Teams
How to

Create a digital workspace tailored to your team.

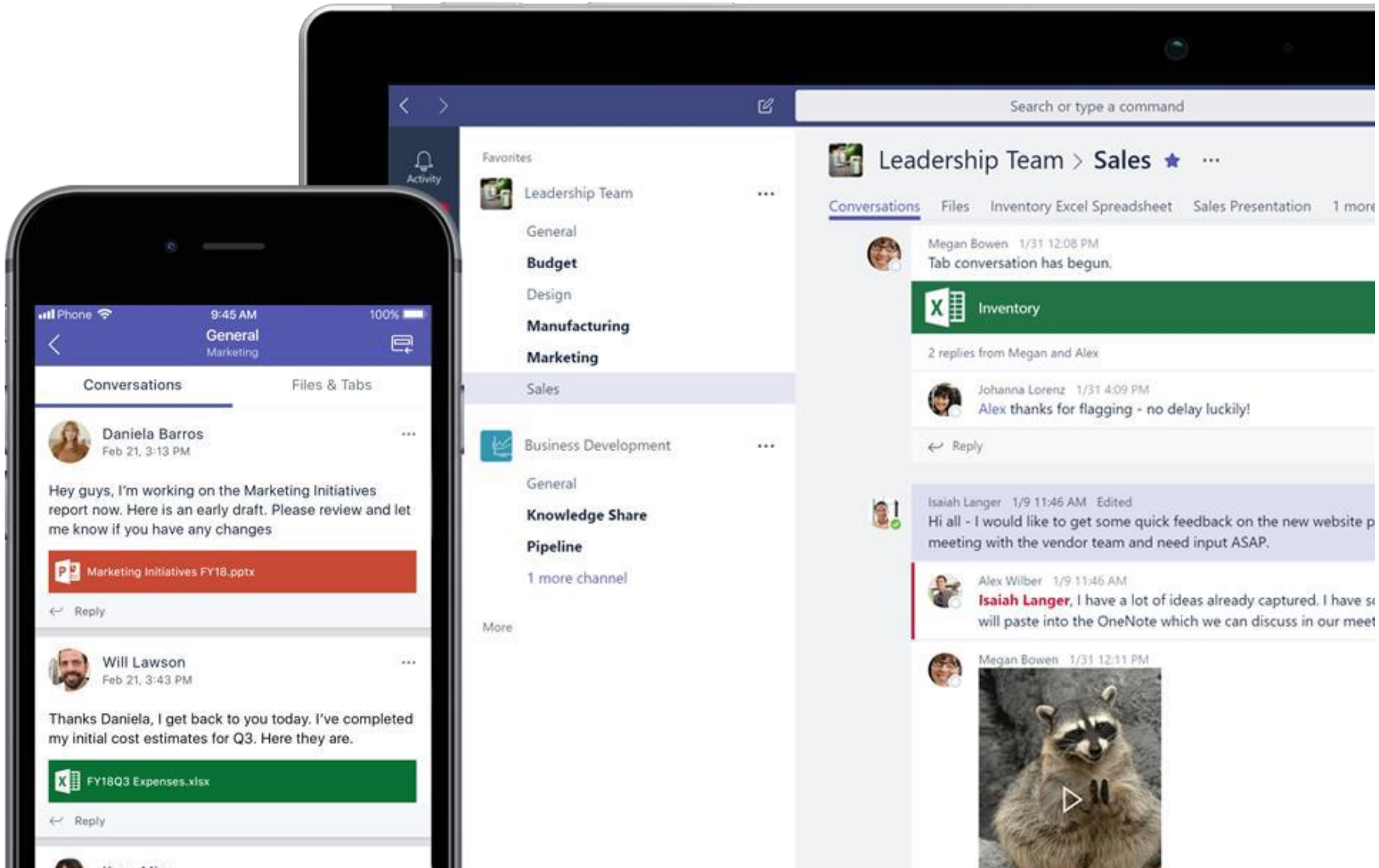
Teams on the go? Use the mobile app!

What’s included in this guide

- About Teams
- Key benefits
- When should I use Teams?
- How to use Teams on your computer
- How to use Teams on your mobile device – iOS
- How to use Teams on your mobile device – Android

Welcome to Teams

In a nutshell, Teams is a digital workspace that allows you to bring your colleagues, files, conversations and various applications into one digital space – and you can take it anywhere with you because there's a mobile app!



Teams key benefits

There are many of benefits to using Teams – some will make a bigger difference to some than others; it all depends on your current working style and the pain points you face. For those of you struggling with Co-op wide-collaboration, lack of availability of meeting space, having to work on the go or wanting more flexibility to work from home, for example, Teams will make a huge difference to your day job.

- ✓ Teams allows you to create a digital workspace so you can work on the go and from any location.
- ✓ You can integrate other applications into Teams, including useful Office 365 applications such as Planner and OneNote.
- ✓ Teams allows you to have one-to-one chat too, so you can quickly and easily chat with colleagues rather than sending an email.
- ✓ Teams allows you to have video meetings – as good as face to face without the need for a meeting room!

When should I use Teams?

There are lots of examples that will help you to benefit from Teams and bring the people you work with into a digital workspace where you can collaborate and communicate as a team.

Here are a fewexamples:

- ✓ If you work as part of a team to deliver business-wide objectives, use Teams to keep your colleagues, work, scheduled activities, team notes and more in one place.
- ✓ Are you delivering a specific project with colleagues from across the business? Use Teams to bring people together from across Midcounties into one team workspace where you can all connect and collaborate instantly to deliver your project goals.
- ✓ Do you work as part of a wider team that is siloed in structure? Use Teams as your digital workspace to connect and collaborate with colleagues you don’t get to see often.

coop midcounties

Using Teams: Computer

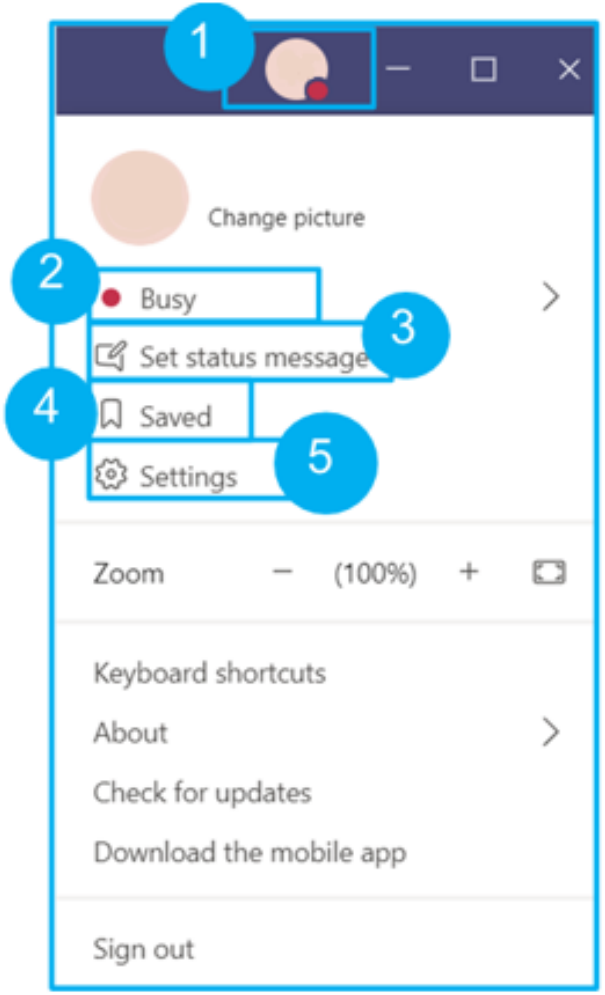
Democracy Openness Equality Social Responsibility

Profile settings

1. Select your initials or profile picture in the top right corner.

Within your Profile settings you can:

2. Set your availability status;
3. Set a status message;
4. View Saved messages; or
5. Access Teams Settings.

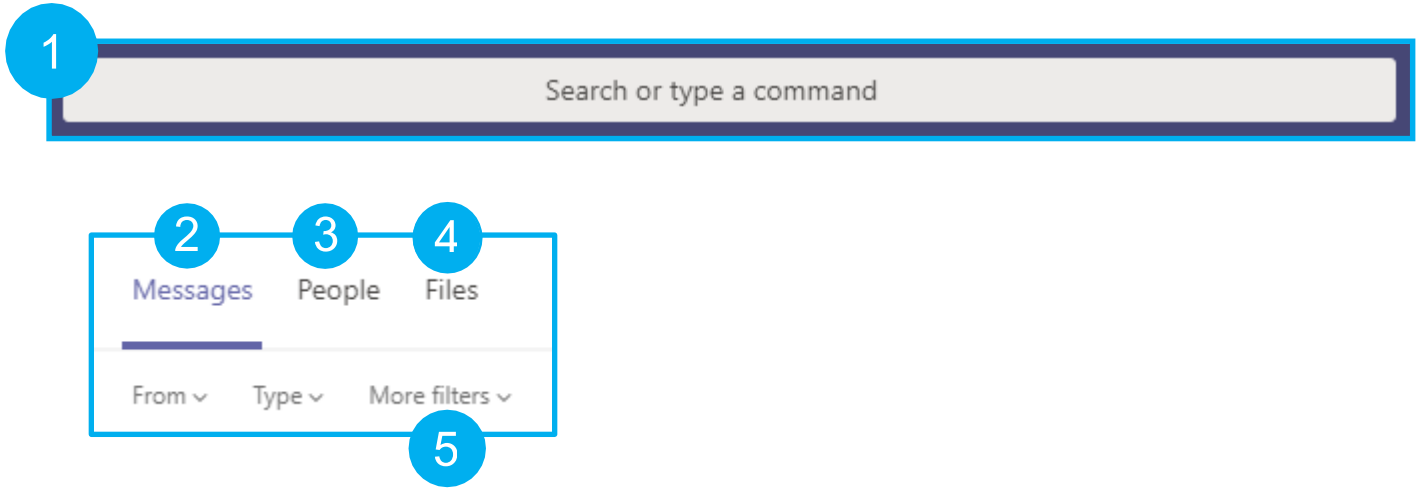


Search

1. To search for messages, people or files, place your cursor in the Search bar and enter your keywords. Then press return to see your results.

You can filter your results by:

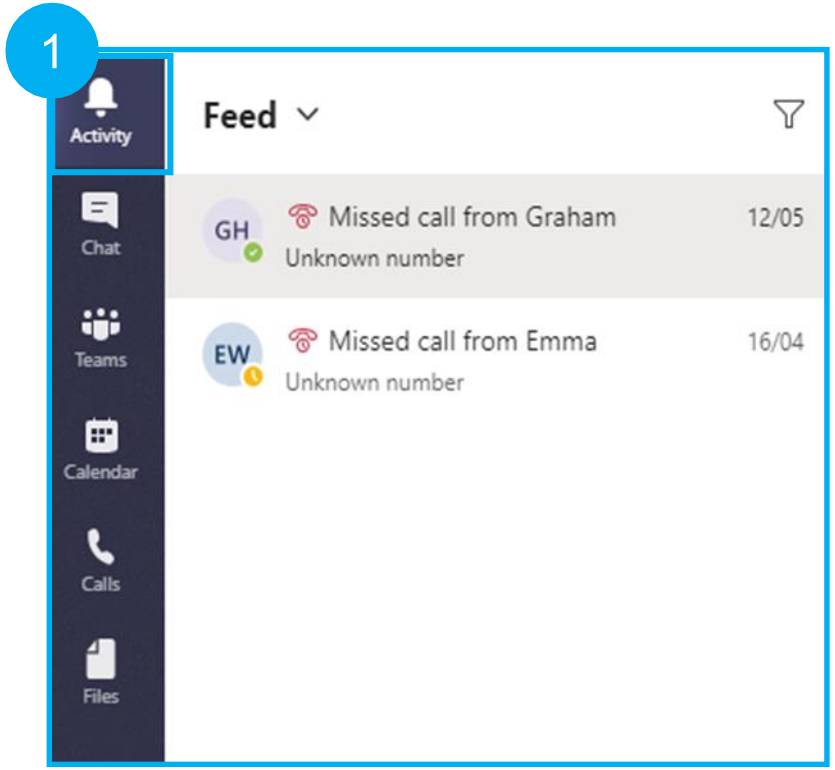
2. Messages;
3. People; or
4. Files.
5. To apply Search filters, select the filter icon.



Activity

1. Select the Activity icon in the top left corner. You will see your recent activity on Teams displayed.

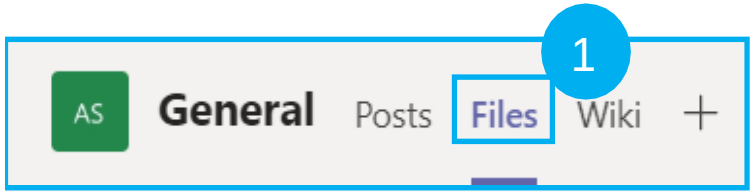
Note: the Activity pane provides you with a snapshot of conversations you're involved in, where your conversation had been liked or commented on and when a colleague has @mentioned you.

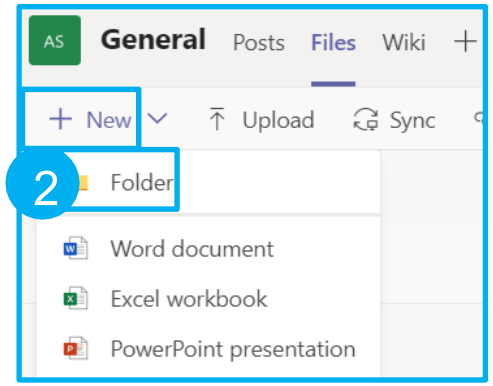


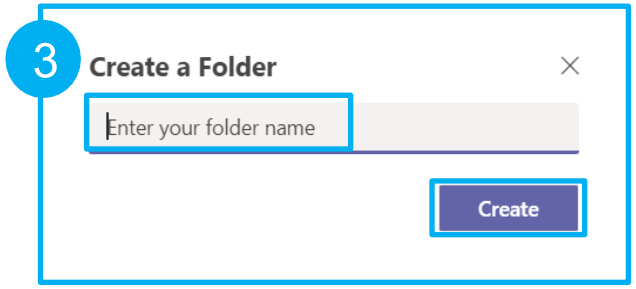
Files and folders

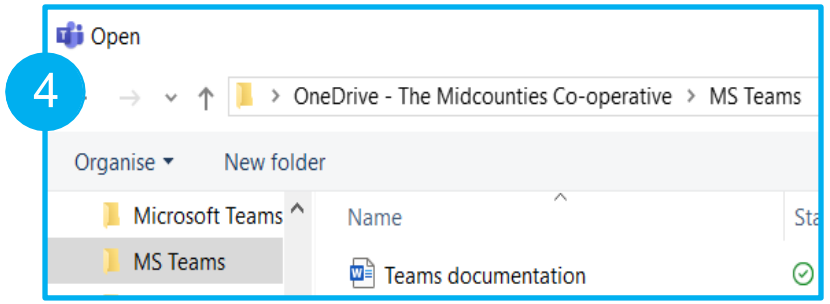
1. Within your Team, click on the Files tab in the top navigation pane.
2. Select New and Folder.
3. Give your Folder a name and select Create.
4. Select your folder, then select Upload.
5. Upload a file through File Explorer.
6. Select your file and Open.

Note: You can also drag and drop multiple files from your File Explorer. Select the files in your File Explorer and drag them to your Teams folder. Drop them in there and they will upload.









Putting permissions on a file

Permissions are only required when sharing a file with someone outside of your Team.

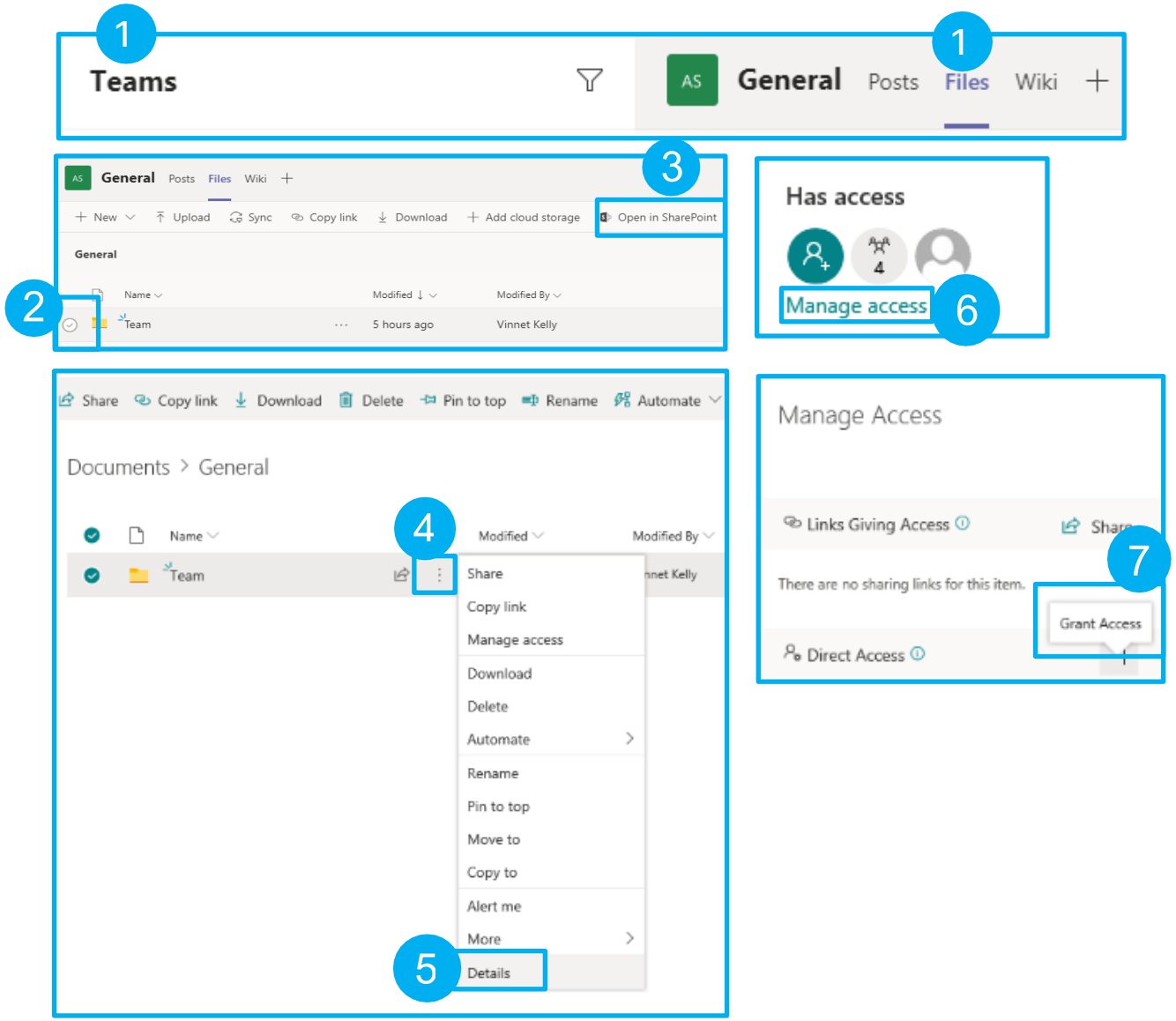
1. Navigate to your Teams Files.
2. Select the tick box to the left of your file name.
3. Select Open in SharePoint.
4. Select the ellipses to the right of your file name.
5. Select Details.

A Details pane will open to the right of your files list.

6. Select Manage access.

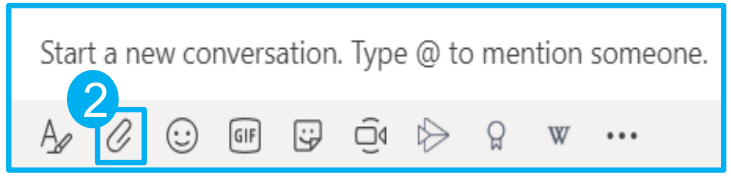
From here you can choose to:

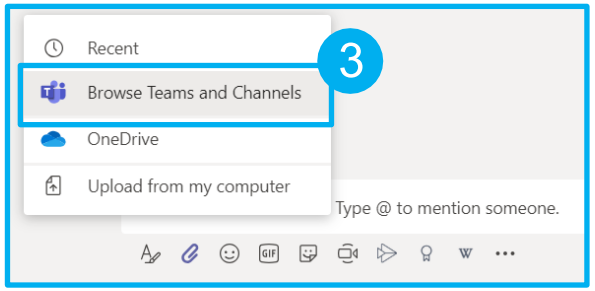
7. Grant access.



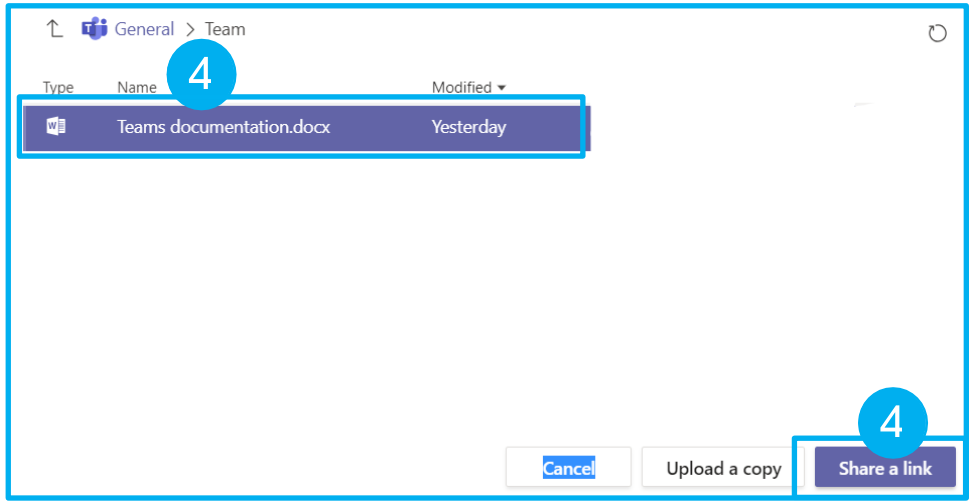
Sharing a file link

If you want to share a single file to multiple locations in Teams without uploading a copy every time, get a link to the file and share that instead.





1. Navigate to your Teams Posts.
2. Select Attach beneath the box where you type your message.
3. Select Browse and Channels.
4. Select the file, then select Share a link.



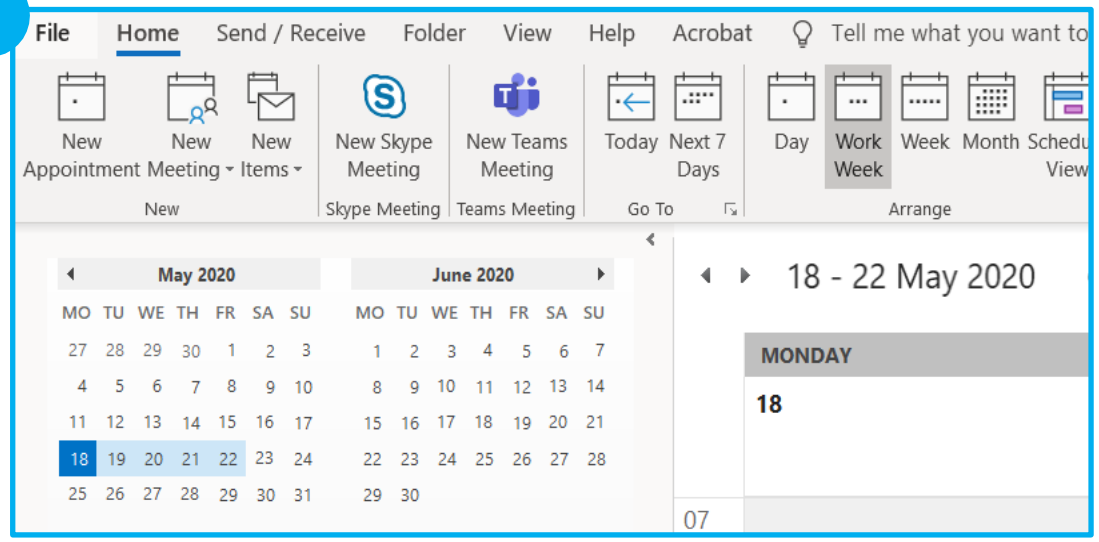
You can now share a link to your file through a Team conversation or chat.

Creating a meeting from Outlook

1. Open Outlook and go into your calendar.
2. Select New Teams Meeting. This will automatically open a meeting invitation with a Teams meeting link. Set your meeting as required, inviting the necessary attendees and save.

Note: You cannot create Teams meetings from shared mailboxes.

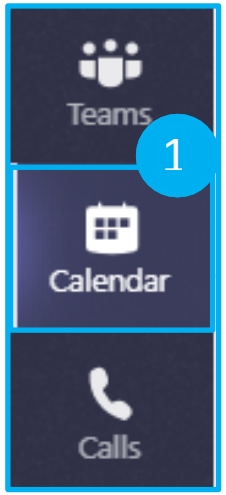
1

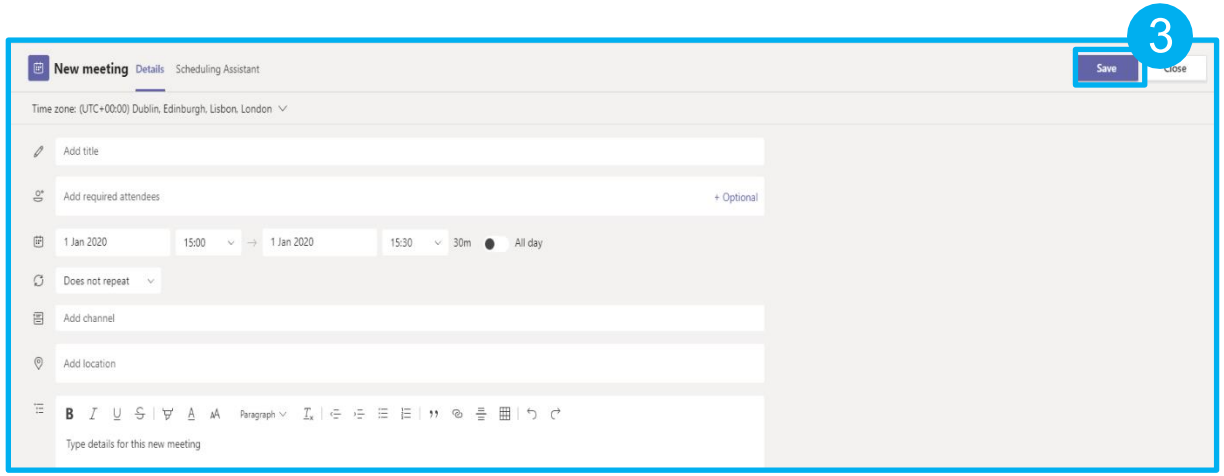


2

Creating a meeting from Teams

1. From the menu select Calendar.
2. On the top right select New meeting. This will automatically open a meeting invitation with a Teams meeting link. Set your meeting as required, inviting the necessary attendees and save.
3. Set your meeting as required and save.

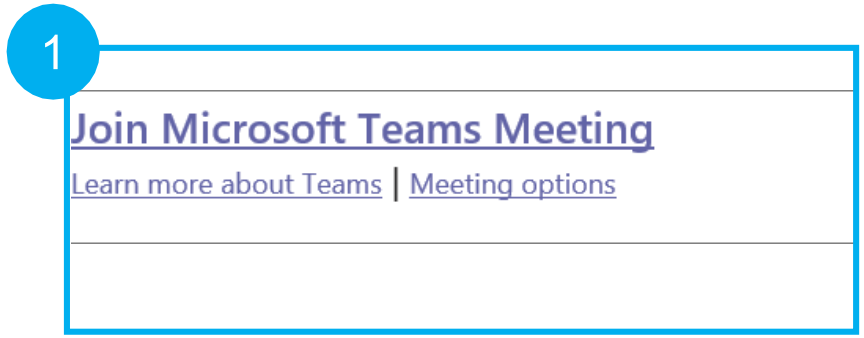


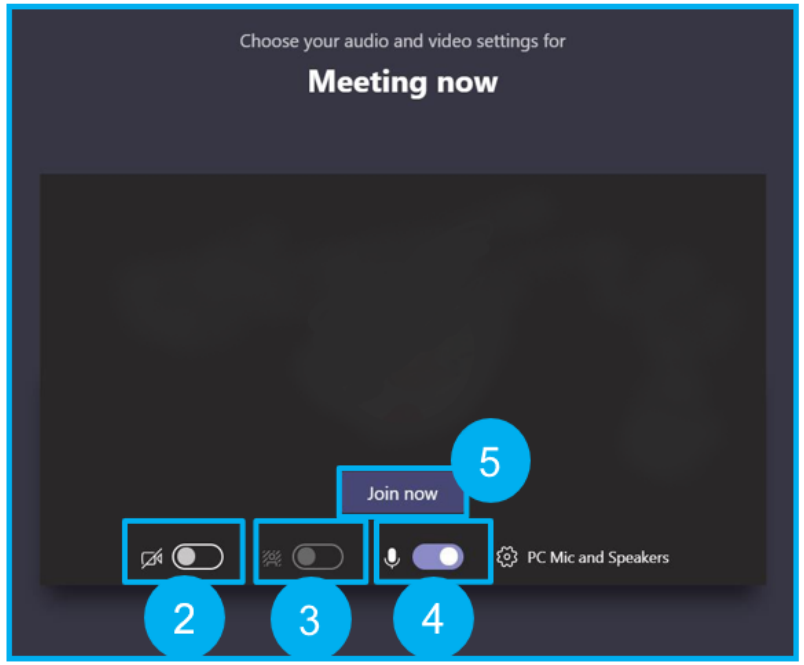


Joining a Teams meeting

If you are using Teams in your browser, you will be able to join a Teams meeting.

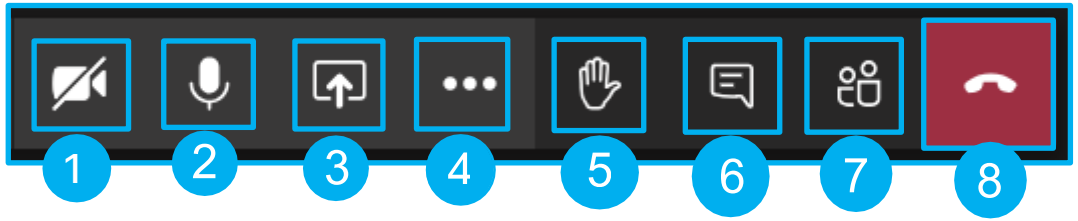
1. Select Join Microsoft Teams Meeting from your calendar invitation.
2. Turn your web cam (if available) on and off.
3. Use blur when your video is switched on.
4. Mute and unmute your audio.
5. Select Join now.





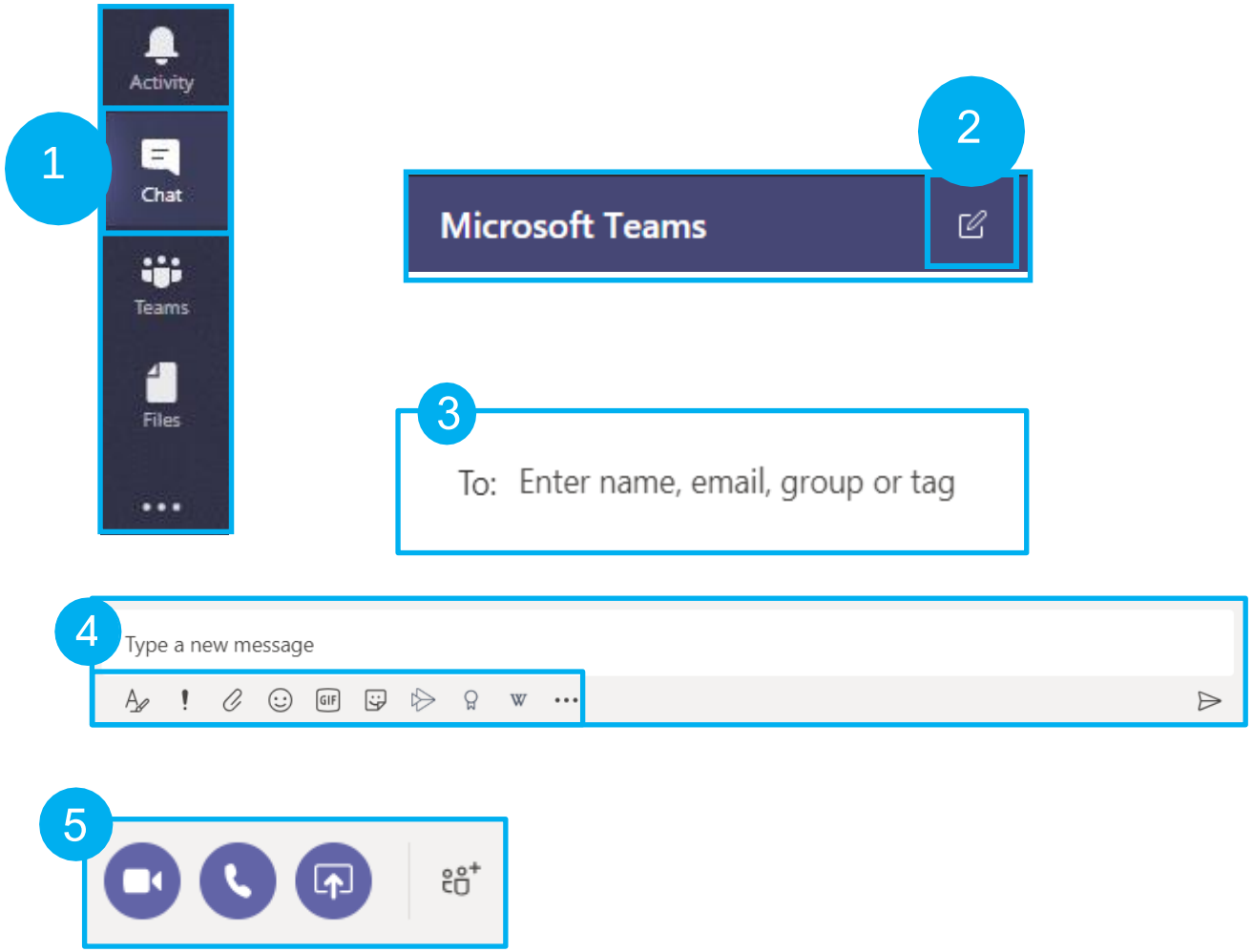
Functionality during a video call

1. Turn your web cam on or off if available.
2. Mute and unmute your microphone.
3. You will see the option to display your screen. However, this option is not available through the browser. You can use screen sharing through the desktop application.
4. Access your keypad, start recording and Turn off incoming video.
5. Raise your hand.
6. Open the meeting chat pane.
7. Show participants.
8. End the call.



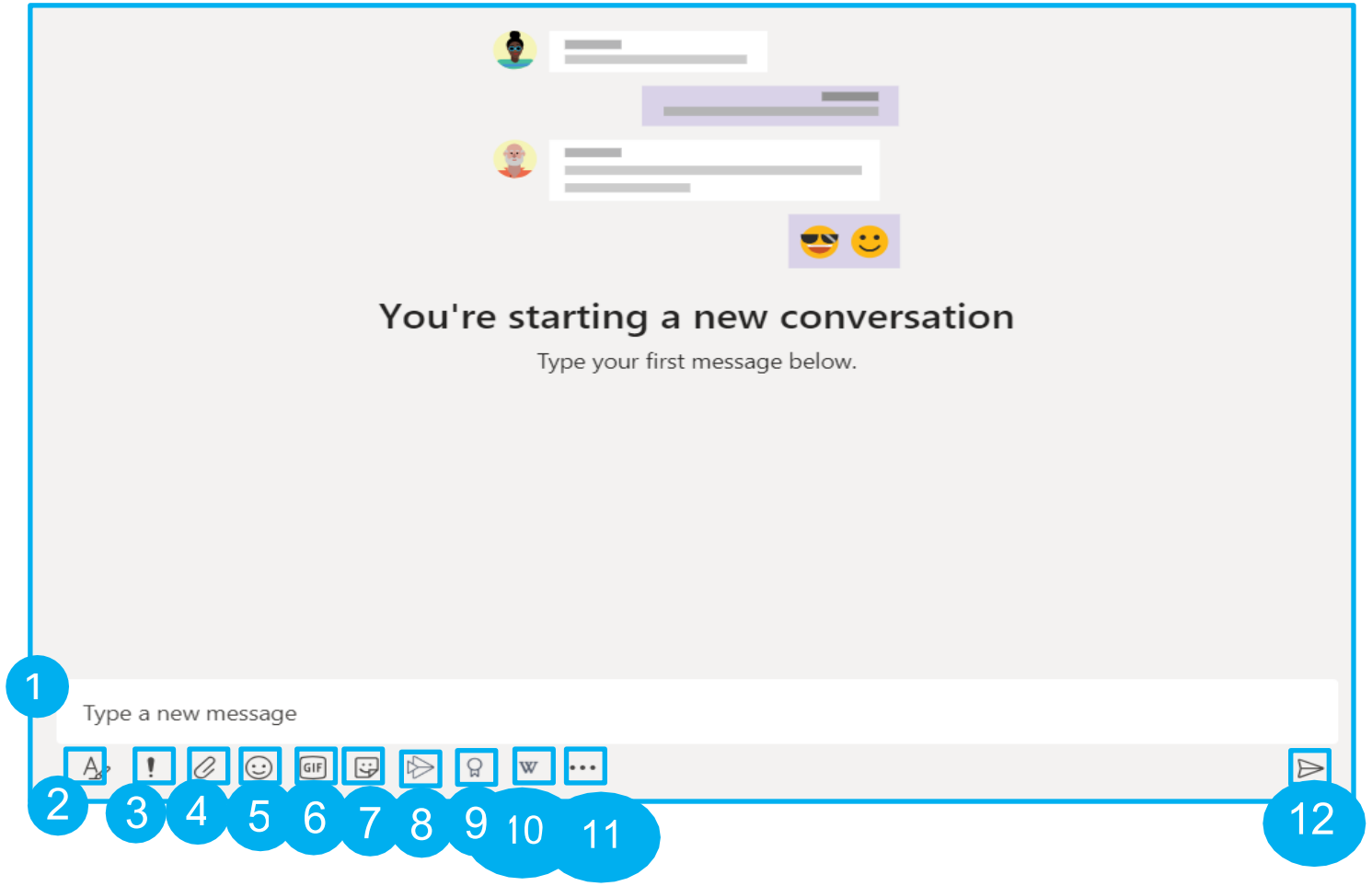
Chat

1. Select the Chat tab.
2. Select the New chat icon.
3. Start typing a colleague's name and select them from the pop-up list.
4. Start chat using the functionality outlined in [Conversations](#).
5. You can also call a colleague from within Chat by selecting the video or phone option.



Conversations as a Team

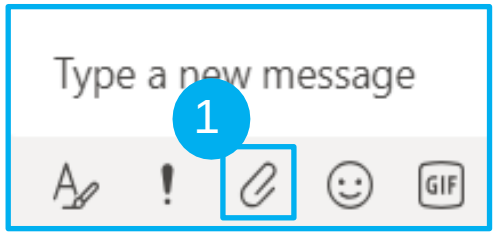
1. Start a new conversation.
2. Format the font.
3. Set delivery options for the message
4. Link to a file in Teams, OneDrive or your computer.
5. Add an emoji.
6. Insert a GIF.
7. Add a sticker.
8. Stream
9. Praise a colleague.
10. Wikipedia
11. Messaging extensions
12. Send the message.

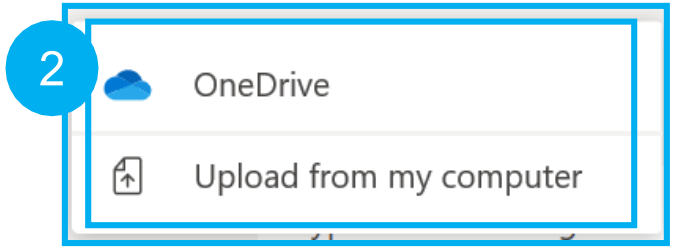


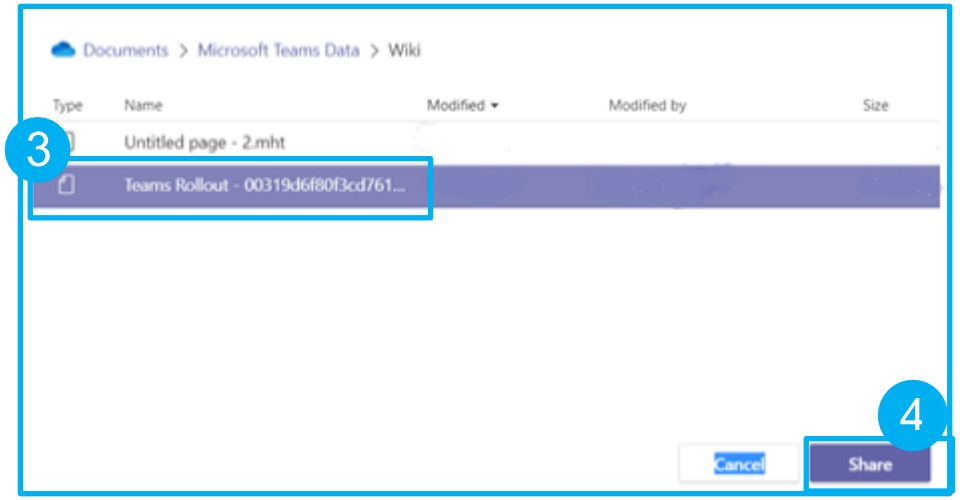
Linking to a file in chat

While in your chat, select the paperclip icon.

1. Select OneDrive or Upload from my computer.
2. Select your file.
3. Select Share.
4. When you return to your chat, select the send icon.





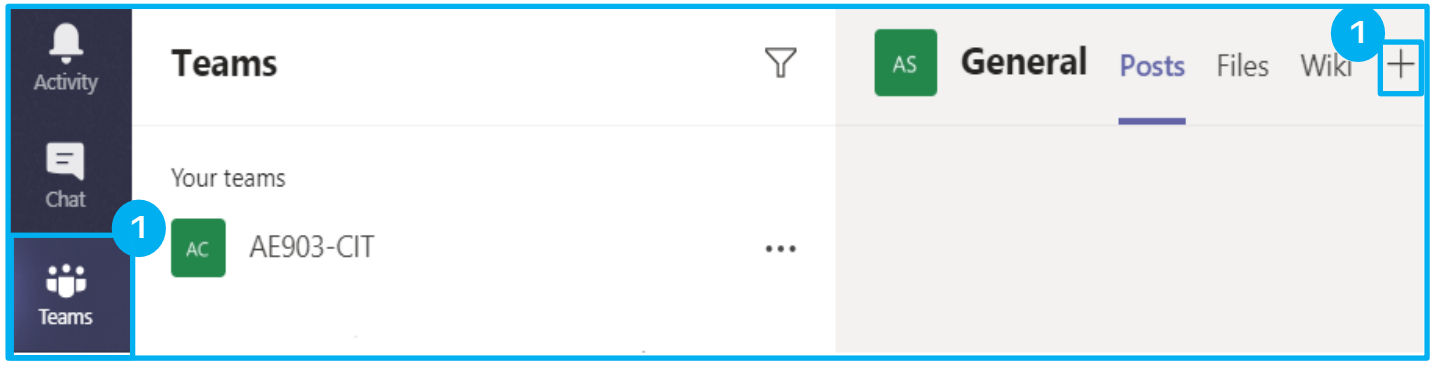


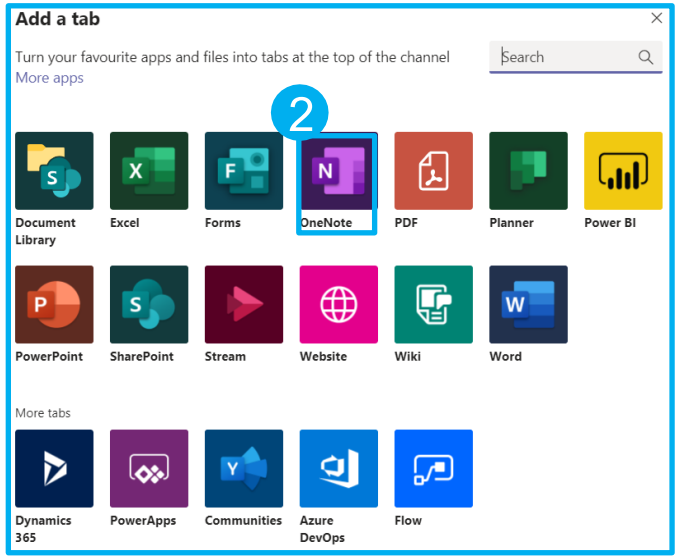
Adding other applications

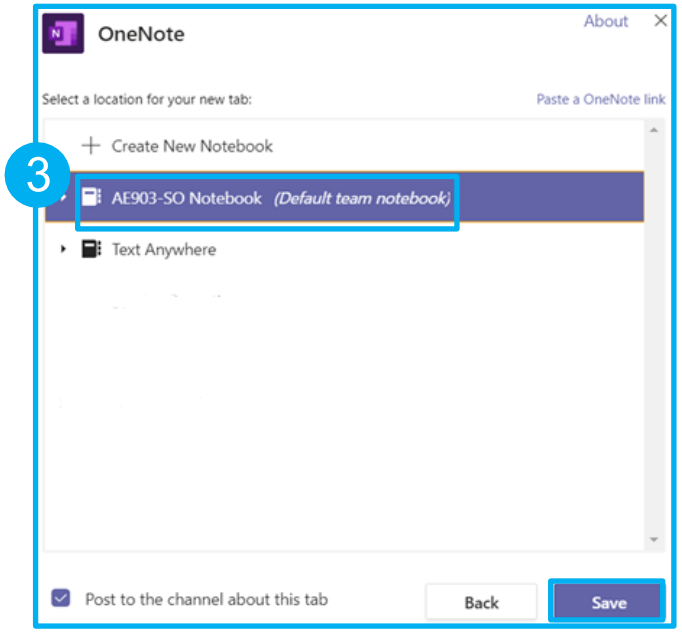
1. Within the Team you want to add an application to, select the plus icon from the menu bar.
2. Select the application you want to add, eg OneNote.
3. Select your options to add a Notebook, then select Save.

Note: If you're creating a new Notebook, you will have to give it a name before clicking Save.

Your Notebook will now be added to your Team.







coop midcounties

Using Teams: iOS

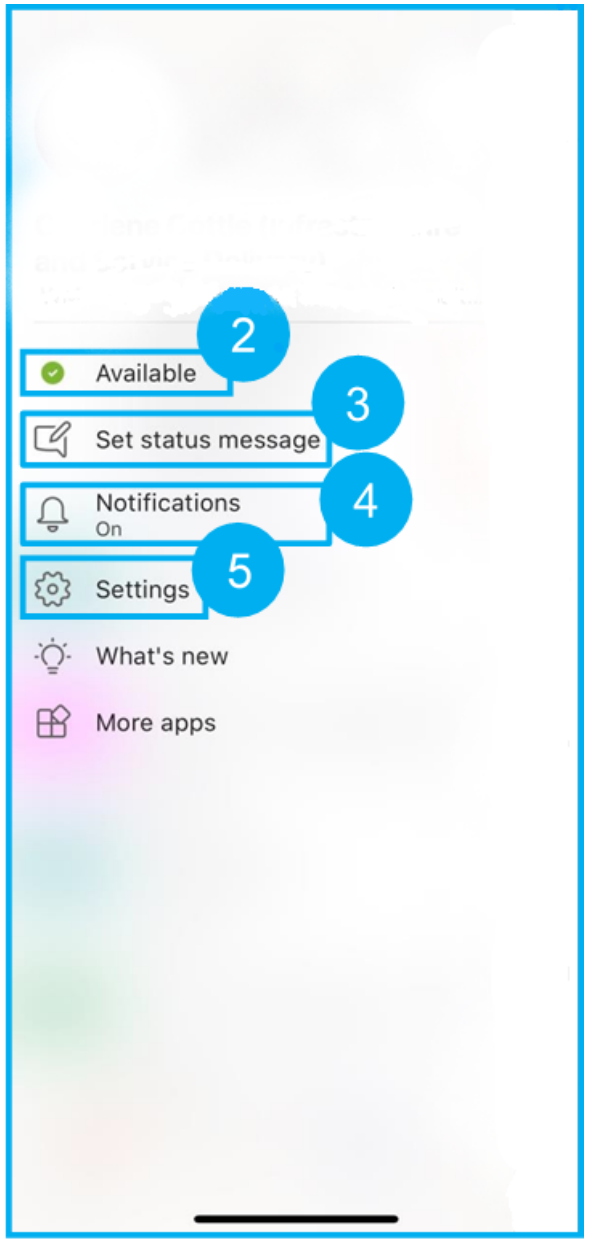
Democracy Openness Equality Social Responsibility

Profile settings

1. Access your profile by selecting the menu in the top left corner.

With your Profile settings you can:

2. Select your availability status.
3. Set a status message.
4. Adjust your notification settings.
5. Access Teams Settings.



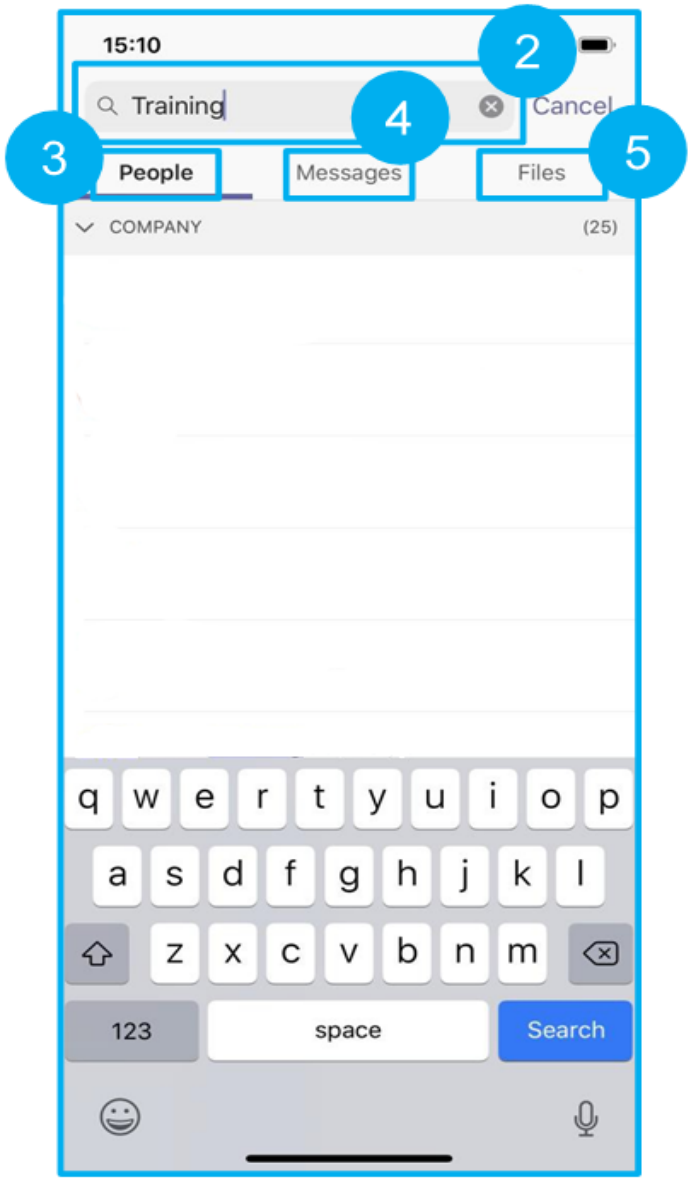
Search

1. To search for messages, people or files, select the magnifying glass in the top left corner.
2. Enter a keyword into the search bar.

To view results for:

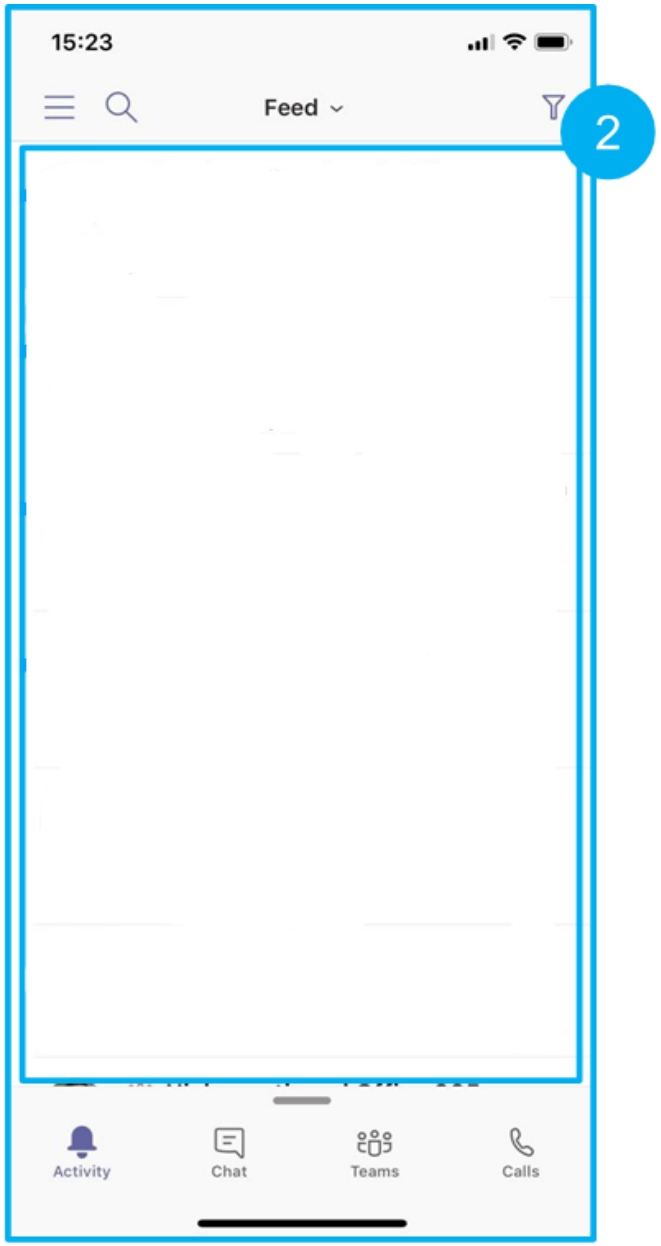
3. People;
4. Messages; or
5. Files;

select the appropriate option.



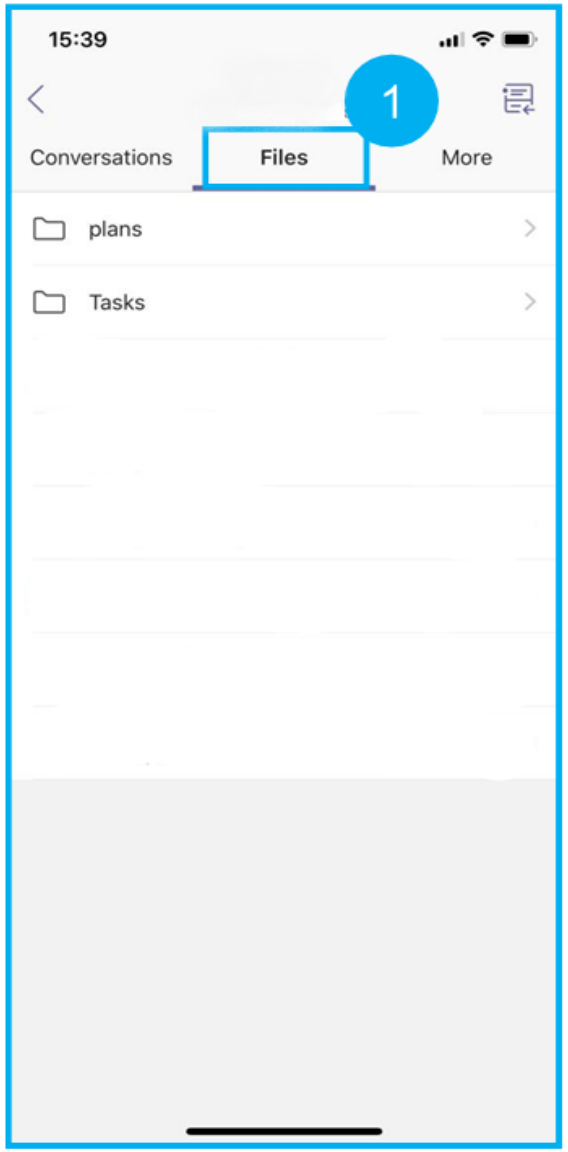
Activity

1. Select the Activity icon in the bottom left corner of the screen.
2. The Activity pane provides you with a snapshot of conversations you're involved in, where your conversation had been liked or commented on and when a colleague has @mentioned you.



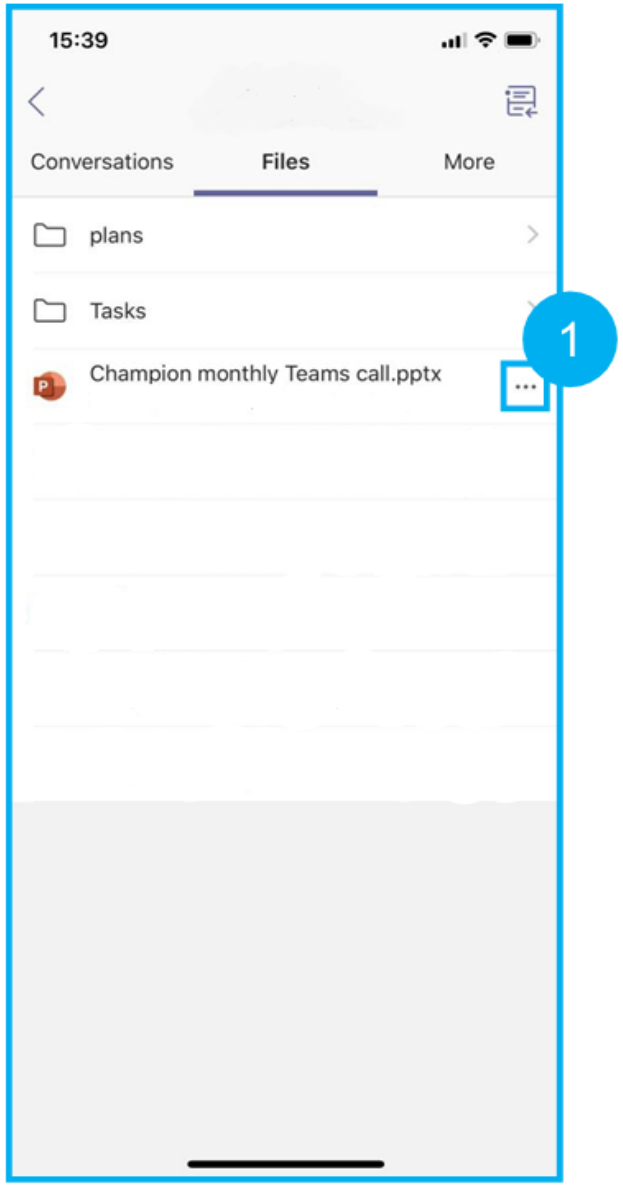
Files and folders

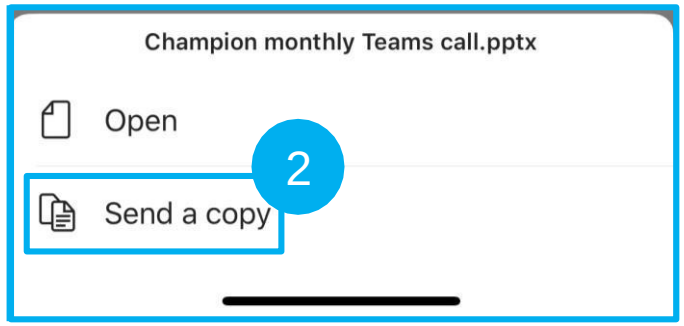
1. Within your Team, click on the Files tab in the top navigation pane. This will show all of the files and folders in that Team.
2. You can also view the conversations in that particular team.

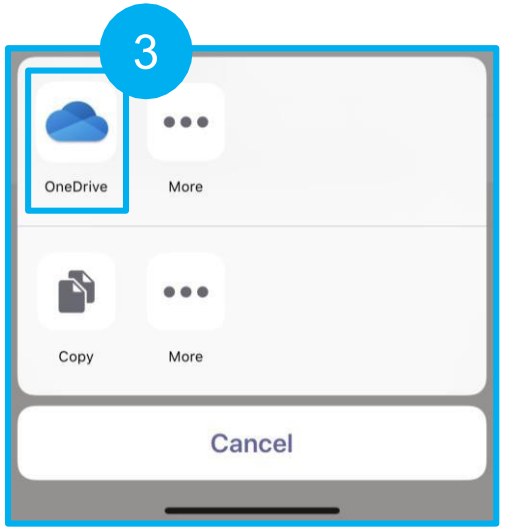


Sharing a file

1. To share a copy of a file, select the ellipses to the right.
2. Select Send a copy.
3. You will then be able to send a copy of that file somewhere else, for example OneDrive.





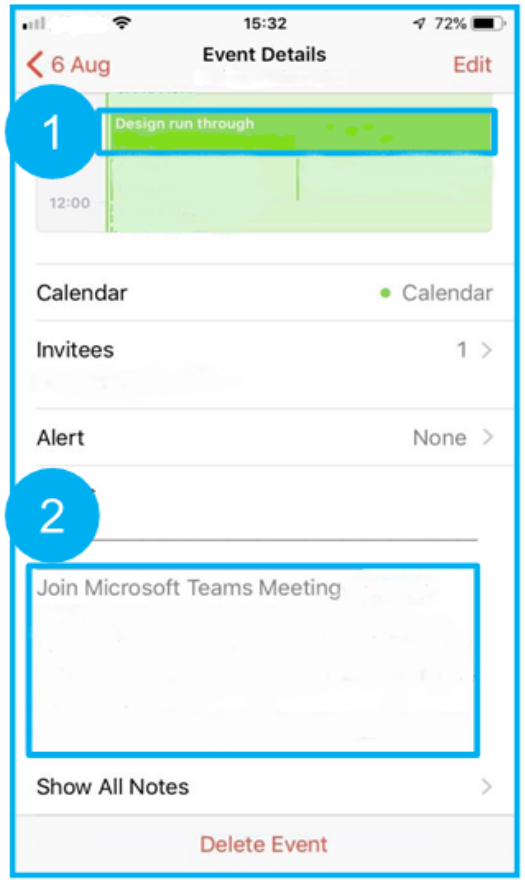


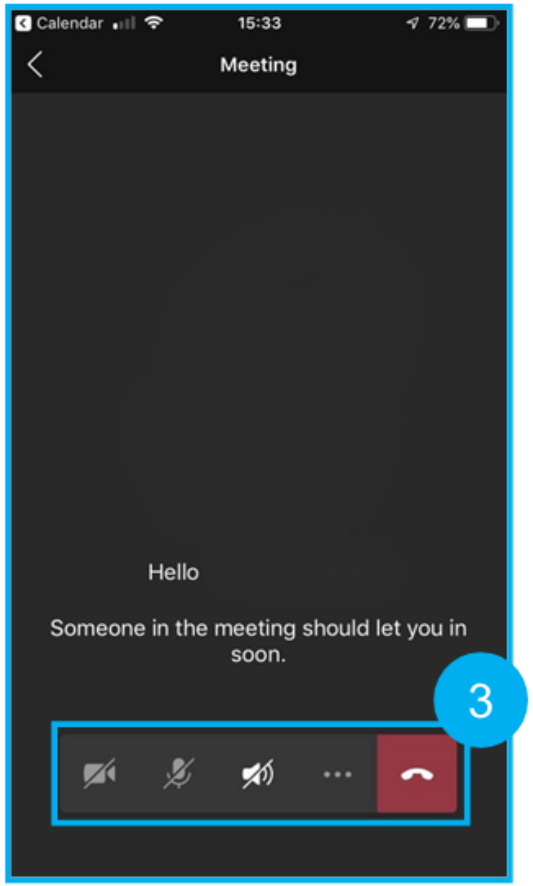
Joining a Teams meeting

1. Select your calendar and the event you wish to join.
2. Select the meeting link.

Note: You will automatically be taken to your Teams app and have joined the call.

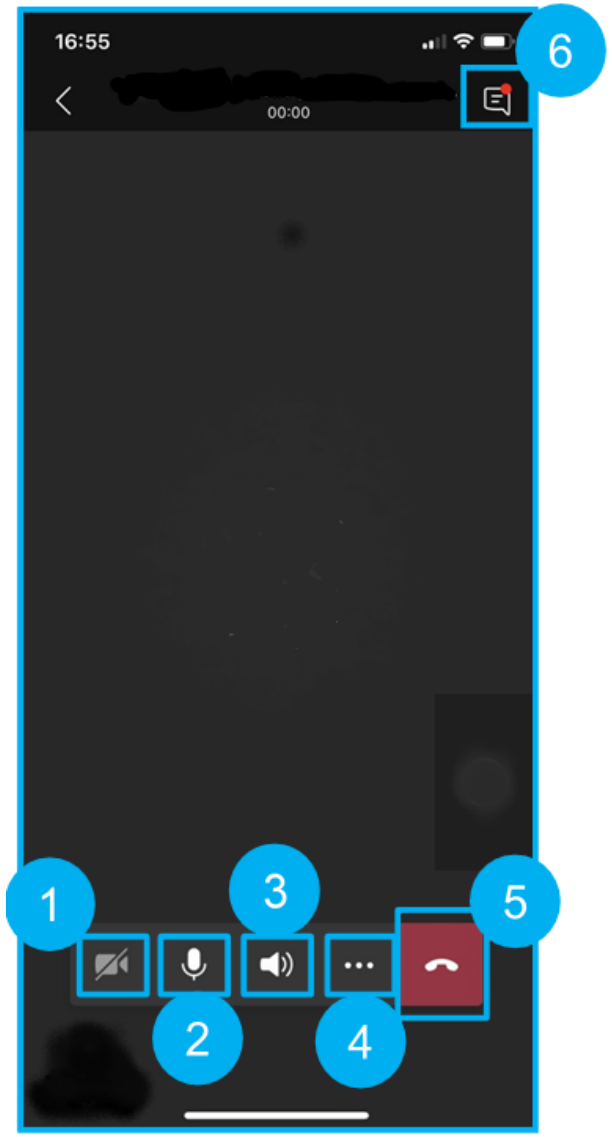
3. You can turn your video, mic and earpiece on and off.





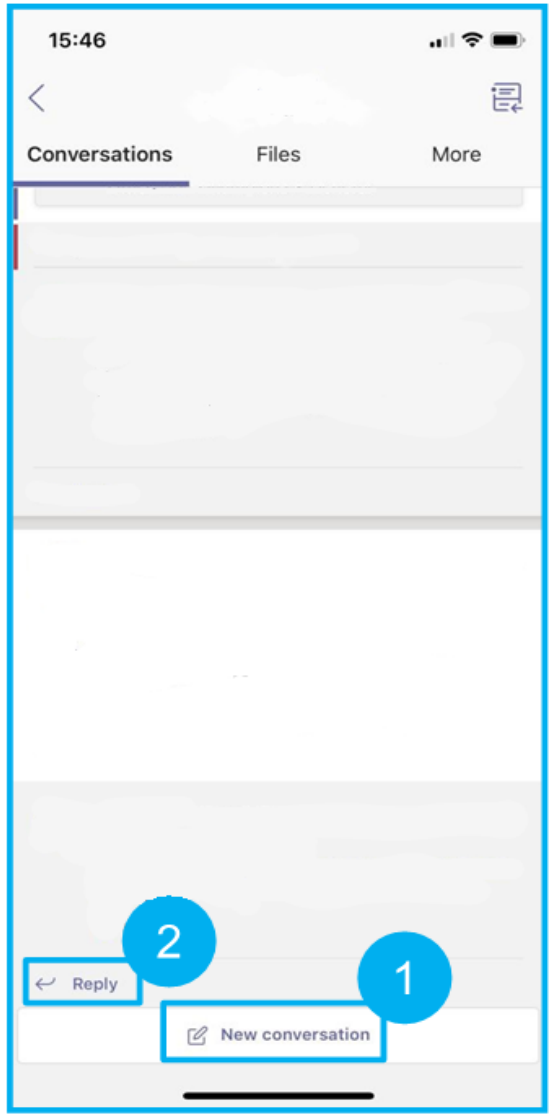
Functionality during a video call

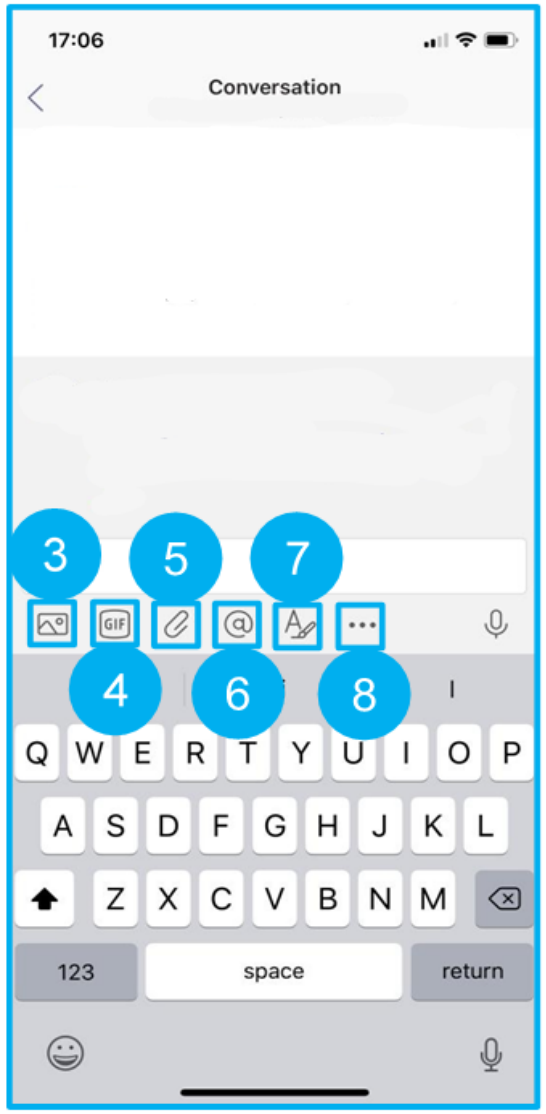
1. Turn your camera on or off.
2. Mute and unmute your microphone.
3. Adjust the volume of the call.
4. Place the call on hold or open dial pad.
5. Hang up.
6. Open chat.



Conversations as a Team

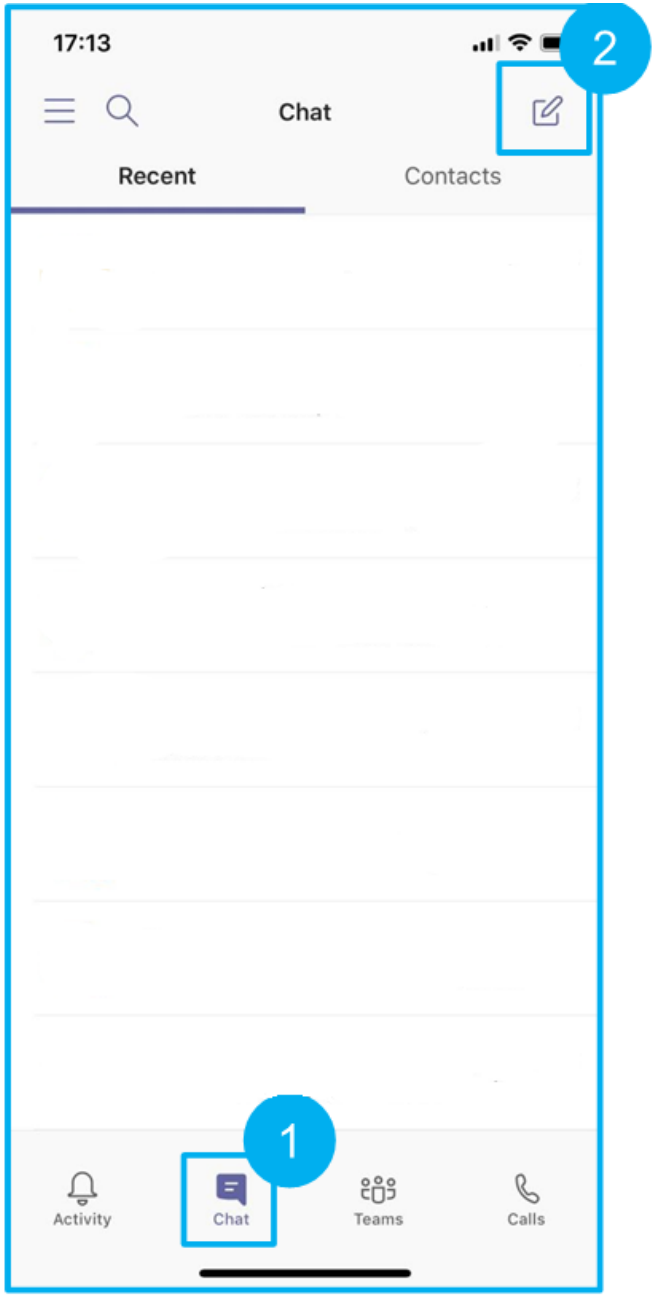
1. Start a new conversation in your Team.
2. Reply to a current conversation.
3. Add an image.
4. Add a GIF.
5. Insert an attachment.
6. @mention someone.
7. Format the font.
8. Add your location or praise someone.

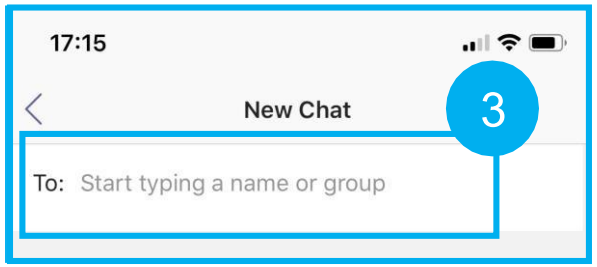


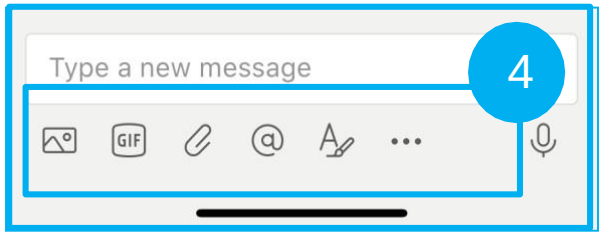


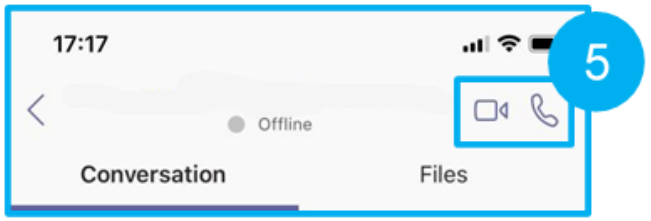
Chat

1. Select the Chat tab.
2. Select the New chat icon.
3. Start typing a colleague's name and select them from the pop-up list.
4. Start chat using the functionality outlined in [Conversations](#).
5. You can also call a colleague from within Chat by selecting the video or phone option.









coop midcounties

Using Teams: Android

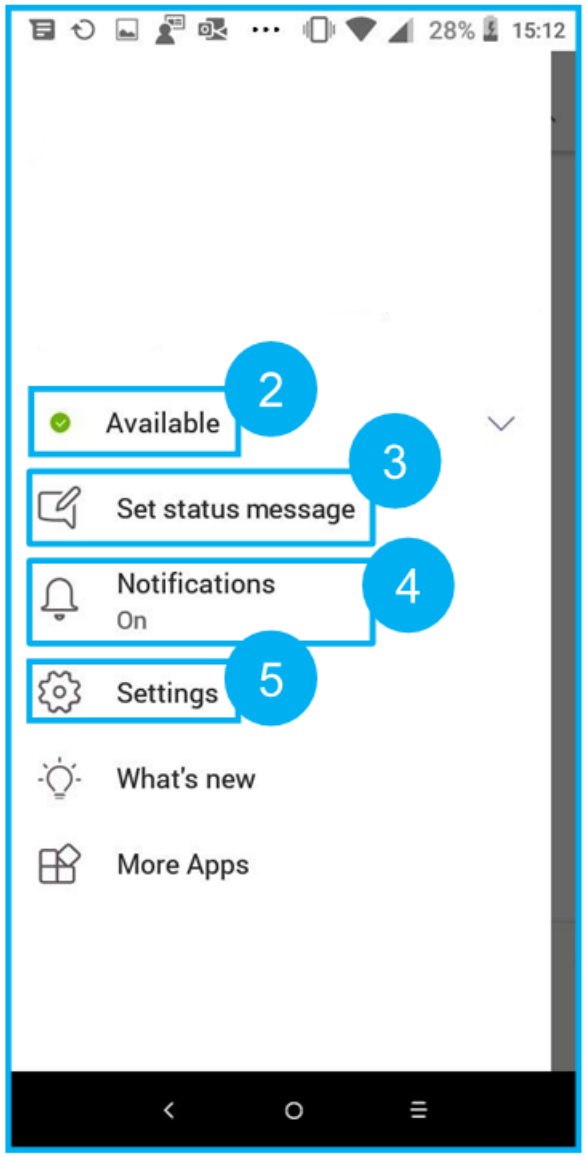
Democracy Openness Equality Social Responsibility

Profile settings

1. Access your profile by selecting the menu in the top left corner.

With your Profile settings you can:

2. Select your availability status.
3. Set a status message.
4. Adjust your notification settings.
5. Access Teams Settings.



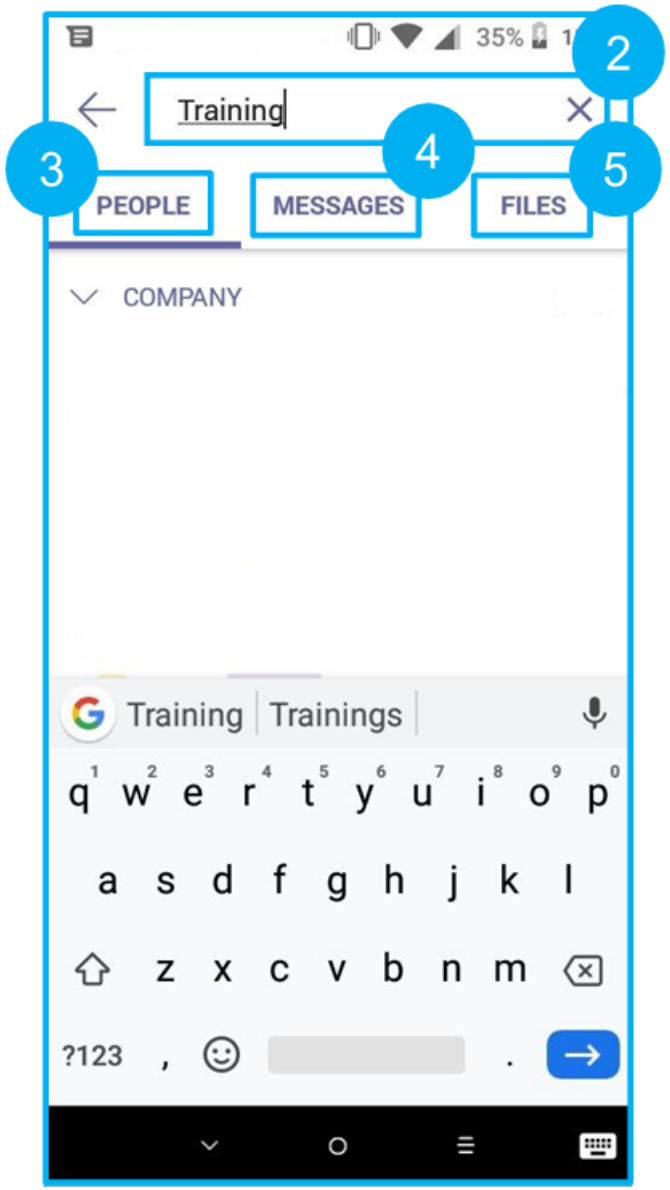
Search

1. To search for messages, people or files, select the magnifying glass in the top left corner.
2. Enter a keyword into the search bar.

To view results for:

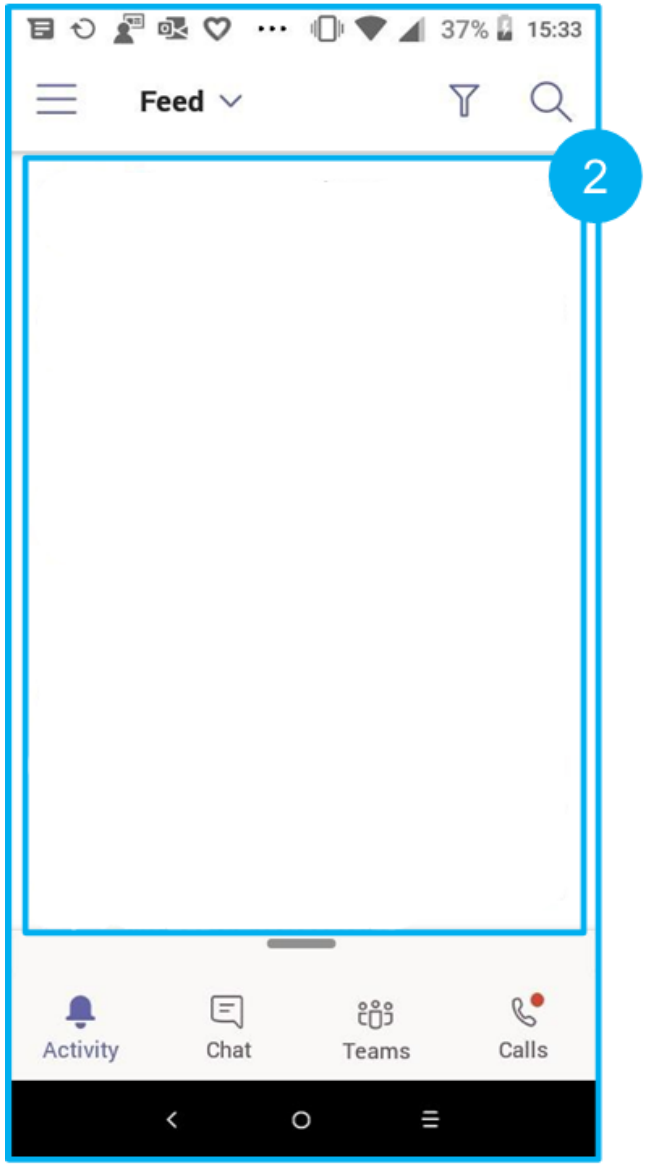
3. People;
4. Messages; or
5. Files

select the appropriate option.



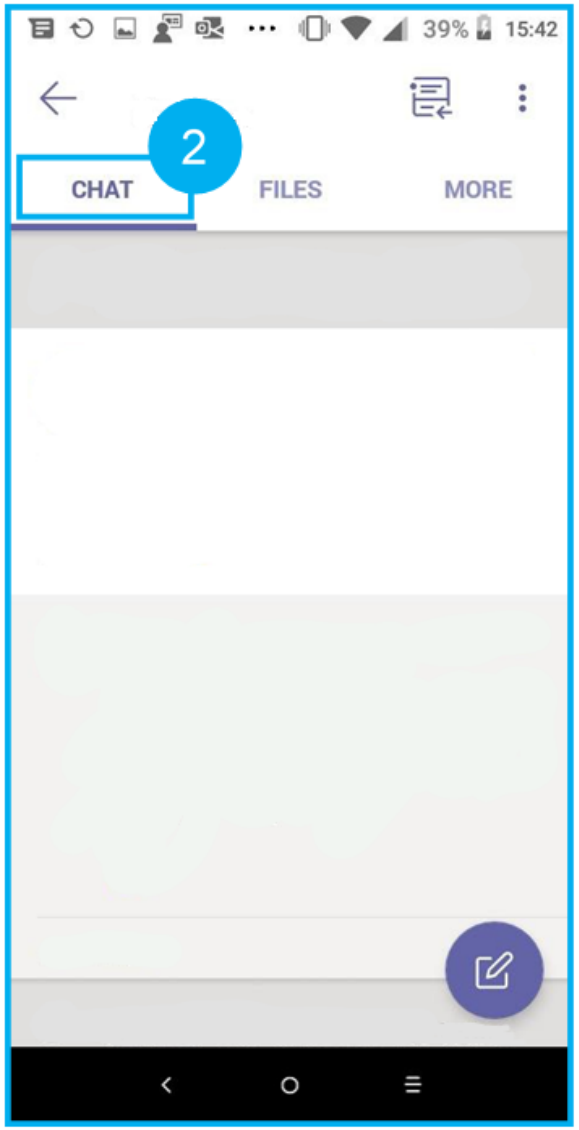
Activity

1. Select the Activity icon in the bottom left corner of the screen.
2. The Activity pane provides you with a snapshot of conversations you're involved in, where your conversation had been liked or commented on and when a colleague has @mentioned you.



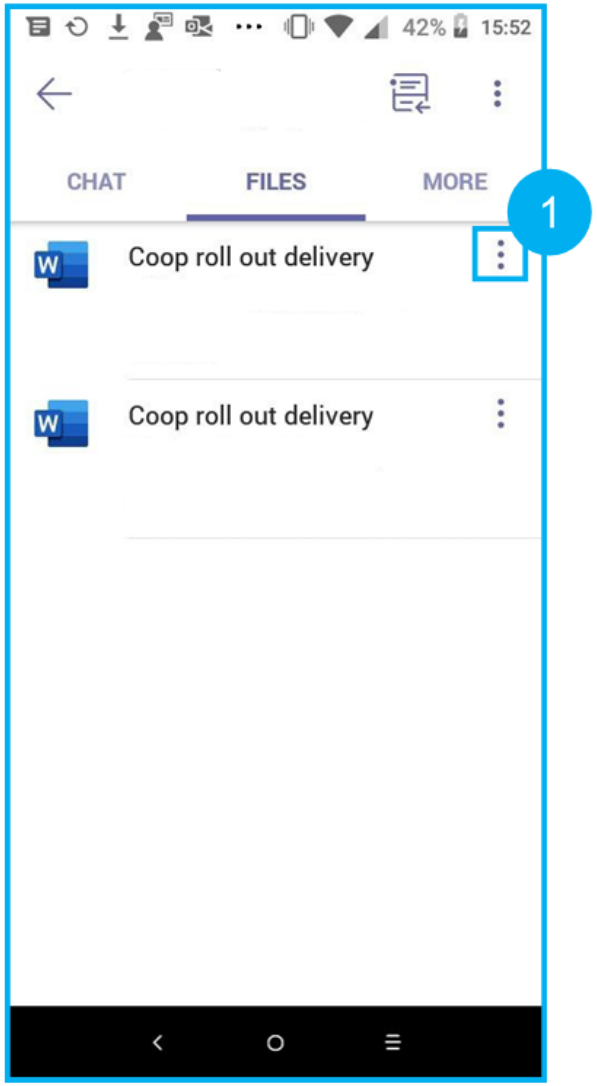
Files and folders

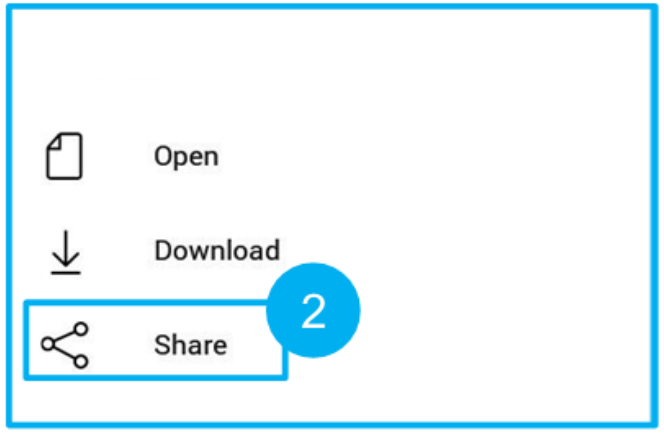
1. Within your Team, click on the Files tab in the top navigation pane. This will show all of the files and folders in that Team.
2. You can also view the conversations in that particular team.

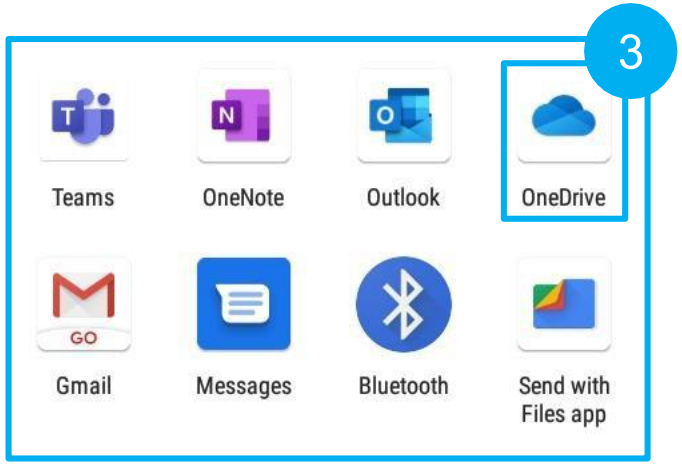


Sharing a file

1. To share a copy of a file, select the ellipses to the right.
2. Select Share.
3. You will then be able to send a copy of that file somewhere else, for example OneDrive.

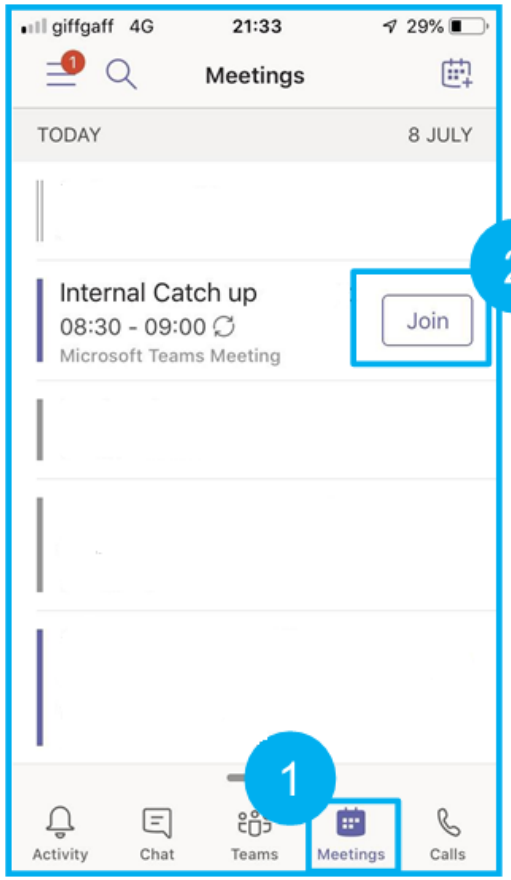


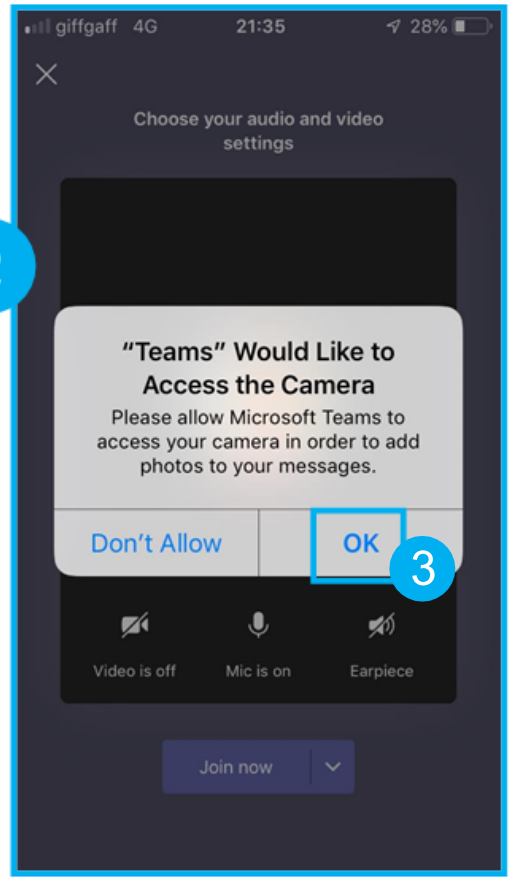


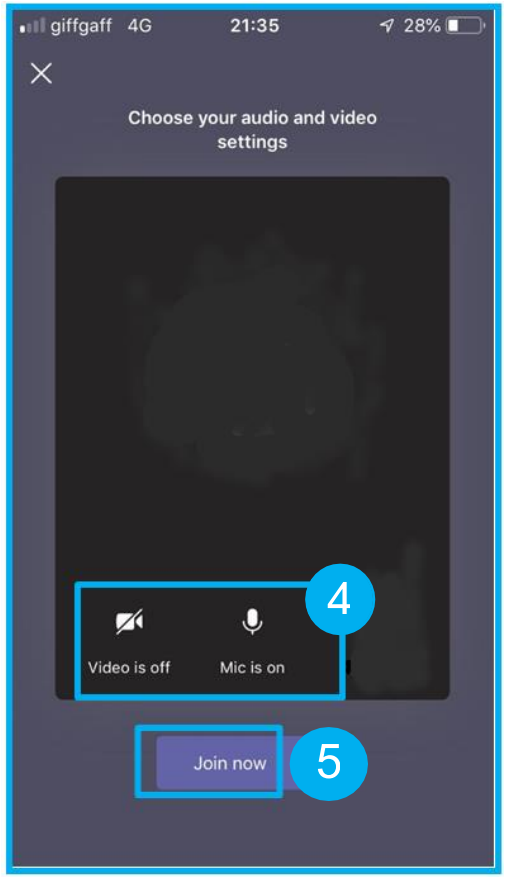


Joining a Teams meeting

1. Select the meetings tab.
2. Select Join.
3. A notification will pop up asking if you would like Teams to access your microphone, select OK.
4. You can turn your video or, microphone on and off.
5. Select Join now.

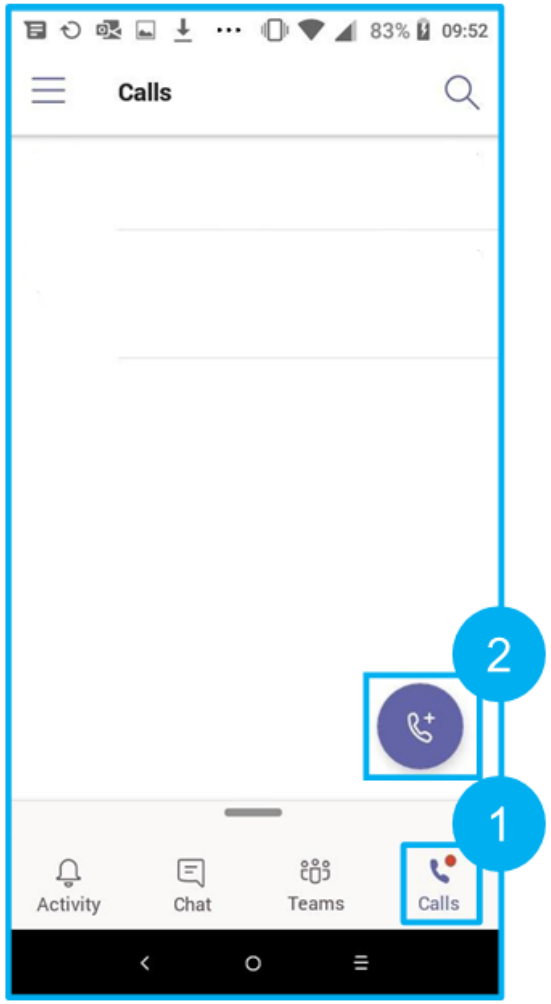


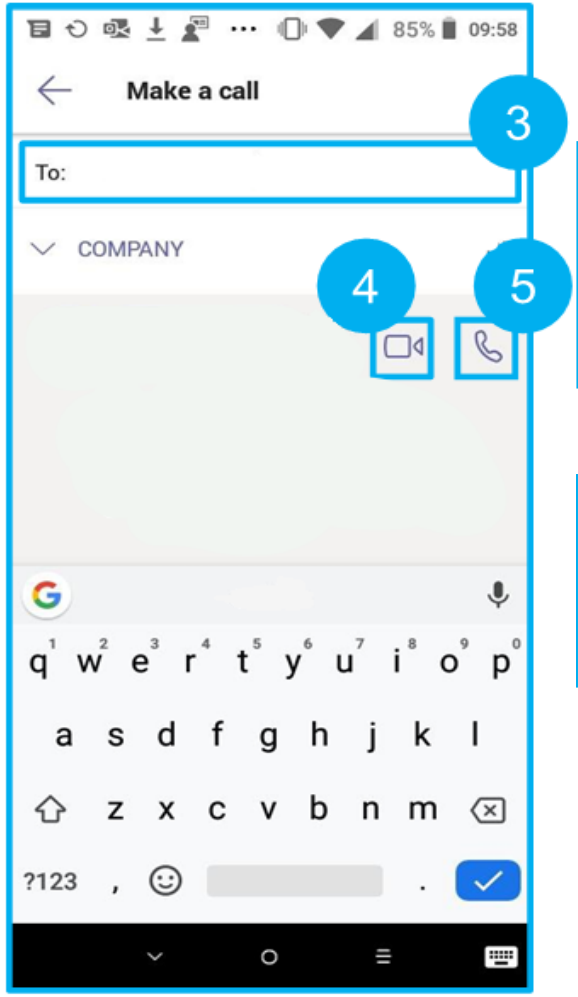


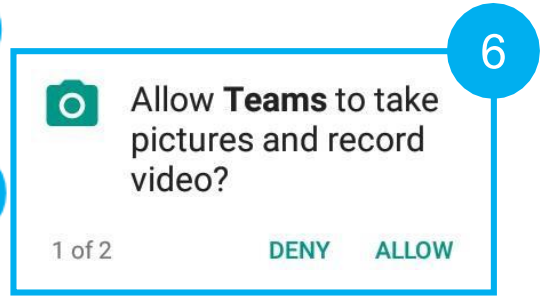


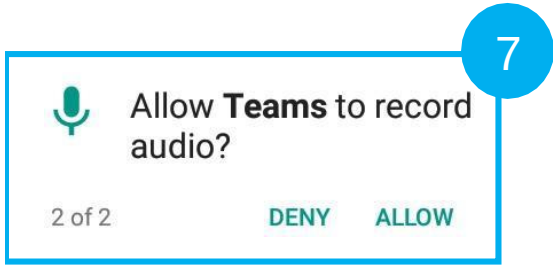
Making a video call

1. Select the Calls icon at the bottom of the screen.
2. Then select the Make a call button.
3. Search for the person you wish to call in the text box.
4. When the person's profile appears you will be able to call them via video.
5. If you don't wish to video call that person, you can also call them normally.
6. After selecting your call, you may be asked to grant Teams access to your camera.
7. You may also need to grant Teams access to your microphone.



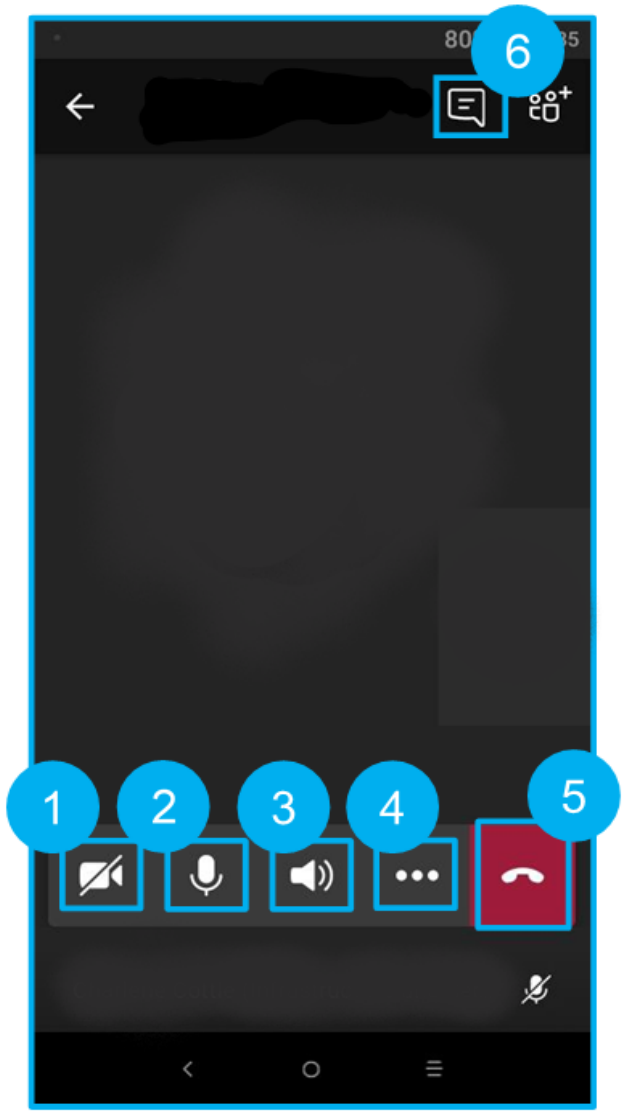






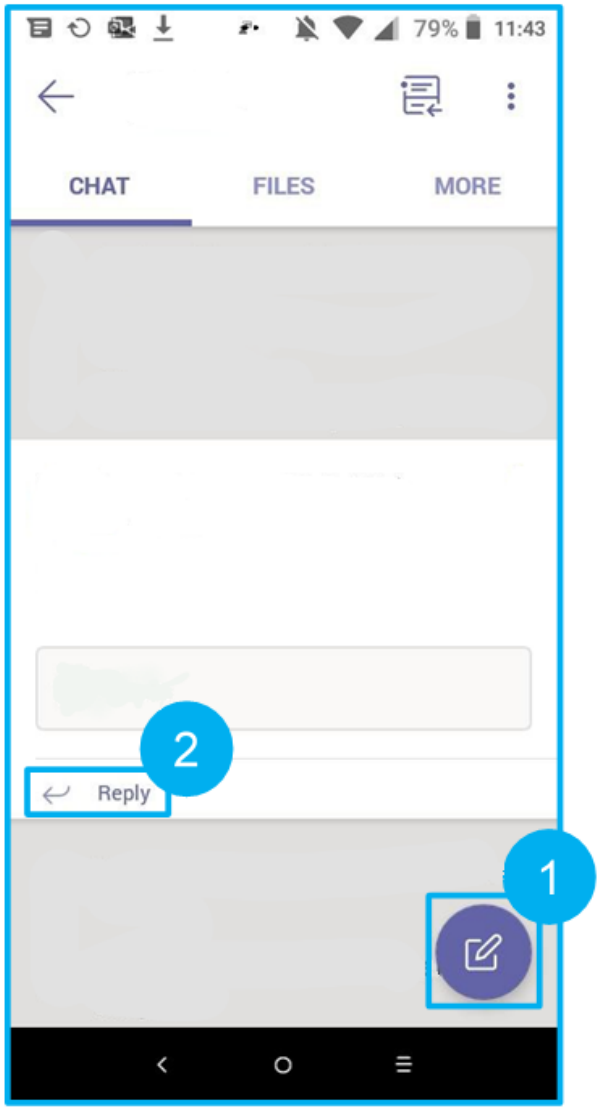
Functionality during a video call

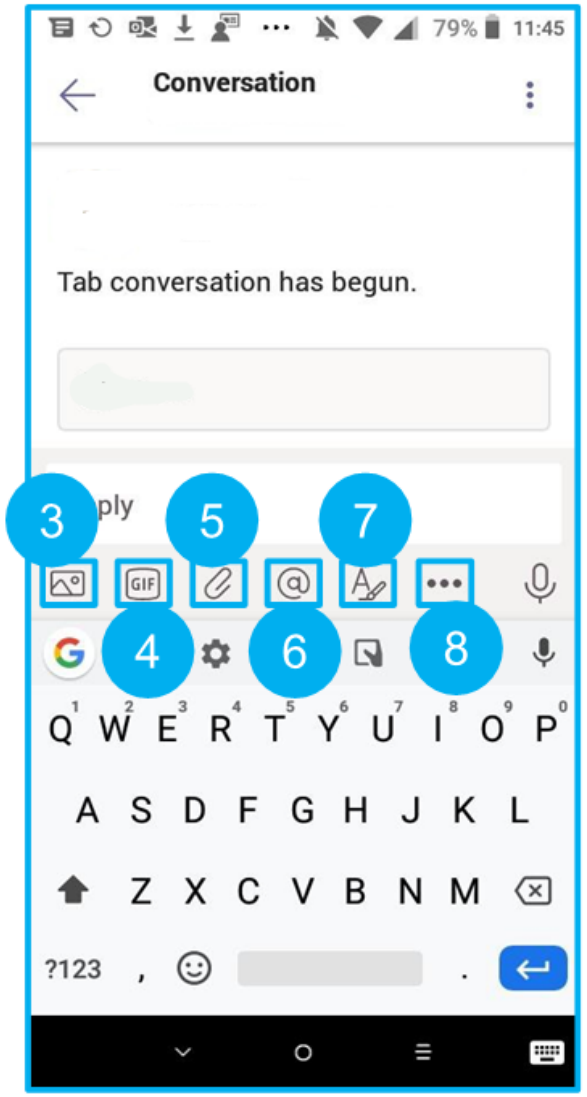
1. Turn your camera on or off.
2. Mute and unmute your microphone.
3. Adjust the volume of the call.
4. Place the call on hold or open dial pad.
5. Hang up.
6. Open chat.

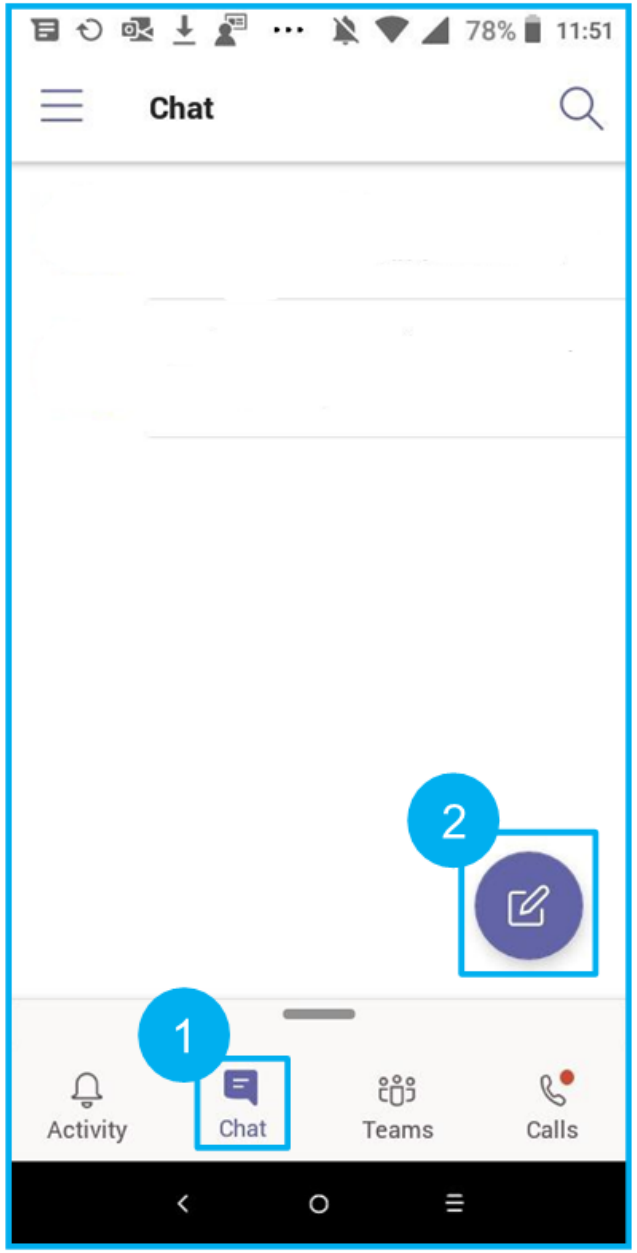
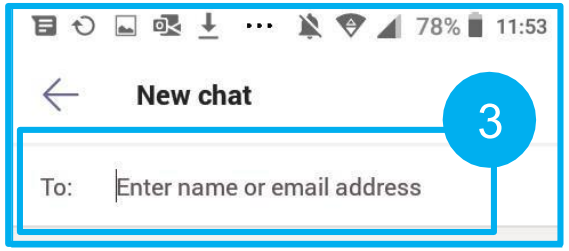
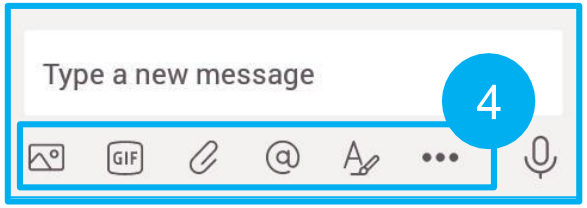


Conversations as a Team

1. Start a new conversation in your Team.
2. Reply to a current conversation.
3. Add an image.
4. Add a GIF.
5. Insert an attachment.
6. @mention someone.
7. Format the font.
8. Add your location or praise someone.





Chat

1. Select the Chat tab.
2. Select the New chat icon.
3. Start typing a colleague's name and select them from the pop-up list.
4. Start chat using the functionality outlined in [Conversations](#).
5. You can also call a colleague from within Chat by selecting the video option.