

MICROSOFT TEAMS

Technology Support
ShortCourse Handout

Texas Tech University

Resources and Links

[Microsoft Teams help & learning](#)

[See what's new in Office](#)

[Microsoft Teams free training, tutorials, and videos](#)

[Microsoft Support](#)

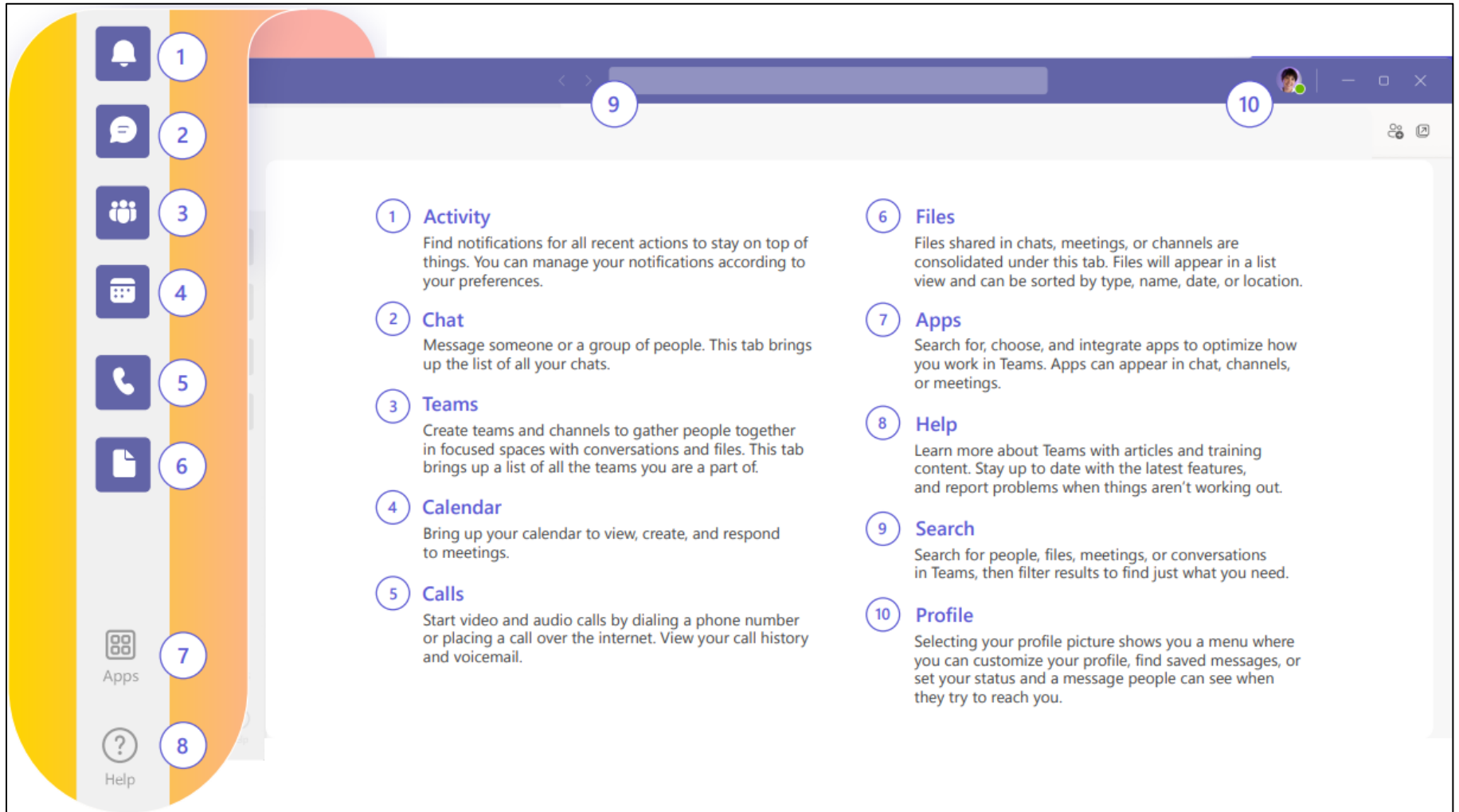
[SharePoint collaboration](#)

[Teams and SharePoint integration](#)

[Microsoft Teams Frequently Asked Questions](#)

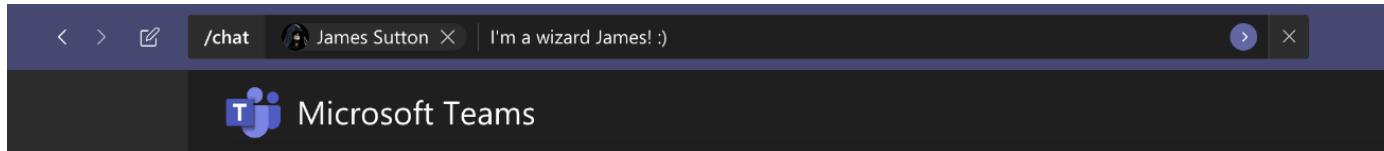
Quick Start Guide – Getting around TEAMS

Microsoft Teams is a collaboration app that helps your team stay organized and have conversations—all in one place. Here's a look at some of the quick-access icons.



Command Box

Use the Command Box at the top of Microsoft Teams to search for specific items, and people, and perform quick actions that make you feel like a Microsoft Teams wizard. Try it for yourself now:

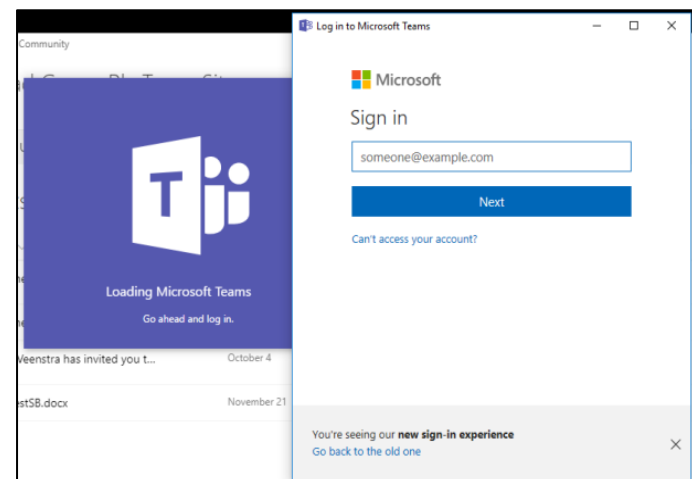


1. Head over to Teams and hit CTRL+E to activate the Command Box
2. Type /chat and hit ENTER
3. Enter someone's name and hit ENTER
4. Type a message and hit ENTER to send

There are a bunch of extra quick actions that you can use too, just type the / symbol in the Command Box to explore and play around with the options.

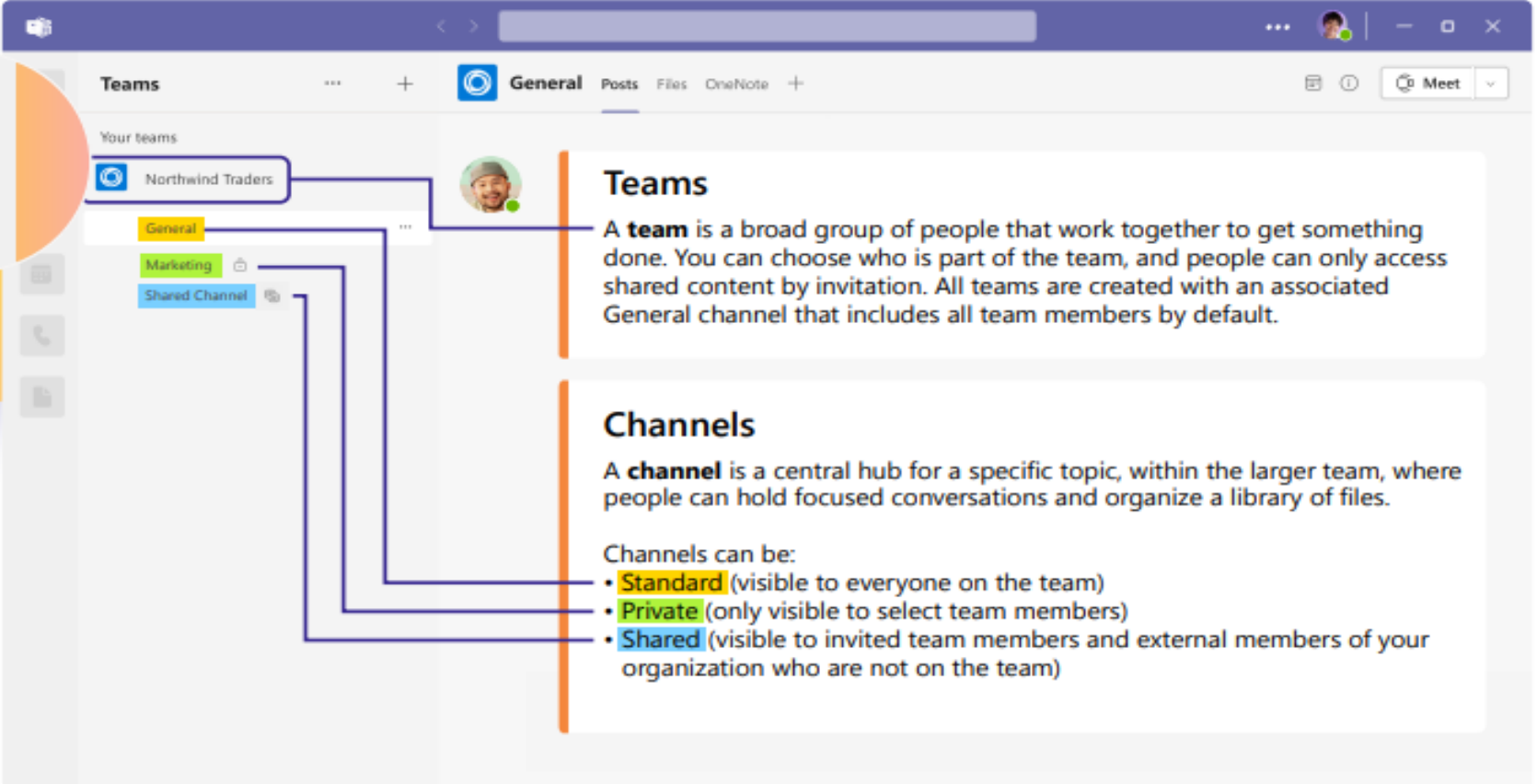
Sign In

1. Start Teams.
 - In Windows, click **Start** > **Microsoft Teams**.
 - On Mac, go to the **Applications** folder and click **Microsoft Teams**.
 - On mobile, tap the **Teams** icon.
2. Sign in with your Microsoft 365 username and password.



Teams and channels

When you are invited to a new Team, it will automatically appear on the left panel along with all its associated channels. You can choose to "show" the most relevant channels and "hide" the rest.



The screenshot shows the Microsoft Teams interface. On the left, a sidebar lists 'Your teams' with 'Northwind Traders' selected. Below it, three channels are listed: 'General' (yellow), 'Marketing' (green), and 'Shared Channel' (blue). The main content area displays a definition for 'Teams' and 'Channels'. Blue lines connect the channel names in the sidebar to their respective definitions in the main content area.

Teams

A **team** is a broad group of people that work together to get something done. You can choose who is part of the team, and people can only access shared content by invitation. All teams are created with an associated General channel that includes all team members by default.

Channels

A **channel** is a central hub for a specific topic, within the larger team, where people can hold focused conversations and organize a library of files.




Channels can be:

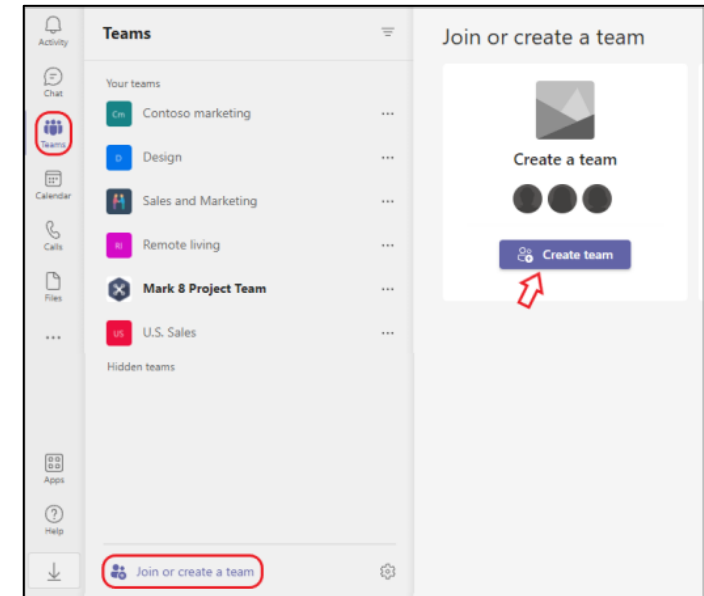
- **Standard** (visible to everyone on the team)
- **Private** (only visible to select team members)
- **Shared** (visible to invited team members and external members of your organization who are not on the team)

Tip

Create a team for your organization with channels for your leadership team, each department, and one just for fun!

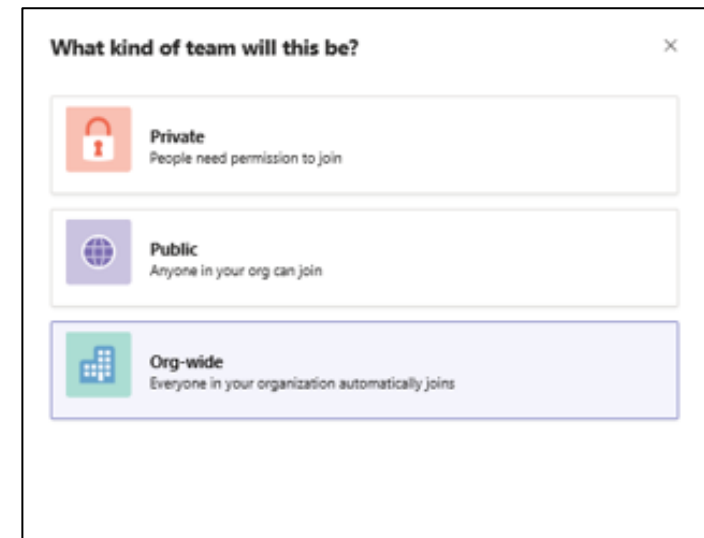
Create a TEAM

- Choose **Teams**  on the left side of the app, then select **Join or create a team**  at the bottom of your teams list.
- Hover over the Create a team card and select **Create team** .
- Choose **From scratch**.



Decide what kind of team that you want this to be:
Private – Public – Org-Wide

- To limit content and conversation to a specific set of people, choose Private.
- For a community or topic that anyone in the org can join, choose Public.



Create your team

Staff leaders are owners of staff teams and add others as members. Each staff team allows you to communicate, share important documents, and set up a Staff Notebook to track common administrative goals.

Name

Description (optional)

Privacy

Private - Only team owners can add members

This team is searchable and discoverable. [Change setting](#) ⓘ

[Create a team using an existing team as a template](#)

Cancel Next


Name your team and add an optional description

1. When you're done, select **Create**

Add members to Training Team

Start typing a name, distribution list or security group to add to your team. You can also add people outside your organisation as guests by typing their email addresses.

Veron Add

 Virtual **Veronica**
(VERONICA) VA to Shelley Fishel

Close

2. **Add members**

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

4. If you need to add people from outside your organization, use their email address to invite them as guests. Add a friendly display name for them too

5. When you're done adding members, select **Add** and then **Close**

Create a channel

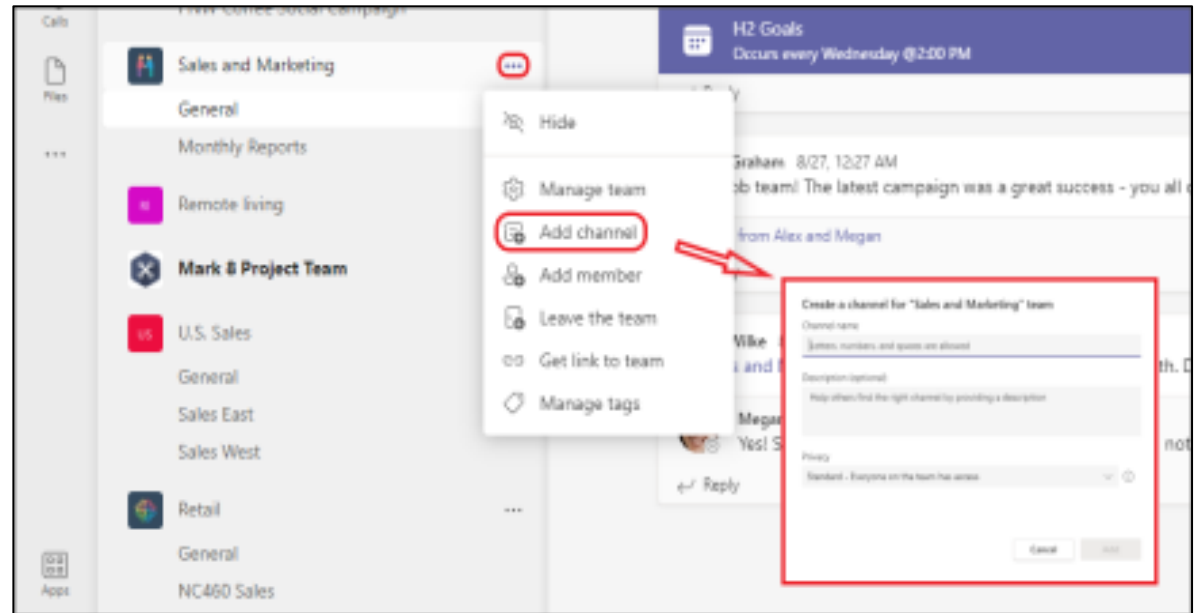
By default, all members of a team can create channels. A **General** channel is open for all members and anything posted is searchable by others. If you need a smaller audience for a specific project, you can create a private channel for your team.

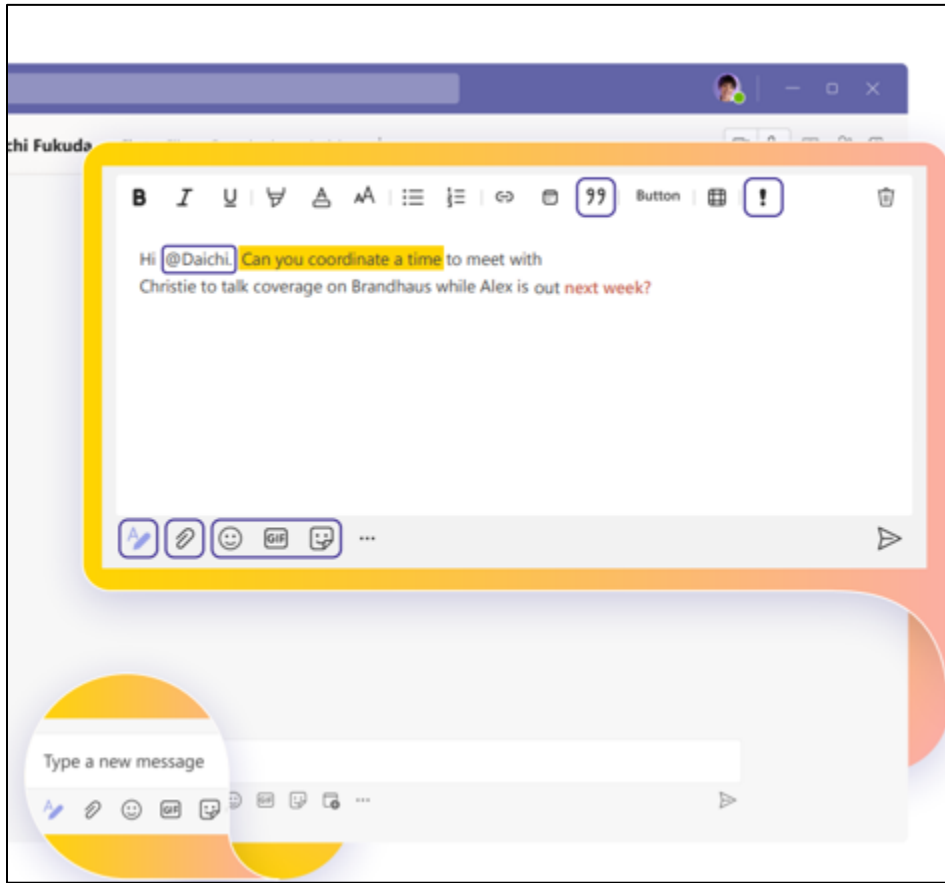
To add more channels:

1. Start in the team list. Find the team name and select **More options** **...** > **Add channel**. You can also choose **Manage team** and then add a channel in the **Channels** tab.
2. Select **More options...** next to the team name.
3. Select **Add channel**.
4. Enter a name and description for your channel.

You can build a channel around a topic, project, department name, or whatever you like.

5. Select **Automatically show this channel in everyone's channel list** if you want this channel to be automatically visible in everyone's channel list.
6. Select **Add**.





Connect through messages

Whether you're in a meeting, channel, or a chat, your messaging box will look the same.

Compose

- Format** your messages, add bullet points, charts or hyperlinks.
- Mark as important** to call attention to specific messages.
- Attach files** to share with your teammates.
- Include gifs**, emojis, stickers to bring lightness to your conversations.

Tip Going into format mode will prevent your message from sending when you hit [Enter], so it's a great way to draft and preview messages before sending them.

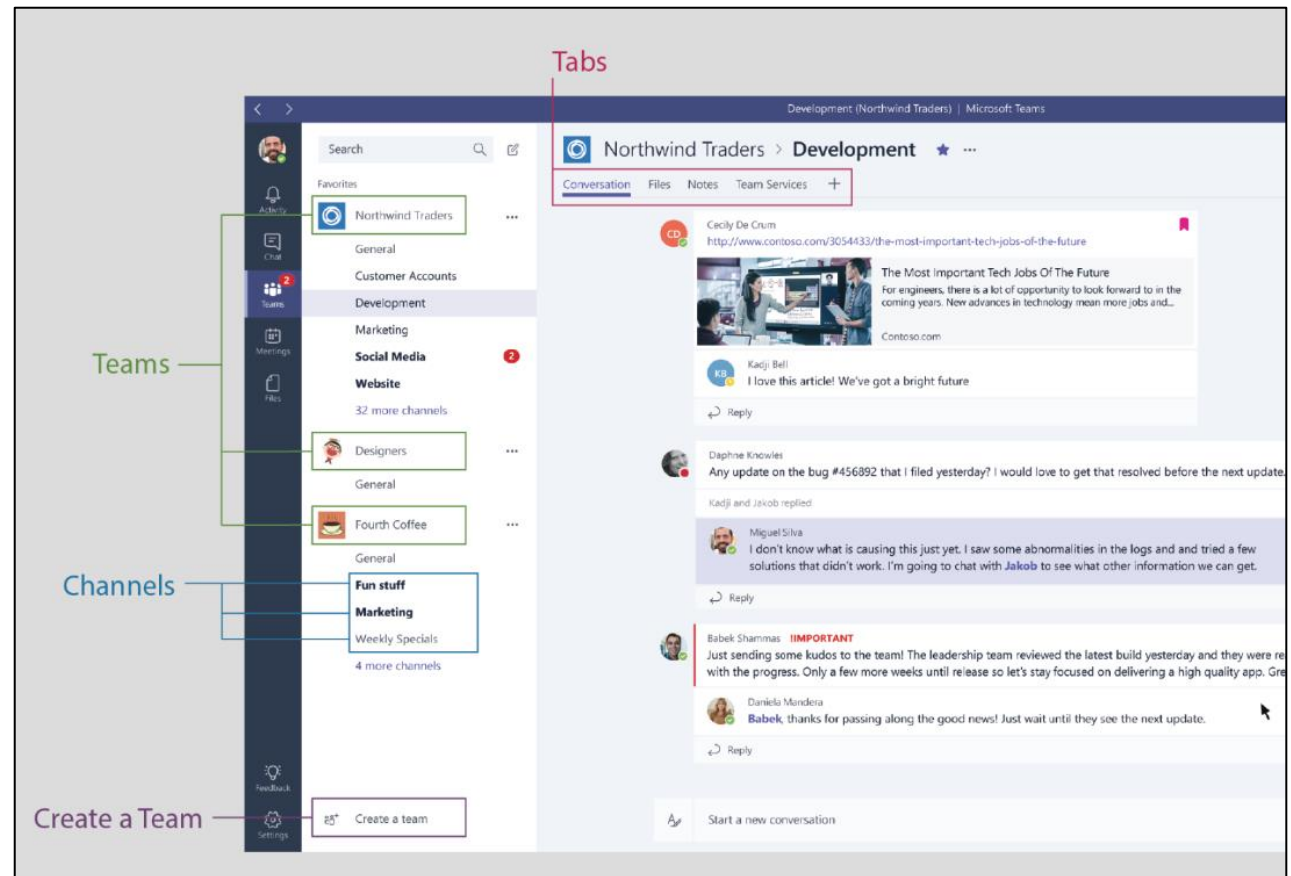
Respond

- Tag a teammate** in a message by typing the @ symbol followed by their name. They will receive a special notification calling for their attention.
- React to individual messages or **quote** them in a response.

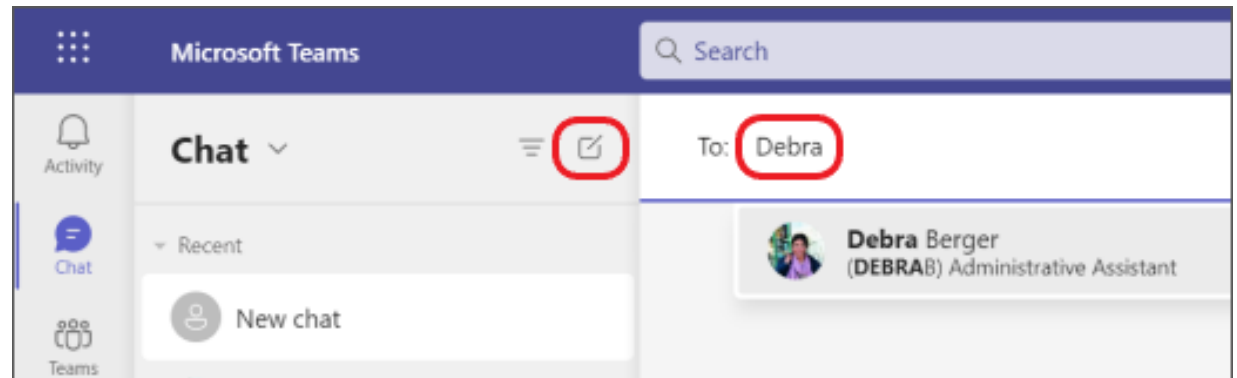
Tip If you want to revisit an important message later, hover on that message, select the , then choose "Save." Saved messages will be found under your profile picture dropdown menu.

Start a conversation

With the whole team... Click **Teams**, pick a team and channel, write your message, and lick **Send**.

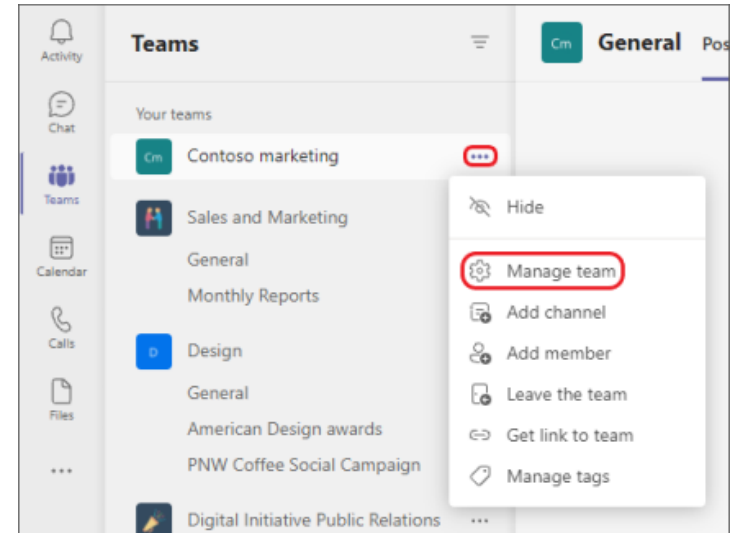


With a person or group... Click **New chat**, type the name of the person or group in the **To** field, write your message, and click **Send**.





Customize and manage your team

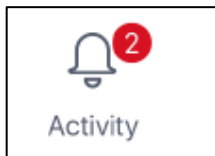
1. Select more options... next to the team's name.
2. Select **Manage team** to find Members, Channels, Settings, and Apps for your team all in one place.
3. Select Settings > Team picture to add a team picture and give your team some personality.




Explore the Activity feed in Teams

Select **Activity**  to view your Activity feed, a summary of everything that's happened in the channels that are in your teams list. Select **Filter**  at the top right corner of the feed to show specific types of messages such as unread messages, @mentions, replies, and likes.

For a more specific feed, go to the **Feed** menu and select **My activity**. You'll get a list of everything you've been up to lately in Teams.



When a red circle appears next to **Activity** , you have a notification—such as an @mention or a reply—in your feed. These notifications remain in your feed for 30 days. After that they expire and no longer show in your feed.

Use the command box









Another way to check your notifications is to use the command box at the top of Teams.

- Type /unread to see your unread channel notifications
- Type /mentions to see all your @mentions

| | |
|------------|---------------------------------------|
| /activity | See someone's activity. |
| /available | Set your status to available. |
| /away | Set your status to away. |
| /busy | Set your status to busy. |
| /call | Call a phone number or Teams contact. |
| /dnd | Set your status to do not disturb. |
| /files | See your recent files. |
| /goto | Go right to a team or channel. |
| /help | Get help with Teams. |
| /join | Join a team. |
| /keys | See keyboard shortcuts. |
| /mentions | See all your @mentions. |
| /org | See someone's org chart. |
| /saved | See your saved messages. |
| /testcall | Check your call quality. |
| /unread | See all your unread activity. |
| /who | Ask Who a question about someone. |

Activity feed symbols

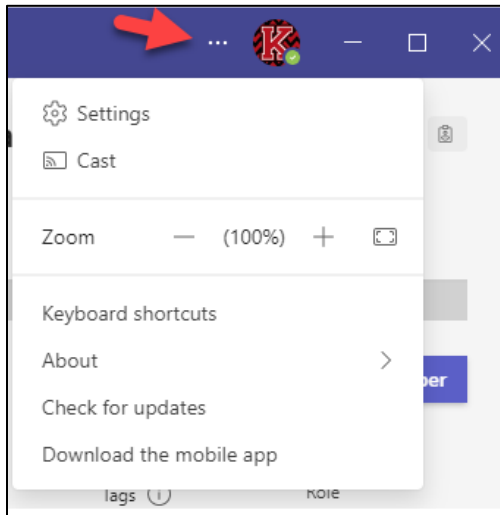
We attached unique symbols to different types of notifications in your feed. That way, you can look through your feed and prioritize based on the following:

| | |
|---|---------------------------------------|
|  | @mentions of you specifically. |
|  | @team mentions for teams you're on. |
|  | @channel mentions in teams you're on. |
|  | Replies to your posts. |
|  | Posts you liked. |
|  | You were added to a team. |
|  | You were made a team owner. |
|  | Trending posts. |
|  | Suggested posts. |

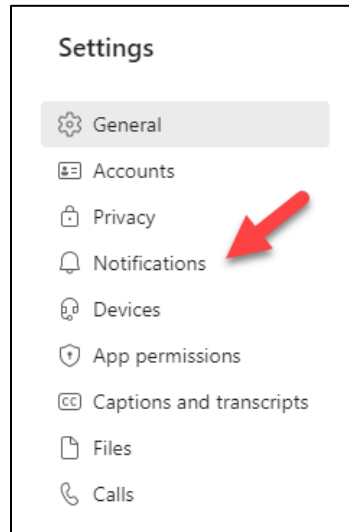
Managing Notifications

You can manage your teams notifications, so you only get notified on the things that matter most.

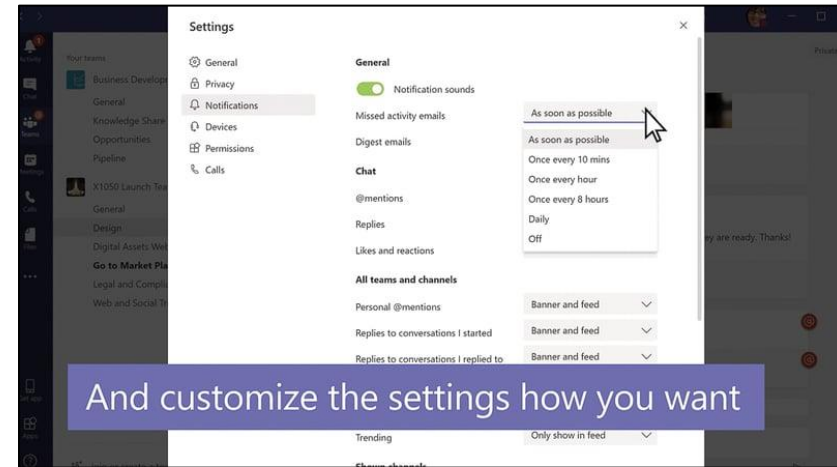
1. Select **Settings** from the drop-down menu



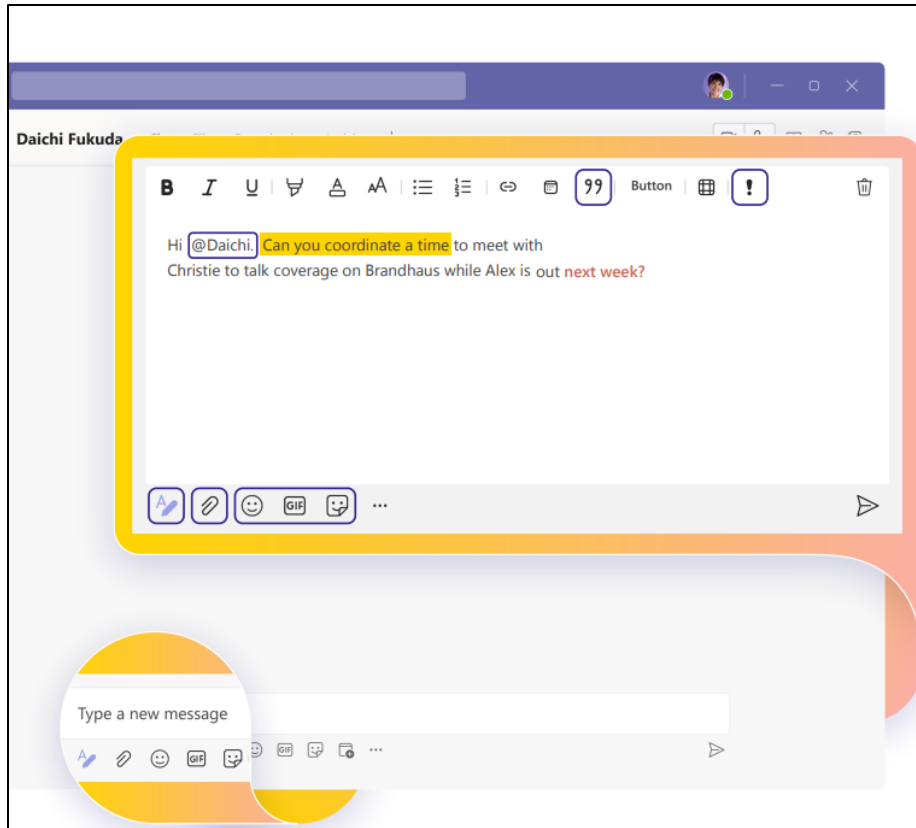
2. Click **Notifications**



3. Customize your notifications



Start a chat in Teams



Connect through messages

Whether you're in a meeting, channel, or a chat, your messaging box will look the same.

Compose

- Format** your messages, add bullet points, charts or hyperlinks.
- Mark as important** to call attention to specific messages.
- Attach files** to share with your teammates.
- Include gifs**, emojis, stickers to bring lightness to your conversations.

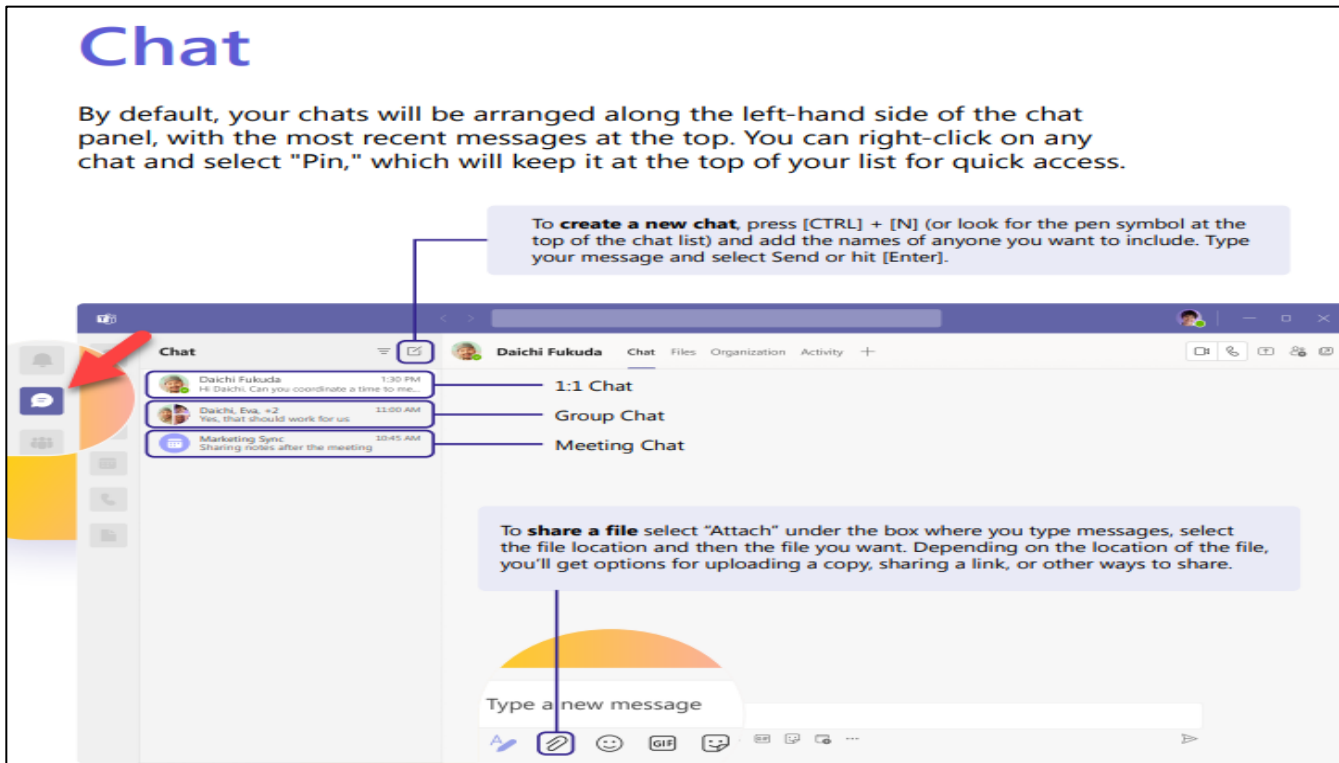
Tip Going into format mode will prevent your message from sending when you hit [Enter], so it's a great way to draft and preview messages before sending them.

Respond


- Tag a teammate** in a message by typing the **@ symbol** followed by their name. They will receive a special notification calling for their attention.
- React** to individual messages or **quote** them in a response.

Tip If you want to revisit an important message later, hover on that message, select the , then choose "Save." Saved messages will be found under your profile picture dropdown menu.

Start a one-on-one chat

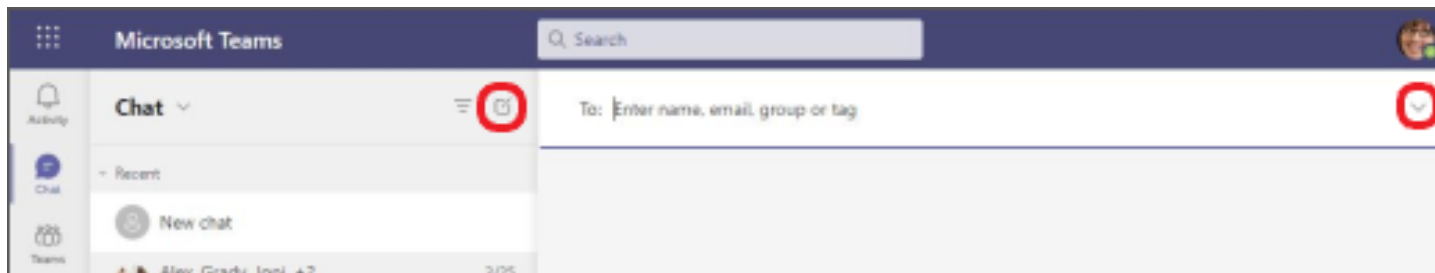


You can also start a one-on-one chat from someone's profile card. Open it by clicking their picture in a channel or from a search.

1. Select **New chat** .
2. Type the name of the person or people you want to contact.
3. Select the down arrow to add a name to your chat group.

Start and name a group chat


- Start and name a group chat
- Create a group chat the same way you start a one-on-one chat.
- Select New chat at the top of your chat list.
- Select the down arrow to the far right of the To field and then type a name for the chat in the Group name field.
- Type the names of the people you'd like to add in the To field.



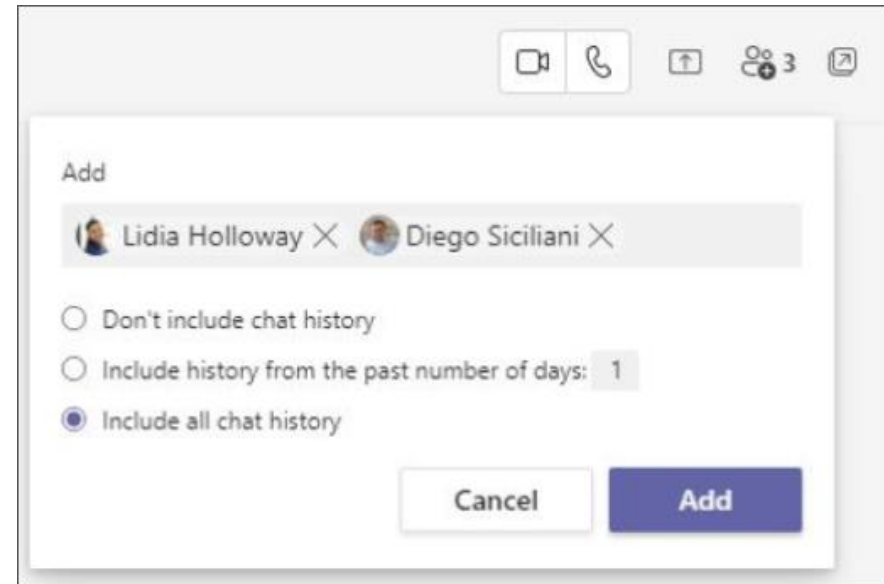
- Start a new chat and select the down arrow. Type a name for the group chat and add people
- This starts a new conversation. Everyone who has access to the group chat can [send messages](#).
- You can include up to 250 people in a group chat.



Add people to the conversation

To loop more people into the conversation, just click **Add people**  in the top right corner of Teams. Then, type the names of the people you'd like to chat with, select how much of the chat history to include, and click **Add**.

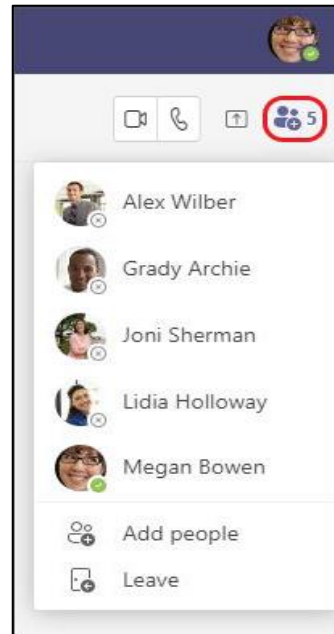
Note: When adding someone to a group chat (not a one-on-one), you can include the chat history.



Teams will save the whole chat history, all the way back to the first message. And if someone [leaves the group](#), their chat responses are still there in your chat history.

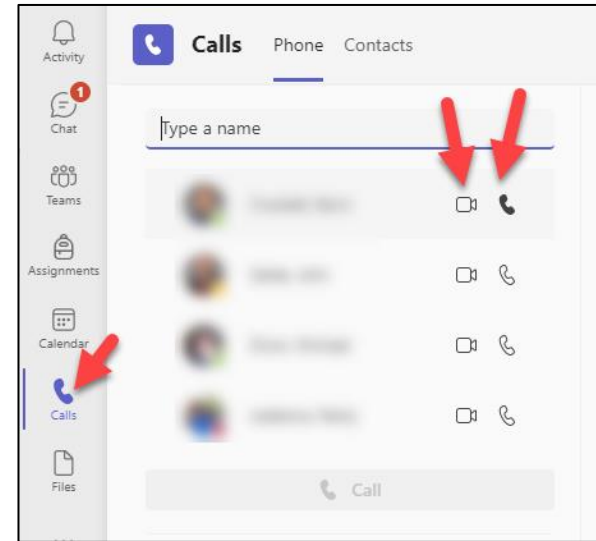
See who's in a group chat

To see who's in a group chat, select **View and add participants** in the chat header to show a list of everyone's names.



Make video and audio calls

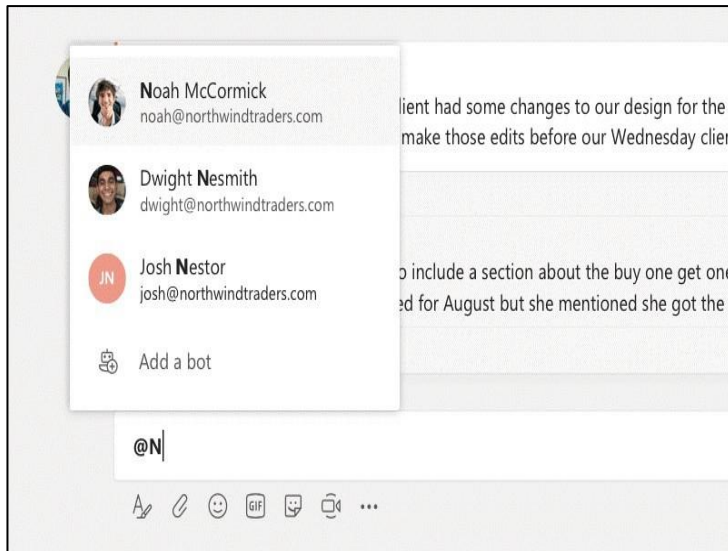
Click **Video call** or **Audio call** to call someone from a chat. To dial a number, click **Calls** on the left and enter a phone number. View your call history and voicemail in the same area.



@mention someone

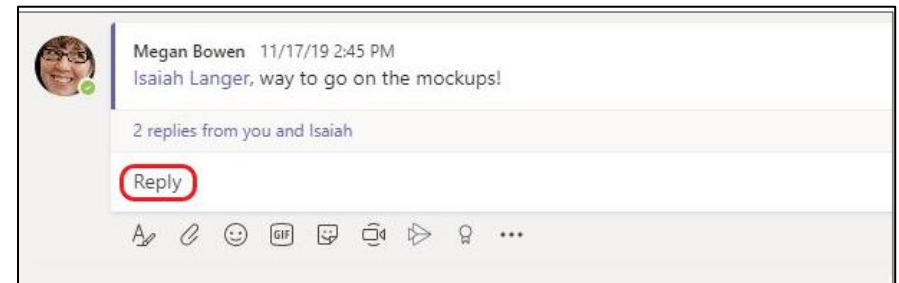
To get someone's attention, type @, then their name (or pick them from the list that appears).

- Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.



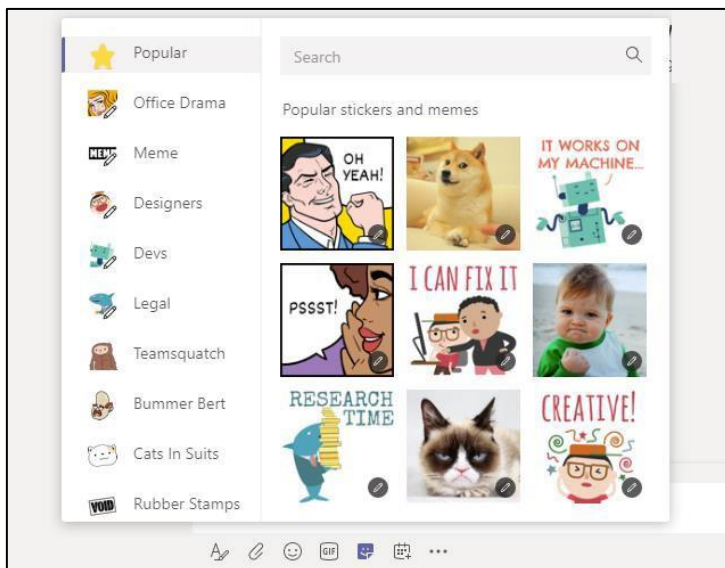
Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send**.





Add an emoji, meme, or GIF

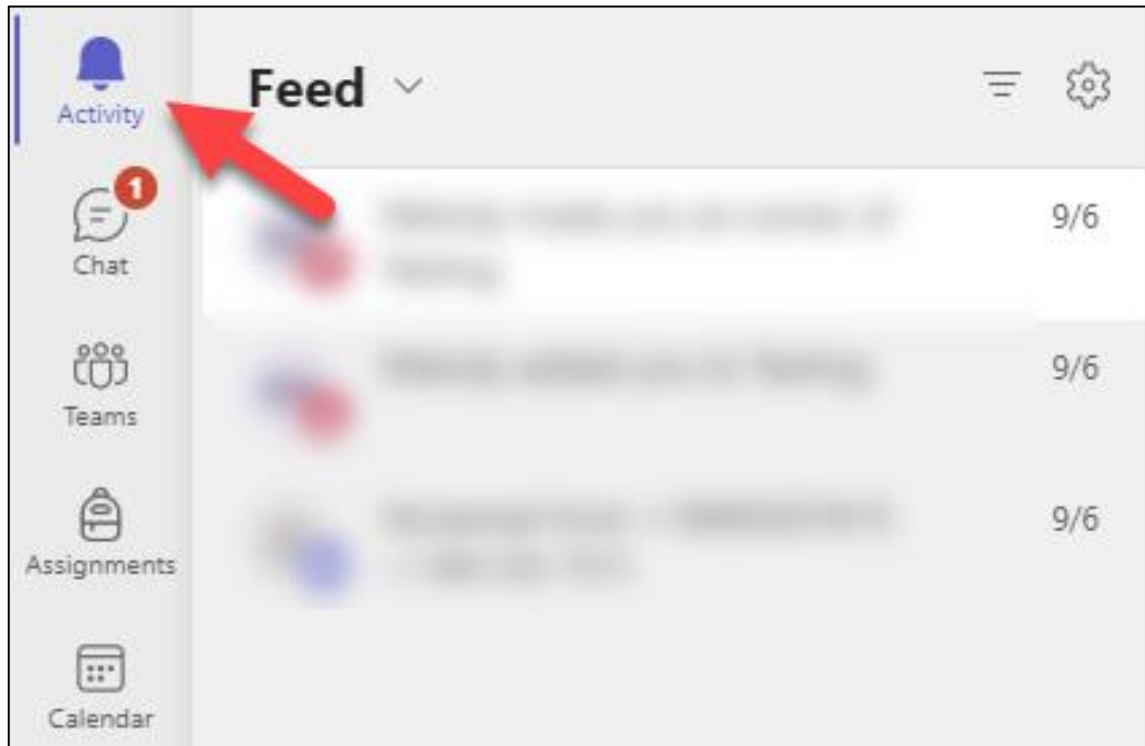
Click **Sticker** under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.



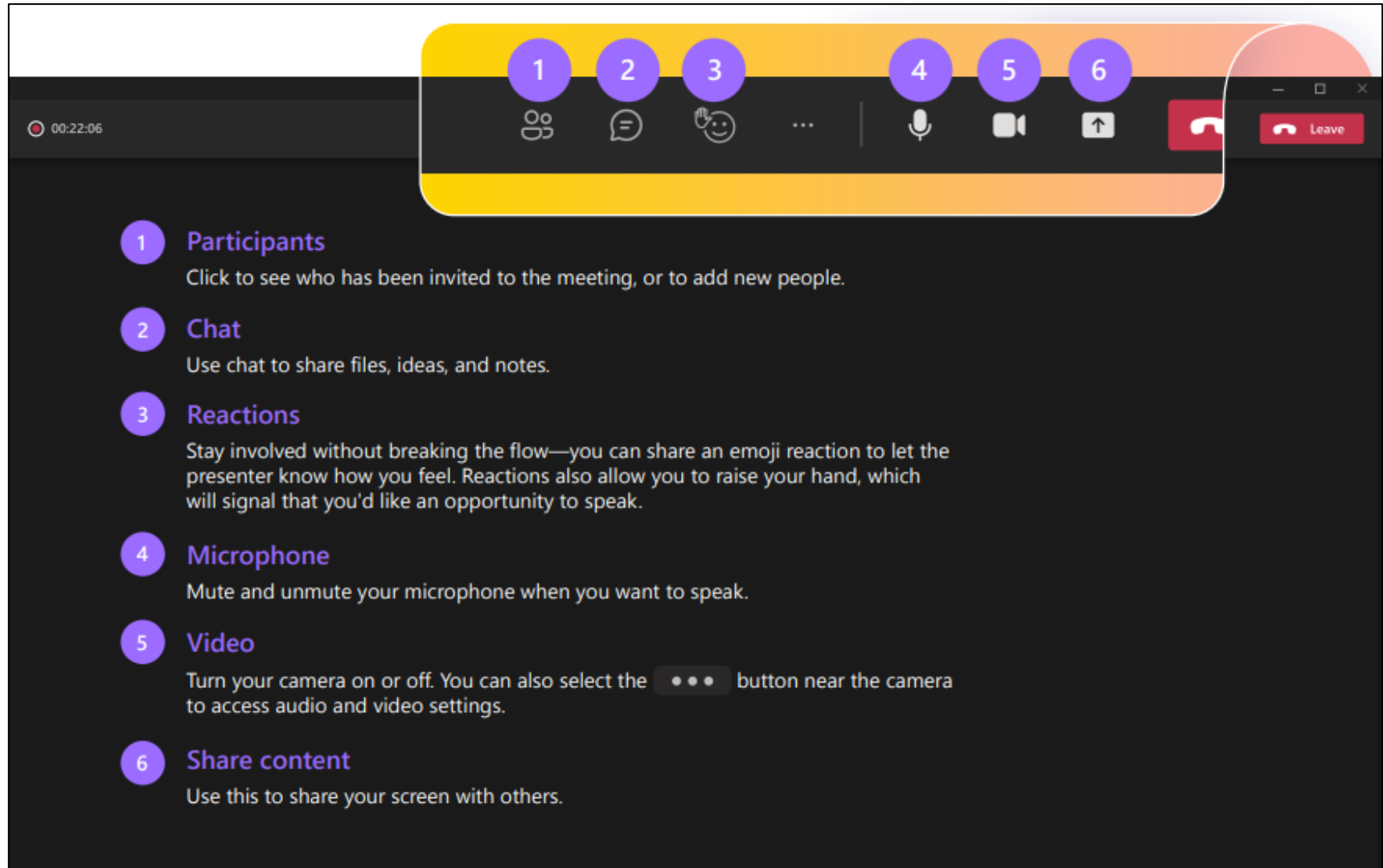
Stay on top of things

Notifications let you know when someone @mentions you, likes something you've posted, or replies to a thread you started. The Activity feed helps you stay on top of all your notifications.

1. Select **Activity** .
2. **Feed** shows you a summary of everything that's happened in the channels you follow.
 - Select **Filter**  to show only certain types of notifications such as @mentions or reactions.
 - Select **Feed** > **My Activity** to see a list of everything you've been up to lately in Teams.




Meeting Controls



The image shows a meeting control bar with a yellow-to-orange gradient background. Six numbered callouts (1-6) are placed above the bar, pointing to specific icons: 1 (Participants), 2 (Chat), 3 (Reactions), 4 (Microphone), 5 (Video), and 6 (Share content). Below the bar, a list of instructions explains each function.

00:22:06

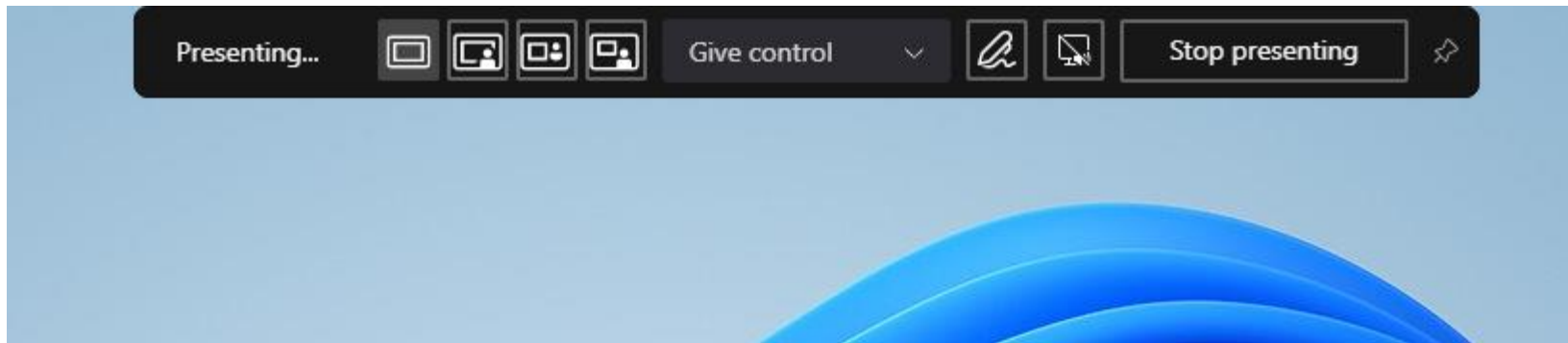
- 1 Participants**
Click to see who has been invited to the meeting, or to add new people.
- 2 Chat**
Use chat to share files, ideas, and notes.
- 3 Reactions**
Stay involved without breaking the flow—you can share an emoji reaction to let the presenter know how you feel. Reactions also allow you to raise your hand, which will signal that you'd like an opportunity to speak.
- 4 Microphone**
Mute and unmute your microphone when you want to speak.
- 5 Video**
Turn your camera on or off. You can also select the  button near the camera to access audio and video settings.
- 6 Share content**
Use this to share your screen with others.

Tip - Use [Ctrl]+[Shift]+[M] for a shortcut to mute and unmute during meetings

Meetings in Microsoft Teams

In Meetings. Undoubtedly one of Microsoft Teams best features. This is where you can setup 1:1 or group meetings, host meetings channels, [share your screens](#) and even create live events. But for now, we'll keep this beginner 101 friendly, so head into your teams Calendar module to get started on managing your meetings.

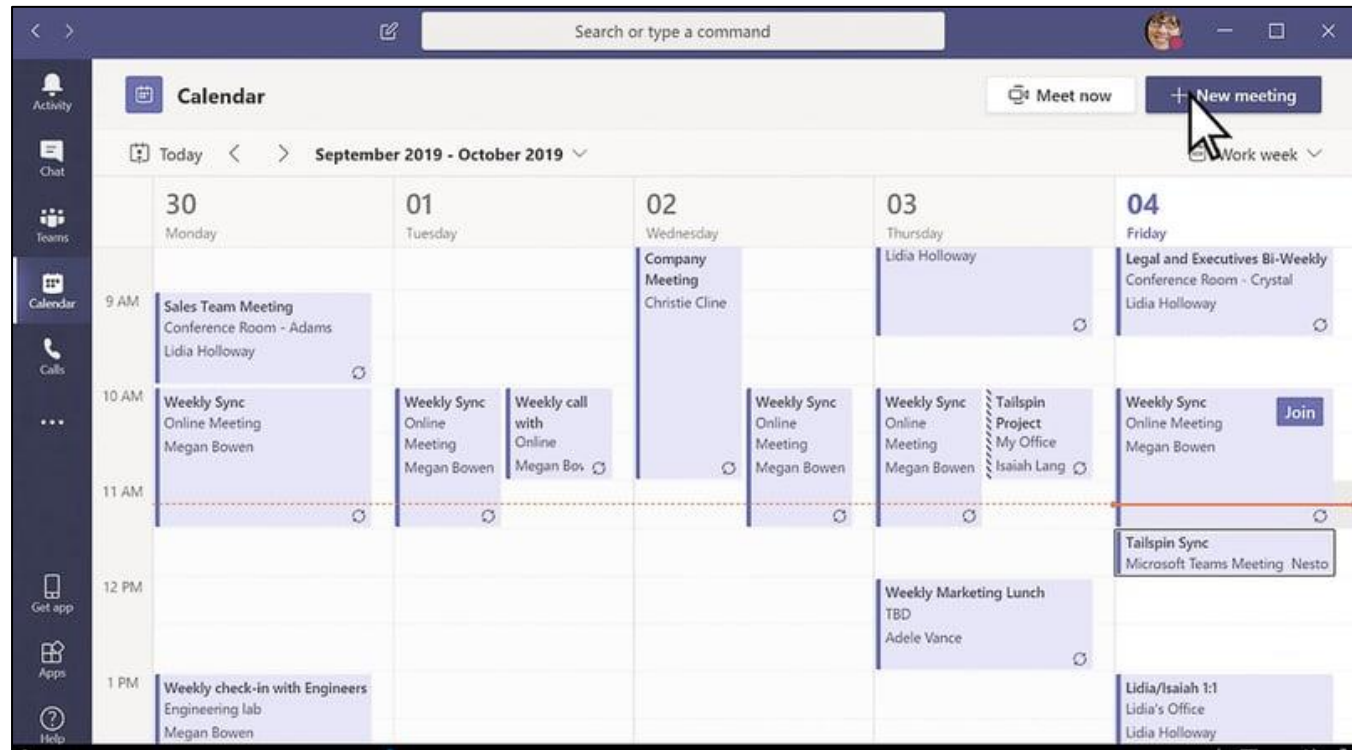
Note: *Your calendar stays in sync with your Outlook calendar and displays everything you've got coming up, even if you have created an appointment outside of teams.*



Schedule a meeting

1. Go to Teams  > Calendar 

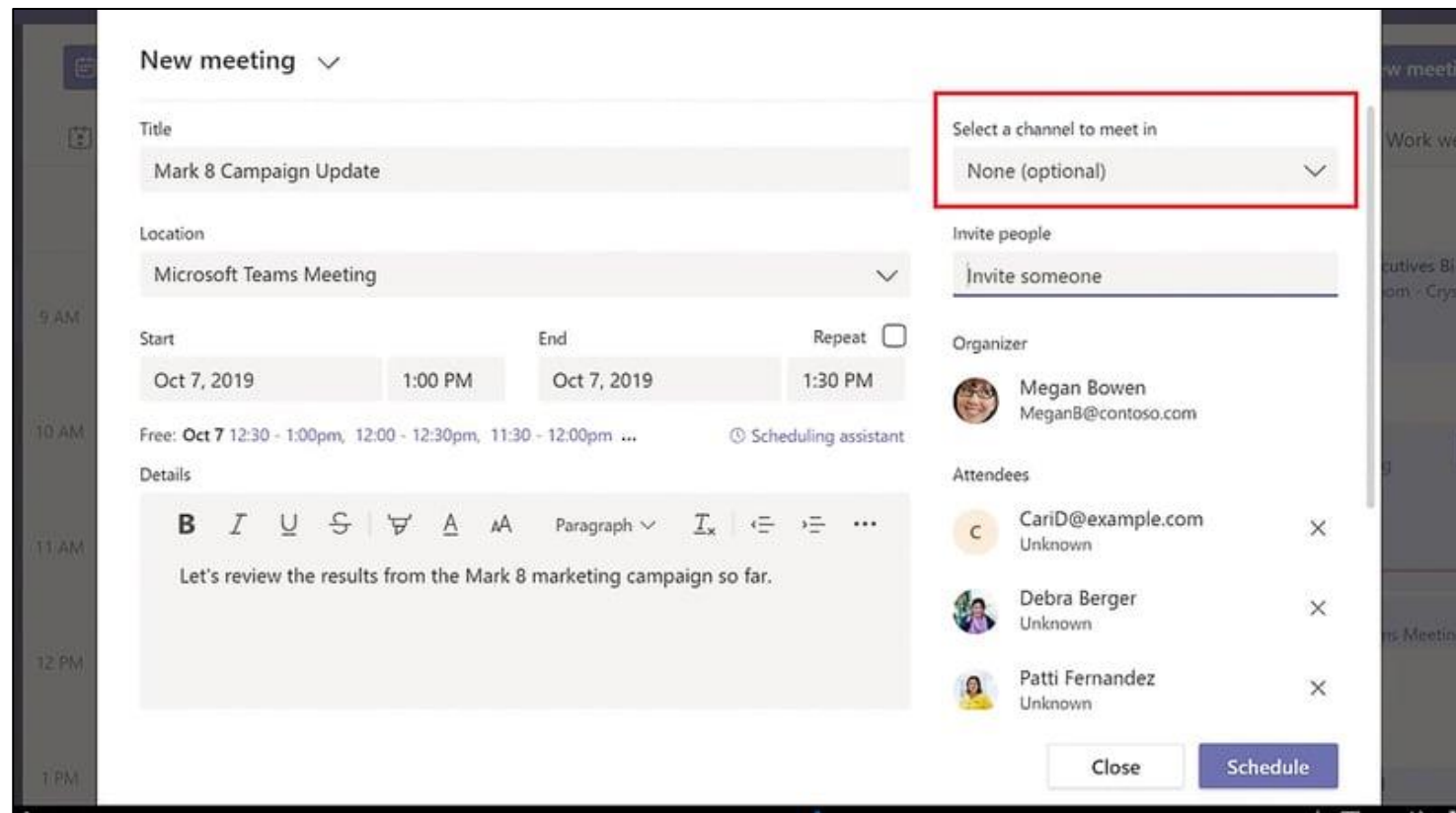
2. Select + New meeting.



3. Give your meeting a title. Decide on a date and time. Add any additional details.

4. Note: To make a recurring meeting, select the Does not repeat dropdown and choose whether you want the meeting to repeat daily, weekly, monthly, or yearly, or customize a cadence.

5. Type in the names of individual attendees, or select Add channel to select a class team channel to meet in.



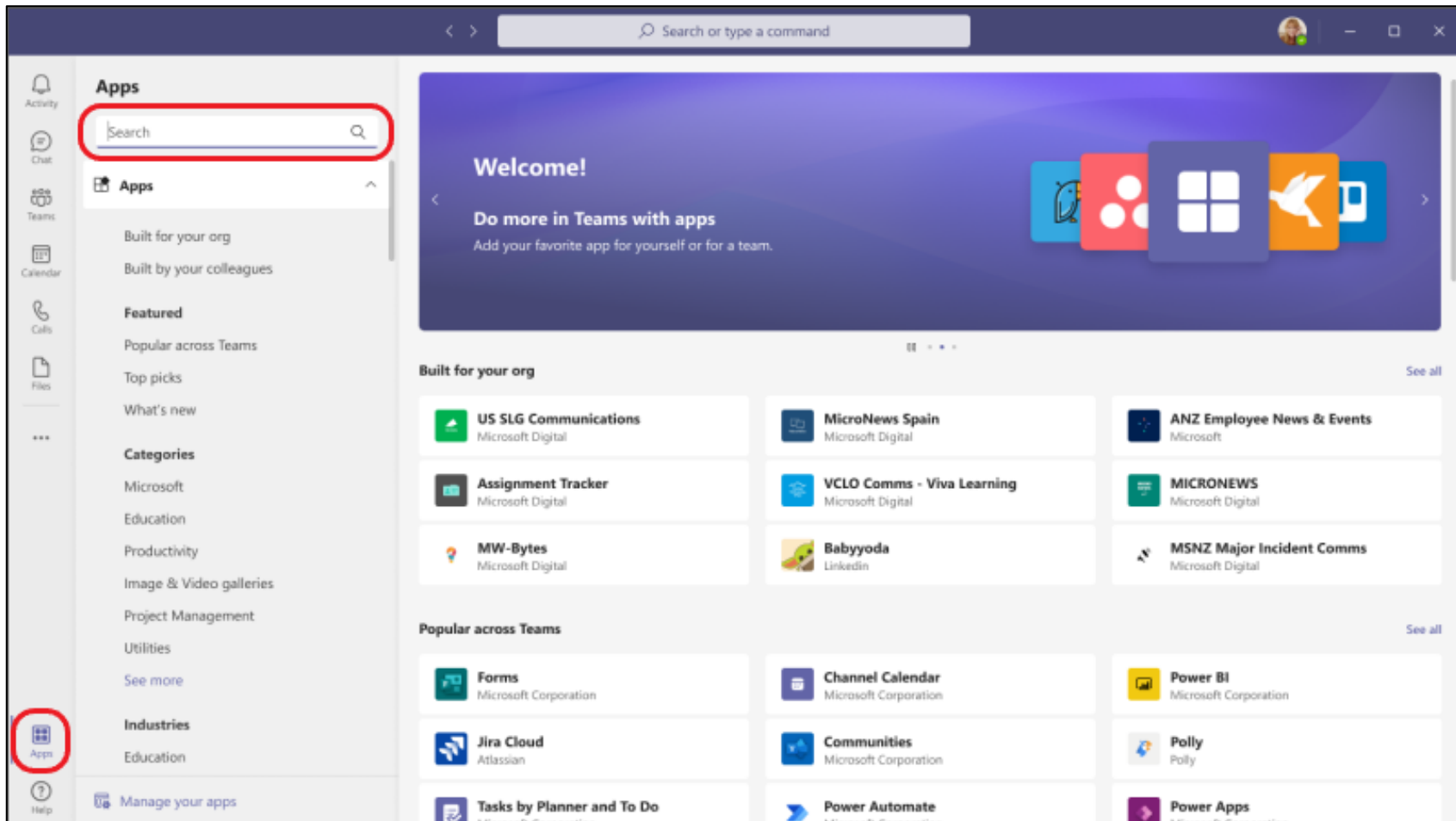
6. Note: When you add a channel, all members of that channel can join the meeting. Also, all resources shared, and any recordings taken during the meeting are saved in the channel.

7. Take a moment to review your meeting details. Then select Send button. This adds the meeting to your calendar and your students' calendars.

Note: (optional) You can also choose a channel to meet in. If you host your meeting in a channel, everyone in the team will see it in the channels post tab, where they can comment, share files and reply.

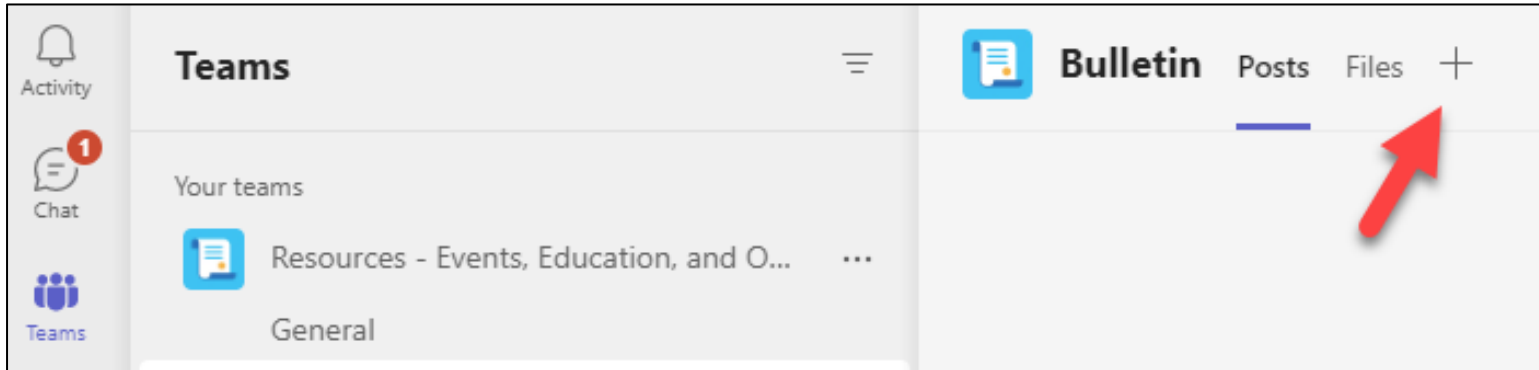
Find your personal apps

Apps let you do more in Teams without having to navigate away or switch applications. Think about the tools, files, and dashboards your org already uses - Do you use Planner to manage your tasks? What about SharePoint files, forms, PowerBI reports? Well, if so, the apps module means you can seamlessly add your tools right into Teams. Interested? Take a look at [how you can use Microsoft Planner with Microsoft Teams to manage your tasks](#). Click **More apps** to see your personal apps. You can open or uninstall them here. Add more apps in the **Store**.



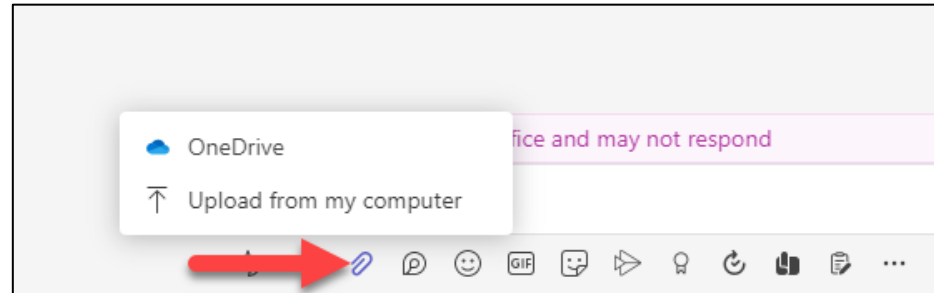
Add a tab in a channel

Click by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want. **Tabs** allow you to integrate the tools and services you love right into your chat or channel.

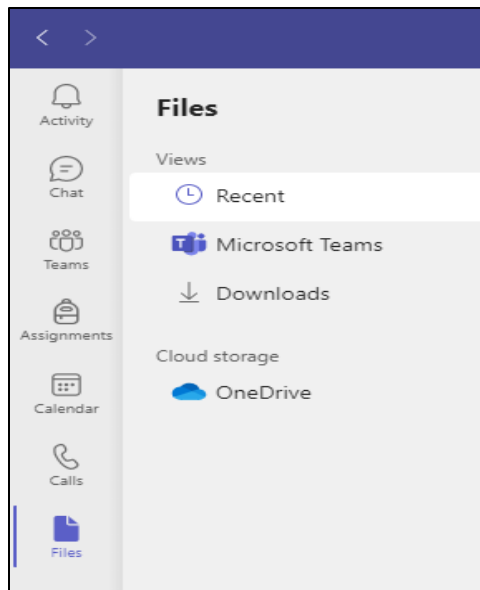


Share a file

In Chat - Click **Attach files** under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



Work with files



- Click the Files icon on the left sidebar, and you'll see all attached files. Here, you can also upload files to your team's OneDrive storage space for access.
- You can then work with those files through the file attachment location for OneDrive.

Collaborate on the files

As your team works together, you'll undoubtedly have files that you'll want to share and collaborate on. Teams makes it easy to share files and work on them together. If working in Word, Excel, PowerPoint, or Visio files your colleagues can even view, edit, and collaborate on them, right within Teams ([editing in Visio requires a license](#)).

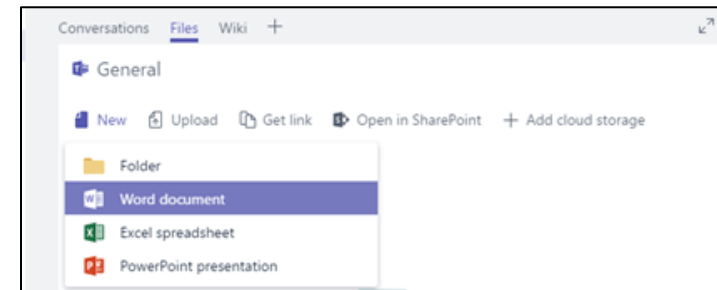
Your files library

Within each team there are channels. Think of these channels as a place for your entire team to discuss a specific topic, like upcoming training, or project updates. Each channel has its own file folder where you can share files for that specific channel. To access that folder, go to the channel and select the Files tab above the conversation window.



Note: Make sure to use the **Files** tab at the top of the channel conversation window instead of the **Files** button on the left side of the app. That button gives you access to ALL of your cloud files, rather than just the files for a specific channel.

1. In the library you can upload existing files or create new ones. When you upload a file, it creates a copy in Teams.
2. Upload existing files
3. There are two primary ways to upload existing files into your library. Both methods start by going to the files folder for your channel and both methods, by default, upload copies of your files to the channel file folder.
4. Drag and drop - Using your mouse, drag the file from where it's currently located and drop it on the Teams window among the files.
5. Upload - Select Upload, then select the file (or files) you'd like to upload and select Open.

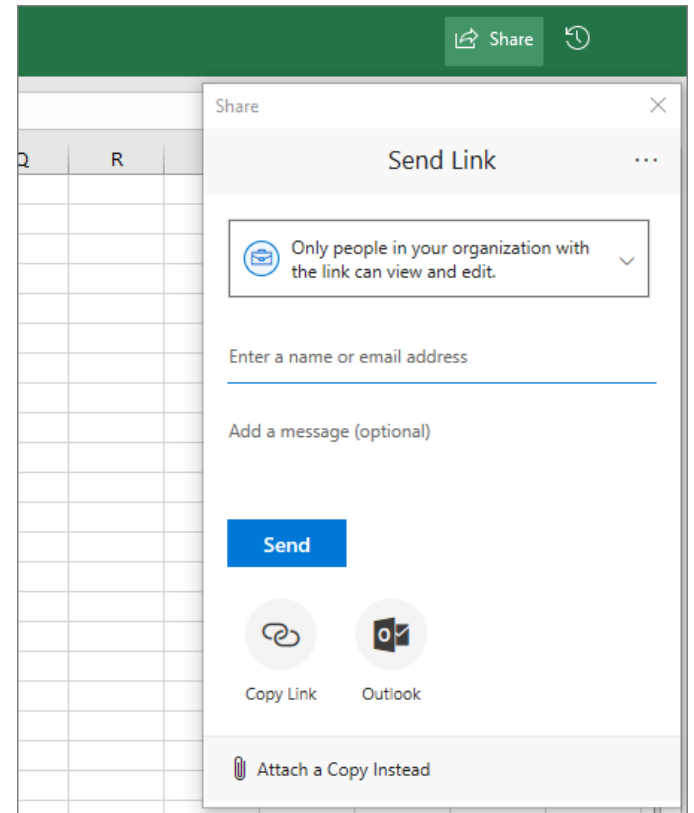
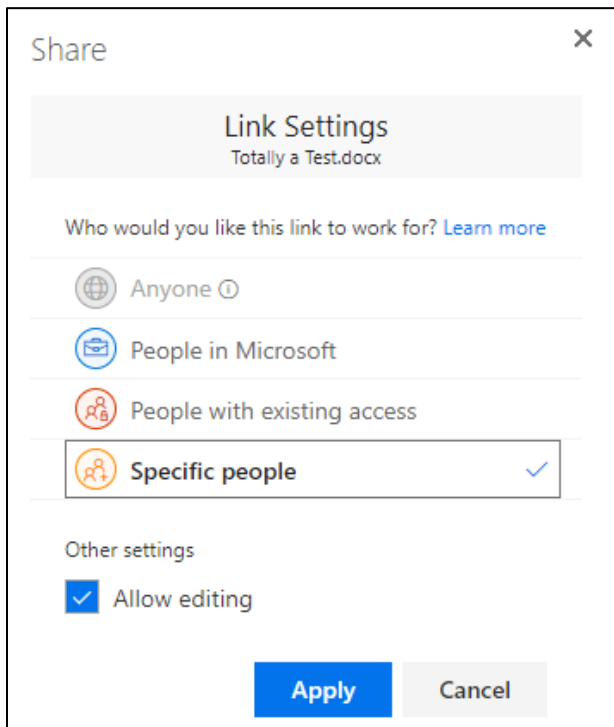


Any files you upload will be accessible by any member of your team. And just like in SharePoint, you can pin specific files to the top of your list for easy access.

Share with people outside your team

If the file is a Word, Excel, PowerPoint or Visio file, the easiest way to share it is to open the file in its corresponding Office for the web or desktop app. Select Share at the top right corner of the window. From there enter the aliases or email addresses of people you want to email the file link or select Copy Link to choose where you share the link.

If you want to share with people outside your organization, you may have to select the permissions drop-down (right above where you add the people you want to share with) and select that Specific People can access the file.

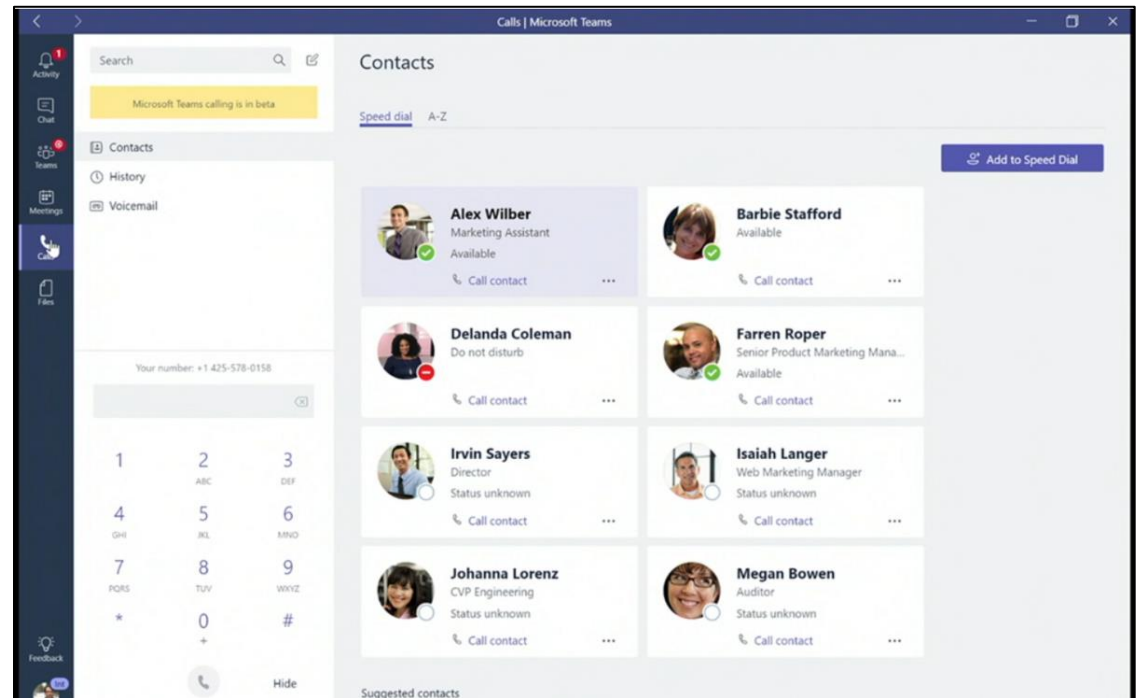


Once you've shared the file, those users can edit the file in real time (unless you unchecked Allow editing in the Link Settings dialog) just like the other members of your team can.

Calls Tab

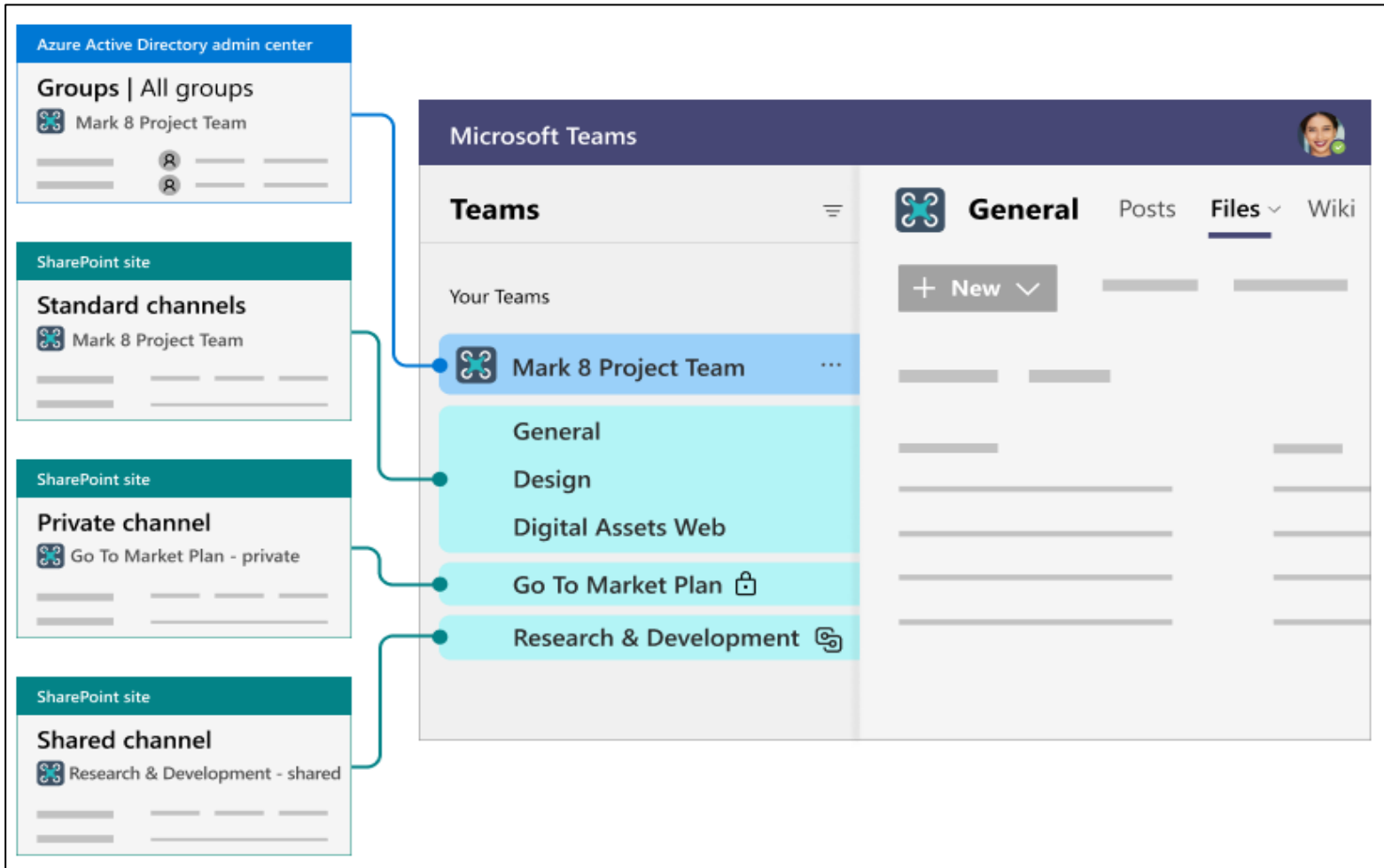
Starting a call in Teams is extremely simple and can be done in multiple ways, much like on a mobile phone. For example, you can make and receive a call from a chat, the command bar and calls tab – essentially anywhere in Teams.

The calls tab is found on the left-hand side of the Teams platform – unsurprisingly, under 'Calls'. Once you click that, you can make calls using speed dial and by going through your contacts list. On speed dial, you can add specific contacts to it and quickly type in a name, phone number or email address.



Integration

SharePoint, a part of the Microsoft 365 Office suite, is a web application service for document sharing and team collaboration offering enhanced productivity and communication tools. SharePoint provides secure file sharing with real-time collaboration and version management. Using Microsoft Teams as a hub for teamwork, files can be moved easily between Microsoft applications, in one SharePoint location.



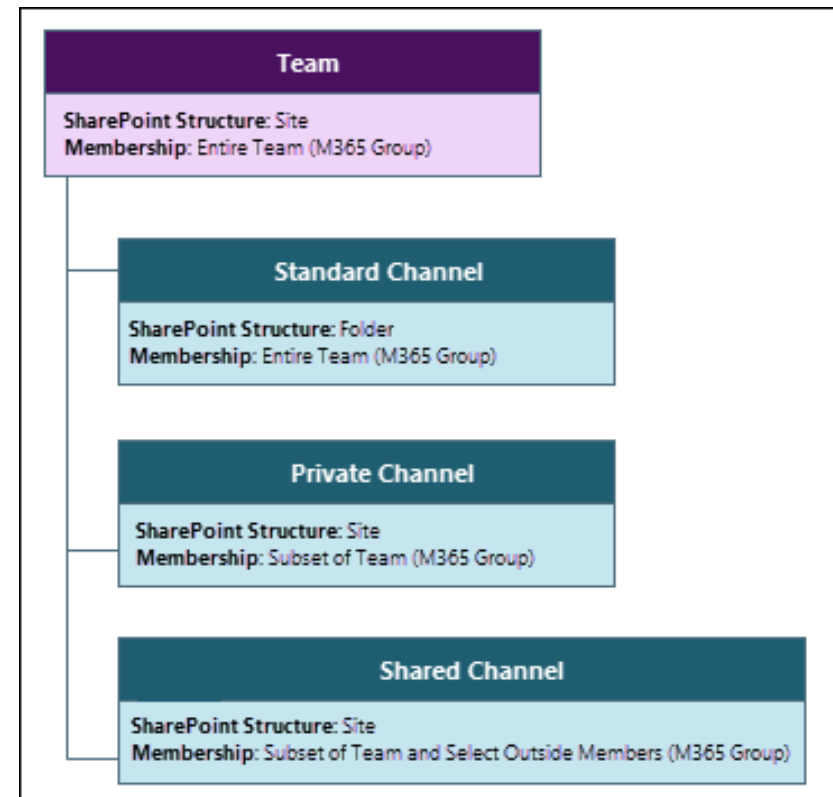
Each team is connected to a Microsoft 365 group in Azure AD where the team membership is stored. The files you see on the Files tab in a team are stored in a SharePoint site. All standard channels in a team share the same SharePoint site, but each private channel has its own site.

Teams and SharePoint are connected in the following scenarios:

- When you create a new team from scratch, a new SharePoint site is created and connected to the team.
- When you create a new team from an existing Microsoft 365 group, the team is connected to the SharePoint site associated with the group.
- When you add Teams to an existing SharePoint site, that site is connected to the new team.
- When you create a new private or shared channel, a new SharePoint site is created and connected to that channel.

In Teams, the Files tab on each standard channel is connected to a folder in the parent site's default document library. The Files tab on each private and shared channel is connected to the default document library in the corresponding channel site. Whenever you add or update a file on the Files tab, you are accessing the SharePoint site.

The standard channels display as folders in the parent site. The private channel has its own channel site that is separate from the parent site.



Teams-connected sites are optimized for a Teams connection that include the parent site (created when you create the team), and any channel sites that are created when you create a private or shared channel.

| Channel type | SharePoint site | Site sharing | File and folder sharing |
|--------------|--|---|---|
| Standard | One SharePoint site is shared by all standard channels. There is a separate folder for each channel. | Team owners and members are automatically included in the site owners and members permission groups. Sharing the site separately is possible but managing access through Teams is recommended for easiest user management and the best user experience. | Files and folders can be shared with anyone in the organization by using sharable links. If guest sharing is enabled, <i>Anyone</i> and <i>Specific people</i> links can be used to share with people outside the organization. |
| Private | Each private channel has its own SharePoint site. | Channel owners and members are automatically included in the site owners and members permission groups. The site can't be shared separately. | Files and folders can be shared with anyone in the organization by using sharable links. If guest sharing is enabled, <i>Anyone</i> and <i>Specific people</i> links can be used to share with people outside the organization. |
| Shared | Each shared channel has its own SharePoint site. | Team owners and members are automatically included in the site owners and members group. The site can't be shared separately. | Files and folders can be shared with anyone in the organization and external participants in the channel by using sharable links. Sharing with people outside the organization who are not channel members is not supported. |

Teams-connected sites can only be managed from Team, with some settings inherited from the parent site that can't be changed.

| Setting | Parent site | Channel site |
|---------------------------|--|--|
| Site permissions | Team permissions are synced with the site. Team and site owners can add additional people directly to the site. (Managing all permissions through Teams is recommended.) | Channel site permissions are inherited from the channel itself. Site permissions can't be managed in SharePoint, but will display permissions in read-only mode. |
| Site sharing settings | Team and site owners can set the sharing settings for files, folders, and the site. This is a SharePoint-specific setting. | |
| Guest access expiration | Guest access expiration can be set in the SharePoint admin center. | |
| Sensitivity | Sensitivity labels can be applied either to the team or the parent site. The same label is used for both and a change made in either location is reflected in the other. | Sensitivity of channel sites is inherited from the parent site. |
| Site quota | The site quota can be set in the SharePoint admin center. | The site quota can be set in the SharePoint admin center. |
| Default sharing link type | The default sharing link type can be set in the SharePoint admin center. | The default sharing link type can be set in the SharePoint admin center. |