



Wilmington Professional

QUORUM
TRAINING

Microsoft Teams

A guide on how to collaborate effectively with your colleagues from home

Microsoft Teams is a powerful piece of software which enables your team to collaborate in real time. If you use Skype, Microsoft Outlook or any other Microsoft package then it is especially useful as these services are fully integrated.

To find out more about the features that Microsoft Teams offers then click [here](#).

To get you started we have produced the following presentation which outlines how you can get started with this software but kept simple so it's easy to digest at the same time.

Microsoft Teams

With Microsoft Teams on your PC, Mac, or mobile device, you can:

- pull together a team
- use chat instead of email
- securely edit files at the same time
- see likes, @mentions, and replies with just a single tap
- customise it by adding notes, web sites, and apps.

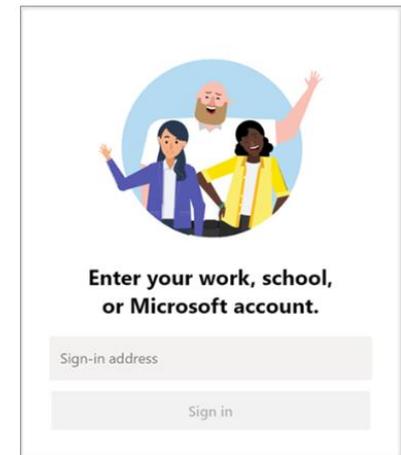
Sign in and get started with Teams

1. In Windows, click on Microsoft Teams
2. Sign in with your Outlook username and password

Create a team

1. Select **Teams > Join or create a team.**
2. Select **Create a new team**, and then select **Build a team from scratch** or select **Create from...** to build an all-new team or create from an existing group respectively.
3. Select **Private** if you'd like people to request permission to join or select **Public** if anyone in your group can join.
4. Give the team a name and add a short description (optional).
5. Select **Create.**
6. Add members.

You can add people, groups, or even entire contact groups.

A screenshot of the Microsoft Teams sign-in interface. At the top, there is a circular illustration of three diverse people (two women and one man) in a blue circle. Below the illustration, the text reads 'Enter your work, school, or Microsoft account.' There are two input fields: the top one is labeled 'Sign-in address' and the bottom one is labeled 'Sign in'.

Start a chat in Teams

Start a new conversation with a group...

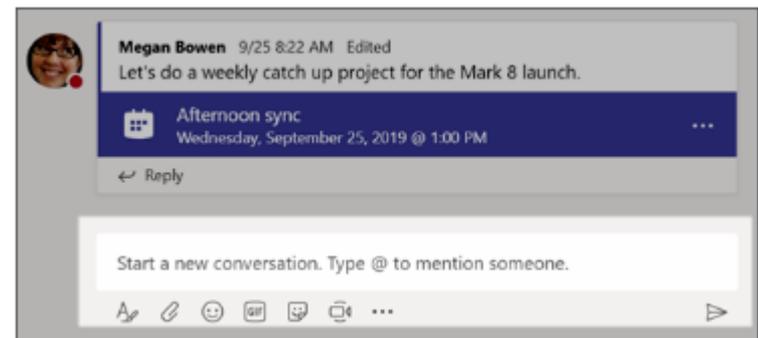
A *team* is a collection of people, conversations, files, and tools – all in one place.

A *channel* is a discussion in a team, dedicated to a department, project, or topic.

1. Select **Teams** on the left hand side of the app and join a team.
2. In the box where you type in your message, near the bottom, add in a comment and send.

Or with one person

1. At the top of the app, click on **New Chat**
2. Type in the person you want to chat with in the **To:** field
3. In the box where you type in your message, add in a comment and send.



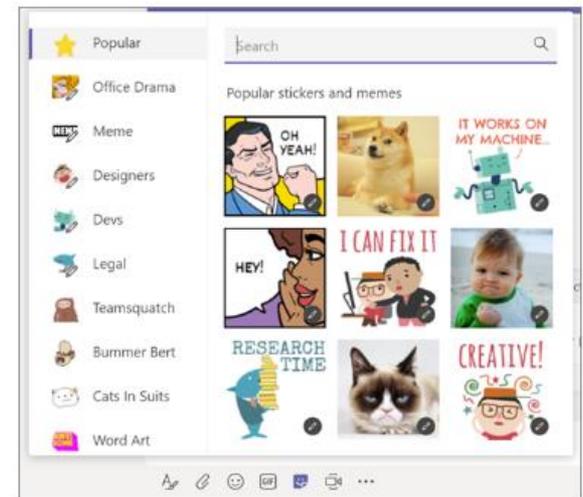
Start a chat in Teams

Reply to a conversation

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

Have fun with emojis, memes and GIFs

The **Sticker** catalogue contains a wide variety of customizable stickers and memes – you can even upload your own! Check out **Emoji** for smiley faces and **Giphy** for animated GIFs.



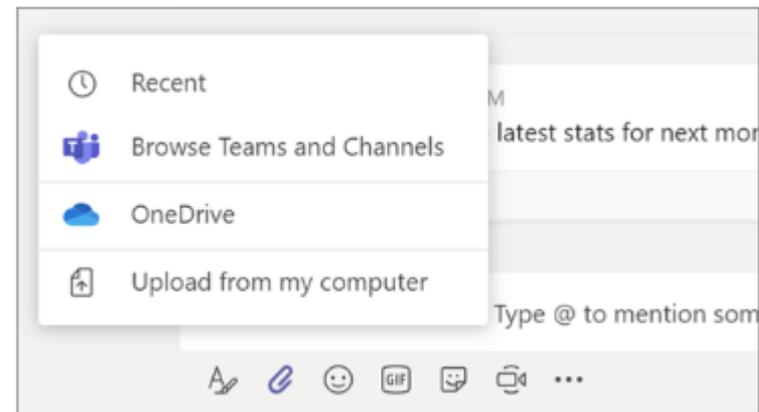
Share files in Teams

Sometimes words aren't enough, and you need to post a file to a conversation.

1. In your conversation, click **Attach** under the box where you type in your message.
2. Select from the options
3. Select a file and **Share a link**

If you're uploading a file from your computer, select file, click **Open**, and **Send**.

You can see all the files you post by clicking on the **Files** tab.



Collaboration in Teams

@mention someone

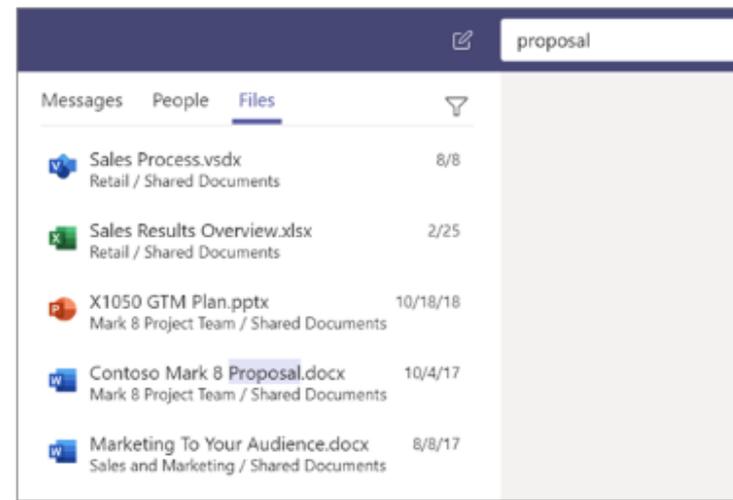
A @mention is like a tap on the shoulder – a way to get someone's attention in a conversation.

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. Check for a red circle next to **Activity** right now to see if someone has @mentioned you. The **Activity** field helps you to stay on top of all your notifications.

Searching for messages, people or files

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.



ALTERNATIVE SOFTWARE OPTIONS

There are other collaborative software programs you can utilise if you feel that Microsoft Teams is not for you or your team.



Monday.com

A work operating system that powers teams to run processes, workflows and projects in one digital workspace.



Jira

An effective software package for project management and issue tracking, with extra functionality to make handling of issues easy



Basecamp

An organised way to manage projects, work with clients and see clear progress.



Trello

A platform where you can create lists, organize projects and effective collaboration with others in real time.