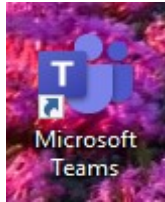# Microsoft Teams

## *Media Guide*

**Reasons/Uses:**

Microsoft teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage (including collaboration on files), and application integration.
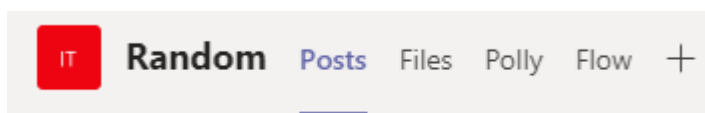


**Channels:**

Within a team, members can set up **channels**. Channels are topics of conversation that allow team members to have team conversations, set up meetings, and share files:
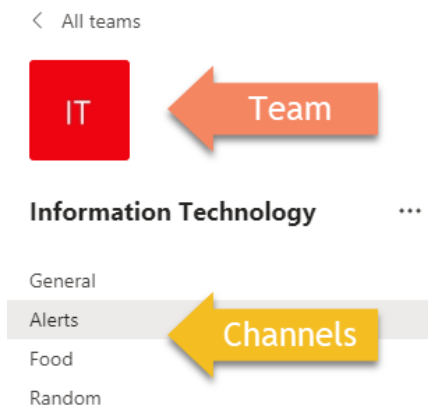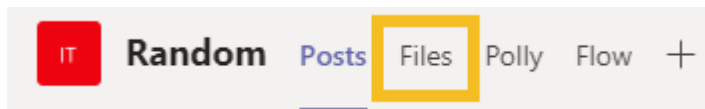


At the top of the channels, you'll find **tabs** which are links to your favorite **files, apps, and services**:
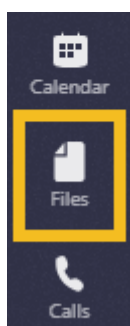


**Files:**

To find the files that have been shared in a **Channel**, go to the **Files tab** at the top of the channel:
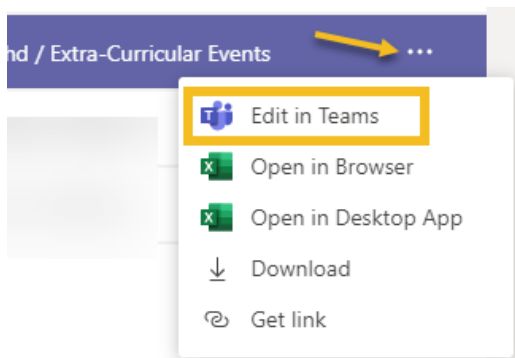


To see files that have been shared across Teams, select the **Files icon** on the left-hand tool bar:
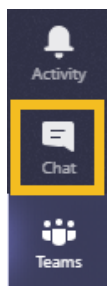
Once a file has been added to the channel conversation, you and your team can **edit the document** at the same time or **add comments**.

- To edit the file, select the **more options** next to the file.

- Select **Edit in Teams.**



## Chat:

To talk privately with someone or a group, select the **Chat icon** on the left hand toolbar:



Click the **New Chat** icon at the top and type in the name or names you would like to start a chat with:



*Note: The chat messages are not threaded like they are when you post in Teams, however you can still 'react' to messages that have been sent.*
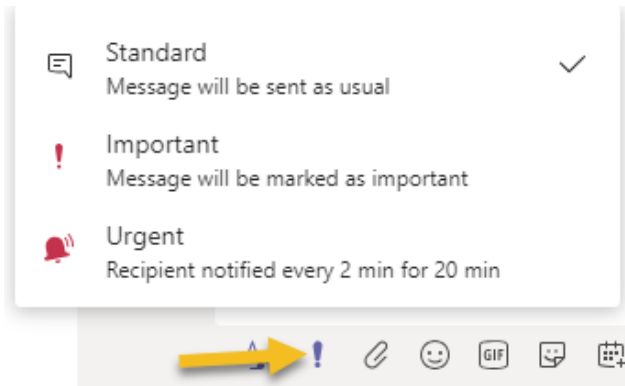


The toolbar under the textbox allows you to:

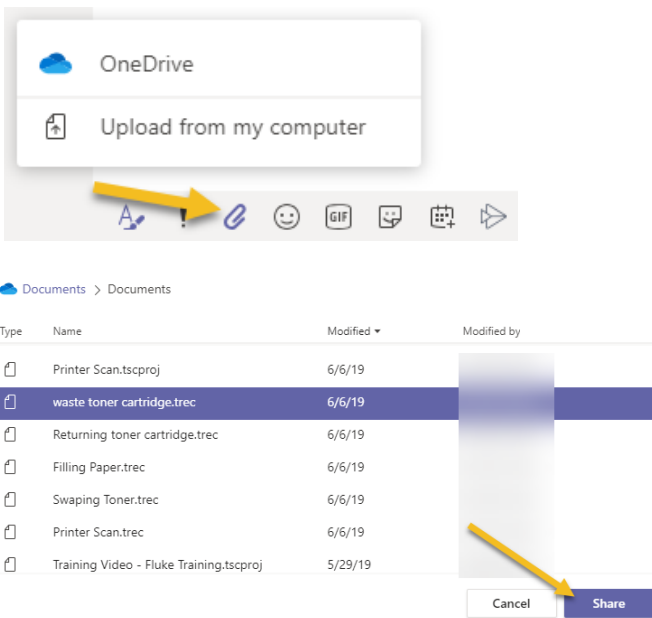1) Change the format of your message by changing the style, size, color, etc. of font:
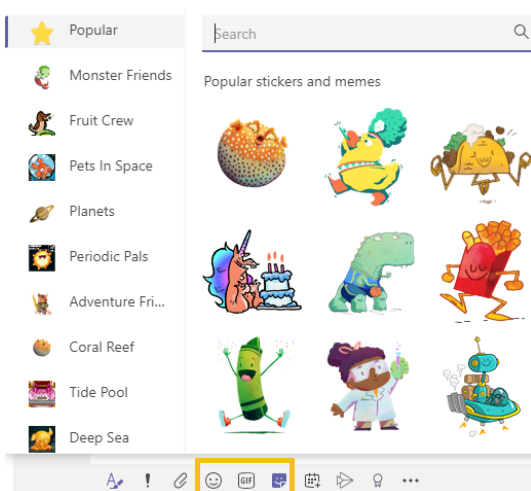
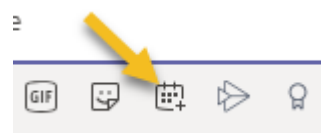2) Set **delivery options** for your message:



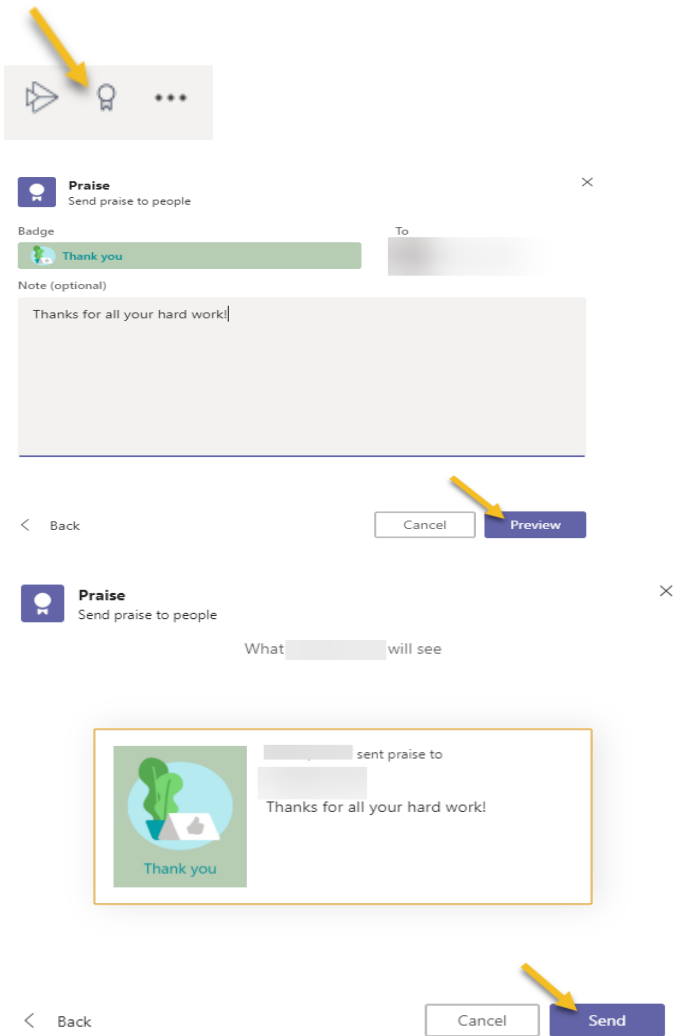3) **Share files** via OneDrive or your computer:





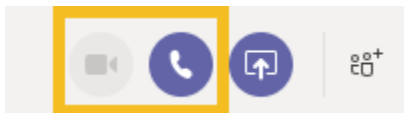4) **Send Gifs, emoji's, or stickers**:



5) **Schedule a meeting**:
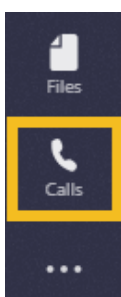
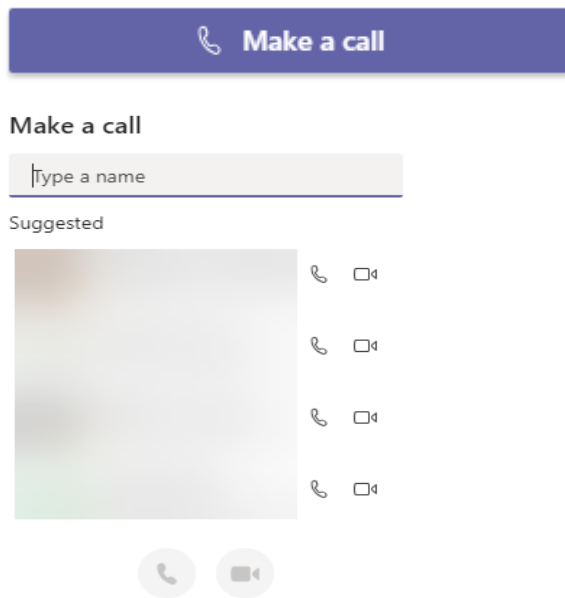6) Send **praise badges** to your employees:



# Calling:

To make a call directly from chat, click the **Video Call** icon or the **Audio Call** icon:



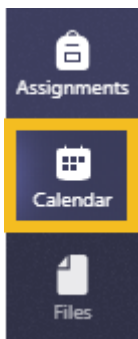You can also use the **Call** icon on the left hand tool bar:

After selecting the icon, choose the **Make a call** option at the bottom of the screen.  Then, type a name to search, or enter the phone number:



## Calendar:

With the **calendar tool** you can see all your appointments for the day/week or schedule a meeting.

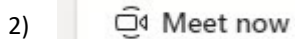> ***Note:*** *The calendar syncs with your Outlook calendar.*



## Meetings:

Meetings can be scheduled or impromptu. Users visiting the channels will be able to see that a meeting is currently in progress. Teams also has a plugin for Microsoft Outlook to invite others to a Teams meeting.

**Meet Now:**

You can **Meet Now,** on the 1) Toolbar within **Teams**, or in the 2) **Calendar** area:

1) 

2) 

**Audio and Video** options will appear. After you set your preferences, select **Join Now/Meet Now**:
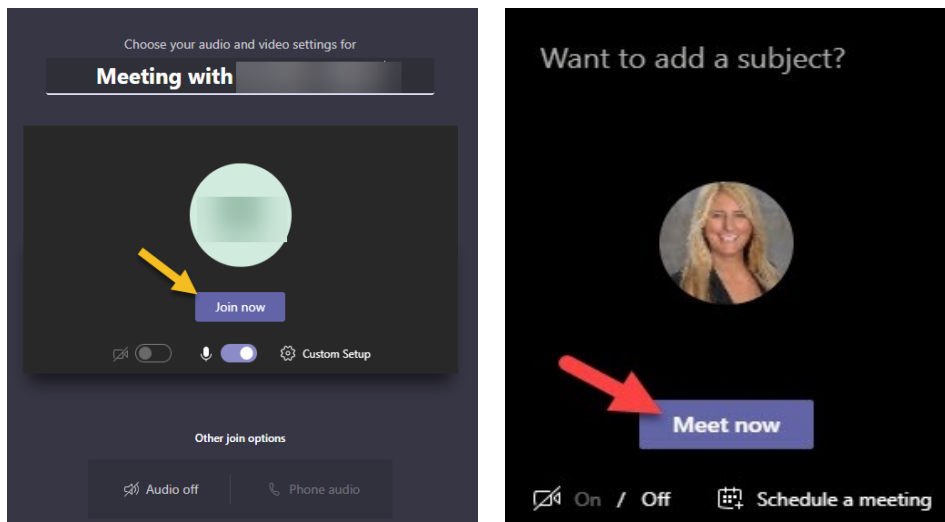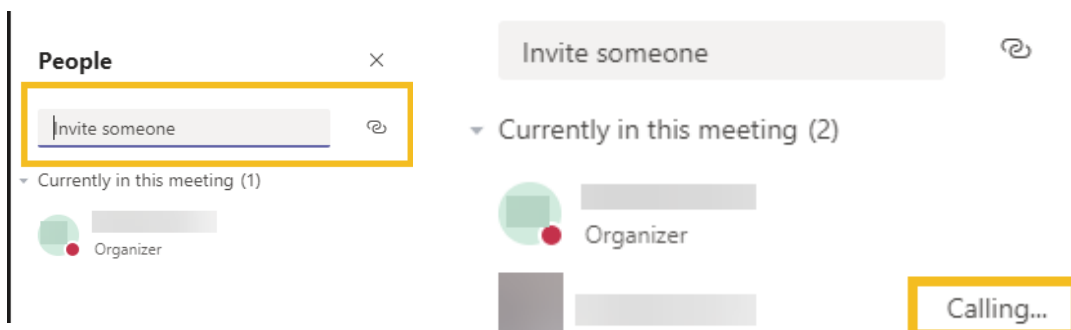


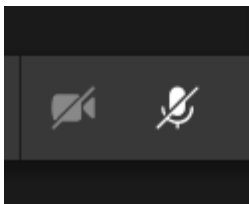**Note:** *Join before adding other participants.*

**During Meeting:**

**Invite Participants**:  On the right-hand side there is a space where your can invite participants either by name or number:
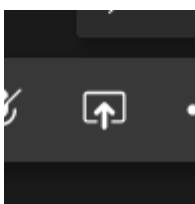
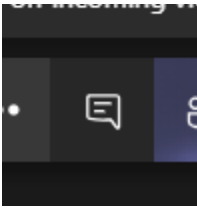Once your select the person's contact, Teams will call the individual, adding them to the meeting:



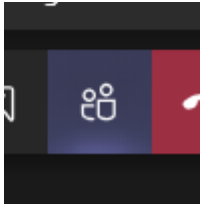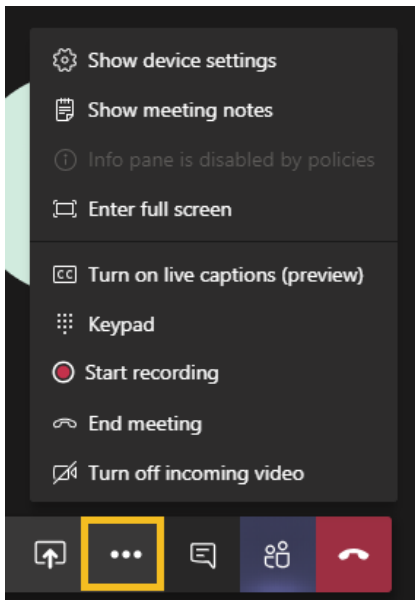**Activate/Deactivate Audio & Video:**
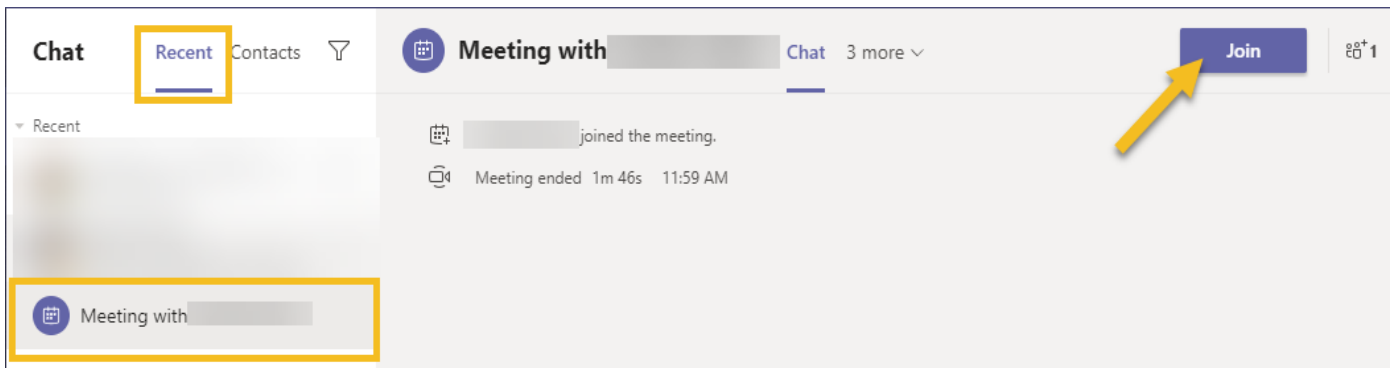


**Share Screen:**

**Chat:**



**Participant list:**



**Adjust Options:**



After you **end the meeting**, you can **view** the meeting or meeting details as a recent entry in the chat area. You can also select **Join** if you accidently get disconnected from the call:
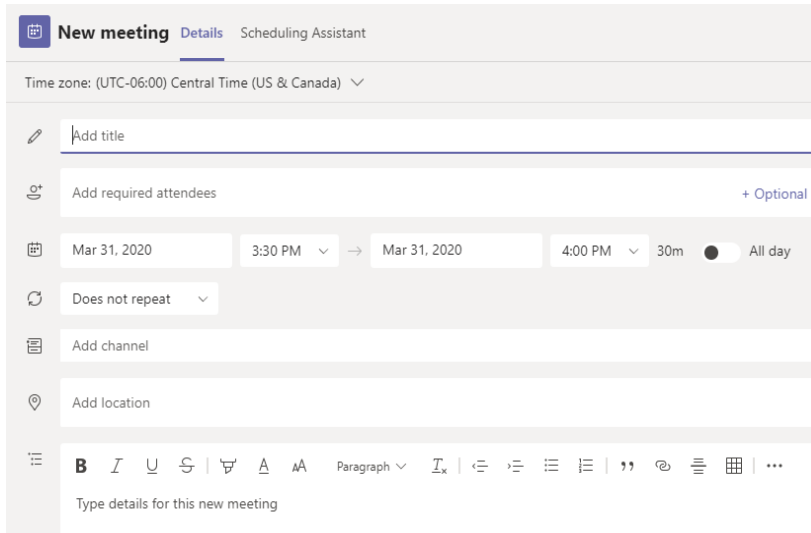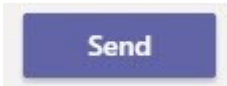
**Scheduled Meeting:**

In the **Calendar** area, select the **+ New meeting** option in the top right corner:



Fill in the appropriate **meeting options:**
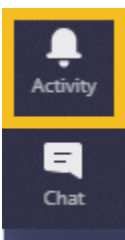


Select **Send:**



Calendar invite will be sent to participants:



Participants can select **Join** in the invite to attend the meeting.

**Activity:**

The **activity icon** lets you catch up on your unread messages, at mentions, replies, and voicemails:



You can use the **command box** to search for specific items or people, take quick actions, and launch apps: