

Accessing Microsoft Teams

All you need to do to access Teams is visit the Office 365 website at

portal.office.com

Log in using your MCS credentials

Click on the Teams icon on the left-hand side



Teams Screen Overview

Move around Teams
Use these buttons to switch between Activity Feed, Chat, your Teams, Calendar & Files.

View and organize teams
Click to see your teams. In the teams list, drag a team name to reorder it.

Find personal apps
Click to find and manage your personal apps.

Add apps
Launch Apps to browse or search apps you can add to Teams.

Every team has channels
Click one to see the files and conversations about that topic, department, or project.

Start a new chat
Launch a one-on-one or small group conversation.

Add tabs
Highlight apps, services, and files at the top of a channel.

Use the command box
Search for specific items or people, take quick actions, and launch apps.

Manage profile settings
Change app settings, change your pic, or download the mobile app.

Join or create a team
Find the team you're looking for, join with a code, or make one of your own.

Manage your team
Add or remove members, create a new channel, or get a link to the team.

Add files
Let people view a file or work on it together.

Reply
Your message is attached to a specific conversation.

Compose a message
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

POSTS & MESSAGES

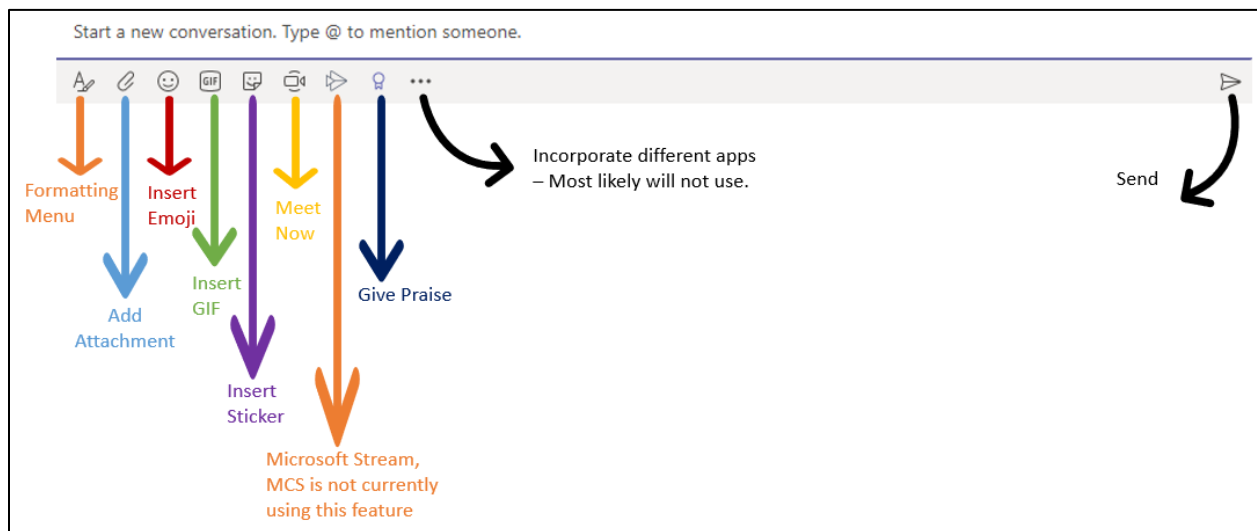
Start a Conversation

Entire Team

Click **Teams**, pick a team and channel, write your message, and click **Send**

Specific Person(s) or Group(s)

Click **New Chat**, type the name of the person or group in the **To** field, write your message, and click **Send**



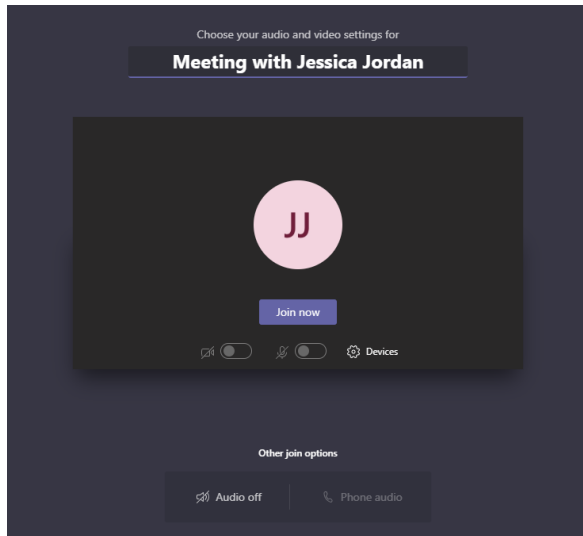
Screenshot of message functionality

Create Meetings (Video and Audio Calls)

Impromptu Meeting

Click **Calendar**, click the **Meet now** button located on the top right-hand side

You can change the title of the meeting , click **Join now** and once inside the meeting you can invite individuals



Schedule a Meeting

When scheduling a meeting in advance it is easiest to use our regular Outlook application. Open your Outlook calendar and click New Event.

Fill in all the information just like before. To add the Teams functionality, select Teams Meeting from the Add online meeting dropdown menu

An invite will be sent to the individuals you included in the attendees section that includes a link to join the meeting.

