Microsoft Teams

Quick Reference Guide

Getting Started

Microsoft Teams is cloud-based team collaboration software that is part of the Office 365 suite of applications that will change the way you work with people. The core capabilities in Microsoft Teams include messaging, calling, video meetings, and file sharing. To access Teams, navigate to http://www.humber.ca/microsoft365 and log in with your Humber credentials. Click on the Teams icon to launch Teams.

Layout

Along the top margin, you will find the following in order from left to right:

1) A box shape with a pencil symbol starts a new chat. It launches a new one-on-one or small group conversation.
2) A search bar for specific items or people, take quick actions and launch apps.
3) On the far right, is a person icon. This is where you can manage your profile and app settings, change your picture or to download the mobile app.

Along the left-hand margin you will find the following in order from top to bottom:

1) A bell symbol is the Activity feed. This shows chat reactions, group chat updates and more.
2) A text symbol is the Chat window. It shows all the one-on-one and small group chats you've had with other members.
3) A cluster of people symbols is the Teams window. This will show all the large groups you are a member of and its contents.
4) A backpack symbol is the Assignments. This will show any tasks or assignments given to you.
5) A White box with little boxes inside it is the Calendar window. This will show you week, month or day at a glance and any scheduled meetings or important dates.
6) A series of three dots is where you will find more options for personalized tools within Teams.
7) Near the bottom is a circle with a question mark. This is the Help icon where Microsoft provides a wide array of videos to help with all aspects of Teams.

Visit https://teams.microsoft.com/downloads to install Teams on your desktop. The mobile versions can be found at your App Store, or Google Play, by searching for 'Microsoft Teams'.

Setting up a Team

Creating a Team:

1) Select **Teams**, then **Join or Create a Team**.
2) Click **Create Team** from the **Create a Team** option.
3) A window will open with various choices. Choose **Staff Members** for your team.
4) Give your team a name and indicate whether your team is private or public using the privacy dropdown menu. **Private** is for members you need to add to the team, and **Public** is open to anyone at Humber to join. Click **Next**.
5) Add members to your team by typing their name, or by typing existing team names. You can add people outside of Humber by typing an email address to invite them as a guest.
6) When you are done adding members, click **Close**.

1) Click on the More Options located to the right of your team name.
2) Select Add Channel.
3) Type in a name and description for your channel.
4) Click Add.

Managing your Team:

1) Click on the More Options located to the right of your team name.
2) Select Manage Team to see and edit the properties of the team.
3) Choose Settings, then Team Picture to add a team picture to personalize the team icon or any of the other settings options like permissions and @mentions.

Meeting

Meetings with video are far more engaging and you can have up to 250 participants.

Starting a Meeting:

1) Select the **Meet Now** icon in a new or existing conversation.
2) Type a subject/name for your meeting and click the **Meet Now** button.
3) Invite people to your meeting by choosing their name from the list on the right side of the page, or simply start typing their name in the **Invite Someone** textbox.

Joining 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.

Recording a Meeting

Record your meetings in Teams to capture audio, video, and screen sharing activity. Start or join the meeting, and in the **Meeting Controls** select the **More Options** and click on the **Start Recording** icon. Everyone in the meeting will be notified that a recording has started. To stop recording, return to **More Options**, then **Stop Recording**. The recording is processed and the person who started the record will receive an email when it is available. It will also show up in the meeting chat or channel.

Sharing and Collaborating

Sharing Information in a Meeting:

1) Start or join the meeting.
2) Select the **Share Screen** icon to show your screen to others in the meeting. You will only be displaying your content. The other Team members will not be able to edit.
3) Choose to share:
    a. Your **Desktop** (if you have multiple monitors they will be numbered by screen),
    b. **Window** (Teams will detect all applications you have open),
    c. PowerPoint (the most recent files are displayed),
    d. **Browse** your device (currently only PowerPoint files are supported).
    e. **Whiteboard** (you will need to register for Freehand by InVision).

Collaborating a File:

1) In a Team conversation, use the **Attach** icon to attach a file, and then click on the **More Attachment Options** and choose **Edit in Teams**. Each participant will be able to edit the document in real time. Each member will have a colour-coded flag that identifies them. The file will be stored in the **Files** area in your Team.

2) Click on the **Close** button to stop collaborating.

There is an option to start a conversation while collaborating. Simply click on the **Start Conversation** button located at the top of the screen to open a side chat with other members.

Uploading a File:

1) Navigate to the **Files** tab in your Team.
2) Click on **Upload** and navigate to the file you want to upload, or simply drag and drop your file to the space

Help & Support

Please contact the I.T. Support Centre if you experience any issues.
Phone: 1 (416) 675-6622 ext. 8888
Web Chat: https://humber.ca/techtalk
Campus Location: A212 (Lakeshore) or Tech Zone – H109 (North) or IGS – 5th floor