

# Microsoft Teams

## Quick Start Documentation



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# Introduction

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Microsoft Teams is a collaboration suite that provides individuals with the ability to share and work together on information in real-time. This platform can be accessed by PC/Mac or any mobile device.

With Microsoft Teams on your PC, Mac, or mobile device, you can use:

- Instant Messaging
- Voice & Video Calls
- Screen Sharing and Whiteboarding
- File Sharing and Collaborative Editing

# Desktop Installation and Login

## Installation (Preferred method):

Step 1: Hold the CTRL key + Click here -> [Teams Download](#)

Step 2: Click 

Step 3: Click  to download Microsoft Teams.

- ❖ Note: The download will detect the operating system requirements and select the Teams compatible for your computer.
- ❖ Note: See the next page for detailed instructions for downloading Microsoft Teams and starting the installation

Step 4: Follow the installation process to completion

Step 5: Click  Type Teams and Click  to start Microsoft Teams

Note: If prompted, click “allow access” to Windows Defender Firewall – [See slide 5 for details](#)

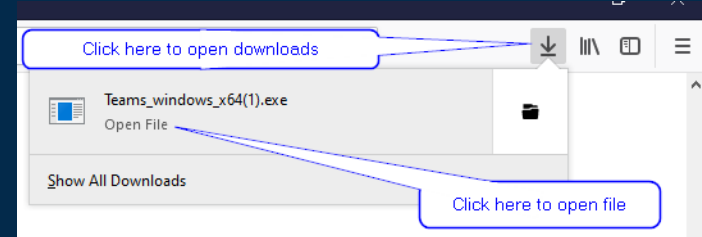
Step 6: Enter YOUR-USER-ID@sunywcc.edu (e.g. JS1@sunywcc.edu) and password

# Details for Downloading Teams

## Download Teams

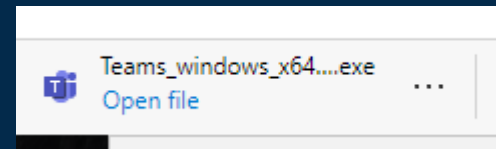
### Firefox Users:

- Click Download Teams button
- When prompted, click Save File
- Access the file by clicking on the download arrow
- Then click open file to begin installation



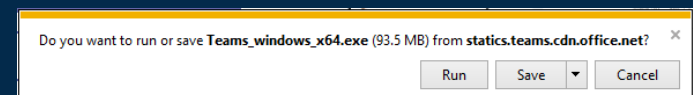
### Chrome or Microsoft Edge Users:

- Click Download Teams button
- Access the file by clicking on the words open file in the lower left-hand section of the browser
- Then click open file to begin installation



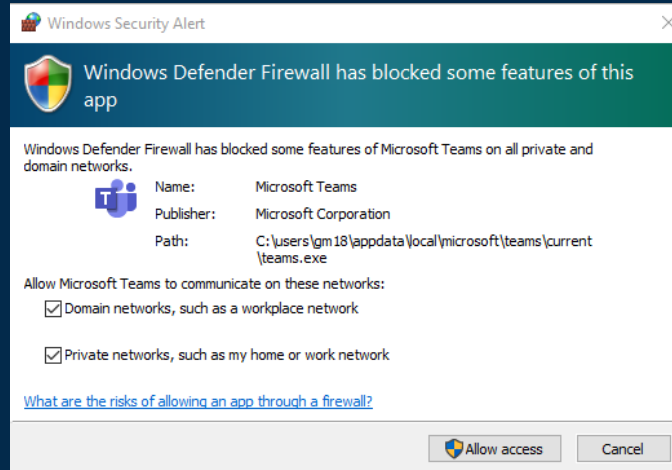
### Internet Explorer Users:

- Click Download Teams button
- When prompted at the bottom of the browser screen, click Run
- The file will download and start the installation process.



# Desktop Installation Firewall Prompt

When or if prompted with:



The following selections above should be checked then click “Allow access”

# Create A Team

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To Create a Team –

Submit a request to have a team created by emailing the Helpdesk at [helpdesk@sunywcc.edu](mailto:helpdesk@sunywcc.edu).

Provide the:

- Team name
- Members
- Purpose

The Helpdesk will create a service ticket and notify you when the Team is created.

Teams are created using the following format:

**WCC\_Division\_Department - Specific Department**

**WCC\_TEAMNAME - Cross Divisions/Departments**

Next Steps –

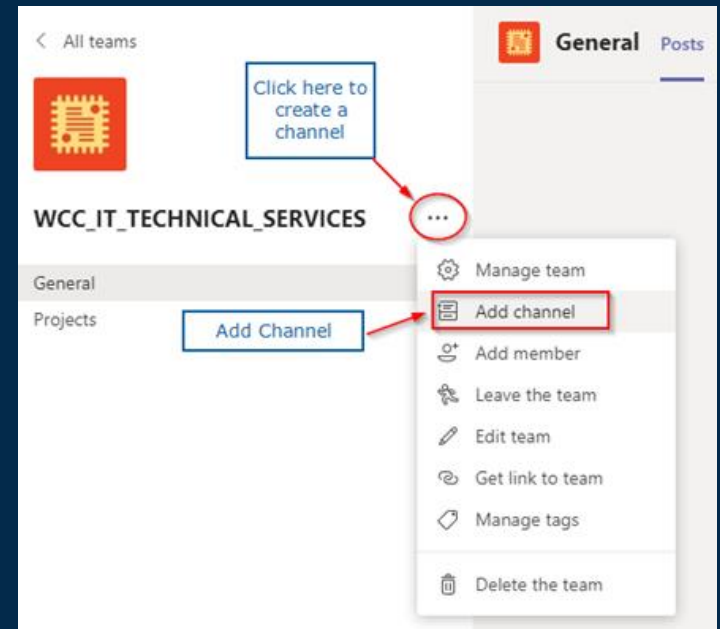
Once your team is created the owner can:

- Add additional team members
- Customize the team icon
  1. Click on the pencil within the team icon and select an image that you feel is suitable
  2. Or upload an image from your computer

# Create a channel

➤ Channels can be used to target a specific group of people or tasks within the Team.

- Click on the three dots to the right of the Team name
- Select Add Channel
- Name the Channel (required)
- Provide a description (optional)
- Select a privacy level – Standard allows all Team members to view or Private which is only accessible to a specific group within the Team
- Select if the channel should show in everyone's channel list.
- Click Add



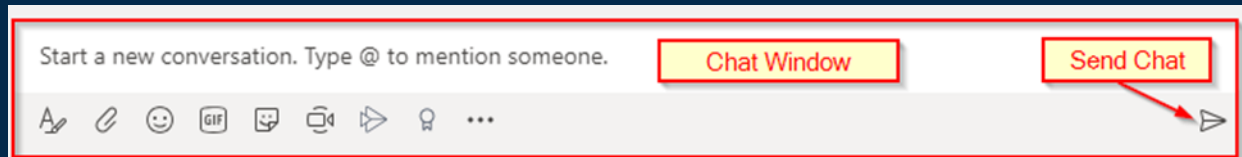
Now you are ready to start collaborating!



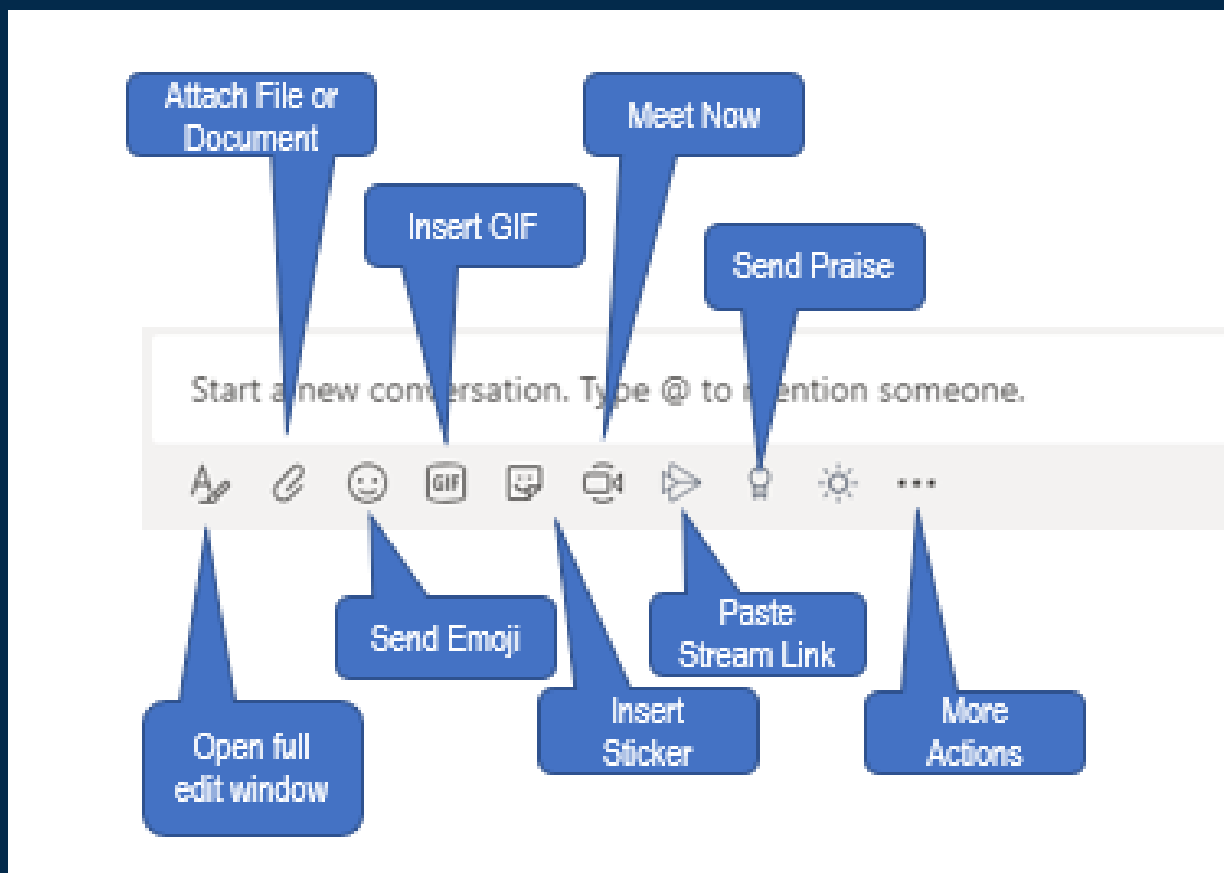
# Introduction to Chat

## Chat Window – at the bottom of the posts page

The most recent post will be at the bottom of the page



# Chat Window Options



# How to Chat

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## View a chat

- Click on the Team Name
- The chat widow will be displayed

## Start a chat

- Type in the chat box at the bottom of the page
- Type @ and the name of the person or people you want to mention. (note: if their name does not populate, try using their userID)
- Type your message
- Click Send

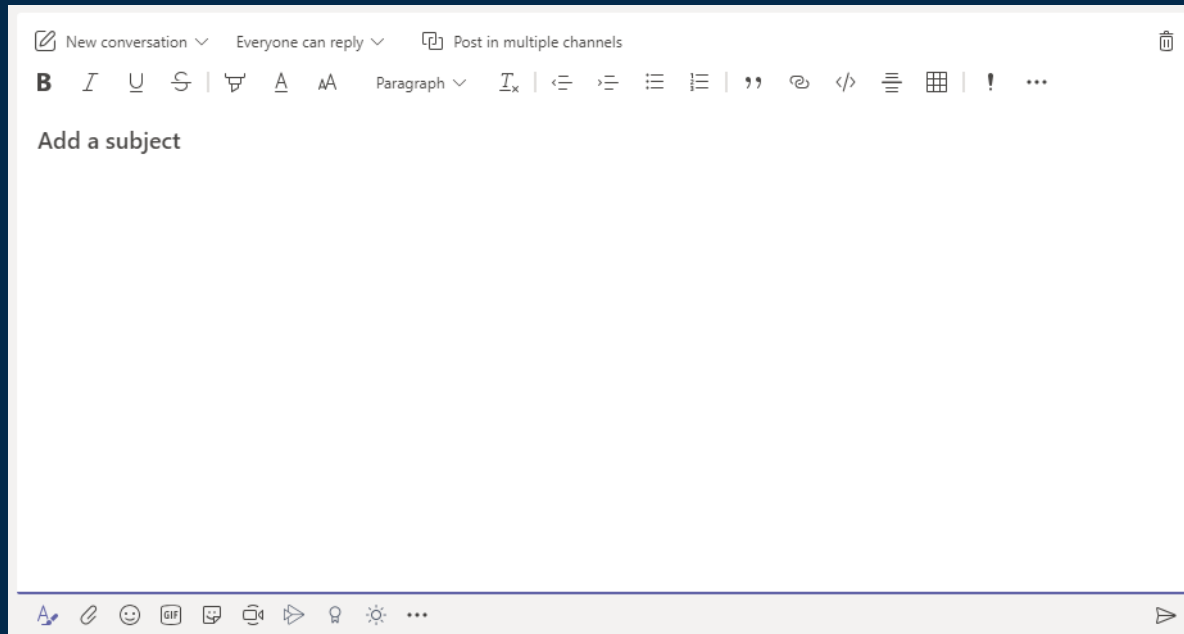
## Get the entire team's or channel's attention

- Use @team or @channel to alert them to a new message
- Note: mentions do not prevent other Team members from seeing the chat information, its just a way to get their attention

# Explanation of Chat Window Icons



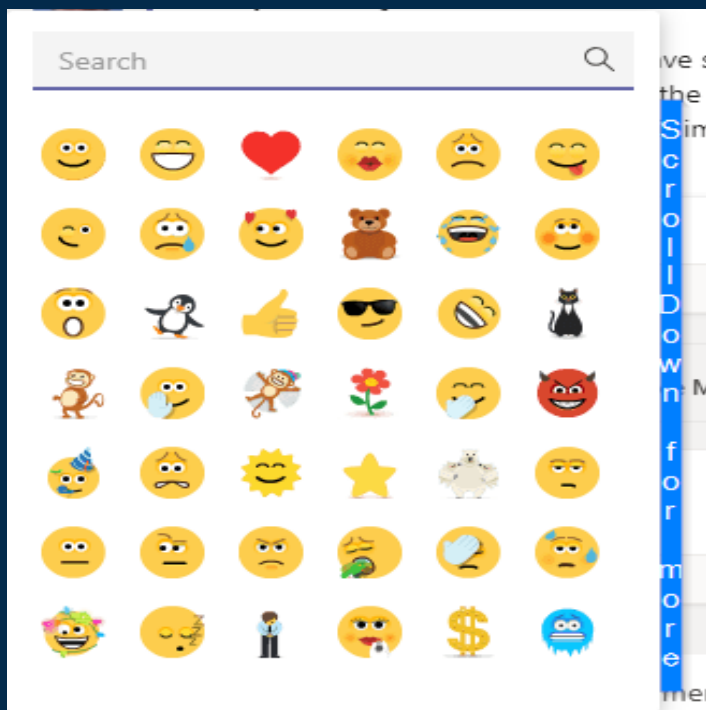
Open full edit window



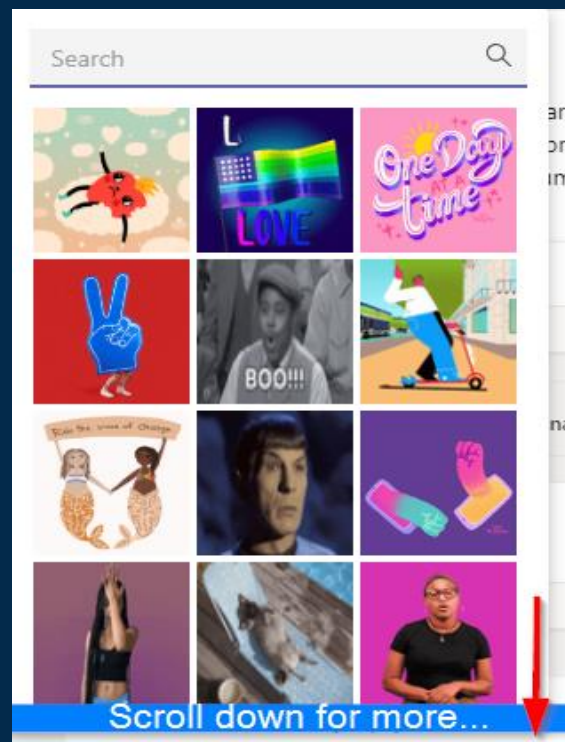
# Explanation of Chat Window Icons (Continued)



**Emoji** – Insert an emoji by clicking



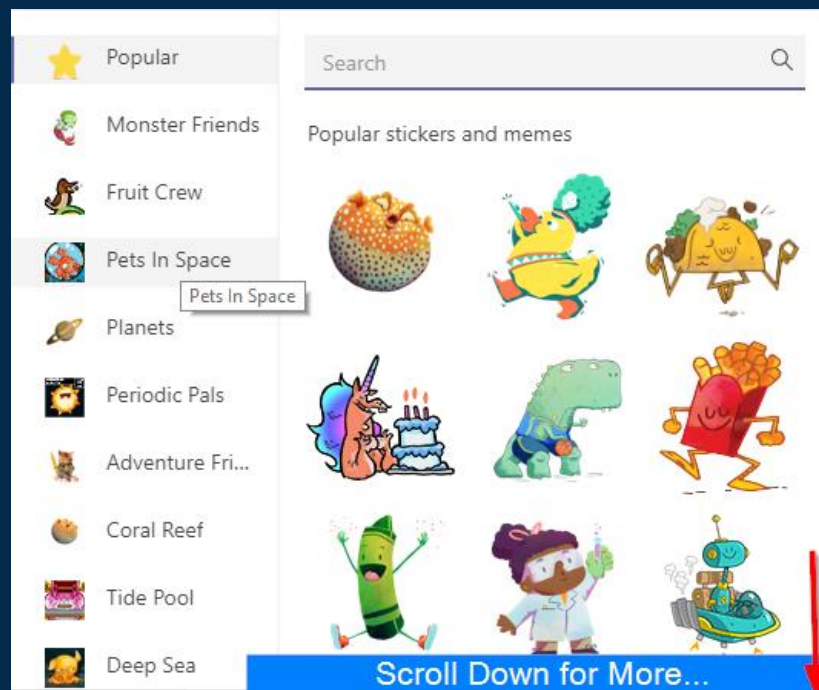
**GIF** – Insert an animated image by clicking on it.



# Explanation of Chat Window Icons (Continued)



**Sticker** – insert a sticker by clicking on it.

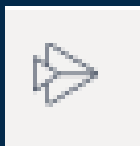
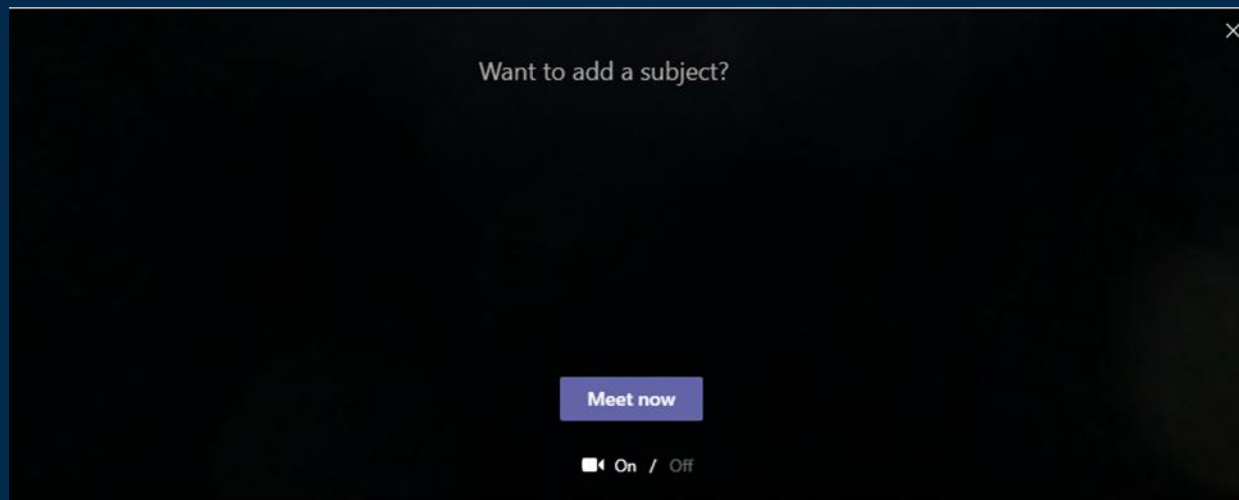


# Explanation of Chat Window Icons (Continued)

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**Meet Now** - Start an on-demand meeting

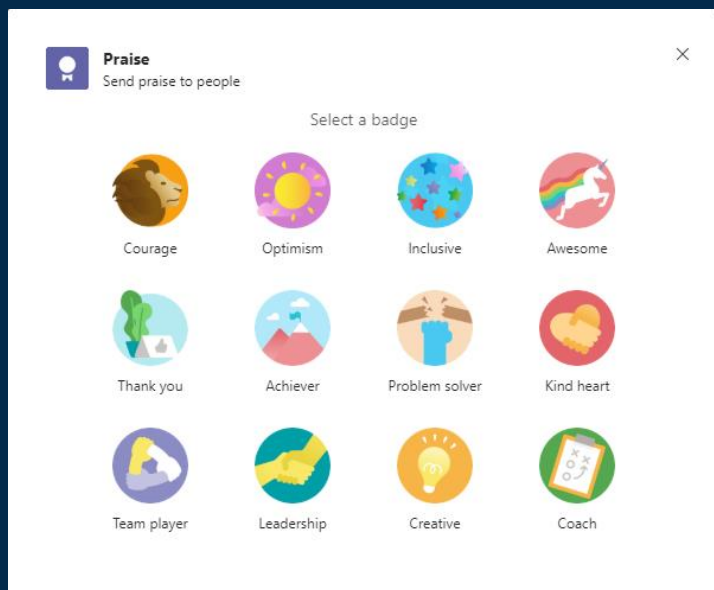


**Stream** - Insert a link from Microsoft Stream (Video Platform)

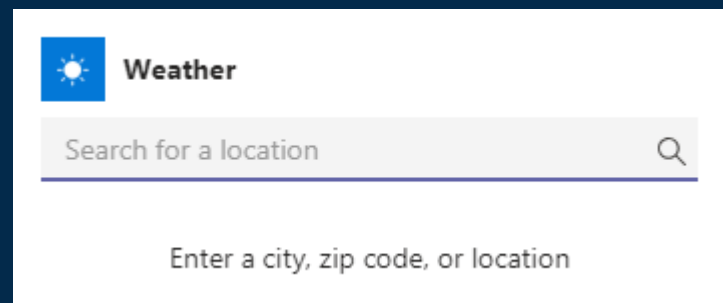
# Explanation of Chat Window Icons (Continued)



**Praise** – Give someone praise by selecting a badge

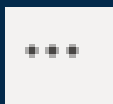


**Weather** – add the weather to the chat feed by entering the zip code.

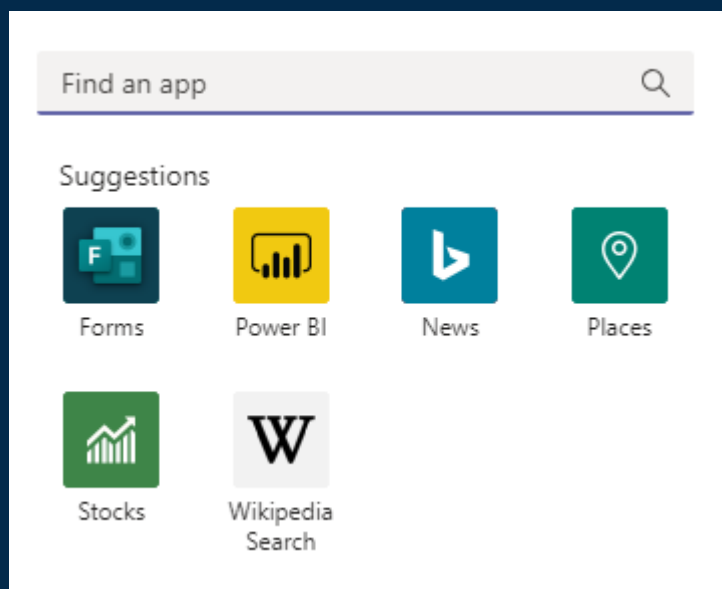




# Explanation of Chat Window Icons (Continued)



**More...** - additional applications that can be added to your Team chat


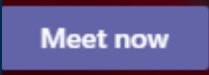


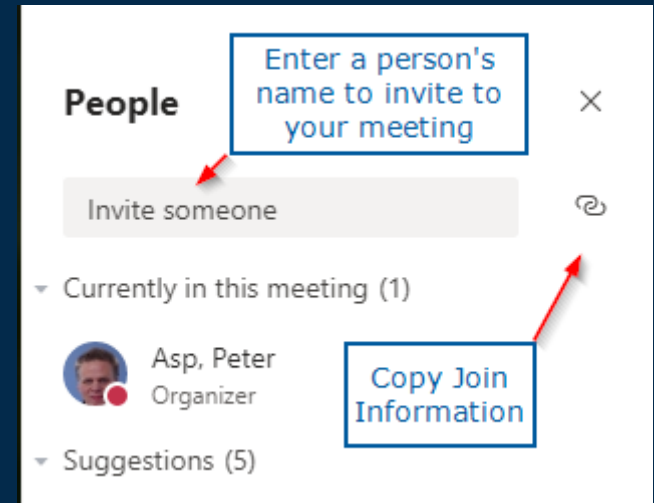
- Forms – Add a Microsoft Form including a poll to the Team feed.
- Power BI – make a connection to an existing PowerBI instance.
- News – Add the latest news to your Team feed.
- Places – Add mapping to your selected location to the Team feed
- Stocks – Add stock ticker information to your team feed.
- Wikipedia Search – Add the results of a Wikipedia Search to your Team feed.

# Explanation of Video Chat

## How to Video Chat

### Starting a video meeting

- Below the chat bar, select the  icon to start a meeting
- Enter a name for the meeting
- Click Meet Now 
- After you have connected, you can invite others by typing their name(s) or user id(s) in the text box below people. Use the copy join information if you want to send the join request via email or other method.



# Explanation of Video Chat

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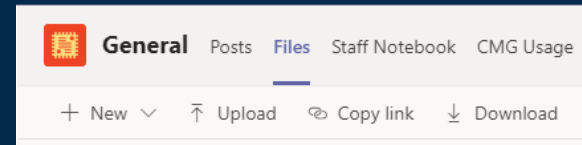
## Meeting Controls



# Explanation of Video Chat (Continued)

## Share a File

- Files can be shared live during a chat using copy and paste or Uploaded to Teams
- While in your team, click on the channel you would like to upload your file to or use the General channel.
- Click on the Files option at the top of the window.

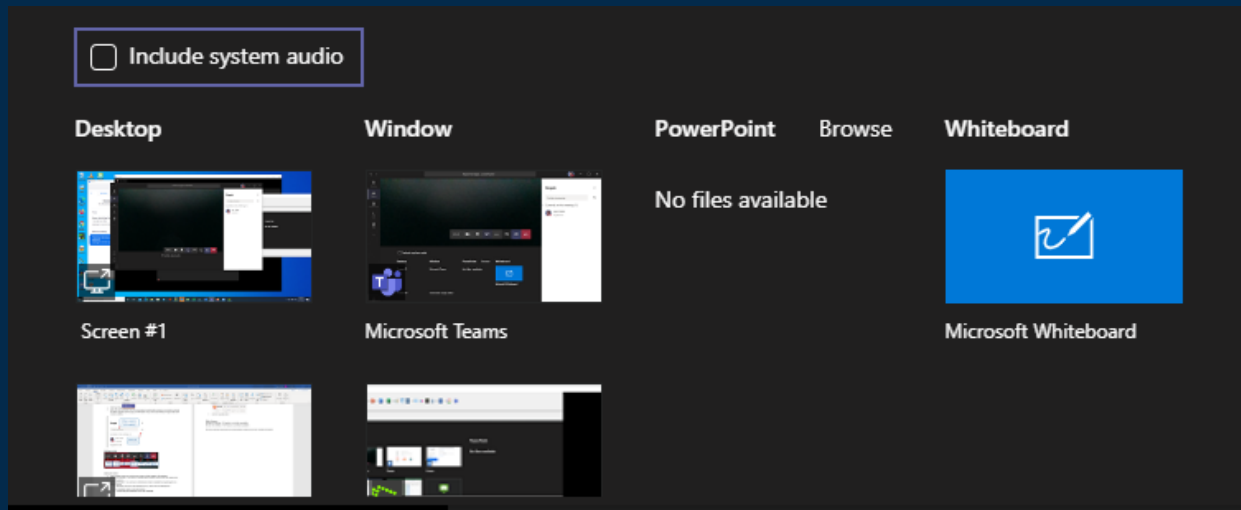


- Click the Upload button
- Select your file
- Click OK

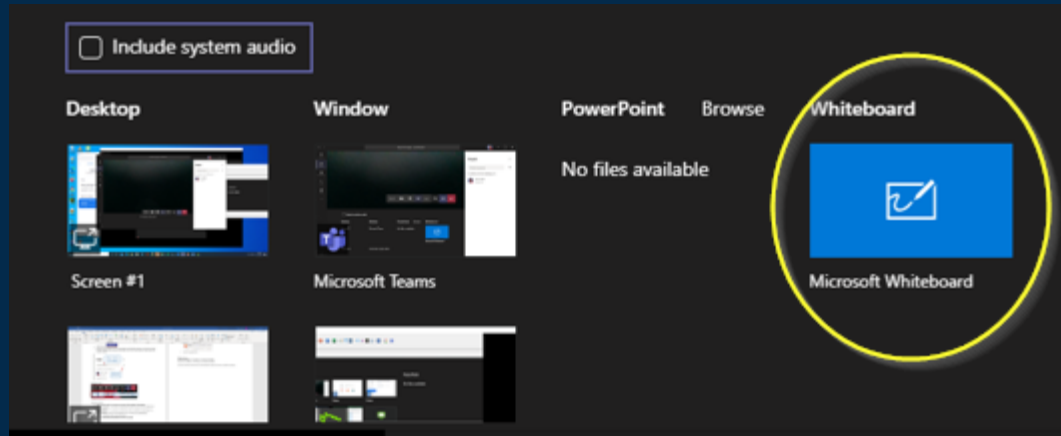
# Explanation Video Chat (Continued)

## Sharing your screen

- Click the share screen icon to show your screen to other people in the meeting.
- There are options to share your entire desktop, the application you are using, a PowerPoint slide show or a whiteboard.



# Explanation of Video Chat (Continued)



Sharing the whiteboard - You can share a whiteboard to make it available to all participants in a Teams meeting.

- Click Share, then click on the whiteboard icon, select Microsoft Whiteboard
- If prompted, select use in Teams option
- To stop using the whiteboard, click Stop Presenting.

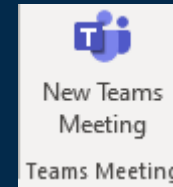
End Meeting

- Click the phone icon to end the meeting



# Scheduling a Teams Meeting

- Go to the calendar screen of Outlook
- Click on New Teams Meeting in the ribbon
- Give your meeting a Title
- Add the required and optional attendees
- Select a start and ending time and other options
- Click Send
- Your meeting will now be displayed in all attendees' calendars



## Sample Meeting Notice

**Note: You must be using the full Microsoft Outlook 365 client**

The screenshot shows the 'New Teams Meeting' dialog box in Microsoft Outlook 365. The 'Title' field is 'Sample Teams Meeting'. The 'Attendees' field is empty. The 'Start time' is 'Fri 6/12/2020 11:00 AM' and the 'End time' is 'Fri 6/12/2020 11:30 AM'. The 'Location' is 'Microsoft Teams Meeting'. A blue callout box points to the 'Join Teams Meeting' button in the ribbon, with the text 'Click here to join meeting'. Another blue callout box points to the 'Join Microsoft Teams Meeting' link at the bottom, with the text 'or click here to join meeting'. The 'Room Finder' pane on the right shows a calendar for June 2020 and a list of rooms, with 'None' selected.

Sample Teams Meeting

Attendees

Start time: Fri 6/12/2020 11:00 AM

End time: Fri 6/12/2020 11:30 AM

Location: Microsoft Teams Meeting

Join Microsoft Teams Meeting

Learn more about Teams | Meeting options

or click here to join meeting

Room Fin...

June 2020

Su	Mo	Tu	We	Th	Fr	Sa
31	1	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	30	1	2	3	4
5	6	7	8	9	10	11

Choose an available room:

None

Suggested times:

11:00 AM - 11:30 AM