



# Beginner's Guide to Microsoft Teams

Greg Rojas  
Sr Cloud Solutions Architect

Microsoft Services



# Introduction to Microsoft Teams

# What is Microsoft Teams

- ▶ **Messaging app** for teams

Conversations, Meetings, Files can be accessed by everyone on the team

- ▶ **Collaboration** and work happen in the open

- ▶ **Why you should use it:**

- ▶ Easy to use
- ▶ Real time collaboration
- ▶ Everything in one place.



# Location and Privacy



Data resides in the Government Sovereign Cloud associated with your Office 365 tenant.



You own and control your data.



Microsoft does not scan your email, documents, or teams for advertising and has no access to uploaded content



# Microsoft Teams Client Types

# Clients for Microsoft Teams

Microsoft Teams has clients available for:

- Web Clients (Edge, Chrome, Safari, etc.)
- Desktop Clients (Windows and Mac)
- Mobile Clients (Android, iOS)

All clients require an active internet connection and do not support an offline mode.

# Web Clients (Edge, Chrome, Safari, etc.)



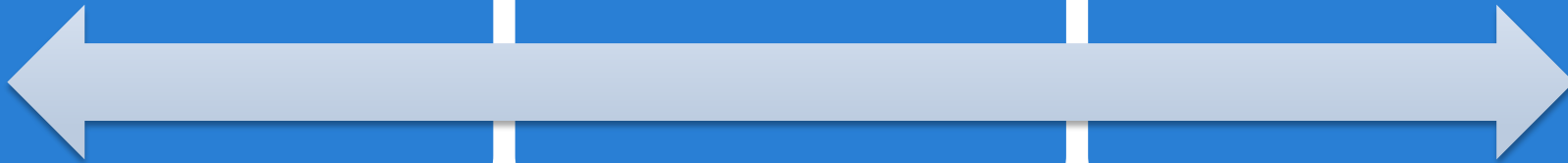
The web client <https://teams.microsoft.com> is a fully functional client that can be used from a variety of browsers.



Microsoft Edge, Google Chrome, Safari & FireFox are the web clients to support real-time communications (i.e. joining meetings and having one-to-one calls).



There is no plugin or download required to leverage Microsoft Teams using a web browser.



# Desktop Clients



The desktop client is still available as a standalone application but will be part of future Office Pro Plus installations



Microsoft Teams is available for Windows (8.1+), both 32-bit and 64-bit versions  
MacOS (10.10+)



The desktop clients provide real-time communications support (audio, video, and content sharing) for team meetings, group calling and private one-on-one calls.

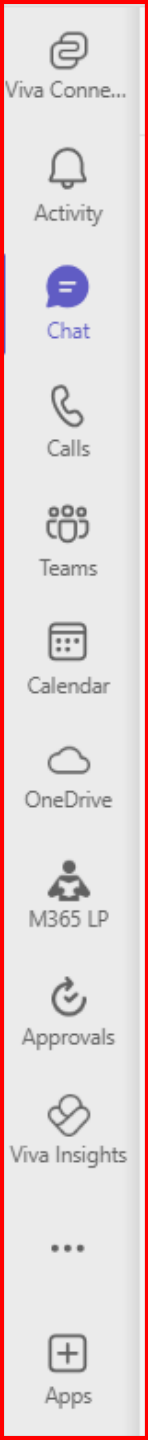


Can be downloaded and installed by end users directly from <https://teams.microsoft.com/downloads>  
PC: no admin rights required  
MAC: admin rights required

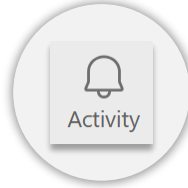


# Microsoft Teams Features

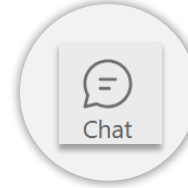
# The side bar or “rail” in Teams



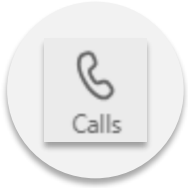
**Viva Connections**  
stay connected to info,  
news, apps & tasks &  
more



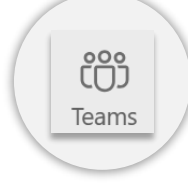
**Activity**  
list of recent messages



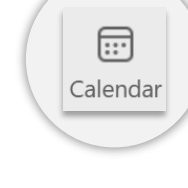
**Chat**  
send messages to specific people



**Calls**  
manage phone calls



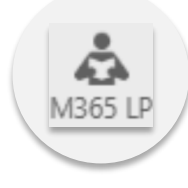
**Teams**  
group conversations



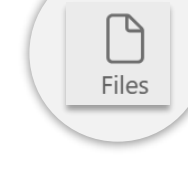
**Calendar**  
schedule meetings and view your  
calendar



**OneDrive**  
access all your files  
stored on OneDrive



**M365 Learning Pathways**  
free M365 Training

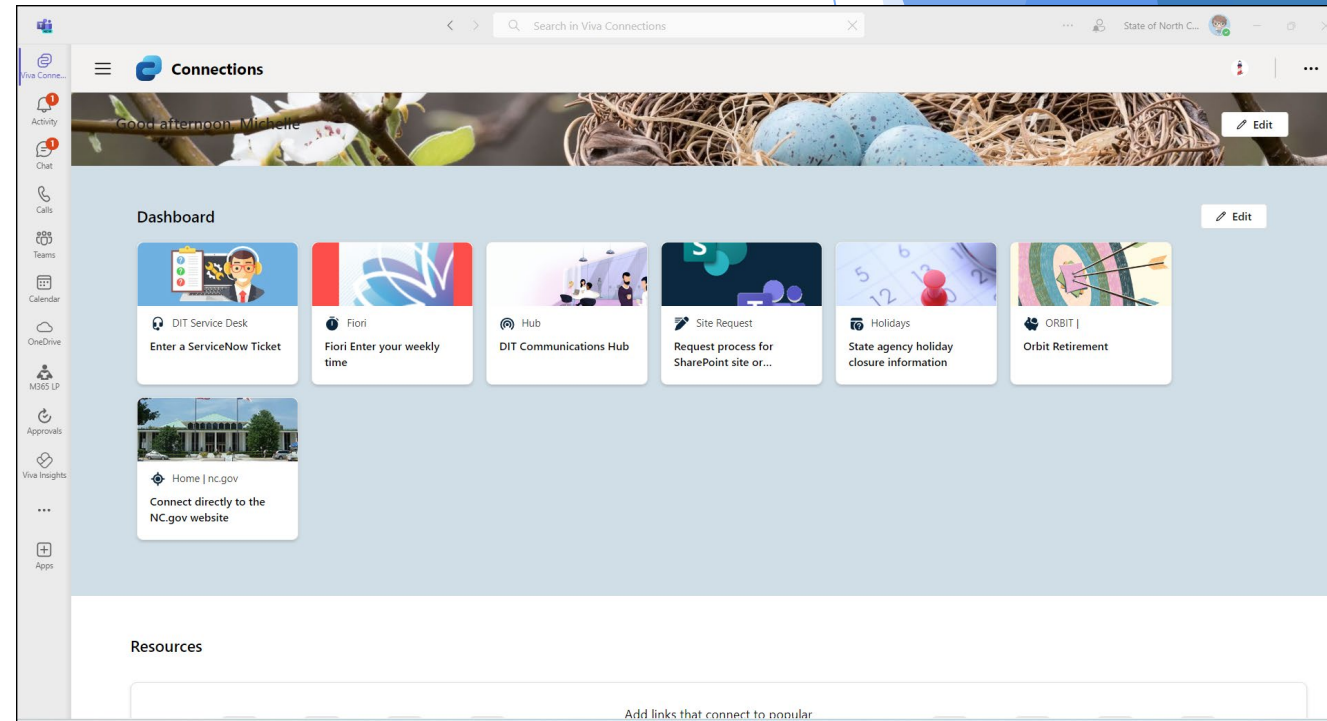


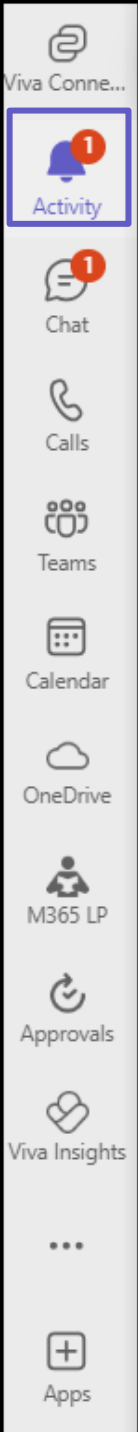
**Files**  
files you have shared

# Side bar: Viva Connections

Modern employee experience and is designed to keep everyone engaged and informed

- ▶ Customizable app in Microsoft Teams that gives different audiences in your organization a personalized destination

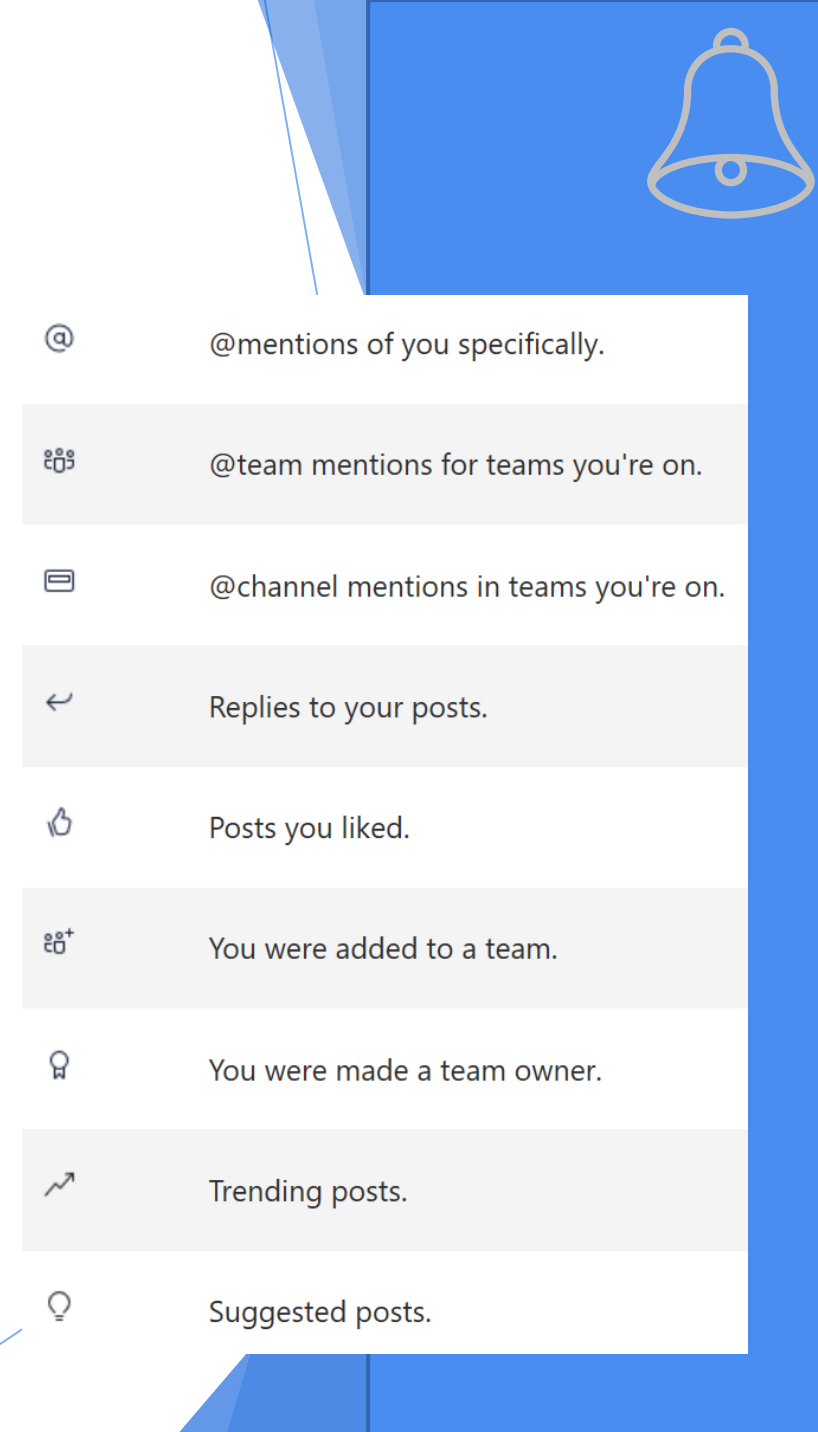




# Side bar: Activity feed

keep track of all your important news:  
recent likes, @mentions, replies, and more.

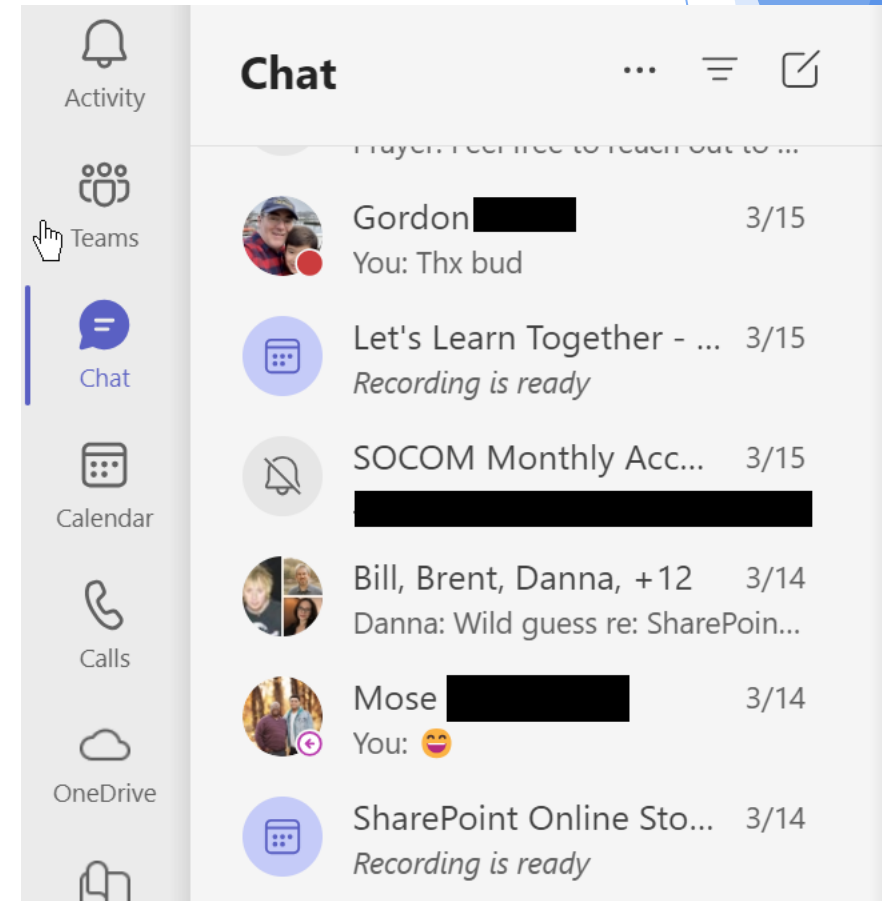
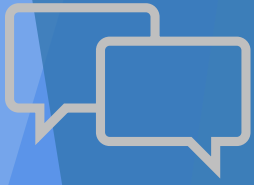
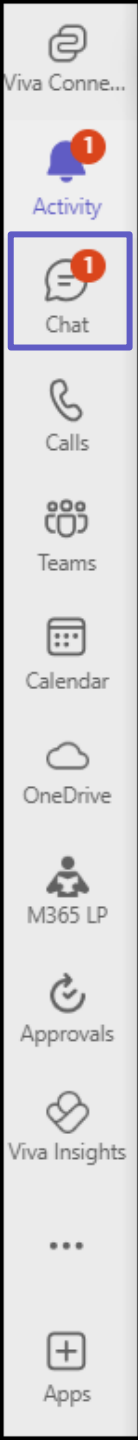
- **Feed:** activity that's directly relevant to you
- ▶ **My activity:** everything you've been up to lately in Teams



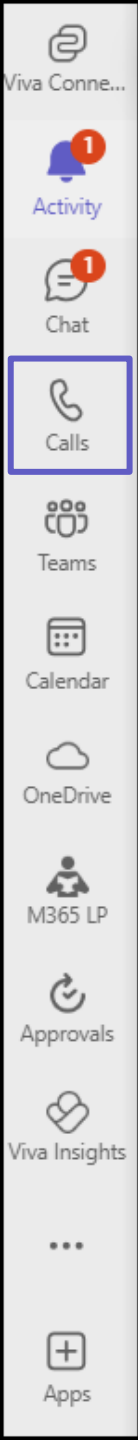
# Side bar: Chat

The chat section works like a text message or instant messaging app.

For private or group chats



# Side bar: Calls

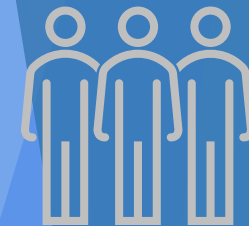
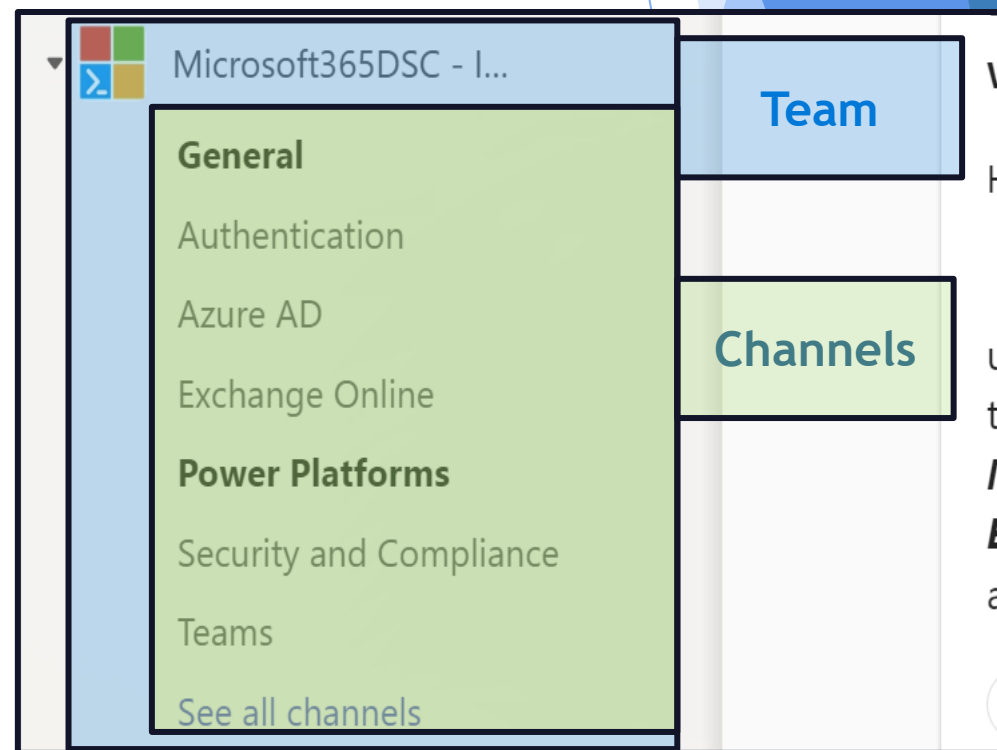


- Call anyone in your organization from a chat
- If you have an Enterprise Voice license as part of your Office 365 subscription, you can also call external numbers
- Use the dial pad, check your call history, listen to your voicemail, and access your favorite and suggested contacts.
- Make one-on-one or group calls without having to host a team meeting

# Side bar: Teams

Teams are collections of people, content and tools


- ▶ Team members can share conversations, files, notes and more.
- ▶ Team conversations are organized in specific channels
- ▶ Meetings can be held directly from channels

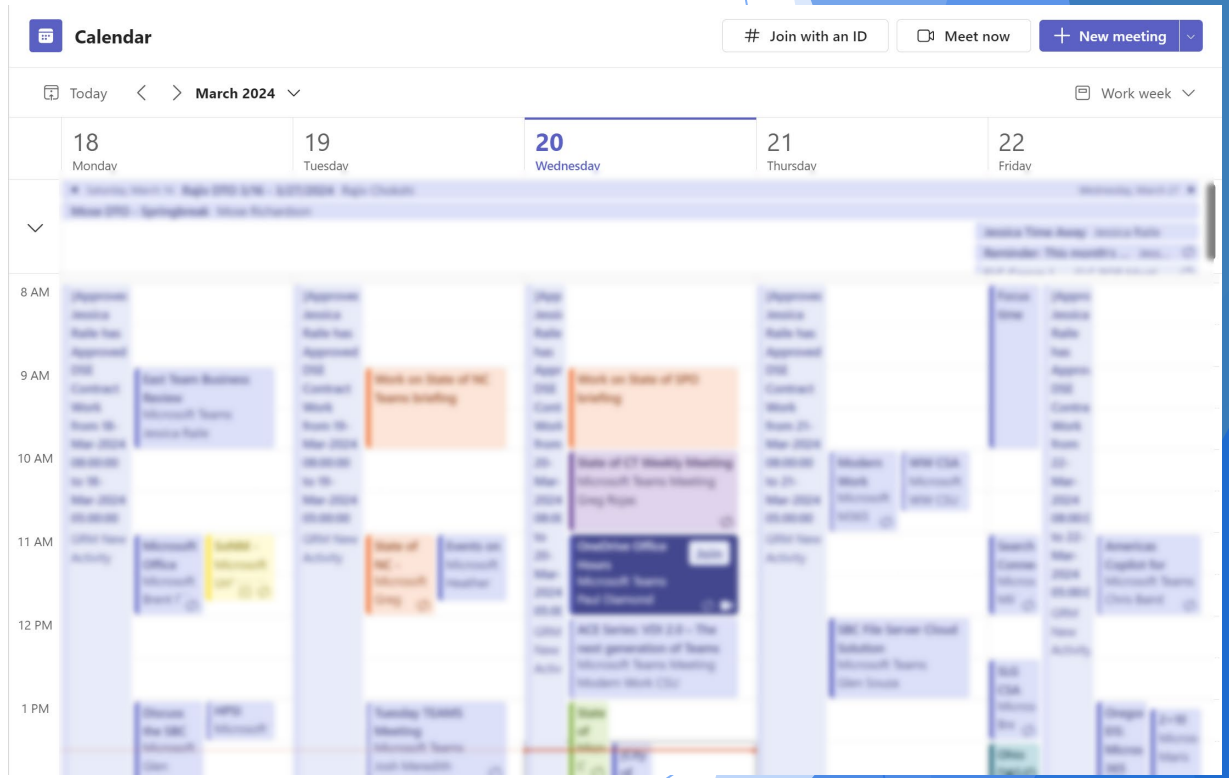


# Side bar: Calendar

Calendar connects to your Outlook calendar for meetings

- ▶ A Team meeting is hosted in a channel
- ▶ Team meetings include audio, video, and desktop sharing, and anyone from the team can join
- ▶ Click the “Meet now” button in an existing conversation to keep the context

 Meet now

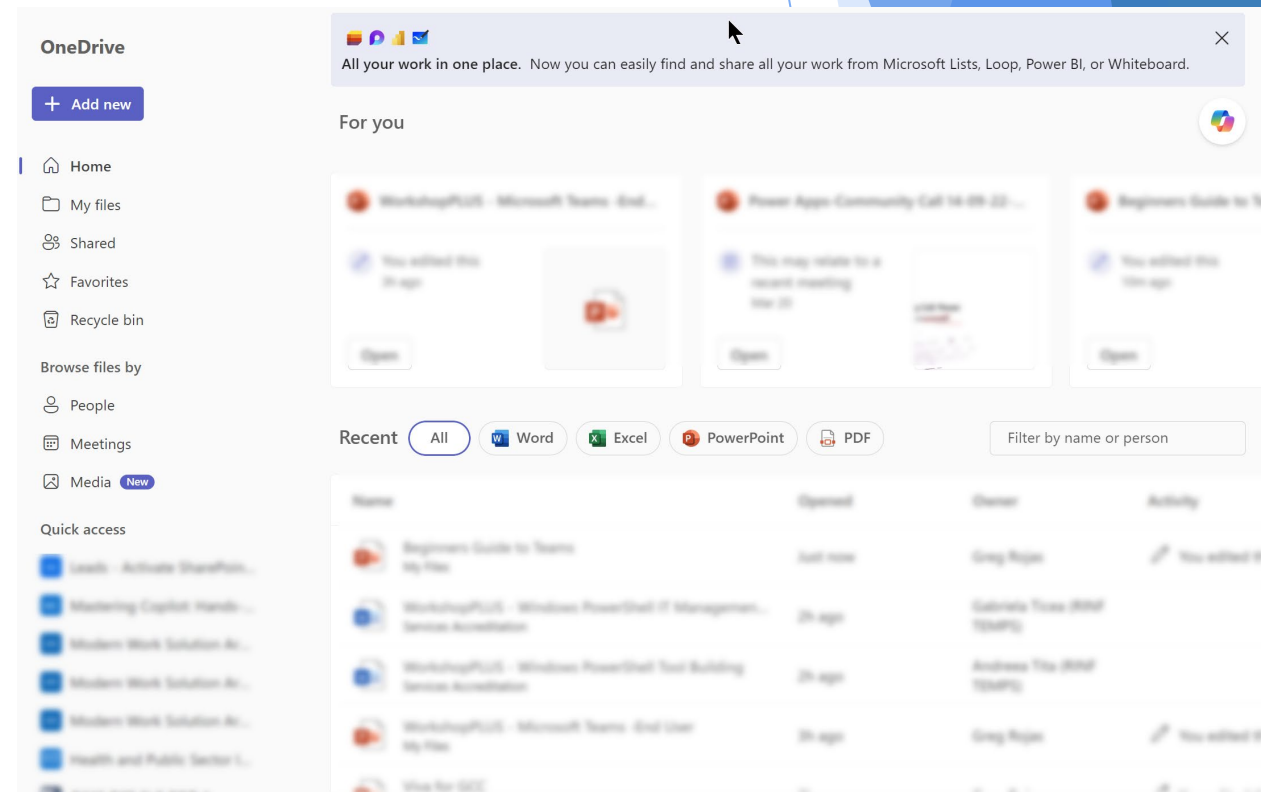




# Side bar: OneDrive

Access all your files without going to a different location

- ▶ Easily find and share files you're working on
- ▶ See what you have shared or has been shared with you
- ▶ Mark files as Favorite for quick access

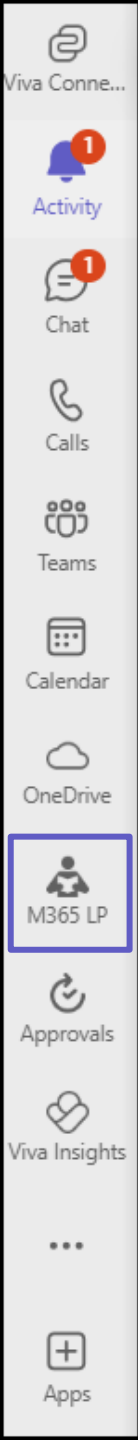
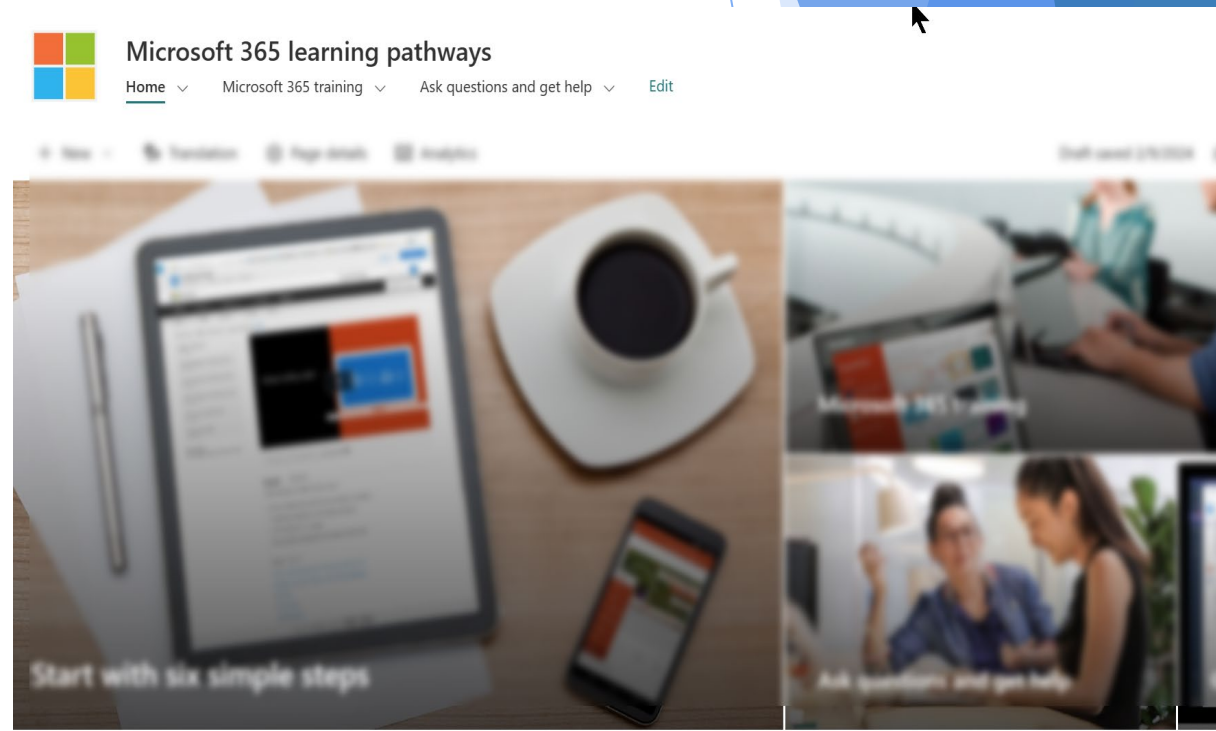


# Side bar: M365 Learning Pathways

Free training on M365 applications available internally



- ▶ Free On-demand learning solution available to all employees
- ▶ Up-to-date content provided through a Microsoft online content catalog, so the content is regularly updated
- ▶ Training can be taken while still in the Teams client



# Side bar: Approvals

Create, manage, and share approvals from your hub for teamwork



- ▶ Start an approval flow from the same place you send a chat or channel conversation
- ▶ Once submitted, approvers are notified and can review and act on the request.

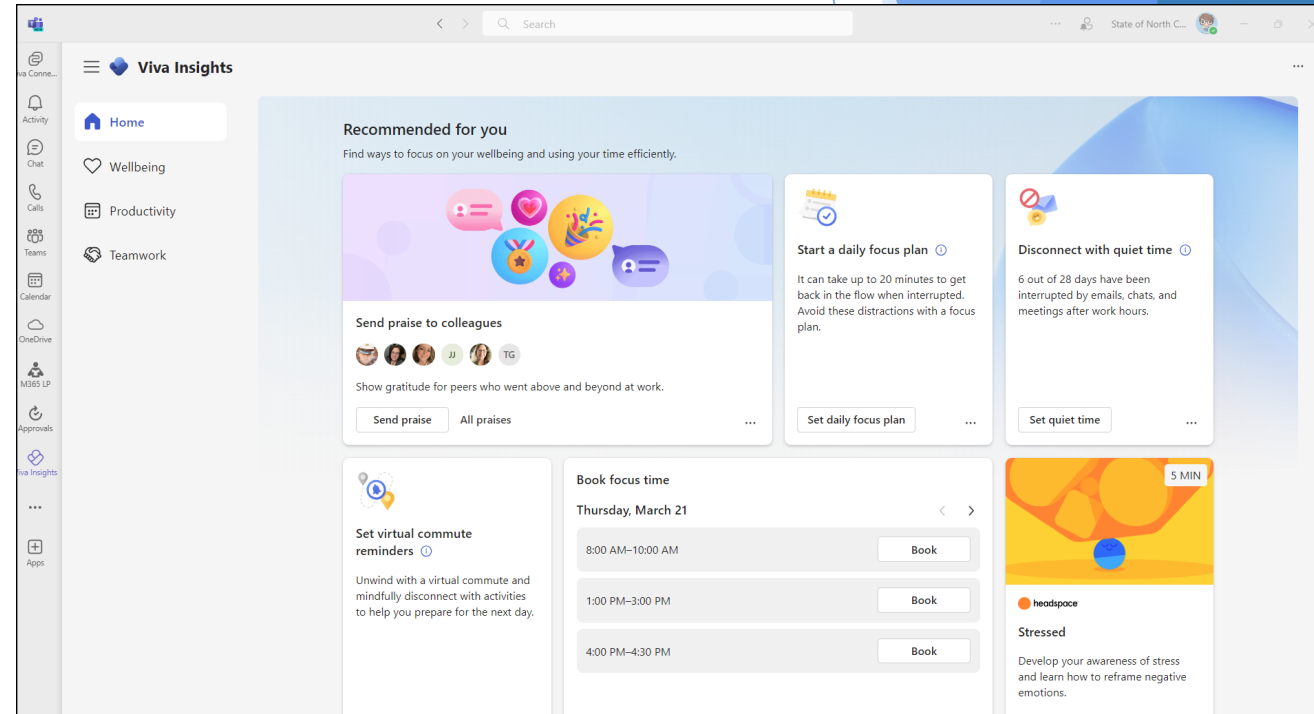
The screenshot shows the Microsoft Teams 'Approvals' interface. The left sidebar contains navigation icons for Viva Connections, Activity, Chat, Calls, Teams, Calendar, OneDrive, M365 LP, Approvals (highlighted with a blue box), Viva Insights, and Apps. The main content area displays a table of approval requests under the 'Received' tab.

Request title	Status	Created	Sent by	Sent to
Test 2	Approved	1/5/2023 1:18:47 PM	Mann, Karen A	Allen, Michelle L
Testing approvals	Rejected	1/5/2023 1:16:12 PM	Mann, Karen A	Allen, Michelle L
Please review: Sandbox	Approved	3/10/2020 10:31:07 AM	Allen, Michelle L	Allen, Michelle L
Please review: Sandbox	Approved	3/10/2020 10:27:34 AM	Allen, Michelle L	Allen, Michelle L
Please review: Sandbox	Approved	3/10/2020 10:17:26 AM	Allen, Michelle L	Allen, Michelle L
TEST: MLA TEST 2	Approved	1/28/2020 9:11:05 AM	Allen, Michelle L	Allen, Michelle L
TEST: MICHELLE TEST FLOW APPROVAL	Approved	1/27/2020 4:09:31 PM	Allen, Michelle L	Allen, Michelle L
New On-Boarding Request #6	Approved	12/10/2019 11:45:36 AM	Allen, Michelle L	Allen, Michelle L
Please review: Michael Ware-HACK IT - 11/5/2019	Approved	10/28/2019 4:36:33 PM	Allen, Michelle L	Allen, Michelle L
Please review: Michelle FLOW TEST	Approved	10/23/2019 9:33:33 AM	Allen, Michelle L	Allen, Michelle L
Please review: michelle-HACK IT - 11/5/2019	Approved	10/23/2019 9:00:29 AM	Allen, Michelle L	Allen, Michelle L
Please review: Michelle Allen-HACK IT - 11/5/2019	Approved	10/18/2019 11:27:39 AM	Allen, Michelle L	Allen, Michelle L

# Side bar: Viva Insights

Get personal insights that only you can see.

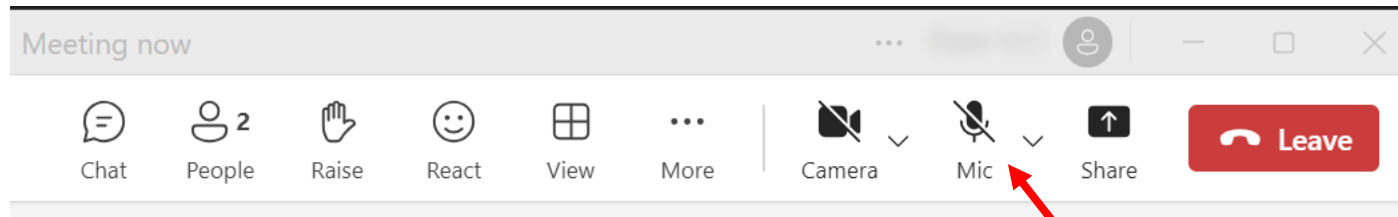
- ▶ Brings together communications, knowledge, learning, resources, and insights into a personal employee experience



# Microsoft Teams Functionality

# Muting your microphone

There are times you may need to mute your microphone.



- **Modern day interruptions:**

- Dogs barking
- Doorbell rings
- Neighbor mowing grass
- Etc

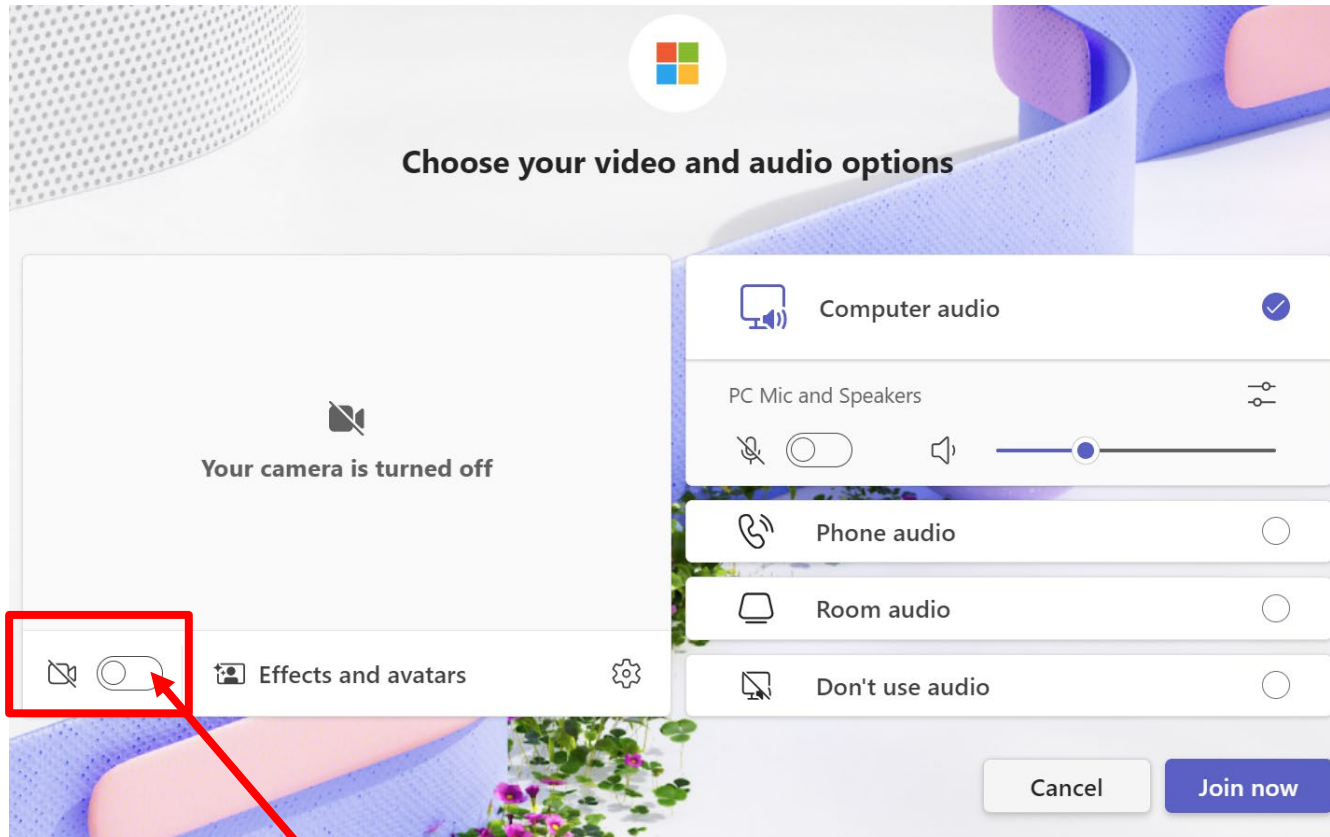


Microphone



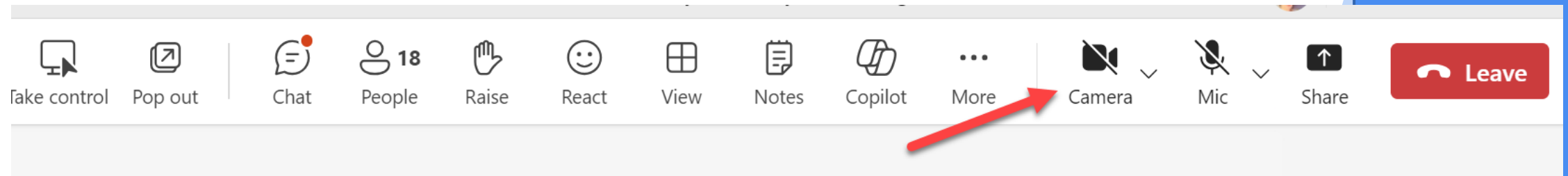
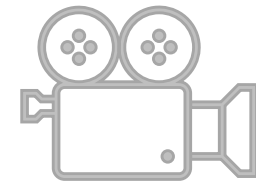
# Turning camera on Prior to a meeting

Camera



# Turning camera on During a meeting

Camera

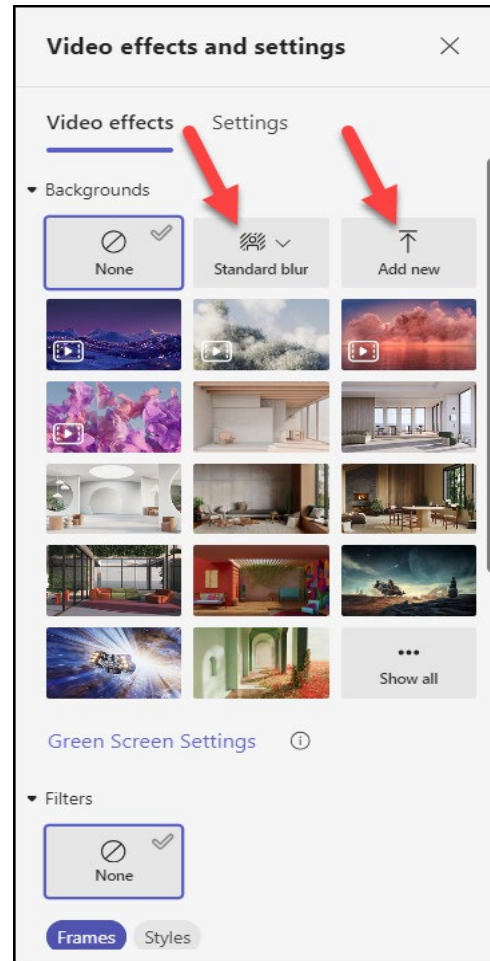
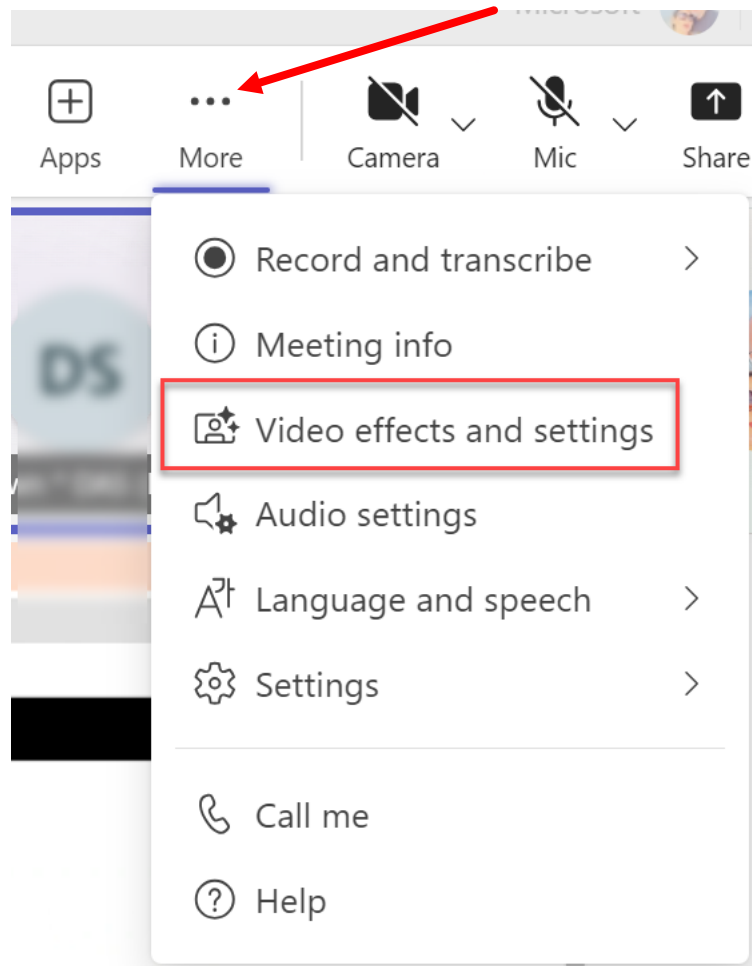




# Choosing a background

## Backgrounds

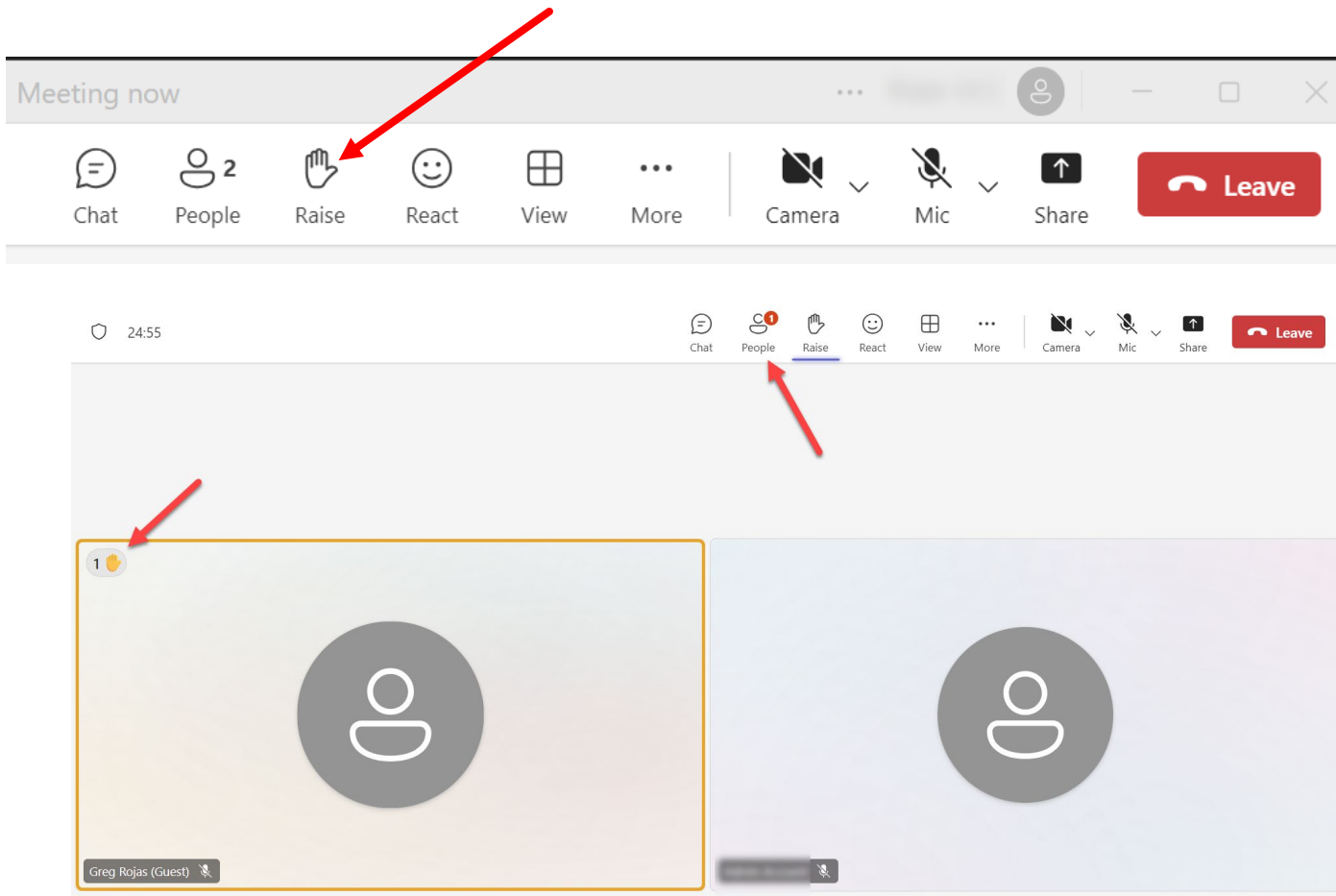
Use default backgrounds, including Blur or add your own



# Raising hand to ask a question

When you don't want to interrupt the speaker but have a question to ask

Raise Hand



# Microsoft Teams Management



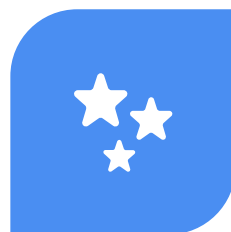
ADD AND REMOVE MEMBERS, EDIT OR DELETE A TEAM, CHANGE THE TEAM PICTURE



SET TEAM MEMBERS' PERMISSIONS FOR CHANNELS, TABS, AND CONNECTORS.



CONTROL @[TEAM NAME] MENTIONS THAT NOTIFY EVERYONE ON THE TEAM.



ALLOW @CHANNEL OR @[CHANNEL NAME] MENTIONS, WHICH NOTIFY MEMBERS WHO'VE FAVORITED THE CHANNEL.



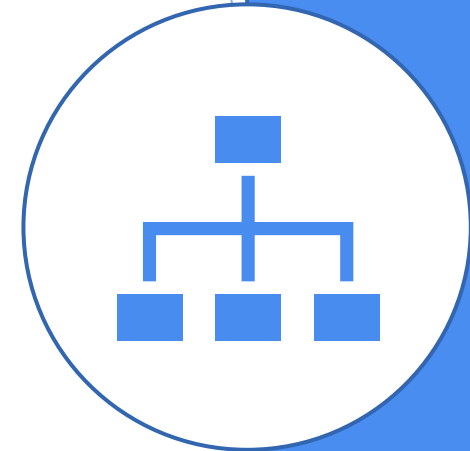
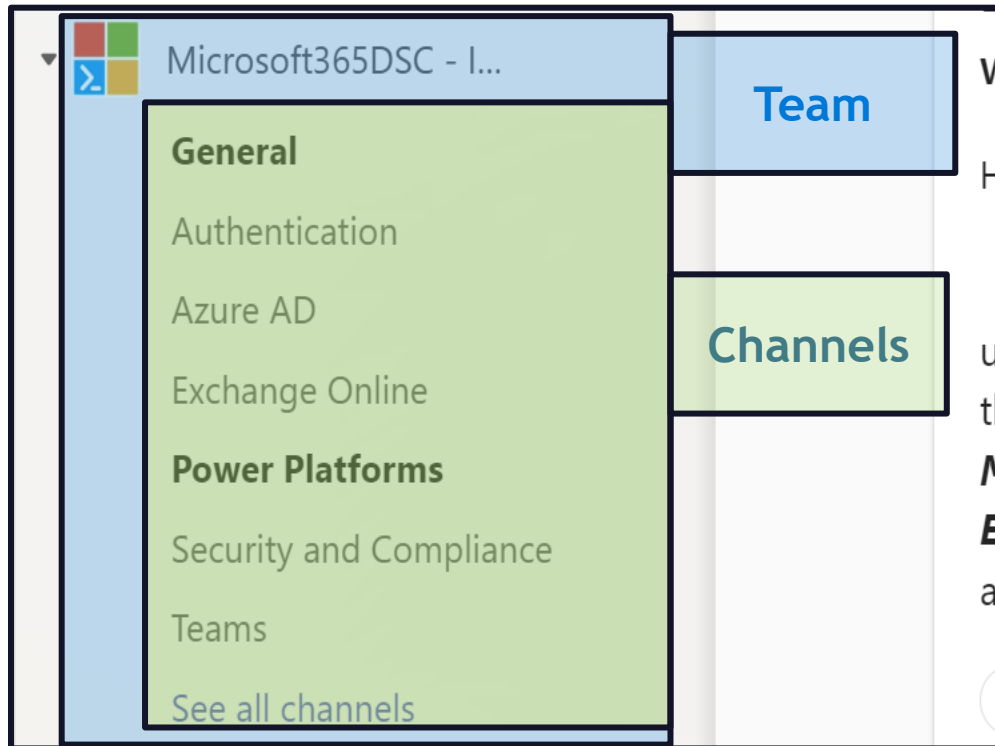
ALLOW USAGE OF GIFS, STICKERS, AND MEMES.

## Team owners

# Overview of Channels

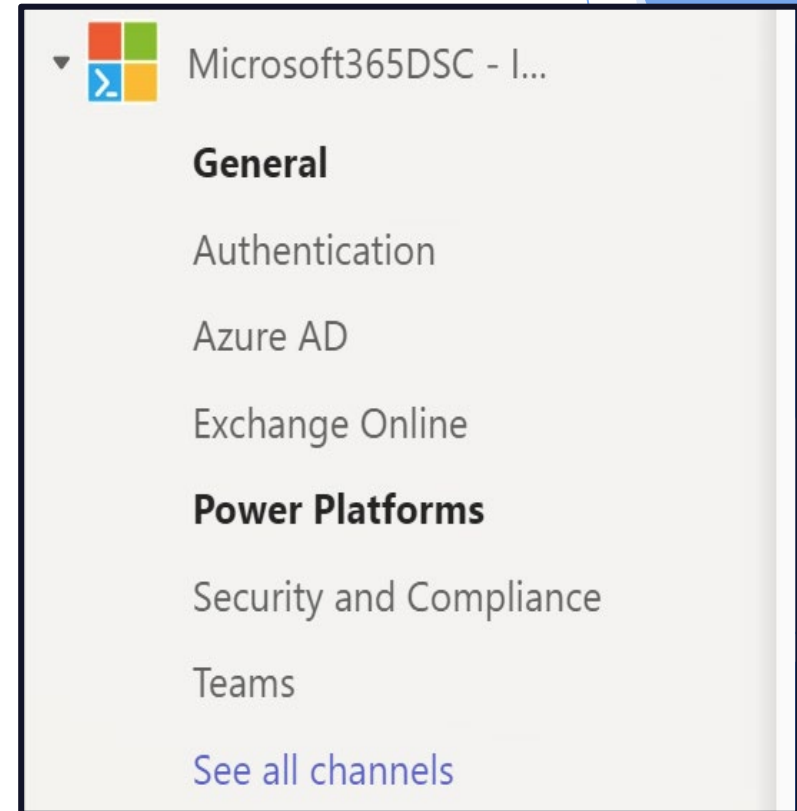
Channels are dedicated sections within a team to keep conversations organized

In a channel everyone on the team can openly have conversations



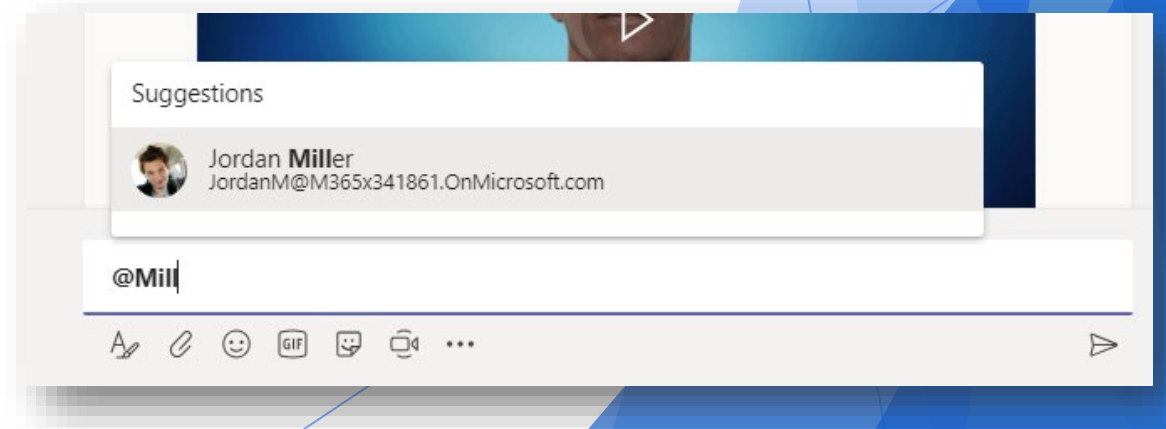
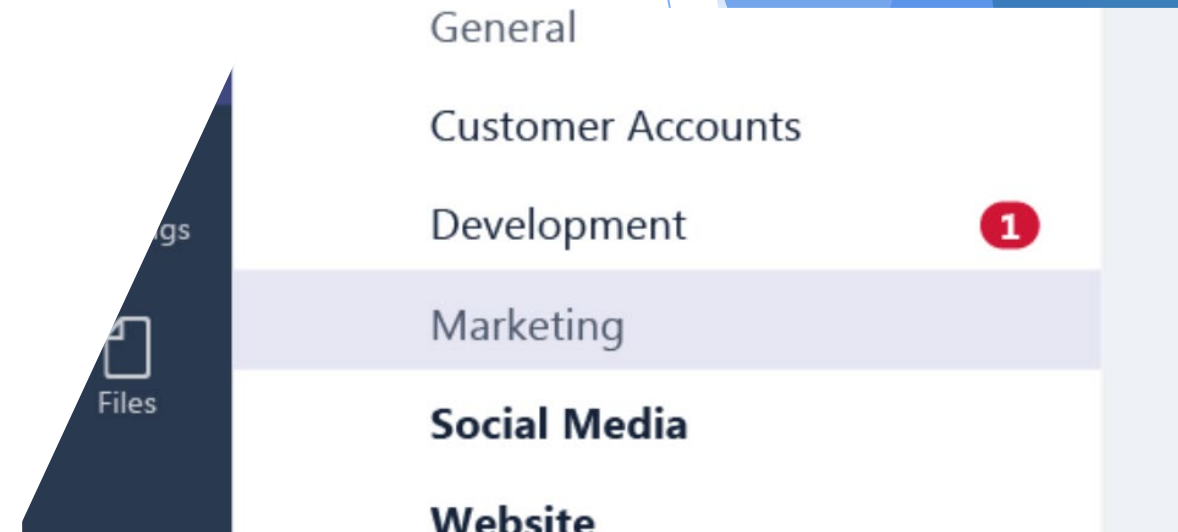
# Channels

- Channels allow teammates to have focused conversations about specific topics
- Every team has a default “General” channel
- The members of the team will decide for additional channels
- Channels can be devoted to specific projects; some are for areas of interest. some channels are just for fun.
- Every channel is public to all the team members



# New messages and @Mentions

- ▶ Bolded channel names indicate that there are new messages in the channel.
- ▶ The number count refers to the number of times you've been specifically mentioned.
- ▶ Being @mentioned means you'll be notified when someone wants to get your attention on a particular message



# Questions