

Microsoft Teams Overview

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What Is Microsoft Teams and Why Use It

Microsoft Teams is a collaboration tool that has features like Skype and Slack. Out-of-the-box it enables: creation of team collaboration channels, messaging in a chat format, tele and video conferencing, file sharing and repository, a wiki for easy documentation.

The chat feature, called ‘Post’ in Teams, is designed to keep a visible running conversation for the entire team. Using email can lead to lost threads of communication and context, where Teams keeps all discussion and decisions visible.

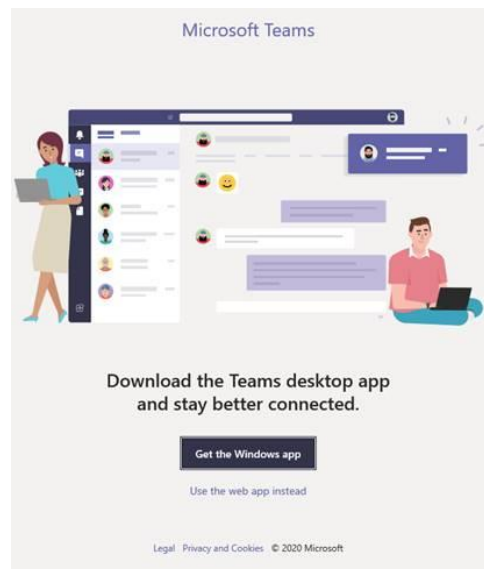
Accessing Teams

NOTE: For any of the versions of Teams below, log into Teams using your GVI network ID. Example: janderson@globusandcosmos.com

Web App or Windows App

Go to <https://teams.microsoft.com>

When an associate goes to teams.microsoft.com, they can choose to download the Windows app to their personal desktop or use the web app (Browser version), see below. I've used both the Browser version and the downloaded version and they have the same features.



Downloading the Windows Application For Your PC

Click this link to download: <https://teams.microsoft.com/downloads>

Download and run the installer. After installing once, it will be available going forward.

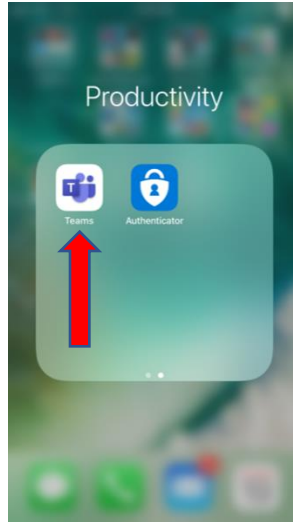
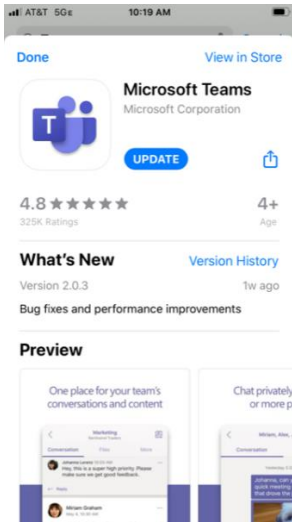
The window below will appear for log in. Select the 'Work or School Account' option and remember to login using your GVI network ID. Example: janderson@globusandcosmos.com



iPhone App

There is also an iPhone app available(I'm sure Android has it but I don't use that) that works great. If you want to use your phone instead of a laptop/PC, the app enables you to connect without using a phone number.

From the Apple Store, search for Microsoft Teams, download and then find the icon to start it up. Use the same credentials as mentioned above.

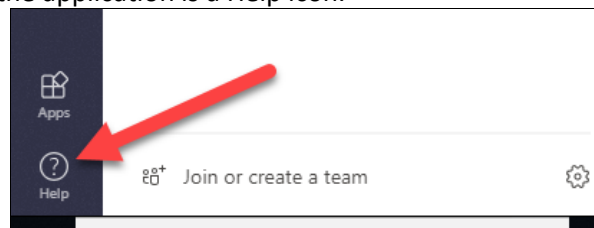


Using Teams

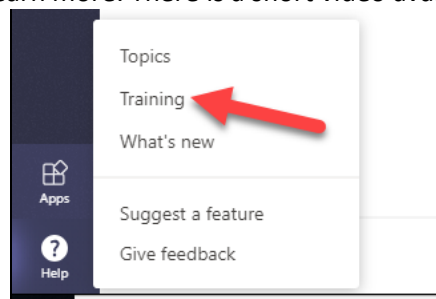
If you're new to Teams, there are some helpful tools available from the home page.

Training

At the very bottom left of the application is a Help icon.

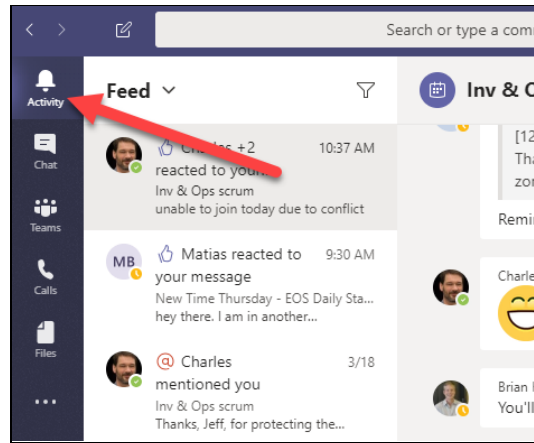


Click that and then 'Training' to learn more. There is a short video available that is very helpful.



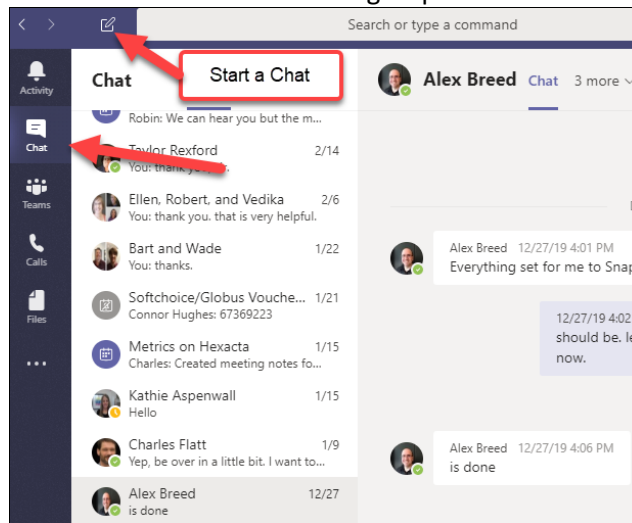
Teams Activity

The Activity tab will show all interactions across chat, Teams channels or mentions. It will highlight if you are mentioned.



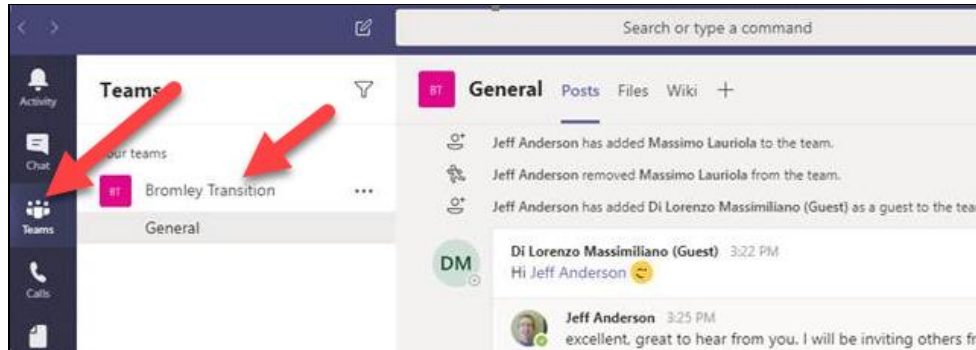
Teams Chat

This is just like Skype IM. You can do individual chats or group chats.

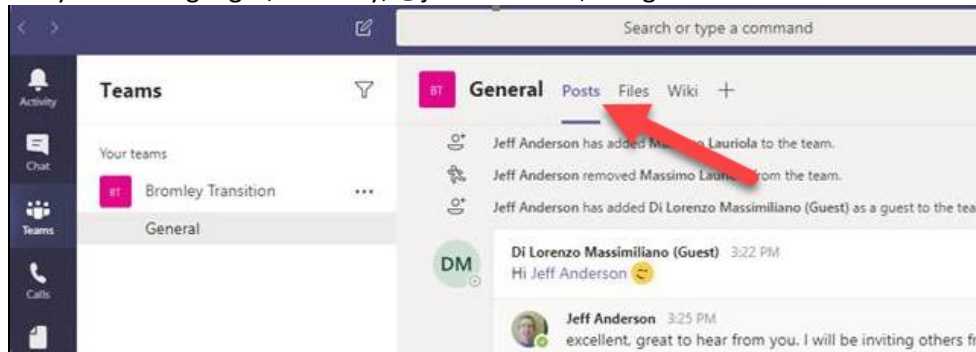


Teams Collaboration – The ‘Team’ in Teams

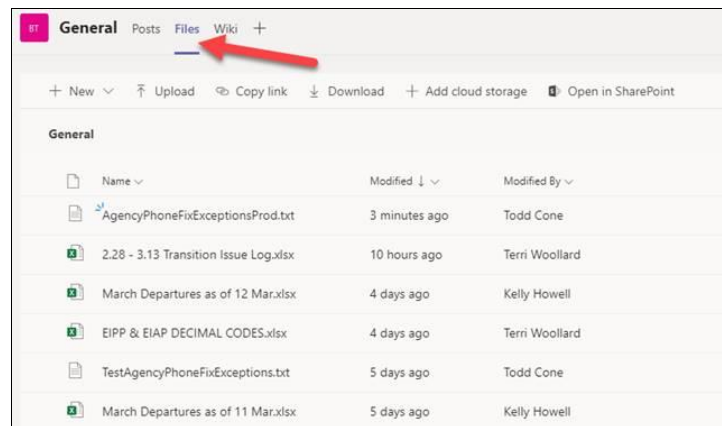
Click on the ‘Teams’ icon at left and you will see the Team set up by an administrator or manager to which you have been invited. Under the Team are channels, with a default channel named ‘General’. In this example, there is a Team named “Bromley Transition” and the channel “General” underneath. Click on the General channel.



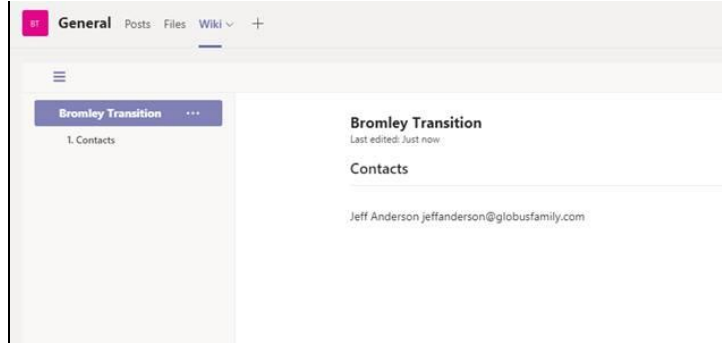
To the right, click on the ‘Posts’ tab. This is the chat feature of a team. It will keep a running conversation that can be reviewed by everyone at any time. You may use @mentions here if you want a person’s Activity icon to highlight, ex. “Hey, @jeff anderson, bring donuts tomorrow.”



Next to ‘Posts’ is the ‘Files’ tab. Here you can upload directly from your drives. A file that is pasted into a conversation will be saved here. These files are shared across the team and may be edited by multiple users.

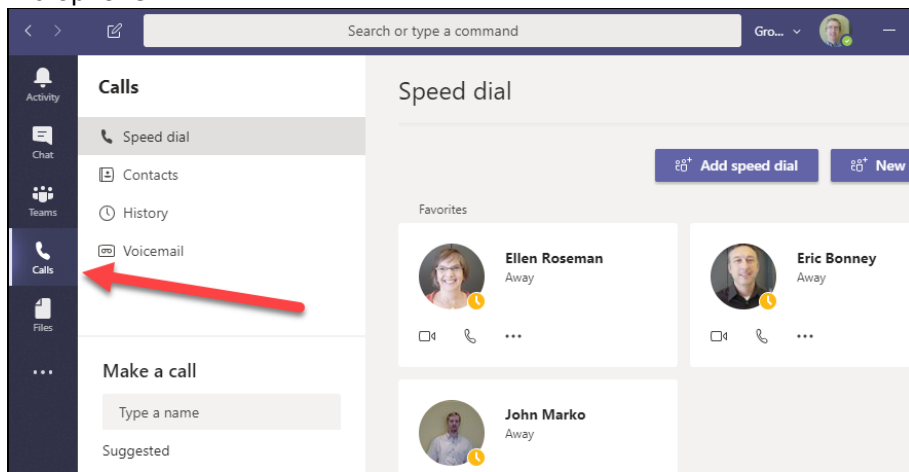


The 'Wiki' tab is for documentation that may change more rapidly than something like an Excel document.



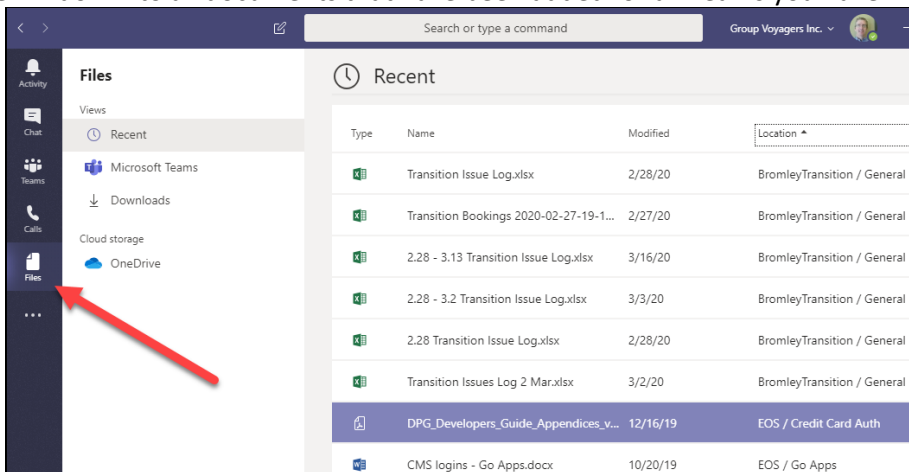
Teams Calls

Similar to Skype, this is for using Teams for a computer to computer call. You will need a headset, or speakers and microphone.



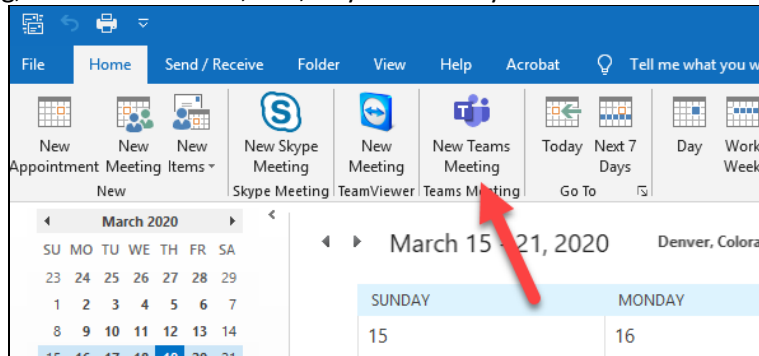
Teams Files

This is a single window into all documents that have been added for all Teams you have.



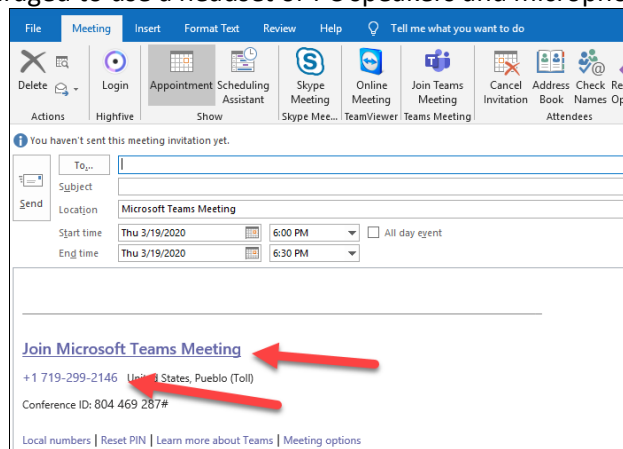
Setting up a Conference Call with Teams

In Outlook, you should see a Teams icon on your top banner of the Calendar view. You can click this first and create a meeting, then invite others, etc., as you normally do.

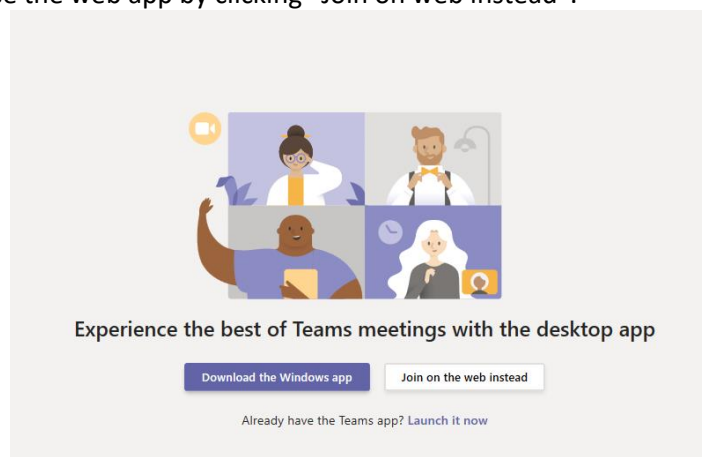


Note that a Teams link is in the body of the meeting notes. This link should be used by attendees (more below).

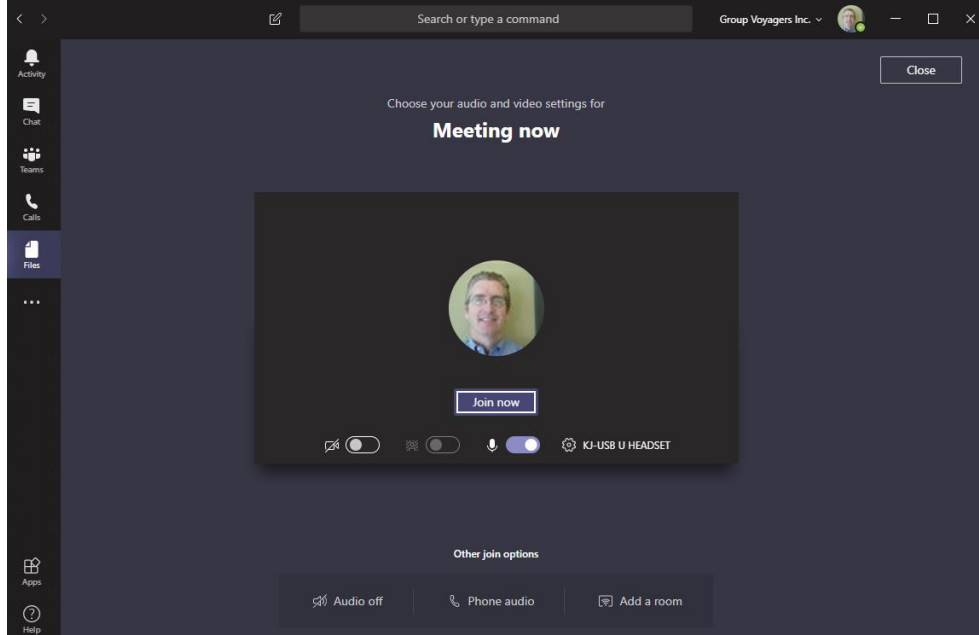
Some users will have a phone number attached to the invitation. This number may be called directly via phone BUT you are encouraged to use a headset or PC speakers and microphone.



When you click the “Join Microsoft Teams Meeting” link, a browser will default with choice of using the Windows App or web app. If Teams is already installed, wait a second or two and it will pop up. Otherwise, you can use the web app by clicking “Join on web instead”.



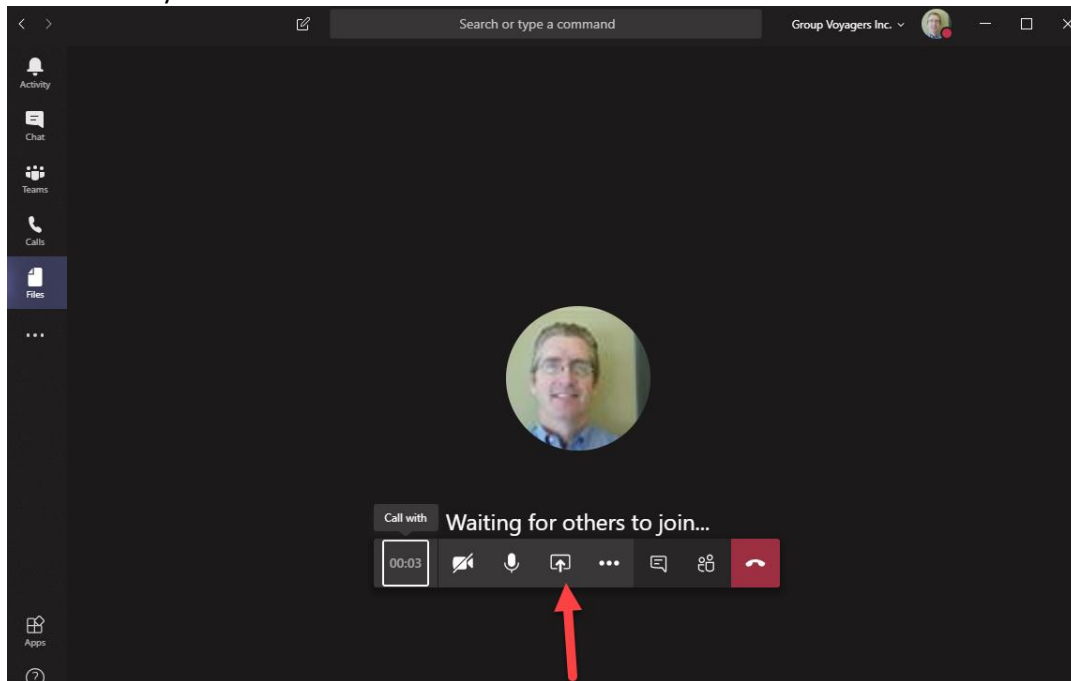
The meeting will look like this. Click “Join now” and you will be in the meeting.



When in the meeting, there are controls for turning on your camera (the default is turned off), your microphone (default for organizer is turned on), and the button for sharing your screen. Clicking this will prompt a pop up to allow you to pick your entire desktop or a single program, like Word or a Browser.

Other features should be explored.

Note that using fewer devices like speakers, headsets, cameras, etc., the better. For example, don't have a wired headset and a wireless headset connected, because you may struggle with Teams using the appropriate one for your conference call.



When finished with the meeting, click the red phone button at the right.