MS Teams – key features

This guide highlights the key features of Teams, and points to video links for fuller explanations.

# Logging into Office 365

* Log into Office 365 via [office.com](http://www.office.com) with your University email address and password.
* Choose Teams from the O365 homepage or click on the ‘waffle’icon .

# Create a team

* Select Join or create a team > Select Create Team > Select ‘Other’ > Enter a team name and description, (keep the team ‘private’) then click Next > Add email addresses of your group members and complete the process.

# Post a message to its General channel video link: <https://bit.ly/2RjANmr>

Team conversations and collaboration happen in channels, with each channel having a Conversations tab. Post messages and replies here - ‘Like’ other people’s messages - edit and delete your posted messages – use @ mention to draw attention to groups or individuals…

**Top tip:** If you want to notify everyone in the group of your post, type in the group name with an @ symbol in front of it. To get the attention of individual people, put the @ symbol in front of their names.



Figure : Type your posts here... Hover over each icon on the message box to discover its purpose.

# Create more channels

* Select  **More options** next to the team name.
* Select **Add channel**, and enter a name and description for your channel.
* For Privacy - choose ‘**Standard – Accessible to everyone on the team**’.
* Select **Automatically show this channel in everyone’s channel list**, so this channel is to automatically visible in everyone's channel list.
* Select **Add**.
[Channels can be deleted at any time – Teams will ask is you’re sure…]

# Create and share a file video link: <https://bit.ly/2P7GYY1>

Team collaboration happens in channels: sharing and saving files, viewing and editing a file together in real-time. Use its chat feature alongside it. The ‘Comments’ are captured in the Conversations tab. You can create a new file, e.g. Word, from within Teams itself via the channel’s Files tab…

* Select Files > New > Choose a file type – Word > Name it, e.g. Joe Smith – my project contribution > Click Create > The Word file opens in Teams window >
* Type a line or two of text on the page. Everyone can see and edit the file at the same time.
* See the coloured flags appear in the document, indicating who is editing at any given moment. A copy of the file is now saved in the Files tab.
* Explore the Comments and Conversations buttons.

TIP 1: If you have an existing file on e.g. OneDrive, you can share it via a post by clicking on the post’s **Attach** button.

Tip 2: Want to hide a long lengthy url link in a post? From the Format button on the message box, choose Insert link. Enter the ‘text to display’ text and the url, and click Insert.

TIP 3: If your team finds itself regularly opening a key document, then make it a Tab item for super quick access, or click on the file’s **ellipsis** icon and choose **Pin** – a thumbnail image for the file will appear above the list.

# Start a chat video link: <https://bit.ly/2S20bfs>

Chat is designed for having a separate or private conversation with one or more people within the team.

* Click the **New chat** button .

Figure : Chat is most useful when you’re all available to respond!

# Online meetings – for your reference… video link: <https://bit.ly/2RwAlB0>

Start a meeting right now? From Posts select the **Video** icon > Click **Meet now** > Enter names into the Invite someone box.

Schedule a meeting in the future? Do it via Teams > Calendar > Schedule a meeting button.

Invited to a meeting? Go to your email and click on Join link in message Or go to Teams and spot it amongst your Channel posts.

# Planner video link: <https://bit.ly/36qDRRG>

Planner is a separate tool within O365, but easy to access via Teams. You can use this to assign and track team tasks between members of the team. It uses the concept of a board to map out activities, etc. to keep everyone (or just yourself!) organized.

* Select a channel where you’d like the board to be added, and select **Add a tab**.
* Select **Planner**.
* Select **Create a new plan**, and then select **Save**.
* With a Planner board, you can:
	+ Create buckets
	+ Add and assign tasks
	+ Update tasks
	+ Chart progress

# Wikis

Add a Wiki tab for an alternative space for your group to draft, edit, and chat all in one place. Visit [Add and use a Wiki tab in Teams](https://support.office.com/en-gb/article/Add-and-use-a-Wiki-tab-in-Teams-35ec762d-72ec-4d7f-b858-2949f6cb6014) for more information.

# Customize and manage your team video link: <http://bitly.ws/84ih>

Explore this via  **More options** next to the team name > Select **Manage team** to find Members, Channels, Settings, and Apps for your team all in one place.

# See the source imageUsing a phone or table? Download the ‘Microsoft Teams’ app

The Teams app has great functionality. For an online meeting, tap the Calendar icon and tap the Join button for the meeting. You can still access that great sharing files feature.

Available on android and IOs, just download it via your device’s app store.

# Further support for MS Office 365 Teams

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