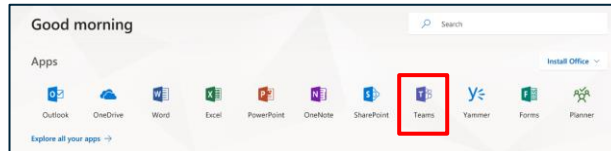


Accessing Teams

1. **Login** to your Office 365 account
2. Select the **Team** tile



Or,

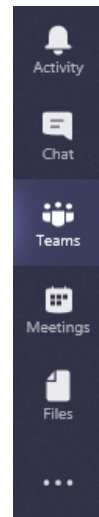
1. Select **Teams** from the **App Launcher** button at the top left of the Office 365 home page



You can also use the **Desktop** version of Teams by downloading this from your Office 365 home page.

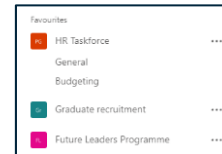
Navigation Pane

- **Activity** – list of recent activity on your Teams account e.g. @Mentions, Replies and Likes
- **Chats** – Teams private instant message area
- **Teams** (default) –where Teams and Channels are listed and where conversations and collaboration within Channels take place
- **Meetings** – view upcoming meetings or schedule a new meeting
- **Files** – quick way to access files relevant to you, that you've shared or have uploaded to your favourite channels
- **... More options** button – to add more apps and Bots to your Teams account



Teams and Channels listings

All your Favourite Teams and associated Channels that you are already a member of are listed in the Teams and Channels pane on the left.

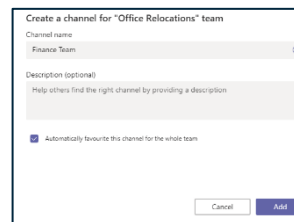


1. Select a **Channel** to view the conversation tab in the centre of the Teams window

Creating more Channels

A General Channel is created automatically when a new Team is created, you can, however, create your own Channels. **Channels** are dedicated sections within a team to keep conversations organised by specific topics, projects or tasks.

1. From the Team name on the left, select the **3 dots More options** button
2. From the menu, select **Add Channel**
3. Give the Channel a **name, a description**, if required, and decide if you wish to automatically **favourite** this channel for the whole team



4. Then select **Add**

The Channel is now created.

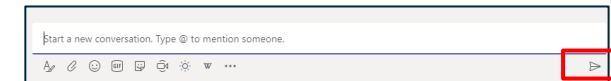
Note: Channels are listed in alphabetical order, but the General Channel always stays at the top.

You are now ready to start holding conversations in this Team/Channel, adding Files and Holding meetings.

Starting a conversation

Teams is a chat-based collaboration space, so the conversation tab is where most of the activity takes place in Teams.

1. Click in to the **Start a new conversation** field and enter your message
2. Press **Enter** on the keyboard to post or click on the **paper aeroplane** icon



Working with conversations

Replying to conversations

1. To reply to a chat message, click the **Reply** option underneath the message



2. Enter your response and send in the normal way

Using @Mentions in conversations

You can @mention anyone who is a member of the Team in a post – that way they will be notified via an alert, an email and in Activity that they have been mentioned in a post.

3. In any conversation field, whether it is a new post or a Reply, type @ and then the name of the person you wish to mention
4. Select their name from the search results
5. Now add your message as normal and post

If you are @mentioned in a post, as well as receiving an alert and an email notification, you will also see the red @ symbol to the right of the message

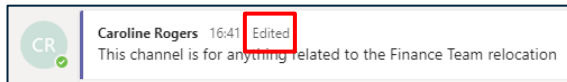


Editing and Deleting messages

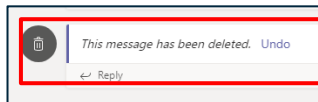
Note: You can only edit and delete your own messages.

1. Select the **3 dots More options** button to the right of the message you wish to Edit/Delete
2. Select **Edit/Delete** from the menu options
3. If Edit is chosen the message will now open, make your changes, as required and repost

The message will display marked with the word **Edited**.

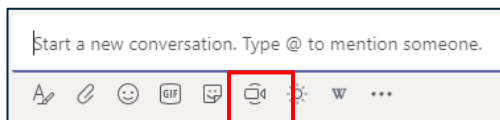


If Delete is chosen, the message will now be deleted - notification of its removal will be displayed.

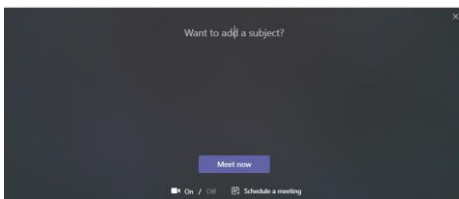


Starting an on-demand Teams meeting

1. From the conversations Tab of the required Channel, click in to the **Start a new conversation** field or select to **Reply** to an existing conversation trail
2. Select the **Meet Now** icon from the toolbar



The meeting window opens.



3. Add a **Subject** for your meeting if required, this is useful for other Team members to know what is being discussed in the meeting, so that they know whether to join or not
4. Decide whether you wish to use your camera or not for the meeting by switching camera to **On** or **Off**
5. Select **Meet now**

You will now be placed in the meeting.

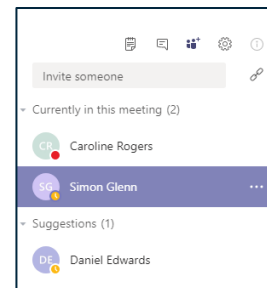
Within the conversation itself, others will see that a meeting is taking place and they can choose to join it from here by selecting Join.



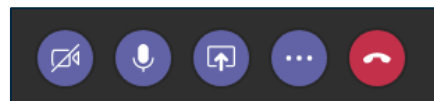
or

When in a meeting, a list of other Team members will be displayed in a panel on the right and anyone in the meeting can choose to invite these team members.

6. Click on a name to send an invite alert message



All the usual meeting control options are available to you in a Teams meeting

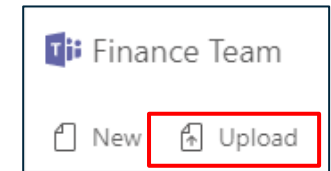


Upload a file in to a Teams Channel

Each Channel has its own file folder where you can share and collaborate on files within that Channel.

To upload files in to the Channel folder:

1. From the Files tab, select **Upload**
2. **Browse** to find the location of the file you wish to upload
3. Select the **file** and choose **Open** (you can upload more than one file if required)



The file is now uploaded in to the Files tab and is accessible by any member of the Team.

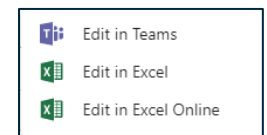
Editing files within Teams

You and your colleagues can edit files within Teams or within the online version of the application that the file relates to.

1. Select the file you wish to edit by clicking on the **filename** link
2. Select the **Edit** drop down button at the top right
3. You are now given 3 options, select as required.



Edit in Teams and **Edit in the Online** version of the application will give you editing capabilities but with some limitations on functionality, however your changes will be visible to anyone else who is also working in the same file.



Edit in the application gives full application functionality; however, this then limits the collaboration on a file.

When someone else is editing a file at the same time as you, you will see a notification at the top right-hand side.



4. **Close** the file when done – all changes will automatically be saved back to the online version of the file