Middle Georgia
State University

MICROSOFT TEAMS
TRAINING HANDBOOK

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What is Teams

Teams is a chat-based collaboration tool that provides global, remote, and dispersed teams with the ability to work together and share information via a common space. You can utilize cool features like document collaboration, one-on-one chat, team chat, and more.

The following core capabilities are included in Teams:

Chat – Enjoy public and private conversations with your teams. Bring popular social features, such as adding emojis and custom memes to your discussions.

Meet from anywhere – Schedule a meeting in Outlook or jump right in and instantly go from group chat to video conference with the touch of a button. Teams can meet in one place, no matter how many places they're in.

Productivity Hub – Teams offers a shared workspace for Microsoft Office applications including PowerPoint, Word, Excel, Planner, OneNote, SharePoint, and more. This feature gives you and your teams the option to work natively without having to stress about toggling between applications as you try to get projects completed.

WHO CAN USE TEAMS?

All MGA faculty, staff, and students have access to Microsoft Teams! Chat, join a team, and get collaborating.

When communicating with students, please be mindful of sharing information that is protected by FERPA regulations.

Download Teams

Download Teams for your desktop or mobile device

***Teams will work on a Chromebook*

Teams offers a full user experience in their web version at teams.microsoft.com but for a better, more stable, experience we highly recommend downloading and using the desktop application.

***Firefox does NOT support teams. Please use Google Chrome or Internet Explorer
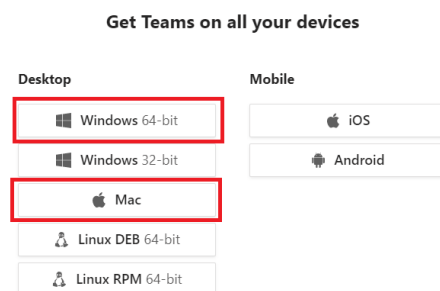
Signing in to teams

1. Start Teams
   - In Windows: click **Start** ⊞ > **Microsoft Teams**.
   - On Mac: go to the **Applications** folder and click **Microsoft Teams**.
   - For mobile users, tap on the Teams icon

2. Sign in with your Office 365 username and password (MGA email credentials)
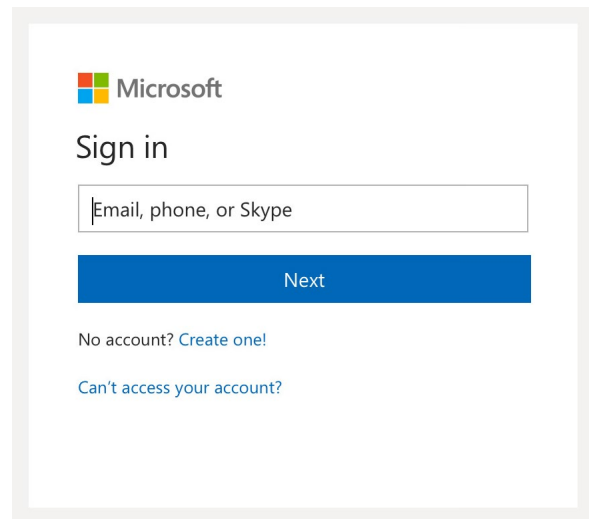
Pick a team and adding members

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.

1. Click on **Teams** to the left side of the app
2. There are two possible views of Teams, Grid and List (This option is in **Settings** found by clicking on your picture in the upper right)
   a. Grid View – Shows all of the teams you are member of.
   b. List View (Recommended) – Keeps a collapsible list of Teams and Channels on the left of the **Teams** plane.
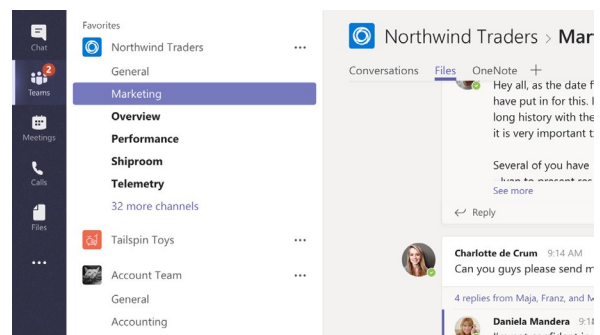
CREATING A TEAM

Teams are created by the Office 365 administrators. Teams can be created for schools, departments, committees, Official student organizations, projects, or events. To have a team created have your department chair or student affairs office e-mail **teams@mga.edu** with:

1. a proposed team name
2. a brief description
3. who will be the owner/administrator of the team
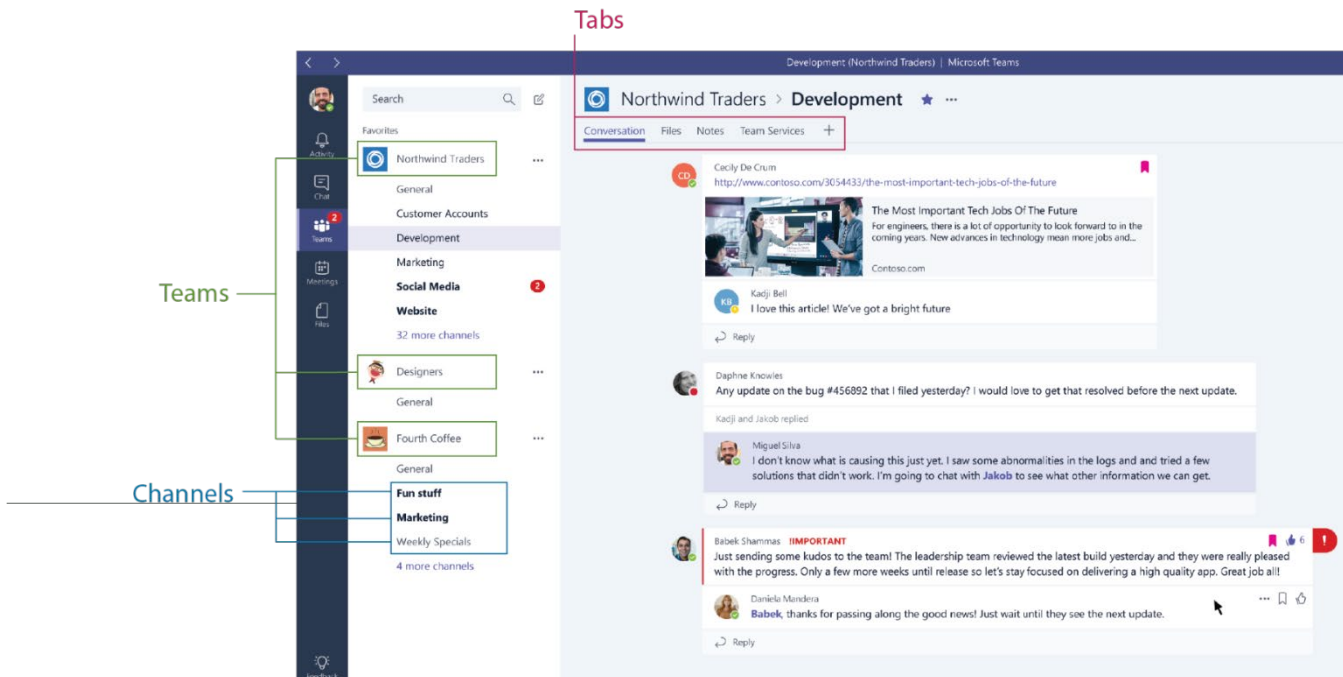
ADDING PEOPLE TO A TEAM

1. Go to the **Teams** ⛭ plane
2. Next to the team name, click on **More options** ⋯
3. Select **Manage Team** ⚙
4. Click the **Add Member** button
5. Enter a team member's name and find them in the list.
6. Click Done
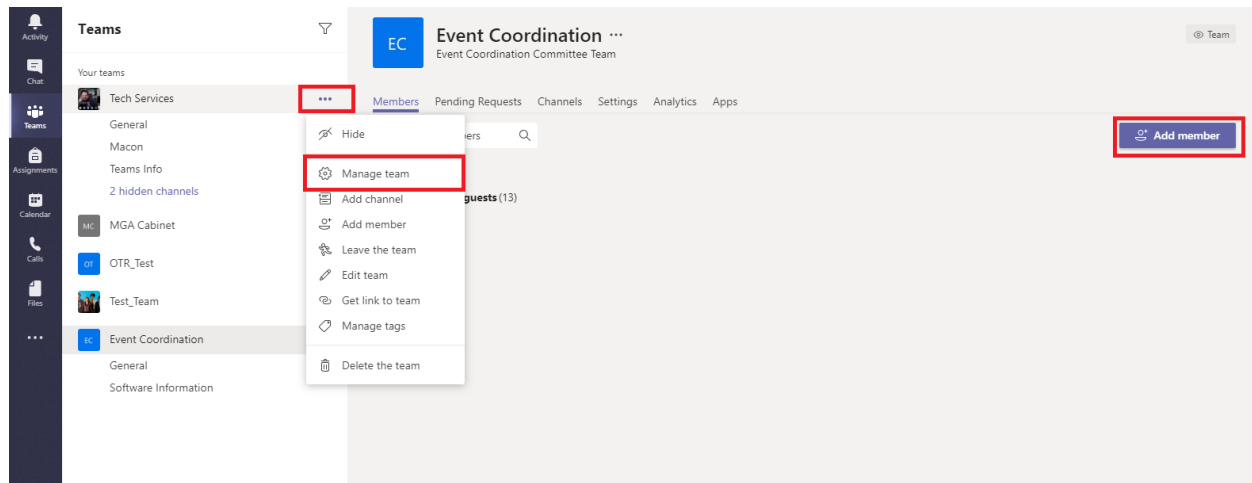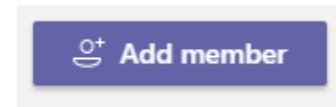
Channels and tabs

Teams are organized into channels and tabs. Channels are were discussion takes place. Tabs are where files and information are stored.


CHANNELS

Each Team has subsections, which are called Channels. A *General* channel is created automatically for every team. You can have multiple Channels within a Team for separate discussion on topics or for subcommittees. Whenever there is a new notification or activity, the Channel name will become bold.

TABS

Each Channel all have their own tabs along the top. Conversation (group chat), Files (shared documents) and Notes (shared OneNote) are automatically created and you can then add your own tabs.

CREATE A CHANNEL FOR THE TEAM

- Select **More options** ⋯ next to the team name
- Select **Add channel** 🗐
- Enter a name and a description for your channel
- Select Channel Privacy
  - ○ **Standard Channels** can be seen by the entire team
  - ○ **Private Channels** can only be seen by select members (this is a good option for class groups or sharing sensitive documents)
- Select **Add**
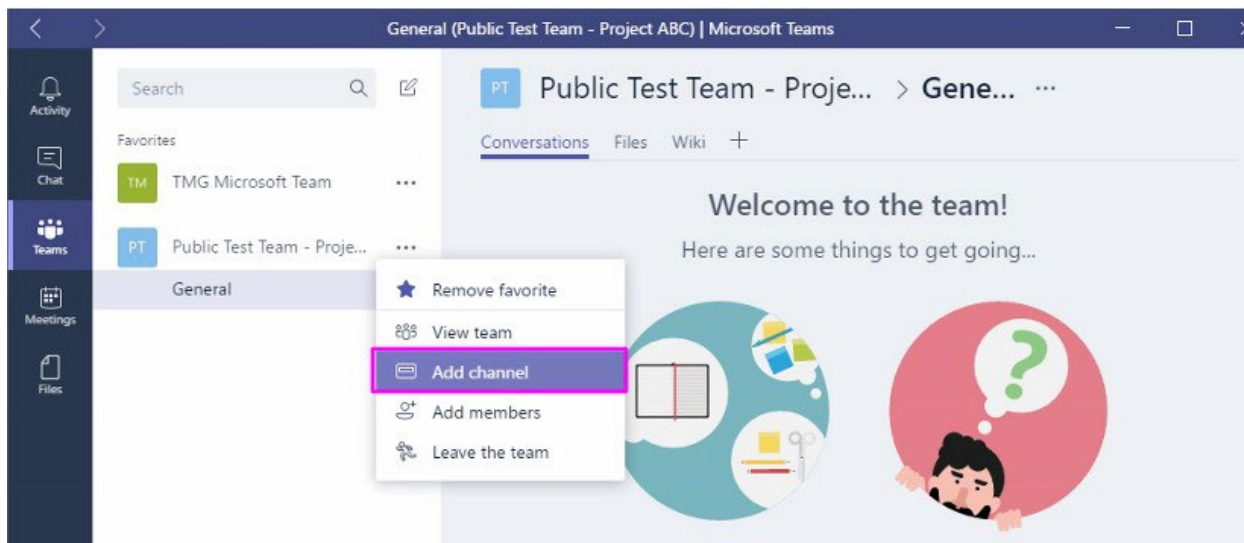
Conversations, sharing files, & chat

Conversations are one of the key features of Teams, allowing each Team to have a centralized discussion that is saved and easily searchable. Conversations are the central component where all teamwork is recorded—from file sharing to video calls.

The use of @mentions allows you to tag participants or even whole teams to notify others. Users that look at Conversations will easily see where they have been mentioned through the red @ symbol to highlight areas of importance to them. On top of this, your desktop app will notify you through an alert. As well as tagging, users can 'like' content and share emoticons or GIFs.

START A NEW CONVERSATION

...with the whole team

1. Click **Teams** ⊡ ,
2. Pick a team and the appropriate channel.
3. In the box where you type your

   message, say what's on your mind and click **Send** ▷ .
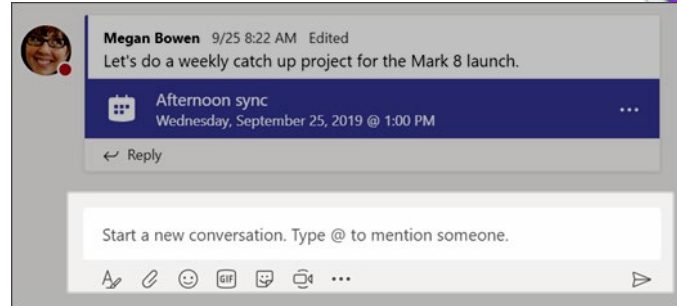
...with a person or group

1. At the top of the app, click **New chat** ✎ .
2. In the **To** field, type the name of the person or people you want to chat with.
3. In the box where you type your message, say what's on your mind and click **Send** ▷ .

REPLYING TO A CONVERSATION

Channel conversations are organized by date and then threaded. The replies in threads are organized under the initial post so it's easier to follow multiple conversations.

1. Find the conversation thread you want to reply to.
2. Click **Reply**, add your message, and click **Send** ▷ .
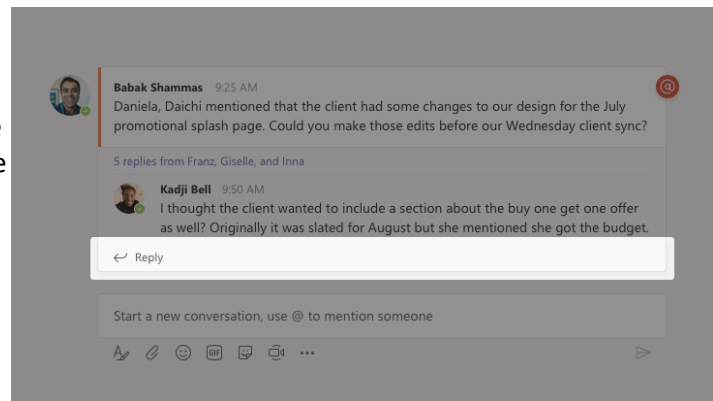
Conversations, sharing files, & chat (cont.)

EMOJI, MEMES, & GIFS

Have fun, express yourself, and impress your coworkers!

- Click **Sticker** ⊡ under the box where you type your message, then pick a meme or sticker from one of the categories.

The **Sticker** ⊡ catalog contains a wide variety of customizable stickers and memes — you can even upload your own! Check out **Emoji** ☺ for smiley faces and **Giphy** GIF for animated GIFs.
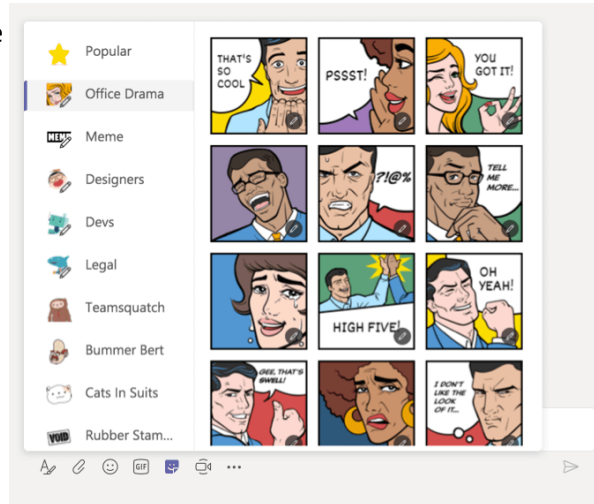
SHARING A FILE

1. In your channel conversation, click **Attach** ⬚ under the box where you type your message.
2. Select from these options:
   - **Recent**
   - **Browse Teams and Channels**
   - **OneDrive**
   - **Upload from my computer**
3. Select a file > **Share a link**.

If you're uploading a file from your computer, select a file, click **Open**, and then **Send** ▷ .
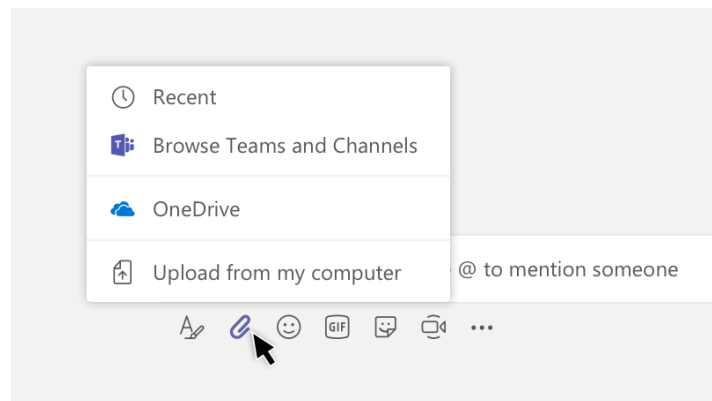
*You can always see all the files you post to a channel by going to the **Files** tab.*

Collaborate in microsoft teams

MENTION @ SOMEONE

An @mention is like a tap on the shoulder — a way to get someone's attention in a channel conversation or a chat.
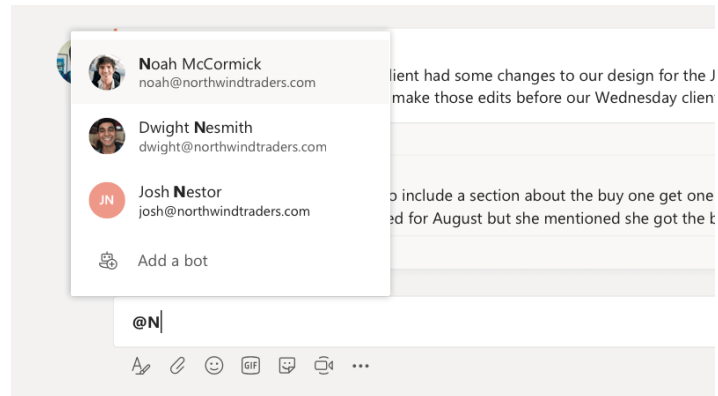
1. In the box where you type your message, type **@**, then type the first few letters of the person's name. You can also @mention entire teams and channels.

2. Select the person. Repeat for as many people as you want to @mention.

*Each person you @mention gets a notification in their **Activity** 🔔 feed.*

NOTIFICATIONS

Notifications let you know when someone @mentions you, likes something you've posted, or replies to a thread you started. The Activity feed helps you stay on top of all your notifications.

1. Click **Activity** 🔔 .
2. **Feed** shows you a summary of everything that's happened in the channels you follow.
   - Click **Filter** ▽ to show only certain types of notifications such as @mentions or reactions.
   - Select **Feed** > **My Activity** to see a list of everything you've been up to lately in Teams.
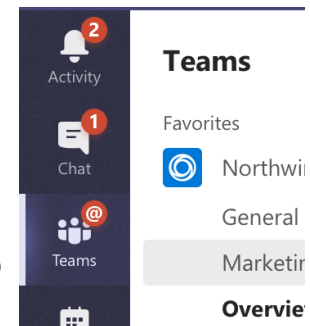
Search for Messages, People, or Files

Searches cover your entire organization — all the teams and channels that you're part of.
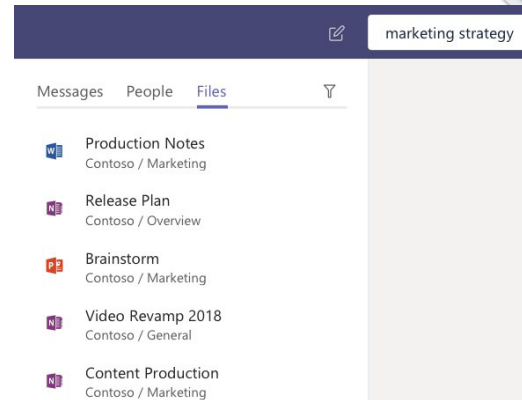
1. Type a phrase in the command box at the top of the app and press Enter.
2. Select the **Messages**, **People**, or **Files** tab.
3. Select an item in the search results. Alternatively, you can select **More filters** to further refine your search results.

Meetings in teams

Your calendar in Teams is connected to your Office 365 calendar. In other words, when you schedule a meeting in Outlook, it'll show up in Teams, and vice versa.

Every meeting scheduled in Teams is automatically made into an online meeting. Scheduling from Outlook? Learn how to add Teams to your Outlook meeting.
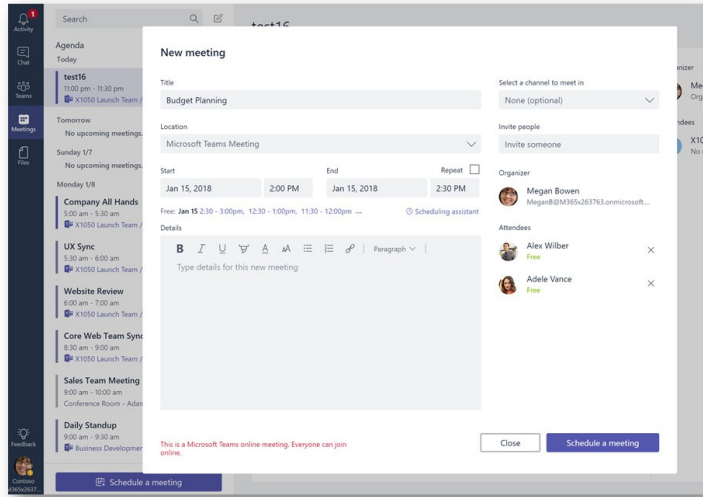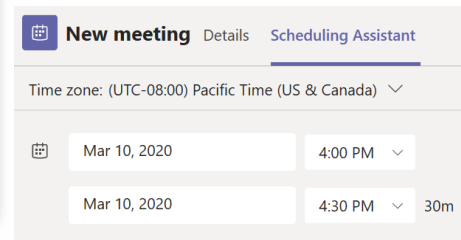
Schedule a meeting in Teams

There are several ways to schedule a meeting in Teams:

1. In a Channel
   - Select **Meet Now** below the box where you type a new message
   - Select **Schedule a meeting**
2. In Chat
   - Select **Schedule a meeting** below the box where you type a new message
3. In the Calendar
   - Go to **Calendar** on the left side of the app and select **+New meeting** in the top right corner.

Select a range of time in the calendar. A scheduling form will pop open.
The scheduling form is where you'll give your meeting a title, invite people, and add meeting details. Use the **Scheduling Assistant** to find a time that works for everyone.

Once you're done filling out the details, select **Save**. This will close the scheduling form and send an invite to everyone's Outlook inbox.

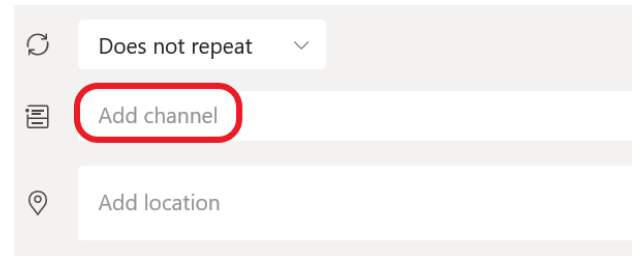## Make it a channel meeting

1. Select **+New meeting**.
2. Type the name of one or more channels where it says **Add channel** (under the time and date fields).

Note: When you have a meeting in a channel, everyone in the team will be able to see it and join it in that channel.

Teams meetings will show a join button on an event in your calendar five minutes before the start of a meeting. Once someone joins the meeting, the event will change colors to let you know they're online. Select **Join** to open the meeting settings window to confirm your preferred camera and mic settings before joining the online meeting.

Invite people outside your organization

Teams lets you invite people outside your organization, including those who don't have a Teams license. You'll need their full email address to invite them.

1. Go to where it says **Add required attendees**. If anyone is an optional attendee, select **Optional** instead.
2. Type the person's full email address (ex: Joe@example.com).
3. Select **Invite**. They'll receive an email with a link to the meeting.

Meeting Options

You can customize certain meeting options like who can join and present during a meeting.

1. Select the Calendar Plane
2. Select the meeting to customize
3. Select **Meeting Options** at the top of the page
4. A web page will open with your meeting options. Who can select:
   a. Who can bypass the lobby
   b. Who can present during the meeting
   i. Presenters will have the option to share content, mute and remove participants, and admit those in the lobby.
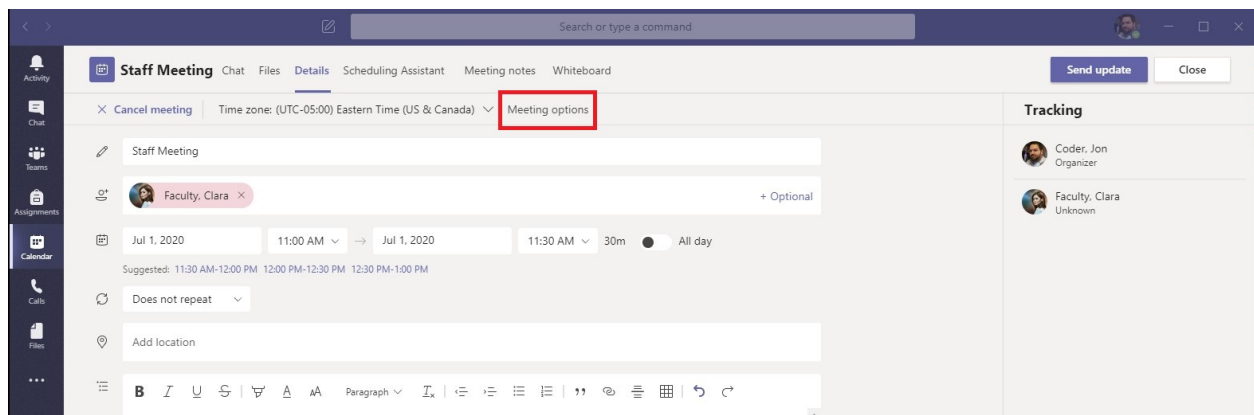
Meetings in teams (cont.)

JOIN A MEETING IN TEAMS

Join by link

You can receive a link to join a Teams meeting via email or Outlook calendar.

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.
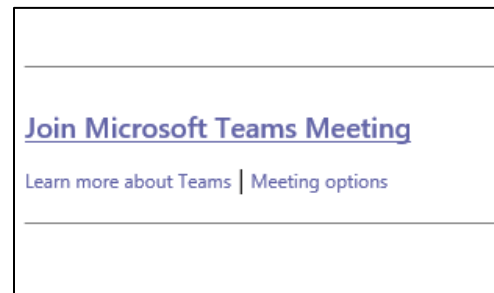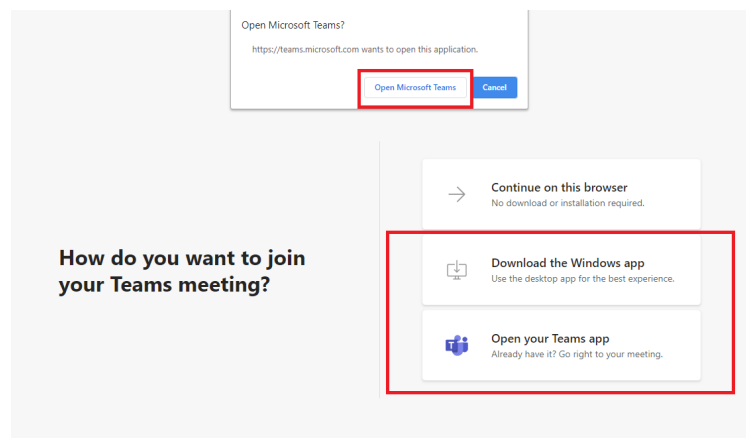

If you already have the Teams app, you will prompted to open the meeting there.
You will also have the option to Download Teams.

It is highly recommended that you use the downloaded app whenever possible.

If you are already signed into Office 365 the welcome page looks like this:

Select **Open Your Teams App** or
Download the Teams App

If you are not a signed into Office 365 the welcome page looks like this:

Select **Download the App** or **Already have the Teams app? Launch it now**

If you select **Join on the Web Instead,** you will join as a *guest* with limited access to the Team. (This is not good)
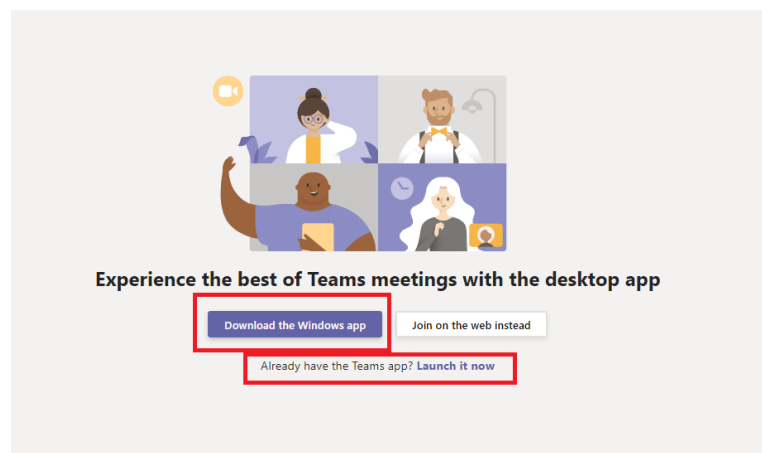
Joining as a Guest

If you are a MGA faculty, staff, or student you should NOT be prompted to enter a name. You should select **Sign in** or **Download the desktop version** at the bottom of the screen
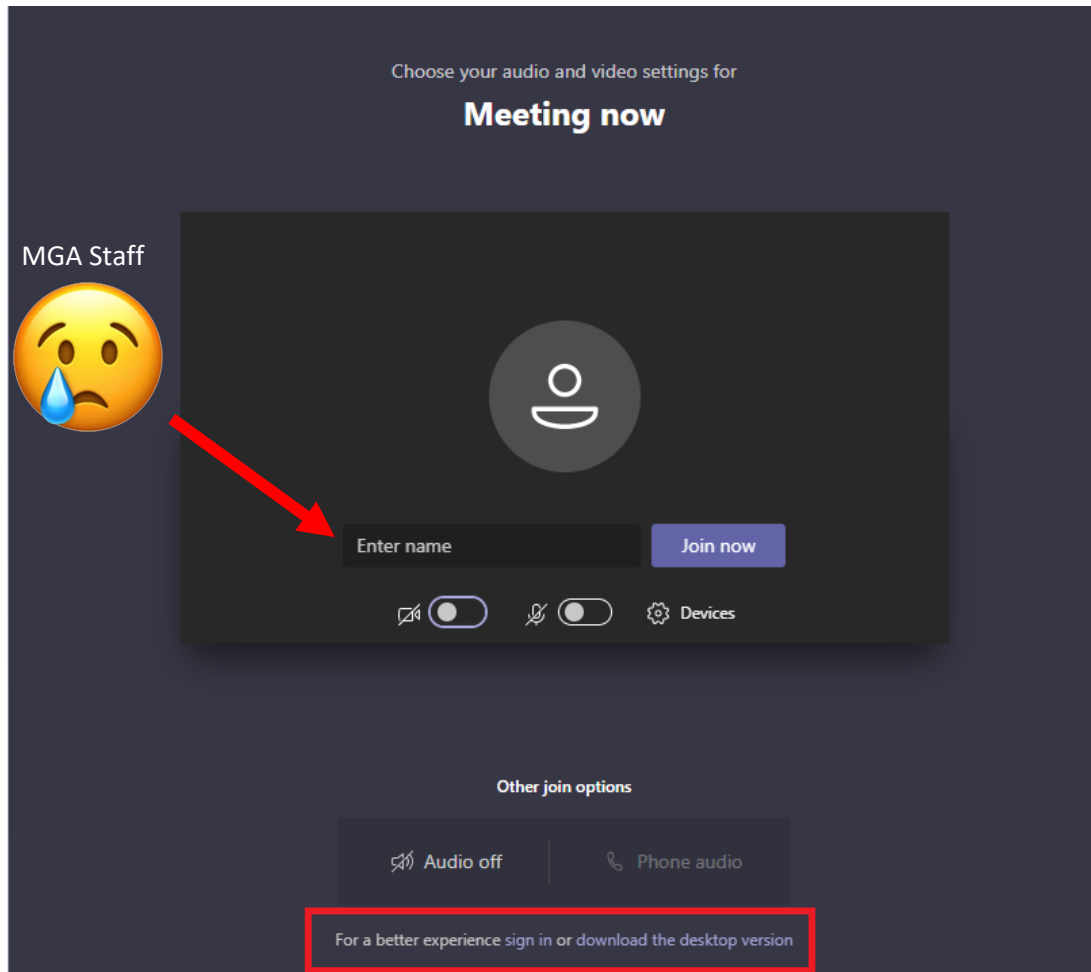

When is Joining as a Guest Good?
You can invite people outside of the organization to join a meeting. They do not need to have a Teams account. Guest will be sent to a lobby and will have to be admitted to the meeting by someone in the meeting.
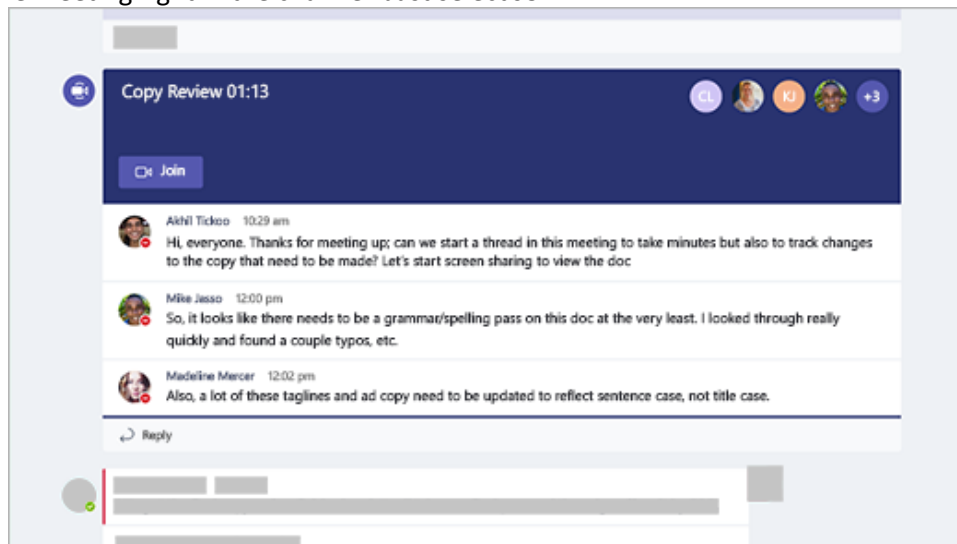
Join from calendar

- Select **Calendar** 📅 on the left side of the app to see your meetings.
- Find the meeting you want, and then select **Join**. (The **Join** button will appear when 5 min before the meeting is to begin.)
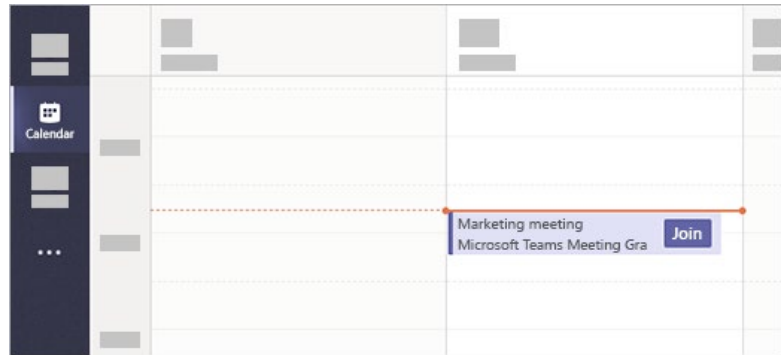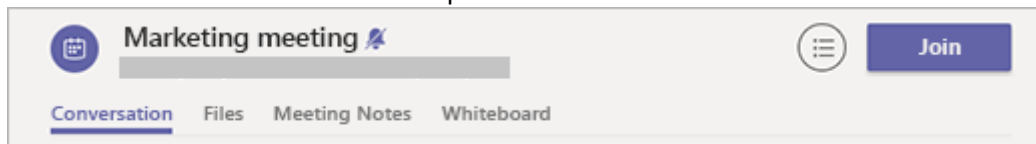

Join in a channel

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.

Set Up Mobile Apps

ACCESS YOU TEAMS FILES ANYWHERE.
Work, home, or on the go. Access the Teams app on your mobile devices.

CLICK ON YOUR MOBILE DEVICE

iOS   android

For more info on mobile app setup, see: Set up Office apps and email on a mobile device

Links and Additional Resources

- Interactive Teams Demo
- Teams Quickstart Guide
- Addition Teams Training Videos
- Microsoft Training Resources

If you have feedback of questions you can contact techsup@mga.edu
As always, if you run into any difficulty, contact IT Services at help.mga.edu

THANK YOU

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