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Post Covid Resources

Microsoft Teams

For more detailed information and links to YouTube tutorials please visit the Teams Help Centre <https://support.office.com/en-us/teams>

Getting Microsoft Teams

Teams is a part of Office 365, so you need an Office 365 Business or Enterprise license to use it. If you have this you will probably have an outlook email address. Easiest way to do this if you don't have one is to get and outlook.com email. Just type into Google 'outlook email' and follow the instructions to create a free account. You can then use this email address to create an account on MS Teams. Again use Google 'download Office Teams' and follow the instructions.

Sign in and get started with Teams

Sign in to Teams

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



**Enter your work, school,
or Microsoft account.**

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.

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

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

If you're not on a team and want to create one, see below.

Create a team

1. Select Teams > Join or create a team. This is where you create your own team, or discover existing ones.
2. Select Create a new team, and then select Build a team from scratch or select Create from... to build an all-new team or create from an existing group respectively.
3. Select Private if you'd like people to request permission to join, or select Public if anyone in your org can join.
4. Give the team a name and add a short description if you'd like.
5. Select Create.
6. Add members. You can add people, groups, or even entire contact groups. If you need to add people from outside your organization, use their email address to invite them as guests. Add a friendly display name for them too.
7. When you're done adding members, select Add and then Close.

Create a channel

By default, every team gets a General channel, which is a good channel to use for announcements and information the whole team needs. Teams are made up of two types of channels — standard (available and visible to everyone) and private (focused, private conversations with a specific audience). Each channel is built around a topic like "Team Events," a department name, or just for fun. Channels are where you hold meetings, have conversations, and work on files together.

To add more channels:

1. Select  More options... next to the team name.
2. Select Add channel.
3. Enter a name and description for your channel.

You can build a channel around a topic, project, department name, or whatever you like.

4. Select Automatically show this channel in everyone's channel list if you want this channel to be automatically visible in everyone's channel list.
5. Select Add.

Customize and manage your team

1. Select  More options... next to the team name.
2. Select Manage team to find Members, Channels, Settings, and Apps for your team all in one place.
3. Select Settings > Team picture to add a team picture and give your team some personality.

Create a private channel

1. Go to a team you want to create a channel for, select More options > Add channel.
2. Type a name and description.
3. Under Privacy, select the down arrow and choose Private - Accessible only to a specific group of people within the team.
4. Select Next.
5. Type in the names of who you'd like to invite including guests.

Note: People must already be members or guests of a team to be added to a private channel.

6. Select Add.

People you've added will see it appear in their channel list with a lock next to the name. And to see everyone that's been added to a private channel, select the Open people pane.

Start a meeting

1. To start a meeting, do one of the following:
 - Select  in a new conversation.
 - Select  in an existing conversation to keep all that conversation's context.
2. In your video preview, enter a name for the meeting, and select Meet now.
3. Select the names of the team members you want to invite to the meeting. You can also type a phone number, a good way to add people outside your organization that aren't using Teams.

Join a meeting

1. Look for the meeting notification icon  in a conversation to find a meeting.
2. Select Jump In to participate in the meeting

Join a meeting in Teams

Teams meetings are best when you join them from the Teams app or Teams on the web, and there's a bunch of ways to do that—read on for details about joining by link, from your calendar, and more.

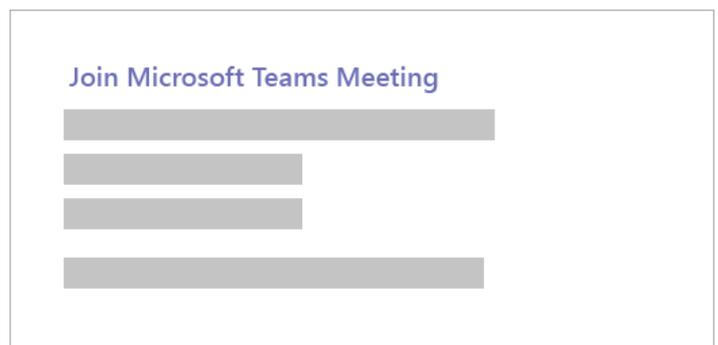
Join by link

All you need to join a Teams meeting is a link.

Select Join Microsoft Teams Meeting in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

If you don't have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest.

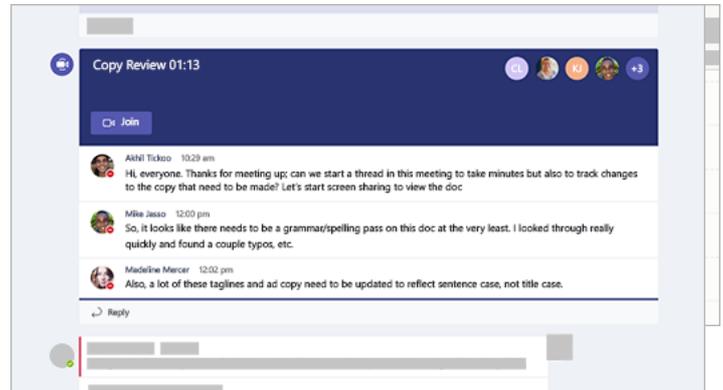
If you do have a Teams account, select Sign in to join with access to the meeting chat and more. Then, depending on the organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.



Join from calendar

Select Calendar  on the left side of the app to see your meetings. Find the meeting you want, and then select Join.

Or, if someone starts the meeting, you'll get a notification you can use to join.



Join in a channel

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. Just select Join.

Join from chat

If the meeting has already begun, it appears in your recent chat list. Select the meeting in your chat list and then select Join at the top of the chat.





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