

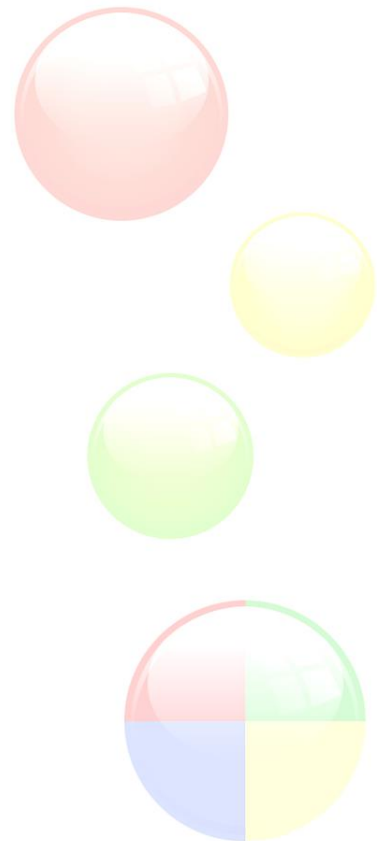


# WHAT IS TEAMS?



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## WHAT IS TEAMS?

Microsoft Teams is a collaboration app that helps your team stay organized and have conversations—all in one place. Here's a quick look at the left hand side of Teams. Teams - Find channels to belong to or create your own. Inside channels you can hold on-the-spot meetings, have conversations, and share files.

### Is Microsoft Teams free?

Anyone with any corporate or consumer email address can sign up for Teams today. People who don't already have a paid Microsoft 365 commercial subscription will have access to the free version of Teams.

### Can Microsoft Teams be monitored?

With Supervision policies, you can monitor internal or external Exchange email, Microsoft Teams chats and channels, or 3rd-party communication in your organization.

### How many people can join a Teams meeting?

Microsoft Teams allows for up to 250 people to participate in a single Teams meeting.

### 5 reasons why you should start using Microsoft Teams today:

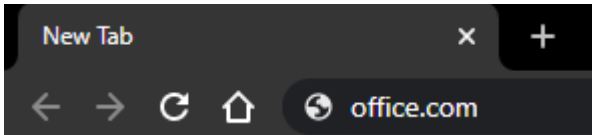
- It's more than just chat. You can use the chat window in Teams to have quick conversations with your colleagues
- It is easier that getting everything ready for meeting in your place of work
- Fewer emails
- Improved collaboration and communication
- Stay connected, anytime, anywhere

## EXERCISE WALKTHROUGH

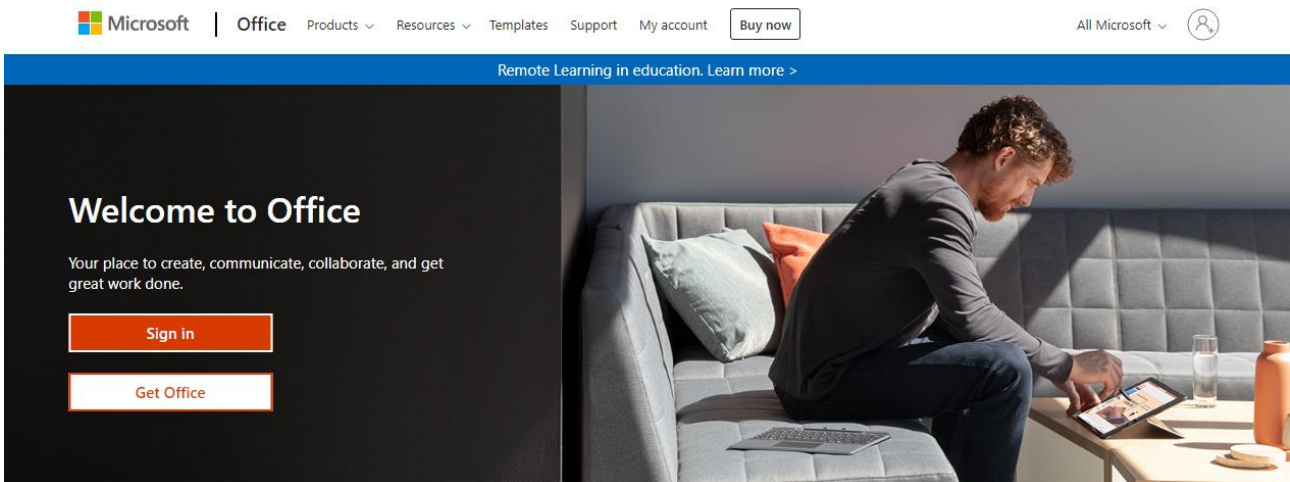
### Learning how to use Teams

#### How to log into Teams

The first step to logging in is to load your internet browser, and in the search bar along the top of the screen type "office.com".



You will be sent to this screen.



Sign in to use your favorite productivity apps from any device



Word



Excel



PowerPoint



OneNote



OneDrive



Outlook



Teams

Now locate and select the "Sign in" button.



Next you need to type in the email address/phone number/username that you use for your Microsoft account.



## Sign in

Email address, phone number or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

Next input the password to your Microsoft account.

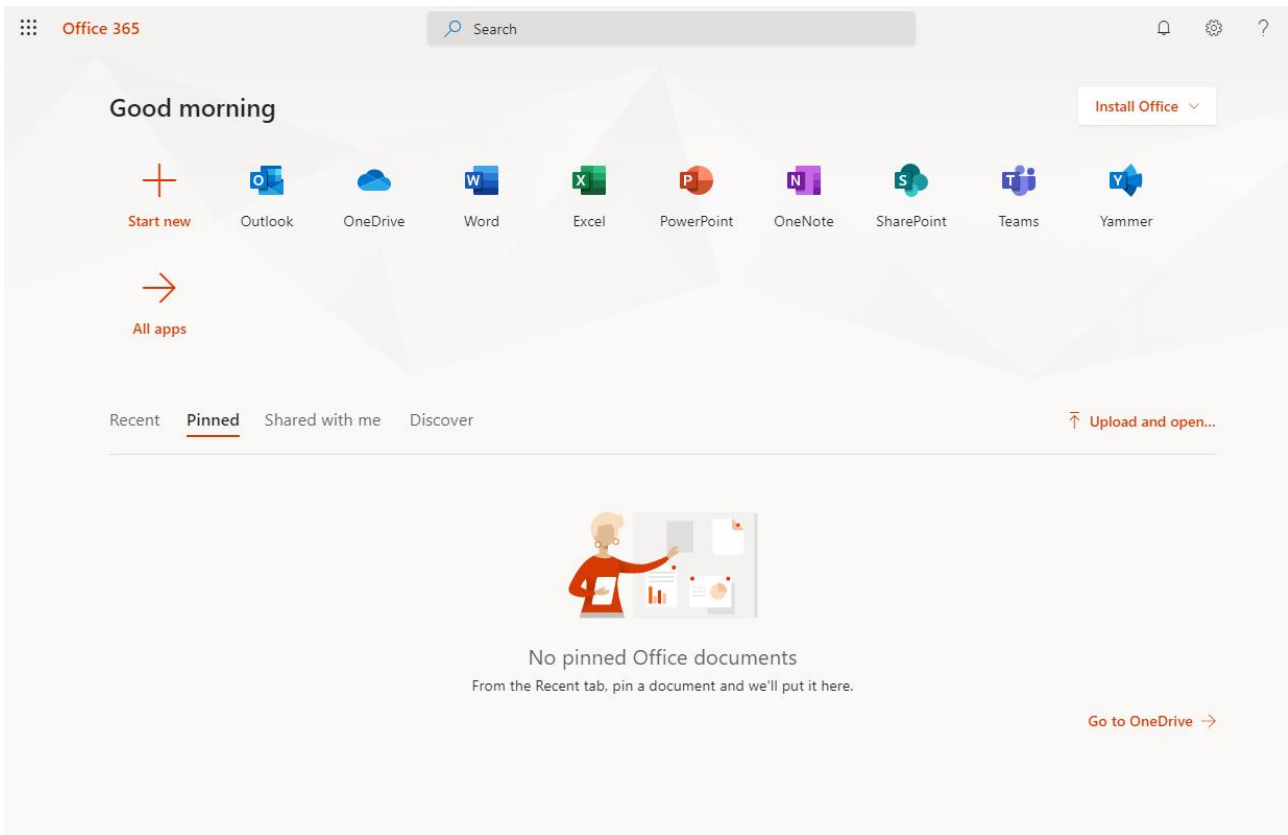
## Enter password

Password

[Forgotten my password](#)

Sign in

Now we are looking at the Microsoft 365 dashboard.

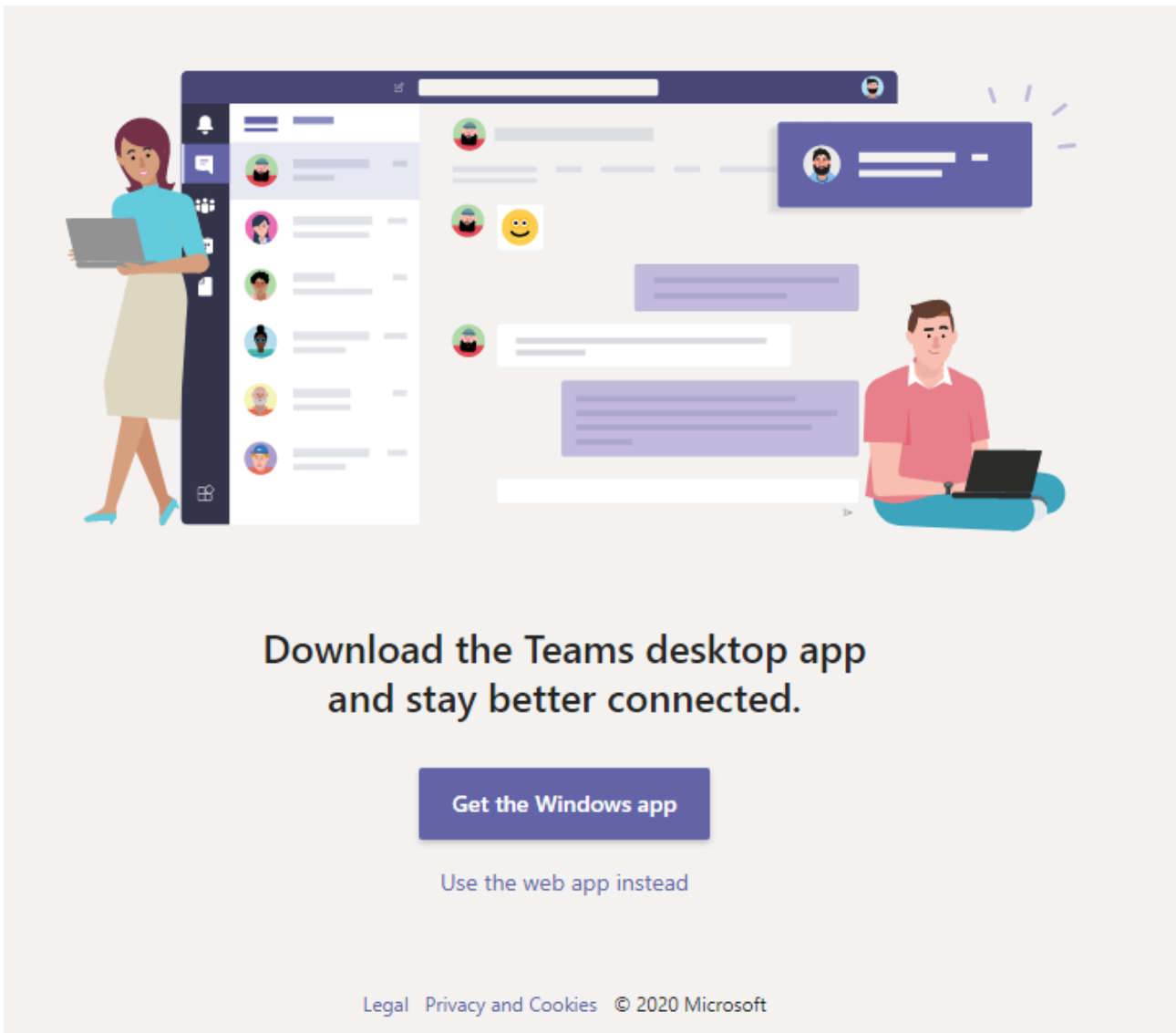


Depending on your Microsoft licence, the applications that you are able to install will vary.

Now locate and select Microsoft Teams.



You will be taken to this screen.



Download the Teams desktop app  
and stay better connected.

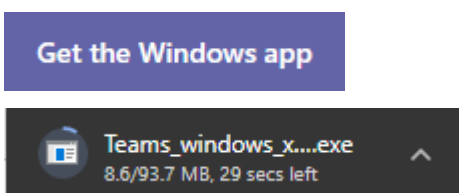
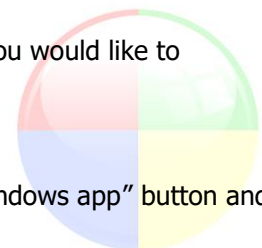
[Get the Windows app](#)

[Use the web app instead](#)

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Here you can choose whether you would like to use Teams via your browser, or if you would like to download the app onto your PC.

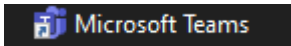
If you decide to download the app, then all you have to do is select the "Get the Windows app" button and your download will begin.



[Get the Windows app](#)

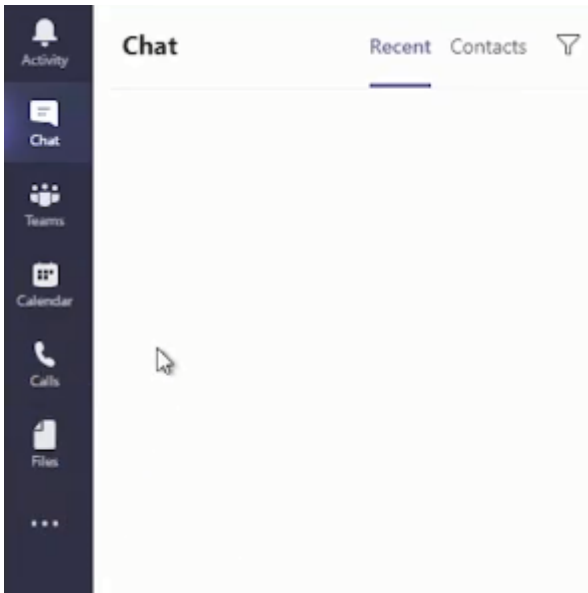
Teams\_windows\_x...exe  
8.6/93.7 MB, 29 secs left

Once the file has downloaded you can run the app from the file location.



When you have opened Teams you will be met with this screen.

As you can see on the left hand side, there are tabs that can be easily navigated once understood.



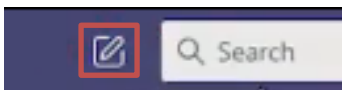


## MESSAGING VIA TEAMS

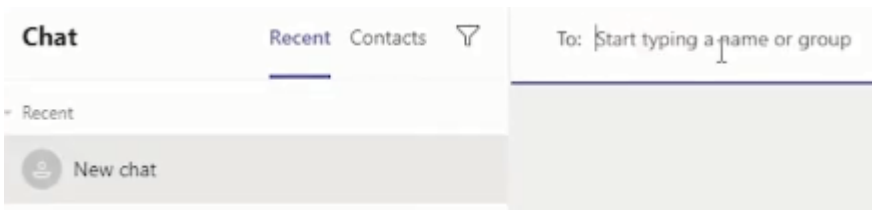
If you have previously messaged one of your contacts, when you click into the search bar along the top of the screen it will display a recently messaged contact.



Or you can locate and select the new chat button.



Once clicked, this button will create a new chat and ask for you to enter one or more recipients for your message.



Once added, you will be able to send your message to the entered recipient/s.

## SUMMARY

### Teams Tabs

Chat – Is a basic messaging service

Calls – Where we can VOIP and call our contacts

