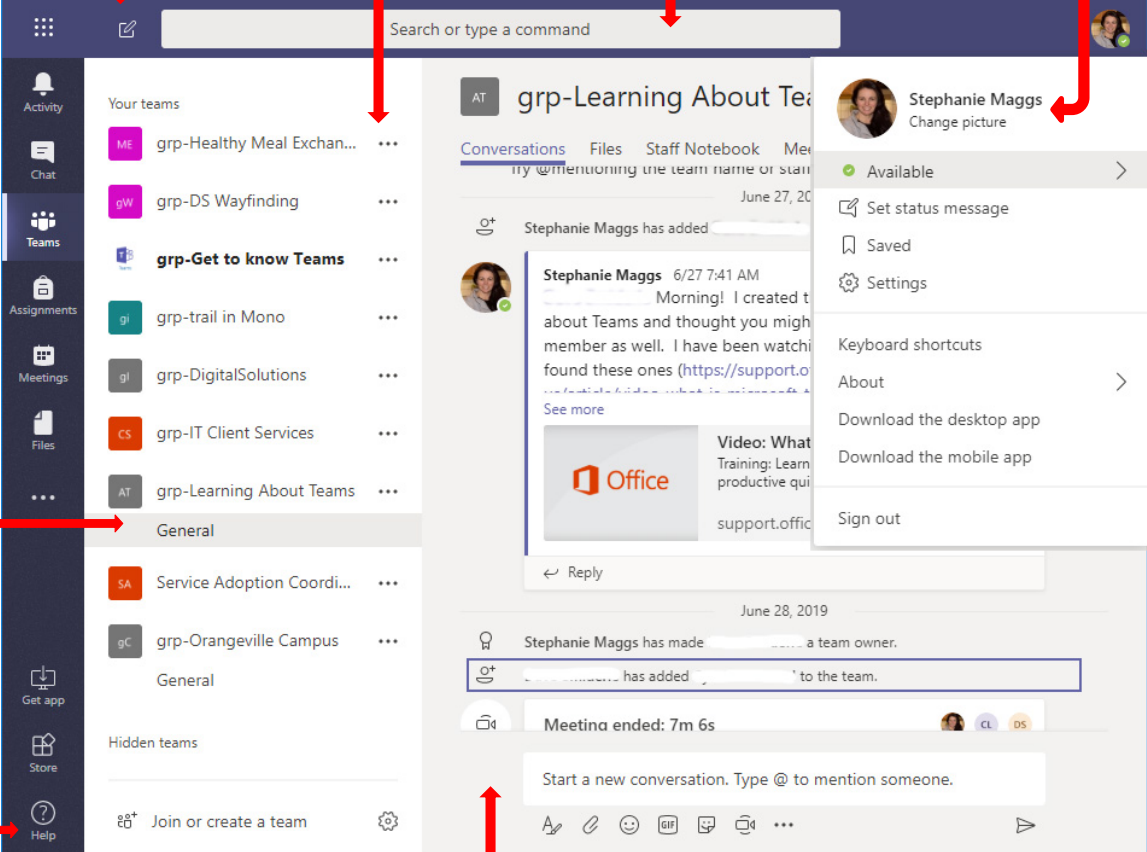# Microsoft Teams

HUMBER

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 www.humber.ca/office365 and log in with your Humber credentials. Click on the Teams icon to launch Teams.

Layout

Start a new chat. Launch a one-on-one or small group conversation.

Manage your team. Add or remove members, create a new channel, or get a link to the team.

Search for specific items or people, take quick actions, and launch apps.

Manage profile settings. Change app settings, change your picture, or download the mobile app.

Use these buttons to switch between Activity Feed, Chat, Teams, Meetings, and Files.

Click to see your teams. Drag a team name to reorder it.

Click to find and manage your personal apps.

Every team has channels. Click one to see the files and conversations about that topic, department, or project.

Microsoft Help has a wide arrange of videos to help with all aspects of Teams.

Find the team you are looking for, join with a code, or make a team of your own.

This is the canvas. It is where you work or collaborate in Teams

Compose and format a message, add a file, emoji, GIF, sticker, or start a video meeting.

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 → 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 drop-down 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**.

Creating a Channel:

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 → 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 → 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 up 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.

☎ 416.675.6622X8888 | 📢 humber.ca/techtalk

✉ SupportCentre@humber.ca

📢 A212 (Lakeshore) or NX210 (North)

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