Class Objectives

WHAT IS MICROSOFT TEAMS?

GET YOUR TEAM UP AND RUNNING

GO-TO GUIDE FOR TEAM OWNERS

PRODUCE A LIVE EVENT USING TEAMS
What is Microsoft Teams?
Introduction To Microsoft Teams

• Microsoft Teams is a collaboration app that helps your team stay organized and have conversations—all in one place.
  • Team (شعبة دراسية) - Find channels to belong to or create your own. Inside channels you can hold on-the-spot meetings, have conversations, and share files.
  • Meeting (محاضرة) - See everything you’ve got lined up for the day or week. Or, schedule a meeting. This calendar syncs with your Outlook calendar.
  • Activity (فعالية) - Catch up on all your unread messages, @mentions, replies, and more.
Sign in and get started with Teams
Sign into Teams

• Start Teams.
  • In Windows, click **Start** button > **Microsoft Teams**.
  • On Mac, go to the Applications folder and click Microsoft Teams.
  • On mobile, tap the Teams icon.
• Sign in with your Office 365 username and password.

**Note:** Teams is a part of Office 365, so you need an Office 365 Business or Enterprise license to use it.
Pick a team and channel

• A **team** is a collection of people, conversations, files, and tools — all in one place.

• A **channel** is a discussion in a team, dedicated to a department, project, or topic.
Pick a team and channel

The best way to get familiar with teams and channels is to pick a team and channel and start exploring!

1. Select **Teams button** on the left side of the app and then pick a team.

2. Select a channel and explore the **Conversations**, **Files**, and other tabs.
Chat and share files in Teams
Start a new conversation...with the whole team

• Click Teams button, then pick a team and a channel.
• In the box where you type your message, say what's on your mind and click Send button.
Reply to a conversation

• Channel conversations are organized by date and then threaded.
• The replies in threads are organized under the initial post so it's easier to follow multiple conversations.

1. Find the conversation thread you want to reply to.
2. Click Reply, add your message, and click Send.
Have fun with emoji, memes, and GIFs

• Express yourself and impress your coworkers!
  • Click **Sticker 📸** under the box where you type your message, then pick a meme or sticker from one of the categories.

• The **Sticker 📸** catalog contains a wide variety of customizable stickers and memes

• Check out **Emoji 😊** for smiley faces and **Giphy 🎥** for animated GIFs.
Share a file

• Sometimes words aren't enough, and you need to post a file to a channel conversation.

1. In your channel conversation, click Attach under the box where you type your message.

2. Select from these options:
   • Recent
   • Browse Teams and Channels
   • OneDrive
   • Upload from my computer

3. Select a file > Share a link.

• If you're uploading a file from your computer, select a file, click Open, and then Send.

Note: You can always see all the files you post to a channel by going to the Files tab.
Collaborate in Teams
Stay on top of things

• The Activity feed helps you stay on top of all your notifications.

1. Click **Activity button**.

2. **Feed** shows you a summary of everything that's happened in the channels you follow.
   • Click **Filter button** to show only certain types of notifications such as @mentions or reactions.
   • Select **Feed > My Activity** to see a list of everything you've been up to lately in Team
Search for messages, people, or files

• Searches cover your entire organization — all the teams and channels that you are part of.

1. Type a phrase in the command box at the top of the app and press Enter.

2. Select the **Messages, People, or Files** tab.

3. Select an item in the search results. Alternatively, you can select **More filters** to further refine your search results.
Set up your Teams mobile apps
Set up your Teams mobile apps

• Get to your files from anywhere - at work, at home, or on the go.
• Set up the Office apps on your mobile device.
• Choose your mobile device:
  • Android icon Android
  • Apple icon iOS
  • Windows icon Windows
Join a Live Event
Join in a channel

1. If a meeting takes place in a channel, you’ll see an invitation to join, relevant content, and who’s in the meeting right in the channel.

2. Just select Join.
The End

The ASU E-Learning Committee