



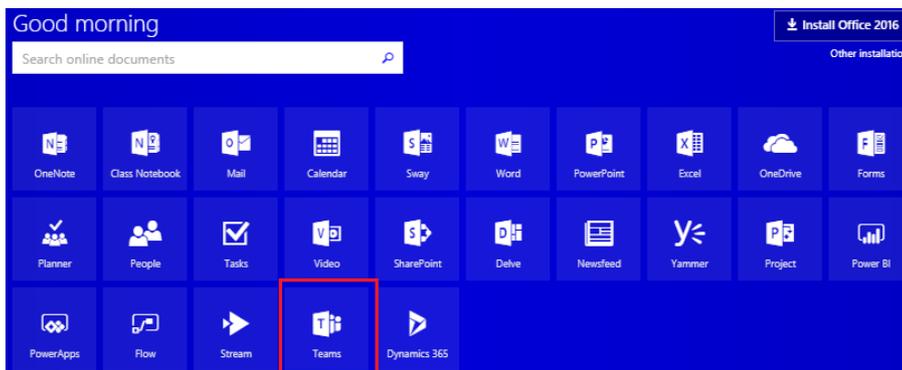
MICROSOFT TEAMS

1 INSTALL TEAM APP

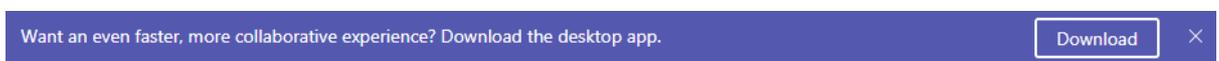
WINDOWS

Note: When using a different browser such as Internet Explorer, the experience will differ slightly from the description below which demonstrates installing the Team app using Google Chrome as the browser.

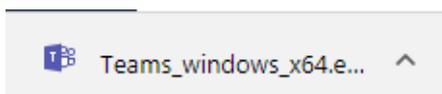
1. Navigate to your O365 Welcome screen and click the Teams app as marked in red below:



2. Click the **Download** button in the window that appears, as shown below:



3. Click on the link that appears at the bottom left of the screen to activate Microsoft Teams as shown below:



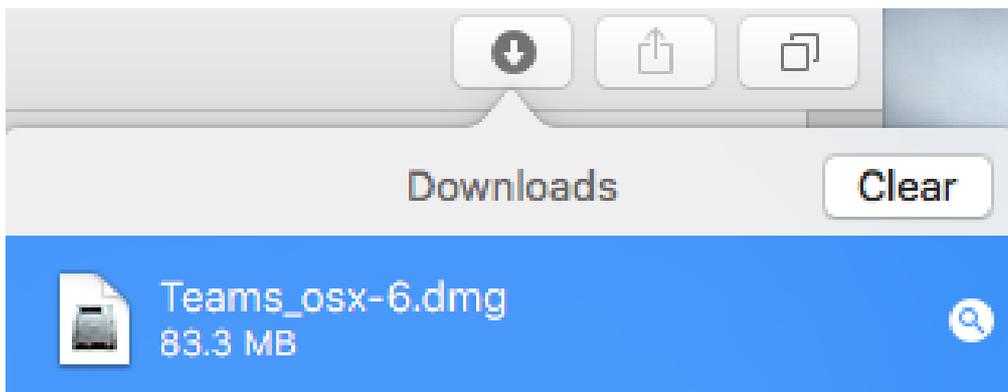
4. Click on the **Teams** icon which appears on the Taskbar as shown below:



5. Use your Username and password to sign in

MAC

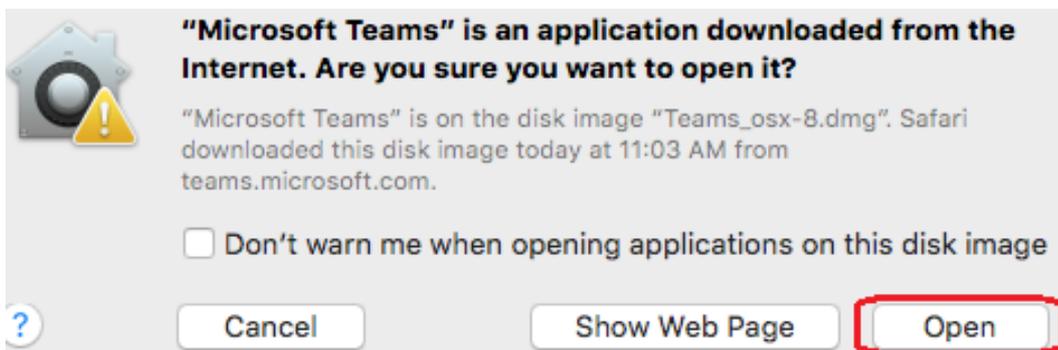
1. Activate Safari
2. Type <https://teams.microsoft.com/downloads> in the address line
3. Click on the download arrow in to top right corner of the window and click *the Teams* file to install the Teams client as shown below:



4. Double-click the *Microsoft Teams* icon on the desktop

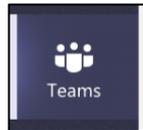


5. Click the *Open* button that appears as marked in red below:

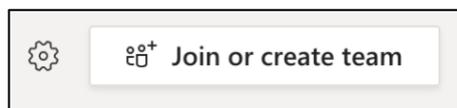


2 CREATE A TEAM

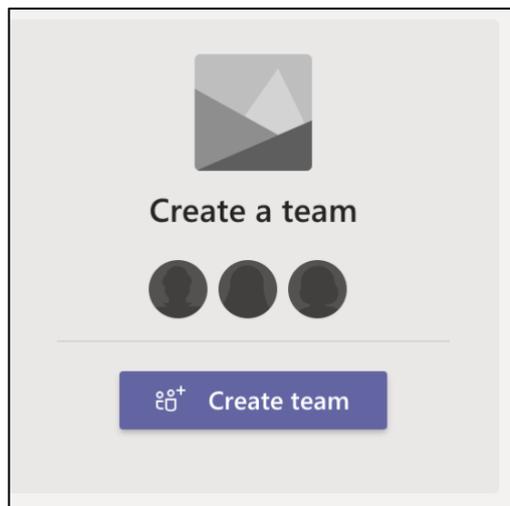
1. Click on the Teams side icon



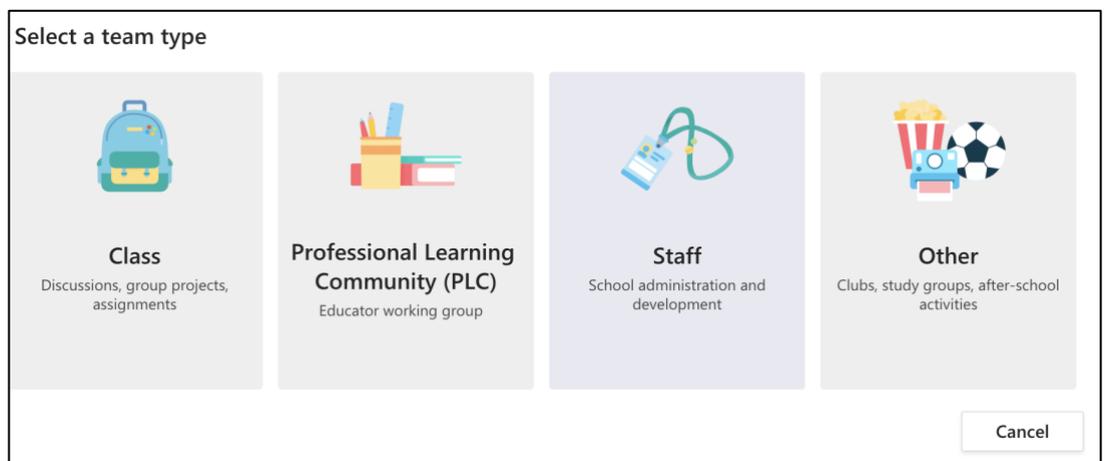
2. Click "Join or create team"



3. Click "Create team"



4. Choose an appropriate team type



5. Add a name and description to your team. Ensure that the privacy is “Private – only team owners can add members”

Create your team

Staff leaders are owners of staff teams and add others as members. Each staff team allows you to communicate, share important documents and set up a Staff Notebook to track common administrative goals.

Name

Jane Doe's Maths Class

Description (optional)

Privacy

Private – Only team owners can add members

Create a team using an existing team as a template

Cancel Next

6. Add members to the team by typing in their email or name.

Add people to "Jane Doe's Maths Class"

Start typing a name, distribution list or security group to add to your team. You can also add people outside your organisation as guests by typing their email addresses.

Start typing a name or group

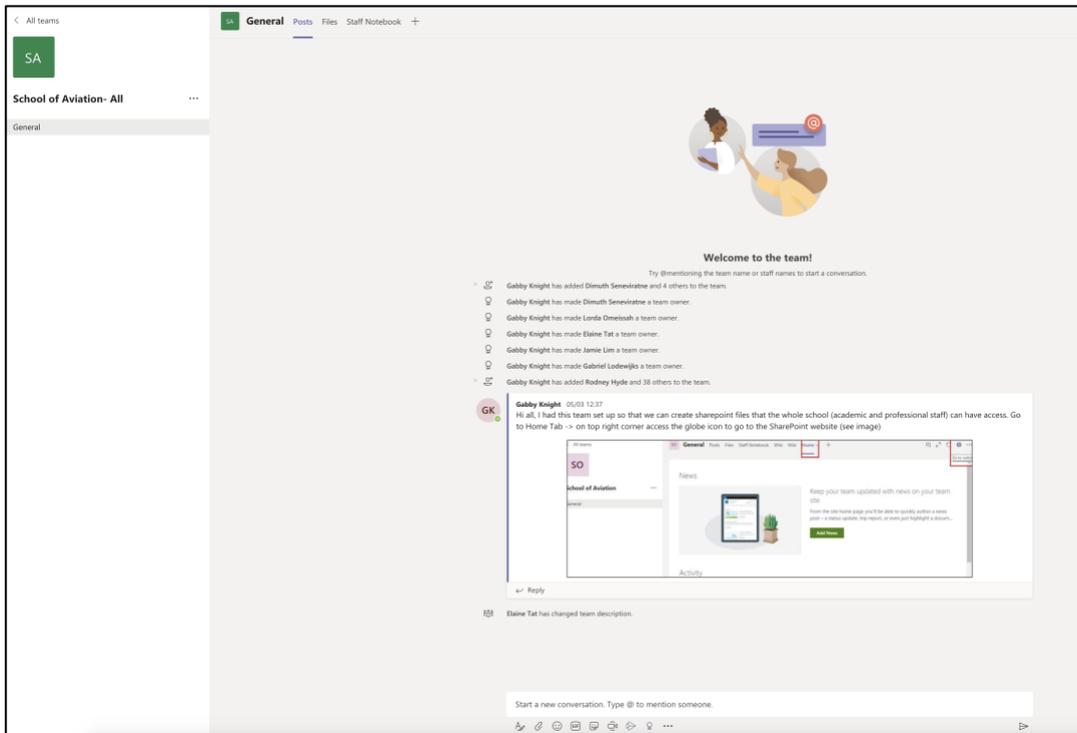
Add

Skip

7. The team is now being created (this may take a minute or 2)

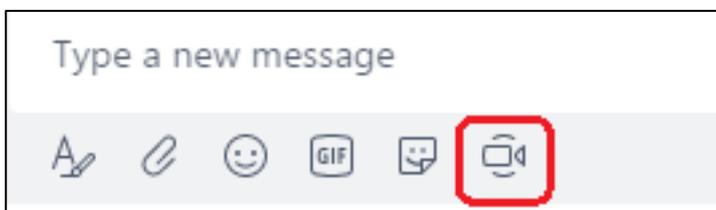
3 VIDEO CALL

1. Click on the relevant Team you wish to make a call in.



2. Click in the new conversations box

3. Click the **Meet now** icon as marked in red below:

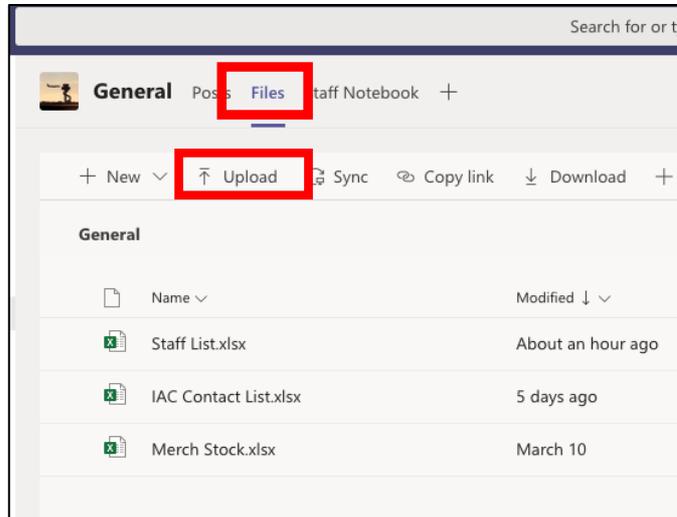
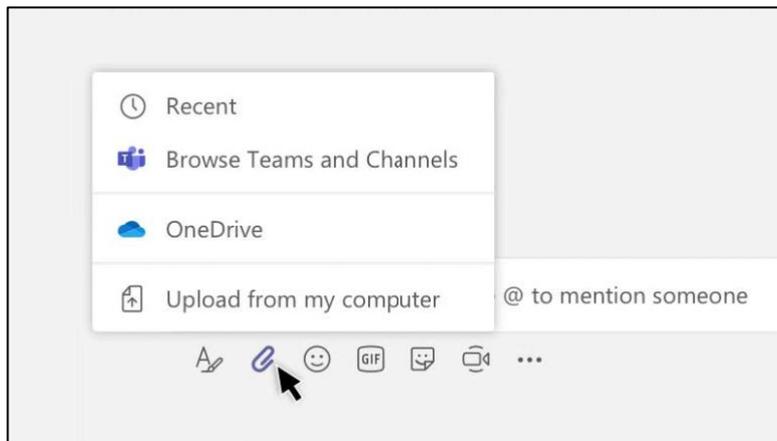


4

FILE SHARING

To send a file in a one-on-one or group chat, click **Attach** under the compose box, file you want to share, and then send. You can also upload a file by going to the Files tab and clicking **Share**. You can select a file from your computer or OneDrive for Business account.

To share a file with your team in a channel, click **Attach** under the compose box or go to the Files tab and select **Upload**.



Files that you share in a channel are stored in your team's SharePoint folder which can be found in the **Files tab** at the top of each channel.

In your Teams window, you can perform a variety of tasks directly within that window or browser, so that you avoid flicking between different applications. These tasks include the ability to delete, download, move files, open, copy, edit or get a link to share with others – giving you all the key features you would get in the native apps.

You can also start a Group chat alongside the file, to allow team discussions while all working on the files - and this conversation will appear in your Conversation thread.