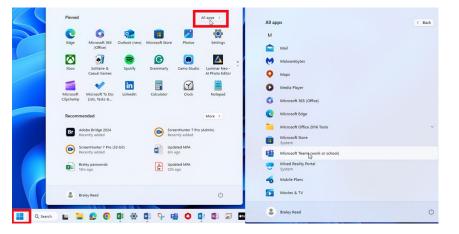
Microsoft Teams: The ins and outs

Note: I have only shown the desktop app version to save on timing. To access web-based Teams go to <u>https://www.office.com/?auth=2</u> or <u>https://myapps.microsoft.com/index.html</u>

Create a meeting in Teams

Note: If you are already signed in to your Microsoft Office when you launch the Teams app you will already be signed in.

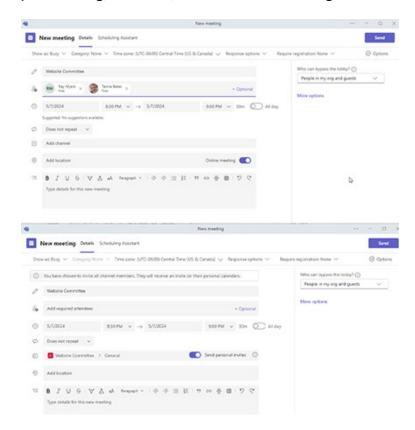
1. Click on Windows Start Menu icon, all apps and then scroll down to Teams



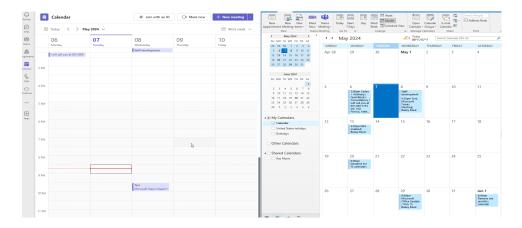
2. Select the **Calendar** icon on the left hand menu bar in Microsoft Teams. Create new **Meeting**.

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ton Teams		06 Monday	07 Tuesday	08 Wednesday	09 Thursday	10 Friday
â				Staff development		
ignments EE Wendar	5 PM					
G.	6 PM					
neDrive	7 PM					
+ Apps	8 PM					

3. Select required individual users, Channel (groups) members, and optional attendees. Name your meeting, date/time, and other desired settings. **Hit Send**.



4. It will enter it into your Outlook Calendar and your Teams calendar.



Create a meeting in Outlook

Click on the calendar icon at the bottom of your Outlook screen. Select Team Meeting from top ribbon.
 Step 2

File Home Send / Receive		ne what you want to do		Search People	
	feeting • 7 Days Week	Week Month Schedule View View Galendar Groups range Ski Manage Calendar	 Calendar Calendar Online * Permissions 	Address Book	
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5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 32 32 32 26 27 26 29 30 31 June 2024 SU MO TU WE TH FR 5A	Apr 28	29	30	May 1	2
2 3 4 5 6 7 8	5	6	7	8	9
2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29		2:00pm Carlee + Anthony QuickBooks Consultation; I will call you at 601-859-7733 ext. 102; Ferriso, Anthony		Staff development 9:30pm Test; Microsoft Teams Meeting; Braley Reed	
30 1 2 3 4 5 6					
✓ III My Calendars	12	13	14	15	16
United States holidays Birthdays		9:30am MFA enabled; Braley Reed			
✓ May 2024 ► SU MO TU WE TH FR SA					
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19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8					
Step 1 vit All day osoft Teams Meeting	26	27	28	29 8:00am Microsoft Office Update / Win 11; Braley Reed	30
9:3 (MFA enabled	Y				
Items: 7					

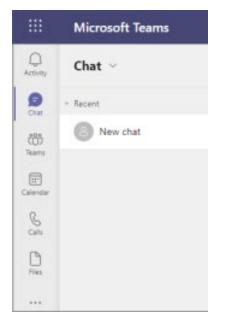
2. Select Meeting from drop down options and set up the requirements. It has the Team meeting ID, passcode, and link to join the meeting. Once clicked on the link by attendees, Teams will open up automatically.

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First things to know about chats in Microsoft Teams

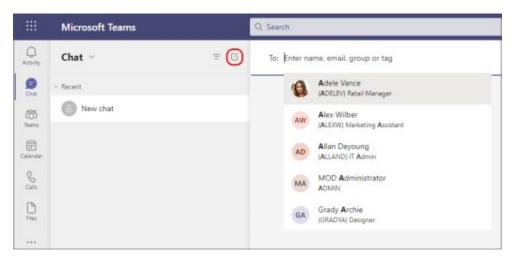
Note: If you are already signed in to your Microsoft Office when you launch the Teams app you will already be signed in.

1. Click on the Chat icon on the left hand menu bar.



Chats can be one-on-one or in a group

You start one-on-one and group chats the same way: by selecting New chat \square at the top of your chat list. Once in a chat, you'll be able to send messages that include files, links, emoji, stickers, and GIFs—whatever you need to get your point across.



The following are more details about each kind of chat:

5. One-on-one chat

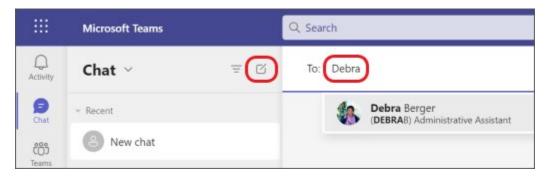
Once you've selected **New chat** \square and entered the person's name, compose your message in the text box and then select **Send** \bowtie or press Enter. This starts the chat.

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6. Chat with yourself

For times when you want to draft messages, send files from one device to another, or get to know features a little better, you can start a chat with yourself. Everything you do in a regular chat you can also do in a chat with yourself. You'll see it pinned to the top of your chat list by default.

● If you unpin the chat with yourself and want to find it again, select New chat ^I and enter your name into the To field.



7. Group chat

Use a group chat when you need to talk to a small group of people. Start one the same way you

start a one-on-one chat: select New chat \square at the top of your chat list. Select the down arrow to the far right of the to field and type a name for the chat in the Group name field. Next, type the names of the people you'd like to add in the to field.

	Microsoft Teams		Q. Search				
	Chat ~	≡ 0	Group name:				
0	- Recent		To: Entername, email or tag	0			
655 Dama	New chat		The server neeres server an ong	Ŭ			

Once the chat has begun (whether group or one-on-one), just choose it in the chat list to resume the conversation and send more messages.

	Microsoft Teams	Q, Search	
Q. Activity	Chat ~ = ®	Restor Wilke Chat Files Organization Activity +	
	Recent Nestor Wilke Niss Good moming, Nestor, Robin mentioned	from last (ming, Nestor, Robir quarter and reconci
Shares Calvestar	Bianca Pisani 11:13 AM Nou-Hey, let's try doing a lunch meeting since - Lidia Holloway 11:12 AM Nou-Hi Judia, Can we set some time next week.	beta teste	rs doing?

Press Shift+Enter to start a new line

- If you keep pressing Enter to start a new line, which sends the message before you're ready, try the following:
- When you want to start a new paragraph, press Shift+Enter to insert the line break. If you've opened your formatting options (see step 3 for details), just press Enter to start a new line of text, then select Send it.



Select Format to see all your formatting options

- There are many formatting options for messages.
- To open your formatting options, select Format A beneath the box where you type your message. In this expanded view, select the text that you want to format, then choose an option like B, I, or U to bold, italicize, or underline the text. There are also options for highlighting, font size, font color, lists, and more.



• Beneath the box you'll also find delivery options, attach files, emoji, giphy, stickers, schedule a meeting, and more. Select More options *** to find more apps.

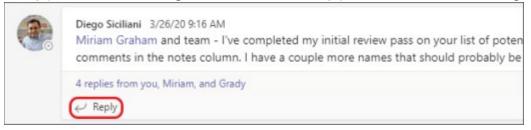
8. Chat happens in channels, too

When you go to any channel in Teams the very first tab is Posts. Think of this as one big group chat. Everyone who has access to the channel can see messages in Posts.

Digital Assets Web (Por	Pides Wiki +	-
<u>1</u>	heads Langer 3/25/03 9/2 AM 43 H all -1 would like to get some quick feedback on the new website porposal. I have a meeting with the vendor team and need input ASAP,	
	2 replies from Alex and Italian e. ² Reply	
121	Isean Langer N26/23 913 AM Website Proposal Feedback Negan Bowen - The wireframes for the site proposal have been updated, please let me know what you think!	0
	Advance Lower: 3/25/09/13 AW Isaiah Langer, sorry I got hung up in a previous meeting. I will take a look at the wireframes ASAP and get back to you	

Based on your organization and culture, you'll need to decide which messages are suitable for the Posts tab in a particular channel.

- Another important thing to know is that replies to a channel message stay attached to the original message. This way, the whole *thread* of the conversation can be easily followed by anyone reading it. This is what's great about threaded conversations.
- To reply to a channel message, be sure to use the Reply link underneath the message.



There are several ways to search for and find messages
 Note: Depending on what you remember about the sender of the message or the characteristics of the message, a different way of searching might make more sense.

Find a chat based on a person's name

• Enter the person's name in the command box at the top of Teams. You'll see their name and any group chats they're a part of with you listed. Select their name to go to your one-on-one chat with them or select a group chat to resume that one.

	Microsoft Teams	Miriam	
Activity	Chat ~ 😤 🖾	Q Miriam Press enter to view all results	
	Recent Nestor Wilke 11:18.4M Nou: Good morning, Nestor: Robin mentioned	People Miniam Graham (MRIAMG) Director	mar
Teava	Bianca Pisani 11:13 AM		

Find a message that has a keyword that you remember

• Start typing a keyword into the command box at the top of Teams and press Enter. You'll see a list of results that include the keyword.

Filter to show certain types of messages

• From the Activity feed, select Filter = and then More options *** to show certain types of messages including unread messages, @mentions, replies, and reactions.

For a more specific search, go to the Feed menu, select the drop-down arrow, and then choose My Activity.



10. Find your saved messages

To save a message, hover over it, select More options *** , and then select Save message igsidesized .

	Y	8	œ	••••
10:49 AM Hi Lydia! Can we set some time next week to go over the new Contoso design		Reply		
Wednesday sound?	0	Edit		
	⑪	Delete		
	☆	Pin		
		Save th	is mes	sage

• To see a list of your saved messages, select your profile picture at the top of Teams, then choose Saved. Or, type /saved in the command box at the top of Teams.

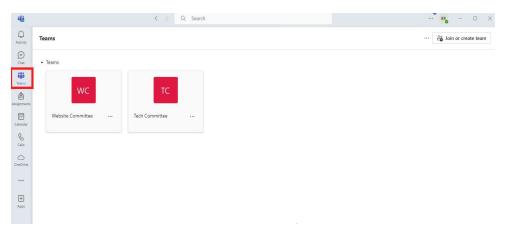
Megan Bowen Change picture	
 Available Set status message 	>
Saved Settings	
Keyboard shortcuts About Download the desktop app	>
Download the mobile app Sign out	

Delete, hide, or mute chats to keep them out of your way

• You can delete an entire chat conversation, hide the chat from the chat list, or mute it so you stop getting notifications. For details, see <u>Delete a chat thread in Teams</u> and <u>Hide, mute, or pin a chat in Teams</u>. Note that you are also able to <u>delete individual messages</u> you've sent.

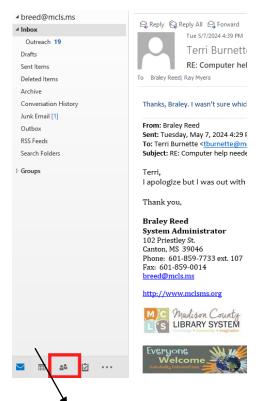
First things to know about teams in Microsoft Teams: Desktop

11. Click on the Teams icon on the left hand menu bar in Teams

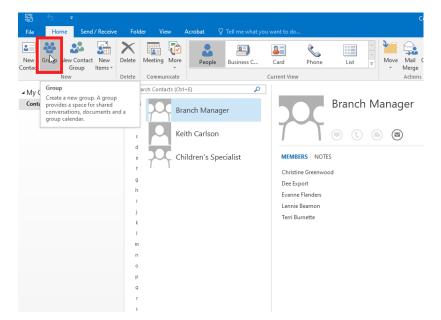


You can create a Team from Microsoft Teams or in Outlook.

12. Open Microsoft Outlook on your PC and select the people icon in the bottom left part of your Outlook screen.



13. Click on the Group icon to create a new group.



14. Name the group, select public or private for your group type, and check the the Subscribe new members to receive group conversations. Select OK.

eate Group			?	>		
A group provides a place for s	hared conversations, files, and a group ca	alendar.				
Choose a <u>n</u> ame	<u>G</u> roup ID					
Test @mcls.ms Available						
<u>P</u> rivacy	Available					
Public - Anyone in your orga	nization can see what's inside			•		
	nization can see what's inside o they receive group conversations in thei	r inbox. Otherwise they'll only se	e them in the gro	oup		

15. Still under the People icon click on the Address book in your top taskbar.

	Contacts - breed@mcls.ms - Outlook													
robat														
People	Business C	Sard	S Phone	List	Move	Mail Merge	OneNote	Forward Contact •		Open Shared Contacts	Categoriz	e Follow Priv	ate	Search People
			Action	15		Share			Tags		Find			

16. Type in some of the group name and select Global Address Book from the drop down menu. Double click the group name to open in on the left hand side.

🔯 Address Book: Global Address List	-
File Edit Tools	
Search: OName only OMore columns	Address Book
website Go	Global Address List - breed@mcls.ms
Name Title Website Committee Youth Services 2022 Youtube User Youtube User	breed Andress List Contacts Offline Global Address List Global Address List All Address Lists All Contacts
S Zoom Zoom Youth Services	All Distribution Lists All Groups All Rooms All Users Offline Global Address List Public Folders

17. Select Add Contacts and type in the email address of the users you would like to add.

arch: 🔾 Name only	More columns	Address Book	k			
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18. You can now see this new group under Teams in Microsoft Teams and in the inbox of Outlook.

▲ breed@mcls.ms	Microsoft Teams				
⊿ Inbox					
Outreach 18	48		Q Search		
Drafts		Teams		\cdots $\hat{\epsilon}^{*}_{0}$ Join or create team	
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Archive	Assignments		_		
Conversation History	Calendar	Website Committee	Tech Committee ···		
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